

Course Outline

COURSE: JFT 229 **DIVISION:** 50 **ALSO LISTED AS:**

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

SHORT TITLE: Chief Fire Officer 3C

LONG TITLE: Chief Fire Officer 3C General Administration Functions

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
.5	18	Lecture:	.67	12.06
		Lab:	.67	12.06
		Other:	0	0
		Total:	1.34	24.12

COURSE DESCRIPTION:

This course provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer including directing a department record management system, analyzing and interpreting records and data, developing a model plan for continuous organizational improvement, developing a plan to facilitate approval, preparing community awareness programs, and evaluating the inspection program of the AHJ. **PREREQUISITE:** 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:

Completion of JFT 8, as UG, with a grade of C 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. 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: 2017

Semester: Fall

Institution Outcome Map: 3. Information Competency, 7. Content Specific

2. given schedules and guidelines concerning budget preparation, will be able to develop a divisional or departmental budget, determining and justifying capital, operating, and personnel costs.

Measure of assessment: Class Exercise, Written Exam

Year assessed, or planned year of assessment: 2017

Semester: Fall

Institution Outcome Map: 1. Communication, 3. Information Competency, 7. Content Specific:

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. Identify the different levels of certification in the Executive Chief Officer certification track
- 2. Identify the courses required for Chief Fire Officer
- 3. Identify any other requirements for Chief Fire Officer
- 4. Describe the certification task book process
- 5. Describe 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. Expenditures remain within budgetary authority
- 5. Budget management system orally and in writing

Topic 2-2: Developing a Divisional or Departmental Budget

- 1. Operation and maintenance costs
- 2. Personnel costs
- 3. Capital expenses
- 4. Justifying capital, operating, and personnel costs
- 5. Budget management system
- 6. Allocating finances per approved divisional or departmental budget
- 7. How to relate interpersonally, both orally and in writing, as needed to develop a budget

Unit 3: Competitive Bidding

1. Purchasing laws, policies, and procedures
2. Evaluative methods for ensuring competitive bidding
3. Competitive bidding process

OUT OF CLASS ASSIGNMENTS:

8 hours

Written Assignment: Given established specifications for a product, agency policies and procedures for purchasing, and three bids, have students use evaluative methods to award a purchase contract.

8 hours

Written Assignment: What is the relationship between the budget and the determination of service levels?

8 hours

Written Assignment: How do operating expenses differ from capital expenses?

METHODS OF INSTRUCTION:

Lecture, Class Activity, Lab, Discussion

METHODS OF EVALUATION:

Objective examinations

Percent of total grade: 30.00 %

Evaluation of final examination and occasional tests for content and knowledge of the subject matter.

Writing assignments

Percent of total grade: 40.00 %

Evaluation of written analysis for content, form and application of purchase contract.

Other methods of evaluation

Percent of total grade: 30.00 %

REPRESENTATIVE TEXTBOOKS:

Required Representative Textbooks

International Association of Fire Chiefs. Chief Officer: Principles and Practice. Jones & Bartlett Learning, 2011.

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

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

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: 229
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: C
Maximum Hours: 1
Minimum Hours: 1
Course Control Number: CCC000576984
Sports/Physical Education Course: N
Taxonomy of Program: 213300