

Bossier Parish Community College  
Master Syllabus

**Course Prefix and Number:** FRSC 210

**Credit hours:** 3

**Course Title:** Principles of Fire and Emergency Service Administration

**Course Prerequisites:** FRSC 100, FRSC 110, FRSC 120, FRSC 130, FRSC 140, FRSC 150 or instructor approval

**Textbook(s):** Carter and Rausch, Management in the Fire Service, 5<sup>th</sup> ed., Jones and Bartlett

**Software / Hardware:**

An electronic textbook is available with added learning resources available from the publisher of the text book. The student must have access to a computer with applicable hardware, software and internet access the online learning management system (Canvas)

**Course Description:**

This course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service ethics and leadership from the perspective of the company officer.

**Learning Outcomes:**

At the end of the course, the student will be able to

- A. Describe the basic theories of public sector management
- B. Recognize the importance of ethics and communications skills
- C. Articulate and demonstrate the importance of the public policy process, responsibility, and authority.

To achieve the learning outcomes, the student will be able to

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

9. Identify the roles of the National Incident Management System (NIMS) and Incident Management System (ICS). (C)

**Course Requirements:** To earn a grade of “C” or higher the student must earn 70% of the total points for the course and meet all of the following course requirements.

1. The student must successfully complete the course with an average of 70% or above on the combined learning outcomes.
2. Each student is expected to attend classes regularly; excessive unexcused absences constitute grounds for suspension (refer to the student handbook for attendance policies).
3. Each student must have access to a reliable Internet connection to complete online discussion boards, course assignments, quizzes and tests

**Course Grading Scale:**

90-100=	A
80-89=	B
70-79=	C
60-69=	D
0-59=	F

**Attendance Policy:**

The college attendance policy is available at  
<http://www.bpcc.edu/catalog/current/academicpolicies.html>

**Course Fees:**

This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams, and/or clinical fees.

**Non-Discrimination Statement:**

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

**COORDINATOR FOR SECTION 504 AND ADA**

Angie Cao, Student and Disability Services Specialist  
Disability Services, F254, 6220 East Texas Street, Bossier City, LA 71111  
318-678-6511  
[acao@bpcc.edu](mailto:acao@bpcc.edu)

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

**Equity/Compliance Coordinator:**

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

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