

# Associate Program – Catalog Addendum

## Associate of Applied Science

### Program Overview

The Associate of Applied Science curriculum at Gupton-Jones College of Funeral Service is designed to meet the prerequisites for licensure and employment in funeral service. The curriculum offers both theoretical and practical fundamentals of funeral service. The program is offered in academic quarters, with each quarter consisting of eleven weeks of study. The program is developed with the input of successful professionals, ensuring exceptional career relevance, and designed to impart real-world knowledge and skills.

### Curriculum

The curriculum fulfills the requirements of all accreditation regulations and is a blend of theoretical and practical fundamentals of the funeral profession, as well as the liberal arts. The courses are listed under the headings of:

1. Public Health
2. Business Management
3. Social Sciences
4. Legal, Ethical, Regulatory
5. Liberal Arts, and
6. General Education/Liberal Arts/Electives

### General Education Requirements

- All general education requirements for the associate degree may be completed here at the college
- No previous college credit needed to enter the program
- The degree will fulfill all general education requirements

The general education courses provide a foundation for professional success. Students learn to think critically, make rational decisions, and communicate effectively. These skills support their ability to acquire, evaluate, and use the specific knowledge needed for the program.

### Graduation Requirements

To be considered a candidate for graduation from the Associate of Applied Science Degree Program (AAS) at Gupton-Jones College of Funeral Service, the following guidelines must be met:

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1. The student has successfully completed the AAS program of instruction with a minimum 2.0 cumulative GPA and passing grades in all courses;
2. The student has successfully completed all requirements of the Clinical Embalming program as specified by the College and the American Board of Funeral Service Education; also, be certified by the Clinical Program Director as minimally technically competent in entry level embalming practices;
3. The student has successfully completed all requirements of the Funeral Director Practicum;
4. The student is free of all indebtedness to the College, and;
5. The student has successfully completed and passed all end-of-program Capstone Final Exams.

## Courses by Quarter

Quarter 1		
Course Number	Course Title	Quarter Credit Hours
MAT 100	Mathematics for Business	3
ENG 100	English Grammar and Composition	4
INT 100	Preparing for Professional Success	3
TEC 101	Introduction to Technology	4
Quarter 1 Totals		14
Quarter 2		
Course Number	Course Title	Quarter Credit Hours
SCI 100	Introduction to Natural Sciences	4
SCI 222	Introduction to Microbiology	2
SCI 202	Anatomical Foundations	4
MGT 101	Small Business Management	4
Quarter 2 Totals		14
Quarter 3		
Course Number	Course Title	Quarter Credit Hours
COR 220	Embalming I	3
COR 230	Restorative Art I	3
COR 201	Funeral Service Essentials	4
COR 242	Microbiology for Funeral Service	2
SCI 102	Introduction to Social Sciences	2
Quarter 3 Totals		14
Quarter 4		
Course Number	Course Title	Quarter Credit Hours
COR 222	Embalming Lab I	1.5
COR 232	Restorative Art Lab I	1.5
COR 205	Cremation & Disposition Options	4
COR 210	Pathology I	2
COR 209	Funeral Service Communications	3
Quarter 4 Totals		12
Quarter 5		

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Course Number	Course Title	Quarter Credit Hours
COR 224	Embalming II	3
COR 234	Restorative Art II	3
COR 207	Funeral Directing	4
COR 212	Pathology II	2
COR 211	Funeral Service Management	2
<b>Quarter 5 Totals</b>		<b>14</b>
<b>Quarter 6</b>		
Course Number	Course Title	Quarter Credit Hours
COR 217	Ethical Applications in Funeral Service	2
COR 226	Embalming Lab II	1.5
COR 236	Restorative Art Lab II	1.5
COR 203	Funeral Service Merchandising	3
COR 215	Funeral Service Psychology	3
LAW 203	Practical Issues in Business Law	2
<b>Quarter 6 Totals</b>		<b>13</b>
<b>Quarter 7</b>		
Course Number	Course Title	Quarter Credit Hours
LAW 223	Law in Funeral Service	3
COR 228	Embalming III	3
COR 238	Restorative Art III	3
COR 213	Funeral Service Sociology	4
<b>Quarter 6 Totals</b>		<b>13</b>
<b>Quarter 8</b>		
Course Number	Course Title	Quarter Credit Hours
CAP 290	Capstone: Arts	2
CAP 292	Capstone: Science	2
CAP 294	Capstone: Pathway (Elective)	2
<b>Quarter 6 Totals</b>		<b>6</b>
<b>Program Total</b>		<b>100</b>

## Categories of Instruction

Public Health and Technical	Quarter Hours
Embalming	9
Embalming Lab	3
Restorative Art	9
Restorative Art Lab	3
Pathology	4
Microbiology for Funeral Service	2
<b>Total Quarter hours in Division</b>	<b>30</b>
Business Management	Quarter Hours
Preparing for Professional Success	3
Funeral Directing	4

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Funeral Service Merchandising	3
Cremation and Disposition Options	4
Funeral Service Essentials	4
Funeral Service Communications	3
Funeral Service Management	2
Capstone: Science	2
Capstone: Arts	2
Capstone: Pathway (Elective)	2
<b>Total Quarter hours in Division</b>	<b>29</b>
<b>Social Science</b>	<b>Quarter Hours</b>
Funeral Service Sociology	4
Funeral Service Psychology	3
Introduction to Social Sciences	2
<b>Total Quarter hours in Division</b>	<b>9</b>
<b>Legal, Regulatory and Ethics</b>	<b>Quarter Hours</b>
Practical Issues in Business law	2
Law in Funeral Service	3
Ethical Applications in Funeral Service	2
<b>Total Quarter hours in Division</b>	<b>7</b>
<b>General Education/Liberal Arts/Electives</b>	<b>Quarter Hours</b>
Mathematics for Business	3
English Grammar and Composition	4
Introduction to Natural Sciences	4
Introduction to Technology	4
Introduction to Microbiology	2
Small Business Management	4
Anatomical Foundations	4
<b>Total Quarter hours in Division</b>	<b>25</b>

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Course descriptions are designed to depict each course's content in understandable items to aid the student in a complete comprehension of requisite studies to attain the objectives of the program.

## General Education Courses

### MAT 100 Mathematics for Business (3 QH)

This course is intended to support students in developing skills, strategies, and reasoning needed to succeed in mathematics. Topics include introductory treatments of sets and logic, financial mathematics, probability, and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication will be embedded throughout the course. Communication and appropriate use of technology is included. Additional topics may be covered. Requires a passing score on entrance exam.

### ENG 100 English Grammar and Composition (4 QH)

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. The basic skills to be successful at a college and professional level are explored, focusing on APA style writing, proper grammar, and paper composition. Upon completion, students will have the skills needed to perform at a college and professional level. Requires a passing score on entrance exam.

### INT 100 Preparing for Professional Success (3 QH)

This course explores essential study skills for college level academics, as well as proven methods for stress management. Emphasis is given to organizational and time management skills, as well as concepts of mindfulness. Additionally, this course explores current trends in the workforce in terms of expectations and requirements, pay rates and job placement, and professional practices.

### TEC 101 Introduction to Technology (4 QH)

A basic introduction to data processing, hardware, software, and operating systems for current systems and applications. Basic technology skills are designed to inform the student on modern applications of computer skills and how they may be applied to be successful as a student and working professional.

### SCI 102 Introduction to Social Sciences (2 QH)

This course is designed to introduce students to psychological and sociological norms. Students will learn concepts of general psychology including schools of thought, areas of specialization, social behavior, and emotional intelligence. Students will form a sociological foundation in building relationships with co-workers, community, clientele, and business.

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## SCI 100 Introduction to Natural Sciences (4 QH)

This course will provide a foundation for students to develop an understanding of terminology related to the natural sciences. Students will be introduced to basic anatomical terms, including the anatomical position, directional terms, and gross anatomical regions and planes. Also, an introduction to general, organic, and biochemistry.

## SCI 222 Introduction to Microbiology (2 QH)

This course is an introduction to the study of the anatomy, physiology, and methods of control of microorganisms. A fundamental approach to the mechanisms of pathogenicity and host response to infection through a study of immunology is also presented.

## SCI 202 Anatomical Foundations (4 QH)

This course will expose the student to a study of the structure and function of the human body. Systems include the following: integumentary system, skeletal system, digestive system, urinary system, reproductive system, respiratory system, cardiovascular system, endocrine system, nervous system, and muscular system.

## MGT 101 Small Business Management (4 QH)

This course explores the principles of management applicable to small business. Areas of study include planning for a new or existing business, organization, location, and marketing strategies. Financial planning, basic accounting, capital asset management, personnel management, use of technology and elements of sound business management will be emphasized.

### **Funeral Service Core Courses**

## COR 220 Embalming I (3 QH)

This is an introductory course in embalming, concentrating on professionalism, accountability, responsibility, and legal regulation. Students will learn the overall value of embalming, terminology of death, and the physical and chemical changes that occur in the body. Embalming instruments, preparation room equipment and supplies are also discussed.

## COR 230 Restorative Art I (3 QH)

This course will introduce students to the basic principles of restorative art, with detailed analysis of human anatomy which are responsible for the characteristics common to the countenance of human beings. The course will include a detailed study of the bones of the head, muscles of form and expression, subcutaneous tissues, and integument.

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## COR 201 Funeral Service Essentials (4 QH)

This course will familiarize students with the essential components of the death care profession. Students will develop the foundational knowledge required to be successful as a funeral service professional including Federal Trade Commission regulations and the basic duties, responsibilities, and expectations of those practicing funeral service.

## COR 242 Microbiology for Funeral Service (2 QH)

This course is an intense exploration of microbiology principles as related to specific bacteria, rickettsia, chlamydia, viruses, fungi and protozoa and the infections they cause. The relationship to funeral service practice is established by an analysis of the possible transmission of microorganisms to funeral service personnel and the public. **Prerequisites: SCI 100, SCI 222**

## COR 222 Embalming Lab I (1.5 QH)

This course will expose students to the practical application of embalming. The student will experience and discuss embalming procedures and applications through physical, virtual, and/or technological conveyed mediums. **Prerequisite: COR 220**

## COR 232 Restorative Art Lab I (1.5 QH)

This course will present students with the foundational principles and application of restorative art in funeral service, including the study of modeling media and techniques. Students will apply techniques in the modeling of facial features. **Prerequisite: COR 230**

## COR 205 Cremation and Disposition Options (4 QH)

This course will provide students an overview of cremation topics including proper procedures, legal considerations, services, merchandise, trends, and the history of cremation. This course will also explore non-traditional disposition options including eco-friendly funerals, cryonics, alkaline hydrolysis, green burial, natural organic reduction, and burial at sea.

## COR 210 Pathology I (2 QH)

This course will provide an introduction to disease processes and their impact on the human body. It will include basic pathological terminology, a study of the divisions of pathology, the nature and cause of disease, circulatory disturbances, inflammation, and a study of tumors and cysts. Also included, an introduction to special pathology. **Prerequisite: SCI 100**

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## COM 102 Funeral Service Communications (3 QH)

This course will provide students a survey of the basic principles of effective communication skills as they relate to funeral service. Topics will include the communication process, language, nonverbal communication, listening, self-concept, public speaking; interpersonal, group, business communication with an emphasis on soft skills; and the use of technology in communication.

## COR 224 Embalming II (3 QH)

This course presents students with an intense study of embalming case analysis through the completion of a case. Students will study areas to include embalming chemicals, positioning, posing features, vascular considerations, fluid mechanics, and cavity treatment. **Prerequisite: COR 222**

## COR 234 Restorative Art II (3 QH)

This course will focus on a detailed study of facial features and structures. Students will intensely study individual features and explore facial markings, proportions, profiles, and shapes. **Prerequisite: COR 232**

## COR 207 Funeral Directing (4 QH)

This course will focus on the fundamental duties, responsibilities, and expectations of those practicing funeral service. Including notification of death, transfer of remains, conduct of the arrangement conference, prefunded/preplanned funerals, religious practices, shipment of remains, and aftercare. **Prerequisite: COR 201**

## COR 212 Pathology II (2 QH)

This course provides students an intense focus in special pathology. The areas of concentration include a study of the diseases and their effect on the systems of the body. **Prerequisite: COR 210**

## COR 211 Funeral Service Management (2 QH)

This course is a broad overview of the basic principles of Funeral Service Management. General management theory is applied to funeral service practice with a focus on concepts, functions, and areas of management. In addition, trends in funeral service and disaster preparedness are explored.

## COR 217 Ethical Applications in Funeral Service (2 QH)

This course will familiarize students with the origins, philosophy, and importance of ethics in funeral service. This course will help students develop a strong set of professional ethics. This knowledge will help funeral practitioners do what is proper and in the best interest of those they serve while maintaining the public trust.



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## COR 226 Embalming Lab II (1.5 QH)

This course will further expose students to the practical applications of embalming theory. Students will be presented with an immersive experience in embalming application through virtual and in-person interaction with instructors and preceptors. Students will complete a clinical embalming experience to demonstrate competency. **Prerequisite: COR 224**

## COR 236 Restorative Art Lab II (1.5 QH)

This course will include extensive focus on the practical application of Restorative Art in funeral service. Students will be guided through a practical application of Restorative Art techniques and practices. This lab must be taken on-campus. **Prerequisite: COR 234**

## COR 203 Funeral Service Merchandising (3 QH)

This course introduces students to the basics of merchandising as it applies to the funeral profession. This course explores the construction and features of caskets, outer burial containers, and other funeral, cremation, and cemetery products. It also examines methods of purchasing, pricing, display, and sale of funeral and cemetery merchandise as well as funeral and cemetery services.

## COR 215 – Funeral Service Psychology (3 QH)

This course examines psychology and counseling as they relate to funeral service. Specifically stressed are the psychological concepts in the areas of grief, bereavement, mourning, aftercare, and crisis intervention with emphasis on the role of the funeral practitioner. **Prerequisite: SCI 102**

## LAW 203 – Practical Issues in Business Law (2 QH)

This course is a survey of the basic principles of business law as related to funeral service. Especially stressed are the bodies of law and the judicial system found in the United States of America including contracts, sales, bailments, negotiable instruments, agency, employment, and business organizations.

## LAW 223 – Law in Funeral Service (3 QH)

This course is designed to introduce students to the rights, duties, and responsibilities of the funeral service practitioner and funeral establishment. Including but not limited to state and federal laws, regulations and administrative agency law pertaining to funeral service. **Prerequisite: LAW 203**

## COR 228 – Embalming III (3 QH)

This course focuses on the handling of special cases and the proper embalming procedures of each. Attention is devoted to many of the unique challenges facing the modern embalmer. **Prerequisite: COR 226**

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## COR 238 – Restorative Art III (3 QH)

This course will focus on general restorative treatments required in properly preparing remains. Students will be exposed to color theory, cosmetology, and other practical applications in Restorative Art. **Prerequisite:** **COR 236**

## COR 213 – Funeral Service Sociology (4 QH)

This course provides students with principles of sociology as related to funeral service. Emphasis is placed on family and social structures, and the changes in each as related to funeral service. This course will also examine religious, fraternal, and military rites as they relate to funeral service. **Prerequisite:** **SCI 102**

## CAP 290 – Capstone: Science (2 QH)

This course is a comprehensive review and learning assessment of the science curriculum to prepare students to successfully complete the capstone competency exam. Emphasis is placed on specific problem areas and the requirements for licensure examinations.

## CAP 292 – Capstone: Arts (2 QH)

This course is a comprehensive review and learning assessment of the arts (non-science) curriculum to prepare students to successfully complete the capstone competency exam. Emphasis is placed on specific problem areas and the requirements for licensure examinations.

## CAP 294 – Capstone: Pathway (2 QH)

This course will require students to research a topic related to funeral service and present their results to the course participants as a part of the final requirements for program completion.