

ARIZONA WESTERN COLLEGE  
SYLLABUS

## FSC 173 FIRE AND EMERGENCY SERVICES ADMINISTRATION

Credit Hours: 3 Lec 3

PREREQUISITE: FSC 151

COURSE DESCRIPTION

Course introduces the student to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. Emphasis is placed on fire and emergency service, ethics, and leadership from the perspective of the company officer.

1. COURSE GOAL

Implement knowledge vital to safe operation at emergency scenes in a company officer capacity. To expose the student to the skills required to perform the tasks of a company officer on and off the fire ground.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 describe career development opportunities and strategies for success.
- 2.2 explain the need for effective communication skills both written and verbal.
- 2.3 identify and explain the concepts of span of control, effective delegation, and division of labor.
- 2.4 select and implement the appropriate disciplinary actions based upon an employee's conduct.
- 2.5 explain the history of management and supervision methods and procedures.
- 2.6 discuss the various levels of leadership, roles, and responsibilities within the organization
- 2.7 describe the traits of effective versus ineffective management styles.
- 2.8 identify the importance of ethics as it relates to fire and emergency services.
- 2.9 identify the roles of the National Incident Management System (NIMS) and Incident Management System (ICS).

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Instructional technology
- 3.3 Classroom exercises and simulations

4. LEARNING ACTIVITIES

- 4.1 Lectures
- 4.2 Demonstrations
- 4.3 Presentations
- 4.4 Practical applications
- 4.5 Class discussions

5. EVALUATION

- 5.1 Written evaluations
- 5.2 Assignments
- 5.3 Class participation

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the

45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.

- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid. For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
  - Taking an exam, an interactive tutorial or computer-assisted instruction
  - Attending a study group that is assigned by the school
  - Participating in an online discussion about academic matters
  - Initiating contact with a faculty member to ask a question about the academic subject studied in the course