

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER: FSE 2930

COURSE TITLE: Funeral Services Professional Review

PREREQUISITE(S): None

COREQUISITE(S): None

CREDIT HOURS: 1

CONTACT HOURS/WEEK: 1

CONTACT HOUR BREAKDOWN:

Lecture/Discussion: 1

Laboratory:

Other _____:

FACULTY WORKLOAD POINTS: 1

STANDARDIZED CLASS SIZE ALLOCATION: 25

COURSE DESCRIPTION:

This seminar type course will review all necessary procedures and requirements for state and national licensure as a Funeral Director and Embalmer.

SUGGESTED TEXT(S): Professional Training Schools (Latest Edition). Funeral Service Compendia. Dallas, TX: Professional Training Schools, Inc.

IMPLEMENTATION DATE: Spring Term, 2002

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

COURSE TOPICS	<u>CONTACT HOURS PER TOPIC</u>
I. Embalming	3
II. Funeral Directing	3
III. Funeral Home Management	2
IV. Funeral Home Operations	2
V. Restorative Art	1
VI. Thanatochemistry	1
VII. Pathology	1
VIII. Microbiology	1
IX. Other topics as needed	1

PROGRAM TITLE: Funeral Services

COURSE TITLE: Funeral Services Professional Review

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

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLES(S):

01.0 SATISFACTORILY PERFORM THE BASIC TECHNIQUES OF EMBALMING AND RESTORATIVE ART AND COSMETOLOGY -- The student will be able to:

- 01.01 Demonstrate a knowledge of the body systems, with special emphasis on the circulatory system, to the degree needed to give a working basis for studies in such related subjects as Embalming, Pathology, Public Health, and Restorative Art.
- 01.02 Specify representative chemicals in embalming fluids (arterial, cavity and accessory) and give their respective functions.
- 01.03 Describe the basic theories and laws of chemistry and relate their importance to both the living and deceased.
- 01.04 Identify and demonstrate the use of standard embalming instruments, machines and accessories.
- 01.05 Describe prior to, and during the procedure of embalming, the problems presented by disease processes and etiological factors.
- 01.06 Identify potentially harmful chemicals used in the preparation room, and the precautions to be taken with each.
- 01.07 Relate specified types of restoration to the correct embalming procedures.
- 01.08 Select, from a specified cosmetic medium, the correct colorants (compounds) to achieve a natural appearance under various conditions.
- 01.09 Exhibit a skill in modeling which reflects his ability to restore a problem case.
- 01.10 Interpret a photograph by evaluating the highlights and shadows, equal and unequal facial proportions, the specific form of the head, and the chief characteristics of each feature.
- 01.11 Identify and describe the norms of the head and face (direct and profile views), and each of the four facial features - identify four variations of these norms.
- 01.12 Classify and explain the principles of pigmentary (color) mixtures, and relate their application to cosmetic compounds and the influence of adjacent colors on one another in the funeral setting.
- 01.13 Name and locate three external body structures of the skull and explain how each influences surface form.
- 01.14 Identify and describe the use of various cosmetic and restorative materials and equipment.

02.0 GIVE EVIDENCE OF AN UNDERSTANDING OF THE SOCIOLOGICAL, PSYCHOLOGICAL, SPIRITUAL, PHYSICAL, AND LEGAL NEEDS OF THE FAMILY AND COMMUNITY, AND HOW TO MEET THOSE NEEDS IN THE TREATMENT, HANDLING, AND DISPOSITION OF THE DEAD HUMAN BODY -- The student will be able to:

- 02.01 Describe the varieties of funeralization seen in major religious and ethnic sub-cultures and in fraternal and military groups in America.
- 02.02 Relate contemporary sociological, theological, and philosophical thought to the matter of death, dying, bereavement and mourning in America.

LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

- | NUMBER(S): | TITLES(S): |
|-------------|--|
| 02.03 | Discuss and illustrate the interplay in society of custom and contemporary funeralization practices. |
| 02.04 | Distinguish among taboos, mores, folkways, customs, habits, laws, rites, rituals and ceremonies as sociological terms applied to American funerals. |
| 02.05 | State significant changes in funeralization and embalming methods during the last half century. |
| 02.06 | Describe the nature and meaning of death in different civilizations and cultures. |
| 03.0 | <u>EXPLAIN THE CONCEPTS OF DEATH, DISINFECTION, PRESERVATION AND RESTORATION OF A DEAD HUMAN BODY</u> -- The student will be able to: |
| 03.01 | Explain the common types of death. |
| 03.02 | Identify the physical states of matter and differentiate between physical and chemical changes. |
| 03.03 | Identify essential characteristics of autolysis, hydrolysis fermentation, and putrefaction in the area of the chemistry of decomposition. |
| 03.04 | Identify the essential characteristics of carbohydrates, lipids, and proteins in the area of basic biochemistry. |
| 03.05 | Define organic chemistry and describe the characteristic features of aliphatic and cyclic compounds, hydrocarbons, alcohols, aldehydes, ketones, acids, esters, ethers, and amines. |
| 03.06 | Identify and describe the prerequisites for specified restorative and cosmetic treatments. |
| 04.0 | <u>IDENTIFY FUNDAMENTAL PRINCIPLES OF PERSONAL AND PUBLIC HEALTH PROTECTION MEASURES, AND DEFINE THE EMBALMER'S OBLIGATION TO THIS FUNCTION</u> -- The student will be able to: |
| 04.01 | Explain the embalming-disinfection process as a public health procedure. |
| 04.02 | Describe infectious processes and explain the methods of transmission and control of common infectious diseases, with special emphasis upon their applications to the environment of the embalmer, the funeral director, and the public. |
| 04.03 | Identify and explain special treatments for cases involving common infections, traumatic and pathological conditions. |
| 04.04 | Recognize the pathological conditions which require special procedures in the removal, handling, preparation and disposition of human remains. |
| 04.05 | Apply infection control techniques according to Center for Disease Control (CDC) guidelines. |
| 04.06 | Document the relationship between his understanding of normal structure and functions of the human body and his development of healthful living habits. |
| 04.07 | Describe and demonstrate personal and environmental disinfection and decontamination procedures; explain proper use of major chemical disinfectants. |
| 05.0 | <u>IDENTIFY, DEFINE, AND EMPLOY THE NECESSARY TECHNICAL TERMINOLOGY TO FACILITATE COMMUNICATION AND COOPERATION WITH MEMBERS OF ALLIED PROFESSIONS AND THE PUBLIC</u> -- The student will be able to: |
| 05.01 | Demonstrate his acquisition and understanding of anatomical terminology at a level that will enable him to communicate effectively with members of allied professions and the lay public. |

LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

- | NUMBER(S): | TITLES(S): |
|------------|---|
| 05.02 | Identify common laboratory procedures and the common units of scientific measurement. |
| 05.03 | Identify the characteristic features of solutions, suspensions, and emulsions, and the processes of diffusion including osmosis, dialysis and hydrolysis. |
| 05.04 | Identify a list of elements and their valences, radicals, ions, compounds and reactions related to problems faced by the embalmer and funeral director, and give their symbols, formulas, and equations. |
| 05.05 | Differentiate between the beneficial micro-organisms and the actual pathogens and opportunists commonly associated with both the living human host and dead human remains. |
| 05.06 | Demonstrate an understanding of host parasite relations and interactions, and the requirements for successful parasitism. |
| 05.07 | Identify host defense mechanisms and demonstrate general knowledge of innate, natural and active immunologic responses. |
| 05.08 | Identify basic bacterial and fungal morphology and physiology. |
| 05.09 | Advise the layman of the medical benefits of post-mortem examination. |
| 06.0 | <u>GIVE EVIDENCE OF PERSONAL MANIFESTATIONS OF CONTINUED PROFESSIONAL GROWTH THROUGH EDUCATION AND RESEARCH</u> -- The student will be able to: |
| 06.01 | Identify the reasons one should cooperate in community programs for controlling disease and promoting medical research. |
| 06.02 | Give evidence of his appreciation of, and interest in, the human body as a subject for independent study and continuing intellectual growth. |
| 07.0 | <u>IDENTIFY THOSE COMMON CONDITIONS SURROUNDING DEATH WHICH MAY PROVE OF POTENTIAL CONCERN TO THE FORENSIC PATHOLOGIST</u> -- The student will be able to: |
| 07.01 | Identify and explain those special conditions attending a death whereby notification of the death is required to be given to the proper official (such as Coroner, Public Health Officer, Veterans Administration, etc.). |
| 07.02 | Identify the technical manifestations of death, which may be of medico-legal significance. |
| 08.0 | <u>TAKE CARE OF THE DEAD IN A MANNER WHICH RECOGNIZES THE INHERENT DIGNITY OF MAN</u> -- The student will be able to: |
| 08.01 | Give evidence of respect for human remains. |
| 09.0 | <u>IDENTIFY THE PRIVILEGES OF AND BE ABLE TO, THROUGH PROFESSIONAL PRACTICES, FULFILL THE RESPONSIBILITIES OF LICENSURE</u> --The student will be able to: |
| 09.01 | Identify the privileges and their limitations accorded the licensee with regard to caring for the dead, and serving the living. |
| 09.02 | Identify the responsibilities of the funeral director to those who have called him with regard to: |
| 09.02.01 | Providing services and merchandise as selected. |
| 09.02.02 | Explaining the financial aspects of the funeral, and pricing method used. |

LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S):	TITLES(S):
09.02.03	Explaining death benefits and/or burial allowances.
09.02.04	Notifying the clergy of the death, if appropriate.
09.02.05	Coordinating with the clergy on religious aspects of the funeral.
09.02.06	Explaining merchandise and related representations regarding final description.
09.02.07	Preparing a financial memorandum pertaining to services, selected merchandise, supplemental items and cash advances.
09.02.08	Explaining applicable laws, rules and regulations.
09.02.09	Referring for professional counseling where family needs so indicate.
09.03	Identify the responsibilities of the funeral director to his profession with regard to:
09.03.01	Costs and procedures instituted where the services of two funeral directors are required.
09.03.02	Public education regarding funeralization.
09.04	Identify the responsibilities of the funeral director to the clergy in the matter of the policies, rules and regulations of churches.
09.05	Perform the following tasks applicable to the state in which he intends to gain a license:
09.05.01	State the limitations placed upon the practice of the funeral director/embalmer.
09.05.02	Summarize the law, rules and regulations pertaining to:
09.05.02.01	The transportation of the dead.
09.05.02.02	Requirements and specifications of the funeral home, including the preparation room.
09.05.02.03	Define terms specified in the license laws, rules and regulations.
09.05.02.04	Identify the qualifications required of applicants for funeral director/mortician license.
09.05.02.05	Identify the grounds for issuance, revocation, suspension or refusal to renew or issue licenses.
09.05.02.06	Identify requirements for the conducting of funerals.
09.05.02.07	Identify the procedures for filing a complaint concerning a violation of the licensing law.
09.05.02.08	Identify provisions regarding reciprocity/courtesy cards.

10.0 INTERPRET AND COMMUNICATE THE PURPOSES, PROCEDURES, AND VALUES OF FUNERAL SERVICES -- The student will be able to:

- 10.01 Identify the purposes, which the funeral serves for the family, friends, church, occupational associates, and community of the deceased.
- 10.02 Identify the values of the funeral.
- 10.03 Define common terms used in funeral services.
- 10.04 Identify the psychological purposes and values of the funeral.
- 10.05 Identify the sociological purposes and values of the funeral.
- 10.06 Organize and be prepared to deliver a speech on the purposes and values of the funeral.
- 10.07 Identify the philosophical purposes and values of funeral service.

LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S): TITLES(S):

11.0 COUNSEL PEOPLE REGARDING FUNERALIZATION -- The student will be able to:

- 11.01 Identify the major financial considerations that confront a bereaved family.
- 11.02 Identify the times or situations during which a funeral director will make use of counseling.
- 11.03 State the areas of counseling normally covered during funeralizations.
- 11.04 Describe the process of funeralization.
- 11.05 Describe contemporary opinions regarding psychology of death, grief, and bereavement.
- 11.06 Describe how the manner and cause of death affects the psychological needs of the bereaved.
- 11.07 List the information of importance to obtain during each type of counseling situation.
- 11.08 Identify and appraise the basic personal and personality problems that may appear during counseling situations.
- 11.09 Classify and analyze the various forms of funeral rites.
- 11.10 Describe contemporary opinions regarding sociology of death, grief, and bereavement.
- 11.11 Describe three or more types of counseling techniques applicable to funeral services and give reasons for the use of each in individual circumstances.
- 11.12 Describe recent developments pertaining to the theologies of death, grief and bereavement.
- 11.13 Describe the effects of the Uniform Anatomical Gift Act on funeralization.
- 11.14 Identify and describe stages of dying.

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:

- 12.01 Develop a warm, friendly and tactful attitude towards the family at the first meeting.
- 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
 - 12.02.06 Release/Authorization forms
- 12.03 Identify the person(s) who are qualified to give permission for release of the deceased from a hospital, or to sign the hospital death record, if required.
- 12.04 Identify the information to be secured from, and given to, the family upon initial family contact.
- 12.05 Describe the multiple steps required between initial notification of death and removal of the deceased.
- 12.06 Identify person(s) who qualify to authorize autopsy and embalming, and to approve the purpose and disclosure statement.
- 12.07 Identify the items and considerations usually included in the arrangement conference.
- 12.08 Identify the purpose of the death certificate.
- 12.09 Identify the appropriate times usually considered necessary to meet the funeral needs of those being served.

LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S): TITLES(S):

- 12.10 Identify the consideration normally involved in setting the order for the processional and recessional of a funeral service including casket, casket bearer, children, clergy, friends, fraternal orders, funeral directors, honorary bearers, next of kin, relatives and service organization.
- 12.11 Describe the multiple steps required between initial notification of death and removal of the deceased when the bereaved are not present at the time of death, regardless of the place or manner of death - including, but not limited to, the funeral director's determination of the need for a personal conference and/or counseling of the bereaved prior to the funeral arrangement conference.
- 12.12 Identify the items of clothing ordinarily required for the deceased.
- 12.13 Describe the proper techniques and equipment employed in the dignified removal of remains under diverse conditions.
- 12.14 Identify the reasons, which require a discussion involving the family, the officiating clergyman, and the funeral director regarding visitation hours, time of funeral, and other aspects of the service.
- 12.15 Identify the purpose of the Burial-Transit Permit.
- 12.16 Write obituary and death notices.
- 12.17 Identify the purpose and content of preselection counseling.
- 12.18 Identify the participants functioning in funeral service and explain their duties.
- 12.19 Describe considerations involved in the dignified movement of casketed remains.
- 12.20 State considerations for determining the order of the funeral procession.
- 12.21 Coordinate a variety of committal rites when these are a part of one funeral.
- 12.22 Identify the psychological and sociological value of the funeral arrangement conference.
- 12.23 Identify methods of dealing with inter-personal conflicts among family members.
- 12.24 Discuss dismissal procedures for leaving the grave site.
- 12.25 Explain the problems involved in harmonizing the colors of caskets in the funeral setting.
- 12.26 Describe the various types of floral arrangements and the considerations involved in their placement.
- 12.27 Identify requirement/procedure pertaining to cremation, calcination and burial at sea.
- 13.0 IDENTIFY AND COMPLY WITH THE LAWS PERTAINING TO FUNERAL SERVICE PRACTICE AND PUBLIC HEALTH -- The student will be able to:
- 13.01 Identify legally:
- 13.01.01 The nature of the right of the funeral director to take custody of a dead body, and the length of time such custody may be exercised.
- 13.01.02 The procedures for recovering the body.
- 13.01.03 The theory governing the right to recover for mutilation of a body, and the reasons for recovery of damages when mutilation results from negligence.
- 13.01.04 The duty of the funeral director regarding the personal effects of a decedent.
- 13.01.05 The basis of a funeral director's liability for the negligence of a volunteer driver in a funeral procession.
- 13.01.06 The legal duty of a funeral director regarding permits required by law.

LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S):	TITLES(S):
13.01.07	The reasons for legal limitation on a funeral bill charged against an estate where creditor's claims exceed the assets of the estate.
13.01.08	How a testator may provide in his will for the payment of funeral expenses.
13.01.09	The duty of the funeral director for compliance with the Federal Trade Commission Funeral Rules.
13.01.10	The duty of the funeral director for compliance with the Magnuson-Moss Warranty Act (1975).
13.01.11	The duty of the funeral director for compliance with the provisions of Federal Wage and Hour Laws.
13.02	Describe status of a funeral bill as a charge against the estate.
13.03	Identify:
13.03.01	The conditions under which a funeral director must have permission before permitting an autopsy in his establishment, and state whether that permission may be qualified, restricted or revoked.
13.03.02	The liability of an embalmer for shaving a beard, cutting hair or otherwise altering the appearance of a body.
13.03.03	The legal duty of the funeral director regarding the personal effects of a decedent.
13.03.04	The extent of control a funeral director has over a funeral, and his legal duties to those attending a funeral or viewing a body at his funeral home.
13.03.05	The general rule in the determination of the validity of funeral expenses.
13.03.06	Which items are allowable in a funeral bill and which items are not allowable.
13.03.07	The legal basis for the modifications of the common law rule imposing liability upon the husband for the wife's funeral expenses.
13.03.08	Under what legal basis a widow may be required to pay the funeral expense of her deceased indigent husband.
13.04	Identify:
13.04.01	The liability of a volunteer who individually contracts to pay a funeral bill.
13.04.02	The liability of an executor or administrator for funeral expenses.
13.04.03	Why a funeral director should be familiar with the law of disinterment.
13.04.04	The circumstances under which exhumation is permitted in criminal cases, and in civil cases.
13.04.05	The usual procedure for obtaining a disinterment authorization, and the legal principles under which disinterment statutes are upheld.
13.04.06	Who has the primary right to disinter a body, and the nature of the crime of disinterment without proper authorization.
13.04.07	The grounds upon which a funeral home can be prohibited from further operation in a residential district.
13.04.08	Whether a funeral home may be excluded from a sub-division by agreement of the property owners.
13.04.09	The conditions under which a funeral home or cemetery may be considered a nuisance per se.
13.04.10	Why the power of eminent domain may be invoked to acquire land for a public cemetery.

LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S):	TITLES(S):
13.04.11	The power under which cemeteries may be regulated by the state, and what specific action must be taken to convert land to cemetery use.
13.04.12	The authority under which a private cemetery may enforce rules which control burial in it.
13.04.13	Why the owner of a cemetery lot may not use it for purposes other than burial, and whether or not he has the right to decorate and mark the grave.
13.04.14	Under what authority cemeteries are required to provide admittance to graves.
13.04.15	What kind of offense the grave desecration is.
13.05	Identify:
13.05.01	The essentials of a valid contract.
13.05.02	The reasons for maintaining death certificates.
13.05.03	How the remains may be transported by common carrier.
13.05.04	The legal consideration where persons die without medical attention.
13.05.05	The general order of nearest of kin including all relatives.
13.05.06	The legal implications of the concept of a "Decent Christian Burial."
13.05.07	Two reasons for filing an embalming report for each body prepared by the funeral home.
13.05.08	The function of a court of equity.
13.05.09	Two classes of bodies legally available for dissection.
13.05.10	The legal doctrine regarding the photographing of a dead body.
13.05.11	The privileges and limitations of one holding the power of attorney.
13.05.12	The liability of the funeral director for the custody of the remains.
13.06	Describe the legal basis for funeral service licensure stating the legal obligation of funeral and its purpose.
13.07	Identify:
13.07.01	The doctrine of <u>Stare Decesis</u> .
13.07.02	Whether a person may dispose of his body by will, whether a dead body may be insured, and whether it may be bought and sold.
13.07.03	Whether a dead body may be the subject of an action of replevin.
13.07.04	The authority of a ship over dead bodies.
13.07.05	The restrictions on burials of those dying of a communicable disease.
13.07.06	The conditions under which a dead body must be embalmed.
13.07.07	The effect of the decedent's wishes with respect to exercising the right and duty of disposition.
13.07.08	The proper position the funeral director should take when survivors of a decedent disputes the exercise of the right of disposition.
13.08	Define cremation and list the circumstances under which it is illegal.
13.09	Describe the rights of a party in controlling a funeral, and the rights of a party to attend a funeral.
13.10	Define "funeral contract", and state the legality of funeral contracts made by a decedent prior to death.
13.11	Describe the rights of the decedent in pre-arranging his own funeral.
13.12	Describe the legal limitation imposed in pre-arrangement agreements.
13.13	Describe the legal status of a dead body.

LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S): TITLES(S):

- 13.14 Identify the legal theory governing the right to recover from mutilation of a body, and the reasons for recovery of damages when mutilation results from negligence.
- 13.15 Identify the circumstances under which the state or one of its subdivisions is liable for funeral expenses.
- 13.16 Define and give the purpose of a Coroner's/Medical investigator's inquest and inquiry.
- 13.17 Identify the rules and regulations governing burial in a National Cemetery.
- 13.18 Distinguish between the property and no-property theories of dead human bodies.
- 13.19 Identify two sources from which the rights and duties of a funeral director are derived.
- 13.20 Identify those steps a funeral director should take before building or purchasing a funeral home.
- 13.21 Distinguish between a cooperation, a partnership, and a proprietorship, and state the advantages and disadvantages of each.
- 13.22 Identify two forms of legally binding sales contracts.
- 13.23 Identify the conditions under which a note would be considered void.
- 13.24 Identify the preferred persons in the granting of letters of administration.
- 13.25 Distinguish between a stock and a bond.

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

- 14.01 Answer the telephone properly.
- 14.02 Receive initial contact information accurately and appropriately.
- 14.03 Identify importance of:
 - 14.03.01 The appearance and cleanliness of the funeral home, preparation room, funeral coach, limousine, and parking lot.
 - 14.03.02 The need for confidentiality of funeral home records, family records and financial data.
 - 14.03.03 Maintaining staff communications.
- 14.04 Identify the procedure for filing the death certificate at the proper agency and obtaining related permits if required.
- 14.05 Identify equipment necessary for the removal of an adult, child or infant from a hospital, residence or other place of death.
- 14.06 Identify all equipment appropriate for any funeral service.
- 14.07 Identify the procedure for properly receiving those who make a visitation to the funeral home.
- 14.08 Identify the procedures for dressing and casketing the remains.
- 14.09 Identify the procedures for placing the deceased in a visitation room.
- 14.10 Identify equipment needed to accomplish interment, inurnment, and entombment.
- 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.

LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S): TITLES(S):

- 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.
- 15.09 Identify the dual role of the funeral director, and list the major responsibilities of each role.
- 15.10 Distinguish between the direct and indirect approaches in helping clients to select merchandise, and list the advantages and disadvantages of each method.
- 15.11 Identify the insurance needs of a funeral director, and funeral service practice.
- 15.12 Identify the application of the Federal Truth in Lending Act to funeral service.
- 15.13 Identify the importance of purchase disclosures.
- 15.14 Identify the applications of the Federal Wage and Hour Act to funeral service.
- 15.15 Distinguish a cognovit from a promissory note.

16.0 RECOGNIZE THE IMPORTANCE OF INTER-PROFESSIONAL AND INTRA-PROFESSIONAL RELATIONSHIP AND RESPONSIBILITIES -- The student will be able to:

- 16.01 Identify common interest areas existing between funeral directors, florists, cemeterians, monument dealers, news media, the legal profession, the judiciary, hospital administrators, governmental agencies and local police.
- 16.02 Identify the aims and purposes of a funeral director-clergy relations committee.
- 16.03 Identify common concerns inherent in physician-funeral director relationships.
- 16.04 Name the major funeral director associations.
- 16.05 Identify the aims and purposes of a funeral director-pathologist autopsy committee.
- 16.06 Describe the structure and function of the Conference of Funeral Service Examining Boards, Inc.
- 16.07 Describe the structure of "multi-unit" funeral home organizations (public stock corporations).
- 16.08 Describe the structure and function of the Commission of Schools of the American Board of Funeral Service Education.
- 16.09 Describe the structure and function of the American Board of Funeral Service Education.
- 16.10 Describe the membership structure of the National Funeral Directors Association and other professional associations in the industry.

17.0 RECOGNIZE THE PROCEDURES FOR BECOMING AN ACTIVE MEMBER OF THE COMMUNITY AND PARTICIPATING IN COMMUNITY AFFAIRS -- The student will be able to:

- 17.01 Identify the necessary items to be considered in establishing a funeral home-public relations program.

LIST PERFORMANCE STANDARD ADDRESSED: (CONTINUED)

NUMBER(S): TITLES(S):

17.02 Distinguish between institutional and funeral home advertising and state the primary purpose of each.

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.

18.05 Demonstrate competence in job interview techniques.

18.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor, or other persons.

18.07 Identify acceptable work habits.

18.08 Demonstrate knowledge of how to make job changes appropriately.

18.09 Demonstrate acceptable employee health habits.

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

19.01 Define entrepreneurship.

19.02 Describe the importance of entrepreneurship to the American economy.

19.03 List the advantages and disadvantages of business ownership.

19.04 Identify the risks involved in ownership of a business.

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.

20.0 DEMONSTRATE KNOWLEDGE OF BLOOD BORNE DISEASES, INCLUDING AIDS -- The student will be able to:

20.01 Distinguish between fact and fallacy about the transmission and treatment of diseases caused by blood borne pathogens.

20.02 Identify community resources and services available to the individuals with diseases caused by blood borne pathogens.

20.03 Identify "at risk" behaviors, which promote the spread of AIDS and the public education necessary to combat the spread of diseases caused by blood borne pathogens.

20.04 Apply infection control techniques designed to prevent the spread of diseases caused by blood borne pathogens to patients, following Centers for Disease Control (CDC) guidelines.

20.05 Demonstrate knowledge of the legal aspect of AIDS, including testing.



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-2930	SEMESTER CREDIT HOURS: 1
COURSE TITLE: Funeral Services Professional Review	
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"/> AS Professional Elective	<input checked="" type="checkbox"/> AAS Required Professional Course
<input type="checkbox"/> Other _____	<input type="checkbox"/> PSAV
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)	
<input type="checkbox"/> College Prep	<input type="checkbox"/> Technical Certificate
	<input type="checkbox"/> Apprenticeship

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

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

Section 5		METHOD OF ASSESSMENT
LEARNING OUTCOMES		
1	Student will analyze, organize interpret and review hypotheses about all types of data	Passing the National board Examination
2	Students will draw parallels between presented data in test question form	Make critical analysis of data presented
3	Human awareness and understanding of all data presented	Life-long learning experience
4	Comprehend general and specific knowledge of funeral service	Understanding the formula used in working in a humanistic/scientific field
5	Interpret scientific models such as formulas, tables and recognize their limitations	Student is to use their critical analysis and quantitative skills to recognize answers
6	Explain major concepts in human biology	From written test and retained information

Section 6	
Name of Person Completing This Form: <u>Roy C. Weimert</u>	Date: 9/18/2007