COURSE TITLE: Fire Department Administration  
COURSE NUMBER: FFP 2700

COURSE DESCRIPTION (with prerequisites):  
A study of administrative, managerial and supervisory principles as they apply to the fire service. This course is intended for those seeking to participate in upper level organizational activity such as budgeting, cost controls, goal setting, manpower acquisition and distribution, and for those seeking to supervise fire company personnel with emphasis upon leadership traits, training, planning, and company officer responsibilities. 3 semester credit hours

NAME(S) OF INSTRUCTORS:  
Program Availability

EFFECTIVE ACADEMIC YEAR:  
2014-2015

REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:  
Management in the Fire Service by Harry R. Carter and Erwin Rausch

GRADING POLICY:  
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:
A – 90 – 100  
B – 80 – 89  
C – 70 – 79  
D – 60 – 69  
F – 59 or less
The Chipola Catalog provides policies and procedures regarding the grading system. A student’s Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:  
Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.
A student is allowed to repeat a course a maximum of three (3) times. On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.

**MAKE-UP POLICY:**
Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

**ACADEMIC HONOR CODE POLICY:**
Students are expected to uphold the Academic Honor Code. Chipola College’s Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

**STUDENTS WITH DISABILITIES POLICY:**
Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola’s goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

**LIBRARY AND ON-LINE REFERENCE MATERIALS:**
The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the LINCCWeb icon on the Chipola Library website at www.chipola.edu/library. If you have questions about database usage consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

**TECHNOLOGY RESOURCES:**
The college’s learning management system is Canvas. Classes become available on Canvas on the first day of the semester. It is the student’s responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of eLearning. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas. The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.
TUTORING RESOURCES:
Chipola College has contracted Smarthinking, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. It can be accessed through Canvas. Additionally, the Academic Center for Excellence (ACE) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. Lab hours are posted each semester at the room entrance.

ELECTRONIC DEVICE USAGE:
All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her “device” on to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:
FFP 2700 is not a general education core course, but is a core Fire Science Course in the area of Fire Science Technology.

This course is designed to provide advanced training to certified firefighters and persons in the field of Fire Science.

1. The student will discuss guidelines for Fire Service functions and management/leadership.
2. The student will describe management functions in the fire service.
3. The student will describe Incident Command.
4. The student will discuss fire prevention and code enforcement.
5. The student will identify fire and life safety education issues.
6. The student will identify prefire planning and loss reduction activities.
7. The student will analyze management of physical resources.
8. The student will discuss managing financial resources.
9. The student will discuss issues relating to fire service personnel management
10. The student will describe labor relations in the fire service.
11. The student will discuss the manager’s approach to training.
12. The student will describe external services beyond firefighting.
### COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR FFP 2700

1. The student will discuss guidelines for Fire Service functions and management/leadership.
2. The student will describe management functions in the fire service.
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11. The student will discuss the manager’s approach to training.
12. The student will describe external services beyond firefighting.

### PROGRAM-LEVEL LEARNING OUTCOMES: AS Fire Science Technology / Firefighter II Certificate

**FF Outcome 1:** Demonstrate mastery of Firefighter knowledge and skills.

**FF Outcome 2:** Demonstrate safety skills appropriate for Firefighters.

**FF Outcome 3:** Apply critical thinking/problem-solving and diagnostic skills proficiency as appropriate for employees in a Firefighter’s work setting.

**FF Outcome 4:** Exhibit leadership through team building, and professional skills appropriate for employees in a Firefighter’s work setting.

**FF Outcome 5:** Demonstrate skills required to become certified and employed as Firefighters.

### MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

- Lecture with discussion
- PowerPoint presentation
- Role Play
- Demonstrations
- Hands on writing projects

### ASSIGNMENT AND/OR COURSE OUTLINE

See your Instructor First Day Handout for individual instructor assignment schedule.