[ YOUR LOGO ]

Date

State Fire Training

CAL FIRE - OSFM

2251 Harvard Street, Suite 400

Sacramento, CA 95815

To Whom It May Concern:

City College is applying to deliver the Company Officer 2A through distance education. Below is the course outline showing list each Unit and Topic in the course plan. The delivery time, teaching methodology (C -classroom or E - electronic), and detailed notes are provided in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Topic – ELO** | **Course Content** | **Time** | **C** | **E** | **Notes/Comments** |
| **1** | **Introduction** |  |  |  |  |
| 1-1 | Orientation and Administration | 0:30 | X |  | This module will be in the classroom on Day One and will ensure that students have access to the LMS. |
| 1-2 | Fire Officer Certification Process | 0:30 |  | X |  |
| 1-3 | Definition of Duty | 00:30 |  | X |  |
| **2** | **Human Resource Management** |  |  |  |  |
| 2-1 | Applying and Following Human  Resources Policies and Procedures | 1:00 |  | X | Discussion Questions will be delivered through a LMS discussion board. Students will be required to respond to at least one of the questions listed in the Topic. Additionally, during the recap of the course on the final day of actives, we will provide a refresher on the unit and ask discussion questions form each topic. |
| 2-2 | Creating a Professional  Development Plan | 0:30 |  | X | See 2-1. |
| 2-3 | Assigning Nonemergency Tasks or  Responsibilities | 1:30 | X | X | The lecture will be delivered through the LMS. The activity will be done in the classroom. In groups of 4, the students will be given nonemergency scenarios to proactive delivering to their groups. |

Please let me know if you have any detailed questions about the proposed delivery.

Respectfully,

Signature

Full Name

ARTP/ALA Name