



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2008 - 2009

NEXT REVIEW: 2013-2014

STATUS: A

COURSE TITLE: Fire Administration II

COMMON COURSE NUMBER: FFP 2781

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:

(Voc. Course ONLY)

Lecture: **48**

Lab:

Clinic:

Other:

PREREQUISITE(S): None

COREQUISITE(S): None

PRE/COREQUISITE(S):

COURSE DESCRIPTION *(750 characters, maximum):*

Provides a comprehensive overview of management aspects of fire prevention and inspection services, emergency operations, budgets, personnel, and labor relations. Explores measurements and evaluation of fire department productivity.

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area

General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area

General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area

UNIT TITLES

1. Managing the Budget
2. Managing Personnel Management and Labor Relations
3. Evaluating for Productivity
4. Managing Training and Education
5. Managing Communications System
6. Managing Collection and Processing of Data
7. Managing Fire Station Location, Design Staffing
8. Managing Fire Apparatus and Equipment

EVALUATION:

Please provide a brief description (250 characters maximum) that details how students will be evaluated on the course outcomes.

1. Quizzes, Test, and/or Final Exam (cumulative/comprehensive);
2. Selected faculty may assess homework, projects, class participation/attendance, and/or extra credit projects.

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills*:

Please highlight in green font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: <i>(highlight in green ALL that apply)</i> (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*

UNITS

Unit 1 Managing the Budget

General Outcome:

1.0 The students should be able to discuss budgeting procedures in the fire department.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Describe the theory of budgeting.
- 1.2 Discuss the importance of budgeting.
- 1.3 Identify the resources for budgeting.
- 1.4 Discuss the types of budgeting.
- 1.5 Identify budget controls.
- 1.6 Explain retirement system budgeting.

Unit 2 Management of Personnel

General Outcome:

2.0 The students should be able to discuss personnel management and labor relations.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Explain organizing for personnel management, manpower planning, methods of recruitment, methods of performance appraisal, methods for personnel development, and the bargaining process.
- 2.2 Identify affirmative action problems.
- 2.3 Evaluate results after a contract is signed.

Unit 3 Evaluating for Productivity

General Outcome:

3.0 The students should be able to evaluate productivity.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Explain how to use measurements and comparative data to increase productivity.
- 3.2 Identify operations research approaches.
- 3.3 Chart overall productivity from one period to the next.

Unit 4 Managing Training and Education

General Outcome:

4.0 The students should be able to explain the value of training and education.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Discuss the basic training framework.
- 4.2 Describe a training program in detail and an educational program to reach all age groups.
- 4.3 Develop a training schedule.
- 4.4 Define qualifications for training personnel.

Unit 5 Managing Communications

General Outcome:

5.0 The students should be able to discuss fire department communications systems.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

5.1 Explain communications operations center organization.

5.2 Explain how alarms are received and transmitted.

5.3 Identify radio frequencies and explain the operation of radio systems.

5.4 Discuss computer aid dispatching.

5.5 Disseminate public information.

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Unit 6 Collection and Processing of Data

General Outcome:

6.0 The students should be able to collect and analyze data.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Analyze fire information.
- 6.2 Organize the agency for data collection, obtain the necessary data, and use that data to increase productivity.
- 6.3 Define problem areas in the company district.
- 6.4 Explain how to use computers in data collection.

Unit 7 Managing Fire Station Location, Design, Staffing

General Outcome:

- 7.0 The students should be able to discuss the design and placement of fire stations and explain the formula for their staffing.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1 Discuss modern trends in design, placement, and staffing of fire stations.
- 7.2 Give reasons for various facility locations.
- 7.3 Analyze capital budgeting for fire stations.
- 7.4 Discuss fire station design problems.
- 7.5 Calculate manpower requirements.

Unit 8 Fire Apparatus and Equipment**General Outcome:**

- 8.0 The students should be able to discuss the management of apparatus and equipment in the firegrounds.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 8.1 Explain the operation of pumps and the importance of booster tank size.
- 8.2 Discuss the working of the ladder company.
- 8.3 Explain the necessity for specialty apparatus.
- 8.4 Provide specifications for hose purchase, apparatus, and equipment.
- 8.5 Explain how to budget for apparatus and equipment replacement.