1. COURSE ID: FIRE 770  TITLE: Fire Service Career Prep
   Units: 3.0 units  Hours/Semester: 48.0-54.0 Lecture hours
   Method of Grading: Letter Grade Only

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 valued 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 valued 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:
    Other:
    A. Instructor handouts

   **Origination Date:** September 2014
   **Curriculum Committee Approval Date:** October 2014
   **Effective Term:** Fall 2015
   **Course Originator:** Michelle Schneider