

Collin College Syllabus

Course Number: FIRT 1309

Course Title: Fire Administration I

Course 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.

Course Credit Hours: 3 **Lecture Hours:** 3

Prerequisite: FIRT 1301 or consent of Program Director

College Repeat Policy: A student may repeat this course only once after receiving a grade, including "W".

Student Learning Outcomes:

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

1. Identify organizational structure of department.
2. Identify departmental operating procedures for administration, emergency operations and safety.
3. Identify departmental budgeting processes.
4. Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.
5. Demonstrate the ability to communicate in writing
6. Identify an information management and record keeping system.
7. Identify cultural diversity pertaining to the jurisdiction.
8. Identify socioeconomic and political factors that impact the fire service.
9. Identify methods used by supervisors to obtain cooperation within a group of subordinates.

10. Identify the rights of management and members.
11. Identify policies and procedures regarding the operation of the department as they involve supervisors and members.
12. Identify the organization of local government.
13. Understand the law-making process at the local state and federal level.
14. Understand the functions of other bureaus, divisions, agencies and organizations and their roles of responsibilities that relates to the fire service.
15. Identify the duties involved in general administration functions and the implementation of departmental policies and procedures at the unit level according to the following job performance requirements.
16. Implement a new departmental policy at the unity level, given a new departmental policy, so that the policy is communicated to and understood by unit members.
17. Execute routine unit-level administrative functions, given forms and record management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures.

Attendance Policy:

Students are required to attend all scheduled class meetings.

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

Religious Holy Days: Please refer to the current *Collin Student Handbook*.

ADA Statement:

It is the policy of Collin County Community College to provide reasonable and appropriate accommodations for qualified individuals who are students with disabilities. This 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-G200 or 972.881.5898 (V/TTD: 972.881.5950) in a timely manner to arrange for appropriate accommodations.

Academic Ethics:

The College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records.

Plagiarism is the use of an author's words or ideas as if they were ones' own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to failing to secure academic work; providing a paper or project to another student, providing an inappropriate level of assistance; communicating answers to a classmate during an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.