NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY  
FST 240 - FIRE ADMINISTRATION (3 CR.)

**Course Description**

Introduces the student to the organization and management of a fire department and the relationship of government agencies to the first service. Emphasis on fire service leadership from the perspective of the company officer. Lecture 3 hours per week.

**General Course Purpose**

The purpose of this course is to provide the fire science student with an understanding of the basic concepts and current topics in emergency service administration, as well as to develop skills in written and oral communication.

**Prerequisites/Corequisites**

Prerequisite/Corequisite: FST 100

**Course Objectives**

Upon successful completion of this course, the student will understand basic concepts in fire service administration. The student will also develop both written and oral communication skills through class discussion, projects, exams and use of information technology.

- Acknowledge career development opportunities and strategies for success.
- Recognize the need for effective communication skills both written and verbal.
- Identify and explain the concepts of span and control, effective delegation, and division of labor.
- Select and implement the appropriate disciplinary action based upon an employee's conduct.
- Explain the history of management and supervision methods and procedures.
- Discuss the various levels of leadership, roles, and responsibilities within the organization.
- Describe the traits of effective versus ineffective management styles.
- Identify the importance of ethics as it relates to fire and emergency services.
- Identify the roles of the National Incident Management System (NIMS) and Incident Management System (ICS).

**Major Topics to be Included**

- Leadership
- Cultural Diversity
- Human Resource Management
- Motivation and Discipline
- Interacting with other Public Administrators
- Information Management
- Needs Assessment
- Planning
- Budgeting
- Ethics