

**J. Sargeant Reynolds Community College  
Course Content Summary**

**Course Prefix and Number:** FST 240

**Credits:** 3

**Course Title:** Fire Administration

**Course Description:** Introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasizes fire service leadership from the perspective of the company officer. (Usually offered in the fall semester.) Lecture 3 hours per week.

**General Course Purpose:**

**Course Prerequisites and Co-requisites:**

None

**Course Objectives:**

Upon completing the course, the student will be able to

- a. Identify career development opportunities and strategies for success;
- b. Explain the need for effective communication skills both written and verbal;
- c. Articulate the concepts of span and control, effective delegation and division of labor;
- d. Recognize appropriate appraising and disciplinary actions and the impact on employee behavior;
- e. Examine the history and development of management and supervision;
- f. Evaluate methods of managing available resources;
- g. Identify roles and responsibilities of leaders in organizations;
- h. Compare and contrast the traits of effective versus ineffective supervision and management styles;
- i. Identify and assess safety needs for both emergency and non-emergency situations;
- j. Identify the importance of ethics as they apply to supervisors;  
Identify the role of a company officer in Incident Command System (ICS);
- k. Describe the benefits of documentation; and
- l. Identify and analyze the major causes of firefighter deaths in the line of duty related to health, wellness, fitness, and vehicle operations.

**Major Topics to Be Included:**

- a. Career development opportunities
- b. Delegation and division of labor
- c. Appraising and disciplinary actions and the impact on employee behavior
- d. History and development of management and supervision
- e. Methods of managing available resources
- f. Roles and responsibilities of leaders in organizations
- g. Effective versus ineffective supervision and management styles
- h. Safety needs for both emergency and non-emergency situations
- i. Ethics as they apply to supervisors
- j. Incident Command System (ICS)
- k. Causes involved in line of duty firefighter deaths related to health, wellness, fitness, and vehicle operations

**Effective Date of Course Content Summary:** September 11, 2008