

**College of San Mateo**  
**Official Course Outline**

1. **COURSE ID:** FIRE 770    **TITLE:** Fire Service Career Prep

**Units:** 3.0 units    **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours

**Method of Grading:** Letter Grade Only

**Recommended Preparation:**

Eligibility for ENGL 100, or ENGL 105. FIRE 715

2. **COURSE DESIGNATION:**

**Degree Credit**

**Transfer credit:** none

3. **COURSE DESCRIPTIONS:**

**Catalog Description:**

This course gives an overview of the hiring process for firefighter positions. It will cover models for written examinations and oral interviews; writing skills for resumes and applications; physical requirements; written test preparation; and career opportunities.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**

Upon successful completion of this course, a student will meet the following outcomes:

1. Identify the minimum qualifications and preparation required to become a member of the fire service
2. Demonstrate the ability to complete an application and resume
3. Demonstrate the verbal communication skills required for an oral board interview
4. Recognize the skills needed for the physical aspect of the fire service career
5. Discuss the importance of diversity and professional ethics in the fire service

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**

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

1. Identify the minimum qualifications and preparation required to become a member of the fire service
2. Demonstrate the ability to complete an application and resume
3. Demonstrate the verbal communication skills required for an oral board interview
4. Recognize the skills needed for the physical aspect of the fire service career
5. Discuss the importance of diversity and professional ethics in the fire service

6. **COURSE CONTENT:**

**Lecture Content:**

1. Career Opportunities
  - A. Position Announcements
  - B. Application
  - C. Resumes
  - D. Ride-Along Procedures
  - E. Station Visit Procedures
2. Written Examination for Firefighter Positions
  - A. Strategy and Preparation
  - B. Types of Written Examinations
    - a. Mathematics
      - i. General Math
      - ii. Test and Evaluation
    - b. Reading Comprehension
      - i. Improvement Procedures
      - ii. Test and Evaluation
    - c. Spelling, Punctuation, Grammar
      - i. Principles
      - ii. Diagnostic Test and Evaluation
    - d. Mechanical Aptitude
      - i. Principles
      - ii. Diagnostic Test and Evaluation
  - C. Diagnostic Written Examinations

- D. Review of Questions for Diagnostic Test
- 3. Oral Interviews for Firefighter Positions
  - A. Concepts
  - B. Techniques
  - C. Procedures
  - D. Test and Evaluation
  - E. Public Speaking Preparation
- 4. Physical Abilities Requirements
  - A. CPAT (Candidate Physical Ability Test)
  - B. Review of Procedures
- 5. Background Investigation
  - A. Concepts
  - B. Techniques
  - C. Procedures

**7. REPRESENTATIVE METHODS OF INSTRUCTION:**

Typical methods of instruction may include:

- A. Lecture
- B. Activity
- C. Discussion

**8. REPRESENTATIVE ASSIGNMENTS**

Representative assignments in this course may include, but are not limited to the following:

**Writing Assignments:**

- A. Prepare resume
- B. Prepare two-year plan

**Reading Assignments:**

- A. Reading assignments for class session

**Other Outside Assignments:**

- A. Prepare for mock oral interviews
- B. Complete station visits and write-ups

**9. REPRESENTATIVE METHODS OF EVALUATION**

Representative methods of evaluation may include:

- A. Class Participation
- B. Papers
- C. Projects
- D. Simulation

**10. REPRESENTATIVE TEXT(S):**

Possible textbooks include:

- A. Lepore, P. S.. *Smoke Your Firefighter Interview*, 6th ed. Freespool Publications, 2020
- B. Lepore, P. S.. *The Aspiring Firefighter's Two-Year Plan*, 3rd ed. Freespool Publishing, 2012

Other:

- A. Instructor handouts

**Origination Date:** August 2020

**Curriculum Committee Approval Date:** October 2020

**Effective Term:** Fall 2021

**Course Originator:** Michelle Schneider