

CSFM 083A: COMPANY OFFICER 2A: HUMAN RESOURCE MANAGEMENT

Date Submitted: Sat, 27 Jun 2020 00:40:35 GMT

Originator

asventura

Justification / Rationale

Course periodic review. The last time the state increased these fees was in 2008. SFT has new diploma fee increases that will go into effect on July 1, 2020.

Effective Term

Fall 2020

Credit Status

Credit - Degree Applicable

Subject

CSFM - California State Fire Marshal

Course Number

083A

Full Course Title

Company Officer 2A: Human Resource Management

Short Title

COMPANY OFFICER 2A

Discipline**Disciplines List**

Fire Technology

Modality

Face-to-Face
100% Online

Catalog 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. Upon successful completion of the course, a CSFM diploma fee of \$140 is required for this course to cover the California State Fire Training Certificate of Completion.

Schedule Description

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Limitation on Enrollment: Must meet the educational requirements for Fire Fighter II as stated in the California State Fire Training certification process.

Lecture Units

2

Lecture Semester Hours

40

Lab Units

0

In-class Hours

40

Out-of-class Hours

80

Total Course Units

2

Total Semester Hours

120

Override Description

per State Fire Marshal curriculum

Limitation on Enrollment

Must meet the educational requirements for Fire Fighter II as stated in the California State Fire Training certification process.

Required Text and Other Instructional Materials**Resource Type**

Book

Author

Jones and Bartlett

Title

Fire Officer: Principles and Practice

Edition

Third

Publisher

Jones and Bartlett

Year

2015

College Level

Yes

Flesch-Kincaid Level

12

ISBN #

9781284068368

Resource Type

Web/Other

Description

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

Class Size Maximum

30

Course Content

1. Human Resources
 - a. Policies
 - b. Procedures
2. Professional Development Plan
 - a. Job Shadowing
 - b. Mentoring
 - c. Continuing Education
3. Verbal and Written Communications
 - a. Communication Model
 - b. Clear Text
 - c. Body Language
 - d. Voice Tone
4. Communication during Emergencies
 - a. Clear Text
 - b. Common Terminology
5. Stressful Situations
 - a. Issuing guided directions
 - b. Setting priorities
6. Principles of Supervision
 - a. Human Resource Management (HRM)
 - b. Management Studies
7. Evaluation Program
 - a. Reasons for Evaluating
 - b. Types of Appraisals
 - c. Appraisal Interviews
8. Member-Related Problems
 - a. Substance Abuse
 - b. Stress
9. Organizational Behavior
 - a. Culture
 - b. Acceptance and Tolerance
10. Group Dynamics
 - a. Leadership Styles
 - b. Power in Leadership
11. Firefighter Bill of Rights
 - a. Disciplinary Process
 - b. Interrogation Process and Notification
12. Safety and wellness initiatives
 - a. Firefighter Fitness
 - b. Health and Lifestyle
 - c. Infection Control
13. Accident Review
 - a. Agency policies
 - b. Death and Injury Statistics
14. Unsafe Acts
 - a. Health Exposures
 - b. Occupational Illness
15. Interpreting Accidents
 - a. Reviewing Reports
 - b. Life Safety Initiatives

Course Objectives

Objectives	
Objective 1	Identify human resource policies and procedures.
Objective 2	Describe the application of administrative procedures.
Objective 3	Identify the steps for creating a professional development plan.

Objective 4	List professional development options, such job shadowing, mentoring, and continuing education.
Objective 5	Apply evaluation form results to individual development plans.
Objective 6	Demonstrate verbal communications during nonemergency incidents.
Objective 7	Demonstrate written communications during non emergency incidents.
Objective 8	Describe techniques used to make assignments under routine situations.
Objective 9	List methods of confirming understanding.
Objective 10	Demonstrate effective verbal communications during emergency incidents.
Objective 11	Employ condensed instruction for frequently assigned unit tasks based on training and standard operating procedures.
Objective 12	Describe techniques used to make assignments under stressful situations using clear text, common terminology, and voice tone.
Objective 13	Distribute issue-guided directions to unit members during training evolutions.
Objective 14	Describe principles of group dynamics.
Objective 15	Identify the most common causes of personal injury and accident to members.
Objective 16	Conduct an accident review.
Objective 17	Interpret reports related to accidents, injuries, occupational illnesses, or death.

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Identify principles of supervision.
Outcome 2	Apply human resource policies and procedures.
Outcome 3	Describe concepts of organizational behavior.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Discussion	discussion
Activity	activity
Technology-based instruction	Review video case studies and develop short answer questions.
Role Playing	role playing
Participation	participation
Lecture	lecture

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
College level or pre-collegiate essays	essays	In and Out of Class
Tests/Quizzes/Examinations	tests	In Class Only
Group activity participation/observation	group activity participation	In and Out of Class
Written homework	written homework	Out of Class Only

Assignments

Other In-class Assignments

1. Analyze case studies in the following:
 - a. Course textbook(s)
2. Reference the following sources for class activities:
 - a. Pocket Guide to the Firefighter Procedural Bill of Rights
 - b. Various readings published by the National Fire Academy and National Firefighters Foundation.
3. Discuss required writing assignments:

- a. Short written assignments comparing and contrasting relevant leadership concepts.
- b. Personal Performance Appraisal form.

Other Out-of-class Assignments

1. Reading assignments are required and may include but, are not limited to, the following:
 - a. Course textbook(s)
 - b. Pocket Guide to the Firefighter Procedural Bill of Rights
 - c. Various readings published by the National Fire Academy and National Firefighters Foundation.
2. Prepare essays and summaries on topics related to fire management
3. Develop and choose proper method to remedy a fire management problem.
4. Assess how internal and external influences impact the company officer as a manager.

Grade Methods

Pass/No Pass Only

Distance Education Checklist**Instructional Materials and Resources****Effective Student/Faculty Contact**

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Other Information**MIS Course Data****CIP Code**

43.0201 - Fire Prevention and Safety Technology/Technician.

TOP Code

213300 - Fire Technology

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

General Education Status

Not applicable

Support Course Status

Course is not a support course

C-ID

FIRE 200 X

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

Yes

Additional Fee Amount

\$140.00

Additional Fees Description

State Fire Training Diploma Fee

Approvals**Curriculum Committee Approval Date**

5/05/2020

Academic Senate Approval Date

5/14/2020

Board of Trustees Approval Date

6/18/2020

Chancellor's Office Approval Date

6/26/2020

Course Control Number

CCC000578619

Programs referencing this course

Fire Technology Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined?key=146/>)