Course Outline

COURSE: JFT 228  DIVISION: 50  ALSO LISTED AS:

TERM EFFECTIVE: Spring 2017  CURRICULUM APPROVAL DATE: 10/10/2016

SHORT TITLE: Chief Fire Officer 3B

LONG TITLE: Chief Fire Officer 3B Budget and Fiscal Responsibilities

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>.5</td>
<td>18</td>
<td>Lecture</td>
<td>.41</td>
<td>7.38</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab</td>
<td>.58</td>
<td>10.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>.99</td>
<td>17.82</td>
</tr>
</tbody>
</table>

COURSE DESCRIPTION:

This course provides students with a basic knowledge of the budgeting requirements related to the roles and responsibilities of a Chief Fire Officer including developing a budget management system, developing a division or departmental budget, and describing the process for ensuring competitive bidding. ADVISORY: JFT 8, Fire Fighter I Academy 1. State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Dean of Academy Instruction. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. 2. Prior to beginning this course students must already be familiar with, and be able to demonstrate all of the skills listed below. These will not be taught in the course; rather, they will be the starting point for advanced officer training that builds upon them. These minimum knowledge and skill levels are regarding: State Fire Professional Certification Tracks Policies and Procedures Fire Department Divisions

PREREQUISITES:

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

12/13/2016
STUDENT LEARNING OUTCOMES:
1. identify different levels in the Executive Chief Officer certification track, the courses and requirements for
Chief Fire Officer certification, and be able to describe the certification task book and testing process.
Measure of assessment: Written Exam
Year assessed, or planned year of assessment: Fall 2017
2. given established specifications, and the agency's policies and procedures, will be able to describe the
agency's process for ensuring competitive bidding, including developing requests for proposal (RFPs) and
soliciting and awarding bids.
Measure of assessment: Written Exam
Year assessed, or planned year of assessment: Fall 2017

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS
Curriculum Approval Date: 10/10/2016
Lecture Content
Unit 1: Introduction
Topic 1-1 Orientation and Administration
1. Facility requirements
2. Classroom requirements
3. Review course syllabus
Topic 1-2: Executive Chief Officer Certification Process
1. The different levels of certification in the Executive Chief Officer certification track
2. Courses required for Chief Fire Officer
5. The certification testing process
Lab Content
Unit 2: Budget Management
Topic 2-1: Developing a Budget Management System
1. Types of budgeting systems
2. Methods to track relevant financial data
3. Interpret financial data from budget management system
4. Verify expenditures remain within budgetary authority
Topic 2-2: Developing a Divisional or Departmental Budget
1. The operation and maintenance costs associated with existing and new
2. Determining personnel costs
3. Capital expenses
4. Budget management system
Unit 3: Competitive Bidding
Topic 3-1: Describing the Process for Ensuring Competitive Bidding
1. Purchasing laws, policies, and procedures
2. Evaluative methods for ensuring competitive bidding
3. The competitive bidding process

OUT OF CLASS ASSIGNMENTS:
Written Assignments:
8 hours
How many levels are there in the Executive Chief Officer certification track? What are they?
8 hours

12/13/2016
Given established specifications for a product, agency policies and procedures for purchasing, and three (3) bids, students will use evaluative methods to award a purchase contract.

What types of budgeting systems are utilized in your agency?

METHODS OF INSTRUCTION:
Lecture
Lab
Skills Demonstration
Scenario Training

METHODS OF EVALUATION:
Objective examinations
Percent of total grade: 40.00 %
State Fire Training Written Exams
Problem-solving assignments
Percent of total grade: 60.00 %
State Fire Training Assignments/Skills Exams

REPRESENTATIVE TEXTBOOKS:
Recommended Representative Textbooks
ISBN: 9780963437457
Reading Level of Text, Grade: 12 Verified by: Doug Achterman
Recommended Other Texts and Materials

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: JFT
CSU Crosswalk Course Number: 228

12/13/2016
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: CCC000576985
Sports/Physical Education Course: N
Taxonomy of Program: 213300