

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: FSE 1204

COURSE TITLE: Funeral Services Computer Applications

PREREQUISITE(S): None

COREQUISITE(S): None

CREDIT HOURS: 2

CONTACT HOURS/WEEK: 3

CONTACT HOUR BREAKDOWN:

 Lecture/Discussion: 1

 Laboratory: 2

 Other _____:

FACULTY WORKLOAD POINTS: 2.4

STANDARDIZED CLASS SIZE ALLOCATION: 25

COURSE DESCRIPTION:

This course introduces methods of using computers as effective funeral home management tools in the day-to-day operations of a funeral home.

SUGGESTED TEXT(S): Norton, P. Introduction to Computers. New York: McGraw-Hill. Latest Edition

IMPLEMENTATION DATE: Spring Term, 2002

REVIEW OR MODIFICATION DATE: Fall Term, 2002 (20031)
Fall Term, 2008 (20091) - Outline Review 2007

COURSE TOPICS	CONTACT HOURS <u>PER TOPIC</u>
I. Selecting a computer system for funeral home services	3
II. Potential computer uses and applications for funeral homes	5
III. Word Processing review	2
IV. Spreadsheet review	3
V. Database Applications	8
VI. Graphics	6
VII. Accounting	8
VIII. Funeral Service Software	8
IX. Making Compact Disks and other media	2

PROGRAM TITLE: Funeral Services

COURSE TITLE: Funeral Services Computer Applications

CIP NUMBER: CIP: 1312030100 (AS); CIP: 0312030100 (AAS)

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLES(S):

12.0 PLAN, IMPLEMENT, AND DIRECT A FUNERAL ACCORDING TO THE SOCIOLOGICAL, PSYCHOLOGICAL AND THEOLOGICAL NEEDS OF THE PERSON BEING SERVED -- The student will be able to:

- 12.02 Identify the items of information, which are necessary to complete the following forms:
- 12.02.01 Obituary
 - 12.02.02 Death certificate
 - 12.02.03 Social Security forms (SSA, 719, SSA 721)
 - 12.02.04 Veteran's forms (Marker, Flag, Burial Allowance)
 - 12.02.05 Burial/Transportation permits

14.0 MANAGE PERSONNEL, FACILITIES, AND OTHER RESOURCES -- The student will be able to:

- 14.11 Identify the procedures for the completion of insurance forms.
- 14.12 Complete the recording of information in a register book.

15.0 APPLY BUSINESS PRINCIPLES AND PRACTICES TO FUNERAL SERVICE -- The student will be able to:

- 15.01 Prepare a financial memorandum pertaining to services provided, merchandise selected, cash advances, and supplemental items.
- 15.02 Define and properly use the terminology associated with funeral merchandise, merchandise display, and funeral supplies.
- 15.03 Identify, define, and describe the various types of outer enclosures.
- 15.04 Differentiate between Functional, Unit, B-Unit and Itemization methods of quoting the price(s) of funeral service.
- 15.05 Apply basic accounting principles in keeping mortuary records.
- 15.06 Identify the major items of income and expenses, which should be included in the budget of a funeral home.
- 15.07 Define basic accounting terms.
- 15.08 Analyze financial data, make financial decisions, and recognize the effects of economies on existing funeral services.

18.0 DEMONSTRATE EMPLOYABILITY SKILLS -- The student will be able to:

- 18.01 Conduct a job search.
- 18.02 Secure information about a job.
- 18.03 Identify documents that may be required when applying for a job.
- 18.04 Complete a job application.

LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S): TITLES(S):

19.0 DEMONSTRATE AND UNDERSTANDING OF ENTREPRENEURSHIP -- The student will be able to:

19.05 Identify the necessary personal characteristics of a successful entrepreneur.

19.06 Identify the business skills needed to operate a business efficiently and effectively.



**Florida State College
At Jacksonville**

Course Learning Outcomes & Assessment

NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

Section 1	
COURSE PREFIX AND NUMBER: FSE-1204	SEMESTER CREDIT HOURS: 3
COURSE TITLE: Funeral Services Computer Application	

Section 2		
TYPE OF COURSE: (Click on the box to check all that apply)		
<input type="checkbox"/> AA Elective	<input checked="" type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input type="checkbox"/> AS Professional Elective	<input checked="" type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate
<input type="checkbox"/> Other _____	<input type="checkbox"/> PSAV	<input type="checkbox"/> Apprenticeship
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		

Section 3 (If applicable)		
INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:		
Communications	<input type="checkbox"/> Social & Behavioral Sciences	Mathematics
Natural Sciences	<input type="checkbox"/> Humanities	

Section 4					
INTELLECTUAL COMPETENCIES:					
<input checked="" type="checkbox"/> Reading	<input type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Critical Analysis	<input type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry	
<input checked="" type="checkbox"/> Writing	<input type="checkbox"/> Listening	<input checked="" type="checkbox"/> Information Literacy	<input checked="" type="checkbox"/> Ethical Judgment	<input checked="" type="checkbox"/> Working Collaboratively	

Section 5		
LEARNING OUTCOMES		METHOD OF ASSESSMENT
1	Identify computer hardware	Lab, groups, testing
2	Identify applications and computer uses	Computer practice, written testing
3	Understanding of the inter-net/ e-mail	Computer practice on line testing
4	Understand research methods and search engines	Lab practice and testing
5	Learning how to use a funeral service data base program	Lab practice with data base program, testing
6		
7		
8		
9		
9		

Section 6

Name of Person Completing This Form: Roy C. Weimert

Date: 9/27/2007