SYLLABUS

DATE OF LAST REVIEW : February 15, 2013
CIP CODE: 43.0205, 43.0202, 43.0203
SEMESTER: Departmental Syllabus
COURSE TITLE: Fire Administration II
COURSE NUMBER: FRSC-0203
CREDIT HOURS: Three (3)
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: Departmental Syllabus

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

PREREQUISITES: None

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

DESCRIPTION OF COURSE:
This course includes an exploration of organization principles with an emphasis on making decisions in the fire community. A study of the management theories, methods, and principles of fire department organization; both formal and informal, line and staff functions. Emphasis is placed on supervisory responsibilities and functions. Productivity, Budgets, Cost Analysis are also major areas of study.

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

IX. 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
      (2). Logic
      (3). Viewpoint
      (4). Structural aids
      (5). Role of interest
   I. Visual Communications Aspects
   J. Report problems
      (1). Memorandums
      (2). Length
      (3). Research
   K. Physical Presentation of Reports
   L. Formats
   M. Report Checklist

EXPECTED LEARNER OUTCOMES:
A. The student will be able to explain the various management options in fire protection.
B. The student will be able to iterate the various management approaches in the fire service.
C. The student will be able to discuss the concepts and philosophy of productivity in industry.
D. The student will be able to discuss management and planning for fire protection.
E. The student will be able to explain the budgetary process.
F. The student will be able to discuss public relations in the fire service.
G. The student will be able to understand labor relations.
H. The student will be able to understand personnel management.
I. The student will be able to describe how to accurately measure and evaluate productivity.
J. The student will be able to discuss training issues in the fire service.
K. The student will be able to iterate how to manage innovation in the fire service.
L. The student will be able to determine the best application for administrative writings.

**COURSE COMPETENCIES:**

The student will be able to explain the various management options in fire protection.

1. The student will be able to explain management options based on performance.
2. The student will be able to understand the organization of fire protection services.
3. The student will be able to discuss the fire insurance industry.
4. The student will be able to iterate fire prevention options.

The student will be able to iterate the various management approaches in the fire service.

5. The student will be able to discuss various management theories.
6. The student will be able to develop a management plan for a fire department.
7. To demonstrate proper methods of administrative communications.

The student will be able to discuss the concepts and philosophy of productivity in industry.

8. To demonstrate the ability to present and analyze data for managerial decisions.
9. The student will demonstrate the 3C’s model.
10. The student will demonstrate insight in decision making.
11. The student will outline management functions.

The student will be able to discuss management and planning for fire protection.

12. The student will outline the organizational structure of a fire department.
13. The student will outline a fire officer’s responsibilities.
14. The student will demonstrate knowledge of the fire protection planning.
15. The student will be able to understand new technology in fire protection.

The student will be able to explain the budgetary process.

16. The student will demonstrate knowledge of budget and money management theory.
17. The student will demonstrate knowledge of the master resources.
18. The student will demonstrate knowledge of budgeting practices.
19. The student be able to discuss budget controls and the influence they have on the department.
20. The student be able to discuss budgets and employees retirement system.

The student will be able to discuss public relations in the fire service.

21. The student will demonstrate knowledge public relations.
22. The student will discuss the roll and duties of the Public Information Officer.
23. The student will develop a media release plan.

The student will be able to understand labor relations.

24. The student will demonstrate knowledge of labor relations.
25. The student will explain the grievance process.

The student will be able to understand personnel management.

26. The student will demonstrate knowledge of the hiring process.
27. The student will demonstrate knowledge of the education mission.
28. The student will explain the certification documentation process.
29. The student will explain the employment requirements specific to fire departments.

The student will be able to describe how to accurately measure and evaluate productivity.
30. The student will demonstrate knowledge of tests and measurements.
31. The student will demonstrate knowledge of the documentation of productivity.
32. The student will explain the difference between quantity and quality in work product.

The student will be able to discuss training issues in the fire service.
33. The student will outline a training program for the fire service.
34. The student will be able to discuss CPAT training.
35. The student will be able to outline an academic program for the fire service.

The student will be able to iterate how to manage innovation in the fire service.
36. The student will demonstrate knowledge of new technology in the fire service.
37. The student will develop a plan to encourage new innovation.

The student will be able to determine the best application for administrative writings.
38. The student will demonstrate knowledge writing skills for administrative review.
39. The student will explain various styles of letter writing.
40. The student will explain how to develop reports for presentations.

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 director of the Academic Resource Center in Room 3354 or call 288-7670.