

FT R210: GENERAL ADMINISTRATIVE FUNCTIONS FOR COMPANY OFFICERS -2B

Originator

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Name(s)

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College

Oxnard College

Attach Support Documentation (as needed)

company-officer-2b-course-plan.pdf

Discipline (CB01A)

FT - Fire Technology

Course Number (CB01B)

R210

Course Title (CB02)

General Administrative Functions for Company Officers -2B

Banner/Short Title

General Administrative Funct.

Credit Type

Credit

Honors

No

Start Term

Fall 2021

Catalog Course Description

This course aligns with Company Officer 2B of the Company Officer Program. It provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public.

Taxonomy of Programs (TOP) Code (CB03)

2133.00 - *Fire Technology

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

(L) Letter Graded

Alternate grading methods

(E) Credit by exam, license, etc.

Does this course require an instructional materials fee?

Yes

Fee Amount

140.00

What personal property or material does the student need that the fee pays for?

1 @ \$140.00 each registration/certification fee paid to State of California Fire Marshal (California Fire Service Training and Education System - CFSTES).

Identify a specific course objective that cannot be met but for the use of the materials at issue.

Certificates contribute to the professional growth of the firefighter pursuing the Company Officer certification.

Describe how the material has continuing value outside the classroom.

Industry certifications stay with the student for life and aid in the job placement and career advancement of the student.

If students pay a fee rather than furnishing their own materials, why do they have to pay a fee rather than supply the materials themselves? Is the district/college the only source of the materials? If not, is there a health or safety reason for the district/college to supply the materials? If not, will the district/college supply the materials more cheaply than they can be obtained elsewhere, AND at the district's/college's actual cost?

This is a State Fire Marshal Accredited Course with a required registration fee. Students cannot register with the Fire Marshal directly and required materials are distributed to students at the first class meeting.

Specify the month and year in which the fee amount, or list of material provided, was reviewed by the host department to ensure that the preceding standards continue to be met.

November, 2020

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

20

Maximum Contact/In-Class Lecture Hours

20

Activity

Laboratory

Total in-Class

Total in-Class

Total Minimum Contact/In-Class Hours

20

Total Maximum Contact/In-Class Hours

20

Outside-of-Class

Internship/Cooperative Work Experience

Paid

Unpaid

Total Outside-of-Class

Total Outside-of-Class

Minimum Outside-of-Class Hours

40

Maximum Outside-of-Class Hours

40

Total Student Learning

Total Student Learning

Total Minimum Student Learning Hours

60

Total Maximum Student Learning Hours

60

Minimum Units (CB07)

1

Maximum Units (CB06)

1

Limitations on Enrollment

Others (specify)

Other Limitations on Enrollment

Fire Fighter II educational requirements or four (4) years as a career fire fighter or six (6) years as a volunteer fire fighter.

Student Learning Outcomes (CSLOs)

Upon satisfactory completion of the course, students will be able to:

- | | |
|---|---|
| 1 | Demonstrate an understanding of the fire department budgeting and purchasing process. |
| 2 | Describe the process of affecting change in an organization through the implementation of a plan or adoption of a policy. |
| 3 | Describe the need to develop public relations, and the importance of responding to community needs and inquiries. |

Course Objectives

Upon satisfactory completion of the course, students will be able to:

- | | |
|----|--|
| 1 | Identify different levels in the Fire Officer certification track. |
| 2 | Articulate the duties of a company officer level I and II and wildland fire officer level I. |
| 3 | Explain the impact of state and federal laws and regulations as they apply to the company officer. |
| 4 | Provide a current, accurate explanation of the purpose of each management component of the organization. |
| 5 | Execute routine unit-level administrative functions. |
| 6 | Describe a purchasing process, including soliciting and awarding bids. |
| 7 | Develop a project or divisional budget, determining and justifying capital. |
| 8 | Prepare a properly formatted budget request that is supported with data. |
| 9 | Explain the need for and benefits of collecting incident-response data. |
| 10 | Prepare a concise report for transmittal to a supervisor. |
| 11 | Develop a plan that results in the positive implementation of effective change in the organization. |
| 12 | Develop a policy or procedure that identifies the problem and proposes a solution. |
| 13 | Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level. |
| 14 | Prepare an accurate, properly formatted news release. |
| 15 | Explain the benefits to the organization and the purpose for establishing cooperative external agency relationships. |
| 16 | Initiate action addressing community needs. |
| 17 | Initiate action to answer a citizen's inquiry or concern or refer the concern to the correct individual for action. |

Course Content**Lecture/Course Content**

1. Orientation and Administration
 - a. Review of facilities
 - b. Review of classroom requirements
 - c. Review of syllabus, participation, assignments and evaluation methods
2. Fire Officer Certification Track Course Requirements
 - a. Level I requirements
 - b. Level II requirements
 - c. The capstone task book process
 - d. The capstone testing process
3. Duties of a Company and Wildland Fire Officer
 - a. Level I Company Officer
 - i. Use of personnel to accomplish assignments
 - ii. Dealing with the community
 - iii. General administrative functions
 - iv. Supervising emergency operations
 - v. Conducting inspections and investigations
 - vi. Implementing health and safety plans and procedures

- b. Level II Company Officer
 - i. Evaluate member performance
 - ii. Community relations
 - iii. Prepare budgets and policy changes
 - iv. Conduct fire investigations
 - v. Supervise emergency operations
 - vi. Review incident reports
- c. Duties of a Level I Wildland Fire Officer
 - i. Leadership
 - ii. Human resource management
- 4. Impact of State and Federal Laws and Regulations
 - a. Define laws, regulations, codes, and standards
 - b. Identify state laws and regulations
 - c. Identify federal laws and regulations
- 5. Components of the Organization
 - a. Organizational structure of a department
 - b. Role of allied agencies
 - c. Functions of management
- 6. Routine Administrative Functions
 - a. Administrative policies and procedures
 - b. Proper use of a record-management system
- 7. Purchasing Process
 - a. Purchasing laws
 - b. Purchasing forms
 - c. Organizational purchasing process
- 8. Project or Divisional Budget
 - a. Supplies necessary for budget items
 - b. Compute costs
 - c. Budgeting system
 - d. Allocating finances
- 9. Budget Requests
 - a. Policies and procedures
 - b. Revenue sources
 - c. Budget process
- 10. Incident Response Data
 - a. Purpose of collecting incident-response data
 - b. Producing incident-response reports
- 11. Prepare a Report for a Superior Officer
- 12. Plans for Organizational Change
- 13. Developing Policy or Procedure
- 14. Managing and Implementing Departmental Policies
 - a. Communicate change in a positive manner
 - b. Procedure for recommending policy changes
- 15. News Release
 - a. Preparing a news release
 - b. Benefits and liabilities associated with social media use
- 16. Benefits of Cooperating with Allied Organizations
 - a. Types and functions of external agencies
 - b. Benefits of interaction with Community Emergency Response Team (CERT)
- 17. Addressing Community Needs
 - a. Community demographics
 - b. Community service organizations
 - c. Role and mission of the department
 - d. Role of public relations and its impact on the organization

Laboratory or Activity Content

None

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Problem solving exercises
Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Essay exams
Group projects
Individual projects
Oral analysis/critiques
Objective exams
Oral presentations
Problem-solving exams
Quizzes
Role playing
Reports/papers
Research papers
Simulations

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
Class activities
Class discussions
Distance Education
Group discussions
Instructor-guided interpretation and analysis
Lecture
Role-playing

Describe specific examples of the methods the instructor will use:

1. The instructor will lead a discussion on organizational change. Students will break into small groups to develop a plan that results in positive implementation of effective change in an organization.
2. The instructor will lecture on benefits of cooperating with allied agencies. Students will provide examples of specific agencies that benefit their departments.

Representative Course Assignments

Writing Assignments

1. Develop a policy or procedure for a fire department news release.
2. Prepare an organizational chart of your department from the lowest level position to the highest.
3. Students will prepare a 1 paragraph news release on a given subject. An instructor provided rubric will be used to score the answer assignment and a traditional grading scale will be used.

Critical Thinking Assignments

1. Research and articulate the duties of a company officer and wildland fire officer.
2. Prepare a properly formatted budget request that is supported with data.
3. Prepare a plan that results in the positive implementation of effective cultural changes in the fire service.

Reading Assignments

1. Read the material on developing a budget proposal from the textbook, preparing for working in small groups to complete a budget proposal and present to class.
2. Read the material on preparing a news release and develop a 1 paragraph news release on an assigned topic.

Outside Assignments

Representative Outside Assignments

1. Read weekly assigned chapters from the text.

2. Interview a company officer to identify positive administrative functions.
3. Utilize the ICS system to develop a management system for a Battalion Search and Rescue drill.
4. Identify selected core values of any fire department and develop scenarios that will represent your personal core values.

Articulation

C-ID Descriptor Number

Fire 210 X

Status

Aligned

District General Education

A. Natural Sciences

B. Social and Behavioral Sciences

C. Humanities

D. Language and Rationality

E. Health and Physical Education/Kinesiology

F. Ethnic Studies/Gender Studies

CSU GE-Breadth

Area A: English Language Communication and Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning

Area C: Arts and Humanities

Area D: Social Sciences

Area E: Lifelong Learning and Self-Development

Area F: Ethnic Studies

CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

IGETC

Area 1: English Communication

Area 2A: Mathematical Concepts & Quantitative Reasoning

Area 3: Arts and Humanities

Area 4: Social and Behavioral Sciences

Area 5: Physical and Biological Sciences

Area 6: Languages Other than English (LOTE)

Textbooks and Lab Manuals

Resource Type

Textbook

Classic Textbook

No

Description

International Fire Service Training Association. *Fire and Emergency Services Company Officer*. 5th ed., Fire Protection Publications, 2014. Most recent edition available. Phoenix AZ

Resource Type

Textbook

Classic Textbook

No

Description

Ward, Michael J. *Fire Officer: Principles and Practice*. Jones & Bartlett Learning, 2019.

Resource Type

Textbook

Classic Textbook

No

Description

Smeby, L. Charles. *Fire and Emergency Services Administration Management and Leadership Practices*. Jones & Bartlett Learning, 2014. Most recent edition available.

Distance Education Addendum**Definitions****Distance Education Modalities**

Hybrid (51%–99% online)

Hybrid (1%–50% online)

100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact**Hybrid (1%–50% online) Modality:****Method of Instruction****Document typical activities or assignments for each method of instruction**

Asynchronous Dialog (e.g., discussion board)

Students will post a discussion board topic and they will respond to another classmate or two with the intent for dialogue.

Asynchronous Dialog (e.g., discussion board)

Students will share their thoughts of the online lecture in an online chat with their classmates.

Synchronous Dialog (e.g., online chat) Instructor will lead live zoom sessions and students will role play Fire Officers performing administrative functions required of Fire Department Captains.

Synchronous Dialog (e.g., online chat) Instructor will lead live zoom session leading a staffing scenario where students will have to perform simulated staffing corrections.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Students will post a discussion board topic and they will respond to another classmate or two with the intent for dialogue.
Asynchronous Dialog (e.g., discussion board)	Students will share their thoughts of the online lecture in an online chat with their classmates.
Other DE (e.g., recorded lectures)	Students will view online lecture through the District LMS.
Synchronous Dialog (e.g., online chat)	Instructor will lead live zoom sessions and students will role play Fire Officers performing administrative functions required of Fire Department Captains.
Synchronous Dialog (e.g., online chat)	Instructor will lead live zoom session leading a staffing scenario where students will have to perform simulated staffing corrections.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Students will post a discussion board topic and they will respond to another classmate or two with the intent for dialogue.
Other DE (e.g., recorded lectures)	Students will view online lecture through the District LMS.
Other DE (e.g., recorded lectures)	Students will meet online with Instructor via Zoom
Synchronous Dialog (e.g., online chat)	Instructor will lead live zoom sessions and students will role play Fire Officers performing administrative functions required of Fire Department Captains.
Synchronous Dialog (e.g., online chat)	Instructor will lead live zoom session leading a staffing scenario where students will have to perform simulated staffing corrections.

Examinations

Hybrid (1%–50% online) Modality

- Online
- On campus

Hybrid (51%–99% online) Modality

- Online
- On campus

Primary Minimum Qualification

FIRE TECHNOLOGY

Review and Approval Dates

Department Chair

09/09/2020

Dean

09/09/2020

Technical Review

09/23/2020

Curriculum Committee

09/23/2020

DTRW-I

10/08/2020

Curriculum Committee

10/14/2020

Board

11/10/2020

CCCCO

11/15/2020

Control Number

CCC000620119

DOE/accreditation approval date

MM/DD/YYYY