

Justice Institute of British Columbia
COURSE OUTLINE

Course Code: FOCP 140
Course Title: Business Operations
Prerequisite Courses: FOCP 134 Planning & Evaluation I
School: School of Public Safety & Security
Division/Academy/Centre: Fire & Safety Division
Previous Course Code & Title: N/A
Course First Offered: 2012

# of Credits:	2.0
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Course Description:

In this course learners will examine different administrative components necessary for support of operations within a fire department. Students will gain an understanding of the importance of long range planning, operational guidelines, record keeping, health and safety programs, fire related bylaws and fire agreements in the context of managing risk and liability issues.

Course Goal(s):

Learners will be able to evaluate the degree to which the fire department is positioned to meet the current and future needs of the community. Learners will also be able to identify and correct administrative deficiencies to minimize risk and liability concerns.

Learning Outcomes:

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

1. Evaluate the impact of community expectations on the fire department.
2. Recognize the importance of operational guidelines and effective records management.
3. Manage responses to civil disturbances in a safe and effective manner.
4. Manage the fire department within the local governance structure.
5. Evaluate the fire department operational and administrative components to identify liability concerns and manage the risk.

Course Topics/Content:

- Evaluation of community fire protection needs
- Identification of Fire Department requirements to address community needs
- Administrative support components of Operations

Course Topics/Content: (cont'd)

- Fire bylaws and agreements
- Legal liabilities and requirements
- Operations at civil disturbances
- Risk Management

Text and Resource Materials: Online

Course Level:

	First Year		Second Year		Third Year		Fourth Year
	Graduate	X	Other (describe): Part of Fire Officer IV Certification Program				

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	32			
Correspondence				
Total Class Hours	32			

Comments on Delivery Methods:

This course is currently available online.

Course Grading System:

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

Passing Grade:	60%
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Evaluation Activities and Weighting:

Final Exam	%	Assignments	80%	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	%	Discussions	20%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

Comments on Evaluation Activities and Weighting:

This course is one of four required courses in the Fire Officer IV 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 including case study analysis, personal practice reflection and departmental policy review.

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](#) and then click on documents.

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.

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.

Problem solving

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

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.