



FIRE-117 – Emergency Services Workplace Preparation

Fire Services

Effective Term & Year: Fall 2026

Course Outline Review Date: 2031-04-01

Program Area: Fire Services

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 Methods: Hybrid – On-campus (Face-to-Face) and Online

Credit Type: College of the Rockies Credits

Credits: 1

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	10
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	10
Co-op/Work Experience	

Other

Total	20
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Course Requisites:

None

Prior Learning and Recognition: Yes

Students are able to request formal recognition of their prior learning or experience outside the classroom. Challenge examination, portfolio-assisted assessment, work-based assessment or a combination of assessments that is appropriate to identify, assess, and recognize prior skills, competencies, and knowledge to achieve course credit. Tuition fees apply, refer to Policy 2.5.5 [Prior Learning Assessment and Recognition \(PLAR\)](#) or contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook 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.

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 Assessments

Grade Scheme

COM	NCG
Completed to the defined standard – 70% and higher	No credit granted – less than 70%

No pass requirements available.

Evaluation Notes Comments:

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.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.1.4 Course Audit
 - Policy 2.4.1 Credential Framework
 - Policy 2.4.3 Students with Documented Disabilities
 - Policy 2.4.4 Student Rights, Responsibilities and Conduct
 - Policy 2.4.8 Academic Performance
 - Policy 2.4.9 Student Feedback and Concerns
 - Policy 2.4.11 Storage of Academic Works
 - Policy 2.5.3 Student Appeal
 - Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR)
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Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.