

| Course Acronym: | FTEC |
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| Course Number: | 73 |
| Descriptive Title: | Human Resource Management for Company Officers (Company Officer 2A) |
| Division: | Health Sciences and Athletics |
| Department: | Fire and Emergency Technology |
| Course Disciplines: | Fire and Emergency Technology |
| Catalog Description: | This course provides information on the use of human resources to accomplish assignments, evaluating member performance, and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. |
| Prerequisite: | |
| Co-requisite: | |
| Recommended Preparation: | Fire and Emergency Technology 1 Eligibility for English 1A |
| Enrollment Limitation: | |
| Hours Lecture (per week): | 2 |
| Hours Laboratory (per week): | 0 |
| Outside Study Hours: | 4 |
| Total Course Hours: | 36 |
| Course Units: | 2 |
| Grading Method: | Letter Grade only |
| Credit Status: | Credit, degree applicable |
| Transfer CSU: | Νο |
| Effective Date: | |
| Transfer UC: | Νο |
| Effective Date: | |
| General Education: ECC | |
| Term: | |
| Other: | |
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| Term: | |
| Other: | |
| Student Learning Outcomes: | SLO #1 Assistance with Substance Abuse Develop a plan to assist a member with a substance abuse problem. SLO #2 Employee Wellness Program |
| | Outline the major components that should be included in an employee wellness program. |
| | SLO #3 Workplace Safety |
| | Create a workplace safety program. |
| Course Objectives: | Examine the concept of human resource policies and procedures. Create a professional development plan. Analyze non-emergency tasks and responsibilities. List the appropriate steps to managing emergency tasks and responsibilities. Evaluate the principles of supervision. Compare and contrast the signs and symptoms of member related issues such as substance abuse, absence, and family relations. Assess the safety regulations that apply to apparatus, equipment, and personal safety gear. |
| Major Topics: | I. Human Resource Management (8 hours, lecture) |
| | A. Organizational policies and procedures |
| | B. Creating a professional development plan |
| | C. Assigning nonemergency and emergency tasks and responsibilities |
| | D. Developing company training evolutions |
| | II. Performing and Reporting (8 hours, lecture) |
| | A. Identifying job descriptions |
| | B. Objectives and procedures of a member evaluation program |
| | C. Common errors in evaluating |
| | D. Planning and conducting evaluations |
| | III. Improving Member Job Performance (8 hours, lecture) |

| | A. Concepts of organizational behavior |
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| | B. Principles of group dynamics |
| | C. Leadership styles |
| | D. Interpersonal dynamics |
| | IV. Health and Safety (12 hours, lecture) |
| | A. Frequent causes of personal injury and accidents |
| | B. Safety policies and procedures |
| | C. Basic workplace safety |
| | D. Employee assistance program |
| | E. Infectious disease protocols |
| | F. Wellness and fitness programs |
| Total Lecture Hours: | 36 |
| Total Laboratory Hours: | 0 |
| Total Hours: | 36 |
| Primary Method of Evaluation: | 1) Substantial writing assignments |
| Using Primary Method | Prepare a one to two page report discussing the impact of the "California Firefighter Procedural Bill of Rights" (AB 220), as it applies to the company officer to reduce risk, along with civil and criminal liability. |
| | Submit report to the instructor. |
| - | Prepare a one-page report outlining the appropriate actions to take when assisting a member with a |
| | substance abuse problem. Submit report to the instructor. |
| Critical Thinking Assignment 2: | Prepare a one-page report discussing the benefits of an employee wellness and fitness program. |
| | Submit report to the instructor. |
| Other Evaluation Methods: | Class Performance, Essay Exams, Homework Problems, Objective Exam |
| Instructional Methods: | Discussion, Lecture |
| If other: | Lecture |
| Work Outside of Class: | Answer questions, Problem solving activity, Required reading, Study, Written work (such as essay/composition/report/analysis/research) |
| If Other: | |
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| Up-To-Date International Fire Service Training Association. Fire and Emergency Services Company Officer, 6th ed. International Fire Service Training Association, 2019. (Discipline Textbooks: Standard) Alternative Textbooks: Sequired Required Supplementary Readings: Other Required Materials: Other Required Category: Requisite corres(s): Environmentary List both prerequisites and corequisites in this Feeduiste Cores(s): List both prerequisites and corequisites in this Feeduiste Cores(s): Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). Feeduiste Skill Science Requisite skill. List the corresponding course objective under each skill(s). Fee and Emergency Technology-1 Requisite skill. List the corresponding course objective under each skill(s). Fee 1 Discuss the types of common fire department apparatus, equipment, and the corresponding course objective under each skill(s). Fee 1 Discuss the types of common fire department apparatus, equipment, and the corresponding course objective under each skill(s). Requisite skill. List the trausite skill. List the trausite skill. Simplicable Eigbility for English 1A Requisite skill. Simplicable ablicable Summarize and analyze college-level textbooks. Course objective under each skill(s). Summarize and analyze college-leve | | |
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| Course Created by: Craig Neumann | | |
| | Course Created by: | Craig Neumann |

| Date: | 05/11/2016 |
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| Original Board Approval Date: | |
| Last Reviewed and/or Revised by: | |
| Date: | 01/12/2017 |
| Last Board Approval Date: | |