DATE OF LAST REVIEW: 02/2013

CIP CODE: 43.0205, 43.0202, 43.0203

SEMESTER: Departmental Syllabus

COURSE NAME: Fire Administration I

COURSE NUMBER: FRSC-0201

CREDIT HOURS: Three (3)

INSTRUCTOR: Departmental Syllabus

OFFICE LOCATION: Departmental Syllabus

OFFICE HOURS: Departmental Syllabus

TELEPHONE: Departmental Syllabus

E-MAIL: Departmental Syllabus

KCKCC issued email accounts are the official means for electronically communicating with our students.

PREREQUISITE(S): None

REQUIRED TEXT & MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com, for the required texts for your particular class.

DESCRIPTION OF COURSE:
Fire Administration explores organization principles with an emphasis on leadership in the fire community. Students examine the history, types, methods and principles of fire department organization. Emphasized are supervisory responsibilities and functions.

METHOD OF INSTRUCTION:
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:
The course outline is indicated below and is subject to change as course development dictates.
I. Management Options in Fire Protection
   A. Examining management options
   B. Management options based on performance
   C. Organization of fire protection services
   D. Fire insurance
   E. Fire prevention options
   F. Fire master planning
II. Management Approaches
   A. Management theory
   B. Mobilizing for management
   C. Fire community futures

III. Productivity
   A. General considerations
   B. Productivity approaches
   C. Technology

IV. Management and Planning for Fire Protection
   A. The framework
   B. An overview of planning
   C. Systems concept
   D. The planning process

V. The Budgetary Process
   A. Theory of budgeting
   B. Resources for budgeting
   C. The practice of budgeting
   D. Types of budgets
   E. Budget controls
   F. Retirement systems budgeting

VI. Public Relations
VII. Labor Relations

VIII. Personnel Management

IV. Measuring and Evaluating Productivity
   A. Measure productivity
   B. Use of comparative data
   C. Optimal specifications

X. Training
   A. Developing a training program
   B. Developing an educational program
   C. The scheduling of training
   D. Training records
   E. Training personnel qualifications
   F. Physical facilities

XI. Managing Innovation
   A. Incentives
   B. Barriers to innovation
   C. The innovate process
   D. Managing change within an organization
   E. The need for change

XII. Applications to Administrative Writing
   A. Administrative correspondence principles
   B. The basic elements of correspondence
   C. Correspondence requiring directness
   D. Indirect letters
   E. Inquiries
   F. Persuasive letters
   G. Reports
      (1). Special needs
      (2). Determining order
      (3). Written outlines
      (4). Report wording
   H. Techniques of writing reports
      (1). Objectivity
EXPECTED LEARNER OUTCOMES:
A. The learner will be able to describe various styles of management.
B. The learner will be able to discuss management approaches.
C. The learner will be able to quantify productivity in the fire service.
D. The student will be able to outline management and planning for fire protection.
E. The student will be able to outline the budgetary process.
F. The student will be able to discuss public relations.
G. The student will be able to discuss labor relations.
H. The student will be able to identify personnel management issues.
I. The student will be able to quantify how to measure and evaluate productivity.
J. The student will discuss training in the fire service.
K. The student will identify innovation management.
L. The student will be able to identify various applications to administrative writing.
COURSE COMPETENCIES:
The learner will be able to describe various styles of management.
1. The student will be able to explain the principles of administration as applied to the fire service.
2. The student will be able to describe the various forms of fire department organizations and how they are interrelated.
3. The student will be able to explain the Master Planning Process as it relates to physical facilities and equipment.
4. The student will be able to explain the Master Planning Process as it relates to the distribution of equipment, personnel and communications.

The learner will be able to discuss management approaches.
5. The student will be able to identify various management theories.
6. The student will discuss the future of fire departments.

The learner will be able to quantify productivity in the fire service.
7. The student will be able to identify productivity approaches in the fire service.
8. The student will discuss new technology in the fire service.

The student will be able to outline management and planning for fire protection.
9. The student will be able to develop a fire protection plan.

The student will be able to outline the budgetary process.
10. The student will be able to construct a line-item budget.
11. The student will be able to project items for a budget.
12. The student will be able to develop supporting documents for budget approval.

The student will be able to discuss public relations.
13. The student will be able to develop operating procedures for a Public Information Officer.
14. The student will discuss how department policy affects public perception.
15. The student will be able to identify how operations affects public perception.
16. The student will be able to identify how personnel affect public relations.
17. The student will be able to explain customer service.

The student will be able to discuss labor relations.
18. The student will explain issues related to unions.

The student will be able to identify personnel management issues.
19. The student will be able to develop a Standard Operating Procedure.
20. The student will explain human resources and legal issues.
21. The student will explain applicable hiring laws.
22. The student will be able to understand the personnel processes and issues from recruitment through retirement.

The student will be able to quantify how to measure and evaluate productivity.
23. The students will be able to demonstrate the ability to present and analyze data for managerial decisions.
24. The student will demonstrate cost analysis.
25. The student will demonstrate basic managerial accounting.

The student will discuss training in the fire service.
26. The students will be able to demonstrate how to implement successful training programs.
27. The student will be able to develop a departmental policy on training.
28. The student will be able to identify proper training sites for fire personnel.
29. The student will be able to identify proper training equipment for fire personnel.
30. The student will identify proper development and storage of training records.

_The student will identify innovation management._
31. The student will be able to explain contemporary issues in fire administration.
32. The student will demonstrate the use of management software.

_The student will be able to identify various applications to administrative writing._
33. The student will be able to communicate in the correct writing format.
34. The student will demonstrate records management.
35. The student will be able to construct a business letter using correct business procedures.
36. The student will be able to distinguish between various writing styles.
37. The student will be able to discuss proposals and grant writing procedures.

**ASSESSMENT OF LEARNER OUTCOMES:**
Assessment methods may include, but are not limited to, the following: Homework, Assignments, Quizzes, Class Participation, Chapter Tests, and Final Exam. The grading scale and the process for calculating the course grades are to be determined by the individual instructors. This information will be included in each instructor’s syllabus.

**SPECIAL NOTES:**
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Academic Resource Center in Room 3354 or call 288-7670.