



El Camino College
COURSE OUTLINE OF RECORD – Official

Course Acronym:	FTEC
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 C1000 or equivalent
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:	No
Effective Date:	
Transfer UC:	No
Effective Date:	
General Education: ECC	
Term:	
Other:	
CSU GE:	
Term:	
Other:	
IGETC:	
Term:	
Other:	
CalGETC:	
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:	1. Examine the concept of human resource policies and procedures. 2. Create a professional development plan. 3. Analyze non-emergency tasks and responsibilities. 4. List the appropriate steps to managing emergency tasks and responsibilities. 5. Evaluate the principles of supervision. 6. Compare and contrast the signs and symptoms of member related issues such as substance abuse, absence, and family relations. 7. 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 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
A.1. Primary Methods of Evaluation (Part 1 - CCN courses only):	
A.2. Primary Method of Evaluation (Part 2 - all courses; choose one):	3) Skills demonstration
Typical Assignment Using Primary Method of Evaluation:	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.
Critical Thinking Assignment 1:	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:	
Work Outside of Class:	Answer questions, Problem solving activity, Required reading, Study, Written work (such as essay/composition/report/analysis/research)
If Other:	
Up-To-Date Representative Texts:	International Fire Service Training Association. <u>Fire and Emergency Services Company Officer</u> , 6th ed. International Fire Service Training Association, 2019. (Discipline Standard)
Alternative Texts:	
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).	Understand safety equipment used by contemporary fire fighters. FTEC 1 - Discuss the types of common fire department apparatus, equipment, and personal safety equipment used for firefighting
Requisite Skill:	Eligibility for English 1A/C1000 or equivalent
Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable	The ability to write human resource management related reports and to read human resource management material and college level textbooks will enhance the students success in this course with the skills listed below. Summarize and analyze college-level textbooks. 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:	JOSHUA BOIES
Date:	03/06/2025
Last Board Approval Date:	06/26/2025
Effective Term:	FA 2026