

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

X Transfer Course X A.A. Degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: Fire 140 Fire Service Records and Reports

UNIT VALUE: 3

MINIMUM NUMBER OF SEMESTER HOURS:48

BASIC SKILLS REQUIREMENTS:

Appropriate language and computation skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

Fire department records systems, principles of report writing, applications in the area of pre-fire survey, post-fire reporting, research, and planning.

SPECIFIC COURSE OBJECTIVES:

The student will be able to:

1. Explain the uses, values, and purpose of reports and records.
2. Identify the principles of report writing.
3. Evaluate the relationship of records to the fire service.
4. Prepare accurate, brief, and complete records and reports.
5. Apply the basic statistical procedures.
6. Explain the use of data processing and computers in recording and reporting.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Introduction
 - A. Definition of records and reports
 - B. Purpose of reports
 - C. Uses and values of records and reports
 - D. Types of reports
 - 1. Oral
 - 2. Written
 - 3. Visual
 - E. Components of records and reports
 - F. Methods of submitting
 - G. Location of documents
 - 1. Centralization
 - 2. Decentralization

- II. Developing and Completing Documents
 - A. Mechanics of report writing
 - B. Gathering data
 - C. Office equipment

- III. Developing a Records System
 - A. Determine objectives
 - B. Identify relationships
 - C. Flow charts
 - D. Evaluation of system

- IV. Typical Fire Department Records
 - A. Filing systems
 - B. Reporting areas
 - 1. Administration
 - 2. Fire reporting
 - 3. Communications
 - 4. Training
 - 5. Fire prevention
 - 6. Maintenance
 - 7. Personnel

- V. Data Processing
 - A. Purpose of data processing
 - B. Types of electronic data processing equipment
 - C. Data acquisition
 - D. Data retrieval
 - E. Use of data

REQUIRED READING:

Ellsworth, Blanche. English Simplified. San Francisco, CA: Chandler Publishing Co.

SUGGESTED READING:

Selected reprints from the State Fire Marshal's Office pertaining to research, and reports will be provided by the instructor. These reprints will be discussed in class and may be used as resource information for required writings.

REQUIRED WRITING:

Written reports of form and narrative style commonly used in the fire service. At least four different types of reports must be written and will be assigned by instructor. The reports will be 4-6 pages in length.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

Field trip to a fire station and written report of 2-3 pages submitted depicting typical fire department records, reporting, and filing system. Students will be expected to prepare for examinations.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

5 quizzes	25%	25 points
5 sample reports	25%	25 points
Midterm	25%	25 points
Final	25%	25 points

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes ___ No X Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

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SIGNATURES ON FILE