

CATALOG INFORMATION

Dept and Nbr: FIRE 203

Title: FIRE MANAGEMENT I

Full Title: Fire Management I

Last Reviewed: 4/25/2011

| Units | | Course Hours per Week | | Nbr of Weeks | Course Hours Total | |
|---------|------|-----------------------|-------|--------------|--------------------|--------|
| Maximum | 2.00 | Lecture Scheduled | 40.00 | 12 | Lecture Scheduled | 480.00 |
| Minimum | 2.00 | Lab Scheduled | 0 | 1 | Lab Scheduled | 0 |
| | | Contact DHR | 0 | | Contact DHR | 0 |
| | | Contact Total | 40.00 | | Contact Total | 480.00 |
| | | Non-contact DHR | 0 | | Non-contact DHR | 0 |

Total Out of Class Hours: 960.00

Total Student Learning Hours: 1440.00

Title 5 Category: AA Degree Applicable

Grading: P/NP Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:
Overview of basic supervisorial and managerial skills, decision making, delegating, motivating, communicating, record keeping, team building, disciplining, and resource management.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for English 100A or equivalent.

Limits on Enrollment:

Schedule of Classes Information:
Description: Overview of basic supervisorial & managerial skills, decision making, delegating, motivating, communicating, record keeping, team building, disciplining & resource management. (P/NP Only)
Prerequisites/Corequisites:
Recommended: Eligibility for English 100A or equivalent.
Limits on Enrollment:
Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

| | | | |
|-------------------|----------------------|-------------------|------------------|
| AS Degree: | Area | Effective: | Inactive: |
| CSU GE: | Transfer Area | Effective: | Inactive: |

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|---------------|----------------------|-------------------|------------------|
| IGETC: | Transfer Area | Effective: | Inactive: |
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| CSU Transfer: | Effective: | Inactive: |
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| UC Transfer: | Effective: | Inactive: |
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CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

The students will:

1. Prepare fire service personnel for the transition from fire fighter to fire officer, by exposing them to skills and responsibilities required by first level supervision.
2. Provide fire service personnel with a general understanding of how internal and external influences impact the company officer, and how the company officer can deal with these influences.
3. Provide fire service personnel with a basic understanding of supervision and management concepts, practices, and theories.
4. Provide fire service personnel with advantages, disadvantages, and effects of various recognized styles of leadership and provide students with individual leadership profiles.
5. Provide fire service personnel with the basic knowledge of emotional and behavioral characteristics of an individual or working group as they apply to the responsibility of subordinates and supervisors.
6. Provide fire service personnel with basic supervisory and managerial skills in decision making, delegating, personnel motivation, communicating, time management, resource management, record keeping, team building, disciplinary functions, dealing with change and stress.
7. Provide fire service personnel with a basic understanding of the following supervisory techniques used by supervisors in managing personnel; conducting interviews, counseling, controlling work activities, goal setting, conducting personnel evaluation, and affirmative action guidelines.
8. Provide fire service personnel with the effects, interpretation, implementation, development of policies and procedures; and the necessity of accuracy, clarity and

impartiality in the development of policies and procedures.

Topics and Scope:

1. Role of the Fire Officer
 - a. Definition of management
 - b. What a Fire Officer does
 - c. Understanding the workforce and its values
2. Building Your Leadership Skills
 - a. Evolution of modern management
 - b. Leadership and motivation
 - c. Developing your management identity
3. Performance Appraisal and Employee Development
 - a. Setting standards
 - b. Training and orientation
 - c. Understanding subordinate's values
 - d. Role of authority
 - e. Setting objectives and MBO
 - f. Managing marginal performers
4. Fire Officer and the Law
 - a. EEO
 - b. OSHA
 - c. NCRB
5. Effective Communications
 - a. Communications model
 - b. Active listening
 - c. Non-verbal communication
 - d. Four primary communication styles

Assignment:

The student will:

1. Describe, in writing, supervisory techniques in conducting personnel evaluations and affirmative action guidelines.
2. Describe, in writing, Managing Marginal Performance. (Performance appraisal & employee development.)

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

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| None |
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| Writing 0 - 0% |
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Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

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| Homework problems, Quizzes, Exams |
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| Problem solving 0 - 10% |
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Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Performance exams

Skill Demonstrations
0 - 10%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice

Exams
0 - 70%

Other: Includes any assessment tools that do not logically fit into the above categories.

None

Other Category
0 - 0%

Representative Textbooks and Materials:
CFSTES MANUAL (STATE FIRE MARSHAL OFFICE).