Course Outline

COURSE: JFT 4B      DIVISION: 50      ALSO LISTED AS:

TERM EFFECTIVE: Fall 2011    Inactive Course

SHORT TITLE: FIRE MANAGEMENT 2B

LONG TITLE: Fire Mgmt 2B - Fire Service Financial Management

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
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<tr>
<td>1</td>
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<td>Lecture:</td>
<td>40</td>
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<tr>
<td></td>
<td></td>
<td>Lab:</td>
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<td>Total:</td>
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COURSE DESCRIPTION:

This course is designed for chief officers, company officers, staff officers, and other fire service managers. It provides insight into the cyclical nature of budgeting and financial management. As a management course, the student will become familiar with essential elements of the financial planning, budget preparation, budget justification, and budget controls. PREREQUISITE: Fire Management 1, Fire Management 2A. ADVISORY: Eligible for English 250 and English 420.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

STUDENT LEARNING OUTCOMES:

1. Students will be able to apply management techniques and will utilize management principles to develop a budget and a long range plan.
2. Analyze, prioritize and adjust budget requests.
3. Prepare administrators to assemble, reinforce, and sell budget proposals.
4. Develop an understanding of current fire service budget problems.

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

Inactive Course: 09/26/2011
1  40  Description of Content, "Out of Class" Assignments and Student Performance Objectives, e.g., essays, library research, problems, projects required outside of class on a 2 to 1 basis for lecture units granted.

I. Introduction to Fire Service Financial Managing and Budget
   A. What is financial management and budgeting?

II. System Design
   A. System Concept
   B. Organizational Design

III. Planning
   A. Identify Community Trends and Patterns
   B. Evaluate Alternative Services and Delivery Methods

C. Analyze Productivity and Benefits
D. Role as a Change Agent
E. Budget Priorities

IV. Budget Preparation
   A. Local Setting for Budget Preparation
   B. Budget Types
   C. Task Analysis
   D. Revenue Sources
   E. Budget Priorities

V. Justify the Budget
   A. Types of Strategies
   B. Sales Techniques
   C. Develop a Marketing Plan and Schedule

VI. Budget Control
   A. Financial and Management Audits
   B. Developing Internal Budget Controls
   C. Reporting Budget Process
   D. Establishing an Expenditure, Revenue Plan
   E. Comparing Actual Revenue and Expenditures with Estimated Amounts
F. Managing Budget Adjustments
G. Providing an Audit Trail
H. Developing a Purchase Plan

Lecture, discussion and demonstrations/simulations will serve as the medium of instruction. Audio-visual aids will be utilized as
they facilitate meaningful instruction. Regular assignments will be made for out-of-class study and research. Individual guidance will be provided as required.

REPRESENTATIVE TEXTBOOKS:
Required:
^uOSFM, Student Workbook^s, California Fire Academy
Recommended:
^uHandouts^s, State Fire Marshall's Office
Reading level determined to be 12th grade level.

ARTICULATION and CERTIFICATE INFORMATION
Associate Degree:
CSU GE:
IGETC:
CSU TRANSFER:
    Transferable CSU, effective 199870
UC TRANSFER:
    Not Transferable

SUPPLEMENTAL DATA:
Basic Skills: N
Classification: I
Noncredit Category: Y
Cooperative Education:
Program Status: 1 Program Applicable
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department: JFT
CSU Crosswalk Course Number: 4B
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: Y
Occupational Course: C
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000380206
Sports/Physical Education Course: N
Taxonomy of Program: 213300