



El Camino College
COURSE OUTLINE OF RECORD – Official

Course Acronym:	FTEC
Course Number:	74
Descriptive Title:	General Administrative Functions for Company Officers (Company Officer 2B)
Division:	Health Sciences and Athletics
Department:	Fire and Emergency Technology
Course Disciplines:	Fire Technology
Catalog Description:	This course provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public.
Prerequisite:	
Co-requisite:	
Recommended Preparation:	Fire and Emergency Technology 1 Eligibility for English 1A
Enrollment Limitation:	
Hours Lecture (per week):	1
Hours Laboratory (per week):	0
Outside Study Hours:	2
Total Course Hours:	18
Course Units:	1
Grading Method:	Letter Grade only
Credit Status:	Credit, degree applicable
Transfer CSU:	Yes
Effective Date:	Proposed
Transfer UC:	No
Effective Date:	
General Education:	ECC
Term:	
Other:	
CSU GE:	
Term:	

Other:	
IGETC:	
Term:	
Other:	
Student Learning Outcomes:	<p>SLO #1</p> <p>Explain the mission of each segment of an organization.</p> <p>SLO #2</p> <p>Identify the considerations that are necessary to examine when preparing an organization's budget.</p> <p>SLO #3</p> <p>Analyze the information that should be included in a concise and accurate report.</p>
Course Objectives:	<ol style="list-style-type: none"> 1. Analyze the impact that state and federal laws and regulations as they apply to the company officer, with the goal to reduce risk and civil and criminal liability. 2. Explain the purposes of each management component of the organization, while clearly identifying the organization's purposes and mission. 3. Develop a project or divisional budget, considering capital, operating and personnel costs. 4. Assess the steps that are required to successfully implement a change in an organization's policy or procedure. 5. List the topics that should be included in a news release. 6. Describe the steps that are necessary to initiate an action that addresses a community need.
Major Topics:	<p>I. Laws and Regulations (4 hours, lecture)</p> <p>A. Laws</p> <p>B. Regulations</p> <p>C. Codes</p> <p>D. Standards</p> <p>II. Organizational Structure (4 hours, lecture)</p> <p>A. Divisions of an organization</p> <p>B. Allied agencies</p> <p>C. Functions of management</p> <p>III. Budgets (3 hours, lecture)</p> <p>A. Types of budgets</p> <p>B. Revenue sources</p>

	<p>C. Budget process</p> <p>IV. Reports (4 hours, lecture)</p> <p>A. Types of reports</p> <p>B. Report formats</p> <p>C. Organizational requirements for reports</p> <p>V. Addressing Community Needs (3 hours, lecture)</p> <p>A. Community demographics</p> <p>B. Community service organizations</p> <p>C. Role and mission of the department</p> <p>D. Public relations impact on the organization</p>
Total Lecture Hours:	18
Total Laboratory Hours:	0
Total Hours:	18
Primary Method of Evaluation:	1) Substantial writing assignments
Typical Assignment Using Primary Method of Evaluation:	Prepare a one to two-page report comparing "zero based budgets" and "line item budgets". Submit report to the instructor.
Critical Thinking Assignment 1:	Create a one to two-page report which identifies a particular problem within the organization and prepare a solution to the problem by establishing a new policy or procedures that addresses the concern. Submit report to the instructor.
Critical Thinking Assignment 2:	Prepare a one-page accurate and properly formatted news release and submit to the instructor.
Other Evaluation Methods:	Essay Exams, Homework Problems, Objective Exam, Quizzes
Instructional Methods:	Discussion, Group Activities, Lecture
If other:	
Work Outside of Class:	Answer questions, Problem solving activity, Required reading, Study
If Other:	
Up-To-Date Representative Textbooks:	International Fire Service Training Association, <u>Fire and Emergency Services Company Officer</u> , 6th ed., International Fire Service Training Association, 2019. (Discipline Standard)
Alternative Textbooks:	
Required Supplementary Readings:	

Other Required Materials:	
Requisite:	
Category:	
Requisite course(s): List both prerequisites and corequisites in this box.	
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite Skill:	
Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable	
Requisite course:	Fire and Emergency Technology 1
Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).	Understanding of basic fire department organizational structure. FTEC 1 - Define and describe the purpose and scope of fire departments.
Requisite Skill:	Eligibility for English 1A
Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable	This course involves writing administrative reports and reading college level textbooks and company officer related material. Success in this course will be enhanced if students have these skills. Summarize and analyze college level texts. Write a well-reasoned and supported essay that demonstrates application of the academic writing process.
Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Craig Neumann
Date:	05/11/2016
Original Board Approval Date:	

Last Reviewed and/or Revised by:	Jeff Baumunk
Date:	05/02/2019
Last Board Approval Date:	12/19/2022