

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

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**Virtual Office:** Direct Link in Classroom



Office	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Hours</b>	9:00 AM - 2:00 PM (CST) Virtual	9:00 AM - 2:00 PM (CST) Virtual	Available by appointment	Available by appointment	Available by appointment

*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)

Note: Additional course fee(s) required.

**Prerequisite(s):** None.

**Student Learning Outcomes:** Upon the completion of this course, the student shall be able to demonstrate the following competencies with a minimum grade of 80%.

1. Discuss technologies used in the funeral service profession for management, marketing, and promotion;
2. Understand the related capabilities of similar software programs;
3. Apply the language of business and foundational ethics 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 and ethical behavior in personal and

- professional conduct;
8. Compare the relationship of costs to revenue;
  9. Distinguish between ethical and unethical funeral service practices related to client families and the deceased body;
  10. Explain the characteristics of a small business and ethical issues and practices;
  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 fundamentals of human resources management.
  13. Differentiate between legal and ethical issues and the source of ethics;

### **Evaluation/Grading Policy:**

#### **Tests/Exams:**

There will be five exams, including the final.

Exam #1 @ 100 points

Exam #2 @ 100 points

Exam #3 @ 100 points

Exam #4 @ 100 points

Final Exam @ 200 points

Total Points = 600

#### **Assignments:**

Projects 2 @ 100 points = 200 points

Discussion Board 1 @ 10 points = 10 points

Quizzes 10 @ 20 points = 200 points

Assignments 9 @ 10 points = 90 points

Total Points = 500

Total Course Points = 1,100

#### **Percent**

A 92 - 100

B 85 - 91

C 80 - 84

D 75 - 79

F 74 & below

#### **Points**

A 920 - 1000

B 850 - 919

C 800-849

D 750 - 799

F < 749

**Total Course Points Available = 1,100**

\*A grade of C or better constitutes a passing grade in the Funeral Service Education program. **Final Exam grades must be 75% or higher to pass the class, regardless of the weighted calculation determined. If a student has a weighted grade of 80% or higher and does not receive a final exam grade above 75%, the student will receive an "F" in the class.**

**Required Instructional Materials:**

**Publisher:** Thanos Institute **ISBN Number:** 979-8-9869066-0-7

**Title:** Ethics, Communication & Leadership for Funeral Service Leaders of Tomorrow

**Optional Instructional Materials:**

**Publisher:** Cengage **Edition:** 20<sup>th</sup> **ISBN Number:** 9780357718803

**Title:** Small Business Management: Launching & Growing Entrepreneurial Ventures (Hardback/E-Book)

Appropriate readings will be supplied in Blackboard and through independent research.

Need library resources but do not know where to start? 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](mailto:rbowden@ntcc.edu). The library's website, [www.ntcc.edu/library](http://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 <https://libguides.ntcc.edu/c.php?g=634483>.

**Minimum Technology Requirements:**

- Regular (daily) access to high-speed internet via computer access
- Respondus Web Monitor (\$15), you will register for this in the "Start Course Here" folder
- Wired Webcam with microphone (for monitored test-taking and recording projects)
- Word processing software (Word) and presentation software (PowerPoint)
- Document scanning capability
- Windows laptops, PC, or MacBooks are acceptable.
- *Chromebooks, Tablets, or iPads are incompatible with the learning management system and will not allow full utilization of resources in the course.*

**Required Computer Literacy Skills:**

Computer access is required in this course. Students must be comfortable using Word, opening and reading Excel documents, viewing PowerPoint, attaching documents in .DOC and .DOCX format, accessing and using online programs, using an internet browser, performing database searches for articles, Blackboard, and textbook support websites. 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(es) in which the recording occurred. Please express concerns regarding synchronous activity recordings to the program director before a virtual activity.

**Course Structure and Overview:**

This is a sixteen-week online course where students are required to access graded activities on the Blackboard Learning Ultra Management System. All assignments should always be accessed and submitted through the links in Blackboard. 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. Students must 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 the course textbook(s), and complete online assignments 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, visualization, knowing how to learn, and 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, and works with diversity.

**Systems:** understands systems, monitors and corrects performance, improves or designs systems. Technology: works with a variety of technologies.

**Didactic:** Lectures, PowerPoint Presentations, Discussions, Case Studies, Videos/DVDs, Worksheets, Presentations, Written Assignments, Computer-based Assignments, Tutorials, and Assessments.

### **Communications:**

\*\*\*This course uses NTCC Student and Faculty email as the official form of communication. Blackboard Learning Ultra System and Microsoft Teams are also acceptable forms of communication with the instructor(s). All forms of written communication should come from the student's NTCC student account.

Student emails and phone calls will be answered within 48 hours. Messages sent after 12:00 pm (CST) on Friday, Saturday, or Sunday may not be answered until Monday. If you need information related to a test or assignment, plan and submit your questions well before the due date. Your instructor is not online 24 hours a day, so please allow time for a response. Emails must be sent from an NTCC student email account or 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 email should be used only when you want to converse with someone privately. Group email is seen by all and you will be asked to post information, ideas, opinions, and questions publicly.

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 interacting with families. (For example, please read [this article](#))

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 1330") 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 with a proper greeting, such as "Hello, Mrs. G," or something similar. (As a side benefit, this prevents you from accidentally addressing me by my first name)
- 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 does not have to be perfect (even I screw up sometimes), but assuming you made a decent attempt to do the right thing, then I will be much more likely to provide an actual, personal, and timely response.

Microsoft Teams communications should follow the email etiquette policy outlined above. All communication should be respectful and professional.

### **Institutional/Course Policy:**

**Attendance:** 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 must complete all assignments by the due date and actively participate in class discussions.

Since 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:** Late work will not be accepted in any Funeral Service course unless discussed 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. Additionally, late work is not accepted beyond the 14<sup>th</sup> week of class.

**Grading:** It is the goal of the funeral service faculty to have all grades and feedback returned to students within one week of the assignment's due date. Occasionally, certain 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. The CURRENT AVERAGE posted on the Blackboard course site is a calculated grade that represents your current course grade average based on the work you have turned in. It will not calculate correctly if you have missed assignments that have not been filled in with a zero.

\*\* Students enrolled in Funeral Service courses, including external learning experiences (Internships), must comply with the program dress code. A copy of this dress code can be found in the documents section in your Student Portfolio. 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. Please refer to the Funeral Service Student Handbook for specific policies.

For students in this course who may have a criminal background, please be advised that the background could keep you from being licensed by the state in which you plan to practice. Please speak with the department chair if you have a question about your background and licensure. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

### **Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements**

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, Northeast 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.

### **Statement Regarding the Use of Artificial Intelligence (AI) Technology:**

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation). Unauthorized use of

generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. **(Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)**

**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 adjust this timeline at any point in the term):**

<b>Class Week</b>	<b>Month</b>	<b>Dates</b>	<b>Readings*</b>	<b>Topics/Notes</b>	<b>Assignments Due</b>
1	AUG-SEPT	27-2		Course Introduction	Assignment I <b>Quiz I **Proctored</b>
2	SEPT	3-9	See Blackboard	Introduction to Organizations and Ownership	Assignment II Quiz II
3	SEPT	10-16	ECL Ch 1-6, 10	Ethics in Funeral Service Operations	Assignment III Quiz III
4	SEPT	17-23		<b>Exam I</b>	<b>Exam I</b>
5	SEPT	24-30	See Blackboard	Human Resources Management	Assignment IV Quiz IV
6	OCT	1-7	ECL Ch 8	Human Resources and Funeral Service Operations	Discussion Board Quiz V
7	OCT	8-14	ECL Ch 7, 9	Marketing and Customer Retention	Assignment V Quiz VI
8	OCT	15-21		<b>Exam II</b>	<b>Exam II</b>
9	OCT	22-28	See Blackboard	Introduction to Accounting	Assignment VI Quiz VII
10	OCT/NOV	29-4	See Blackboard	Accounting in Business Management	Assignment VII Quiz VIII
11	NOV	5/11	See Blackboard	Launching a Business	Assignment VIII Quiz IX
12	NOV	12/18		<b>Exam III</b>	<b>Exam III</b>
<b>LAST DAY TO DROP WITH A "W", Tuesday November 19, 2024</b>					
13	NOV	19-25	See Blackboard	Funeral Documents and the Obituary	Quiz X Project #1: The Obituary
14	NOV/DEC	26-2	See Blackboard	Personalization Technology and Stationery	Project #2 Make It Personal
<b>Thanksgiving Break, Wednesday-Friday, Nov 27-29th</b>					
15	DEC	3-9		<b>Exam IV: Glossary</b>	Assignment IX <b>Exam IV</b>
16	<b>DEC</b>	<b>10-12</b>		<b>Open for only 3 days!</b>	<b>Final Exam</b>
<b>FINAL EXAM - Tuesday, December 10th – Thursday, December 12th</b>					



**LEGEND:**

ECL – Ethics, Communication & Leadership textbook