

Justice Institute of British Columbia
COURSE OUTLINE

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| Course Code: | FOCP130 |
| Course Title: | Budget Management |
| Prerequisite Courses: | FOCP120 Fire Service Administration II |
| School: | School of Public Safety & Security |
| Division/Academy/Centre: | Fire & Safety Division |
| Previous Course Code & Title: | N/A |
| Course First Offered: | 2010 |

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| # of Credits: | 1.5 |
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Course Description:

Building on the budget components in Fire Officer I and II, this course provides learners with a more in depth look at budgeting practices in the overall context of municipal finance and operations. Learners will gain deeper knowledge, and enhanced skills in developing and managing budgets, as well as extending purchasing knowledge to the processes required in Requests for Proposal development.

Course Goal(s): The goal of this course is to prepare students to effectively and efficiently develop and manage budgets and RFPs within the planning, operation and monitoring cycle of the fire department.

Learning Outcomes:

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

1. Describe the planning, budgeting and monitoring cycle in their fire department and municipal government and explain its linkage to departmental goals and objectives;
2. Distinguish between operating and capital budgets;
3. Develop a divisional or department budget including budget guidelines, formats and schedules and related financial performance measures;
4. Identify and apply the key elements of an effective budget management system.
5. Analyze and interpret financial records and data; and
6. Describe the components of an effective RFP process, based on good practices and applicable regulations and procedures.

Course Topics/Content:

- Budget Cycles
- Guidelines for Budget Preparation
- Types of Budgets
- The Role of Budget Rationale
- Defining and Preparing RFPs
- The Bid Process
- The Budget Management System

Text and Resource Materials:
Required:

 Bish, Robert L, & Clemens Eric G. (2008). *Local Government in British Columbia, 4th Edition*. Richmond BC: Union of British Columbia Municipalities

Available online:

<http://ubcm.ca/assets/Library/Publications/Local~Government~in~British~Columbia/LGBC-All.pdf>
Course Level:

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|--|------------|---|--|--|------------|--|-------------|
| | First Year | | Second Year | | Third Year | | Fourth Year |
| | Graduate | X | Other: This course is part of the Fire Officer III Certificate | | | | |

Equivalent Course(s) within the JIBC:

None

Class Delivery Methods:

| Delivery Methods | Class Option A (Hours) | Class Option B (Hours) | Class Option C (Hours) | Class Option D (Hours) |
|------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Classroom/Lecture/Discussion | | | | |
| Simulation/Lab | | | | |
| Practicum/Fieldwork | | | | |
| Online | 21 | | | |
| Correspondence | | | | |
| Total Class Hours | 21 | | | |

Comments on Delivery Methods:

This course is currently offered online only.

Course Grading System:

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|--|---------------------|---|-----------------|--|-----------|
| | Letter Grades | X | Percentage | | Pass/Fail |
| | Complete/Incomplete | | Attendance Only | | |

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| Passing Grade: | 60% |
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Evaluation Activities and Weighting:

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|--------------|---|-------------|-----|---------------|---|------------------|---|
| Final Exam | % | Assignments | 80% | Project | % | Capstone Project | % |
| Midterm Exam | % | Portfolio | % | Participation | % | Other | % |

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|--------------|---|-------------|---|-------------|-----|-------|------|
| Quizzes/Test | % | Simulations | % | Discussions | 20% | TOTAL | 100% |
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Comments on Evaluation Activities and Weighting:

This course is one of six required courses in the Fire Officer III Certificate Program and meets International Fire Service Accreditation Congress (IFSAC) and National Board on Fire Service Professional Qualifications (ProBoard) criteria for accreditation.

Students are evaluated to NFPA1021 Standard for Fire Officer Professional Qualifications through a variety of written assignments and discussions directly related to budget management within a Fire Department.

Students must receive 60% on each evaluation component to successfully complete the course. Students who are unsuccessful in their first attempt in an examination will be allowed one re-write. If successful in the re-write, the candidate will achieve certification, but will only be awarded the passing grade for the course. If the student is unsuccessful in their second attempt, he/she will not be permitted to re-take the examination until he/she has taken the course again.

Other Course Guidelines, Procedures and Comments:

Fire & Safety Division Accreditation Policies and Operational Guidelines (need to link this to our website)

View official versions of related JIBC academic regulations and student policies in the *JIBC Calendar* on the following pages of the JIBC website:

Academic Regulations:

<http://www.jibc.ca/programs-courses/jibc-calendar/academic-regulations>

- Student Academic Integrity Policy
- Academic Progression Policy
- Admissions Policy
- Academic Appeals Policy
- Evaluation Policy
- Grading Policy

Student Policies:

<http://www.jibc.ca/programs-courses/jibc-calendar/student-policies>

- Access Policy
- Harassment Policy – Students
- Student Records Policy
- Student Code of Conduct Policy

JIBC Core Competencies

The JIBC promotes the development of core and specialized competencies in its programs. Graduates of our programs will demonstrate high levels of competence in the following areas:

Critical thinking

Identify and examine issues and ideas; analyze and evaluate options in a variety of fields with differing assumptions, contents and methods.

Problem solving

State problems clearly; effectively and efficiently evaluate alternative solutions; choose solutions that maximize positive and minimize negative outcomes.

Communication, oral and written

Demonstrate effective communication skills by selecting the appropriate style, language and form of communication suitable for different audiences and mediums.

Leadership

Inspire individuals and teams to reach their potential by embracing innovation through strategic thinking and shared responsibility.

Independent learning

Show initiative by acting independently in choosing effective, efficient and appropriate applied learning, research and problem solving strategies.

Interpersonal relations

Know and manage oneself; recognize and acknowledge the needs and emotions of others including those with diverse backgrounds and capabilities.

Inter-professional teamwork

Understand and work productively within and between groups, respect others' perspectives and provide constructive feedback with special attention to inter-professional relationships.

Information literacy

Recognize and analyze the extent and nature of an information need; efficiently locate and retrieve information; evaluate it and its sources critically, and use information effectively and ethically.