



Pennsylvania State Fire Academy

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Minimum Standard for Accreditation (MSA)

July 1992

Course Title: Microcomputers for the Fire Service (MICO)

Length of Course: 16 Hours

Lecture/Lab Breakdown: 10/6

Prerequisites: None

Referenced Texts: None

Course Goal: To provide the student with a working knowledge of how microcomputers can be integrated into an emergency service operation.

Description of Course: This course is an introductory level course which will explore how microcomputers can be integrated into an emergency service organization. Topics to be discussed include computer terminology, hardware and software application selection and use.

Description of Methodology to be used: (Brief) A blend of classroom lecture and tabletop demonstrations will be used to demonstrate computer applications. Student will identify how computers can be integrated into their own organization. Six hours will be spent on with "hands on" hardware applications.

Student Equipment/Supply Needs: Pen/Pencil, Notebook

Equipment/Audiovisual/Supply requirements: Overhead projector, VCR, TV monitor, Blackboard, Chalk, IBM compatible computers (2 computers per 1 student) with printers.

COURSE OUTLINE **(General - Not Detailed)**

Time

Content

Instructor
Notes

3 hrs.

Computer applications for Fire Service

3 hrs.

Hardware/Software Considerations

1 hr.

Database program

2 hrs.

Word Processing/Financial Applications

6 hrs.

Hands on Exercise Using Hardware & Software

continued

MINIMUM STANDARDS FOR ACCREDITATION

Competency Evaluation Mechanism (Brief description-attach copy): A pre-test will be administered prior to start of lecture. A written mini-quiz will be given after each course segment. A written final exam will be given. A score of 70% will be considered a passing grade. Additionally, student will be evaluated by the instructor in the lab setting to insure concept are understood.

Course Objectives (specific): Upon completion of this program, this student shall be able to:

1. Demonstrate a working knowledge of microcomputer technology by passing a quiz with a grade of 70% or better.
2. Evaluate his organization's hardware and software needs by writing a sample set of specifications for purchase based upon a specific situation presented by the instructor.
3. Demonstrate a working knowledge of database, word processing and financial software applications through a series of lab exercises.
4. Develop a plan to convert existing management of information in an organization to be computerized by selecting hardware and software necessary to accomplish specific tasks.