**BARTON COMMUNITY COLLEGE
COURSE SYLLABUS**

**I. GENERAL COURSE INFORMATION**

 Course Number: MLTR 1020

 Course Title: Maintenance Manager Course

 Credit Hours: 3-5

 Prerequisites: None

 Division/Discipline: Military Programs

 Variable Credit: 45 hours for 3 credits, 60 hours for 4 Credits, 75 hours for 5 credits. Variable rate of 15 hours accommodates depth of instruction and review required for manual forms, publications, procedures and testing based on the Manager’s level of responsibility. Unit Leaders at Company level typically require 75 hrs. Battalion or Brigade level 45-60 hrs.

Course Description: This course provides the basic knowledge and skills for Motor Pool Operations and management. This course includes training in duties, responsibilities and procedures to conduct and manage a unit maintenance program, use of the automated standard Army Maintenance System-Enhanced (SAMS-E) computer program, shop operations, tool room procedures, supply and safety procedures and exchange pricing.

**II. INSTRUCTOR INFORMATION**

**III. COLLEGE POLICIES**

Students and faculty of Barton 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.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. [Most up-to-date documents are available on the College webpage.]

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu.

**IV. COURSE AS VIEWED IN THE TOTAL CURRICULUM**

Provides students with the necessary knowledge and skills to identify and interpret numerous database reports. This course also provides the necessary training for individuals to manage all aspects of Motor Pool Operations.

**V. ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies

1. Demonstrate maintenance of a Computer System.

 1. Operate and maintain a computer system.
 2. Maintain database on shop operations and equipment.
 3. Create and maintain a database using the Backup/Restore procedures.

1. Apply the principles needed to input information, produce reports and maintain maintenance management records.
2. Update the Federal Logistics Data (FEDLOG).
3. Input Man-Hours in to Accounting.
4. Create requisitions in the U.S. Army online publication ordering system in order to maintain all required publications.
5. Employ procedures to produce and maintain supply management reports.
6. Identify and interpret the data on the Commander’s Financial Transaction Reports and the Commander’s Exception Report.
7. Identify the necessary repair parts needed in order to create and update a Shop Supply List in the SAMS-E database.
8. Identify and interpret the data on the Commander’s Property Book and the Unit’s Modification Table of Organizational Equipment (MTOE) to update the Unit’s Authorizations.
9. Process Unit Receipts.
10. Produce Equipment Readiness Reports.
11. Add and update Unit Equipment.
12. Add and change unit personnel data.
13. Employ procedures to ensure the Preventive Maintenance Checks and Services (PMCS) program is resourced, managed, and sustained.
14. Identify procedures to ensure an effective Unit Preventive Maintenance Checks and Services program.
15. Identify procedures to ensure an effective Army Oil Analysis Program is put in place in the organization.

F. Apply the principles needed to ensure all authorized tools will be on hand or on order, serviceable, and hand receipted to all users.

1. Identify and apply the principles of supply management to properly account for all assigned tools in the Tool Room according to the appropriate regulations.

G. Maintain Key Control and Motor Pool Security.

1. Describe the importance of proper safety management in the Motor Pool.
2. Describe the importance in using security procedures.

H. Implement policies and procedures to ensure equipment is properly dispatched and accounted for.

1. Dispatch and return equipment.
2. Implement an effective policy for Shop Operations.

I. Employ procedures to ensure Exchange Pricing is accomplished in a timely fashion.

1. Apply the procedures required for an effective Unit Exchange Pricing Program.

**VI. INSTRUCTOR’S EXPECTATIONS OF STUDENTS IN CLASS**

**VII. TEXTBOOKS AND OTHER REQUIRED MATERIALS**

**VIII. REFERENCES**

**IX. METHODS OF INSTRUCTION AND EVALUATION**

**X. ATTENDANCE REQUIREMENTS**

**XI. COURSE OUTLINE**