



Palm Beach Community College
Course Syllabus – Classroom Courses

General Class and Course Information

Course number: FFP 2780 Class Reference Number: 131945 Term: 2010-1

Course title: Fire Administration Credit/Contact hours: 3

Course Description: This course is designed to present the principles of management theory, and its application in the fire service. The course is intended for officers whose area of responsibility encompasses long and short range planning, budgeting and administration.

Course Learning Outcomes: As a result of taking this course, the student will be able to

General Education Learning Outcomes:

- Global Awareness - Exhibit a sense of community and be sensitive to cultural and global diversity; exercise civic responsibility; give service to others; and respect and care for our natural environment.
- Critical Thinking - Evaluate arguments; separate fact and opinion; recognize points of view; understand implications and consequences, and acknowledge diverse values.
- Technology and Information Literacy - Use printed materials, personal communication, observation, and technological applications to find, evaluate, organize and present information in order to achieve educational and professional success.
- Ethics - Demonstrate a responsibility for personal, social, professional, educational and natural environments and make informed decisions based on those responsibilities.
- Personal Development - Develop an ability to understand and manage self, adapt to change, enhance wellness, learn effectively, establish a framework for aesthetic responsiveness, and set personal and professional goals.

Course Learning Outcomes:

- Demonstrate an understanding of modern fire protection, emergency medical, and rescue services.
- Evaluate local risks and planning for the necessary resources.
- Define leadership strategies for the political process.
- Explain Organizing and Deploying Resources.
- Demonstrate an understanding of Human Resource Management.
- Define Fiscal Management.
- Define Capital Resource Management.
- Describe the difference between leading and managing.
- Describe training for fire and emergency response services.
- Define Performance Measurement and Organizational Improvement.
- Define health, wellness, and injury prevention.
- Explain comprehensive prevention programs.
- Define regulations, standards, and issues of liability.
- Explain the importance of Information Management.
- Demonstrate an understanding of Communication Systems and Emergency Response Centers.
- Demonstrate an understanding of Intergovernmental Cooperation.

Methods of Assessment:

- Research Report
- Group Participation
- Case Studies with Analytical Assignments
- Comprehensive Final Exam

Full Course Outline: Click on the following link: http://www.pbcc.edu/Documents/Course_Outlines/f/FFP2780.pdf



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Class Schedule

PBCFR “A” shift evenings 1800-2200 August 20th, - October 22nd, 2009
Fire Academy Room SCB 148

Textbook(s) Information: Managing Fire and Rescue Services, Copyright 2002 (ICMA)
ISBN: 0-87326-128-3

Web Content Information: N/A

Professor’s Contact Information

Professor’s Name: John Tomaszewski
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Home Page: <http://www.pbcc.edu/x461.xml?id=Tomaszej>
Office Hours: N/A

Class Requirements

Assignments : Students are expected actively participate in all classroom discussions and activities. They should contribute their individual knowledge, experience and perspective. This will count 10% toward their final grade. They will be required to read the entire textbook in order to become familiar with the material presented. Weekly homework assignments will count as 20% of the total grade. Students will be required to complete an applied research project that will count 30% of their total grade. The final exam will count as 40% of the total grade.

August 20, 2009	Registration, introduction, orientation, Research Project assignment Chapter 1
August 26, 2009	Chapter 2 & 3
September 1, 2009	Chapter 4 & 5
September 10, 2009	Chapter 6 & 7
September 16, 2009	Chapter 8 & 9
September 22, 2009	Chapter 10 & 11
October 1, 2009	Chapter 12 & 13
October 7, 2009	Chapter 14 & 15
October 13, 2009	Chapter 16 Research Project Due
October 22, 2009	Research Project Presentation Final Examination



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Late Assignment Policy: Failure to submit the research project by the due date will result in a grade of Incomplete (I) for the class. Late papers will be accepted up to a maximum of seven (7) days past the due date with a resultant one-letter grade reduction. After thirty (30) days, incomplete grades are automatically converted to “F” by college policy.

Grading Scale and Policy:

Percentage	Grade
93 – 100	A
85 – 92	B
78 – 84	C
70 – 77	D
<70	F

Tests, Quizzes, and Final Examination Schedule: Homework assignments will be graded as pass/fail each week, final exam on final night of class.

Make-up Exam Policy: Make-up exams shall be scheduled at the instructor’s convenience within one week of the scheduled date.

Class Policies and Methodology

Attendance: Professors are required to take attendance. Attendance will be taken at the beginning and midway of the class. Unexcused tardiness will equal on absence after the second offense. Only four hours will be allowed without the professors approval.

Electronic Device Use: Cell phones will be on vibrate and only to be used in the case of an emergency. Lap Tops are allowed in the classroom, but only to take notes, not for e-mail, etc.

Email Policy: E-mailing the instructor is encouraged.

Equipment and Supplies: N/A

Professor’s Expectations: The student will actively participate in all classroom discussions, read the entire textbook, and complete all written assignments.

Methods of Instruction: Lectures, case study analysis, individual research, and group discussion.

Unique Requirements of the Class: Complete all assignments in a timely manner. Be on-time for class and do not expect to leave early.

College Policies and Web Information

Academic Dishonesty

Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance:

- (1) Cheating on an exam,
- (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course,
- (3) Submitting, if contrary to the rules of the course, work previously submitted in another course,
- (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom



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performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed, (5) Plagiarism.

Please refer to the **Palm Beach Community College Student Handbook**

(www.pbcc.edu/Documents/Marketing/studenthandbook.pdf) for further information.

Classroom Etiquette and Student Behavior Guidelines

Students will demonstrate respect for professors and fellow students. Behavior that is disruptive to a positive learning environment reported by the professor will result in a warning on the first instance; the second instance might result in expulsion from the course or campus.

Computer Competency Component

Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

Disability Support Services

Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of Disability Support Services (DSS). It is the student's responsibility to contact Disabled Student Services Advisors and to submit appropriate documentation prior to receiving services. Please see the website at www.pbcc.edu/disabilities.xml.

Eating, Drinking and Smoking

Eating and drinking are confined to areas designated on the campus. Smoking is not permitted in any College building and only in areas designated at each campus.

Student Responsibility Policy

When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog and other College publications. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

PBCC Websites of Interest

Please see this web page (www.pbcc.edu/x340.xml) for a list of web addresses for students.

Withdrawal Policy for Individual Courses

The last day to withdraw from a College course with a "W" grade in this course is November 4, 2009. It is the responsibility of the student to use the PantherWeb system or visit a campus Registrar's office to withdraw. An official withdrawal entitles the student to a grade of "W" in the class.

Department Contact Information

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