

**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

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
1	1	Lecture:	40	40
		Lab:	0	0
		Other:	0	0
		Total:	40	40

**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