

# FUNERAL SERVICE, A.A.S. - FSE3

Students entering the Funeral Service Education program must be aware of the following:

1. The South Carolina Board of Funeral Service may refuse to issue or renew a license or student permit to an individual with a conviction of a felony or a crime involving fraud or moral turpitude. Pending criminal charges or convictions may make the student ineligible for a Student Permit or license. If you fail to receive your Student Permit, you may be dropped from the program.
2. Passage of the National Board Examination (NBE), completion of a two year apprenticeship and a laws exam are required by the State of South Carolina for licensure as a funeral service provider. For additional information on state licensure eligibility, check the state licensure disclosure information website: <https://www.ptc.edu/about/legal-disclosures/state-licensure-eligibility> (<https://www.ptc.edu/about/legal-disclosures/state-licensure-eligibility/>). More information on accredited mortuary programs and the NBE can be found at the American Board of Funeral Service Education's website: [www.abfse.org](http://www.abfse.org) (<http://www.abfse.org/>)
3. All students must have a valid driver's license to be accepted in the Funeral Service Education program.
4. Student must complete and pass a criminal background check.

## Admission

The Funeral Service Education Associate Degree consists of Phase I and Phase II. Phase I contains all General Education courses, Phase II contains all Funeral Service Education courses.

Acceptance into Piedmont Technical College's Funeral Service Education (FSE) program-Phase II, is competitive and is limited to 15 students to begin fall and spring semesters. To be eligible for Phase II, students must meet the following requirements:

1. Complete Phase I courses with a minimum of "C" grade in each course. Phase I consists of 30 hours of program ready coursework which may be completed on a full-time or part-time basis, or transferred in from other colleges. They are ACC 101 Accounting Principles I, AHS 102 Medical Terminology, COL 103 College Skills, CPT 101 Introduction to Computers, ENG 101 English Composition I, MAT 155 Contemporary Mathematics, MGT 120 Small Business Management, SPC 205 Public Speaking, a Social/Behavioral Science elective, and a Humanities/Fine Arts elective.
2. GPA of 2.5 or higher in Phase I coursework is required. A GPA calculator can be found on the college website.
3. Completion of the secondary application for Phase II. See college website for application dates.
4. Good academic standing at the college.

## Health Requirements

Students enrolled in Funeral Service Education courses are required to provide evidence of annual tuberculosis screenings and evidence of

vaccination against tetanus within the last 10 years. Students shall have on file prior to entry into the practicum courses or clinical work one or more of the following: Hepatitis B virus (HBV) immunization record or antibody titer showing a positive antigen response to HBV. Students are not eligible to participate in the practicum or clinical works until this information is completed and on file.

## Transportation to Practicum Sites

Each student is responsible for transportation to and from any practicum or clinical sites.

## Attendance Requirements

Students are expected to attend all practicum requirements (classes, labs, trainings, conferences, etc.).

## Requirements

Courses	Course Title	Credit Hours
<b>General Education Courses</b>		
ENG 101	English Composition I	3
MAT 155	Contemporary Mathematics	3
SPC 205	Public Speaking	3
Elective Humanities/Fine Arts ( <a href="https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/">https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/</a> )		3
Elective Social/Behavioral Sciences ( <a href="https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/">https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/</a> )		3
Subtotal		15
<b>Required Core Subject Areas</b>		
FSE 101	Introduction to Funeral Services	2
FSE 112	Anatomy and Physiology for Funeral Services	3
FSE 165	Sociology of Funeral Service	2
FSE 205	Funeral Counseling	3
FSE 210	Funeral Service Management and Merchandising I	3
FSE 211	Funeral Service Management and Merchandising II	2
FSE 213	Microbiology and Pathology for Funeral Service	3
FSE 215	Funeral Service Directing	3
FSE 216	Funeral Directing II	2
FSE 220	Regulatory Compliance	3
FSE 225	Principles of Embalming I	3
FSE 226	Principles of Embalming II	3
FSE 240	Restorative Art I	3
FSE 241	Restorative Art II	3
FSE 300	National Board Preparations	2
Subtotal		40
<b>Other Courses Required for Graduation</b>		
AHS 102	Medical Terminology	3
ACC 101	Accounting Principles I	3
COL 103	College Skills	3
CPT 101	Introduction to Computers	3
MGT 120	Small Business Management	3



Subtotal	15
<b>Total Hours</b>	<b>70</b>

## Graduation Plan

### Fall Start

Course	Title	Hours
<b>First Year</b>		
<b>Fall Semester</b>		
ACC 101	Accounting Principles I	3
COL 103	College Skills	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 155	Contemporary Mathematics	3
<b>Hours</b>		<b>15</b>

<b>Spring Semester</b>		
MGT 120	Small Business Management	3
SPC 205	Public Speaking	3
AHS 102	Medical Terminology	3
Elective Behavioral Science ( <a href="https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/">https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/</a> )		3
Elective Humanities/Fine Arts ( <a href="https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/">https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/</a> )		3
<b>Hours</b>		<b>15</b>

<b>Second Year</b>		
<b>Fall Semester</b>		
FSE 101	Introduction to Funeral Services	2
FSE 112	Anatomy and Physiology for Funeral Services	3
FSE 165	Sociology of Funeral Service	2
FSE 213	Microbiology and Pathology for Funeral Service	3
FSE 215	Funeral Service Directing	3
<b>Hours</b>		<b>13</b>

<b>Spring Semester</b>		
FSE 205	Funeral Counseling	3
FSE 210	Funeral Service Management and Merchandising I	3
FSE 220	Regulatory Compliance	3
FSE 225	Principles of Embalming I	3
FSE 240	Restorative Art I	3
<b>Hours</b>		<b>15</b>

<b>Summer Semester</b>		
FSE 211	Funeral Service Management and Merchandising II	2
FSE 216	Funeral Directing II	2
FSE 226	Principles of Embalming II	3
FSE 241	Restorative Art II	3

FSE 300	National Board Preparations	2
<b>Hours</b>		<b>12</b>
<b>Total Hours</b>		<b>70</b>

### Spring Start

Course	Title	Hours
<b>First Year</b>		
<b>Spring Semester</b>		
ACC 101	Accounting Principles I	3
COL 103	College Skills	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 155	Contemporary Mathematics	3
<b>Hours</b>		<b>15</b>

<b>Summer Semester</b>		
MGT 120	Small Business Management	3
SPC 205	Public Speaking	3
AHS 102	Medical Terminology	3
Elective Behavioral Science ( <a href="https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/">https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/</a> )		3
Elective Humanities/Fine Arts ( <a href="https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/">https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/</a> )		3
<b>Hours</b>		<b>15</b>

<b>Second Year</b>		
<b>Spring Semester</b>		
FSE 101	Introduction to Funeral Services	2
FSE 112	Anatomy and Physiology for Funeral Services	3
FSE 165	Sociology of Funeral Service	2
FSE 213	Microbiology and Pathology for Funeral Service	3
FSE 215	Funeral Service Directing	3
<b>Hours</b>		<b>13</b>

<b>Summer Semester</b>		
FSE 205	Funeral Counseling	3
FSE 210	Funeral Service Management and Merchandising I	3
FSE 220	Regulatory Compliance	3
FSE 225	Principles of Embalming I	3
FSE 240	Restorative Art I	3
<b>Hours</b>		<b>15</b>

<b>Fall Semester</b>		
FSE 211	Funeral Service Management and Merchandising II	2
FSE 216	Funeral Directing II	2
FSE 226	Principles of Embalming II	3
FSE 241	Restorative Art II	3

FSE 300	National Board Preparations	2
	<b>Hours</b>	<b>12</b>
	<b>Total Hours</b>	<b>70</b>

- Fall Entry
  - Application Dates - May 1-31
- Spring Entry
  - Application Dates - Oct. 1-31

## Funeral Service Application Process

The Funeral Service associate degree is a limited enrollment program that has special admissions requirements. These requirements must be completed before you can be accepted.

If you are a new student, there are three key steps to complete before entering the Funeral Service associate degree program:

- Step 1: Apply to the college and complete the enrollment process (<https://www.ptc.edu/admissions/>)
- Step 2: Take the necessary courses to become Program-Ready
- Step 3: Apply to the program

### Are You Program-Ready?

Before applying for program entry, be sure you meet the requirements for acceptance. Start by connecting with an advisor and review program requirements.

We've also provided the resources below to assist you with the program acceptance process.

### Funeral Service Fact Sheet

Fact Sheets are designed for students and advisors to review program-specific requirements and program application procedures. Please make an appointment with your advisor to discuss your academic goals and progress, and to develop your individualized degree plan.

Review the Fact Sheet ([https://www.ptc.edu/sites/default/files/documents/new\\_healthcare\\_documents/fse-factsheet.pdf](https://www.ptc.edu/sites/default/files/documents/new_healthcare_documents/fse-factsheet.pdf))

### Application Worksheet

The application worksheet is used to calculate points toward merit/competitive program entry.

Review the Worksheet ([https://www.ptc.edu/sites/default/files/documents/new\\_healthcare\\_documents/fse-app-worksheet.pdf](https://www.ptc.edu/sites/default/files/documents/new_healthcare_documents/fse-app-worksheet.pdf))

### GPA Calculator

There are minimum GPA requirements for program-ready coursework. The Program-Ready GPA Calculator can be used to calculate your GPA.

Use GPA Calculator ([https://websrv.ptc.edu/program\\_ready\\_gpa\\_calc/](https://websrv.ptc.edu/program_ready_gpa_calc/))

### Apply to the Funeral Service A.A.S. Program

All General Education requirements must be met prior to applying to the Fall or Spring start.

Once you've taken the necessary steps to become program ready, it's time to apply to the program.

Applications are accepted for entry into the Funeral Service program on the following schedule

Program applications must be submitted during the scheduled dates for this program to be considered.

Note: If you haven't already done so, you must apply to the college (<https://www.ptc.edu/admissions/new-students/>) before completing the Funeral Service program application.

Complete Program Application (<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=1044802d-1272-4242-821c-3b248559b0d0&targetUrl=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f5d6babfc-331a-4fc2-b225-94d86f43bebf>)

\* Students accepted into any Funeral Service associate degree program will be required to attend a program orientation. Accepted students will NOT be excused from attending this mandatory orientation.

## Advising Information

### Program Notes

If a student is not ready to take college-level courses, he or she should enroll in the appropriate developmental or transitional coursework. All of these prerequisite courses may not be available online.

Excellent reading comprehension, communication and critical thinking skills are vital for program success and for passing any board licensing exams.

FSE courses are scheduled in the late mornings and afternoons and generally meet only two days per week. During the last three semesters, FSE classes will run either on a Monday, Tuesday or a Wednesday, Thursday schedule. Students must meet their health requirements before entering into these classes.

### Notes About Individual Classes

FSE students must complete all General Education courses (phase I) with a "C" or better, and FSE courses (phase II) with a grade that meets the program's specific grading policy. Students may repeat FSE courses one time to achieve a satisfactory grade per program policy, based on seat availability.

All transfer courses from another mortuary college will need to be approved by the PTC Funeral Service Education department.

For the associate degree, students must complete all general education coursework before starting in their funeral service coursework.

Students will not be registered into any FSE courses within 10 business days of the start of any semester, unless all their paperwork is complete.

## Accreditation Information

The Funeral Service Education associate degree program at **Piedmont Technical College** is accredited by the American Board of Funeral Service

Education (ABFSE), 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097 (816) 233-3747. Web: <https://www.abfse.org/>.

National Board Examination scores, graduation rates and employment rates for this and other ABFSE-accredited programs are available at [www.abfse.org](http://www.abfse.org/) (<http://www.abfse.org/>). To request a printed copy of this program's scores and rates, go to room 112V or by email at: [gantt.d@ptc.edu](mailto:gantt.d@ptc.edu) ([martin.d@ptc.edu](mailto:martin.d@ptc.edu)), or by telephone: (864) 941-8774.

## Additional Program Information

For additional program information and National Board Statistics, please refer to <https://www.abfse.org/html/dir-sc.html>.

All graduates are asked to complete the Graduate Survey (<https://ptcgwd.wufoo.com/forms/z1k4j8g1rd9c6a/>).

Employers are asked to complete the Employer Survey (<https://ptcgwd.wufoo.com/forms/z zr6sk20sw1sl1/>).

## Program Student Learning Outcomes

### Purpose Statement

The purpose of the Funeral Service Degree is to educate and prepare individuals not only to contribute to the funeral service profession, but also the community in which they serve. We strive to give students the knowledge, principles, and skills which are essential to become a funeral director and embalmer.

### Program Student Learning Outcomes

- 2.1.1 Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
- 2.1.2 Identify standards of ethical conduct in funeral service practice.
- 2.1.3 Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
- 2.1.4 Apply principles of public health and safety in the handling and preparation of human remains.
- 2.1.5 Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- 2.1.6 Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
- 2.1.7 Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
- 2.1.8 Describe methods to address the grief-related needs of the bereaved.
- 2.1.9 Explain management skills associated with operating a funeral establishment.
- 2.1.10 Demonstrate verbal and written communication skills and research skills needed for funeral service practice.