

Course Outline

COURSE: JFT 4A **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Summer 2017 **Inactive Course**

SHORT TITLE: FIRE MANAGEMENT 2A

LONG TITLE: Fire Mgmt 2A - Organizational Development and Human Relations

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
1	18	Lecture:	.8	14.4
		Lab:	1.48	26.64
		Other:	0	0
		Total:	2.28	41.04

COURSE DESCRIPTION:

This course provides information on the foundation of individual behavior, personality and emotions, motivational concepts, and individual decision making. It also provides group behavior, work teams, group dynamics, group communication, conflict and negotiations, power and politics, leadership and creating trust. Organizational structure, human resource policies and practices, organizational culture, and organizational change and development will be addressed. **PREREQUISITE:** Fire Management 1 **ADVISORY:** Eligible for English 250 and English 420.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

STUDENT LEARNING OUTCOMES:

1. Apply management techniques and will utilize management principles in managing human relations and resolve problems.

Measure: performance

ILO: 1,2,3

2. Demonstrate the skills to make the transition from supervisor to manager.

Measure: exam

ILO: 1,2,3,6

3. Apply methods and styles of leadership and techniques for creating trust within the organization.

Measure: demonstration

ILO: 1,2,3,6

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

Inactive Course: 02/27/2017

4 Hours

CONTENT:

1: Introduction

What Is Organizational Behavior?

STUDENT PERFORMANCE OBJECTIVES (SPO): Student will recognize/distinguish a summary of information regarding the impact of internal and external influences on the organization.

OUT-OF-CLASS ASSIGNMENTS: Reading assignment

8 Hours

CONTENT:

2: The Individual

- A. Foundations of Individual Behavior
- B. Values, Attitudes, and Job Satisfaction
- C. Personality and Emotion
- D. Perception and Individual Decision Making
- E. Basic Motivation Concepts
- F. Motivation
 - 1. From Concepts to Applications

SPO: Students will identify personality traits inherent in individuals and their effects on organization.

OUT-OF-CLASS ASSIGNMENTS: Reading assignment

8 Hours

CONTENT:

3: The Group

- A. Foundations of Group Behavior
- B. Understanding Work Teams
- C. Communication
- D. Basic Approaches to Leadership
- E. Contemporary Issues in Leadership
- F. Power and Politics
- G. Conflict and Negotiation

SPO: Students will develop an awareness of group dynamics and its impact on the organization.

OUT-OF-CLASS ASSIGNMENTS: Reading assignment

8 Hours

CONTENT:

4: The Organization System

- A. Foundations of Organization Structure.

B. Organizational Culture.

C. Human Resource Policies and Practices.

SPO: Students will be able to apply methods and techniques for managing human relations.

OUT-OF-CLASS ASSIGNMENTS: Reading assignment

4 Hours

CONTENT:

5: Organizational Dynamics

A. Organizational Change and Stress Management.

SPO: Students will be able to distinguish a comprehensive guide to conflict resolution.

OUT-OF-CLASS ASSIGNMENTS: Reading assignment

8 Hours

CONTENT:

6: Contemporary Issues Regarding Organizational Development and Human Relations

A. Instructor-developed Summative Test

SPO: Students will be able to apply sound management principles in preparation for more intensified training in specific disciplines.

OUT-OF-CLASS ASSIGNMENTS: Review /study for class test

2 Hours

Final exam.

METHODS OF INSTRUCTION:

Lecture, discussion and demonstrations/simulations will serve as the medium of instruction. Audio-visual aids will be utilized as they facilitate meaningful instruction. Regular assignments will be made for out-of-class study and research. Individual guidance will be provided as required.

METHODS OF EVALUATION:

CATEGORY 1 - The types of writing assignments required:

Percent range of total grade: 15 % to 20 %

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: 15 % to 20 %

Homework Problems

Field Work

Lab Reports

Quizzes

Exams

CATEGORY 3 -The types of skill demonstrations required:

Percent range of total grade: 40 % to 50 %

Class Performance/s

Performance Exams

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

Percent range of total grade: 30 % to 40 %

Multiple Choice

True/False

Matching Items

Completion

REPRESENTATIVE TEXTBOOKS:

Recommended:

1. State Fire Marshall Office, OSFM, Student Workbook, OSFM, current edition
2. State Fire Marshall Office, Analysis for Managers of People, U.S. Printing Office, current edition or other appropriate college level text.

Reading level of text: 12th grade
Verified by: An-Yueng

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 199870

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: JFT

CSU Crosswalk Course Number: 4A

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000123345

Sports/Physical Education Course: N

Taxonomy of Program: 213300