

Miami-Dade College
FSE 1203 – Microcomputer Literacy for Funeral Service

Course Description: This is a basic course specifically intended to enhance the understanding of the applications of computers to the funeral profession. This course is designed to instill an appreciation for computers as an effective funeral home management tool.

1 Credit

Prerequisites and Corequisites: None

Course Competencies:

Competency 1: The student will explain what a computer is and how it processes data to produce information by:

- a. examining parts of the mother board.
- b. explaining the input/outboard devices of the computer.
- c. explaining other components of the computer such as mouse, monitor, modem and keyboard.

Competency 2: The student will explain the steps in selecting a computer system by:

- a. identifying what tasks should be performed by the computer.
- b. listing how the data is to be entered into the computer.
- c. determining storage needs of the funeral home.

Competency 3: The student will explain the use of applications software packages in the solving of funeral service business problems by:

- a. showing client analysis such as demographics.
- b. preparing computer billing, accounts receivable, payroll and accounting reports.
- c. creating a sales analysis for the funeral home.