

Course Outline

COURSE: JFT 217 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2016 **CURRICULUM APPROVAL DATE:** 11/23/2015

SHORT TITLE: FIRE COMPANY OFFICER 2B

LONG TITLE: Fire Company Officer 2B

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
.5	18	Lecture:	.74	13.32
		Lab:	.4	7.2
		Other:	0	0
		Total:	1.14	20.52

COURSE DESCRIPTION:

This course provides information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. This is a pass/no pass course. **PREREQUISITE:** JFT 8, Fire Fighter I Academy or Equivalent

PREREQUISITES:

Completion of JFT 8, as UG, with a grade of P or better.

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

- 02 - Lecture and/or discussion
- 03 - Lecture/Laboratory
- 04 - Laboratory/Studio/Activity

STUDENT LEARNING OUTCOMES:

1. Develop a project or divisional budget, determining and justifying capital, operating, and personnel costs; and prepare a budget request; and collect incident response data through in-class exercises. Budgets will be graded and must receive a score of 80% or higher.

Measure: Scenario training, Written exercises

PLO:

ILO: 2,3, 7

GE-LO:

Year Assessed: 2015

2. Demonstrate the ability to recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, communicating the policy to unit members so that they understand it through classroom scenario.

Measure: Skills Exam, Scenario

PLO:

ILO: 1,3,4

GE-LO:

Year Assessed: 2015

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 11/23/2015

1.5 Hours

Content:

I. Introduction (Lec)

A. Orientation and Administration

1. Facility requirements

2. Classroom requirements

3. Course syllabus

B. Fire Officer

1. Levels of certification in the Fire Officer certification track

2. Courses required for Level I and II

3. Other requirements

4. Capstone task book process

5. Certification examination process

C. Definition of Duty

1. Duties of a company officer level I

2. Duties of company officer level II

3. Duties of a wildland fire officer level I

Student Performance Objectives (SPO): Identify the duties of a company officer level I and II and wildland fire officer level I.

Out-of-Class Assignments:

Review the capstone task book process and certification examination process for Fire Officers.

12.45 Hours

Content:

II. Administration (Lec/Lab)

A. Explaining the Impact of State and Federal Laws and Regulations

1. Laws

2. Regulations

3. Codes

4. Standards
 - B. Explaining Components of the Organization
 1. Organizational structure of a department
 2. Role of allied agencies as they impact delivery service
 3. Functions of management
 - C. Executing Routine Administrative Functions
 1. Administrative policies and procedures
 2. Proper use of record-management system
 - D. Describing the Purchasing Process
 1. Purchasing laws
 2. Purchasing forms needed
 3. Organizational purchasing process
 - E. Developing a Project or Divisional Budget
 1. Supplies and equipment necessary for budget items
 2. Costs: capital, personnel, operating
 3. Budgeting system
 4. Proper procedure for allowing finances
 - F. Preparing Budget Requests
 1. Policies and procedures
 2. Revenue Sources
 3. Budget process
 - G. Collecting Incident Response Data
 1. Purpose
 - H. Preparing a Report
 1. Methods for preparing and submitting a report
 - I. Developing Plans for Organizational Change
 1. Process for planning and implementing change
 - J. Developing a Policy and Procedure
 1. Procedure for developing new policies
 - K. Recommending Changes to and Implementing Departmental Policies
 1. Communicate change in a positive manner
 2. Procedure for recommending policy changes
 - L. Preparing a News Release
 1. Policies and procedures
 2. Benefits and liabilities associated with social media use
- Student Performance Objectives (SPO): Develop a policy or procedure that identifies the problem and proposes a solution.
- Out-of-Class Assignments: Prepare a staff report from information given in in-class activity.

3.45 Hours

Content:

III. Community and Government Relations (Lec/Lab)

A. Explaining the Benefits of Cooperating with Allied Organizations

1. Types and functions of external agencies that impact the community
2. Potential benefits of interaction with the community emergency response team (CERT)

B. Initiating Action to Address Community Needs

1. Community demographics

2. Community service organizations
 3. Role and mission of the department
 4. Role of public relations and its impact on the organization
- C. Initiating Action to Address Citizen Concerns
1. Community or organizational resources
 2. Methods of responding to citizens' concerns

METHODS OF INSTRUCTION:

Skills Demonstration, Lecture, Scenario Training

METHODS OF EVALUATION:

CATEGORY 1 - The types of writing assignments required:

Percent range of total grade: 0 % to %

If this is a degree applicable course, but substantial writing assignments are NOT appropriate, indicate reason.

Course primarily involves skill demonstration or problem solving

CATEGORY 2 - The problem-solving assignments required:

Percent range of total grade: 20 % to 30 %

Exams

Other: Skills Exam

CATEGORY 3 - The types of skill demonstrations required:

Percent range of total grade: 50 % to 90 %

Class Performance/s

Performance Exams

CATEGORY 4 - The types of objective examinations used in the course:

Percent range of total grade: 30 % to 50 %

Other: Skills Demonstration

REPRESENTATIVE TEXTBOOKS:

Required:

CA State Fire Training, Company Officer: Fire Administration for Company Officers Student Workbook, CA State Fire Training, 2015

or other appropriate college level text.

Reading level of text, Grade: 12 Verified by: Doug Achterman

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours: .5

Minimum Hours: .5

Course Control Number:

Sports/Physical Education Course: N

Taxonomy of Program: 213300