

MISSISSIPPI
CURRICULUM FRAMEWORK
FOR
FUNERAL SERVICE TECHNOLOGY
(Program CIP: 12.0301 – Funeral Service and Mortuary Science)

POSTSECONDARY

2004

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FOREWORD

As the world economy continues to evolve, businesses and industries must adopt new practices and processes in order to survive. Quality and cost control, work teams and participatory management, and an infusion of technology are transforming the way people work and do business. Employees are now expected to read, write, and communicate effectively; think creatively, solve problems, and make decisions; and interact with each other and the technologies in the workplace. Vocational-technical programs must also adopt these practices in order to provide graduates who can enter and advance in the changing work world.

The curriculum framework in this document reflects these changes in the workplace and a number of other factors that impact on local vocational-technical programs. Federal and state legislation calls for articulation between high school and community college programs, integration of academic and vocational skills, and the development of sequential courses of study that provide students with the optimum educational path for achieving successful employment. National skills standards, developed by industry groups and sponsored by the U.S. Department of Education and Labor, provide vocational educators with the expectations of employers across the United States. All of these factors are reflected in the framework found in this document.

Each postsecondary program of instruction consists of a program description and a suggested sequence of courses which focus on the development of occupational competencies. Each vocational-technical course in this sequence has been written using a common format which includes the following components:

- Course Name – A common name that will be used by all community/junior colleges in reporting students.
- Course Abbreviation – A common abbreviation that will be used by all community/junior colleges in reporting students.
- Classification – Courses may be classified as:
 - Vocational-technical core – A required vocational-technical course for all students.
 - Vocational-technical elective – An elective vocational-technical course.
 - Related academic course – An academic course which provides academic skills and knowledge directly related to the program area.
 - Academic core – An academic course which is required as part of the requirements for an Associate degree.
- Description – A short narrative which includes the major purpose(s) of the course and the recommended number of hours of lecture and laboratory activities to be conducted each week during a regular semester.
- Prerequisites – A listing of any courses that must be taken prior to or on enrollment in the course.

- Corequisites – A listing of courses that may be taken while enrolled in the course.
- Competencies and Suggested Objectives – A listing of the competencies (major concepts and performances) and of the suggested student objectives that will enable students to demonstrate mastery of these competencies.
- The following guidelines were used in developing the program(s) in this document and should be considered in compiling and revising course syllabi and daily lesson plans at the local level:
- The content of the courses in this document reflects approximately 75 percent of the time allocated to each course. The remaining 25 percent of each course should be developed at the local district level and may reflect:
 - Additional competencies and objectives within the course related to topics not found in the State framework, including activities related to specific needs of industries in the community college district.
 - Activities which develop a higher level of mastery on the existing competencies and suggested objectives.
 - Activities and instruction related to new technologies and concepts that were not prevalent at the time the current framework was developed/revised.
 - Activities which implement components of the Mississippi Tech Prep initiative, including integration of academic and vocational-technical skills and coursework, school-to-work transition activities, and articulation of secondary and postsecondary vocational-technical programs.
 - Individualized learning activities, including worksite learning activities, to better prepare individuals in the courses for their chosen occupational area.
- Sequencing of the course within a program is left to the discretion of the local district. Naturally, foundation courses related to topics such as safety, tool and equipment usage, and other fundamental skills should be taught first. Other courses related to specific skill areas and related academics, however, may be sequenced to take advantage of seasonal and climatic conditions, resources located outside of the school, and other factors.
- Programs that offer an Associate of Applied Science degree must include a minimum 15 semester credit hour academic core. Specific courses to be taken within this core are to be determined by the local district. Minimum academic core courses are as follows:

• 3 semester credit hours	Math/Science Elective
• 3 semester credit hours	Written Communications Elective
• 3 semester credit hours	Oral Communications Elective
• 3 semester credit hours	Humanities/Fine Arts Elective
• 3 semester credit hours	Social/Behavioral Science Elective

It is recommended that courses in the academic core be spaced out over the entire length of the program, so that students complete some academic and vocational-technical courses each semester. Each community/junior college has the discretion to select the actual courses that are required to meet this academic core requirement.

- In instances where secondary programs are directly related to community and junior college programs, competencies and suggested objectives from the high school programs are listed as Baseline Competencies. These competencies and objectives reflect skills and knowledge that are directly related to the community and junior college vocational-technical program. In adopting the curriculum framework, each community and junior college is asked to give assurances that:
 - students who can demonstrate mastery of the Baseline Competencies do not receive duplicate instruction, and
 - students who cannot demonstrate mastery of this content will be given the opportunity to do so.
- The roles of the Baseline Competencies are to:
 - Assist community/junior college personnel in developing articulation agreements with high schools, and
 - Ensure that all community and junior college courses provide a higher level of instruction than their secondary counterparts.
- The Baseline Competencies may be taught as special “Introduction” courses for 3-6 semester hours of institutional credit which will not count toward Associate degree requirements. Community and junior colleges may choose to integrate the Baseline Competencies into ongoing courses in lieu of offering the “Introduction” courses or may offer the competencies through special projects or individualized instruction methods.
- Technical elective courses have been included to allow community colleges and students to customize programs to meet the needs of industries and employers in their area.

ACKNOWLEDGMENTS

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TABLE OF CONTENTS

	Page
FOREWORD.....	3
ACKNOWLEDGMENTS.....	7
PROGRAM DESCRIPTION	11
SUGGESTED COURSE SEQUENCE	13
SECTION I: CURRICULUM GUIDE FOR FUNERAL SERVICE TECHNOLOGY	15
Funeral Service Technology Courses.....	17
Mortuary Anatomy I	19
Mortuary Anatomy II	21
Embalming I.....	23
Embalming II.....	25
Clinical Embalming I	27
Clinical Embalming II	29
Funeral Directing	31
Funeral Service Ethics and Law	33
Restorative Art/Color and Cosmetics.....	35
Clinical Embalming III	37
Clinical Embalming IV.....	39
Thanatochemistry	41
Funeral Merchandising and Management.....	43
Business Law.....	45
Color and Cosmetics.....	47
Microbiology.....	49
Pathology.....	51
Psychosocial Aspects of Grief and Death	53
Comprehensive Review	55
Related Vocational-Technical Courses.....	57
Entrepreneurship	59
Related Academic Courses	61
Principles of Accounting I.....	63
Legal Environment of Business	64
SECTION II: RECOMMENDED TOOLS AND EQUIPMENT FOR FUNERAL SERVICE TECHNOLOGY	65

APPENDIX A: RELATED ACADEMIC TOPICS	73
APPENDIX B. WORKPLACE SKILLS.....	83
APPENDIX C: NATIONAL EDUCATIONAL TECHNOLOGY STANDARDS	87
APPENDIX D: AMERICAN BOARD OF FUNERAL SERVICE EDUCATION STANDARDS	91
APPENDIX E: STUDENT COMPETENCY PROFILE	95
APPENDIX F: BASELINE COMPETENCIES.....	101

PROGRAM DESCRIPTION

FUNERAL SERVICE TECHNOLOGY

The curriculum required for educating prospective funeral service professionals is a structured series of course experiences. This program is accredited by the American Board of Funeral Service Education (38 Florida Avenue, Portland, Maine 04103; 207-878-6530).

The goal of the program is to provide training that prepares students for entry level positions after graduation and licensure. The curriculum is designed to provide students:

- ethical and professional knowledge in Funeral Service Education.
- exposure to career options available within the Funeral Service field.
- experiences in the application of ethical and professional skills while emphasizing aspects of public health.

The Funeral Service Technology program is a two-year program leading to an Associate of Applied Science degree.

Academic, workplace, technology, and industry standards are referenced at the end of each course where applicable. The academic and workplace standards are based on the SCANS competencies, and the technology standards are based on the National Educational Technology Standards for Students. The industry standards are taken from the American Board of Funeral Service Education Accreditation Manual.

FUNERAL SERVICE TECHNOLOGY
SUGGESTED COURSE SEQUENCE*

Baseline Competencies for Funeral Service Technology**

FIRST YEAR

3 sch Mortuary Anatomy I (FST 1113) 4 sch Embalming I (FST 1214) 3 sch Funeral Directing (FST 1313) 3 sch Written Communications Elective 3 sch Math/Science Elective <hr style="width: 10%; margin-left: 0;"/> 16 sch	3 sch Mortuary Anatomy II (FST 1123) 5 sch Embalming II (FST 1225) 3 sch Funeral Service Ethics and Law (FST 1413) 3 sch Restorative Art/Color and Cosmetics (FST 1523) 3 sch Oral Communications Elective <hr style="width: 10%; margin-left: 0;"/> 17 sch
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SECOND YEAR

3 sch Microbiology (FST 2623) 3 sch Pathology (FST 2633) 3 sch Psychosocial Aspects of Grief and Death (FST 2713) 3 sch Social/Behavioral Science Elective 3 sch Related Elective**** 3 sch Science Elective*** <hr style="width: 10%; margin-left: 0;"/> 18 sch	3 sch Principles of Accounting I (ACC 1213) 3 sch Funeral Merchandising and Management (FST 2323) 1 sch Comprehensive Review (FST 2811) 3 sch Humanities/Fine Arts Elective 3 sch Elective [†] 3 sch Related Elective**** <hr style="width: 10%; margin-left: 0;"/> 16 sch
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* Students who lack entry level skills in math, English, science, etc. will be provided related studies.

** Baseline competencies are taken from the high school Allied Health program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

*** Science Elective:
Thanatochemistry (FST 2273)
Any related Academic Science by permission of instructor

**** Related Elective:
Any related Vocational or Academic course approved by the instructor

† Approved Electives:
Computer applications course (3 sch) – Vocational or Academic by
permission of instructor
Entrepreneurship (MMT 2513)
Clinical Embalming I-IV (FST 1231, FST 1241, FST 2251, FST 2261)
Legal Environment of Business (BAD 2413)
Business Law (FST 2423)

SECTION I:
CURRICULUM GUIDE
FOR
FUNERAL SERVICE TECHNOLOGY

FUNERAL SERVICE TECHNOLOGY COURSES

Course Name: Mortuary Anatomy I

Course Abbreviation: FST 1113

Classification: Vocational-Technical Core

Description: A study of human anatomical structure with orientation to the embalming process. (3 sch: 3 hr. lecture)

Prerequisites: None

Competencies and Suggested Objectives:

1. Discuss human anatomical structure as it relates to the embalming process.
 - a. Describe types of anatomy, anatomical position, anatomical references, and gross anatomical division of the human body.
 - b. Explain osteology of the human body and list the divisions and individual structures of the human skeleton.
 - c. Identify the names and general locations, functions, and definitions of actions of the human muscular system.
 - d. Discuss characteristics of the integumentary system.
 - e. Describe the circulatory system, emphasizing the arterial and venous systems.
2. Discuss medical terminology as it applies to anatomical systems.
 - a. Divide medical terms into prefixes, suffixes, and root words.
 - b. Define medical terms based on prefixes, suffixes, and root words.

Standards

Related Academic Topics

- C1 Interpret written material.
- C2 Interpret visual materials (maps, charts, graphs, tables, etc.).
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.
- S1 Explain the Anatomy and Physiology of the human body.

Workplace Skills

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.

WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.

American Board of Funeral Service Education Standards

FS1 The curriculum must involve a distribution of study in the following content areas: Chemistry, Microbiology and Public Health, Anatomy, Pathology, Embalming, and Restorative Art.

Course Name: Mortuary Anatomy II

Course Abbreviation: FST 1123

Classification: Vocational-Technical Core

Description: Continuation of Mortuary Anatomy I, including all remaining body systems. Major emphasis is on circulatory system. (3 sch: 3 hr. lecture)

Prerequisites: Mortuary Anatomy I (FST 1113)

Competencies and Suggested Objectives:

1. Discuss and compare the various systems of the body.
 - a. Identify the endocrine system and its divisions.
 - b. Identify the divisions and structures of the nervous system.
 - c. Identify the organs of the digestive system.
 - d. Identify the structures and functions of the excretory system.
 - e. Identify the structures and functions of the reproductive system.
 - f. Identify the structures and functions of the respiratory system.
2. Apply knowledge of the circulatory system.
 - a. Examine the complexity of the circulatory system in relation to the embalming process.
 - b. Describe the movement of blood through the body; trace the flow of blood from the heart, through the vessels of the arterial and venous systems, with the blood returning to the heart.

Standards

Related Academic Topics

- C1 Interpret written material.
- C2 Interpret visual materials (maps, charts, graphs, tables, etc.).
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.
- S1 Explain the Anatomy and Physiology of the human body.

Workplace Skills

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.

WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.

American Board of Funeral Service Education Standards

FS1 The curriculum must involve a distribution of study in the following content areas: Chemistry, Microbiology and Public Health, Anatomy, Pathology, Embalming, and Restorative Art.

Course Name: Embalming I

Course Abbreviation: FST 1214

Classification: Vocational-Technical Core

Description: Basic orientation to embalming. Included are the terminology, safety procedures, and ethical protocols in preparation of human remains, physical and chemical changes in the dying process, and a study of the chemical compositions of embalming fluid. (4 sch: 3 hr. lecture, 2 hr. lab)

Pre/corequisite: Mortuary Anatomy I (FST 1113)

Competencies and Suggested Objectives:

1. Utilize necessary terminology as related to the funeral service industry.
 - a. Define and employ the necessary terminology to facilitate communication with members of allied professions and the public.
 - b. Define solutions, suspensions, and emulsions.
 - c. Differentiate between distribution, diffusion, and the processes of osmosis and dialysis.
 - d. Discuss autolysis, hydrolysis, fermentation, and putrefaction.
2. Explain proper safety procedures as related to funeral service technology.
 - a. Explain methods of self-protection from communicable and infectious diseases and hazardous chemicals.
 - b. Explain the concepts of sanitization, disinfection, temporary preservation, and restoration of human remains.
 - c. Demonstrate disposal of contaminated materials from the embalming process.
 - d. Demonstrate disposal of blood and body fluids.
3. Explain the embalming techniques and procedures.
 - a. Identify and describe the use of embalming instruments, equipment, and sundries.
 - b. Explain embalming techniques and procedures.
 - c. Explain the implications of the types of death to embalming.
4. Discuss the basic embalming chemicals.
 - a. List preservatives, disinfectants, and potentially hazardous chemicals used in the preparation room, and discuss precautions to be taken with these chemicals.
 - b. Identify embalming fluid components and their functions.
5. Explain OSHA regulations in the funeral service industry.
 - a. Identify formaldehyde exposure regulations.
 - b. Identify protective equipment required to be worn during embalming procedures.
 - c. Discuss the "Blood-borne Pathogen Rule."

Standards

Related Academic Topics

- C1 Interpret written material.
- C2 Interpret visual materials (maps, charts, graphs, tables, etc.).
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.
- S1 Explain the Anatomy and Physiology of the human body.
- S2 Apply the basic biological principles of Plants, Viruses and Monerans, Algae, Protista, and Fungi.
- S5 Investigate the properties and reactions of matter to include symbols, formulas and nomenclature, chemical equations, gas laws, chemical bonding, acid-base reactions, equilibrium, oxidation-reduction, nuclear chemistry, and organic chemistry.
- S8 Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

Workplace Skills

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.

American Board of Funeral Service Education Standards

- FS1 The curriculum must involve a distribution of study in the following content areas: Chemistry, Microbiology and Public Health, Anatomy, Pathology, Embalming, and Restorative Art

Course Name: Embalming II

Course Abbreviation: FST 1225

Classification: Vocational-Technical Core

Description: This course is a continuation of FST 1214 with emphasis placed on the principles and techniques of embalming. Topics covered include linear and anatomical guides, case analyses, handling special case problems, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. (5 sch: 3 hr. lecture, 2 hr. lab, 3 hr. clinical).

Pre/corequisites: Mortuary Anatomy I (FST 1113), Mortuary Anatomy II (FST 1123), and Embalming I (FST 1214)

Competencies and Suggested Objectives:

1. Explain normal and special embalming techniques and procedures.
 - a. Discuss approved techniques and standard embalming procedures.
 - b. Explain and identify special treatments for cases involving common infections, traumatic and pathological conditions.
 - c. Identify, define, and employ the necessary terminology to facilitate communication with members of allied professions and the public.
 - d. Discuss skills necessary for the disinfection, preservation, and restoration of human remains.
2. Apply knowledge and skills acquired in previous didactic and laboratory funeral service course work.
 - a. Demonstrate adequate methods of self-protection from communicable and infectious diseases and hazardous chemicals.
 - b. Demonstrate and explain adequate methods of personal and environmental protective measures in the art and science of embalming.
 - c. Demonstrate the proper disposal of contaminated materials, blood, and body fluids from the embalming process.
 - d. Demonstrate the use of embalming instruments, equipment, and sundries.
 - e. Demonstrate embalming techniques and procedures.
 - f. Document the embalming techniques and procedures with written reports.
 - g. Solve problems related to embalming procedures necessitated by disaster situations.

Standards

Related Academic Topics

- C1 Interpret written material.
- C2 Interpret visual materials (maps, charts, graphs, tables, etc.).

- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.
- M4 Explore the concepts of measurement.
- S1 Explain the Anatomy and Physiology of the human body.
- S5 Investigate the properties and reactions of matter to include symbols, formulas and nomenclature, chemical equations, gas laws, chemical bonding, acid-base reactions, equilibrium, oxidation-reduction, nuclear chemistry, and organic chemistry.
- S8 Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

Workplace Skills

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

National Educational Technology Standards for Students

- T2 Social, ethical, and human issues
- T4 Technology communications tools
- T5 Technology research tools

American Board of Funeral Service Education Standards

- FS1 The curriculum must involve a distribution of study in the following content areas: Chemistry, Microbiology and Public Health, Anatomy, Pathology, Embalming, and Restorative Art.
- FS2 Each student shall actively participate either on campus or in a practicum experience, in the arterial and cavity embalming of at least ten dead human bodies, under the supervision of an approved clinical instructor or preceptor.

Course Name: Clinical Embalming I

Course Abbreviation: FST 1231

Classification: Vocational-Technical Elective

Description: Practically apply the theoretical principles taught in the Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. (1 sch: 3 hr. clinical)

Pre/corequisites: Embalming I (FST 1214) or by permission of instructor

Competencies and Suggested Objectives:

1. Explain how the handling, treatment, and disposition of human remains meet the sociological, psychological, theological, physical, and legal requirements of family and community.
 - a. Gain the legal authorization required for embalming.
 - b. Discuss the impact that preparing human remains has on family and community.
2. Recognize potential hazards in the embalming room and utilize personal sanitation procedures.
 - a. Participate in personal safety and sanitation.
 - b. Identify and describe the purpose of embalming instruments.
 - c. Demonstrate the proper procedures associated with the disposal of contaminated waste.

Standards

Related Academic Topics

- C1 Interpret written material.
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.
- M4 Explore the concepts of measurement.
- S1 Explain the Anatomy and Physiology of the human body.
- S8 Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

Workplace Skills

- WP1 Allocates resources (time, money, materials and facilities, and human resources).
- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse population.
- WP4 Applies systems concept including basic understanding, monitoring and correction system performance, and designing and improving systems.
- WP5 Selects, applies, and maintains/troubleshoots technology.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

American Board of Funeral Service Education Standards

- FS2 Each student shall actively participate either on campus or in a practicum experience, in the arterial and cavity embalming of at least ten dead human bodies, under the supervision of an approved clinical instructor or preceptor.
- FS5 The curriculum must involve a distribution of study in the following content areas: Dynamics of Grief, Counseling, Sociology of Funeral Service, History of Funeral Service, and Communication Skills (oral and/or written).

Course Name: Clinical Embalming II

Course Abbreviation: FST 1241

Classification: Vocational-Technical Elective

Description: Practically apply the theoretical principles taught in the embalming curriculum. (1 sch: 3 hr. clinical)

Pre/corequisites: Embalming I (FST 1214), Clinical Embalming I (FST 1231), and Embalming II (FST 1225)

Competencies and Suggested Objectives:

1. Maintain OSHA guidelines.
 - a. Utilize personal protective equipment
 - b. Practice universal precautions.
 - c. Dispose of hazardous wastes.
2. Participate in normal and special embalming procedures leading to fulfillment of the American Board of Funeral Service Education requirements.
 - a. Solve problems related to embalming procedures.
 - b. Embalm human remains.
 - c. Gain certification of competency by the instructor on the final embalming case.
3. Complete case reports which describe the complete embalming operation on a case-by-case basis.
 - a. Formulate case analyses.
 - b. Demonstrate the selection of embalming chemicals for each case.
 - c. Document step-by-step procedures with a case report.

Standards

Related Academic Topics

- C1 Interpret written material.
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.
- S1 Explain the Anatomy and Physiology of the human body.

Workplace Skills

- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse population.
- WP5 Selects, applies, and maintains/troubleshoots technology.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

National Educational Technology Standards for Students

- T2 Social, ethical, and human issues
- T4 Technology communications tools
- T5 Technology research tools

American Board of Funeral Service Education Standards

- FS1 The curriculum must involve a distribution of study in the following content areas: Chemistry, Microbiology and Public Health, Anatomy, Pathology, Embalming, and Restorative Art.
- FS2 Each student shall actively participate either on campus or in a practicum experience, in the arterial and cavity embalming of at least ten dead human bodies, under the supervision of an approved clinical instructor or preceptor.

Course Name: Funeral Directing

Course Abbreviation: FST 1313

Classification: Vocational-Technical Core

Description: A study of the total funeral service environment, including history, duties, responsibilities, ethical obligations, and communication skills. (3 sch: 3 hr. lecture)

Prerequisites: None

Competencies and Suggested Objectives:

1. Discuss the historical development of funeral customs.
 - a. Trace funeral customs, merchandise, and embalming practices of historical importance from ancient Egypt to the present.
 - b. Discuss the development of various types of funeral transportation.
2. Explain duties and responsibilities of a modern funeral director.
 - a. Discuss various duties of the funeral director.
 - b. Identify responsibilities of the funeral director.
3. Apply effective communication skills within the funeral service profession.
 - a. Identify the elements of verbal and non-verbal communication.
 - b. Discuss the importance of listening skills within the funeral profession.
 - c. Recognize the significance of group dynamics.
 - d. Demonstrate the skills needed to write a business letter, resume, obituary, and speech outline.
 - e. Write and deliver a religious, secular, and/or alternative eulogy.
4. Discuss types of funeral services.
 - a. Identify the various types of religious, fraternal, and military funerals.
 - b. Describe the funeral service functions to include:
 - (1) the funeral home chapel
 - (2) the church
 - (3) graveside service
 - (4) cortege
 - c. Describe non-traditional funerals, including cremation.
 - d. Participate in a simulated funeral service.

Standards

Related Academic Topics

- C1 Interpret written material.
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.

- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.
- M1 Relate number relationships, number systems, and number theory.

Workplace Skills

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.

National Educational Technology Standards for Students

- T2 Social, ethical, and human issues
- T4 Technology communications tools
- T5 Technology research tools

American Board of Funeral Service Education Standards

- FS4 The curriculum must involve a distribution of study in the following content areas: Accounting, Funeral Home Management and Merchandising, Computer Application, Funeral Directing, and Small Business Management.
- FS5 The curriculum must involve a distribution of study in the following content areas: Dynamics of Grief, Counseling, Sociology of Funeral Service, History of Funeral Service, and Communication Skills (oral and/or written).
- FS6 The curriculum must involve study in the following content areas: Mortuary Law, Business Law, and Ethics.

Course Name: Funeral Service Ethics and Law

Course Abbreviation: FST 1413

Classification: Vocational-Technical Core

Description: Comprehensive review of the ethical and legal aspects involved in funeral service. (3 sch: 3 hr. lecture)

Prerequisites: None

Competencies and Suggested Objectives:

1. Discuss the application of ethical principles to funeral service.
 - a. Distinguish between legal and ethical issues.
 - b. Demonstrate an understanding of terms associated with ethical issues and practices.
 - c. Apply a standard of ethical behavior in personal and professional conduct.
2. Identify the various sources of funeral service law.
 - a. Describe the purpose, development, and growth of funeral service law.
 - b. Discuss the types of funeral service law.
 - c. Explain the impact that administrative agencies have on funeral service law.
 - d. Discuss how statutes, ordinances, and contracts affect funeral home operation.
 - e. Discuss the impact that FTC, OSHA, and ADA have on funeral service.
3. Explain legal aspects of being a licensed funeral director/embalmer.
 - a. Discuss the requirements for becoming a licensed funeral director/embalmer.
 - b. Discuss the responsibilities of funeral directors in their day-to-day operations.
 - c. Identify reasons for revocation, suspension, or refusal to renew or issue licenses.
4. Explain the legal status of human remains.
 - a. Explain the concepts of death.
 - b. Describe what constitutes human remains.
 - c. Explain the obligations of accepting final disposition.
 - d. Discuss liability for funeral expenses.
5. Explain the legal implications of committing torts.
 - a. Explain what constitutes torts involving human remains.
 - b. Discuss the penalties for committing a tort.
6. Explain what constitutes mental anguish.
 - a. Discuss what constitutes mental anguish.
 - b. Discuss the physical impact rule.
 - c. Discuss the penalties for mental anguish.

7. Explain the establishment and operation of a funeral home and/or cemetery.
 - a. Recognize the restrictions that exist for establishing a funeral home and/or cemetery.
 - b. Classify regulatory specifications of funeral homes and/or cemeteries.

Standards

Related Academic Topics

- C1 Interpret written material.
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.

Workplace Skills

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse population.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

National Educational Technology Standards for Students

- T2 Social, ethical, and human issues
- T5 Technology research tools

American Board of Funeral Service Education Standards

- FS6 The curriculum must involve study in the following content areas: Mortuary Law, Business Law, and Ethics.

Course Name: Restorative Art/Color and Cosmetics

Course Abbreviation: FST 1523

Classification: Vocational-Technical Core

Description: An in-depth study of anatomical modeling, including familiarization with instruments, materials, and techniques of rebuilding human features. Study of color theory and application of restorative techniques in the funeral setting, which includes cosmetics and hair treatment. (3 sch: 2 hr. lecture, 2 hr. lab). **This course is a combination of the previous courses Restorative Art (FST 1513) and Color and Cosmetics (FST 2523).**

Prerequisites: None

Competencies and Suggested Objectives:

1. Identify and describe anatomical features as related to the head and face.
 - a. Identify the surface bones of the cranium and the face.
 - b. Distinguish among the facial portions, racial differences, measurements, facial profiles, head forms, and bilateral forms of the head and features.
 - c. Identify facial markings and facial features contributed by facial muscles.
 - d. Exhibit a skill in modeling which reflects the student's ability to restore a problem case.
2. Describe color theory and application to restorative techniques in the funeral setting.
 - a. Relate specified types of restoration to the correct embalming procedures.
 - b. Identify and describe the use of various cosmetic and restorative treatments, materials, and equipment.
 - c. 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.
 - d. Select (from a specified cosmetic medium) the correct colorants (compounds) to achieve a natural appearance under various conditions.
 - e. Demonstrate basic knowledge of the color spectrum, color measurement, pigment theory, and light in color.
 - f. Perform internal and external cosmetology coloring methods for applications to human remains.
 - g. Demonstrate hygiene, disinfection, and treatment prior to arrangement of the hair of the deceased.
 - h. Demonstrate proper treatment, care, and arrangement of hair of the deceased.

Standards

Related Academic Topics

- C1 Interpret written material.
- C2 Interpret visual materials (maps, charts, graphs, tables, etc.).
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.
- M1 Relate number relationships, number systems, and number theory.
- M4 Explore the concepts of measurement.
- S1 Explain the Anatomy and Physiology of the human body.
- S8 Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

Workplace Skills

- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.

National Educational Technology Standards for Students

- T2 Social, ethical, and human issues
- T4 Technology communications tools
- T5 Technology research tools

American Board of Funeral Service Education Standards

- FS1 The curriculum must involve a distribution of study in the following content areas: Chemistry, Microbiology and Public Health, Anatomy, Pathology, Embalming, and Restorative Art.
- FS3 Each student must participate in an on campus course, in which the application of Restorative Art principles is practiced in a laboratory setting.

Course Name: Clinical Embalming III

Course Abbreviation: FST 2251

Classification: Vocational-Technical Elective

Description: Practically apply the theoretical principles taught in Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. (1 sch: 3 hr. clinical)

Pre/corequisites: Clinical Embalming I (FST 1231), Clinical Embalming II (FST 1241), and Embalming I (FST 1214)

Competencies and Suggested Objectives:

1. Formulate a case analysis based on the body presented and relate the analysis to legal regulations.
 - a. Actively participate in the arterial and cavity embalming of human remains.
 - b. Perform case analysis.
 - c. Explain the conditions whereby notification of death is required to public officials.
2. Perform the terminal tasks associated with embalming.
 - a. Participate in a terminal disinfection of the embalming site.
 - b. Demonstrate the various methods of suturing.
 - c. Demonstrate the proper techniques for cavity embalming.

Standards

Related Academic Topics

- C1 Interpret written material.
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.
- S1 Explain the Anatomy and Physiology of the human body.
- S8 Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

Workplace Skills

- WP5 Selects, applies, and maintains/troubleshoots technology.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.

- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

American Board of Funeral Service Education Standards

- FS1 The curriculum must involve a distribution of study in the following content areas: Chemistry, Microbiology and Public Health, Anatomy, Pathology, Embalming, and Restorative Art.
- FS2 Each student shall actively participate either on campus or in a practicum experience, in the arterial and cavity embalming of at least ten dead human bodies, under the supervision of an approved clinical instructor or preceptor.

Course Name: Clinical Embalming IV

Course Abbreviation: FST 2261

Classification: Vocational-Technical Elective

Description: Practically apply the theoretical principles taught in the Funeral Service Technology curriculum in the funeral establishment/commercial mortuary.(1 sch: 3 hr. clinical)

Pre/corequisites: Clinical Embalming I (FST 1231), Clinical Embalming II (FST 1241), Clinical Embalming III (FST 2251), and Embalming II (FST 1225)

Competencies and Suggested Objectives:

1. Actively participate in the arterial and cavity embalming of human remains leading to fulfillment of the American Board of Funeral Service Education requirements.
 - a. Raise the appropriate artery and vein.
 - b. Arterially inject and aspirate human remains.
 - c. Complete case reports and explain the report to other allied health and lay people.
2. Observe the preparation of special cases.
 - a. Observe a post-mortem embalming case.
 - b. Observe the embalming of an organ/tissue donation case.

Standards

Related Academic Topics

- C1 Interpret written material.
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
- S1 Explain the Anatomy and Physiology of the human body.
- S8 Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

Workplace Skills

- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.

- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

American Board of Funeral Service Education Standards

- FS1 The curriculum must involve a distribution of study in the following content areas: Chemistry, Microbiology and Public Health, Anatomy, Pathology, Embalming, and Restorative Art.
- FS2 Each student shall actively participate either on campus or in a practicum experience, in the arterial and cavity embalming of at least ten dead human bodies, under the supervision of an approved clinical instructor or preceptor.

Course Name: Thanatochemistry

Course Abbreviation: FST 2273

Classification: Vocational-Technical Elective

Description: A survey of the principles of general, organic, biological, and embalming chemistry as they relate to the embalming process. (3 sch: 3 hr. lecture)

Prerequisites: Embalming I (FST 1214)

Competencies and Suggested Objectives:

1. Relate a basic knowledge of general chemistry as it applies to the embalming process.
 - a. Identify and explain the terms utilized for measurement.
 - b. Identify and explain the three basic states of matter.
 - c. Differentiate among the various types of solutions.
2. Differentiate among the basic chemicals used in funeral service.
 - a. Utilize appropriate safety procedures for each chemical.
 - b. Extrapolate potentially hazardous chemicals from the Material Safety Data Sheets (MSDSs).
 - c. Associate each chemical with its intended use in embalming.
3. Analyze the purpose of the chemicals used in various classifications of embalming chemicals.
 - a. Classify each chemical as arterial, cavity, powder, or gel.
 - b. Perform an embalming analysis and relate the chemicals to that analysis.
4. Examine the chemical changes associated with the decomposition of human remains.
 - a. Relate chemical changes as either antemortem or postmortem.
 - b. Interpret which postmortem chemical changes are a hazard to public safety.
 - c. Justify the use of embalming chemicals based on public safety hazards.
5. Analyze the eight basic classes of organic compounds and their effects in the embalming process.
 - a. Differentiate between organic and inorganic chemistry.
 - b. Compare organic compounds to inorganic compounds.
 - c. Categorize the types of embalming fluids based upon their utilization of organic compounds in the embalming process.

Standards

Related Academic Topics

C1 Interpret written material.

- C2 Interpret visual materials (maps, charts, graphs, tables, etc.).
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.
- M1 Relate number relationships, number systems, and number theory.
- M4 Explore the concepts of measurement.
- M5 Explore the geometry of one-, two-, and three-dimensions.
- S5 Investigate the properties and reactions of matter to include symbols, formulas and nomenclature, chemical equations, gas laws, chemical bonding, acid-base reactions, equilibrium, oxidation-reduction, nuclear chemistry, and organic chemistry.
- S8 Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

Workplace Skills

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

American Board of Funeral Service Education Standards

- FS1 The curriculum must involve a distribution of study in the following content areas: Chemistry, Microbiology and Public Health, Anatomy, Pathology, Embalming, and Restorative Art.

Course Name: Funeral Merchandising and Management

Course Abbreviation: FST 2323

Classification: Vocational-Technical Core

Description: Study of merchandising and management procedures necessary to operate a successful funeral practice. (3 sch: 3 hr. lecture)

Prerequisites: Funeral Directing (FST 1313)

Competencies and Suggested Objectives:

1. Recognize the component parts of funeral merchandising.
 - a. Identify material used in construction of caskets:
 - (1) component parts
 - (2) interior material
 - (3) types
 - (4) styles
 - b. Identify the different types, styles, and materials of outer burial containers.
 - c. Identify alternatives to traditional funeral service merchandise to include urns, rental caskets, etc.
2. Formulate merchandising strategies.
 - a. Discuss pricing philosophies.
 - b. Utilize effective methods of merchandise display and presentation.
 - c. Describe how merchandise is requisitioned and the various methods utilized.
 - d. Explain the importance of pre-need and at-need sales.
3. Discuss management techniques and theory as related to funeral service practice.
 - a. Identify the goals and objectives of funeral service management.
 - b. Describe management functions as they relate to funeral service practice.
 - c. Discuss contemporary concepts of funeral service management as they relate to client families and community, staff personnel, and professional associates.
 - d. Discuss communication techniques used in contemporary funeral service with client families and community.
 - e. Identify various areas of management.
 - f. Discuss operational procedures specific to funeral service.
 - g. Explain how credit and collections programs are managed in the funeral home.
 - h. Discuss the various types of funeral management software available to the funeral service professional.
 - i. Explain the importance of managing a funeral home's capital assets.
 - j. Identify future trends in funeral service practice.

Standards

Related Academic Topics

- C1 Interpret written material.
- C2 Interpret visual materials (maps, charts, graphs, tables, etc.).
- C3 Listen, comprehend, and take appropriate actions.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.

Workplace Skills

- WP1 Allocates resources (time, money, materials and facilities, and human resources).
- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse population.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

National Educational Technology Standards for Students

- T2 Social, ethical, and human issues
- T3 Technology productivity tools
- T4 Technology communications tools
- T5 Technology research tools
- T6 Technology problem-solving and decision-making tools

American Board of Funeral Service Education Standards

- FS4 The curriculum must involve a distribution of study in the following content areas: Accounting, Funeral Home Management and Merchandising, Computer Application, Funeral Directing, and Small Business Management.
- FS5 The curriculum must involve a distribution of study in the following content areas: Dynamics of Grief, Counseling, Sociology of Funeral Service, History of Funeral Service, and Communication Skills (oral and/or written).
- FS6 The curriculum must involve study in the following content areas: Mortuary Law, Business Law, and Ethics.

Course Name: Business Law

Course Abbreviation: FST 2423

Classification: Vocational-Technical Elective

Description: Designed to introduce the student to the bodies of law and the judicial system as applied to day-to-day operations of a funeral home. (3 sch: 3 hr. lecture)

Prerequisites: None

Competencies and Suggested Objectives:

1. Discuss the legal framework of business.
 - a. Explain the basic principles of law.
 - b. Explain the purpose, development, and growth of law.
 - c. Describe the basic functions of law.
2. Explain governmental regulations.
 - a. Discuss the Sherman Act.
 - b. Discuss the Robinson-Patman Act.
 - c. Discuss the Clayton Act.
 - d. Discuss the Federal Trade Commission Act (FTC).
 - e. Discuss the Americans with Disabilities Act (ADA).
 - f. Explain the function of the Uniform Commercial Code.
 - g. Discuss the Federal Truth-In-Lending Act.
 - h. Discuss Title VII of the Civil Rights Act.
 - i. Discuss the Fair Labor Standards Act (FLSA).
 - j. Explain OSHA regulations.
3. Describe contracts/legal agreements used in the funeral industry.
 - a. Explain the formalities of a contract.
 - b. Discuss the elements of a contract.
 - c. Discuss the performance of contracts.
 - d. Discuss the classification of contracts.
 - e. Discuss the termination of contracts.

Standards

Related Academic Topics

- C1 Interpret written material.
- C2 Interpret visual materials (maps, charts, graphs, tables, etc.).
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.

- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.

Workplace Skills

- WP1 Allocates resources (time, money, materials and facilities, and human resources).
- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

National Educational Technology Standards for Students

- T2 Social, ethical, and human issues
- T3 Technology productivity tools
- T4 Technology communications tools
- T5 Technology research tools
- T6 Technology problem-solving and decision-making tools

American Board of Funeral Service Education Standards

- FS4 The curriculum must involve a distribution of study in the following content areas: Accounting, Funeral Home Management and Merchandising, Computer Application, Funeral Directing, and Small Business Management.
- FS6 The curriculum must involve study in the following content areas: Mortuary Law, Business Law, and Ethics.

Course Name: Color and Cosmetics

Course Abbreviation: FST 2523

Classification: Vocational-Technical Core

Description: A continuation of Restorative Art. Study of color theory and application of restorative techniques in the funeral setting, which includes cosmetics and hair treatment. (3 sch: 2 hr. lecture, 2 hr. lab). **May not be taught after July 1, 2005.**

Prerequisites: Restorative Art/Color and Cosmetics (FST 1523)

Competencies and Suggested Objectives:

1. Describe color theory and application to restorative techniques in the funeral setting.
 - a. Relate specified types of restoration to the correct embalming procedures.
 - b. Identify and describe the use of various cosmetic and restorative treatments, materials, and equipment.
 - c. 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.
 - d. Select (from a specified cosmetic medium) the correct colorants (compounds) to achieve a natural appearance under various conditions.
 - e. Demonstrate basic knowledge of the color spectrum, color measurement, pigment theory, and light in color.
 - f. Perform internal and external cosmetology coloring methods for applications to the dead human body.
 - g. Demonstrate hygiene, disinfection, and treatment prior to arrangement of the hair of the deceased person.
 - h. Demonstrate proper treatment, care, and arrangement of hair of the deceased person.

Standards

Related Academic Topics

- C1 Interpret written material.
- C2 Interpret visual materials (maps, charts, graphs, tables, etc.).
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.
- M1 Relate number relationships, number systems, and number theory.

- M4 Explore the concepts of measurement.
- S1 Explain the Anatomy and Physiology of the human body.

Workplace Skills

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.

American Board of Funeral Service Education Standards

- FS1 The curriculum must involve a distribution of study in the following content areas: Chemistry, Microbiology and Public Health, Anatomy, Pathology, Embalming, and Restorative Art.

Course Name: Microbiology

Course Abbreviation: FST 2623

Classification: Vocational-Technical Core

Description: Designed to present the basic principles of microbiology and prevention of the spread of microorganisms as related to the embalming procedure and protection of the public health. (3 sch: 3 hr. lecture). **This course was previously part of Microbiology/Pathology (FST 2613).**

Pre/corequisites: Mortuary Anatomy I (FST 1113)

Competencies and Suggested Objectives:

1. Explain the basic principles of microbiology as it relates to the embalming procedure.
 - a. Explain basic microbial morphology and physiology.
 - b. Describe the fundamentals of the infectious processes and nonspecific and specific defense mechanisms against disease.
 - c. Discuss control of microorganism for protection of the public health.
2. Explain the methods of transmission of infectious diseases, and describe the control procedure of these diseases with special emphasis on protection to the embalmer, the funeral director, and the public.
 - a. Differentiate between the indigenous microorganisms and pathogens and/or opportunists causing disease commonly associated with the human host and human remains.
 - b. Demonstrate knowledge of host-parasite relationships and interactions and the requirements for successful parasitism.
 - c. Describe and demonstrate knowledge of personal and environmental disinfection and decontamination procedures by proper use of chemical disinfection and sterilization procedures.

Standards

Related Academic Topics

- C1 Interpret written material.
- C2 Interpret visual materials (maps, charts, graphs, tables, etc.).
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.

- S2 Apply the basic biological principles of Plants, Viruses and Monerans, Algae, Protista, and Fungi.
- S8 Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

Workplace Skills

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.

National Educational Technology Standards for Students

- T4 Technology communications tools
- T5 Technology research tools
- T6 Technology problem-solving and decision-making tools

American Board of Funeral Service Education Standards

- FS1 The curriculum must involve a distribution of study in the following content areas: Chemistry, Microbiology and Public Health, Anatomy, Pathology, Embalming, and Restorative Art.

Course Name: Pathology

Course Abbreviation: FST 2633

Classification: Vocational-Technical Core

Description: Designed to present the nature and cause of diseases. (3 sch: 3 hr. lecture). **This course was previously part of Microbiology/Pathology (FST 2613).**

Pre/corequisites: Mortuary Anatomy I (FST 1113) , Microbiology (FST 2623)

Competencies and Suggested Objectives:

1. Explain disease conditions and how they affect various parts of the body as related to the embalming or restorative art process.
 - a. Demonstrate knowledge of diseases.
 - b. Discuss related terminology which will enable competent communication with members of the medical community, allied professionals, and surviving family members.
2. Recognize why the pathological conditions and etiological factors require special procedures in the removal, handling, preparation, and disposition of human remains.
 - a. Discuss the impact of pathological conditions in human remains on public health.
 - b. Describe the benefits derived from the post-mortem examination of human remains.

Standards

Related Academic Topics

- C1 Interpret written material.
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.
- S2 Apply the basic biological principles of Plants, Viruses and Monerans, Algae, Protista, and Fungi.
- S8 Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

Workplace Skills

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.

National Educational Technology Standards for Students

- T4 Technology communications tools
- T5 Technology research tools
- T6 Technology problem-solving and decision-making tools

American Board of Funeral Service Education Standards

- FS1 The curriculum must involve a distribution of study in the following content areas: Chemistry, Microbiology and Public Health, Anatomy, Pathology, Embalming, and Restorative Art.

Course Name: Psychosocial Aspects of Grief and Death

Course Abbreviation: FST 2713

Classification: Vocational-Technical Core

Description: A study of various social groups and their relationships to the funeral, death, and disposition. Includes psychological aspects of emotions with emphasis on counseling techniques and grief resolution.(3 sch: 3 hr. lecture). **This course was formerly called Psychosocial Counseling in Funeral Service.**

Prerequisites: None

Competencies and Suggested Objectives:

1. Explain the social phenomena that affect all elements of funeral service.
 - a. Discuss the application and purpose of sociology in funeral service.
 - b. Discuss the cultural requirement and cultural diversities of each family the funeral director is privileged to serve.
 - c. Recognize the family governing systems found in our society.
 - d. Explain the different types of family structure.
 - e. Discuss the changing social factors affecting American funeral rites.
2. Discuss the psychosocial aspects of death and dying.
 - a. Discuss the purposes of the funeral.
 - b. Recognize the typical responses experienced during the emotion of grief.
 - c. Describe the theories of grief including anticipatory grief, normal post-loss grief, and complicated post-loss grief.
 - d. Discuss issues relating to children and death.
 - e. Explain how grief affects the functioning of a family in terms of family roles, communication patterns, and expressing affection.
 - f. Recognize the difference between grief counseling and grief therapy.
 - g. Discuss the legal limitations of the funeral director.
 - h. Describe after-care services and recognize the importance of making referrals to the appropriate community resources.

Standards

Related Academic Topics

- C1 Interpret written material.
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.

Workplace Skills

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse population.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.

National Educational Technology Standards for Students

- T4 Technology communications tools
- T5 Technology research tools

American Board of Funeral Service Education Standards

- FS5 The curriculum must involve a distribution of study in the following content areas: Dynamics of Grief, Counseling, Sociology of Funeral Service, History of Funeral Service, and Communication Skills (oral and/or written).
- FS6 The curriculum must involve study in the following content areas: Mortuary Law, Business Law, and Ethics.

Course Name: Comprehensive Review

Course Abbreviation: FST 2811

Classification: Vocational-Technical Core

Description: Review of the entire curriculum, culminating with an exam designed to prepare students for the National Board or various State Board examinations. (1 sch: 1 hr. lecture).

Prerequisites: To be taken during the final semester of coursework. Student must have a cumulative GPA of 2.0 or better.

Competencies and Suggested Objectives:

1. Review material to pass the National or State Board Examination.
 - a. Discuss exam content areas.
 - b. Discuss test taking skills.
2. Participate in exams to prepare for the National or State Board Examination.
 - a. Perform weekly mock exams.
 - b. Complete a comprehensive exam.

Standards

Related Academic Topics

- C1 Interpret written material.
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.

Workplace Skills

- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.

National Educational Technology Standards for Students

- T2 Social, ethical, and human issues
- T4 Technology communications tools

American Board of Funeral Service Education Standards

- FS1 The curriculum must involve a distribution of study in the following content areas: Chemistry, Microbiology and Public Health, Anatomy, Pathology, Embalming, and Restorative Art.
- FS4 The curriculum must involve a distribution of study in the following content areas: Accounting, Funeral Home Management and Merchandising, Computer Application, Funeral Directing, and Small Business Management.
- FS5 The curriculum must involve a distribution of study in the following content areas: Dynamics of Grief, Counseling, Sociology of Funeral Service, History of Funeral Service, and Communication Skills (oral and/or written).
- FS6 The curriculum must involve study in the following content areas: Mortuary Law, Business Law, and Ethics

RELATED VOCATIONAL-TECHNICAL COURSES

Course Name: Entrepreneurship

Course Abbreviation: MMT 2513

Classification: Related Vocational-Technical Elective (From Marketing Management Technology)

Description: Study of the development of a product or services idea and the creation of an organization to further its growth. (3 sch: 2 hr. lecture, 2 hr. lab)

Prerequisites: None

Competencies and Suggested Objectives:

1. Analyze characteristics of entrepreneurial opportunities.
 - a. Identify major advantages and disadvantages associated with going into business independently.
 - b. Identify the advantages and disadvantages of franchising a product and franchising an entire business operation.
 - c. Describe typical personal characteristics and experiences of entrepreneurs.
2. Develop a comprehensive business plan for creating a potential business.
 - a. Develop a marketing feasibility study.
 - b. Identify target markets.
 - c. Develop a marketing plan.
 - d. Explore financing alternatives for the entrepreneur.
 - e. Identify factors involved in determining the location of a proposed business.
 - f. Choose and justify the legal forms of organization.
 - g. Develop a comprehensive plan for monitoring performance.
 - h. Utilize local organizations for networking.
 - i. Formulate projected financial statements and ratios.

RELATED ACADEMIC COURSES

Course Name: Principles of Accounting I

Course Abbreviation: ACC 1213

Classification: Related Academic

Description: A study of the elementary accounting principles as applied to the various forms of business organizations, and an introduction to specialized fields of accounting.

Course Name: Legal Environment of Business

Course Abbreviation: BAD 2413

Classification: Related Academic

Description: This course is designed to acquaint the student with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction of law; law of contracts; agencies and employment; negotiable instruments and commercial papers.

SECTION II:
RECOMMENDED TOOLS AND EQUIPMENT
FOR
FUNERAL SERVICE TECHNOLOGY

RECOMMENDED TOOLS AND EQUIPMENT FOR FUNERAL SERVICE TECHNOLOGY

CAPITALIZED ITEMS:

1. Autoclave w/Dryer (1 per program)
2. Cot, Mortuary/Ambulance, One-person (1 per program)
3. Embalming Machines, one of each type (2 per program)
4. Microscope, Eyepiece (10X minimum) (1 per 4 students)
5. Porto-Lift Casket/Body, Hydraulic (1 per program)
6. Table, Dressing, Variable Heights (1 per program)
7. Table, Embalming, Hydraulic, Stainless Steel (1 per program)
8. Table, Embalming, Portable, Stainless Steel (1 per program)
9. Truck, 3 Position, Casket, Church (1 per program)
10. Water Control Unit w/Air Suction (1 per program)
11. Computer, PC w/accessories (1 per 4 students)
12. Printer (1 per 2 computers)
13. Skeleton
14. Heart Model
15. TV (35")
16. VCR
17. Aspirator, Electric ¼ HP, Dual Water Attachment
18. Human Torso
19. Mannequin, Weighted (105 lbs. min.)
20. Chapel Setting
21. Devotional Setting
22. Casket Bier
23. Camcorder, VHS, 8x, Power Zoom Fl. 6 lens (1 per program)
24. Eye Wash Station, Water in-line (1 per program)
25. Cabinet, Instrument, Glass Doors Locking (1 per program)
26. Cemetery Canopy (15 ft x 15 ft)
27. Lowering Device with Placer and Riser (telescopic)

NON-CAPITALIZED ITEMS:

1. Aneurysm Hooks, Retractor, Stainless Steel (2 per program)
2. Aneurysm Hooks w/Vessel Expander (1 per program)
3. Arterial Tubes, Curved, various sizes (1 per size, 6 total per program)
4. Arterial Tube, "Y" Fitting w/twin stopcocks (1 per program)
5. Aspirator, Autopsy, Non-clogging, Chrome (1 per program)
6. Body Mover, Plastic Board (1 per program)
7. Cart, Utility, 3 Shelf Stainless Steel (1 per program)
8. Drainage Tubes, various sizes (6 per program/various sizes)
9. Forceps, Drainage, 7", Spring (1 per program)
10. Forceps, Stainless Steel, various sizes (1 per size, 6 total per program)

11. Groove Director, Stainless Steel (1 per program)
12. Hemostats, Stainless Steel, various sizes (1 per size)
13. Incision Spreader, Stainless Steel, Spring (1 per program)
14. Injector, Cavity, Chemical, Stainless Steel (1 per program)
15. Injector, Needle, Mouth Closure, Stainless Steel (1 per program)
16. Injector, Needle, Electric (1 per program)
17. Needle, Surgical Stainless Steel, various sizes (1 of each)
18. Scissors, Stainless Steel, various sizes (1 of each size)
19. Shower, Emergency Drench (1 per program)
20. Stand, Instrument, Stainless Chrome (1 per program)
21. Table, Laboratory, Student (1 per 4 students)
22. Trocar, Cavity, various sizes (1 of each size)
23. Trocar, Hypodermic Handle Value, 16½ ", 3/16" (1 per program)
24. Tube, Nasal Aspirating, Curved, Slip Hub (1 per program)
25. Utility Shear, Dressing, Heavy Duty (1 per program)
26. Casket Display Stand
27. Head, Human, Anatomical, 6 part (1 per program)
28. Artificial Grass (15 ft x 15 ft)
29. Chairs, Folding, Aluminum/Metal (12 per program)
30. Trocar, Infant, w/Stopcock
31. Cosmetic Make-up Kit

INSTRUCTIONAL AIDS:

1. Computer Workstation, Wood (1 per computer)
2. Projector, Overhead (1 per program)
3. Stand, TV/VCR, 2-shelf w/electrical cord (1 per program)

SUGGESTED REFERENCES (1 per program except where otherwise noted):

Adams, A. A., & Adams, R. T. (2000). *Effective communication for funeral service Professionals*. Dallas, TX: Professional Training Schools.

Ashcroft, J. D., & Ashcroft, J. E. (2002). *Law for business*. Columbus, OH: Southwestern.

Chemistry for funeral service. (1999). Dallas, TX: Professional Training Schools.

Despelder, L. A., & Strickland, A. L. (2001). *The last dance: Encountering death and Dying* (2nd ed). Columbus, OH: McGraw Hill.

Dorn, J. M., & Hopkins B. M. (1997). *Thanatochemistry: A survey of general, organic, and biochemistry for funeral service professionals* (2nd ed). Upper Saddle River, NJ: Prentice Hall.

Federal Trade Commission. *Complying with the funeral rule*.
www.ftc.gov/bcp/conline/pubs/buspubs/funeral.htm

Funeral rites and customs. (n.d.). Dallas, TX: Professional Training Schools.

Funeral service compend. (2003). Dallas, TX: Professional Training Schools.

Habenstein, R., Lamers, W., & Raether, H. C. (n.d). *The history of American funeral directing*. Brookfield, WI: National Funeral Directors Association.

Kapit, W., & Elson, L. M. (2001). *The anatomy coloring book* (3rd ed.). Menlo Park, CA: Benjamin Cummings Publishing.

Klicker, R. L. (1995). *Ethics in funeral service*. New York: Thanos Institute.

Klicker, R. L. (1998). *Funeral directing and funeral service management*. New York: Thanos Institute.

Leming, M. R., & Dickinson, G. E. (2002). *Understanding death, dying, and bereavement* (5th ed.). Belmont, CA: Wadsworth.

Mayer, J. S. (n.d.) *Restorative art*. Dallas, TX: Professional Training Schools.

Mayer, J. S. (n.d.). *Color and cosmetics*. Dallas, TX: Professional Training Schools.

Mayer, R. G. (1996). *Embalming history, theory, and practice*. Lahore, NJ: Appleton & Lange.

Mullins, D. F. (n.d.). *The illustrated guide to anatomy and physiology: An introductory text for the study of embalming and disease*. Columbia City, IN: H. A. Perrey and Sons.

National board study guide (Volume 3). (May 2000). Huntsville, AR: International Conference for Funeral Service Examining Boards.

Pathology for funeral service. (n.d.). Dallas, TX: Professional Training Schools.

Sociology for funeral services. (n.d.) Dallas, TX: Professional Training Schools.

Strub, C. G., & Fredrick, L. G. (1999). *The principles of practices of embalming*. Dallas, TX: Professional Training Schools.

Stueve, F. H. T., & Gilligan, T. S. (1994). *Mortuary law* (9th ed.). Cincinnati, OH: The Cincinnati Foundation for Mortuary Education.

Taggart, T. R. (2002). *National board examination review for funeral service practitioners - Arts*. Mesa, AZ: Author.

Taggart, T. R. (2002). *National board examination review for funeral service practitioners - Sciences*. Mesa, AZ: Author.

Types of funeral services and ceremonies. (n.d.) Jeffersonville, IN: National Association of Colleges of Mortuary Science, Inc.

Wolfelt, A. D. (1990). *Interpersonal skills training: A handbook for funeral service staffs*. Bristol, PA: Accelerated Development.

Worden, J.W. (2001). *Grief counseling and grief therapy: A handbook for the mental health practitioner* (3rd ed.). New York: Springer.

COMPUTER SOFTWARE:

1. A.D.A.M. A&P Software
2. Diploma (1997) Testing Software
3. Funeral Home Management office software (e.g., Director's Assistant, Data Digger)
4. Tabor Medical Dictionary (18th edition)

VIDEOS:

1. *Order of the Golden Rule training series*. (1996). Springfield, IL: International Order of the Golden Rule.
 - a. *Ethics in funeral service*
 - b. *First call*
 - c. *Arrangements conference*
2. *Infectious diseases funeral and embalming practices* (2 part series).
3. *Endings: Reflections on death, grief and funerals*. (1992). National Selected Morticians Resources, Inc.
4. *Working through your grief*. Service Corporation International.
5. Miller, James E. *The grit and grace of being a caregiver*. Available from Willowgreen, 10351 Dawson's Creek Boulevard, Suite B, Fort Wayne, IN 46825, Phone 260-490-2222, Fax 260-497-9622.
6. *The last dance*. Available from corVISION Media Inc, 3014 Commercial Avenue, Northbrook, IL 60062, Phone 847-509-8290 or 877-364-7485, Fax 847-509-8296.
7. *OSHA compliance in funeral service*. Available from New Jersey Funeral Service Education Corporation, P.O. Box L, Manasquan, NJ 08736, Phone 732-974-9444, Fax 732-974-8144.
8. *Living with OSHA*. (1991). Available from National Funeral Directors Association, 11121 W. Oklahoma Avenue, Milwaukee, WI 53227-4096, Phone 414-541-2500.
9. *Understanding casket components*. (1994). Dakota Media, Inc.

10. *The joy of color: Basic principles to help you enjoy the universal language of color.* (1989) Available from GNF Enterprises, Inc.
11. Skoll, G. *The art of facial reconstruction* (2 volume set).
12. *Basic embalming techniques* (4 volume set). Available from Mercer County Community College, 1200 Old Trenton Road, P.O. Box B, Trenton, NJ 08690, Phone 609- 586-4800 Ext 3472.
13. *The gift and beyond: Procurement and embalming procedures for long bone/tissue donors.* (1995). Available from American Red Cross National Headquarters, 2025 E Street, NW, Washington, DC 20006, Phone 202-303-4498.
14. *Forensic autopsy II* (4 volume set). Available from Fayetteville Technical Community College, PO Box 35236, Fayetteville, NC 28303-0236, Phone 910-678-8400.
15. *Organ procurement.* Fayetteville: Available from Fayetteville Technical Community College, PO Box 35236, Fayetteville, NC 28303-0236, Phone 910-678-8400.
16. *Blood-borne pathogens* (5 part series). Available from Fire and Emergency Television Network, 4101 International Parkway, Carrollton, TX 75007, Phone 800-845-2443, Fax 972-309-5452.

WEB RESOURCES:

1. Federal Trade Commission (www.ftc.gov)
2. Occupational Safety & Health Administration (OSHA) (www.osha.gov/comp-links.html)

APPENDIX A:
RELATED ACADEMIC TOPICS

APPENDIX A

RELATED ACADEMIC TOPICS FOR COMMUNICATIONS

- C1 Interpret written material.
- C2 Interpret visual materials (maps, charts, graphs, tables, etc.).
- C3 Listen, comprehend, and take appropriate actions.
- C4 Access, organize, and evaluate information.
- C5 Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.
- C6 Communicate ideas and information effectively using various oral and written forms for a variety of audiences and purposes.

EXPANDED TOPICS FOR COMMUNICATIONS

TOPIC C1: Interpret written material.

- C1.01 Read and follow complex written directions.
- C1.02 Recognize common words and meanings associated with a variety of occupations.
- C1.03 Adjust reading strategy to purpose and type of reading.
- C1.04 Use sections of books and reference sources to obtain information.
- C1.05 Compare information from multiple sources and check validity.
- C1.06 Interpret items and abbreviations used in multiple forms.
- C1.07 Interpret short notes, memos, and letters.
- C1.08 Comprehend technical words and concepts.
- C1.09 Use various reading techniques depending on purpose for reading.
- C1.10 Find, read, understand, and use information from printed matter or electronic sources.

TOPIC C2: Interpret visual materials (maps, charts, graphs, tables, etc.).

- C2.01 Use visuals in written and in oral presentations.
- C2.02 Recognize visual cues to meaning (layout, typography, etc.).
- C2.03 Interpret and apply information using visual materials.

TOPIC C3: Listen, comprehend, and take appropriate action.

- C3.01 Identify and evaluate orally-presented messages according to purpose.
- C3.02 Recognize barriers to effective listening.
- C3.03 Recognize how voice inflection changes meaning.
- C3.04 Identify speaker signals requiring a response and respond accordingly.
- C3.05 Listen attentively and take accurate notes.
- C3.06 Use telephone to receive information.
- C3.07 Analyze and distinguish information from formal and informal oral presentations.

TOPIC C4: Access, organize, and evaluate information.

- C4.01 Distinguish fact from opinion.
- C4.02 Use various print and non-print sources for specialized information.
- C4.03 Interpret and distinguish between literal and figurative meaning.
- C4.04 Interpret written or oral communication in relation to context and writer's point of view.
- C4.05 Use relevant sources to gather information for written or oral communication.

TOPIC C5: Use written and/or oral language skills to work cooperatively to solve problems, make decisions, take actions, and reach agreement.

- C5.01 Select appropriate words for communication needs.
- C5.02 Use reading, writing, listening, and speaking skills to solve problems.
- C5.03 Compose inquiries and requests.
- C5.04 Write persuasive letters and memos.
- C5.05 Edit written reports, letters, memos, and short notes for clarity, correct grammar, and effective sentences.
- C5.06 Write logical and understandable statements, phrases, or sentences for filling out forms, for correspondence or reports.
- C5.07 Write directions or summaries of processes, mechanisms, events, or concepts.
- C5.08 Select and use appropriate formats for presenting reports.
- C5.09 Convey information to audiences in writing.
- C5.10 Compose technical reports and correspondence that meet accepted standards for written communications.

TOPIC C6: Communicate ideas and information using oral and written forms for a variety of audiences and purposes.

- C6.01 Give complex oral instructions.
- C6.02 Describe a business or industrial process/mechanism.
- C6.03 Participate effectively in group discussions and decision making.
- C6.04 Produce effective oral messages utilizing different media.
- C6.05 Explore ideas orally with partners.
- C6.06 Participate in conversations by volunteering information when appropriate and asking relevant questions when appropriate.
- C6.07 Restate or paraphrase a conversation to confirm one's own understanding.
- C6.08 Gather and provide information utilizing different media.
- C6.09 Prepare and deliver persuasive, descriptive, and demonstrative oral presentations.

RELATED ACADEMIC TOPICS FOR MATHEMATICS

- M1 Relate number relationships, number systems, and number theory.
- M2 Explore patterns and functions.
- M3 Explore algebraic concepts and processes.
- M4 Explore the concepts of measurement.
- M5 Explore the geometry of one-, two-, and three-dimensions.
- M6 Explore concepts of statistics and probability in real world situations.
- M7 Apply mathematical methods, concepts, and properties to solve a variety of real-world problems

EXPANDED TOPICS FOR MATHEMATICS

TOPIC M1: Relate number relationships, number systems, and number theory.

- M1.01 Understand, represent, and use numbers in a variety of equivalent forms (integer, fraction, decimal, percent, exponential, and scientific notation) in real world and mathematical problem situations.
- M1.02 Develop number sense for whole numbers, fractions, decimals, integers, and rational numbers.
- M1.03 Understand and apply ratios, proportions, and percents in a wide variety of situations.
- M1.04 Investigate relationships among fractions, decimals, and percents.
- M1.05 Compute with whole numbers, fractions, decimals, integers, and rational numbers.
- M1.06 Develop, analyze, and explain procedures for computation and techniques for estimations.
- M1.07 Select and use an appropriate method for computing from among mental arithmetic, paper-and-pencil, calculator, and computer methods.
- M1.08 Use computation, estimation, and proportions to solve problems.
- M1.09 Use estimation to check the reasonableness of results.

TOPIC M2: Explore patterns and functions.

- M2.01 Describe, extend, analyze, and create a wide variety of patterns.
- M2.02 Describe and represent relationships with tables, graphs, and rules.
- M2.03 Analyze functional relationships to explain how a change in one quantity results in a change in another.
- M2.04 Use patterns and functions to represent and solve problems.
- M2.05 Explore problems and describe results using graphical, numerical, physical, algebraic, and verbal mathematical models or representations.
- M2.06 Use a mathematical idea to further their understanding of other mathematical ideas.

- M2.07 Apply mathematical thinking and modeling to solve problems that arise in other disciplines, such as art, music, and business.
- TOPIC M3: Explore algebraic concepts and processes.
- M3.01 Represent situations and explore the interrelationships of number patterns with tables, graphs, verbal rules, and equations.
- M3.02 Analyze tables and graphs to identify properties and relationships and to interpret expressions and equations.
- M3.03 Apply algebraic methods to solve a variety of real world and mathematical problems.
- TOPIC M4: Explore the concepts of measurement.
- M4.01 Estimate, make, and use measurements to describe and compare phenomena.
- M4.02 Select appropriate units and tools to measure to the degree of accuracy required in a particular situation.
- M4.03 Extend understanding of the concepts of perimeter, area, volume, angle measure, capacity, and weight and mass.
- M4.04 Understand and apply reasoning processes, with special attention to spatial reasoning and reasoning with proportions and graphs.
- TOPIC M5: Explore the geometry of one-, two-, and three-dimensions.
- M5.01 Identify, describe, compare, and classify geometric figures.
- M5.02 Visualize and represent geometric figures with special attention to developing spatial sense.
- M5.03 Explore transformations of geometric figures.
- M5.04 Understand and apply geometric properties and relationships.
- M5.05 Classify figures in terms of congruence and similarity and apply these relationships.
- TOPIC M6: Explore the concepts of statistics and probability in real world situations.
- M6.01 Systematically collect, organize, and describe data.
- M6.02 Construct, read, and interpret tables, charts, and graphs.
- M6.03 Develop an appreciation for statistical methods as powerful means for decision making.
- M6.04 Make predictions that are based on exponential or theoretical probabilities.
- M6.05 Develop an appreciation for the pervasive use of probability in the real world.

- TOPIC M7: Apply mathematical methods, concepts, and properties to solve a variety of real-world problems.
- M7.01 Use computers and/or calculators to process information for all mathematical situations.
- M7.02 Use problem-solving approaches to investigate and understand mathematical content.
- M7.03 Formulate problems from situations within and outside mathematics.
- M7.04 Generalize solutions and strategies to new problem situations.

RELATED ACADEMIC TOPICS FOR SCIENCE

- S1 Explain the Anatomy and Physiology of the human body.
- S2 Apply the basic biological principles of Plants, Viruses and Monerans, Algae, Protista, and Fungi.
- S3 Relate the nine major phyla of the kingdom animalia according to morphology, anatomy, and physiology.
- S4 Explore the chemical and physical properties of the earth to include Geology, Meteorology, Oceanography, and the Hydrologic Cycle.
- S5 Investigate the properties and reactions of matter to include symbols, formulas and nomenclature, chemical equations, gas laws, chemical bonding, acid-base reactions, equilibrium, oxidation-reduction, nuclear chemistry, and organic chemistry.
- S6 Explore the principles and theories related to motion, mechanics, electricity, magnetism, light energy, thermal energy, wave energy, and nuclear physics.
- S7 Explore the principles of genetic and molecular Biology to include the relationship between traits and patterns of inheritance, population genetics, the structure and function of DNA, and current applications of DNA technology.
- S8 Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

EXPANDED TOPICS FOR SCIENCE

- TOPIC S1: Explain the Anatomy and Physiology of the human body.
- S1.01 Recognize common terminology and meanings.
- S1.02 Explore the relationship of the cell to more complex systems within the body.
- S1.03 Summarize the functional anatomy of all the major body systems.
- S1.04 Relate the physiology of the major body systems to its corresponding anatomy.
- S1.05 Compare and contrast disease transmission and treatment within each organ system.
- S1.06 Explore the usage of medical technology as related to human organs and organ systems.

- S1.07 Explain the chemical composition of body tissue.
- TOPIC S2: Apply the basic biological principles of Plants, Viruses and Monerans, Algae, Protista, and Fungi.
- S2.01 Identify the major types and structures of plants, viruses, monera, algae protista, and fungi.
- S2.02 Explain sexual and asexual reproduction.
- S2.03 Describe the ecological importance of plants as related to the environment.
- S2.04 Analyze the physical chemical and behavioral process of a plant.
- TOPIC S3: Relate the nine major phyla of the kingdom animalia according to morphology, anatomy, and physiology.
- S3.01 Explain the morphology, anatomy, and physiology of animals.
- S3.02 Describe the characteristics, behaviors, and habitats of selected animals.
- TOPIC S4: Explore the chemical and physical properties of the earth to include Geology, Meteorology, Oceanography, and the Hydrologic Cycle.
- S4.01 Examine minerals and their identification, products of the rock cycle, byproducts of weathering, and the effects of erosion.
- S4.02 Relate the Hydrologic Cycle to include groundwater its zones, movement, and composition; surface water systems, deposits, and runoff.
- S4.03 Consider the effects of weather and climate on the environment.
- S4.04 Examine the composition of seawater; wave, tides, and currents; organisms, environment, and production of food; energy, food and mineral resources of the oceans.
- TOPIC S5: Investigate the properties and reactions of matter to include symbols, formulas and nomenclature, chemical equations, gas laws, chemical bonding, acid-base reactions, equilibrium, oxidation-reduction, nuclear chemistry, and organic chemistry.
- S5.01 Examine the science of chemistry to include the nature of matter, symbols, formulas and nomenclature, and chemical equations.
- S5.02 Identify chemical reactions including precipitation, acids-bases, and reduction-oxidation.
- S5.03 Explore the fundamentals of chemical bonding and principles of equilibrium.
- S5.04 Relate the behavior of gases.
- S5.05 Investigate the structure, reactions, and uses of organic compounds; and investigate nuclear chemistry and radiochemistry.

TOPIC S6: Explore the principles and theories related to motion, mechanics, electricity, magnetism, light energy, thermal energy, wave energy, and nuclear physics.

S6.01 Examine fundamentals of motion of physical bodies and physical dynamics.

S6.02 Explore the concepts and relationships among work, power, and energy.

S6.03 Explore principles, characteristics, and properties of electricity, magnetism, light energy, thermal energy, and wave energy.

S6.04 Identify principles of modern physics related to nuclear physics.

TOPIC S7: Explore the principles of genetic and molecular Biology to include the relationship between traits and patterns of inheritance; population genetics, the structure and function of DNA, and current applications of DNA technology.

S7.01 Examine principles, techniques, and patterns of traits and inheritance in organisms.

S7.02 Apply the concept of population genetics to both microbial and multicellular organisms.

S7.03 Identify the structure and function of DNA and the uses of DNA technology in science, industry, and society.

TOPIC S8: Apply concepts related to the scientific process and method to include safety procedures for classroom and laboratory; use and care of scientific equipment; interrelationships between science, technology and society; and effective communication of scientific results in oral, written, and graphic form.

S8.01 Apply the components of scientific processes and methods in classroom and laboratory investigations.

S8.02 Observe and practice safe procedures in the classroom and laboratory.

S8.03 Demonstrate proper use and care for scientific equipment.

S8.04 Investigate science careers, and advances in technology.

S8.05 Communicate results of scientific investigations in oral, written, and graphic form.

APPENDIX B:
WORKPLACE SKILLS

WORKPLACE SKILLS FOR THE 21ST CENTURY

- WP1 Allocates resources (time, money, materials and facilities, and human resources).
- WP2 Acquires, evaluates, organizes and maintains, and interprets/communicates information, including the use of computers.
- WP3 Practices interpersonal skills related to careers including team member participation, teaching other people, serving clients/customers, exercising leadership, negotiation, and working with culturally diverse.
- WP4 Applies systems concept including basic understanding, monitoring and correction system performance, and designing and improving systems.
- WP5 Selects, applies, and maintains/troubleshoots technology.
- WP6 Employs thinking skills including creative thinking, decision making, problem solving, reasoning, and knowing how to learn.
- WP7 Basic Skills: Employs basic academic skills including reading, writing, arithmetic and mathematics, speaking, and listening.
- WP8 Personal Qualities: Practices work ethics related to individual responsibility, integrity, honesty, and personal management.

APPENDIX C:
NATIONAL EDUCATIONAL TECHNOLOGY STANDARDS FOR STUDENTS

NATIONAL EDUCATIONAL TECHNOLOGY STANDARDS FOR STUDENTS

- T1 Basic operations and concepts
- Students demonstrate a sound understanding of the nature and operation of technology systems.
 - Students are proficient in the use of technology.
- T2 Social, ethical, and human issues
- Students understand the ethical, cultural, and societal issues related to technology.
 - Students practice responsible use of technology systems, information, and software.
 - Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity.
- T3 Technology productivity tools
- Students use technology tools to enhance learning, increase productivity, and promote creativity.
 - Students use productivity tools to collaborate in constructing technology-enhanced models, prepare publications, and produce other creative works.
- T4 Technology communications tools
- Students use telecommunications to collaborate, publish, and interact with peers, experts, and other audiences.
 - Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences.
- T5 Technology research tools
- Students use technology to locate, evaluate, and collect information from a variety of sources.
 - Students use technology tools to process data and report results.
 - Students evaluate and select new information resources and technological innovations based on the appropriateness for specific tasks.
- T6 Technology problem-solving and decision-making tools
- Students use technology resources for solving problems and making informed decisions.
 - Students employ technology in the development of strategies for solving problems in the real world.

APPENDIX D:
AMERICAN BOARD OF FUNERAL SERVICE
EDUCATION STANDARDS

Funeral Service Technology Standards

Taken from the American Board of Funeral Service Education Accreditation Manual

- FS1 The curriculum must involve a distribution of study in the following content areas: Chemistry, Microbiology and Public Health, Anatomy, Pathology, Embalming, and Restorative Art.
- FS2 Each student shall actively participate either on campus or in a practicum experience, in the arterial and cavity embalming of at least ten dead human bodies, under the supervision of an approved clinical instructor or preceptor.
- FS3 Each student must participate in an on campus course, in which the application of Restorative Art principles is practiced in a laboratory setting.
- FS4 The curriculum must involve a distribution of study in the following content areas: Accounting, Funeral Home Management and Merchandising, Computer Application, Funeral Directing, and Small Business Management.
- FS5 The curriculum must involve a distribution of study in the following content areas: Dynamics of Grief, Counseling, Sociology of Funeral Service, History of Funeral Service, and Communication Skills (oral and/or written).
- FS6 The curriculum must involve study in the following content areas: Mortuary Law, Business Law, and Ethics.

APPENDIX E:
STUDENT COMPETENCY PROFILE

STUDENT COMPETENCY PROFILE
FOR FUNERAL SERVICE TECHNOLOGY

Student: _____

This record is intended to serve as a method of noting student achievement of the competencies in each course. It can be duplicated for each student and serve as a cumulative record of competencies achieved in the program.

In the blank before each competency, place the date on which the student mastered the competency.

Mortuary Anatomy I (FST 1113)

- _____ 1. Discuss human anatomical structure as it relates to the embalming process.
- _____ 2. Discuss medical terminology as it applies to anatomical systems.

Mortuary Anatomy II (FST 1123)

- _____ 1. Discuss and compare the various systems of the body.
- _____ 2. Apply knowledge of the circulatory system

Embalming I (FST 1214)

- _____ 1. Utilize necessary terminology as related to the funeral service industry.
- _____ 2. Explain proper safety procedures as related to funeral service technology.
- _____ 3. Explain the embalming techniques and procedures.
- _____ 4. Discuss the basic embalming chemicals.
- _____ 5. Explain OSHA regulations in the funeral service industry.

Embalming II (FST 1225)

- _____ 1. Explain normal and special embalming techniques and procedures.
- _____ 2. Apply knowledge and skills acquired in previous didactic and laboratory funeral service course work.

Clinical Embalming I (FST 1231)

- _____ 1. Explain how the handling, treatment, and disposition of human remains meets the sociological, psychological, theological, physical, and legal requirements of family and community.
- _____ 2. Recognize potential hazards in the embalming room and utilize personal sanitation procedures.

Clinical Embalming II (FST 1241)

- _____ 1. Maintain OSHA guidelines.
- _____ 2. Participate in normal and special embalming procedures leading to fulfillment of the American Board of Funeral Service Education requirements.
- _____ 3. Complete case reports which describe the complete embalming operation on a case-by-case basis.

Funeral Directing (FST 1313)

- _____ 1. Discuss the historical development of funeral customs.
- _____ 2. Explain the duties and responsibilities of a modern funeral director.
- _____ 3. Apply effective communication skills within the funeral service profession.
- _____ 4. Discuss types of funeral services.

Funeral Service Ethics and Law (FST 1413)

- _____ 1. Discuss the application of ethical principles to funeral service.
- _____ 2. Identify the various sources of funeral service law.
- _____ 3. Explain legal aspects of being a licensed funeral director/embalmer.
- _____ 4. Explain the legal status of human remains.
- _____ 5. Explain the legal implications of committing torts.
- _____ 6. Explain what constitutes mental anguish.
- _____ 7. Explain the establishment and operation of a funeral home and/or cemetery.

Restorative Art/Color and Cosmetics (FST 1523)

- _____ 1. Identify and describe anatomical features as related to the head and face.
- _____ 2. Describe color theory and application to restorative techniques in the funeral setting.

Clinical Embalming III (FST 2251)

- _____ 1. Formulate a case analysis based on the body presented and relate the analysis to legal regulations.
- _____ 2. Perform the terminal tasks associated with embalming.

Clinical Embalming IV (FST 2261)

- _____ 1. Actively participate in the arterial and cavity embalming of human remains leading to the fulfillment of the American Board of Funeral Service Education requirements.
- _____ 2. Observe the preparation of special cases.

Thanatochemistry (FST 2273)

- _____ 1. Relate a basic knowledge of general chemistry as it applies to the embalming process.
- _____ 2. Differentiate among the basic chemicals used in funeral service.
- _____ 3. Analyze the purpose of the chemicals used in various classifications of embalming chemicals.
- _____ 4. Examine the chemical changes associated with the decomposition of dead human remains.
- _____ 5. Analyze the eight basic classes of organic compounds and their effects in the embalming process.

Funeral Merchandising and Management (FST 2323)

- _____ 1. Recognize the component parts of funeral merchandising.
- _____ 2. Formulate merchandising strategies.
- _____ 3. Discuss management techniques and theory as related to funeral service practice.

Business Law (FST 2423)

- _____ 1. Discuss the legal framework of business.
- _____ 2. Explain governmental regulations.
- _____ 3. Describe contracts/legal agreements used in the funeral industry.

Color and Cosmetics (FST 2523)

- _____ 1. Describe color theory and application to restorative techniques in the funeral setting.

Microbiology (FST 2623)

- _____ 1. Explain the basic principles of microbiology as it relates to the embalming procedure.
- _____ 2. Explain the methods of transmission of infectious diseases, and describe the control procedure of these diseases with special emphasis on protection to the embalmer, the funeral director, and the public.

Pathology (FST 2633)

- _____ 1. Explain disease conditions and how they affect various parts of the body as related to the embalming or restorative art process.
- _____ 2. Recognize why the pathological conditions and etiological factors require special procedures in the removal, handling, preparation, and disposition of human remains.

Psychosocial Aspects of Grief and Death (FST 2713)

- _____ 1. Explain the social phenomena that affect all elements of funeral service.
- _____ 2. Discuss the psychosocial aspects of death and dying.

Comprehensive Review (FST 2811)

- _____ 1. Review material to pass the National or State Board Examination.
- _____ 2. Participate in exams to prepare for the National or State Board Examination.

APPENDIX F:
BASELINE COMPETENCIES FOR
FUNERAL SERVICE TECHNOLOGY

BASELINE COMPETENCIES FOR FUNERAL SERVICE TECHNOLOGY

The following competencies and suggested objectives are taken from the publication *Mississippi Curriculum Framework for Secondary Allied Health*. These competencies and objectives represent the baseline which was used to develop the community/junior college Funeral Service Technology program. Students enrolled in postsecondary courses should either (1) have documented mastery of these competencies, or (2) be provided with these competencies before studying the advanced competencies in the Funeral Service Technology program.

Baseline competencies may be integrated into existing courses in the curriculum or taught as special "Introduction" courses. The "Introduction" courses may be taught for up to six semester hours of institutional credit and may be divided into two courses. If the Baseline Competencies are to be taught as "Introduction" courses, each course should be at least 3 credit hours. The following course number(s) and description should be used:

Course Name(s): Introduction to Funeral Service Technology, Introduction to Funeral Service Technology I, or Introduction to Funeral Service Technology II

Course Abbreviation(s): FST 100(3-6), FST1013, FST1023

Classification: Vocational-Technical Core

Description: These courses contain the baseline competencies and suggested objectives from the high school curriculum which directly relate to the community college program. The courses are designed for students entering the community college who have had no previous training or documented experience in the field. (3-6 semester hours based upon existing skills for each student. May be divided into 2 courses for a maximum total of 6 hours of institutional credit.)

Competencies and Suggested Objectives:

1. Review material related to course and professional organizations.
 - a. Identify student and course expectations.
 - b. Identify allied health professional student organizations and their roles in individual career development.
 - c. Compare the timeline of medical history.
2. Explain effective communication skills.
 - a. Identify the main factors required for the communication process.
 - b. Identify factors which can interfere with the communication process.
 - c. Demonstrate effective teamwork skills.
 - d. Explore professional literature and medical references.
3. Discuss professional ethics.
 - a. Explain professional ethics.

- b. Discuss confidentiality.
 - c. Discuss HIPAA, the Health Insurance Portability and Accountability Act of 1996.
4. Explain standard precautions.
- a. Explain importance of standard precautions in life practices and health care.
 - b. Explain the state and federal government's role in standard precautions.
 - c. Relate standard precautions to the transmission of infectious diseases including HIV, AIDS, HBV, and TB.
5. Utilize standard precautions.
- a. Demonstrate hand-washing technique.
 - b. Demonstrate donning and removing clean gloves.
6. Recognize safety procedures and policies.
- a. Describe basic safety procedures.
 - b. Describe accident prevention methods and disaster plans of the local school district.
 - c. Discuss a safe and clean environment.
 - d. Follow state and facility guidelines, including dress requirements for clinical-type experiences.
7. Perform basic emergency procedures.
- a. Explain first aid procedures for sudden illness.
 - b. Explain first aid procedures for accidents.
8. Perform advanced emergency procedures.
- a. Perform CPR.
 - b. Demonstrate first aid for an obstructed airway.
9. Explain medical terminology.
- a. Spell designated medical terms correctly.
 - b. Demonstrate the use of medical references to spell medical terms correctly.
 - c. Define and divide medical terms into root words, prefixes, and suffixes.
10. Recognize and use medical terminology.
- a. Interpret the common medical abbreviations and symbols including meanings and uses.
 - b. Demonstrate the use of medical terms and abbreviations in reading, speaking, interpreting, and writing simulated medical records.
11. Review the relationship among cells, tissues, organs, and systems.
- a. Review the main parts of a cell.
 - b. Review the functions of the main parts of a cell.
 - c. Compare types of tissues and their relationships to body organs and systems.
12. Identify the body planes, directions, and cavities.
- a. Identify the names of the planes and the directional terms.
 - b. Locate the body cavities.
 - c. Identify the body organs in each cavity.
 - d. Describe the abdominal regions.

13. Interpret the basic structures and functions of the integumentary system.
 - a. Identify the parts of the integumentary system.
 - b. Explain the functions of the integumentary system.
 - c. Discuss related diseases and disorders.
14. Interpret the basic structures and functions of the muscular system.
 - a. Identify major muscles.
 - b. Explain the function of the muscles.
 - c. Discuss related diseases and disorders.
 - d. Demonstrate active range of motion exercises and indications for use.
15. Interpret the basic structure and function of the skeletal system.
 - a. Identify the bones of the body.
 - b. Explain functions of the skeletal system.
 - c. Discuss related diseases and disorders.
 - d. Demonstrate procedures for patient transfer using a stretcher, wheelchair, or a pneumatic lift.
16. Interpret the basic structures and functions of the circulatory system.
 - a. Identify components of blood and their function.
 - b. Identify the types of blood vessels and the action of each.
 - c. Identify the anatomy of the heart.
 - d. Explain the flow of blood through the heart.
 - e. Discuss related diseases and disorders.
17. Interpret the basic structures of the respiratory system.
 - a. Identify the structures of the respiratory system.
 - b. Discuss related diseases and disorders.
 - c. Auscultate lung sounds.
18. Interpret the basic functions of the respiratory system.
 - a. Discuss how gas exchange occurs in the lungs.
 - b. Recognize factors that cause respiratory disorders.
 - c. Count respirations.
19. Interpret the basic structures and functions of the digestive system.
 - a. Identify organs of the digestive system.
 - b. Discuss the functions of organs of the digestive system.
 - c. Discuss related diseases and disorders.
20. Interpret the basic structures and functions of the nervous system.
 - a. Identify the major structures and functions of the nervous system.
 - b. Recognize procedures for neurological exam.
 - c. Perform neurological exams.
 - d. Discuss related diseases and disorders.
21. Interpret basic structure and functions of the sensory systems.
 - a. Label the basic structures of the sensory organs.
 - b. Identify the functions of the sensory organs.
22. Explain concepts related to death and dying.
 - a. Describe the five stages of grief.
 - b. Discuss hospice care.
 - c. Define living will, advance directives, and organ donation.

23. Describe the careers available in funeral services.
 - a. Compare job descriptions in the field of funeral services.
 - b. Differentiate educational levels and credentials required.
24. Explain the procedures related to funeral service professionals.
 - a. Discuss post-mortem care.
 - b. Discuss procedures to prepare the human body for a funeral.
 - c. Discuss funeral planning, including how cultural beliefs impact funeral services.