

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

X Transfer Course X A.A. Degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: Fire 185 Fire Management I

UNIT VALUE: 2

MINIMUM NUMBER OF SEMESTER HOURS: 40

BASIC SKILLS REQUIREMENTS:

Appropriate language and computation skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

Supervision and management, leadership styles and techniques, development of policies and procedures, time management, and personnel appraisal and counseling guidelines. CSU.

SPECIFIC COURSE OBJECTIVES:

The student will be able to:

1. Identify the knowledge, skills, abilities and responsibilities required by first level supervisors.
2. Analyze the internal and external influences which impact the company officer and how a company officer can deal with these influences.
3. Explain supervision and management concepts, practices, and theories.
4. Identify styles of leadership and provide students with individual leadership profiles.
5. Synthesize the basic knowledge of emotional and behavioral characteristics of an individual or working group as it applies to the responsibilities of subordinates and supervisors.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Roles of the Company Officer
 - A. Identification of the 15 Primary Roles
 - B. Issues Facing Fire Service
 - C. Key Skills Required of Officers
 - D. Identification of Students Personal Traits\

- II. Basic Theories and Principles of Management
 - A. Management Definitions
 - B. Drucker - "Management by Objectives"
 - C. Theories X, Y, and Z
 - D. Maslow – "Hierarchy of Needs"
 - E. Principles of management
 - F. Management Styles and Traits
 - G. Leader-Member Relations

- III. Goal Setting
 - A. Short-term; Long-range
 - B. Personal and Organizational

- IV. Team Building
 - A. Identification of Fundamentals
 - B. Exercises
 - C. Management Training Questionnaire

- V. Internal and External Influences on the Company Officer
 - A. Change
 - B. Policies, Procedures, Reports, and Record Keeping
 - C. Affirmative Action
 - D. Stress

- VI. Company Officer in the Work Place
 - A. Decision Making
 - B. Controlling Work Activities
 - C. Time Management
 - D. Resource Management
 - E. Delegation
 - F. Motivation
 - G. Communication Skills
 - H. Personnel Performance Appraisals
 - I. Counseling
 - J. Disciplinary Skills for the Company Officer

REQUIRED READING:

California State Fire Marshal. Fire Management I Student Manual. Sacramento, CA: CFSTES, 1984.

SUGGESTED READING:

International Fire Service Training Association. Fire Department Company Officer. 2nd edition. Stillwater, OK: Fire Protection Publications, 1989.

REQUIRED WRITING:

A composition of personal trait analysis, leadership styles, disciplinary actions, time management, and personnel performance appraisals-instructor assigned; a 6-8 page paper will be submitted.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

Students will be required to read required and recommended text and prepare for examinations.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

- 30% Quizzes
- 20% Term Paper
- 50% Final Exam

Note: A minimum of 70% is required for State Board of Fire Service Certification.

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes ___ No X Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON: Brett Van Wey *1703

SIGNATURES ON FILE