

Course Outline

COURSE: JFT 211 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2016 **CURRICULUM APPROVAL DATE:** 11/23/2015

SHORT TITLE: FIRE COMPANY OFFICER 2A

LONG TITLE: Fire Company Officer 2A

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
1	18	Lecture:	.97	17.46
		Lab:	1.31	23.58
		Other:	0	0
		Total:	2.28	41.04

COURSE DESCRIPTION:

This course provides information on the use of human resources to accomplish assignments, evaluating member performance, supervising personnel, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. This is a pass/no pass course.
PREREQUISITE: JFT 8, Fire Fighter I Academy or Equivalent

PREREQUISITES:

Completion of JFT 8, as UG, with a grade of P or better.

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

- 02 - Lecture and/or discussion
- 03 - Lecture/Laboratory
- 04 - Laboratory/Studio/Activity

STUDENT LEARNING OUTCOMES:

1. Demonstrate the ability to assign tasks or responsibilities to unit members, giving complete, clear concise instructions; addressing safety considerations; and conveying the desired outcomes through classroom exercise.

Measure: Skills Exam, Scenarios, Discussion

PLO:

ILO: 1, 2, 4

GE-LO:

Year Assessed: 2015

2. Demonstrate the ability, through classroom scenarios, to coordinate the completion of assigned tasks and projects by members, prioritize assignments, develop a plan for the completion of each assignment, assign members to specific tasks, and supervise and hold members accountable for completing their assignments.

Measure: Skills Exam, Scenarios, Discussion

PLO:

ILO: 1, 2, 4, 6

GE-LO:

Year Assessed: 2015

3. Identify safety policies and procedures and apply safety regulations at the unit level, completing required reports, conducting in-service training, and conveying member responsibilities in a scenario-based skills exam.

Measure: Skills Exam, Scenarios, Discussion

PLO:

ILO: 1, 3

GE-LO:

Year Assessed: 2015

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 11/23/2015

1.5 Hours

Content:

I. Introduction (Lec)

A. Orientation and Administration

1. Facility requirements

2. Classroom requirements

3. Course syllabus

B. Fire Officer Certification Process

1. Levels of Certification

2. Courses required for Level I and II

3. Other Requirements

4. Task Book Process

5. Certification Examination Process

C. Definition of Duty

1. Duties of Company Officer Level I

2. Duties of Company Officer Level II

3. Duties of Wildland Fire Officer Level I

Student Performance Objectives (SPO): Identify the different levels of certification in the Fire Officer certification track.

Out-of-Class Assignments: Review the communications model or cycle for use in classroom activity regarding a nonemergency event.

20.5 Hours

Content:

II. Human Resource Management (Lab/ Lec)

A. Applying and Following Human Resources Policies and Procedures

1. Human Resources policies and procedures
2. Application of administrative procedures

B. Creating a Professional Development Plan

1. Steps for creating a professional development plan
2. Professional development options

3. Evaluation form results

C. Assigning Nonemergency Tasks or Responsibilities

1. Verbal communications
2. Written communications
3. Techniques used to make assignments under routine situations
4. Methods of confirming understanding
5. Instructions for frequently assigned unit tasks based on department policy

D. Assigning Emergency Tasks or Responsibilities

1. Verbal Communications
2. Techniques for making assignments under stressful situations
3. Methods of confirming understanding
4. Condensed instruction for frequently assigned unit tasks based on training and standard operating procedures

E. Directing Unit Members During a Training Evolution

1. Issue-guided directions

F. Supervising and Coordinating the Completion of Assignments

1. Principles of supervision
2. Basic human resource management
3. Setting priorities

G. Performing and Reporting Job Evaluations

1. Job Descriptions
2. Objectives and procedures of a member evaluation program
3. Common errors in evaluating
4. Planning and conducting evaluations.

H. Recommending Action for Member-Related Problems

1. Signs and symptoms of member-related problems
2. Causes of stress in emergency services personnel
3. Adverse effects of stress
4. AHJ's member assistance policies and procedures
5. Implementing a course of action for a member in need of assistance

I. Improving Member Performance

1. Identifying problems
2. Concepts of organizational behavior
3. Principles of group dynamics
4. Leadership styles

- 5. Types of power in leadership
- 6. Principles of interpersonal dynamics
- J. Impact of the California Firefighters Procedural Bill of Rights

- 1. Disciplinary process
- 2. Notification and interrogation process
- 3. Protection of basic rights

Student Performance Objectives (SPO): Demonstrate the ability to apply and follow human resource policies and procedures given an administrative situation requiring action.

Out-of-Class Assignments: Review the signs and symptoms of member related problems such as substance abuse or acute, chronic, and delayed stress as well as the AHJ's policies and procedures for providing member assistance for use in classroom activity.

13.0 Hours

Content:

III. Health and Safety (Lab/Lec)

A. Applying Safety Regulations

- 1. Common causes of personal injury and accident to members
- 2. Safety policies and procedures
- 3. Basic workplace safety
- 4. Components of an infectious-disease control program

B. Describing the benefits of Wellness and Fitness Programs

- 1. National death and injury statistics
- 2. Fire service safety and wellness initiatives and programs

C. Conducting an Initial Accident Report

- 1. Procedures for conducting an accident review
- 2. Fact-finding procedures

D. Analyzing and Reporting on Member History

- 1. Causes of unsafe acts, health exposures, or conditions that result in accidents, injuries, occupational illnesses, or deaths
- 2. Interpreting accidents, injuries, occupational illnesses, or death reports
- 3. HIPPA requirements

Student Performance Objectives (SPO): Demonstrate the ability to conduct an initial accident review, documenting the incident and processing reports in accordance with the AHJ's policies and procedures, when given incident and injury and accident forms.

Out-of-Class Assignments: Review causes of personal injury and accident to members for in-class discussion.

METHODS OF INSTRUCTION:

Skills Demonstration, Lecture, Scenario Training, Discussion

METHODS OF EVALUATION:

CATEGORY 1 - The types of writing assignments required:

Percent range of total grade: 0 % to %

If this is a degree applicable course, but substantial writing assignments are NOT appropriate, indicate reason

Course primarily involves skill demonstration or problem solving

CATEGORY 2 - The problem-solving assignments required:

Percent range of total grade: 20 % to 30 %

Exams

Other: Skills Exam

CATEGORY 3 - The types of skill demonstrations required:

Percent range of total grade: 50 % to 90 %

Class Performance/s

Performance Exams

CATEGORY 4 - The types of objective examinations used in the course:

Percent range of total grade: 30 % to 50 %

Other: Skills Demonstration

REPRESENTATIVE TEXTBOOKS:

Required:

Pocket Guide to the Firefighters Procedural Bill of Rights Act, Second Edition, California Public Employee Relations, 2012

or other appropriate college level text.

Reading level of text, Grade: 12 Verified by:

Other textbooks or materials to be purchased by the student:

Fire and Emergency Services Company Officer, fourth edition, International Fire Service Training Association, 2007, 0879392819 or Fire Officer: Principles and Practice, second edition, Jones and Bartlett, 2010, 9781449600621

Optionally, the following textbooks for reference purposes:

Human Resource Management for the Fire Service, first edition, Jones and Bartlett, 2013, 9780763749385

Fire and Emergency Services Administration: Management and Leadership Practices, second edition, Smeby, Jones and Bartlett, 2014, 9781449605834

4. Optionally, Fire Officer: Principles and Practice, Student Workbook, second edition, Jones and Bartlett, 2011, 9780763783679

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 201670

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: N

CAN:
CAN Sequence:
CSU Crosswalk Course Department:
CSU Crosswalk Course Number:
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: C
Maximum Hours: 1
Minimum Hours: 1
Course Control Number:
Sports/Physical Education Course: N
Taxonomy of Program: 213300