

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:** Principles of Emergency Services

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

**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 **XXX%** of the total points for the course and meet all of the following course requirements.

**Course Grading Scale:**

**Attendance Policy:** **Attendance Policy:** The college attendance policy (for the classroom) is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

**Course Fees:** (if applicable)

### **Nondiscrimination Statement**

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#### COORDINATOR FOR SECTION 504 AND ADA

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