COURSE SYLLABUS

LAST REVIEW   Spring 2021

COURSE TITLE   Fire Administration I

COURSE NUMBER   FRSC 0201

DIVISION   Health Professions

DEPARTMENT   Fire Science

CIP CODE   43.0203

CREDIT HOURS   3

CONTACT HOURS/WEEK   Class: 3

PREREQUISITES   None

COURSE PLACEMENT   Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

Fire Administration explores organization principles with an emphasis on leadership in the fire community. Students examine the history, types, methods and principles of fire department organization. Emphasized are supervisory responsibilities and functions.

PROGRAM LEARNING OUTCOMES

1. Demonstrate physical skills needed for employment as a firefighter.
2. Explain fire behavior.
3. Apply emergency management skills to provide basic emergency medicine in the field.
4. Evaluate strategy and tactics related to fire safety, survival techniques, and fire management.
5. Explain legal issues related to fire services administration.
6. Demonstrate employability skills necessary for completing the job search process.

TEXTBOOKS

http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
I. Management Options in Fire Protection
    A. Examining management options
    B. Management options based on performance
    C. Organization of fire protection services
    D. Fire insurance
    E. Fire prevention options
    F. Fire master planning

II. Management Approaches
    A. Management theory
    B. Mobilizing for management
    C. Fire community futures

III. Productivity
    A. General considerations
    B. Productivity approaches
    C. Technology

IV. Management and Planning for Fire Protection
    A. The framework
    B. An overview of planning
    C. Systems concept
    D. The planning process

V. The Budgetary Process
    A. Theory of budgeting
    B. Resources for budgeting
    C. The practice of budgeting
    D. Types of budgets
    E. Budget controls
    F. Retirement systems budgeting

VI. Public Relations

VII. Labor Relations

VIII. Personnel Management

IV. Measuring and Evaluating Productivity
    A. Measure productivity
    B. Use of comparative data
    C. Optimal specifications

X. Training
    A. Developing a training program
    B. Developing an educational program
    C. The scheduling of training
    D. Training records
    E. Training personnel qualifications
    F. Physical facilities

XI. Managing Innovation
    A. Incentives
    B. Barriers to innovation
    C. The innovate process
    D. Managing change within an organization
    E. The need for change

XII. Applications to Administrative Writing
    A. Administrative correspondence principles
    B. The basic elements of correspondence
    C. Correspondence requiring directness
    D. Indirect letters
    E. Inquiries
    F. Persuasive letters
    G. Reports
        1. Special needs
        2. Determining order
        3. Written outlines
        4. Report wording
    H. Techniques of writing reports
        1. Objectivity
        2. Logic
        3. Viewpoint
        4. Structural aids
        5. Role of interest
    I. Visual Communications Aspects
    J. Report problems
        1. Memorandums
        2. Length

3. Research
K. Physical Presentation of Reports
L. Formats
M. Report Checklist

COURSE LEARNING OUTCOMES

Upon successful completion of this course, the student will:

A. Describe various styles of management.
B. Discuss management approaches.
C. Quantify productivity in the fire service.
D. Outline management and planning for fire protection.
E. Outline the budgetary process.
F. Discuss public relations.
G. Discuss labor relations.
H. Identify personnel management issues.
I. Quantify how to measure and evaluate productivity.
J. Discuss training in the fire service.
K. Identify innovation management.
L. Identify various applications to administrative writing.

ASSESSMENT OF COURSE LEARNING OUTCOMES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.