

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Fire Technology</u>
COURSE RUBRIC AND NUMBER	<u>FIRT 1349</u>
COURSE TITLE	<u>Fire Administration II</u>
COURSE CREDIT HOURS	<u>3 3 : 1</u> Credits Lec Lab

I. Catalog Description

Studies fire service management pertaining to budgetary requirements, administration, organization of divisions within the fire service, and relationships between the fire service and outside agencies. **Prerequisite: FIRT 1309. (3:1).**

II. Course Objectives

Upon satisfactory completion of this course, the student will be able to:

- A. Describe management principles utilized to link organizational performance requirements with individuals.
- B. Describe principles for producing effective participation in decision making and planning.
- C. Describe the development of management and modern management concepts.
- D. Describe fire services management functions, organizational structures, and principles of organization.
- E. Describe the role and responsibilities of fire officers in a fire service organization.
- F. Describe techniques for effective communication, including principles for conducting effective meetings.
- G. Describe fundamental principles of fireground management, including the levels of fireground management, development of strategy and tactics, the Incident Management System, and fireground communications.
- H. Describe principles for setting and implementing goals and objectives.
- I. Describe the elements of fire prevention programs, including fire inspection and code enforcement.
- J. Describe principles for effective management of personnel conflict.
- K. Describe the process of developing and implementing fire and life safety education programs.
- L. Describe the elements of the pre-planning process, including effective use and application of pre-plans.
- M. Describe elements of effective water supply management.
- N. Describe the elements of conducting fire investigations.
- O. Describe the components and uses of a fire department information management system.
- P. Describe principles of effective time management and delegation.
- Q. Describe the components and principles of the management of fire department physical resources and the impact of the Insurance Services Office Grading Schedule.
- R. Describe principles of effective decision-making and problem solving.
- S. Describe the types of budgets and the elements of the budget development process.
- T. Describe the components of personnel management, including aspects of labor relations.
- U. Describe principles of effective discipline and personnel counseling and interviewing techniques.
- V. Describe principles and techniques for conducting effective performance evaluations and developing satisfying work environments.
- W. Describe the components of a fire department health and safety program, including the elements of the risk management process.
- X. Describe the principles and techniques of effective instruction and learning.
- Y. Describe the various services provided by fire departments other than fire suppression and the concept of

customer service.

Z. Describe the functions and impact of organizations that work with the fire service.

AA. Analyze a small fire department or a division, section, or program of a larger fire department and identify and describe its mission, goals and objectives, organization, and physical and financial resources.

III. THECB Learning Outcomes (WECM)

1. List the organizations that work with the fire service and explain how they affect fire service operations.
2. Develop an organizational structure demonstrating interagency cooperation and explain how those agencies assist a fire service function.
3. Describe management principles and techniques for effective organizational performance.

IV. Evaluation

Attendance Policy: Students are required to log in to the course on a weekly basis and complete weekly assignments. Students who do not log in for two or more weeks or do not complete assignments for two or more weeks without a valid excuse may be dropped from the course at the instructor's discretion.

Students who have not logged in at least once prior to the census date listed in the Credit Class Schedule and the Course Calendar and have not contacted the instructor with a valid excuse will be dropped from the course.

Withdrawal Policy: Students who desire to withdraw are responsible for initiating withdrawal action through the EPCC Registrar's Office according to the policy in the Credit Class Schedule. **After the drop date listed in the Credit Class Schedule and the Course Calendar, students will receive a grade based upon all required items. Items not completed will be given a grade of "0".**

Students requesting an Incomplete, "I", must comply with EPCC policies and procedures listed in the Credit Class Schedule.

Cheating Policy: Students found plagiarizing another student's work will be given a grade of "0" for that assignment. An incident report documenting the circumstances will be prepared by the Instructor and submitted to the Instructional Dean of Education and Occupational Programs. A copy of the report will be provided to the student. A second such incident will be grounds for dismissal from the course with a grade of "F".

Course Grade: The Course Grade will be based on an average of grades for Participation, an average of grades for Course Activities, Course Project, and an average of exams. The instructor will determine the percentage weight for each grade.

Grading Scale

- A: 90 - 100
- B: 80 - 89
- C: 75 - 79
- D: 70 - 74
- F: 0 - 69

V. Disability Statement (Americans with/Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.