

Course Outline of Record

Los Medanos College

2700 East Leland Road

Pittsburg CA 94565

Course Title: Company Officer 2A: Human Resource Management **Subject Area/Course Number:** Fire 123

New Course OR **Existing Course**

Author(s): German Sierra

Subject Area/Course No.: Fire Technology/Fire 123

Units: 2

Course Title: Company Officer 2A: Human Resource Management

Discipline(s): Fire Technology

Pre-Requisite(s): None

Co-Requisite(s): None

Advisories: Meet the educational requirements for State Fire Marshall Firefighter II

Catalog Description:

This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. .This course has mandatory material fees. Fees may range from \$10 - \$40.

Schedule Description:

Are you a Firefighter looking to promote to the rank of Company Officer, then this class is for you! This course is designed for current firefighter professionals seeking promotion to the rank of Company Officer. Information will be provided on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. A copy of your Firefighter II certificate must be presented to the instructor the first day of classes. This course has mandatory fees may range from \$10 - \$40.

Hrs/Mode of Instruction: Lecture: 40 Scheduled Lab: ____ HBA Lab: ____ Composition: ____ Activity: ____ Total Hours 40

Credit Credit Degree Applicable (DA)
 Credit Non-Degree (NDA)

Grading Pass/No Pass (P/NP)
 Letter (LR)
 Student Choice (SC)

Repeatability 0
 1
 2
 3

Last date of Assessment:

Cohort #: 4

Please apply for:

LMC General Education Requirement(s): _____

Transfer to: CSU UC IGETC Area ____ CSU GE Area ____ C-ID Number _____

Course is Baccalaureate Level: Yes No

Signatures:

Course Outline of Record

Los Medanos College

2700 East Leland Road

Pittsburg CA 94565

Course Title: Company Officer 2A: Human Resource Management **Subject Area/Course Number:** Fire 123

Department Chair _____	Date _____
Librarian _____	Date _____
Dean (Technical Review) _____	Date _____
Curriculum Committee Chair _____	Date _____
President/Designee _____	Date _____
CCCCD Approval Date (Board or Chancellor's Office) _____	Date _____

STAND ALONE COURSE: YES NO

Course approved by Curriculum Committee as Baccalaureate Level: YES NO

LMC GE Requirement Approved by the Curriculum Committee: _____

FOR OFFICE OF INSTRUCTION ONLY. DO NOT WRITE IN THE SECTION BELOW.

Begin in Semester _____ Catalog year 20____/20____ Class Max: _____
Dept. Code/Name: _____ T.O.P.s Code: _____ Crossover course 1/ 2: _____
ESL Class: _____ Yes / No DSPS Class: _____ Yes / No Coop Work Exp: _____ Yes / No

Class Code	<input type="checkbox"/> A Liberal Arts & Sciences	SAM Code	<input type="checkbox"/> A Apprenticeship	Remediation Level	<input type="checkbox"/> B Basic Skills
	<input type="checkbox"/> B Developmental Preparatory		<input type="checkbox"/> B Advanced Occupational		<input type="checkbox"/> NBS Not Basic Skills
	<input type="checkbox"/> C Adult/Secondary Basic Education		<input type="checkbox"/> C Clearly Occupational		
	<input type="checkbox"/> D Personal Development/Survival		<input type="checkbox"/> D Possibly Occupational		
	<input type="checkbox"/> E For Substantially Handicapped		<input type="checkbox"/> E* Non-Occupational		
	<input type="checkbox"/> F Parenting/Family Support				
	<input type="checkbox"/> G Community/Civic Development				
	<input type="checkbox"/> H General and Cultural				
	<input type="checkbox"/> I Career/Technical Education				
	<input type="checkbox"/> J Workforce Preparation Enhanced				
	<input type="checkbox"/> K Other non-credit enhanced				
	<input type="checkbox"/> Not eligible for enhanced				

*Additional criteria needed

1 One level below transfer
 2 Two levels below transfer
 3 Three levels below transfer

Course Outline of Record

Los Medanos College 2700 East Leland Road Pittsburg CA 94565

Course Title: Company Officer 2A: Human Resource Management **Subject Area/Course Number:** Fire 123

Institutional Student Learning Outcomes:

- General Education SLOs:**
 At the completion of the LMC general education program, a student will:
1. read critically and communicate effectively as a writer and speaker.
 2. understand connections among disciplines and apply interdisciplinary approaches to problem solving.
 3. think critically and creatively
 4. consider the ethical implications inherent in knowledge, decision-making and action.
 5. possess a worldview informed by diverse social, multicultural and global perspectives.
- None

Program-Level Student Learning Outcomes (PSLOs): n/a

Course-Level Student Learning Outcomes (CSLOs):

CSLO 1	Identify principles of supervision, discipline and administrative functions while serving as a member of a fire company
CSLO 2	Apply human resource policies and procedures on day to day operations of a fire company
CSLO 3	Describe concepts of organizational behavior and crew supervision

Assessments:

Assessment Table	Formative Quizzes	Problem Based Learning, Case Study, Table top exercises	Final Summative Exam
CSLO 1	X	X	X
CSLO 2	X	X	X
CSLO 3		X	X

Assessment Instruments:

- A) In-class Assignments
- i) Analyze case studies in the following:
 - (1) Course textbook(s)
 - ii) Reference the following sources for class activities:
 - (1) Pocket Guide to the Firefighter Procedural Bill of Rights
 - (2) Various readings published by the National Fire Academy and National Firefighters Foundation.
 - iii) Discuss required writing assignments:
 - (1) Short written assignments comparing and contrasting relevant leadership concepts
 - (2) Personal Performance Appraisal form
- B) Out-of-class Assignments
- i) Reading assignments are required and may include but, are not limited to, the following:
 - (1) Course textbook(s)
 - (2) Pocket Guide to the Firefighter Procedural Bill of Rights
 - (3) Various readings published by the National Fire Academy and National Firefighters Foundation.
 - ii) Prepare essays and summaries on topics related to fire management
 - iii) Develop and choose proper method to remedy a fire management problem.
 - iv) Assess how internal and external influences impact the company officer as a manager.

Activities and Assignments:

CSLO 1: Identify principles of supervision, discipline and administrative functions while serving as a member of a fire company

Course Outline of Record

Los Medanos College 2700 East Leland Road Pittsburg CA 94565

Course Title: Company Officer 2A: Human Resource Management **Subject Area/Course Number:** Fire 123

Students demonstrate competency in understanding the many administrative and human resources management function, their respective roles, responsibilities through quizzes and general in class discussions.

CSLO 2: Apply human resource policies and procedures on day to day operations of a fire company

Students demonstrate the ability to act as part of a team in the role of a company officer through scenario-based learning, role playing and the final formative exam

CSLO 3: Describe concepts of organizational behavior and crew supervision

Students demonstrate and apply the concepts of organizational behavior in relation to effective team dynamics and interpersonal communication by facilitating discussions and case studies with classmates

Method of Evaluation/Grading:

- Written homework and Quizzes
- Group activity participation/observation
- Multiple choice summative examination

A-Level Study Work: Is characterized by clear and consistent proficiency in the ability of the student to work as part of a team in a supervisory role. The student also demonstrates full understanding of theoretical knowledge of the roles and responsibilities of a company officers. Assessment scores and evaluations are in the range of 90%-100%.

C-Level Study Work: Student demonstrate minimal competence in the ability to act as a company officer while working with a fire crews. Written Assessment and evaluations indicate minimal, inconsistent understanding of basic supervisory concepts. Minimal participation by the student in his/her defined role. Assessment scores and evaluations are in the range of 70% to 79.9%.

Assignment	Percentage of Total Grade
Written Final Summative Exam	40%
Written Quizzes	25%
Discussions, Problem based learning, role play and facilitated discussions	35%

Course Content:

Day 1	1) Human Resources <ul style="list-style-type: none"> • Polices • Procedures 2) Professional Development Plan <ul style="list-style-type: none"> • Job Shadowing • Mentoring • Continuing Education 3) Verbal and Written Communications <ul style="list-style-type: none"> • Communication Mode • Clear Text • Body Language • Voice Tone
Day 2	1) Communication during Emergencies <ul style="list-style-type: none"> • Clear Text • Common Terminology 2) Stressful Situations <ul style="list-style-type: none"> • Issuing guided directions • Setting priorities

Course Outline of Record

Los Medanos College 2700 East Leland Road Pittsburg CA 94565

Course Title: Company Officer 2A: Human Resource Management **Subject Area/Course Number:** Fire 123

	3) Principles of Supervision <ul style="list-style-type: none"> • Human Resource Management (HRM) • Management Studies
Day 3	1) Evaluation Program <ul style="list-style-type: none"> • Reasons for Evaluating • Types of Appraisals • Appraisal Interviews 2) Member-Related Problems <ul style="list-style-type: none"> • Substance Abuse • Stress 3) Organizational Behavior <ul style="list-style-type: none"> • Culture • Acceptance and Tolerance
Day 4	1) Group Dynamics <ul style="list-style-type: none"> • Leadership Styles • Power in Leadership 2) Firefighter Bill of Rights <ul style="list-style-type: none"> • Disciplinary Process • Interrogation Process and Notification 3) Safety and Wellness initiatives <ul style="list-style-type: none"> • Firefighter Fitness • Health and Lifestyle • Infection Control
Day 5	1) Accident Review <ul style="list-style-type: none"> • Agency policies • Death and Injury Statistics 2) Unsafe Acts <ul style="list-style-type: none"> • Health Exposures • Occupational Illness 3) Interpreting Accidents <ul style="list-style-type: none"> • Reviewing Reports • Life Safety Initiatives

Lab By Arrangement Activities (If Applicable): n/a

Instructional Methods:

- Lecture
- Lab
- Activity
- Problem-based Learning/Case Studies
- Collaborative Learning/Peer Review
- Demonstration/Modeling
- Role-Playing
- Discussion
- Computer Assisted Instruction
- Other (explain) _____

Textbooks:

- Jones and Bartlett (2015). *Fire Officer: Principles and Practice* (Third/e). Jones and Bartlett. ISBN: 9781284068368
- Pocket Guide to the Firefighters Procedural Bill of Rights Act, second edition, California Public Employee Relations, 2012