**COLLIN COLLEGE**

**COURSE SYLLABUS**

Course Information

**Course Number:** FIRT 1349

**Course Title:** Fire Administration II

**Course Description:** In-depth study of fire service management as pertaining to budgetary requirements, administration, organization of divisions within the fire service, and the relationships between the fire service and outside agencies.

**Course Credit Hours:**  3

Lecture Hours: 3

**Student Learning Outcomes:**

* **State-mandated Outcomes:** Upon successful completion of this course, students will:

1. List the organizations that work with the fire service and explain how they affect fire service operations.

(SCANS: C11, C12, C13)

1. Develop an organizational structure demonstrating interagency cooperation and how those agencies assist a fire service function. (SCANS: C15, C16)
2. Describe management principles and techniques for effective organizational performance. (SCANS: F6-F8, F11)

* **Additional Collin Outcomes:** Upon successful completion of this course, students will:

1. Identify techniques used to make assignments under stressful situations. (SCANS: F7, F8, F9, C8)
2. Assign tasks or responsibilities to unit members, given an assignment under non- emergency conditions at a station or other work location, so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed. (SCANS: C8, C11, C12)
3. Recommend action for member related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures. (SCANS: F4, F9, F11)
4. Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed. (SCANS: C4, C7, C11, C12, C13)
5. Demonstrate the ability to communicate verbally, in writing, and to relate interpersonally. (SCANS: F1, F2, F4, F5)
6. Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan of the completion of each assignment is developed, and members are assigned to specific tasks and supervised during the completion of the assignment. (SCANS: F6, F7, F8, F15, C8)
7. Apply principles of supervision and basic human resources management. (SCANS: F4, F7, F11, C4, C8)
8. Apply the ability to plan and to set priorities. (SCANS: F1, F4, F6, F7, F8, C1, C3, C4)
9. Identify duties involved in evaluating member performance, according to the following job performance requirements. (SCANS: F1, F4, F11, C4, C10)
10. Initiate action to maximize member performance and/or correct unacceptable performance, given human resource policies and procedures, so that member or unit performance improves or the issue is referred to the next level of supervision. (SCANS: C11, C12, C13)
11. Develop distribution options for equipment and personnel for a fire department.

(SCANS: F1, F4, F6, F7, F8, F9, F11, C1, C3, C4)

**Secretary’s Commission on the Acquisition of Necessary Skills (SCANS)-** SCANS skills are a group of foundational skills and workplace competencies that the Secretary’s Commission on the Acquisition of Necessary Skills established as vitally important for workplace success in the 21st century. In Collin’s workforce programs, the SCANS skills are developed and reinforced throughout the curriculum to provide students with an opportunity to hone these skills/competencies in the context of their education. Over the course of an entire degree program, the successful student is expected to demonstrate all of the SCANS skills and competencies as part of their education. The SCANS Foundation Skills and Workplace Competencies are described at: <http://www.collin.edu/academics/programs/Workforce_SCANS_Skills_Syllabi_Code_Key.pdf>

**Licensure Notice:** For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please speak with your faculty member or the department chair. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

**Withdrawal Policy:** See the current *Collin Registration Guide* for last day to withdraw.

**Collin College Academic Policies:** See the current *Collin Student Handbook*

**Americans with Disabilities Act Statement:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.