

Justice Institute of British Columbia COURSE OUTLINE

Course Code: FOCP 120

Course Title: Fire Service Administration II

Prerequisite Courses: FOCP 110 Fire Service Administration I

Sponsoring Division: Fire & Safety Division

Previous Course Code & Title: New Course

Course Effective Date: June 2009

# of Credits:	1
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Course Description:

Learners will gain knowledge and skills to provide effective administrative support as a Fire Officer II. Learners will acquire knowledge and skills to effectively develop and change policy, prepare divisional budgets, work within departmental purchasing processes and manage organizational change.

Course Goal(s):

Learners will effectively manage the administrative responsibilities of a Fire Officer II which support the organizational effectiveness and administration of the fire department.

Course Learning Objectives:

Upon successful completion of this course, learners will be able to:

1. Develop policy and procedures;
2. Utilize department data to produce reports;
3. Prepare a divisional budget;
4. Describe the purchasing procedures for their organization; and
5. Develop a plan for an organizational change.

Course Topics/Content:

- The Budget Process
- Policy Analysis and Development
- Resource Acquisition
- Strategic Uses of Data

Text and Resource Materials: Use APA style; specify chapters where applicable. ([APA Style Guidelines](#))

Required:

National Fire Protection Association & International Association of Fire Chiefs. (2006). *Fire Officer Principles and Practice*. Sudbury, MA. Jones and Bartlett.

Course Level:

X	First Year		Second Year		Third Year		Fourth Year
X	Part of the Fire Officer II Certificate Program						

Equivalent Course(s) within the JIBC: None

Class Delivery Methods:

Some courses are delivered using a range of methods within one class (course section) or alternative methods in different classes. Please outline the most common delivery options used for this course. The total class hours should be the same for each option.

Delivery Methods	Class Option A (Hours)	Class Option B (Hours)	Class Option C (Hours)	Class Option D (Hours)
Classroom/Lecture/Discussion	14			
Simulation/Lab				
Practicum/Fieldwork				
Online		14		
In House			14	
Total Class Hours	14	14	14	

Comments on Delivery Methods:

The In House delivery option is available to fire departments having instructional expertise within their department and meeting the minimum class size requirement for this delivery method. Instructional materials will be provided to the department for delivery, with evaluations overseen by the JIBC.

Related Program(s): (where applicable)

N/A

Credit Transfer exists at: (List Institutions with official transfer agreements and name equivalent courses)

N/A

Course Grading System:

Check the system that applies to this course:

<input type="checkbox"/>	Letter Grades	<input type="checkbox"/>	Percentage	<input type="checkbox"/>	Pass/Fail	<input type="checkbox"/>	Credit/No Credit
<input type="checkbox"/>	Complete/Incomplete	<input type="checkbox"/>	Attendance Only	<input type="checkbox"/>	Not Applicable		

Passing Grade:	60%
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JIBC Standard Grading Scale for Letter, Grade Point and % Grades:

Letter Grade	Grade Points	% Range	Letter Grade	Grade Points	% Range
A+	4.33	90-100	C+	2.33	64-67
A	4.00	85-89	C	2.00	60-63
A-	3.67	80-84			
B+	3.33	76-79	C-	1.67	56-59
B	3.00	72-75	D	1.00	50-55
B-	2.67	68-71	F	0.00	0-49

Evaluation Activities and Weighing: (complete the %'s which apply – total must equal 100%)

Final Exam	50%	Assignments	50%	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	%	Other	%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

Comments on Evaluation:

Other Course Guidelines, Procedures and Comments:

View the Justice Institute of BC Policies listed below at:

<http://www.jibc.bc.ca/studentServices/main/AcademicServices/policies.htm>

Access Policy
Harassment Policy
Prior Learning Assessment Policy
Student Code of Conduct

Academic Appeals Policy
Intellectual Property Rights Policy
Research on Human Subjects: Ethics
Student Records