

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

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**Originator**

camiller

**Justification / Rationale**

Fixing syncing issue. See T.A. - periodic course review - updated textbook

**Effective Term**

Fall 2024

**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

Hybrid

**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

**Open Educational Resource**

No

**Author**

Michael J. Ward

**Title**

Fire Officer: Principles and Practice

**Edition**

Fourth

**City**

Burlington, MA

**Publisher**

Jones and Bartlett

**Year**

2021

**College Level**

Yes

**Flesch-Kincaid Level**

12

**ISBN #**

9781284172393

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**Resource Type**

Web/Other

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

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**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**

**Include the percentage of online and on-campus instruction you anticipate.**

**Online %**

50

**On-campus %**

50

### **Instructional Materials and Resources**

**If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?**

None

### **Effective Student/Faculty Contact**

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

#### **Within Course Management System:**

Online quizzes and examinations  
Regular virtual office hours  
Timely feedback and return of student work as specified in the syllabus  
Video or audio feedback

#### **External to Course Management System:**

Direct e-mail  
Synchronous audio/video

#### **For hybrid courses:**

Scheduled Face-to-Face group or individual meetings

**Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.**

In the hybrid format, students will be given reading and research assignments that will be discussed through the use of zoom or via face-to-face meetings. Lectures will be conducted through zoom, with the ability for students to ask questions and interact with the instructor. The LMS will host all assessments so that feedback can be timely and accessible at any time. Office hours will be offered with an instructor available for any questions the students may have. Additionally, the online portion of the hybrid class will be via zoom in a synchronous modality. This is a requirement through State Fire Training, our accrediting agency.

**If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.**

Zoom will be used for synchronous audio and visual interaction with the instructor. Lectures will be delivered in this format, as well as hosted discussions.

## **Other Information**

**Provide any other relevant information that will help the Curriculum Committee assess the viability of offering this course in an online or hybrid modality.**

This course is typically an in-person class. State Fire Training has designated certain accredited training centers, including College of the Desert, to offer the course in an online format. In order to meet State Fire Training's requirements, all elements that are online must be in a synchronous modality with an LMS like Canvas. For the hybrid course, this means that the online portions will need to be synchronous.

## **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**

Y = Not applicable

### **Support Course Status**

N = Course is not a support course

### **C-ID**

FIRE 200 X

**Allow Audit**

Yes

**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**

02/16/2023

**Academic Senate Approval Date**

02/23/2023

**Board of Trustees Approval Date**

04/21/2023

**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>)Fire Technology AS Degree (employment preparation) (<http://catalog.collegeofthedesert.eduundefined/?key=63>)