

**BARTON COUNTY COMMUNITY COLLEGE
COURSE OUTLINE / SYLLABUS
12 APRIL, 2000**

**SYLLABUS IN ACCORDANCE WITH THE STATE PLAN FOR KANSAS
COMMUNITY COLLEGES COURSE GUIDE (PAGE 44)**

I. GENERAL COURSE INFORMATION

Course Number: BSTC 2783
Course Title: Process Management
Credit Hours: 1
Division/Disciplines: Technical Education/Business Technology

Course Description: The course will help individuals to apply the concepts and principles of process management in a service organization. These principles include implementing and managing the quality of service, accurate reporting of supplies statuses and standardization.

II. CLASSROOM POLICY

Student and faculty of Barton County Community College constitute a special community engaged in the process of education. The college assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense and respect for others both within and outside the classroom.

The College reserves the right to suspend a student for conduct that is detrimental to the College's educational endeavors as outlined in the College Catalog.

Plagiarism on any academic endeavors at Barton County Community College will not be tolerated. Learn the rules of, and avoid instances of, intentional or unintentional plagiarism.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify Instructor or program coordinator.

III. COURSE AS VIEWED IN TOTAL CURRICULUM

This course serves as an introduction to the ULLS family sharing commonality with ULLS-G and ULLS-A units on similar processes. ULLS provides automation to the staff level (Battalions and Brigades) logistician the opportunity to demonstrate their understanding of the logistics Readiness and Planning and Budget functions as while as to benefit from using a quality database to support day-to-day operations. It is very important to remember that ULLS does not change supply principles or regulations, but due to automation, ULLS may require you to make changes in procedures and unit SOPs. Students will be introduced to those functional area and system information of ULLS-S4 that applies to Staff level operations. Staff personnel will ultimately provide unit level input to the Combat Service Support Computer System through the STAMIS interface. Staff will learn how ULLS provides the unit commander with automated needs to accomplish his/her logistical mission while providing higher commands improved visibility of logistic assets and capabilities.

Our students will learn how to use the different functions of the ULLS-S4 through lectures and practical exercises and cover the functions such as these: Embedded Training, Introduction to the Budget processes, the Army Material Status System and Logistic Planning features.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data. The second part of the document outlines the procedures for handling discrepancies. It states that any differences between the recorded amounts and the actual amounts should be investigated immediately. The third part of the document provides a detailed breakdown of the financial data for the period. It includes a table showing the total revenue, expenses, and net profit. The final part of the document concludes with a summary of the findings and a recommendation for future actions.

The following table provides a detailed breakdown of the financial data for the period. It includes a table showing the total revenue, expenses, and net profit. The data is presented in a clear and concise manner, allowing for easy comparison and analysis. The table is as follows:

Category	Amount
Total Revenue	100000
Total Expenses	75000
Net Profit	25000

The data indicates that the company has achieved a net profit of 25,000 units for the period. This is a significant improvement over the previous period, where the net profit was only 15,000 units. The increase in profit is primarily due to a 10% increase in revenue, while expenses remained relatively stable. This suggests that the company's sales strategy is becoming more effective. However, it is important to note that the increase in revenue is also accompanied by an increase in expenses, which could be a concern if it continues. The company should continue to monitor its financial performance closely and take steps to optimize its operations. The following table provides a detailed breakdown of the financial data for the period.

IV. COURSE COMPETENCIES:

- Students will demonstrate an understanding of supply management processing to ensure compliance with applicable regulatory requirements.
- Identify if supply personnel are assigned to supply positions (AR 710-2, para B-8b).
- Demonstrate an understanding of Budget Authorization Accounts.
- Demonstrate an understanding the methods used to create Budget Account Codes.
- Demonstrate an understanding of how to identify ULLS-S4 subordinate units.
- Demonstrate an understanding of how to create Budget Ledgers and Subledgers.
- Demonstrate an understanding for building the Budget Source Files.
- Demonstrate an understanding for Posting committed funds to required reports.
- Demonstrate an understanding of the Army Material Status System reporting.
- Demonstrate an understanding of the Logistical Planning Scenarios.

V. INSTRUCTOR EXPECTATIONS OF STUDENTS IN CLASS

Regular attendance is important to student success. If a student chooses not to attend classes, it is the student's responsibility to make up the work without placing undue expectations on the instructor. The instructor will make reasonable accommodations to help the student make up the work but the primary responsibility lies with the student. Instructors may set their own parameters for acceptance of late work and test make up. Students should schedule doctor appointments, dental appointments and other such appointments to avoid missing their scheduled classes.

Respect is shown when one arrives to class on time thus avoiding disruptions in the classroom. Students further show respect by being attentive in the classroom and by remaining until the end of the class period. Lastly, respect is shown by following appropriate classroom behavior. Visiting with other students while a lecture is presented, or the use of electronic devices in the classroom such as cellular phones, a pager, or a portable tape or CD player is not appropriate. Each student is expected to attend every class session. Because of the "hands-on" nature of the course, make-up sessions are very limited and sometimes impossible. Every effort will be made by the College to provide a classroom environment that is conducive to learning. This includes providing adequate equipment and supplies, well lighted, heated/cooled and ventilated rooms, and rooms that are clean and safe. No food or drink is allowed in computer classrooms. In addition to the physical surroundings, the College seeks to provide a harassment free environment. Violations of the harassment policies of the College can result in suspension from the College

VI. TEXTBOOKS AND OTHER REQUIRED MATERIALS

Army Regulations, ULLS-S4 Commanders Guide, and additional text that will be picked by the Instructor.

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VII. METHODS OF INSTRUCTION AND EVALUATION

<u>Activity</u>	<u>Points</u>
Practical Exams	30%
Examination	70%

One exams will be given.(written or automated). Each student must receive a score equivalent to 70% to receive a passing grade of this class.

The amounts of PEs, are subject to change at the discretion of the instructor.

Grading Scale

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	0 - 59%

MAKE-UP EXAMINATIONS: If it is necessary to miss an exam you should inform the instructor in advance if possible to make arrangements for the exam. A limit of one make-up exam per student is allowed. Check with the Instructor or program coordinator.

VIII. ATTENDANCE REQUIREMENTS

Attendance in class is an obligation assumed by each student at the time of registration. It is the student's responsibility to fulfill all the requirements of a course as prescribed by the instructor. Class roll will be taken every day. This course is a 30-hour course. Students are only allowed to miss no more than 25% of class time to be able to complete the course. If a student must miss a class, arrangements must be made in advance.

IX. COURSE OUTLINE

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Received of the Hon. Secy of the Navy
the sum of \$1000.00 for the
purchase of the U.S.S. Albatross
for the purpose of the U.S. Fish
Commission.

Wm. A. Rorer, Secy of the Navy
Washington, D.C.

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