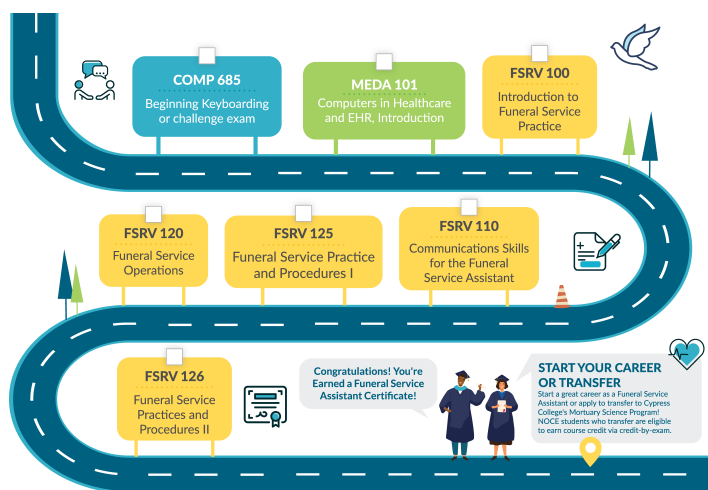


FUNERAL SERVICE ASSISTANT



Certificate of Completion

Program Code: 3P33698

The Funeral Service Assistant program certificate serves as an introduction to the theoretical and practical knowledge required for professional licensure. It will help individuals determine their level of interest in the funeral service industry and in more formal vocational training in Mortuary Science. This program will prepare students for an entry-level position as a Funeral Service Assistant. The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a funeral service assistant such as placing a casket in the parlor or chapel prior to service, arranging floral offerings or lights around the casket, directing or escorting mourners, closing the casket, as well as issuing and storing funeral equipment. It is not intended as a substitute for the Associate in Science Mortuary Science program, licensing, or certification requirements, which include an apprenticeship, but would provide students a more realistic expectation of the rigors of funeral service practice that will lead to employment as a Funeral Service Assistant and/or a pathway to the Cypress College Mortuary Science Associate in Science degree program.

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 Career Skills and Resource Lab and/or WFPR 101 Virtual Career Skills and Resource Lab courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 Career Skills and Resource Lab or WFPR 101 Virtual Career Skills and Resource Lab. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education.

Code	Title	Hours
Core Courses		
MEDA 101	Computers in Healthcare and EHR, Introduction	36
FSRV 100	Introduction to Funeral Service Practice	60
FSRV 110	Communication Skills for the Funeral Assistant	60
FSRV 125	Funeral Service Practices and Procedures I	60

FSRV 120	Funeral Service Operations	60
FSRV 126	Funeral Service Practices and Procedures II	60
Total Hours		336

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
FSRV 100	60	FSRV 120	60
MEDA 101	36	FSRV 110	60
FSRV 125	60	FSRV 126	60
	156		180

Total Hours 336

List of Courses

FSRV 100 60 Hours

Introduction to Funeral Service Practice

This course is an introduction to the funeral service profession and career opportunities. Topics covered include personal characteristics, professional responsibilities, ethical behavior, funeral service settings, mortuary law, and communication skills. Textbook Required. (Apportionment)

FSRV 110 60 Hours

Communication Skills for the Funeral Assistant

Prerequisite(s): FSRV 100 Introduction to Funeral Service Practice.

This class will prepare the student to provide support to client families in grief, bereavement, and mourning, and communicate effectively with the public. Topics include an exploration of cultural differences in grief and funeralization practices, as well as the diversity of religious beliefs impacting disposition options. Textbook Required. (Apportionment)

FSRV 120 60 Hours

Funeral Service Operations

Prerequisite(s): FSRV 100 Introduction to Funeral Service Practice.

This course introduces students to funeral service practices and procedures in preparation for entry-level positions in the funeral home. These include funeral service assistant, receptionist, mortuary representative, transfer personnel, funeral director assistant, and pre-need salesperson. Students review historical funeral service practices, funeral service price lists, and service arrangements. Textbook Required. (Apportionment)

FSRV 125 60 Hours

Funeral Service Practices and Procedures I

Prerequisite(s): FSRV 100 Introduction to Funeral Service Practice.

This course introduces students to the sociology of funeral service practice. It is designed to develop the necessary skills for arranging religious funeral ceremonies, conducting funeral and memorial services, and assisting in the disposition of human remains including cremation and scattering. Funeral service merchandise options are also covered. Textbook Required. (Apportionment)

FSRV 126

60 Hours

Funeral Service Practices and Procedures II

Prerequisite(s): FSRV 125 Service Practices and Procedures I.

This course provides students with experience related to administrative and managerial funeral directing. Students will explore the necessary skills required to operate within the funeral home, including advertising and public relations, marketing and merchandising, and compliance with applicable laws, rules, and regulations. Textbook Required. (*Apportionment*)

MEDA 101

36 Hours

Computers in Healthcare and EHR, Introduction

Prerequisite(s): COMP 685 Computer Keyboarding - Beginning.

This course is an introduction to computers for individuals entering the health care field. This course provides a general introduction to computer literacy and information technology for health care students. Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Textbook Required. (*Apportionment*)