

Montgomery County Community College
FSC 103
Fire Department Organization and Administration
3-3-0

COURSE DESCRIPTION:-

This course will acquaint the student with the basic principles and concepts of organizational structure; the construction of new fire facilities; the distribution of equipment and personnel; personnel management; communications; community and public relations; training; budgeting; the use of systems analysis and operations research; and reports and their uses.

REQUISITES:*Previous Course Requirements*

- FSC 100 Introduction to Fire Science

Concurrent Course Requirements

None

| LEARNING OUTCOMES Upon successful completion of this course, the student will be able to: | LEARNING ACTIVITIES | EVALUATION METHODS |
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| 1. Define and discuss the elements of effective departmental organization. | Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams | Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study |
| 2. Classify what training and skills are needed to establish departmental organization, and the respective roles of company officers. | Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams | Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study |

| LEARNING OUTCOMES | LEARNING ACTIVITIES | EVALUATION METHODS |
|---|--|--|
| 3. Differentiate between “line” and “staff” functions in organizational and command structures. | Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams | Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study |
| 4. Describe the similarities and differences in managing volunteer companies versus salaried municipal departments. | Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams | Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study |
| 5. Analyze the value of a community-related approach to risk reduction. | Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams | Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study |
| 6. Outline the priorities of a budget planning document while anticipating the diverse needs of a community. | Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams | Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study |

| LEARNING OUTCOMES | LEARNING ACTIVITIES | EVALUATION METHODS |
|--|--|--|
| 7. Describe the principles of time management and personnel management. | Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams | Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study |
| 8. Describe the importance of departmental instructional skills and training, and explain how to manage an on-going departmental training program. | Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams | Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study |
| 9. Describe the nature and symptoms of chronic and traumatic stress in the fire service, and explain how to manage them. | Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams | Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study |
| 10. Assess the importance of positively influencing community leaders by demonstrating effective leadership. | Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams | Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study |

| LEARNING OUTCOMES | LEARNING ACTIVITIES | EVALUATION METHODS |
|--|--|--|
| 11. Analyze the concept of change and the need to be aware of future trends in fire management. | Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams | Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study |
| 12. Report on the importance of communications technology, fire service networks, and the internet when conducting problem-solving analysis and managing trends. | Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams | Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study |
| 13. Discuss the national assessment models and their respective approaches to certification. | Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials Internet Field Trips Field Trips Essay Assignments Directed Research Quizzes and Exams | Multiple-Choice Exam Graded Essay Graded Essay Exam Assignments Graded Research Project Individual or Group Presentation Graded Class Discussion Graded Case Study |

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria*.

SEQUENCE OF TOPICS:

1. Standard and Certification
2. Role of Company Officer
3. Line and Staff in the Organization
4. Command and Control of Human Resources
5. Time Management
6. Instructional Skills for the Company Officer
7. Chronic and Traumatic Stress in the Fire Service

8. Fire Codes and Ordinances
9. Coordinating Inspection Programs
10. Utilizing Training Resources
11. Pro-Active Fire Education Program Planning
12. Community Relations

LEARNING MATERIALS:

Edwards, Steven T. (2010). *Fire Service Personnel Management* (3rd ed.). Pearson/Prentice Hall.

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

COURSE APPROVAL:

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| Prepared by: Don Nypower | Date: 6/1995 |
| Revised by: Benn Prybutok | Date: 2/2/2009 |
| VPAA/Provost Compliance Verification: Dr. John C. Flynn, Jr. | Date: 9/11/2009 |

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| Revised by: Benn Prybutok | Date: 2/2013 |
| VPAA/Provost or designee Compliance Verification: Victoria L. Bastecki-Perez, Ed.D. | Date: 2/25/2013 |

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| Revised by: Jayden Sampson | Date: 12/16/2017 |
| VPAA/Provost or designee Compliance Verification: | Date: 12/18/2017 |



This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.