

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Fire Administration II
COURSE NUMBER	FRSC 0203
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

This course includes an exploration of organization principles with an emphasis on making decisions in the fire community. A study of the management theories, methods, and principles of fire department organization; both formal and informal, line and staff functions. Emphasis is placed on supervisory responsibilities and functions. Productivity, Budgets, Cost Analysis are also major areas of study.

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
- IX. 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. Explain the various management options in fire protection.
- B. Iterate the various management approaches in the fire service.
- C. Discuss the concepts and philosophy of productivity in industry.
- D. Discuss management and planning for fire protection.
- E. Explain the budgetary process.
- F. Discuss public relations in the fire service.
- G. Understand labor relations.
- H. Understand personnel management.
- I. Describe how to accurately measure and evaluate productivity.
- J. Discuss training issues in the fire service.
- K. Iterate how to manage innovation in the fire service.
- L. Determine the best application for administrative writings.

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>