

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

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
.5	18	Lecture:	.41	7.38
		Lab:	.58	10.44
		Other:	0	0
		Total:	.99	17.82

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

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

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

Len Wood . Little Budget Book: A Portable Budgeting Guide for Local Government . California : Training Shoppe ,2015.

ISBN: 9780963437457

Reading Level of Text, Grade: 12 Verified by: Doug Achterman

Recommended Other Texts and Materials

Chief Officer: Principles and Practice (International Association of Fire Chiefs, 1st edition, Jones & Bartlett Learning, ISBN: 9780763779290)

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

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