

**Southern Arkansas University Tech**  
P.O. Box 3499 ~ Camden, AR 71711 ~ 870-574-4453  
[www.sautech.edu](http://www.sautech.edu)

### **Online Course Information Sheet**

**Course Number:** Fire Administration I

**Course Title:** FS2043

**Course Description:** This course provides an introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis will be placed on fire service leadership from the perspective of the company officer. Internet students must have access to the Internet and a browser.

**Instructor Name:** Mike Brackin

**Instructor Bio:**

**Prerequisite:** None

**Textbook Information:** Smoke, Clinton (2005). Company Officer, 2<sup>nd</sup> Edition. Delmar Publishers. Albany, N.Y.

**Learning Outcomes:**

1. Identify career development opportunities and strategies for success.
2. Explain the need for effective communication skills both written and verbal.
3. Articulate the concepts of span of control, effective delegation, and division of labor.
4. Recognize appropriate appraising and disciplinary actions and the impact on employee behavior.
5. Examine the history and development of management and supervision.
6. Evaluate methods of managing available resources.
7. Identify roles and responsibilities of leaders in organizations.
8. Compare and contrast the traits of effective versus ineffective supervision and management.
9. Identify and assess the safety needs for both emergency and non-emergency situations.
10. Identify the importance of ethics as they apply to supervisors.
11. Identify the role of a company officer in IMS.
12. Describe the benefits of documentation.

**Teaching Methodology, including description of interaction between student and instructor:**

Discussion questions will be part of the course and will require interaction between students and/or the instructor. These will be graded.

**Methods of Testing:**

This course has quizzes and exams that are administered through Blackboard.

**Enrollment Procedures:**

Non-degree seeking students applying for admission to SAU Tech must submit an application for admission, appropriate placement test scores or, if applicable, official college transcript(s) with proof of Composition I and Intermediate Algebra (having earned a letter grade of "C" or better).

Full-time degree seeking students and part-time degree seeking students applying for financial aid applying for admission to SAU Tech must submit an application for admission, appropriate placement test scores, immunization record (if born after 01/01/1957), high school transcript or GED scores, and official college transcript(s), if applicable. (Note: Part-time students not applying for financial aid do not have to submit immunization record.)

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless completely he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A \$10 add/drop fee is assessed for adds/drops that take place after classes start.

**Special Enrollment Issues (specialized software or equipment, access to a particular network, or similar requirements):**

**Special Attendance Requirements (student contact with instructor, proctored examinations, etc.):**

The final exam must be taken at an approved proctor site.

**Access to Learning Resources:**

Students will receive all required discussion materials through the Internet, links to texts, and the electronic mail with Blackboard. Students will be required to purchase the course textbook, if applicable, and Learning Resource Center access is encouraged but not required to be successful. Textbooks can be ordered online. The Bookstore number is (870) 574-4510. The Library number is (870) 574-4518.

**Other Considerations (writing ability, assignments/projects, time considerations, etc.):**

Students will need Internet access, Microsoft Word, Adobe Acrobat Reader, and the ability to send and receive e-mail attachments using the e-mail within Blackboard.

There will be assignments designed to incorporate text material into applicable knowledge. This will be followed by a research report on an assigned topic and a closed-book final examination that covers material found in the text. Written assignments must be completed and submitted by the applicable deadlines. When preparing your written assignment, it will be necessary to conduct some research on the given topic. When you use others ideas and/or facts, it is necessary to properly cite the sources in the written assignment to avoid committing plagiarism. Students who commit plagiarism will be punished harshly. If you are not sure about how to properly cite resources, I suggest you go to the bookstore and purchase a writing style manual. The format used by the American Psychological Association (APA) is the preferred writing style.

There will also be a research project.