



## Southern Arkansas University Tech

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[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:** James Utsey

### Instructor Bio

For the past 34 years James has served in various capacities as a member of the professional fire service. He began his career with the Camden, Arkansas Fire Department in March of 1979. He retired from the Camden Fire Department in 1999 at the rank of Captain after 20 years of service. James became an adjunct instructor with the Arkansas Fire Academy in 1995. In 2002 he began his career as a full time instructor with the academy. In 2007 he became Assistant Director for On Campus Programs and Coordinator for the Firefighter Standards Program. In 2009 he began managing the IFSAC (International Fire Service Accreditation Congress) and ProBoard (National Board on Fire Service Professional Qualifications) accreditation/certification and testing programs. In 2009 James founded Operation S.A.F.E (Smoke Alarms For the Elderly), a grant funded program to provide and install smoke detectors for the elderly citizens of Camden and Ouachita County. James has an A.A in General Studies from Southern Arkansas University Tech. in Camden, Arkansas, an A.A.S in Fire Protection Technology from Garland County Community College in Hot Springs, Arkansas, a B.P.S in Fire Administration from the University of Memphis in Memphis, Tennessee, and a MPA in Public Administration from Southern Arkansas University in Magnolia, Arkansas.

**Prerequisite:** None

**Textbook Information:** Smoke, C. (2009). *Company officer* (3rd ed.). Albany, NY: Delmar Publishers.

### 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.

### On-Campus Requirement

The final exam must be taken at an approved proctor site. Visit the college website at [www.sautech.edu](http://www.sautech.edu) for detailed information.

### Modes of Interaction

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

### Methods of Assessment

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

### Enrollment Procedures

SAU Tech is an open admissions college; however, we have several items that you must provide in order to be admitted:

- Submit application for admission.
- Submit a high school transcript or GED, and official college transcripts from all previously attended colleges (if applicable).
- Provide proof of two immunizations against measles, mumps and rubella.
- Take a placement test. Students enrolling must submit ACT, SAT, ASSET or COMPASS scores. Students can take the ASSET or COMPASS test at SAU Tech.

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 \$5 drop fee is assessed for drops that take place after the registration period ends.

**Admissions Office Website:** <http://www.sautech.edu/education/studentResources/admissions.aspx>

**Course Registration Website:** <http://www.sautech.edu/education/studentResources/advising.aspx>

**Technical Requirements and Resources:** Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

**Library Website:** <http://www.sautech.edu/lrc/index.aspx>

**Bookstore Website:** <http://sautech.textbooktech.com>

**Adult Learner Resources:** Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at <http://www.sautech.edu/education/studentResources/advising.aspx>.

**Student Support and Learning Resources:** Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at <http://www.sautech.edu/education/studentResources/advising.aspx>.

#### Other Considerations

Prior computer skills are essential for success in an online class. Prior to enrolling in an online class, you should be able to:

- Surf the Internet and download web pages
- E-mail and attach files and know proper e-mail etiquette
- Use Microsoft Word skills and submit papers with correct format, grammar and spelling

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.

All first time online students are required to complete Learning Strategies before they will be allowed to take their online course(s). The purpose of Learning Strategies is to teach students how to use Blackboard and provide information about other systems that students will use while a student at SAU Tech.

There are computer programs and other things that you will need if you are taking an online course from SAU Tech. To make it easier for you, we have compiled a list of these things. Before beginning your online course, you should go ahead and make sure each of these programs listed below are loaded on every computer that you will use while taking your online course(s).

- Microsoft Word – used to complete assignments and submit to instructor
  - Can be accessed via SkyDrive inside your student email account. **FREE**
  - Can be purchased from Wal Mart or other software vendor and will need to be loaded on to your computer
  - There is also a **free** product that works just as good as the Microsoft Office Suite. You can download it at <http://download.openoffice.fm/free/?pk=26976>
- Adobe Reader 7.0 or higher – used to read files in pdf format
  - Cost: Free
  - Can be downloaded to your computer from <http://www.adobe.com/products/acrobat/readstep2.html>
- Adobe Flash Player (7 or higher) – used to view study activities and demonstrations in Learning Strategies course
  - Cost: Free
  - Can be downloaded to your computer from [http://www.adobe.com/shockwave/download/download.cgi?P1\\_Prod\\_Version=ShockwaveFlash](http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash)
- Macromedia Shockwave Player 8.5.1 – used for interactive quizzes, animations and activities
  - Cost: Free
  - Can be downloaded to your computer from <http://www.macromedia.com/shockwave/download/download.cgi?>

- Windows Media Player – used to listen play audio files
  - Cost: Free
  - Comes as part of your Windows operating system
- Java – a technology that is required in order for Blackboard to function properly as well as some other programs that SAU Tech uses with its online classes (**Note: Only one version of Java can be running on your computer at a time.**)
  - Cost: Free
  - Can be downloaded to your computer from <http://javashop1m.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre->