

# Program of Instruction

## Course Syllabus

**Course Title:** Management IV

**Course Duration:** 40 hours

**Program:** Fire Officer

**Course Prerequisites:** Management I, II, and III are recommended

**Course Description:** The Management IV course is designed to provide the Fire Officer, who is in charge of multiple fire companies or stations, with information and skills in personnel management.

**Course Requirements:**

- Attend and participate in 100% of the course.
- Completion of the final exam with a minimum score of 70%.

**Course Policies:**

**Safety Policy:** Students shall understand and follow all instructions pertaining to operational safety, as stated by instructors or as written in course materials. Instructors and students shall be mindful of safety at all times. Conduct judged to be unsafe shall be grounds for dismissal from the course.

**Academic Integrity Policy:** IFSI has the responsibility for maintaining academic integrity so as to protect the quality of the education provided through its courses, and to protect those who depend upon our integrity. It is the responsibility of the student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Any violation of the code of conduct is grounds for immediate dismissal from the course.

**Grading Policy:** Decisions regarding certificates of course completion shall be made solely by the lead instructor of the course. All grading of exams shall be conducted by the Curriculum/Testing Office. All grading of practical exercises shall be based upon the standards set by the regulatory agency referenced in the course material and IFSI.

## **Course Content:**

### Module: 1

Title: Introduction and Orientation

#### Terminal Learning Objectives:

At the conclusion of this module, the student will understand course and fire officer certification requirements.

### Module: 2

Title: Understanding Government

#### Terminal Learning Objectives:

At the conclusion of this module, the student will understand the relationship and importance of government, community and laws/ordinances that relate to the fire service so that the officer is able to execute the duties and responsibilities of their position.

### Module: 3

Title: Public Finance and Budget

#### Terminal Learning Objectives:

At the conclusion of this module, the student will understand budgeting and purchasing while taking into account factors that affect the fire departments' budgets and purchases.

### Module: 4

Title: Strategic Planning and Capital Management

#### Terminal Learning Objectives:

At the conclusion of this module, the student will understand how to develop a plan and budget to mitigate capital resource issues as it relates to the fire department.

### Module: 5

Title: Labor Relations

#### Terminal Learning Objectives:

At the conclusion of this module, the student will be able to evaluate current employee/management relations and initiate the development of a process that supports a positive and participative employee/management program.

### Module: 6

Title: Safety

#### Terminal Learning Objectives:

At the conclusion of this module, the student shall understand how to develop, plan, initiate, administer, and evaluate safety programs.

Module: 7

Title: Media Relations

Terminal Learning Objectives:

At the conclusion of this module, the student will be able to prepare a news release, given an event or topic, so that the information is accurate and formatted correctly.

**Evaluation Strategy:** A written exam is conducted at the completion of the course.

**Text:**

Management in the Fire Service 4<sup>th</sup> Edition. Carter, Harry R. Erwin Rausch © 2008, Jones and Bartlett Publishers, Inc.

**Reference List:**

Chief Officer: Principles and Practice 1<sup>st</sup> Edition, © 2012. Jones and Bartlett Publishers, Inc.

Fire Services Administration 1<sup>st</sup> Edition, ©1994. National Fire Protection Association

Fire Service Personnel Management 3<sup>rd</sup> Edition, Edwards Steven T. ©2010. Pearson Education

ILCS – ACT 315, Illinois Public Labor Relations Act

Management in the Fire Service 4<sup>th</sup> Edition, Carter, Harry R. Erwin Rausch © 2008, Jones and Bartlett Publishers, Inc.

Managing Fire Services 2<sup>nd</sup> Edition, © 1988. International City Management Association.

# Course Schedule

## DAY ONE

| <u>Event</u>                               | <u>Duration</u> |
|--|-----------------|
| Module 1 – Intro & Orientation             | 1 hour          |
| Module 2 – Understanding Government        | 3 hours         |
| <b>Lunch</b>                               |                 |
| Module 2 – Understanding Government cont'd | 4 hours         |

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## DAY TWO

| <u>Event</u>                                       | <u>Duration</u> |
|--|-----------------|
| Module 3 – Public Finance & Budget                 | 4 hours         |
| <b>Lunch</b>                                       |                 |
| Module 4 – Strategic Planning & Capital Management | 4 hours         |

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## DAY THREE

| <u>Event</u>                      | <u>Duration</u> |
|-----------------------------------|-----------------|
| Exercise – Budget                 | 2 hours         |
| Module 5 – Labor Relations        | 2 hours         |
| <b>Lunch</b>                      |                 |
| Module 5 – Labor Relations cont'd | 4 hours         |

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## DAY FOUR

| <u>Event</u>                | <u>Duration</u> |
|-----------------------------|-----------------|
| Module 6 – Safety           | 1 hours         |
| Exercises – Labor Relations | 3 hours         |
| <b>Lunch</b>                |                 |
| Exercises – Labor Relations | 4 hours         |

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## DAY FIVE

| <u>Event</u>               | <u>Duration</u> |
|----------------------------|-----------------|
| Module 7 – Media Relations | 4 hours         |
| <b>Lunch</b>               |                 |
| Final Presentations        | 2 hours         |
| Final Exam & CEQ's         | 2 hours         |