

**THE UNIVERSITY OF AKRON
COLLEGE OF HEALTH & HUMAN SCIENCES
FIRE PROTECTION TECHNOLOGY**

Course Name: Fire Administration
Course Number: 2230:280
Course Credit: 4 credit hours
Prerequisites: 2230:100 Intro to Fire Protection

Course Description:

Fire officer professional qualifications; federal, state regulations governing department operations – OSHA, EPA; emergency and non-emergency operations procedures-ICS, IMS, Emergency Operations Center are presented.

Program Outcomes:

Upon completion of this course, the student will be able to:

1. Acknowledge career development opportunities and strategies for success
2. Recognize the need for effective communication skills both written and verbal
3. Identify and explain the concepts of span of control, effective delegation, and division of labor.
4. Select and implement the appropriate disciplinary action based upon employee conduct.
5. Explain the history of management and supervision methods and procedures.
6. Discuss the various levels of leadership, roles, and responsibilities within the organization.
7. Describe the traits of effective versus ineffective management styles.
8. Identify the importance of ethics as it relates to fire and emergency services.
9. Identify the roles of the National incident management system (NIMS) and Incident Management System (ICS)

ASSESSMENT:

At the beginning of the semester, the instructor will discuss the format used to evaluate student performance and progress .The criteria for assigning a course grade shall also be discussed. A hard copy and electronic copy of the course syllabus will be provided on Springboard. Assessment methods may include one or more of the following: research

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papers, book and journal article reviews, written and oral reports, table top exercises, community service projects, and classroom presentations.

Course Outline:

Topic 1 ***Our Heritage and Our History***

Codes as a means to regulate Fire Legislative Mandates

Impacts and Challenges to the Fire Service
Pride, Service, Commitment
On Leadership
Advice from the Experts

Topic 2 ***Preparing for Your Future***

Professional Status: The Future of Fire Service
Training and Education
The Future
Chief Fire Officer (CFO) Designation
Distant Learning Programs
Developing Your Roadmap

Topic 3 ***Principles of Leadership and Management***

Early Thinking About Management
Why Study Management Theory?
The Classical School of Management Thought
The Behavioral Movement
Leadership Changes for the Twenty-First Century

Topic 4 ***What is Your Leadership Style?***

Leadership Styles
Leadership Starts with Knowing Yourself
What is Your leadership Style?

Topic 5 ***Leading and Managing in a Changing Environment***

Leading Changes
Stewardship and the Core Value of Service
The Psychology of Change

Topic 6 ***Leadership Ethics***

A. Ethics and Their Impact
B. Ethics, Politics, and Leadership
C. Leadership Strategies for Personal Success
D. Making Ethics a Core Value

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Topic 7 ***Personnel Management: Building Your Team***

- A. Building Your Team
- B. A Diversified Workforce
- C. Employee morale Is Critical to Team Success
- D. Empower Your Team

Topic 8 ***Managing Emergency Services***

- A. Local Models of Organization and Government
- B. Organizational Structure
- C. Employee Law
- D. Employee and Labor Law
- E. Conducting Evaluations

Topic 9 ***Analytical Approaches to Public Fire Protection***

- A. The History of Resource Development
- B. Community Risk Management
- C. The Cascade of Events
- D. Evaluating Fire and EMS Capabilities

Topic 10 ***Quality of the Fire Service***

- A. Quality Is Just Good Business!
- B. Challenges to the Firefighting Community
- C. Performance Measurements
- D. Measuring Customer Satisfaction

Topic 11 ***Community Disaster Planning***

- A. What is a Disaster?
- B. The National Response Plan
- C. The Incident Command System
- D. The national Infrastructure Protection Plan

Topic 12 ***Shaping the Future***

- A. *Fire Suppression*
- B. *Emergency medical Service*
- C. *Specialized Response*
- D. *Human Behaviors, Values, and Impacts on Fire and Life Safety*

Grading Scale

A	97 – 100	C	75 – 77
A-	94 - 96	C-	72 – 74
B+	90 – 93	D	70 – 71
B	86 – 89	D-	69
B-	82 – 85	F	68
C+	78 – 81		