

COURSE OUTLINE
Municipal Fire Administration

SECTION I

SUBJECT AREA AND COURSE NUMBER: Fire Technology – FTA 216

COURSE TITLE: Municipal Fire Administration

COURSE CATALOG DESCRIPTION: This course will familiarize the student with the many facets of fire department administration including personnel management, human assets, hiring, training, and buildings and facilities. Management tools for maximizing performance will also be examined.

LECTURE HOURS PER WEEK: 3 **CREDIT HOURS:** 3

LAB HOURS PER WEEK: 0

PREREQUISITES: FTA 112 or permission of instructor

SECTION II

- A. **SCOPE:** Students will explore all duties of a fire service administrator and learn how to maximize performance. They will have ample opportunity to exercise creative thinking skills through individual analysis exercises as well as small group problem solving sessions.
- B. **REQUIRED WORK:** Students will be expected to complete all assigned readings and homework and submit all written work on time.
- C. **ATTENDANCE AND PARTICIPATION:** Regular attendance and class participation are expected.
- D. **METHODS OF INSTRUCTION:** The methods of instruction are determined by each instructor and may include, but are not limited to, lecture/discussion, small group tasks, collaborative learning, experimental/exploration, distance learning, student presentations, or use of technologies such as audio-visual materials, computers, and internet.

E. OBJECTIVES, OUTCOMES, AND ASSESSMENT: The following objectives and outcomes represent the department's core requirements for student achievement.

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
To demonstrate an understanding of:	Student will:	As measured by:
1. The student's role in the learning process	a) Attend regularly, on time, and stay for entire class period; b) Complete assignments and contribute positively to the class	Attendance records Class records
2. The responsibilities of a fire officer	Describe the roles of company officers and chief officers	Exam
3. The role of emergency incident command	Describe the role of command officers	Exam
4. The role of prevention and code enforcement officers	Describe the role of the fire prevention division and code enforcement officials	Exam
5. The role of fire and life safety educators	Describe various fire and life safety programs and the role of fire safety educators	Exam
6. Fire service loss prevention measures	Explain the role of preplanning and the various models of productivity measurement	Exam
7. The skills required for managing fire service resources	Understand the responsibilities of physical fire service resources management; understand personnel and training division management; understand labor relations	Exam
8. Personnel selection techniques	Prepare a resume, prepare for an oral exam and participate in and oral exam	Homework assignments Mock oral board

F. **TEXTS AND MATERIALS:** As selected by instructor

G. **INFORMATION TECHNOLOGY:** As determined by instructor