

## 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) or a state approved ARTS or SCIENCE Examination, 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. If you live or move outside of South Carolina, you must consult the licensing board in that state to confirm whether our programs (The Associate Degree, Funeral Directing or Embalming certificates) meet your states requirements prior to enrolling. 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 27 hours of general education courses 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, CPT 101 Introduction to Computers, ENG 101 English Composition I, MAT 155 Contemporary Mathematics, MGT 120 Small Business Management, SPC 205 Public Speaking, Social/Behavioral Science and Humanities/Fine Arts electives.
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 activities. Make-up time for missed practicum experiences will be determined at the discretion of the faculty and availability of practicum facilities.

Please contact the FSE department for start times and admittance deadlines. If you have previous college credits with a "C" or better in AHS 102 Medical Terminology, ACC 101 Accounting Principles I, CPT 101 Introduction to Computers, MGT 120 Small Business Management, ENG 101 English Composition I, MAT 155 Contemporary Mathematics, SPC 205 Public Speaking, Humanities/Fine Arts and a Social Science/Behavioral Science Elective, you may be eligible to complete the associate degree program in one year (3 semesters) The FSE department has full details about this option.

### 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
<b>Subtotal</b>		<b>40</b>
<b>Other Courses Required for Graduation</b>		
AHS 102	Medical Terminology	3
ACC 101	Accounting Principles I	3
CPT 101	Introduction to Computers	3
MGT 120	Small Business Management	3
<b>Subtotal</b>		<b>12</b>
<b>Total Hours</b>		<b>67</b>

## Graduation Plan

### Fall Start

Course	Title	Hours
<b>First Year</b>		
<b>Fall Semester</b>		
ACC 101	Accounting Principles I	3
AHS 102	Medical Terminology	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 155	Contemporary Mathematics	3
<b>Hours</b>		<b>15</b>

### Spring Semester

MGT 120	Small Business Management	3
SPC 205	Public Speaking	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>12</b>

### Second Year

#### Fall Semester

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>

#### Spring Semester

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>

### Summer Semester

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>67</b>

## Spring Start

Course	Title	Hours
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### First Year

#### Spring Semester

ACC 101	Accounting Principles I	3
AHS 102	Medical Terminology	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 155	Contemporary Mathematics	3
<b>Hours</b>		<b>15</b>

### Summer Semester

MGT 120	Small Business Management	3
SPC 205	Public Speaking	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>12</b>

### Second Year

#### Spring Semester

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>

### Summer Semester

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>

### Fall Semester

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
	Hours	12
	Total Hours	67

## 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))

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

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

- Fall Entry
  - Application Dates - May 1-31

- Spring Entry
  - Application Dates - Sept. 1-30

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://ptcgwd.wufoo.com/forms/zkrfxbp1ir0s9q/>)

\* 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 National or State Examining 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

The English required for this program is ENG 101. Students will follow this progression, with their starting point being determined by their placement test scores: ENG 032/012 and/or RDG 032/012 (or RWR 032/012) > ENG 100 and/or RDG 100 (or RWR 100) > ENG 101.

The math course required for this program is MAT 155. Students will follow this progression, with their starting point being determined by their placement test scores: MAT 032/012 > MAT 155.

An exemption test is available for Medical Terminology (AHS 102). Contact Susan Kinney ([https://websrv.ptc.edu/directory/Susan\\_Kinney243/](https://websrv.ptc.edu/directory/Susan_Kinney243/)) for more information.

FSE students must complete all General Education and FSE courses with grades of "C" or better. Students may repeat FSE courses one time to achieve a grade of "C" or better.

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 must also come to the campus to meet the faculty and tour the facilities

before starting their first FSE coursework. Call (864) 941-8774 to arrange a visit.

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.

In order to complete the Embalmer's Certificate, a student must be actively working at a funeral home and have permission to complete their required embalming cases at that location.

## Accreditation Information

The Funeral Service Education degree program at Piedmont Technical College is accredited by the,

American Board of Funeral Service Education (ABFSE)  
992 Mantua Pike, Suite 108  
Woodbury Heights, New Jersey 08097  
Phone: (816) 233-3747  
Web: [www.abfse.org](http://www.abfse.org) (<http://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 114V or by email at: [martin.d@ptc.edu](mailto:martin.d@ptc.edu), or by telephone: (864) 941-8774.

## Additional Program Information

### Program Information

Year	Total Enrolled	# of New Student	# of Grads	Timely Grad*	Graduat Rate**	Did Not Finish**%	Overall Employe	Employed in FS
2019	34	34	14	14/14	82%	0	100%	79%
2018	50	26	22	21/22	79%	1	91%	91%
2017	49	31	26	19/26	90%	1	92%	92%

\* *Timely graduation = complete program in 1½ times designated program length.*

\*\* *Graduation rate reflects cohort graduation rate (% of students from original cohort completing in the designated year)*

\*\*\* *Left before completing the program; did not finish.*

## National Board Statistics

3-Year Average	% Pass Arts	% Pass Sciences
2017-2019	69%	62%
2016-2018	67%	59%
2015-2017	67%	75%

  

Most Recent	# Takers	# Passed
2019 Arts	14	11
2019 Sciences	10	8

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/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.