

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA TITLE	<u>Fire Technology</u>
COURSE RUBRIC AND NUMBER	<u>FIRT 1309</u>
COURSE TITLE	<u>Fire Administration I</u>
COURSE CREDIT HOURS	<u>3 3 : 1</u> Credits Lec Lab

I. **Catalog Description**

Introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer. **(3:1). Lab fee.**

II. **Course Objectives**

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

- A. Describe the basic theories of leadership and leadership styles and demonstrate effective leadership principles and practices at the company level.
- B. Describe the role, duties, and responsibilities of a company officer in a fire department organization.
- C. Describe types of fire department organizations and organizational structures and implement effective organization principles at the company level.
- D. Describe a company officer’s legal responsibilities and liability.
- E. Describe the types of groups within fire departments and the principles of effective group management.
- F. Describe the basic theories of supervision and management and the responsibilities of a supervisor.
- G. Demonstrate effective supervisory practices and skills at the company level.
- H. Implement fire department administrative policies and procedures.
- I. Develop and conduct a training evolution at the company level.
- J. Describe types of governmental structures and the impact of governmental agencies on fire departments.
- K. Describe principles of effective public relations and implement fire department public relations policies and procedures.
- L. Develop and conduct a safety education program.
- M. Describe principles of effective labor relations.
- N. Describe the types of budgets and the budget development process in a fire department organization.
- O. Describe the elements of a fire department management information system.
- P. Describe the elements of the communications process and implement principles of effective formal communications, use of standard operating procedures, face-to-face communications, and public speaking.
- Q. Identify building and fire codes and ordinances applicable to the City of El Paso.
- R. Describe the elements of an effective fire and life safety inspection.
- S. Describe the elements of a fire investigation and demonstrate effective fire investigation practices and procedures.
- T. Describe the elements of a pre-incident plan and perform a survey and develop a pre-incident plan.

- U. Describe effective incident scene communications techniques.
- V. Describe elements of effective incident management, including the components of the Incident Management System.
- W. Perform a size-up and develop and implement an incident action plan.
- X. Describe principles of effective incident command.
- Y. Describe components of a firefighter health and safety program.
- Z. Conduct an accident investigation.

III. THECB Learning Outcomes (WECM)

1. Explain the intra-organizational cooperation needed for fire department operations.
2. Describe fundamental management and organizational principles.
3. Demonstrate leadership and management skills at the company grade level

IV. Evaluation

Attendance Policy: Students are required to login to the course on a weekly basis and complete weekly assignments. Students who do not login 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 Occupational Education. 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".

The Course Grade will be based on the following four grades: an average of grades for Participation, an average of grades for Course Activities, the Course Project, and an average of the exams.

Grade Scale: The following grade scale will be utilized to determine the Course Grade:

- 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.