

Course Outline of Record

Los Medanos College

2700 East Leland Road

Pittsburg CA 94565

Course Title: Company Officer 2B: General Administration Functions **Subject Area/Course Number:** Fire 124

New Course OR Existing Course

Author(s): German Sierra

Subject Area/Course No.: Fire Technology/Fire 124

Units: 1

Course Title: Company Officer 2B: General Administration Functions

Discipline(s): Fire Technology

Pre-Requisite(s): None

Co-Requisite(s): None

Advisories: Must meet the educational requirements for State Fire Marshall Firefighter II

Catalog Description:

This course provides information on general administrative functions, the implementation of department policies and procedures, and addresses conveying the fire department's role, image, and mission to the public. This course is one of five core courses required in the California State Fire Training Company Officer Certification. This course has mandatory material fee that range from \$10-\$40 dollars.

Schedule Description:

Are you a Firefighter looking to promote to the rank of Company Officer, this class is for you! This course is designed for current firefighter professionals seeking to advance their career. 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 material fee that range from \$10-\$40 dollars.

Hrs/Mode of Instruction: Lecture: 20 Scheduled Lab: ____ HBA Lab: ____ Composition: ____ Activity: ____ Total Hours 20

Credit <input checked="" type="checkbox"/> Credit Degree Applicable (DA)	Grading <input checked="" type="checkbox"/> Pass/No Pass (P/NP)	Repeatability <input checked="" type="checkbox"/> 0
<input type="checkbox"/> Credit Non-Degree (NDA)	<input type="checkbox"/> Letter (LR)	<input type="checkbox"/> 1
	<input type="checkbox"/> Student Choice (SC)	<input type="checkbox"/> 2
		<input type="checkbox"/> 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

Course Outline of Record

Los Medanos College

2700 East Leland Road

Pittsburg CA 94565

Course Title: Company Officer 2B: General Administration Functions **Subject Area/Course Number:** Fire 124

Signatures:

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 A Liberal Arts & Sciences B Developmental Preparatory C Adult/Secondary Basic Education D Personal Development/Survival E For Substantially Handicapped F Parenting/Family Support G Community/Civic Development H General and Cultural I Career/Technical Education J Workforce Preparation Enhanced K Other non-credit enhanced Not eligible for enhanc
- SAM Code A Apprenticeship B Advanced Occupational C Clearly Occupational D Possibly Occupational E* Non-Occupational
- Remediation Level B Basic Skills NBS Not Basic Skills
- *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 2B: General Administration Functions **Subject Area/Course Number:** Fire 124

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 Describe state and federal laws and regulations that pertain to the role of company officer.

CSLO 2 Explain the benefits of the organization and the purpose for establishing cooperative external agency relationships.

CSLO 3 Identify the different levels of certification in the Fire Officer certification track.

Assessment Instruments:

Assessment table	Formative quizzes	Problem based learning, case study, table top exercises, role playing	Final Summative Exam
CSLO 1	X	X	X
CSLO 2	X	X	X
CSLO 3	X		X

In-class Assignments

1. Analyze case studies in the following:

1. Course textbook(s)

2. Discuss

1. Budget preparation procedures
2. Development of a Policy and Procedure

Out-of-class Assignments

1. Reading assignments from text

2. Read case studies from text

3. Research Community and Government Relations

Activities and Assignments:

CSLO 1 Describe state and federal laws and regulations that pertain to the role of company officer.

Student demonstrates competency in understanding state and federal laws as they applied to the position of company officer through scenario based, table top exercises and problem-based learning facilitated discussions.

CSLO 2 Explain the benefits of the organization and the purpose for establishing cooperative external agency relationships.

Student applies the concept of cooperative effective relationships with neighboring agencies by facilitating discussions and role-playing activities.

CSLO 3 Identify the different levels of certification in the Fire Officer certification track.

Student demonstrates the knowledge needed to identify the training and education required in order for a Firefighter to ascend to the rank of company officer within the CSFM certification track, this is achieved by facilitated discussions and summative multiple-choice test.

Method of Evaluation and Grading

Course Outline of Record

Los Medanos College

2700 East Leland Road

Pittsburg CA 94565

Course Title: Company Officer 2B: General Administration Functions **Subject Area/Course Number:** Fire 124

A-Student Level Work: Is characterized by clear and consistent proficiency in the ability of the student to describe state and federal laws and regulations that pertain to the role of a company officers. The student demonstrates full understanding of the theoretical knowledge in identifying the components of the officer certification track. Assessment and Evaluations are in the range of 90%-100%.

C-Student Level Work: Student demonstrate minimal, inconsistent proficiency in the ability of the student to describe state and federal laws and regulations that pertain to the role of a company officers. Assessments and Evaluations are in the range of 70%-79.9%

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

Course Content:

1. Introduction
 1. Orientation and Administration
 2. Fire Officer Certification Process
 3. Definition of Duty
2. Administration
 1. Explaining the Impact of State and Federal Laws and Regulations
 2. Explaining the Components of the Organization
 3. Executing Routine Administrative Functions
 4. Describing the Purchasing Process
 5. Developing a Project or Divisional Budget
 6. Preparing Budget Requests
 7. Collecting Incident Response Data
 8. Preparing a Report
 9. Developing Plans for Organizational Change
 10. Developing a Policy or Procedure
 11. Recommending Changes to and Implementing Departmental Procedures
 12. Preparing a News Release
3. Community and Government Relations
 1. Explaining the Benefits of Cooperating with Allied Organizations
 2. Initiating Action to Address Community Needs
 3. Initiating Action to Address Citizens Concerns

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: Smeby (2014). *Fire and Emergency Services Administration: Management & Leadership Practices* (Second/e). Jones & Bartlett. ISBN: 9871449605834