COURSE SYLLABUS

LAST REVIEW   Spring 2021

COURSE TITLE   Mortuary Management

COURSE NUMBER   MTSC 0210

DIVISION   Health Professions

DEPARTMENT   Mortuary Science

CIP CODE   12.0301

CREDIT HOURS   3

CONTACT HOURS/WEEK   Class: 3

PREREQUISITES   None

COURSE PLACEMENT   This course is part of a selective admission program. Students must be admitted to the Mortuary Science program to enroll in this course.

COURSE DESCRIPTION

The curriculum guideline for Mortuary Management is designed to introduce the student to the basic principles of management. The curriculum is divided into two main sections. The first covers general management technique and theory. The second section examines specific areas of funeral service, and management guidelines for those areas.

PROGRAM LEARNING OUTCOMES
1. Explain the importance of funeral service professionals in developing relationships with families and communities they serve.
2. Identify standards of ethical conduct in funeral service practice.
3. Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
4. Apply principals of public health and safety in handling and preparation of human remains.
5. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
6. Demonstrate skills required for conducting arrangements conferences, visitations, services, and ceremonies.
7. Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
8. Describe methods to address the grief-related needs of the bereaved.
9. Explain management skills associated with operating a funeral establishment.

10. Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

TEXTBOOKS

http://kckccbookstore.com/

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
   I. At need funeral procedures
   II. Pre-need
   III. American religious funeral
   IV. Fraternal and military groups in America
   V. Shipping of human remains
   VI. Cremation
   VII. Aftercare
   VIII. Funeral service management
   IX. Functions of management as related to funeral service practice
   X. Contemporary concepts of management as related to funeral service management
   XI. Areas of management
   XII. Operational procedures specific to funeral service
   XIII. Disaster procedures
   XIV. Future trends in funeral service

COURSE LEARNING OUTCOMES

Upon successful completion of this course, the student will:
   A. Describe the primary and secondary responsibilities of the funeral director.
   B. Compare and contrast proper telephone procedures.
   C. Describe the process for transferring of human remains from place of death to the funeral home.
   D. Describe the components of a funeral arrangement conference.
   E. Appreciate the importance of observing various American religious funeral customs.
   F. Describe various fraternal and military funeral procedures.
   G. List the different management functions as they relate to funeral service.
   H. Identify the five areas of management.
   I. Demonstrate a knowledge of operational procedures specific to funeral service.
   J. Discuss the procedures related to disaster management.

ASSESSMENT OF COURSE LEARNING OUTCOMES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.