



MRTS 1342 – Mortuary Management I – Online

Course Syllabus: Fall 2020

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

	<p>Email: RGardner@ntcc.edu Phone: 903.434.8314 Office: Instructional Annex 101 Office Hours: Monday: 9:30 AM - 3:30 PM (On-Campus & Virtual*) Tuesday: 6:00 PM- 8:00 PM (Virtual*) Wednesday: 9:00 AM - 11:00 AM (Virtual*)</p> <p>* Virtual Office in the Left-Hand Navigation Bar</p>	 <p>Instructor: Rebecca M. Robidas Gardner</p>
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***** Zoom tutoring and office hours available upon request.**

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description:

3 credit hours.

Lecture/Lab/Clinical: Three hours of lecture and one hour of lab each week.

Co-requisite(s): Program director permission or acceptance to the Funeral Service program

Introduction to basic accounting and bookkeeping and processing of survivor benefits. Projects in generating forms and documents related to disposition of human remains utilizing computer software designed for mortuaries. (Fall, Spring)

Prerequisite(s): None

Student Learning Outcomes:

1. Discuss technologies used in the funeral profession for management, marketing, and promotion;
2. Understand the related capabilities of similar software programs;
3. Apply the language of business to funeral service;
4. Understand and explain the fundamental accounting equation;
5. Recognize the importance of accounting in business management;
6. Identify the types of organizations and ownership;
7. Assess the value of appropriate personnel selection;

8. Compare the relationship of costs to revenue;
9. Compare and contrast pre-need and at-need funeral contracts;
10. Explain the characteristics of a small business;
11. Classify key components of establishing a small business, market analysis, elements of a business plan, and concepts of valuation;
12. Explain risk management and the of human resources management.

Evaluation/Grading Policy:

A	92 - 100
B	85 - 91
C	80 - 84
D	75 - 79
F	74 & below

*A grade of C or better constitutes a passing grade in the Funeral Service Education program.

Tests/Exams:

There will be five exams, including the final. Per Funeral Service Program guidelines, you must make an 80% or better on final exams to successfully complete the course.

Exam #1 @100 points
Exam #2 @ 100 points
Exam #3 @ 100 points
Exam #4 @ 100 Points
Final Exam @200 Points
Total Points = 600

Assignments:

Project 2 @ 100 points = 200 Points
Discussion Boards 1 @ 5 = 5 Points
Quizzes 3 @ 25 = 75 Points
Assignments 6 @ 20 = 120 Points
Total Points = 400

Required Instructional Materials:

Funeral Directing and Funeral Service Management

Publisher: Thanos Institute **ISBN Number:** 13:9780964796751

Optional Instructional Materials:

Need library resources but don't know where to start? Searching for a book, article, or data for research? Not sure how to cite a source in your bibliography? Ask a librarian! Research help is available in person at the Charlie and Helen Hampton Library Reference Desk, by phone at 903-434-8151, or by emailing the Director of Library Services, Ron Bowden at rbowden@ntcc.edu. The library's website, www.ntcc.edu/library, offers access to over 80 databases (including an eBook collection and a streaming video collection), a citation style guide, tutorials, and a link to their online catalog. The Funeral Service Education's library guide can be accessed by going to <http://libguides.ntcc.edu/c.php?g=634483>.

Minimum Technology Requirements:

Respondus Lockdown Web Monitor (\$15.00 per year). You will register for Respondus Lockdown Web Monitor in the "Start Course Here" folder.

Where and when available, automated classroom recording technology will be used to record virtual (Synchronous) activities. Such recordings will only be used to supplement the course(s) in which the

recording took place. Please be sure to express concerns regarding synchronous activity recordings to the program director, prior to a virtual activity.

Required Computer Literacy Skills:

Strong attendance is imperative to successful learning. Being that this is an online course, attendance is counted through exams, assignments, discussion boards and quizzes. Make sure to log in at least three times a week to check for new materials and announcements. Computer access is required in this course. Students must be comfortable using Word, opening and reading Excel documents, Power Point viewing, attaching documents in .DOC and .DOCX format, access and use online programs, use an internet browser, performing database searches for articles, Blackboard, and textbook support websites. In addition to this student will be required to have a recording device for video presentations and have the necessary software for uploading the videos to the course website.

As part of an effort to help you develop your professional communication skills, I am instituting a (somewhat) formal email etiquette policy. While in the past I have had a certain amount of patience for email messages that are written in an informal style—that is, without much attention to structure, grammar, spelling, and style—I am quite concerned that your future employer(s) and other professional colleagues will be less tolerant. They may think that if you are that inattentive in your writing, you might be just as careless when you are interacting with families as well. (For example, please see <http://goo.gl/kB9D6>)

Therefore, when you send me an email, please make every attempt to follow my recommended guidelines for acceptable email etiquette:

- Use a properly descriptive subject line that consists of the course number (“MRTS 1171”) followed by a very brief phrase that summarizes the subject of your message, such as “Homework 1, Problem 2” or “Appointment request.” Please refrain from using short, nonspecific subject lines that have little to do with the actual message (like “hi,” “class,” “Comp Bio,” “python,” “question,” “help,” or just leaving the subject line blank.)
- Start the body of your email off with a proper greeting, such as “Hello Ms. G,” or something similar. (As a side benefit, this prevents you from accidentally addressing me as “Rebecca.”)
- Please make sure you know the difference between they’re, their, and there. Similarly, make sure you know when to use it’s versus its, your versus you’re, and to, two, and too. (There are people who write entire books to convey the wrath and fury they feel when they see examples of such abominations of punctuation and spelling.)
- Please capitalize the first letter in each sentence, not the entire sentence.

To encourage you to get in the habit of better email etiquette, my plan is as follows: If I receive an email message from you that does not make a sincere attempt to follow the recommendations outlined above, I may respond with a “canned” (pre-written) message that will politely ask you to rewrite your email and send again. It doesn’t have to be perfect (even I screw up sometimes), but assuming you made a decent attempt to do the right thing, then I will much more likely to provide an actual, personal, and timely response.

Course Structure and Overview:

This is a sixteen-week online course where students are required to access graded activities on the Blackboard Learning Management System. A typical class involves general participation by all members in discussions regarding funeral service and procedures being studied. Students are required to check email frequently, complete online homework, discussion forums, projects, and exams as assigned by the instructor. It is very important students keep up with course materials and assignments when issued by the instructor, as this is not a self-paced class. Students are expected to watch instructional videos, read course textbook, and complete online assignments located in the Learning Management System,

Blackboard by the due dates.

SCANS Skills:

Basic Skills: reading, writing, arithmetic and mathematical operations, listening, speaking.

Thinking Skills: creative thinking, decision making, problem solving, visualize, knowing how to learn, reasoning.

Personal Qualities: responsibility, self-esteem, sociability, self-management, integrity and honesty.

Resources: time, money, materials and facilities, human resources.

Information: acquires, evaluates, organizes, maintains, interprets, and uses computers.

Interpersonal: participates in teams, teaches others, serves clients, exercises leadership, negotiates, works with diversity.

Systems: understands systems, monitors and corrects performance, improves or designs systems.

Technology: works with a variety of technologies.

Lectures & Discussions:

Didactic: Lecture, Power Point Presentations, Discussion, Videos/DVDs, Worksheets,

Written Assignments, Computer-based Assignments, Tutorials, and Assessments.

Observations, Evaluation Conferences 1:1 Feedback, Presentations, Role Play, Small Group Activities, Computer-based Assignments, Tutorials, and Assessments.

Communications:

Student emails and phone calls will be answered within 48 hours. Messages sent on Saturday or Sunday may not be answered until Monday. It is recommended that you post course related questions in the discussion area. If you need info related to a test or assignment, plan ahead and submit your questions well ahead of the due date. Your instructor is not online 24 hours per day, so please allow time for response. Emails must be sent from a NTCC student email account or Blackboard, or they will not be answered. Assignments will not be accepted via email. All assignments should be submitted through Blackboard.

Blackboard collaborate, virtual sessions, and the discussion boards are areas that should be used for open questions and conversation. Use private email for information you do not wish to share with everyone. Check in frequently and respond to general conversations. Private e-mail should be used only when you want to converse with someone privately. Group e-mail is seen by all and you will be asked to post information, ideas, opinions, and questions publicly. You may also use Blackboard Collaborate (found on the left-hand navigation bar) for study groups. Just post in the discussion board that you want to have a study group with your classmates. Arrange a day and time for you to all meet there and discuss the material.

Institutional/Course Policy:

Attendance is crucial due to the nature of this course. Success in this course is dependent on your active participation and engagement throughout the course. As such, students are required to complete all assignments by the due date, and to actively participate in class discussions.

Additionally, students are expected to:

- Log on at least three times a week – on different days in order to completely weekly assignments, assessments, discussions and/or other weekly deliverables as directed by the instructor and outlined in the syllabus;
- Participate in the weekly threaded discussions, this means that, in addition to posting a response to the thread topic presented, students are expected to respond to each other and comment and questions from the instructor and/or other students;
- Check NTCC's student email regularly, as this is the primary method of communication in the Funeral Service program.

If you find that you cannot meet the class' minimum discussion requirements due to such a circumstance, please contact your instructor as soon as possible. Please refer to the NTCC Funeral Service Student Handbook for specific policies.

** Students enrolled in Funeral Service courses which include external learning experiences (Internships) are required to comply with the program dress code. A copy of this dress code can be found in the documents section in your BlackBoard portal. It is suggested (and in some cases required) by the Funeral Service program that students purchase personal protective equipment for courses in which exposure to biohazards exists.

Strong attendance is imperative to successful learning. Being that this is an online course, attendance is counted through exams, assignments, discussion boards and quizzes. Make sure to log in at least three times a week to check for new materials and announcements. Late work will not be accepted in any Funeral Service course, unless discusses with the instructor of record, prior to submission. If an assignment is turned in late, with the permission of the instructor, 10% of the total possible points will be deducted for each day the assignment is late. Students will have five days to submit late work, on the fifth day the paper will be docked 50% of the grade, following the 10% per day policy. After the fifth day, late work will no longer be accepted.

It is the goal of the funeral service faculty to have all grades and feedback returned to students within one week of the assignment due date. On occasion, certain types of assignments (i.e. projects and essays) may take longer to grade and return. Your instructor will inform you when to expect a delay in returned grades.

Alternative Operations During Campus Closure:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, NTCC Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to: online through the BlackBoard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, BlackBoard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the BlackBoard course site.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An

appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered “eligible students.” In essence, a parent has no legal right to obtain information concerning the child’s college records without the written consent of the student. In compliance with FERPA, information classified as “directory information” may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student’s name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

Class Week	Month	Date	Topic	Notes
1	August	24-31	Course Introduction	Discussion Board 5 Points & Quiz #1 - Respondus 25 Points
2	September	1-7	Terminology	Assignment #1 Glossary - Quizlet 20 Points
3		8-14	Small Business Management Part I	Assignment #2 20 Points
4		15-21	Small Business Management Part II	Quiz #2 - SBMP II 25 Points
5		22-28	Small Business Management Parts I – II Exam	Exam I 100 Points
6	October	29-5	Small Business Management Part III	Assignment #3 Financial Statements Puzzle 20 Points
7		6-12	Small Business Management Parts IV - V	Quiz #3 - SBMPV 25 Points
8		13-19	Small Business Management Parts III – V Exam	Exam II 100 Points
9		20-26	Funeral Documents	Assignment #4 20 Points

10	November	27-2	SBM Comprehensive Exam	Exam III Comprehensive 100 Points
11		3-9	Pre-Need / At-Need Contracts	Assignment #5 20 Points
12		10-16	Obituary	Project #1 - Obituary 100 Points
November 17, 2020 – Last day to withdraw with a “W”				
13		17-23	Computer Project	Assignment #6 20 Points
November 25-27 Thanksgiving Break				
14		24-30	Computer Project	Project #2 – Make It Personal 100 Points
15	December	1-7	Small Business Management Glossary Exam	Exam IV 100 Points
16		8-10	Paperwork Due	Final Exam 200 Points
Graduation ~ Friday, December 11, 2020				