

## Course Competencies Template - Form 112

GENERAL INFORMATION			
Name: Ralph Covert	7-1245		
FSE 2203	Funeral Home Applications		
4 Credit Hours			
Degree Type	<input type="checkbox"/> B.S. <input type="checkbox"/> B.A.S <input type="checkbox"/> B.S.N <input type="checkbox"/> A.A. <input checked="" type="checkbox"/> A.S. <input type="checkbox"/> A.A.S. <input type="checkbox"/> C.C.C. <input type="checkbox"/> A.T.C. <input type="checkbox"/> V.C.C		
Date Submitted/Revised: 10/1/08	Effective Year/Term: 20083		
<input type="checkbox"/> New Course Competency <input checked="" type="checkbox"/> Revised Course Competency			
Course to be designated as a General Education course (part of the 36 hours of A.A. Gen. Ed. coursework): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
The above course links to the following Learning Outcomes: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Communication  <input type="checkbox"/> Numbers / Data  <input checked="" type="checkbox"/> Critical thinking  <input checked="" type="checkbox"/> Information Literacy  <input type="checkbox"/> Cultural / Global Perspective               </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Social Responsibility  <input checked="" type="checkbox"/> Ethical Issues  <input checked="" type="checkbox"/> Computer / Technology Usage  <input checked="" type="checkbox"/> Aesthetic / Creative Activities  <input type="checkbox"/> Environmental Responsibility               </td> </tr> </table>		<input checked="" type="checkbox"/> Communication <input type="checkbox"/> Numbers / Data <input checked="" type="checkbox"/> Critical thinking <input checked="" type="checkbox"/> Information Literacy <input type="checkbox"/> Cultural / Global Perspective	<input type="checkbox"/> Social Responsibility <input checked="" type="checkbox"/> Ethical Issues <input checked="" type="checkbox"/> Computer / Technology Usage <input checked="" type="checkbox"/> Aesthetic / Creative Activities <input type="checkbox"/> Environmental Responsibility
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Course Description (limit to 50 words or less, <b>must correspond with course description on Form 102</b> ): This is a preparation course for funeral directing. Students will learn taking first calls, buying and selling of merchandise, funeral arranging, conducting funerals, job interviewing, computer software, and resume writing. Prerequisites: FSE 2060, 2061, 2200, 2202. (4 hour lecture) A.S. degree credit only.			
Prerequisite(s): FSE 2060, 2061, 2200, 2202	Co requisite(s):		

**Course Competencies:**

<b>Competency 1:</b>	The student will demonstrate a high proficiency in using the phone by: <ol style="list-style-type: none"> <li>a. Simulating first calls through telephone role playing.</li> <li>b. Making removal arrangements with a removal service.</li> </ol>
<b>Competency 2:</b>	The students will demonstrate their ability to remove remains by: <ol style="list-style-type: none"> <li>a. Utilizing a school gurney and removing a body from the prep room table.</li> <li>b. Utilizing proper protocol when removing remains "The Prep room is a home".</li> </ol>
<b>Competency 3:</b>	The students will demonstrate their ability to display merchandise by: <ol style="list-style-type: none"> <li>a. Arranging caskets in the room to enhance sales.</li> <li>b. Arranging urns so that they will be consumer friendly.</li> <li>c. Displaying outside receptacles and other items for sale.</li> </ol>

<b>Revision Date:</b> _____ Approved By Academic Dean Date: _____	Reviewed By Director of Academic Programs Date: _____
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Competency 4: The students will demonstrate their ability to meet with families by:

- a. Making appointments over the phone for arrangements.
- b. Meeting with mock bereaved family members.
- c. Gathering Vital Statistics.
- d. Completing and filing of Death Certificate or Cremation request.
- e. Treating families in a dignified and ethical manner.

Competency 5: The students will demonstrate their ability to produce items requested by bereaved families by:

- a. Gathering information during the arrangements as to produce prayer cards.
- b. Generating programs.
- c. Utilizing computer software to produce a Memorial Compact Disk of the deceased member's life to be shown at the viewing.
- d. Creating an aesthetic environment that is pleasing to all of those involved with the deceased and the family members.

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