

**Cogswell College**  
**Degrees at a Distance Program**  
**Fire Administration**  
**Fire Prevention & Technology**

Dear Fire Professional:

Thank you for your interest in Cogswell College's Degree at a Distance Program (DDP), formerly known as Open Learning for the Fire Service. The program, a WASC accredited upper division degree program and sponsored by the Fire and Emergency Services Higher Education Consortium (FESHE), was designed to give fire service personnel the chance to complete a Bachelor of Science degree in Fire Science with a concentration in either Fire Administration or Fire Prevention/Technology through distance online learning. The program is offered by a consortium of seven universities and colleges serving different regions in the United States. Cogswell Polytechnical College, a 117-year-old, independent, engineering/technology institution, administers the program for residents of Arizona, Nevada, and California.

I enclose general information about the DDP Fire Science program. Our website <http://www.cogswell.edu/fireScience.html> provides ample information about Cogswell College offerings in Fire Science. You may also consult the catalog for details about courses offered. In the meanwhile, I invite you to contact me at 1 800. 264-7955. I welcome the opportunity to discuss with you how we can serve you better at Cogswell College and answer any questions you may have.

If you wish to enter the program this academic year, I urge you to contact me as soon as possible. You may have your transcripts sent to our registrar, along with copies of any educational certificates you earned for evaluation.

I look forward to welcoming you to Cogswell College Fire Science Program.

Regards,

Younes Mourchid, Ph.D.  
Director of DDP Program  
Associate Professor of Education  
Cogswell Polytechnical College  
1175 Bordeaux Drive, Sunnyvale CA 94089  
Tel: 408 541-0100 ex. 105  
Fax: (408) 747-0764  
E-mail: [ymourchid@cogswell.edu](mailto:ymourchid@cogswell.edu)

## **BACHELOR OF SCIENCE DEGREE IN FIRE ADMINISTRATION & FIRE PREVENTION AND TECHNOLOGY**

The Degrees at a Distance Program (DDP) is a WASC accredited, upper division degree program sponsored by the [National Fire Academy's Fire and Emergency Service Higher Education Program](#). The program was designed to give fire service personnel the chance to complete a Bachelor of Science degree in Fire Science with a concentration in either Fire Administration or Fire Prevention/Technology through distance learning. A consortium of seven universities and colleges serving different regions in the country offers the program. Because Cogswell College is one of the seven DDP consortium schools in the United States sponsored by the National Fire Academy, DDP students who meet certain requirements can also earn two NFA Certificates along with their BS in Fire Science.

Courses for the Degrees at a Distance Program are delivered via an online course management system. In addition, Cogswell College offers five-day resident programs each term at various locations. Throughout the program, students are in touch with expert faculty members and helpful staff members. Our faculty members have a wealth of experience in their specific fields, and are usually executive fire chiefs. The fire science courses, recently updated by the NFA consortium members, maintain a high academic standard while still addressing the practical problems of the fire and emergency services

The Fire Science curriculum maintains high academic standards while addressing the practical problems of the fire service. More than just overviews or surveys, Fire Science courses teach applied critical thinking skills designed to provide students with techniques to analyze and influence approaches to community-based problem solving.

### **WHO IS ELIGIBLE?**

- A student who has an Associate degree in a Fire Science related field (Fire Protection, Fire technology, Fire Administration, Fire Prevention, Fire science) with GPA of 2.5

- A student who has no Associate degree in a fire science related field. This student must complete the following lower division courses before beginning the program:

- English composition 100 level
- At least 12 units of lower division Fire Science Courses
- GPA of 2.5

- A student has some experience working in a Fire Department either as employee or as a volunteer

- A student who has access to a computer and who is comfortable with use of computer technologies and web-based learning platforms

## **Fire Science Students Learning Outcomes**

By the completion of the DDP program, graduates will

1. Be prepared and equipped with the theoretical knowledge to effectively function as an Administrative Fire Officer.
2. Apply the theories of managing human, financial, technological and other resources in emergency or non-emergency setting.
3. Demonstrate ethical behavior in leading and management practices
4. Demonstrate effective interpersonal communication, critical thinking and decision-making skills commensurate with a defined level of responsibility
5. Demonstrated the ability to function independently and as part of an effective management team as appropriate in all situations.
6. Demonstrate the application of Fire and Emergency Services health, safety & risk management principles

## **Benefits of Online Learning**

Innovative instructors at institutions worldwide are discovering the potential of the online environment to deliver instruction of the highest quality to people who would otherwise have limited access to higher education. This is an exciting and challenging time in education. Simply defined, online education refers to courses offered via the Internet. The minimum requirement for students to participate in an online course is access to a computer, the Internet, and motivation to succeed in a nontraditional classroom.

Online courses provide an excellent method of course delivery unbound by time or location allowing for accessibility to instruction at anytime from anywhere. Adult learners in particular, find the online environment a convenient way to fit education into their busy lives. The ability to access a course from a home computer via the Internet, 24 hours a day, and seven days a week is a tremendous incentive for the DDP students to reach their academic and career goals.

## **Quality Education**

Online courses provide students with ongoing, individual and group dialogues with the instructor and the other students. Additionally, students receive personalized instructor feedback and can share insights and information with fellow online students. Online courses should be fun as well as rewarding, and they are an exciting new way to learn that is interactive, engaging and stimulating.

## **Flexibility**

Courses are conducted according to a schedule, and DDP program have no "live" classes to attend. Instead, lectures, coursework, assignments, questions, and discussion all take place at your convenience - online. Students choose the place - at home, or at work - wherever you have access to a computer and the Internet. Except for turning in assignments when they're due, your schedule is totally up to you.

## **Synergy**

The online format allows for a high level of dynamic interaction between the instructor and students and among the students themselves. Resources and ideas are shared, and continuous synergy will be generated through the learning process as each individual contributes to the course discussions and comments on the work of others. The synergy that exists in the student-centered Virtual Classroom is one of the most unique and vital traits that the online learning format possesses.

## **High Quality Dialogue**

Within an online asynchronous discussion structure, you have time to carefully reflect on each comment from others before responding or moving on to the next item. This allows you to articulate responses with much more depth and forethought than in a traditional face-to-face discussion situation where you are forced to analyze the comment of another on the spot and formulate a response or otherwise lose the chance to contribute to the discussion.

## **Student Centered**

Within an online discussion, students respond to the course material (lectures and online articles, for example) and to posts made by other students. While it is expected that a student reads all classmates' contributions, she becomes actively engaged only in those parts of the dialogue most relevant her needs. In this way, the student is in control of her own learning experience and can tailor the class discussions to meet your her specific needs. Ideally, a student makes her own individual contributions to the course while at the same time she takes away a unique mix of information directly relevant to her needs.

## **NFA Completion and Achievement Certificates**

Because Cogswell College is one the seven consortium schools in the United States sponsored by the National Fire Academy, DDP students who meet a certain requirements earn two NFA Certificates, besides a BS in Fire Science.

### **1- NFA Certificate of Completion**

When a DDP student completes successfully six core DDP baccalaureate courses with a grade C or better and files NFA application form 75-5a for every course, an NFA certificate of Completion will be issued to the students, upon request

### **2- NFA certificate of Achievement**

When a DDP student completes the required 120 units for a BS in Fire Science with a 3.5 GPA or receives unconditional faculty recommendations, an NFA certificate of Achievement is issued to the graduate, on graduation day.

**DEGREES AT A DISTANCE  
PROGRAM OF STUDY**

**LOWER DIVISION TRANSFER REQUIREMENTS (60 units)**

(Community College level)

**General Education (27 units)**

English Composition  
Speech  
Technical Report Writing  
US History OR  
American Government  
2 Humanities courses  
2 Social Science courses  
1 Elective (either Humanities or Social Science)

**Math/Science (12 units)**

MA 112 College Algebra  
Hazardous Materials  
Physical Science  
Business Math or Financial Planning

**Fire Science (21 units)**

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**UPPER DIVISION REQUIREMENTS (60 units)**

(With the exception of Misc. Requirement, all courses must be taken from Cogswell)

**Core Curriculum (21 units)**

FS355 Advanced Fire Administration  
FS357 Fire Prevention, Organization, & Mgmt  
FS359 Personnel Management for the Fire Service  
FS344 Application of Fire Research  
FS482 Political & Legal Foundations of Fire Protection  
FS484 Community Risk Reduction  
FS486 Managerial Issues of Hazardous Mat

**Business/Administration (12unit)**

Public Administration  
Management  
Business Law  
Accounting/Budgeting

**General Education (15 units)**

ENG 300 Essentials of Written Communication  
SSC 320 Organizational Leadership  
HUM 360 Ethics and the Fire Service  
SSC 400 Topics in International Studies  
MA 355 Statistics

**Concentration Courses (12 units)**

**Fire Administration**

FS362 Analytical Approach to PFP  
FS440 Disaster and Fire Defense PL  
FS474 Fire Pro, Structure & Systems  
FS494 Senior Project

**Fire Prevention/Technology**

FS415 Fire Related Human BH  
FS446 Fire Invest & Analysis  
FS442 Fire Dynamics  
FS494 Senior Project

## **FREQUENTLY ASKED QUESTIONS:**

### **Who enrolls in the Degrees at a Distance Program?**

If you are interested in continuing your education and improving your opportunity for career advancement, and if distance education will suit your needs, then the Degrees at a Distance Program is right for you.

### **Do I need an Associate degree to start my Bachelor's degree with Cogswell College?**

It is preferred that new applicants hold an A.S. in Fire Science, but not necessary. However, degrees are not transferred, only credits. You may take lower division requirements while working toward your B.S. degree. However, you must have completed at least 12 units of the lower division fire science requirement of 21 units and the lower division English composition course before beginning upper division courses.

### **What is the tuition for the Degrees at a Distance Program?**

Our current tuition is \$702 per 3-unit course (subject to change).

### **How do I apply for admission?**

An Application for Admission form is included in this packet. Fill it out and complete the required essay. Submit the application, essay, application fee, and a photocopy of your high school diploma to the Admissions office. We suggest that you request official transcripts from colleges you attended be sent directly to the Cogswell's Admissions office.

### **When will I receive a response to my application?**

When Admissions receives a complete application package, your file will be forwarded to the DDP office for evaluation. The process takes approximately two weeks. If accepted, you will receive an acceptance letter and a transcript evaluation.

### **What courses will transfer from my past schooling?**

Courses which fulfill Cogswell College requirements for which you earned a C or better are transferable. We transfer up to 60 lower division units from an accredited college.

### **What courses must be taken from Cogswell?**

The upper-division FS courses (7 core courses, 3 concentration courses, and Sr. Project) MUST be taken from Cogswell. General Education requirements and other electives offered at Cogswell College must be taken from Cogswell. In other circumstances, upon evaluation, students may obtain permission to take and transfer a GE or an elective course from other accredited institutions

## **Can Fire Service Certificates or National Fire Academy courses fulfill any of my requirements?**

Yes. Although nothing can substitute for the eleven required upper division fire science courses, a number of state and military fire certificates and NFA courses can fulfill other upper and lower division requirements in the program. For example, instructor courses (such as Instructor IA or IB in California) can fulfill the lower division for the Technical Report Writing requirement. We follow the ACE recommendations for NFA courses. Your academic advisor will counsel you further on this question.

## **What is the DDP Certificate of Completion?**

When a DDP student has completed six or more of the upper division fire science courses, he/she may request a National Fire Academy/Cogswell College Certificate of Completion. For students continuing on toward a Bachelor's degree, this certificate is an intermediate step.

## **When and how do I register for classes?**

DDP students receive registration packets prior to each trimester. A student who wishes to take a course that term submits the registration form with payment for the course. The course instructor shortly before the start of the term, e-mails the syllabus and pre-class assignments to the enrollee. Students then log-in to their online class on the first week of the term using the course management system ETUDES-NG. We use an asynchronous mode of instruction.

## **What is the cost of books?**

Most of course material will be available in PFD format through your online course. The National Fire Academy course guides set cost for the fire science textbook in the range of \$15-25. About two-thirds of the courses require an additional textbook, whose cost varies.

## **How often must I take courses in order to remain current in the program?**

To remain current in the program, a student must take and successfully complete at least one course that fulfills a curriculum requirement during the fall and spring terms respectively. Summer attendance is optional. After all FS core requirements and concentration courses are fulfilled, exceptions can be made with GE and elective courses after consultation with the DDP Director. A student returning after a hiatus must reapply for admission to the program.

## **How many courses may I take each term?**

It depends on how soon you want to earn your degree. As long as students remain current in the program by taking at least one course per term, students may take as many courses as they wish. Many students combine one or two distance course with one or

more resident course per term. It is important to follow the sequence of courses mapped in the [Program of Study Sheet](#).

### **What is the purpose of the Resident Programs?**

The Resident Program gives students the chance to work with other students, network, and meet faculty members face to face. With emphasis on group projects and classroom interaction, the courses taught in resident programs offer a nice change of pace from the more solitary, written-response format used in distance courses.

### **What Course Management System (CMS) Cogswell uses for online courses?**

Cogswell uses [ETUDES-NG](#): *Easy To Use Distance Education System - Next Generation*. ETUDES-NG is a Course Management System used to deliver Cogswell courses online. ETUDES-NG is managed by Foothill for many colleges.

### **Is there any financial aid for DDP students?**

Yes, a comprehensive package of Financial Aid, including Federal Title IV financial aid package, is available to eligible students. Cogswell also awards a modest number of scholarships specifically available for DDP students each year. Cogswell is also approved for Veteran's and military benefits.

### **What Makes Cogswell DDP Program Unique:**

- 1- The program is Regionally Accredited by [WASC](#) and is certified by the National Fire Academy and follows the [FESHE Curriculum](#).
- 2- Besides a BS Degree, students, if qualified, may earn two NFA Certificates: NFA Certificate of Completion & NFA Certificate of Achievement
- 3- Low Fees and Tuition: **Current tuition is \$234 per unit**; a fraction of what for-profit universities charge
- 4- The program is a member of seven DDP Consortium Schools in the United States
- 5- High Credit transfer rate from other institutions. The Program has active articulation agreements with most community colleges offering AS/AA Degrees in Fire Science.
- 6- Some certifications earned through State Fire Marshall Training Programs may translate into College Credit.
- 7- Comprehensive package of Financial Aid, including Federal Title IV financial aid package

To learn more about the DDP program, requirements, transfers, application process, and to download an application package, please visit our site at:

<http://www.cogswell.edu/fireScience.html>

In order to get started in our program, you need to start the application process and request all official transcripts be sent to the address provided in the application form.

Admissions Office  
Attn: Brandace King  
Cogswell Polytechnical College  
1175 Bordeaux Drive  
Sunnyvale CA 94089

For answers to any questions, please contact:

Dr. Younes Mourchid  
Director of DDP Program  
Associate Professor of Education  
Cogswell Polytechnical College  
1175 Bordeaux Drive, Sunnyvale CA 94089  
Tel: 408 541-0100 ex. 105  
Fax: (408) 747-0764  
E-mail: [ymourchid@cogswell.edu](mailto:ymourchid@cogswell.edu)

We look forward to welcoming you into the FESHE Degrees at a Distance program.