

Montgomery County Community College
PSA 102
Fire Department Organization and Administration
3-3-0

COURSE DESCRIPTION:

This course will provide an introduction to the history and philosophy of fire protection, the basic principles and concepts of organizational structure, the construction of new fire facilities and training. Topics that will be covered include the distribution of equipment and personnel, personnel management, communications, community and public relations, and a review of fire losses. There will also be a discussion of the relationship between fire prevention and fire control and extinguishment, budgeting, the use of systems analysis and operations research, reports and their uses.

REQUISITES:

PSA 100 with C or better

Concurrent Course Requirements

None

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Discuss the history and philosophy of the modern day fire service	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials 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. Discuss the elements of effective departmental organization.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials 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. Describe the similarities and differences in managing volunteer companies versus salaried municipal departments.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials 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. Analyze the value of a community-related approach to risk reduction.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials 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 priorities of a budget-planning document while anticipating the diverse needs of a community.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials 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. Describe the principles of time management and personnel management with regard to instructional skills and on-going training.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials 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

7. 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 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. Analyze the concept of change as it relates to problem solving and the impact of future trends in management communications, technology, and fire service networks on problem solving.	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials 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. Discuss the national assessment models and their respective approaches to certification	Assigned Readings Lectures Discussions Case Study Analysis AV/Multimedia Materials 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. History of the Fire Service
2. Management in the Fire Service
3. Chronic and Traumatic Stress in the Fire Service
4. The Origin and Cause of Fires
5. Fire Protection Services
6. Apparatus and Equipment
7. Strategy and Tactics
8. Hazardous Materials
9. Municipal Fire Defense
10. Fire Codes and Ordinances
11. Fire Protection Systems
12. Fire Code Management
13. Building Construction and Passive Fire Protection Systems

14. Community Relations

LEARNING MATERIALS:

1. Edwards, Steven T. (2010). *Fire Service Personnel Management* (3rd ed.). Pearson/ Prentice Hall.
2. Klinoff, Robert. (2011). *Introduction to Fire Protection* (4th ed.). Cengage.
3. 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:

Prepared by: Jayden Sampson

Date: 10/2019

Provost or designee Compliance Verification:

Date: 2/26/2020



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.