

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	FFP 1780
COURSE TITLE:	Company Officer
PREREQUISITE(S):	None
COREQUISITE(S):	None
CREDIT HOURS:	3
CONTACT HOURS/WEEK:	3
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	3
Laboratory:	
Other _____:	
FACULTY WORKLOAD POINTS:	3
STANDARDIZED CLASS SIZE ALLOCATION:	25
CATALOG COURSE DESCRIPTION:	
<p>This course is designed to assist fire officers in effectively managing the varied problems and situations that they may encounter within today's ever-changing fire service. The curriculum includes an overview of a fire department organization and administration, management theory, leadership, communication, motivation, and small group dynamics.</p>	
SUGGESTED TEXT(S):	<p><u>Fire Company Officer</u>, Florida State Fire College, Current Edition</p> <p><u>Fire Department Company Officer</u>, Third Edition, IFSTA, 1999.</p>
IMPLEMENTATION DATE:	November 14, 1987
REVIEW OR MODIFICATION DATE:	<p>Fall Term, 1994 (951)</p> <p>Fall Term, 2003 (20041)</p> <p>Fall Term, 2008 (20091) - Outline Review 2007</p>

COURSE TOPICS	<u>CONTACT HOURS PER TOPIC</u>
I. Chapter One - Introduction to Management Systems And Theories	3
A. Goals of Management B. Functions of Management	
II. Classification of Functions	3
A. Planning B. Organizing C. Staffing D. Directing E. Controlling	
III. Coordination - "The Essence of Management"	3
IV. Current Theory in Use	3
A. M.B.O. B. Risk Management C. Participatory Management D. One Minute Manager E. Zero Base Budgeting F. Master Planning G. Total Quality Management	
V. Nature of Management	3
A. Universality of Managerial Functions B. Functions vs. Techniques C. Functions vs. Non-managerial Skills	
VI. Authority and the Managerial Role	3
A. Limits of Authority B. Responsibility C. Responsibility and Delegation D. Patterns of Responsibility E. Accountability	
VII. Chapter Two - Leadership	3
A. Function of Leadership B. Nature of Leadership C. Developing Leadership Ability	

COURSE TOPICS (CONTINUED)	<u>CONTACT HOURS PER TOPIC</u>
VIII. Cultivated Attitudes of Leaders A. Empathy B. Objectivity C. Self-Knowledge D. Technical Knowledge	3
IX. Leadership Spectrum A. Authoritarian Leaders B. Democratic Leaders C. Free-Reign Leaders	3
X. Chapter Three - Supervision A. Principle of Span of Control B. Principle of Unity of Command C. Principle of Direct Supervision D. Principle of Absoluteness of Responsibility E. Principles of Division of Work F. Principle of Handling Grievances G. Principle of Employee Subordinate Evaluation H. Principle of Resistance to Change I. Ethics	3
XI. Chapter Four - Introduction to Motivation A. Abraham Maslow B. D.C. McClland C. Douglas McGregor D. Rensis Likert E. Ego Motives F. Security Motives G. Economic Motives	3
XII. Chapter 5 - Communications	3
XIII. Chapter 6 - Individual Behavior A. Defense Mechanisms 1. Sublimation 2. Rationalization 3. Projection 4. Conversion	3

COURSE TOPICS (CONTINUED)

CONTACT HOURS
PER TOPIC

	B. Personality Types in Subordinates	
	1. Hostile Person	
	2. Dependent Person	
	3. Cooperative Person	
	4. Group Minded Person	
	5. Individualist	
	6. Attitude	
XIV.	Chapter 7 - Group Dynamics	3
	A. Elton Mayo	
	B. Kurt Lewin	
XV.	Chapter 8 - Best Method	3

PROGRAM TITLE: Fire Science Technology

COURSE TITLE: Company Officer

CIP NUMBER: 0473.020100

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLE(S):

01.0 DEMONSTRATE KNOWLEDGE OF FIRE DEPARTMENT ORGANIZATION AND PROCEDURES

-- The student will be able to:

- 01.07 Describe the lines of authority within the department.
- 01.08 Describe the duties and responsibilities of each rank in both line and staff functions.
- 01.09 Describe the chain of command in the fireground in the authority having jurisdiction.

16.0 FOLLOW PRINCIPLES OF EFFECTIVE SUPERVISION AND LEADERSHIP -- The student will be able to:

- 16.04 Given a list of policies which may be used by a department, (a) describe how the various policies affect the officer, (b) describe the officer's role in interpreting the policies, (c) describe why accuracy, clarity, and impartiality are important in interpreting policy, (d) describe how to implement the policies in a leadership role.

17.0 EXPLAIN IMPORTANCE OF COMMUNITY RELATIONS -- The student will be able to:

- 17.01 Describe how each of the following factors affects the behavior of groups within the community in relation to the fire department: (a) economic conditions, (b) religion, (c) race, ethnic, and age factors, (d) community organizations, (e) family structure.
- 17.02 Explain procedures for handling citizen complaints, inquiries, and concerns.

24.0 WRITE REPORTS -- The student will be able to:

- 24.01 Identify the types of report forms used by the authority having jurisdiction at a specific level of responsibility.
- 24.02 Given the report forms and all the pertinent information, complete the reports used by the authority having jurisdiction at a specific level of responsibility.
- 24.03 Given a recordkeeping system for the officer's area of responsibility, demonstrate: (a) how to maintain the system, (b) how to transmit reports to superior officers.
- 24.04 Demonstrate the ability to complete a narrative report detailing an emergency and a non-emergency incident.

36.0 DEMONSTRATE EMPLOYABILITY SKILLS -- The student will be able to:

- 36.01 Conduct a search for possible employment.
- 36.02 Secure information about specific employment.
- 36.03 Identify documents that may be required when applying for a position.
- 36.04 Complete an employment application.

LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S): TITLE(S):

- 36.05 Demonstrate competence in job interview techniques.
- 36.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.
- 36.07 Identify acceptable work habits.
- 36.08 Demonstrate knowledge of how to make career changes appropriately.
- 36.09 Demonstrate acceptable employee health habits.

37.0 DEMONSTRATE KNOWLEDGE OF SEXUALLY TRANSMITTED DISEASES, INCLUDING AIDS -- The student will be able to:

- 37.01 Distinguish between fact and fallacy about the transmission and treatment of sexually transmitted diseases including HIV infection.
- 37.02 Identify community resources and services available to the victims of sexually transmitted diseases.
- 37.03 Identify at risk behaviors which promote the spread of AIDS and the public education necessary to combat the spread of sexually transmitted diseases.
- 37.04 Apply infection control techniques designed to prevent the spread of sexually transmitted diseases to the care of all patients following Centers for Disease Control (CDC) guidelines.
- 37.05 Demonstrate knowledge of legal aspects of AIDS.



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

Section 1	SEMESTER CREDIT HOURS (CC): <u>3</u>
COURSE PREFIX AND NUMBER: <u>FFP 1780</u>	CONTACT HOURS (NCC): _____
COURSE TITLE: <u>Company Officer</u>	

Section 2
TYPE OF COURSE: (Click on the box to check all that apply)

<input type="checkbox"/> AA Elective	<input type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input type="checkbox"/> AS Professional Elective	<input checked="" type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____	<input type="checkbox"/> PSAV	<input type="checkbox"/> Apprenticeship
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		

Section 3 (If applicable)
INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:

<input type="checkbox"/> Communications	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	

Section 4
INTELLECTUAL COMPETENCIES:

<input checked="" type="checkbox"/> Reading	<input checked="" type="checkbox"/> Speaking	<input type="checkbox"/> Critical Analysis	<input type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry
<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/> Listening	<input type="checkbox"/> Information Literacy	<input checked="" type="checkbox"/> Ethical Judgment	<input checked="" type="checkbox"/> Working Collaboratively

Section 5		
LEARNING OUTCOMES		METHOD OF ASSESSMENT
•	Important in interpreting policy & how to implement policies in a leadership role	
•	Explain importance of community relations	Exam
•	Demonstrate knowledge of Fire Department organizations and procedures	Exam
•	Describe how policies used by a Fire Department affect the officer's role in interpreting the policies	Exam
•	Demonstrate employability skills	Exam
•	Demonstrate knowledge of sexual transmitted diseases	Exam
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Section 6
Name of Person Completing This Form: Dr. Debra Mertz/Kenneth M. Ellison Date: 10/9/2007