

CSFM 083B: COMPANY OFFICER 2B: GENERAL ADMINISTRATION FUNCTIONS

Originator

camiller

Justification / Rationale

Fixing syncing issue. See T.A. - periodic course review - textbook update

Effective Term

Fall 2024

Credit Status

Credit - Degree Applicable

Subject

CSFM - California State Fire Marshal

Course Number

083B

Full Course Title

Company Officer 2B: General Administration Functions

Short Title

COMPANY OFFICER 2B

Discipline**Disciplines List**

Fire Technology

Modality

Face-to-Face

100% Online

Hybrid

Catalog Description

This course provides information on general administrative functions, the implementation of department policies and procedures, and addresses conveying the fire department's role, image, and mission to the public. Upon successful completion of the course, a CSFM diploma fee of \$140 is required for this course to cover the California State Fire Training Certificate of Completion.

Schedule Description

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Limitation on Enrollment: Must meet the educational requirements for Fire Fighter II as stated in the California State Fire Training certification process.

Lecture Units

1

Lecture Semester Hours

20

Lab Units

0

In-class Hours

20

Out-of-class Hours

40

Total Course Units

1

Total Semester Hours

60

Override Description

per State Fire Marshal curriculum

Limitation on Enrollment

Must meet the educational requirements for Fire Fighter II as stated in the California State Fire Training certification process.

Required Text and Other Instructional Materials**Resource Type**

Book

Open Educational Resource

No

Author

Ward, Michael J.

Title

Fire Officer: Principles and Practice

Edition

Fourth

City

Burlington, MA

Publisher

Jones Bartlett.

Year

2021

College Level

Yes

ISBN #

9781284172393

Class Size Maximum

30

Course Content

1. Introduction
 - a. Orientation and Administration
 - b. Fire Officer Certification Process
 - c. Definition of Duty
2. Administration
 - a. Explaining the Impact of State and Federal Laws and Regulations
 - b. Explaining the Components of the Organization
 - c. Executing Routine Administrative Functions
 - d. Describing the Purchasing Process

- e. Developing a Project or Divisional Budget
 - f. Preparing Budget Requests
 - g. Collecting Incident Response Data
 - h. Preparing a Report
 - i. Developing Plans for Organizational Change
 - j. Developing a Policy or Procedure
 - k. Recommending Changes to and Implementing Departmental Procedures
 - l. Preparing a News Release
3. Community and Government Relations
- a. Explaining the Benefits of Cooperating with Allied Organizations
 - b. Initiating Action to Address Community Needs
 - c. Initiating Action to Address Citizens Concerns

Course Objectives

Objectives	
Objective 1	Identify the different levels of certification this Fire Officer certification track.
Objective 2	Identify the different levels of certification this Company Officer certification track.
Objective 3	Identify the different levels of certification this Chief Officer certification track.
Objective 4	Identify the different levels of certification this Executive Chief Officer certification track.
Objective 5	Describe state and federal laws that pertain to the role of company officer.
Objective 6	Describe state and federal regulations that pertain to the role of company officer.
Objective 7	Apply administrative policies and procedures that pertain to purchasing and budgeting processes.
Objective 8	Develop a project or divisional budget, determining and justifying capital, operating and personnel costs.
Objective 9	Execute routine unit-level administrative functions, completing reports and logs, and maintaining files in accordance with policies and procedures.

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Describe state and federal laws and regulations that pertain to the role of company officer.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Discussion	discussion
Activity	activity
Technology-based instruction	Review case study videos and respond to related short answer questions.
Participation	participation
Lecture	lecture

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
College level or pre-collegiate essays	essays	In and Out of Class
Student participation/contribution	student participation	In Class Only
Mid-term and final evaluations	mid-term and final evaluations	In Class Only
Tests/Quizzes/Examinations	test	In Class Only
Reading reports	reading reports	Out of Class Only
Written homework	written homework	Out of Class Only

Assignments

Other In-class Assignments

1. Analyze case studies in the following:
 - a. Course textbook(s)
2. Discuss
 - a. Budget preparation procedures
 - b. Development of a Policy and Procedure

Other Out-of-class Assignments

1. Reading assignments from text
2. Read case studies from text
3. Research Community and Government Relations

Grade Methods

Pass/No Pass Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %

50

On-campus %

50

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

None

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Online quizzes and examinations
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus
Video or audio feedback

External to Course Management System:

Synchronous audio/video

For hybrid courses:

Scheduled Face-to-Face group or individual meetings

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

In the hybrid format, students will be given reading and research assignments that will be discussed through the use of zoom or via face-to-face meetings. Lectures will be conducted through zoom, with the ability for students to ask questions and interact with the instructor. The LMS will host all assessments so that feedback can be timely and accessible at any time. Office hours will be offered with an instructor available for any questions the students may have. Additionally, the online portion of the hybrid class will be via zoom in a synchronous modality. This is a requirement through State Fire Training, our accrediting agency.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

Zoom will be used for synchronous audio and visual interaction with the instructor. Lectures will be delivered in this format, as well as hosted discussions.

Other Information

Provide any other relevant information that will help the Curriculum Committee assess the viability of offering this course in an online or hybrid modality.

This course is typically an in-person class. State Fire Training has designated certain accredited training centers, including College of the Desert, to offer the course in an online format. In order to meet State Fire Training's requirements, all elements that are online must be in a synchronous modality with an LMS like Canvas. For the hybrid course, this means that the online portions will need to be synchronous.

MIS Course Data

CIP Code

43.0201 - Fire Prevention and Safety Technology/Technician.

TOP Code

213300 - Fire Technology

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

General Education Status

Y = Not applicable

Support Course Status

N = Course is not a support course

C-ID

FIRE 210 X

Allow Audit

Yes

Repeatability

No

Materials Fee

No

Additional Fees?

Yes

Additional Fee Amount

\$140.00

Additional Fees Description

State Fire Training Diploma Fee

Approvals**Curriculum Committee Approval Date**

02/16/2023

Academic Senate Approval Date

02/23/2023

Board of Trustees Approval Date

04/21/2023

Chancellor's Office Approval Date

6/26/2020

Course Control Number

CCC000578618

Programs referencing this courseFire Technology Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=146>)Fire Technology AS Degree (employment preparation) (<http://catalog.collegeofthedesert.eduundefined/?key=63>)