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

<table>
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<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
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<td>Lecture:</td>
<td>.67</td>
<td>12.06</td>
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<td></td>
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<td>Lab:</td>
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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:

5/15/2017 1
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

5/15/2017
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

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:

5/15/2017
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