



Emergency Services Workplace Preparation – FIRE 117

Fire Training Certification

Course Outline

COURSE IMPLEMENTATION DATE:	September 2015
OUTLINE EFFECTIVE DATE:	September 2021
COURSE OUTLINE REVIEW DATE:	April 2026

GENERAL COURSE DESCRIPTION:

This course helps Fire Services students understand the job application process, write a convincing cover letter and resume, present him/herself favorably during the interview process, and approach aptitude testing with confidence. Students review job ads, identify desirable traits for this vocation, participate in mock interviews, and discuss typical aptitude test questions.

Program Information: This course is a required course for the Fire Training Certification program. It may also be delivered as a standalone course or as a part of a specialized contract training program.

Delivery: This course may be delivered face-to-face or hybrid (online with face-to-face components).

COTR Credits: 0

Hours for this course: 24 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	12
Practical Skills Training	12
Laboratory / Studio Hours	
Practicum / Field Experience	
Other Contact Hours	
Total	24

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-Job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

Jack Paterson, Fire Instructor

Signature

APPROVAL SIGNATURES:

Department Head

Joy Brown

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Dean of Trades and Technology

Dr. Jack Moes

E-mail: jmoes@cotr.bc.ca

Department Head Signature

Dean Signature

EDCO

Valid from: September 2021 – April 2026

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: None

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Student should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

No textbooks required for this course.

LEARNING OUTCOMES:

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

- create convincing resumes and cover letters;
 - approach the job application process with an understanding of the level of preparedness expected of firefighter applicants;
 - present themselves accordingly given the job prospect;
 - enhance their performance in interviews; and
 - effectively prepare for aptitude testing.
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COURSE TOPICS:

- Job Search and Application Process
- Resume and Cover Letter
- Aptitude Test Practice
- Fire Department Qualifications Research
- Interview practice Interviews

See instructor syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT:

Assessment of learning in this non-credit course results from student participation and instructor feedback. If the student attends the course, participates in, and completes all the required activities, they receive a COM for the course grade.

Please see the instructor syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

COM	Completed to defined standard
NCG	No Credit Granted

A grade of COM is awarded to students for 100% attendance and participation in projects and assignments.

All courses (whether credit-bearing or continuing education courses) must be passed or marked “complete” according to the criteria listed before the student can be awarded the COTR Fire Services Training Certificate.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.