

# COURSE DESCRIPTIONS

## **BLB 001 Introduction to Blackboard**

0 credits

This course is REQUIRED and is designed to help online and campus students become familiar with Blackboard. This course is designed to introduce the student to the learning environment online and on campus. Topics covered include AAMI policies and procedures and guides to successful learning. This course covers study skills, time management, stress management and creating an effective learning environment. The course for online students also enables the student to understand different online elements. Topics include correspondence, communication, navigating an online course, online testing and understanding your own technology. This course must be completed prior to students beginning their online learning and students must pass this course or they will not have access to their online courses. This course is offered Pass/Fail.

## **BUS 201 Funeral Home Directing**

2 credits

Introduction to basic services performed by the funeral director from first call to final disposition of the deceased; survey of ceremonies and procedures of various religious, fraternal and other organized groups; inter-professional relationships with

clergy, medical personnel and public agencies; the dual role of the funeral director as an effective caregiver and manager; business, social and ceremonial etiquette.

## **BUS 202 Small Business Management**

2 credits

Topics include, planning, organizing, staffing and directing a successful business. Management issues affecting the funeral director are discussed including the use of computers and applicable software packages. Other topics include: business problems and risks; market analysis; layout requirements; advertising; employee relations. Emphasis is placed on business decisions regarding client family needs.

## **LAW 201 Business Law**

2 credits

Nature and development of law, emphasizing the broad field of contracts, their nature, classification, operation and effects; negotiable instruments and sales.

## **BUS 311 Accounting I**

2 credits

*Prerequisite:* GEN 104, BUS 202

This course introduces the fundamental accounting equation and its application to accounting theory. The accounting equation and the accounting cycle are presented as well as the format and preparation of the books of account, and the presentation of financial statements.

## **BUS 312 Funeral Home Management & Merchandising** 2 credits

*Prerequisite:* BUS 201; *Co-requisite:* BUS 314

Federal Trade Commission regulations; filing of death certificates and other legal forms; special consideration from medical examiner cases; glossary of accepted funeral service terminology; funeral service merchandise including caskets and other burial containers; merchandising definition, purpose, pricing, displays, service and price quotations; funeral home management and insurance and funeral service practice. Tests will include material from Funeral Home Directing.

**BUS 313 Crematory and Cemetery Operations** 3 credits

*Prerequisites:* BUS 201 and LAW 201; *Co-requisite:* BUS 301

This course introduces the fundamentals of crematory and cemetery operations as they relate to funeral service. Students will learn the history of cremation, basic terminology, crematory equipment, legal issues and the utilization of best practices. It will also explore various contemporary disposition issues affecting funeral services.

**BUS 301 Federal Trade Commission for Funeral Service** 1 credit

*Prerequisite:* LAW 201; *Co-requisite:* BUS 313

This course reviews and fully explains all items related to the FTC Funeral Rule.

**BUS 314 Funeral Home Practicum** 1 credit

*Co-requisite:* BUS 312

This course combines funeral service topics that pertain to everyday job requirements in the funeral home. Weekly topics include FTC, arrangements, death certificates, veteran paperwork. There will be weekly lectures, tests and assignments as well as a lab component that will be completed on Campus during their required Campus lab and course work. This course is only offered PASS/FAIL.

**BUS 411 Accounting II** 2 credits

*Prerequisite:* BUS 311, GEN 104

This course discusses areas of special journals, subsidiary ledgers, banking procedures, payroll procedures, petty cash and other cash procedures. The course concludes with a study of ratio analysis. Tests will include material from Accounting I.

**BUS 102 Communication Skills** 2 credits

This course will cover the fundamentals of English composition coupled with business theories and practices that underlie elective correspondence.

Students will learn how to form clear and effective sentences and paragraphs. Emphasis is also placed on career specific communications such as resume preparation.

**GEN 102 Introduction to Science** 2 credits

This introductory course provides the student with a working knowledge of the basic concepts and principles of scientific terminology. Students will become familiar with terms to be used in all the required science courses with emphasis on the human body and circulatory system.

**GEN 106 English Composition**

2 credits

This course is designed to provide students with a general review of the basic tenets of reading comprehension, grammar and the writing process. It is designed to further develop student's abilities to organize and express their thoughts .

**GEN 105 General Psychology**

2 credits

This course is designed to provide students with basic understanding of the most common theories and concepts in the field of psychology with an emphasis on the practical application of those theories and concepts.

**SOC 301 Funeral Service Psychology & Counseling**

3 credits

*Prerequisite:* GEN 105

The bereavement process and special life problems associated with it; definitions of counseling, grief reactions; goals of counseling; types of counseling; the funeral director as a counselor; crisis intervention counseling including types, developments and characteristics of a crisis; the ABC method of counseling, family typology; qualities of effective counselors; self-actualization; facilitating communication; grief counseling; grief of the counselor; referrals and visual aids.

**GEN 104 Principles of Mathematics**

3 credits

This course develops arithmetic concepts and skills, particularly in the areas of whole numbers, fractions, decimals, and percent. An emphasis is placed on problem solving skills, especially in the determination of the mathematical calculation of the cost of a Funeral Service contract including the calculation of percentage discounts, and interest determination on time payments.

**GEN 211 Anatomy I**

3 credits

*Prerequisite:* GEN 102

Introduction to terminology and terms of reference used in anatomical description; preliminary discussion of tissues, organs and organ systems; vascular system, including heart, blood vessels, lymphatic system; musculature system.

**GEN 212 Introduction to Microbiology**

2 credits

*Prerequisite:* GEN 102

Study of the structure and functions of microorganisms; influence of environmental factors on their growth and their role in disease; survey of the pathogens and diseases they cause; factors concerned with infection and the defense mechanisms of the human body.

**GEN 311 Introduction to Pathology**

2 credits

*Prerequisite:* GEN 102

Introduction to general pathology; nature of disease and its effect on the human body, including inflammation, degenerative changes, necrosis, disturbances in circulation and neoplasms.

**GEN 313 Introduction to Chemistry**

2 credits

*Prerequisite:* GEN 102

Basic concepts such as structure and forms of matter; the nature of chemical changes, chemical nomenclature; use of symbols; formulas and equations, consideration of selected topics such as oxidation – reduction, solutions, ionization, acidity and alkalinity, diffusion and osmosis.

**LAW 101 Professional Ethics**

1 credit

Individual development and evaluation of funeral service professional system of ethics; professional ethics in community relationships; ethics in regard to the deceased; ethics within funeral service operations; factual and dignified publicity and promotion procedures; pre-arrangement ethics; pre-finance ethics; education; competitor relationships; associations.

**LAW 411 Mortuary Law**

2 credits

*Prerequisite:* LAW 201

Bailments, agency, partnership, insurance, wills, burial rights and obligations, rights and wrongs concerning the body and burial; cemetery law, zoning restrictions and damages. Tests will include material from LAW 201 Business Law.

**LAW 412 State Rules and Regulations**

1 credit

*Prerequisite:* LAW 201; *Co-Requisite:* LAW 411

Introduction to specific laws, rules and regulations governing the practice of embalming in the states individual students plan to practice.

**PHT 201 Principles of Embalming I**

2 credits

Introduction to embalming; historical and contemporary perspectives; moral, ethical and legal consideration; definitions and objectives of embalming; terms associated with death; types, signs and tests for death; pre-embalming changes; pre-embalming diagnosis and techniques; instruments and equipment utilized in basic embalming procedures.

**PHT 301 Color and Cosmetics**

1 credit

*Co-Requisite:* PHT 201

Principles of color theory in pigments, vision and illumination; principles of cosmetology; consideration of cosmetic media; complexion types and deviations from normal complexion types; introduction to the influence of bony structures upon surface forms; facial proportions and variations in head form and their effect upon physiognomy.

**PHT 312 Microbiology for Embalmers**

2 credits

*Prerequisite:* GEN 212

Study of yeasts, molds, protozoa and viruses and their role in disease and decomposition; methods of communicable disease control and prevention; the role of the practitioner in promotion of Public Health; basic concepts in vital statistics; death rates and their impact on funeral service; major causes of death, emphasis given to types of disinfection and sanitary safeguards in the preparation room; consideration of other health measures such as water purification and waste disposal. Tests will include material from Introduction to Microbiology.

**PHT 313 Principles of Embalming II**

2 credits

*Prerequisites:* PHT 201, GEN 211

Factors influencing fluid distribution and drainage; types of embalming fluids; composition and usage; vascular anatomy including linear and anatomical guides.

**PHT 316 Anatomy II**

2 credits

*Prerequisite:* GEN 211

A detailed study of the skeletal system including the histology of bone, splanchnology of the digestive system in terms of its gross anatomy with some discussion of histology and physiology. Tests will include material from Anatomy I.

**PHT 411 Chemistry for Embalmers**

2 credits

*Prerequisites:* GEN 313

Introduction to organic chemistry including a survey of the classes of organic compounds of concern to the embalmer; the nature of decomposition; formulation of embalming fluids and function of the various components; introduction to toxicology and its importance.

Tests will include material from Introduction to Chemistry.

**PHT 412 Clinical Embalming**

1 credit

*Prerequisite:* PHT 201

Demonstrations and practical applications of Principles of Embalming under the supervision of AAMI faculty. Students are required to participate fully in a hands-on experience involving the completion of a minimum of 10 embalmings. This course is only offered PASS/FAIL. A clinical embalming fee is charged for PHT 412.

NOTE: AAMI strongly recommends that a pregnant student NOT enroll in PHT 412, ENTER AN EMBALMING ROOM OR PARTICIPATE IN ANY EMBALMINGS during

pregnancy or within six months after birth in order to protect the fetus, the new born and the mother from potentially toxic fumes and chemicals.

**PHT 413 Pathology for Embalmers**

2 credits

*Prerequisite:* GEN 311

Principles of special pathology applied to the study of disease of the various organ systems, emphasizing those creating specific embalming problems; introduction of forensic pathology and the importance of the autopsy as a tool in medical instruction and research. Tests will include material from Introduction to Pathology.

**PHT 414 Principles of Embalming III**

2 credits

*Prerequisite:* PHT 313, PHT 413

Case analysis and treatment of special problem cases; local, state, and national (OSHA) regulations and requirements examined.

**PHT 415 Restorative Art**

3 credits

*Prerequisite:* PHT 301, PHT 313, and PHT 316

**MUST BE TAKEN IN A STUDENT'S LAST SEMESTER.**

Practical consideration of restorative techniques; special problems caused by abrasions, burns, lacerations, excision, etc. are discussed and treatment presented; modeling techniques and practical application. Tests will include material from Color and Cosmetics. Online students must complete the lab portion of the class on Campus in New York on one of the scheduled dates and times offered by the school.

**BUS 416 Comprehensive Science Review**

1 credit

*Prerequisite:* All Courses

This course is designed to review course work previously taken.  
This course is only offered PASS/FAIL. This course is to be taken in the student's last semester.

**PHT 417 Anatomy III**

2 credits

*Prerequisite:* PHT 316

Study of the respiratory, excretory, nervous, endocrine, integumentary, and reproductive systems. Introduction of pre-natal development. Each system is described in terms of its gross anatomy with some discussion of histology and physiology. Tests will include material from Anatomy I & II.

**SOC 101 History of Funeral Service**

2 credits

Early mortuary behavior including funeral customs of ancient civilizations; death and burial through the middle ages and renaissance; medical embalmers and the rise of the English undertakers; rise of American funeral behavior from early colonial practices to the development of embalming and funeral transportation; pattern of late nineteenth century funerals; associational development among funeral directors; institutional growth and contemporary funeral practice.

**SOC 202 Sociology of Funeral Service**

1 credit

Historical growth and development of death concepts, mourning and funeral practices from early to modern western civilization; contemporary social attitudes toward death and the funeral; consideration of different customs, reactions, beliefs and expressions of grief; salient concepts relevant to funeral service are explored and related to the daily practice of the funeral director.

**BUS 417 Comprehensive Arts Review** 1 credit

*Prerequisite:* All Courses; *Co-Requisites:* PHT 414, PHT 415, and PHT 416

This course is designed to review course work previously taken.

This course is only offered PASS/FAIL. This course is to be taken in the student's last semester.