



**FIRT-1443-001I3 (4379)**  
**Fire Officer II (TCFP Fire Officer I and II)**  
**Time and Days of Course: Online**  
**08/18 – 12/10/2025**

**Instructor/Director Information:**

**Instructor:** James Short  
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**Cell Phone:** 832-492-5627  
**Virtual Office Hours:** By Appointment

**Director:** Gary Staudt  
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**Office Phone:** 409-933-8378  
**Office Hours:** By Appointment  
**Office:** PSC110

**Communicating with Your Instructor:** All electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. The instructor will respond to messages within 24 hours, except for weekends or holidays.

**Announcements:** Upon opening the course, Brightspace will default to the Course home page. This page includes announcements regarding any changes to the schedule, reminders of skills labs, major exams, TCFP course activities, and any other pertinent information regarding the course. It is extremely important that students review announcements every time they enter the course.

**Virtual Classroom:** Students may make an appointment to meet with the instructor in the Virtual Classroom. A link to the room is under Course Tools on the top course menu. The instructor may schedule sessions to meet with the class, as necessary. Scheduled sessions will be posted in Announcements.

**DE Support Request:** Should students have a technical difficulty with Brightspace, they must submit a DE Support request under Course resources.

**Required Text:** *Fire and Emergency Services Company Officer*, 6th Edition (2019), Fire Protection Publications, ISBN: 978-0-87939-650-3. The textbook is available at the COM bookstore, <http://www.combookstore.com/home.aspx>.

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Course Description:** This course meets curriculum requirements of the Texas Commission on Fire Protection (TCFP) for Fire Officer I and II Certification. Topics include competencies set forth in the TCFP curriculum for Fire Officer I and II. Upon successful completion of this course, students will be eligible to take the TCFP Certification Examinations for Fire Officer I and II, provided they satisfy TCFP testing requirements. TCFP testing and certification fees are the responsibility of the student.

**Student Learner Outcomes:** Upon successful completion of this course, students will demonstrate competencies set forth in the TCFP Curriculum Manual for Fire Officer I and II.

**Fire Officer I Competencies:** Upon successful completion of this course, students will:

1. Use human resources to accomplish assignments in accordance with safety plans in an efficient manner, evaluate member task performance, supervise personnel during emergency and non-emergency work periods.
2. Deal with inquiries from the community, project the role of the department to the public, deliver safety, injury prevention and fire prevention education programs.
3. Perform general administrative functions and implement departmental policies and procedures at the unit/company level.
4. Perform a fire investigation to determine preliminary cause, secure the incident scene, and preserve evidence.
5. Supervise emergency operations, conduct pre-incident planning, and deploy assigned resources in accordance with the local emergency plan.
6. Integrate safety plans, policies, and procedures into the daily activities as well as on the emergency scene, including the donning of appropriate levels of personal protective equipment to ensure a safe work environment, in accordance with health and safety plans, for all assigned members.

**Fire Officer II Competencies:** Upon successful completion of this course, students will:

1. Evaluate member job performance.
2. Prepare a project or divisional budget, news releases, and/or new policy or changes in existing policies.
3. Conduct inspections to identify hazards and addresses violations and conduct fire investigations to determine origin and preliminary causes.
4. Supervise multi-unit emergency operations, deploys assigned resources, and develops and conducts post-incident analysis.
5. Review injury, accident, and health exposure reports, identify unsafe work environments or behaviors, and takes approved action to prevent their reoccurrence.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed Via Assignment</b>
<b>Fire Officer I</b>		
Human Resources	Critical Thinking, Communications, Personal Responsibility	Skill 4-1, 4-2, 4-3
Community Relations	Critical Thinking, Communications, Social & Personal Responsibility	Skill 4-4, 4-5
Administrative Functions	Critical Thinking, Communications, Personal Responsibility	Skill 4-6, 4-7, 4-8
Fire Investigation	Critical Thinking, Communications, Personal Responsibility	Skill 4-11
Emergency Operations	Critical Thinking, Communications, Personal Responsibility	Skill 4-12, 4-13
Health & Safety	Critical Thinking, Communications, Empirical & Quantitative, Personal Responsibility	Skill 4-16, 4-16
<b>Fire Officer II</b>		
Evaluate Performance	Critical Thinking, Communications, Personal Responsibility	Skill 5-1, 5-2, 5-3
Budget Management	Critical Thinking, Communications, Empirical & Quantitative, Personal Responsibility	Skill 5-4, 5-6

Conduct Inspections	Critical Thinking, Communications, Social & Personal Responsibility	Skill 4-9
Emergency Operations	Critical Thinking, Communications, Personal Responsibility	Skill 5-10, 5-11
Health & Safety	Critical Thinking, Communications, Empirical & Quantitative, Personal Responsibility	Skill 5-12

## Course Requirements

**Attendance Policy:** Students are required to login to the course at least weekly. Students failing to login to the course and progressively complete assignments may, after notification, be dropped from the course.

**Course Chapters:** Each Chapter folder contains an Introduction with a Chapter Overview and Objectives, PowerPoint presentations, and a Chapter Test. Selected Chapters include applicable TCFP Skill Assignments.

**Chapter Tests:** Chapter Tests consists of multiple-choice and true/false questions. The number of questions varies. Each test is timed, and students are allowed one minute per question. Students will be allowed two attempts for each test. **Students must complete all Chapter Tests with a grade of 70% or better to receive a TCFP Course Completion.** An average score for Chapter Tests will consist of 20% of the Course Grade.

**Skill Assignments:** Skill Assignments consists of TCFP Fire Officer I and II Skills. Grades for Skills Assignments are either pass (100) or fail (0). In order to receive a passing grade on each skill, students must receive a satisfactory rating for all items on the TCFP Skill Sheet. **Students must successfully complete all Skill Assignments in order to receive a TCFP Course Completion.** An average score for Skill Assignments will consist of 30% of the Course Grade.

**Skills Labs:** Certain skills are required by the TCFP to be completed in person in the presence of a certified skills examiner. Skills Labs are provided for this purpose. **Attendance to these labs is mandatory in order to obtain eligibility for a TCFP Course Completion.** The dates, time, and location of Skills Labs are listed in the Course Schedule. Three back-to-back dates are provided for each lab due the firefighter's 48-hour shifts. Students are only required to attend one of the lab sessions.

**Midterm and Final Exams:** The Midterm and Final Exams typically consist of 100-150 multiple-choice questions. Students will be given a minute per question and will have two attempts. **Students must complete all Midterm and Final**

**Exams with a grade of 70% or better in order to receive a TCFP Course Completion.** An average of the Midterm Exams account of 20% of the Course Grade and the Final Exams 30%.

**Note:** In order to be eligible for the Final Exam, students must have successfully completed all Chapter Tests, Skill Assignments, and Midterm Exams.

**Note:** The TCFP requires Final Exams to be taken in person and proctored by Testing Center Personnel. Consequently, Final Exams will be taken in the Testing Center. Students will be required to schedule a time to take the exam with the instructor. Dates for Final Exams are listed in the Course Schedule.

**Note:** In accordance with 37TAC§427.305, the TCFP requires the final test must be conducted in a proctored setting. For purposes of this section, a proctor can be an approved TCFP Field Examiner, or a member of a testing center of an educational institution. A passing score of 70% must be achieved. Students will be required to schedule a time to take the exam with the instructor. Dates for Final Exams are listed in the Course Schedule. If the student needs to have their final exam or skills sessions/exam proctored away from College of the Mainland, arrangements with the instructor & director of fire technology will need to be made early in the semester. This will require the student to get a current TCFP skills examiner to proctor the final exam on that date and time of the final as listed in the syllabus/calendar.

**Determination of Course Grade:** The course grade is based on an average of the following categories and the grade scale. **Note:** Grades for course assignments and the overall course grade are not rounded up.

### Grading Criteria

Chapter Tests	20%
Skill Assignments	30%
Midterm Exams	20%
Final Exams	30%

### Grade Scale

90-100	A
80-89	B
75-79	C
70-74	D
0-69	F

**Late/Makeup Policy:** Chapter tests, skill assignments, and exams are due on Mondays at 0800. Students may submit tests, skills assignments, and exams after the due date and receive a grade. **However, grades for tests, skills**

**assignments, and exams submitted after the due date and time will receive a maximum grade of 75%.**

**Fire Officer I Schedule, 8/18/2025 – 11/3/2025**

<b>Week</b>	<b>Topics</b>	<b>Assignments</b>	<b>Due Date</b>
Week 1 8/18/25	<b>Orientation, Virtual on Teams</b> C1, The Company Officer I C2, Organizational Structure	C1 Test C2 Test	8/24/25, 0800
Week 2 8/25/25	C3, Leadership & Supervision C4, Human Resources Management	C3 Test C4 Test, Skills 4-1, 4-2, 4-3	8/31/25, 0800
Week 3 9/1/25	C5, Communications C6, Administrative Functions	C5 Test C6 Test, Skill 4-4, 4-5	9/7/25, 0800
Week 4 9/8/24	Skills 4-6, 4-7, 4-8 <b>Fire Officer I Exam 1</b>	C's 1-6	9/14/25, 0800
Week 5 9/15/25	C7, Occupational Safety, Health & Wellness C8, Company-Level Training	C7 Test Skills 4-15, 4-16 C8 Test, Skill 4-14	9/21/25, 0800
Week 6 9/22/25	C9, Building Construction, Fire Protection Systems, & Fire Behavior	C9 Test	9/28/25, 0800
	<b>Skills Lab- In person</b>	Skills 4-3, 4-14 Verbal Component	<b>9/23-26/25 PSC119, 0900</b>
Week 7 9/29/25	C10, Company-Level Inspections & Preplanning	C10 Test Skills 4-9, 4-10	10/5/25, 0800
Week 8 10/6/25	C11, Delivery Emergency Services I	C11 Test Skill 4-11	10/12/25, 0800
Week 9 10/14/25	<b>Skills Lab</b> <b>Fire Officer I Exam 2</b>	Skill 4-11	<b>10/14-16/25 TBD</b>
	<b>All Assignments for Officer I due</b>		<b>10/19/25, 0800</b>
Week 10 10/20/25	<b>Fire Officer I Final Exam</b> <b>SCHEDULE with Testing Center</b>	ICS 100 Skills 4-12, 4-13 C's 6-11	<b>10/27/25, 0900</b>
	<b>All Assignments Due</b>		<b>10/26/25, 0800</b>
Week 12 10/27/25	TCFP Designated Skills Test		10/27-31/25 As Scheduled
	TCFP Certification Exam <b>As Schedule with Testing Center</b>		

### Fire Officer II Schedule, 11/3/25

Week	Topics	Assignments	Due Date
Week 13 11/3/25	C12, The Company Officer II C13, Human Resource Management II	C12 Test, Skill 5-3 C13 Test, Skills 5-1, 5-2, 5-13	11/9/25, 0800
Week 13 11/10/25	C14, Administrative Responsibilities	C14 Test, Skills 5-4, 5-5, 5-6	11/16/25, 0800
Week 14 11/17/25	Fire Officer II Skills <b>Fire Officer II Exam 1</b>	Skills 5-7, 5-8 C's 12-14	11/23/25, 0800
Week 15 11/24/25	C15, Origin & Cause Determination	C15 Test, Skill 5-9, ICS 200, Skill 5-10, 5-11, 5-12,	11/30/25, 0800
	<b>Skills Lab</b>	Skill 5-9	<b>FWVFD TBD</b>
<b>WK 15 Contd.</b>	C16, Delivery of Emergency Services II C17, Safety Investigations & Analyses <b>Fire Officer II Exam 2</b>	C16 Test, C17 Test, C's 15-17	11/30/2025
	<b>All Assignments Due</b>		<b>12/5/24, 0800</b>
Week 16 12/1/25	<b>Fire Officer II Final Exam</b>	<b>Completed BY:</b>	12/1/2025 0900 <b>Testing Center</b>
	<b>TCFP Designated Skills Testing</b>		12/2-4/25 PSC119, 0900
	TCFP Fire Officer II Certification Exam TCFP Certification Exam, Testing Center		

**Academic Dishonesty:** Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a grade of zero on that exam and the student will be referred to the Office of Student Conduct for appropriate discipline action.

**Student Concerns:** If you have any questions, concerns, or issues about any aspect of this course, please contact the Lead Instructor, using the contact information previously provided. If after discussing your concern with the instructor, you continue to have questions, request a meeting though the Lead Instructor with the Director.

### Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. However, the 2025-2026 Student handbook is currently with Marketing and question should be directed to Gary Staudt

or Michele Talbot at the PSC building. Also, *appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students with the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is in the Student Success Center.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is March 1. The last date to withdraw from the 16-week session is April 24. The last date to withdraw for the 2<sup>nd</sup> 8-week session is May 3.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program, you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in



the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).