**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

# **GENERAL COURSE INFORMATION**

Course Number: MLTR 1795

Course Title: Property Book Unit Supply Enhanced for Operators

Credit Hours: 3

Prerequisite: None

Division/Discipline: Military Programs

Course Description: This course provides an overview of the procedures used by organizations to control and account for facilities, supplies and equipment through the use of the Property Book Unit Supply Enhanced – (PBUSE) Software. Theory and application of both manual and automated tasks are presented through the use of Seminar and practical exercises. Procedures used that enable an organization to account for resources and provide managers with logistical data needed to ascertain spending trends and to account for property will be covered. Major areas of emphasis will include Property Accountability, Property Functionality, Equipment Inventories, Supply Functionality and Telecommunications Capabilities.

# **CLASSROOM POLICY**

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.

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 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 Student Support Services.

# **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This course is a structured learning experience designed to introduce and prepare students to understand the various requirements involved in military supply and logistics management. The course addresses the regulatory and technical requirements of such operations and procedures using existing military automated and non-automated management systems.

# **ASSESSMENT OF STUDENT LEARNING / COURSE OUTCOMES**

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:

1. Demonstrate an understanding of the maintenance of a Computer System.
2. Apply the principles needed to input information, produce reports and maintain supply management records.
3. Employ procedures to ensure property accountability.
4. Demonstrate an understanding of Logistics Planning.
5. Apply the procedures to back-up the system files.

# **COURSE COMPETENCIES**

1. Demonstrate an understanding of the maintenance of a Computer System.
2. Identify the PBUSE concept and Architecture.
3. Maintain database on supply operations and equipment.
4. Operate PBUSE through System Initialization procedures.
5. Define the preferred Operating Method.
6. Apply the principles needed to input information, produce reports and maintain supply management records.
7. Assign user roles.
8. Maintain Budget Accounts.
9. Manage Budget Transactions.
10. Produce Budget Reports.
11. Manage alert Messages.
12. Maintain Parameter Tables.
13. Produce new DODAAC Functions.
14. Develop and maintain the PBUSE Catalog.
15. Employ procedures to ensure property accountability.
16. Print Primary Hand Receipts.
17. Maintain Component Updates.
18. Manage Sub-Hand receipt Holders.
19. Identify and manage the Operational and Basic Load Lists.
20. Manage Component Data.
21. Process a Request for Issue.
22. Produce copies of the Activity Register.
23. Create the Asset Visibility Report.
24. Manage the Army Material Status System.
25. Print reports used to manage Material Items.
26. Demonstrate an understanding of Logistics Planning.
27. Develop Scenario phases.
28. Produce a Class I, III, and V Planning Table.
29. Print the Class I, III and V Tables.
30. Manage Ammunition documents.
31. Apply the procedures to back-up the system files.
32. Process the Interfacing actions with other Logistics Systems.
33. Define PBUSE levels of Security.
34. Conduct Standalone Replication.
35. Perform Standalone Activities.
36. Identify Help Desk Procedures.

# **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

# **REFERENCES**

# **METHODS OF INSTRUCTION AND EVALUATION**

# **ATTENDANCE REQUIREMENTS**

# **COURSE OUTLINE**