

Northwest Arkansas Community College
(Health Professions Division)

Discipline Code

FIRE

Course Number

2023

Course Title

Fire Department Administration

Catalog Description

Fire Department administrative functions, including application and implementation in the fire service, personnel selection, training and evaluation and relationship of administration at various levels of the organization, including reporting and budgeting will be covered in this course.

Prerequisites

None

Credit Hours

3 credit hours

Contact hours

45 lecture contact hours

Load hours

3 load hours

Semesters Offered

Fall

ACTS Equivalent

None

Grade Mode

A-F

Learning Outcomes

Students completing this course will:

- Examine the history and development of the fire service and its management and supervision.
- Identify the various and ever expanding managerial roles in the Fire Service based on current and future trends.
- Explain the role management plays in administering resource allocation and development of personnel.

- Determine appropriate and accepted administrative practices in the Fire Service to be utilized.
- Explain the need for effective communication skills in all forms.
- Articulate the concepts of span of control, effective delegation, and division of labor.
- Understand the necessity of competent administration and management in the Fire Service.
- Identify the importance of ethics as they apply to supervisors.
- Understand the roles and functions within the Incident Command/Management System and the National Incident Management System (NIMS).
- Describe the necessity and benefits of documentation.
- Identify and analyze the fire threat in a community, and how to protect its citizens while providing for safety of fire service personnel.

General Education Outcomes Supported

- Students develop higher order thinking skills.
- Students develop effective oral communication skills.

Standard Practices

Topics list

- Fire Service History
- Introduction to Fire Administration
- Leading Change
- Financial Management
- Human Resource Management
- Customer Service
- Training and Professional Development
- Health and Safety
- Resource Deployment
- Government Regulations, Ethics and Public Policy
- The Future of the Fire Service

Assessments

- Complete course requirements via written exams and a class presentation with a minimum cumulative grade of 70%.

Revision Date March 5, 2020

