

FIRE 203 Course Outline as of Fall 2011**CATALOG INFORMATION**

Dept and Nbr: FIRE 203 Title: FIRE MANAGEMENT 1
 Full Title: Fire Management 1
 Last Reviewed: 4/25/2011

| Units | | Course Hours per Week | | Nbr of Weeks | Course Hours Total | |
|---------|------|-----------------------|------|--------------|--------------------|-------|
| Maximum | 2.00 | Lecture Scheduled | 1.75 | 17.5 | Lecture Scheduled | 30.63 |
| Minimum | 2.00 | Lab Scheduled | 0.50 | 5 | Lab Scheduled | 8.75 |
| | | Contact DHR | 0 | | Contact DHR | 0 |
| | | Contact Total | 2.25 | | Contact Total | 39.38 |
| | | Non-contact DHR | 0 | | Non-contact DHR | 0 |

Total Out of Class Hours: 61.25

Total Student Learning Hours: 100.63

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 supervisory and managerial skills, decision making, communication, group dynamics, conflict, evaluations, discipline, influences, time and change management, leadership, workplace laws and the environment and safety management in the workplace. Upon successful completion, the student will be awarded a Fire Management I certificate from the State Fire Marshal's office.

Prerequisites/Corequisites:

Course Completion of FIRE 71 or equivalent

Recommended Preparation:

Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:**Schedule of Classes Information:**

Description: Overview of basic supervisory and managerial skills, decision making, communication, group dynamics, conflict, evaluations, discipline, influences, time and change management, leadership, workplace laws and the environment and safety management in the workplace. Upon successful completion, the student will be awarded a Fire Management I

certificate from the State Fire Marshal's office. (P/NP Only)

Prerequisites/Corequisites: Course Completion of FIRE 71 or equivalent

Recommended: Eligibility for ENGL 100 or ESL 100

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: |
|---------------------|------------|-----------|

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

1. Describe the division of labor in a fire department organizational structure.
2. Describe the basic elements of motivation, delegation and communication.
3. Identify internal and external influences on an organization.
4. Describe the behavioral characteristics of groups and individuals as it applies to the relationship between subordinates and supervisors.
5. Identify different leadership styles.
6. List the supervisory, managerial and leadership skills required in:
 - a. decision making
 - b. record keeping
 - c. team building
 - d. conflict management
 - e. due process
 - f. grievance handling
 - g. disciplining
 - h. time management
 - i. dealing with stress and change
7. Describe the techniques used by supervisors to manage personnel including conducting interviews, counseling, controlling work activities, goal setting and evaluating.
8. Identify the regulations and standards relative to equal employment, disabilities, harassment and safety in the workplace environment.

Topics and Scope:

1. Introduction to management and supervision

2. Organizational structure
3. Motivation
4. Delegation
5. Problem solving and decision making
6. Communication
 - a. verbal
 - b. written
7. Group dynamics
8. Managing conflict
9. Performance evaluations
10. Coaching, counseling and progressive discipline
11. Due process
12. Grievance handling
13. Internal and external influences
14. Elements of management
15. Managing change
16. Time management
17. Leadership
 - a. traits and qualities
 - b. situational leadership
18. Managing the workplace environment
19. Affirmative action, equal employment opportunity (EEO) and the Americans with Disabilities Act (ADA).
20. Safety management
21. Stress management and wellness
22. National Fire Protection Association (NFPA) Standard 1500
23. Liability of the company officer

Assignment:

1. 20-40 pages of reading
2. Performance evaluation assignment
3. Performance role playing and evaluation
4. NFPA 1500 assignment
5. 4 - 8 group role playing scenarios
6. Study for state exam
7. State exam

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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| Written performance evaluation |
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| Writing 5 - 20% |
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Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Performance role playing and evaluation

Problem solving
5 - 10%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

None

Skill Demonstrations
0 - 0%

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

State exam

Exams
70 - 85%

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

Group role playing scenarios

Other Category
5 - 10%

Representative Textbooks and Materials:

Fire Management I Manual, Fire Service Training and Education System, SFMO, 2000 (Classic)
Fire Department Company Officer, IFSTA, 4th Ed. Oklahoma City, OK, 2007
Effective Supervisory Practices ICMA, 2nd Ed. 1998 (Classic)
Leadership Secrets of Attila the Hun, Warner Books, 1992 (Classic)