

**J. Sargeant Reynolds Community College
Course Content Summary**

Course Prefix and Number: FST 240

Credits: 3

Course Title: Fire Administration

Course Description (including lecture hours, lab hours, total contacts)

Introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasizes fire service leadership from the perspective of the company officer. Lecture 3 hours per week.

Course Prerequisites/Corequisites (*Entry-level competencies **required** for enrollment*)

None

Course Objectives (Each item should complete the following sentence.)

Upon completing the course, the student will be able to:

1. Identify career development opportunities and strategies for success.
2. Explain the need for effective communication skills both written and verbal.
3. Articulate the concepts of span and control, effective delegation and division of labor.
4. Recognize appropriate appraising and disciplinary actions and the impact on employee behavior.
5. Examine the history and development of management and supervision.
6. Evaluate methods of managing available resources.
7. Identify roles and responsibilities of leaders in organizations.
8. Compare and contrast the traits of effective versus ineffective supervision and management styles.
9. Identify and assess safety needs for both emergency and non-emergency situations.
10. Identify the importance of ethics as they apply to supervisors.
Identify the role of a company officer in Incident Command System (ICS).
11. Describe the benefits of documentation.
12. Identify and analyze the major causes of firefighter deaths in the line of duty related to health, wellness, fitness, and vehicle operations.

Major Topics to be Included

1. Career development opportunities
2. Delegation and division of labor.
3. Appraising and disciplinary actions and the impact on employee behavior.
4. History and development of management and supervision.
5. Methods of managing available resources.
6. Roles and responsibilities of leaders in organizations.
7. Effective versus ineffective supervision and management styles.
8. Safety needs for both emergency and non-emergency situations.
9. Ethics as they apply to supervisors.
10. Incident Command System (ICS).
11. Causes involved in line of duty firefighter deaths related to health, wellness, fitness, and vehicle operations.

Effective Date of Course Content Summary (Month, Date Year): September 11, 2008