

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

This course is a survey of the basic principles of business law. This course will cover the nature and development of the law, emphasizing the broad field of contracts, their nature, classification, operation and effects. We will also discuss negotiable instruments; sales; agency and employment; real and personal property; wills and trusts.

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

This course will consider the funeral director's responsibility in filing for Veterans Administration and Social Security benefits; Federal Trade Commission Regulations; special consideration from medical examiner cases; glossary of accepted funeral service terminology; funeral service merchandise including caskets and outer 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

2 credits

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

Introduction to the operation of both crematories and cemeteries. Topics include: History; Terminology; Authorization to cremate or bury; Arrangements for cremation; Identification of authorizing agent; Identification of deceased; Cremation process; Disposition of personal property; Authority to dispose cremated remains; Methods of shipping cremated remains; Investigating third party crematories and due diligence; Crematory inspection; Mode of disposition of cremated remains; Risk management; Legal issues, Indemnification. History of cemeteries; Cemetery terms; Monuments, markers,

memorials; Vaults; Mausoleums; Green burials; Cemetery requirements: FTC requirements; OSHA.

BUS 301 Federal Trade Commission for Funeral Service

1 credit

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

This course reviews and fully explains all items related to the Federal Trade Commission funeral rule.

BUS 314 Funeral Home Practicum

1 credit

Prerequisite: BUS 201, **Co-requisite:** BUS 312

This course combines work in funeral home setting and discussion of funeral services topics. Successful completion of Funeral Directing Practicum is necessary in order to graduate. Students are expected to work online as well as out in funeral service industry to fulfill the requirements. Weekly topics include arrangements, death certificates, permits, vital statistic worksheets, Social Security & VA paperwork, FTC, GPL, CPL, and OBC compliance and other current issues.

BUS 411 Accounting II

2 credits

Prerequisite: BUS 311

This course will build on the foundations of Accounting 1. In this class students will study the following: Inventory Management, Depreciation, sales, sales returns, sales allowances, purchase returns & allowances and how they affect revenue and O/E. We also study payroll accounting, banking procedures and ratios for determining liquidity. Students will also examine depreciation, operating expenses, cost of goods sold, and what exactly comprises gross profit, gross sales, net sales, and net profit.

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 basic techniques regarding public speaking and business etiquette. The students will receive acknowledgement, adjustment and collection. Emphasis is also placed on career specific

communications such as resumé preparation and business correspondence to prepare them for the funeral industry.

GEN 102 Introduction to Science

2 credits

The course introduces students to prefixes, suffixes, and roots commonly used in scientific terminology and an introduction to the study of the structure and physiology of the cell, including the process of diffusion and osmosis, and an introduction to human anatomy.

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 students' 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

This course is designated to allow students to understand the process and special life problems associated with bereavement. Discussion will include the comparison between theoretical and clinical bereavement. Counseling terms, types of counseling, goals of counseling, grief reactions, crisis intervention and the funeral director as a counselor will be examined. The development and characteristics of a crisis will be examined along with the qualities of effective counseling, family typology, grief counseling, grief therapy, grief of the counselor and referrals. There will be a research component to this course.

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

This course is an introduction to the terminology and terms of reference used in anatomical description; preliminary discussion of tissues, organs and organ systems; vascular system, including heart, blood vessels; lymphatic and 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, GEN 211

Principles of special pathology applied to the study of diseases of the various organ systems, emphasizing those creating specific embalming problems, introduction to forensic pathology and the importance of autopsy as a tool in medical instruction and research.

GEN 313 Introduction to Chemistry

2 credits

Prerequisite: GEN 102

This is a course of basic principles of chemistry as they may relate to Funeral Service. Topics include: the periodic table, selected elements, compounds and equations, osmosis, dialysis, diffusion, neutralization, oxidation, and reduction; and how these

processes relate to the embalming process. Solutions and the pH system will also be discussed.

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 with 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, **Co-requisite:** LAW 412

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

The course will give the students an opportunity to take an in-depth look at the rules and regulations governing funeral directors, embalmers, funeral firms and funeral establishments in the state in which they intend to become licensed.

PHT 201 Principles of Embalming I

2 credits

Introduction to the world of embalming. In this course we will cover; the history of embalming as well as key figures and events, general terms, human decomposition, preservation, standard safety practices, steps to embalming, types of death and terms, physical and chemical changes before and after death, methods and tools of the trade, simple restoration and the importance of pressure.

PHT 301 Color and Cosmetics

1 credit

Prerequisite: PHT 201

Principles of color theory in pigments, vision and illumination; principles of cosmetology; consideration of cosmetic media; complexion types and deviations from the normal complexion types; introduction to the influence of bony structures upon surface forms; facial proportions and variations in head 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 safeguard in the preparation room; consideration of other health measures such as water purification and waste disposal.

PHT 313 Principles of Embalming II

2 credits

Prerequisites: PHT 201, GEN 211

This course discussion includes vascular anatomy including anatomical guides and limits, linear guides of all major embalming vessels, places of incision for each of the major vessels, factors influencing fluids distribution, including rate of flow, pressure, intra and extra vascular conditions drainage, diffusion and distribution, types of embalming fluids, composition of various fluids and usage.

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.

PHT 411 Chemistry for Embalmers

2 credits

Prerequisites: GEN 313

This course is a survey of the basic principles of chemistry as they relate to Funeral Service. Topics covered will include Organic Chemistry, Biochemistry, Chemistry of Decomposition and Embalming Chemistry. Especially stressed are the chemical principles involved in sanitation, disinfection, public practices are delved into as well as use and precautions related to potentially harmful chemicals that are currently used in the field of funeral service.

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 apply to the study of diseases of the various organ systems, emphasizing those creating specific embalming problems, introduction to forensic pathology, and the importance of autopsy as a tool in medical instruction and research.

PHT 414 Principles of Embalming III

2 credits

Prerequisite: PHT 313

In this last of the three embalming courses, the focus is on treating individual issues, such as vascular problems, too little or too much moisture in the body, autopsied cases, obese cases, infants, cases that have been exposed to radiation or refrigeration, cases involving deformities or decomposition, and several others. We will also use this time for a review of

all the embalming information you have learned, so you will feel adequately prepared not only for your final exam but also the embalming sections of the Comprehensive Science Exam and the National Board Exam.

PHT 415 Restorative Art

3 credits

Prerequisite: PHT 301, PHT 313, 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.

****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, **Co-Requisites:** BUS 417

The course is a review/self-study intended to aid the student in preparation for the National Board Science Exam. The subjects covered are a review of all previous semesters' work.

PHT 417 Anatomy III

2 credits

Prerequisite: PHT 316

Splanchnology of the respiratory and excretory system. Study of the nervous, endocrine, integumentary, and reproductive systems. Each system is described in terms of its gross anatomy with some discussion of histology and physiology.

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 English undertakers; rise of American funeral behavior from early colonial practices to the development of embalming and funeral transportation; pattern of late 19th Century

funerals; associational development among funeral directors; institutional growth and contemporary funeral practice.

SOC 202 Sociology of Funeral Service

1 credit

This survey course will address the basic principles of sociology as they relate to funeral service. This course will stress family structures, social structures and the factors of change that relate to the funeral.

BUS 417 Comprehensive Arts Review

1 credit

Prerequisite: All Courses, **Co-Requisites:** BUS 416

The course is a review/self-study intended to aid the student in preparation for the National Board Arts Exam. The subjects covered are a review of all previous semesters' work.