



**MT. HOOD**  
COMMUNITY COLLEGE

Funeral Service Education  
Associate of Applied Science  
2010- 2011

Greetings Funeral Service Education Applicant!

Thank you for your interest in the Funeral Service Education program at Mt. Hood Community College. We hope you will find the enclosed information helpful. The packet does contain a lot of information but it is important for you to understand your options clearly. Please take the time to read each section carefully.

This packet includes the following:

- Program Outline
- Admission Guidelines and Criteria
- Proposed Funeral Service Education Curriculum
- General Education & Supporting Courses List
- Estimated Program Costs
- MHCC Student Admission Form\*
- Program Application\*
- Application Check List\*
- Second Year Educational Planning Chart\*\*
- Program Immunization Requirements –required for all accepted students

A successful Funeral Service Education professional must have strong interpersonal as well as technical skills. Students should be caring and mature individuals. Funeral Service is a multifaceted career field given the variety of activities involved in the practice. Prior experience within Funeral Service is recommended through apprenticeship or related work.

Interested students are encouraged to take as much prior college study as possible, specifically, in science and business. Many students entering the program have already completed advanced degrees. Students who have completed all non-FSE course work from accredited institutions may transfer into the program as a second year student and complete the professional course work in a three quarter sequence. A graduate of this program can expect to find employment with an average starting salary of \$36,000 per year.

The coursework, lab experiences, expertise of the instructors and the students themselves make this a dynamic program. Students also have opportunities for social activities with their fellow students through the Funeral Service Club. Please contact me if you have further questions about the program. Questions about the application and/or admission process should be directed to the admissions evaluator at (503) 491-7220.

The annual passage rate of first-time takers on the National Board Examination for the most recent three year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE website: [www.abfse.org](http://www.abfse.org). The full address for the American Board of Funeral Service Education is: 3414 Ashland Ave., Suite G., St. Joseph, MO, 64506. Additionally, the NBE results can be seen on the program web page.

Thanks again for your interest.

Sincerely,

Doug Ferrin  
Program Advisor  
Funeral Service Education  
(503) 491-6940  
[Doug.ferrin@mhcc.edu](mailto:Doug.ferrin@mhcc.edu)

\*The FSE application packet requires that first year students turn in these three forms. \*\*Second year students must also include the Educational Planning Chart. Proof of immunizations is required of all accepted students, prior to beginning any FSE coursework.

## PROGRAM OUTLINE

### FACULTY ADVISOR:

Doug Ferrin                      503-491-6940                      [doug.ferrin@mhcc.edu](mailto:doug.ferrin@mhcc.edu)                      Room 1555

### WEB PAGES:

Program information is available at <http://www.mhcc.edu/pages/1219.asp>  
The Funeral Service Education program is part of the Allied Health Division.

**PURPOSE OF PROGRAM:** To provide specialized education to students who aspire to serve as professionals in the field of funeral service.

**PROGRAM OUTCOMES:** at the completion of this program, the student should be able to:

- Perform embalming at a basic level of proficiency
- Perform funeral directing at a basic level of proficiency
- Discuss the history and current trends in the funeral service profession
- Demonstrate the proficiency and skills needed to function as an entry-level funeral services professional
- Demonstrate the responsibilities of the funeral service profession
- Demonstrate high standards of moral conduct in all funeral service settings
- Apply cognitive knowledge and demonstrate professional behavior and psychomotor-skills required to function effectively in the funeral service industry
- Perform research in the funeral service industry
- Become life-long learners

**LENGTH OF PROGRAM:** 6 quarters (excluding summer). Transfer credit from an accredited college or university may qualify an applicant for placement into the second year, on a space available basis.

**PROGRAM START:** Fall term each year.

**INFORMATION MEETING:** An information meeting about the Funeral Service Education Program at MHCC will be held on **Friday, November 6, 2009, 10:00 a.m. – 11:30 a.m., in room AC1559.**

**APPLICATION DEADLINE:** **Friday February 5, 2010 at 5:00 p.m.** Priority consideration is granted to applicants who meet all of the program criteria and who submit completed applications by Friday, February 5, 2010, at 5:00 p.m. After initial selection is completed, additional applicants who meet all program criteria will be considered, on a first come, first served basis until the program is full. The application packet is available at <http://www.mhcc.edu/pages/1219.asp>

**PROGRAM LIMITS:** 50

**1<sup>ST</sup> YEAR STUDENT ENROLLMENT LIMIT PER YEAR:** 20

**2<sup>ND</sup> YEAR STUDENT ENROLLMENT LIMIT PER YEAR:** 30, 5 alternates

**AVERAGE NUMBER OF GRADUATES PER YEAR:** 25

**DEGREE AWARDED WITH COMPLETION OF REQUIRED COURSEWORK:** Associate of Applied Science (AAS) in Funeral Service Education.

**ORIENTATION PROCESS FOR ACCEPTED STUDENTS:** A pre-registration orientation is offered each spring. Program instructors are generally available during the academic year, less so in the summer.

**HOUSING OPTIONS:** The College does not offer on-campus housing. There are a number of apartment complexes located near the campus. We can provide you information on local housing options upon request.

**PART-TIME EMPLOYMENT:** Academically capable students who are interested in part-time employment may seek opportunities through the Career Center and/or Financial Aid Office. A limited number of funeral home part-time jobs are periodically available. The Funeral Service Program Advisor attempts to assist area funeral homes and prospective part-time employees in filling such positions.

**TUITION AND FEES:** The Funeral Service Education program is a regional education program. Students from California, Idaho, Nevada and Washington have reciprocity and will pay in-state tuition rates. Students, from other states, will pay out-of-state tuition rates for the first quarter and are then eligible for the in-state rate for subsequent terms. For information on tuition and fees please see the Estimated Program Cost sheet.

**REQUIRED IMMUNIZATIONS:** While the Health and Safety document is not required unless accepted to the program, please read over the required immunizations page at the end of this packet.

## ADMISSION GUIDELINES

Admission of all students is centralized in the Admissions, Registration and Records Office. Admission to the College does not guarantee admission to the Funeral Service Education Program. The Admissions, Registration and Records Office have the final authority on what constitutes equivalency for all admission criteria and has the sole authority to inform students of their admission status. If you have questions regarding admission procedures please contact the Admissions, Registration and Records Office at 503-491-7220.

### APPLICATION DEADLINE

Only completed applications including all required documentation received by or postmarked on February 5, 2010 will be evaluated for admission. Priority consideration is granted to all applicants who submit completed applications by the deadline. Applications received after this date will be evaluated on a space available basis. Students may apply for first or second year entrance, following the appropriate guidelines outlined below.

### RESIDENCY CONSIDERATION

Funeral Service Education is a regional program including, but not limited to Idaho, Oregon, Nevada, and Washington. Priority consideration is given to qualified applicants who live in this four-state region, along with tuition reciprocity. Applicants, whose residency is outside of this four-state region, are encouraged to apply, but are given less priority. Additionally, the registrar may require an applicant to provide proof of residency.

**SELECTION as a FIRST-YEAR STUDENT** is based upon the following three items:

1. **Residency** – see above.
2. **Apprenticeship or related work experience;** one of the following:
  - Registered apprenticeship (in those states where it is permitted by law). You must submit verification of this apprenticeship, and this verification must be on company letterhead and signed by your apprenticeship supervisor
  - or
  - Work experience in which the applicant is exposed to matters related to dying and/or death. You must submit verification of this work experience, and this verification must be on company letterhead and signed by your supervisor. Note: Students without prior work related experience may still apply but priority consideration is given to applicants who have met this recommendation.
  - or

- Other customer service, management work experience as it relates to serving the public in a related field or circumstance.

3. **Academic Performance:** previous high school and college course work – see Minimum Academic Requirements below

**SELECTION AS A SECOND YEAR/GRADUATING CLASS STUDENT** is based on all of the above listed items (1-3) with the addition of #4-stated below:

4. **General and related class requirements** Completion of all courses with a 2.0 grade point average before fall term begins (see enclosed General Education and Supporting Course descriptions). If you feel you can accomplish this, please submit attached Educational Plan form, outlining the classes you have taken or will take and the term of completion for each.

#### **SELECTION CONCLUSION:**

The admissions evaluator forwards only completed applications to the selection committee. Upon notice of acceptance into the program by the Admissions, Registration and Records Office, the applicant must indicate his/her intention to enroll by returning the confirmation letter by the stated deadline. Admitted students must register by September 1, 2010, to retain their position in the program. An alternate list will be created so that eligible students, who were not originally accepted, may be offered a position if one becomes available.

**IMPORTANT NOTE REGARDING LICENSURE ISSUES:** It is the responsibility of each student to understand the licensing requirements for the state they intend to practice. In many states, convicted felons are ineligible for licensure. Some states require college work beyond the Associate degree level.

### **ADMISSION CRITERIA**

Regardless of college coursework completed or how long ago you completed the requirements, all applicants must provide the following documentation:

#### **FUNERAL SERVICE EDUCATION ADMISSION FORM**

This form is required as part of the application process even if you were or are a student at MHCC. You are **not** required to pay the \$25 admission fee as part of the FSE application process. If you have not paid this fee in the past, it will automatically be added to your bill for tuition the first time you register for classes. If you have taken credit courses at MHCC prior to Summer term, 2003, you will not be required to pay this fee. {Please do not pay this fee at this time.}

#### **FUNERAL SERVICE EDUCATION PROGRAM APPLICATION**

##### **PROGRAM APPLICATION FEE**

There is a \$25.00 non-refundable Funeral Service Education application fee that must be submitted with your application packet. Your application will not be considered without this fee. Please note that the FSE program application fee is in addition to and separate from the admission fee described above.

#### **MINIMUM ACADEMIC REQUIREMENTS**

1. High school coursework  
Submit an official (unopened) high school transcript showing date of graduation or G.E.D. test scores verifying completion. This requirement may be waived if you have completed 15 college level/transfer credits from an accredited school, with a cumulative GPA of 2.0 or higher.

2. College Coursework

Submit one official (unopened) transcript from every college/university that you want coursework to be considered towards either satisfying program entry or program coursework. All college transfer courses must have a 2.00 or higher cumulative college grade point average to be considered. See Transcript Requirements below.

**SKILLS PROFICIENCY**

Success in the program requires certain skill level in three areas: reading, writing and math.

The minimum skill proficiencies required for admission to this program are equal to:

	Placement into	or	Completion of
Reading:	RD 115	or	RD 90
Writing:	WR 115	or	WR90
Math:	MTH 60	or	MTH 20

You can demonstrate your skills competency through **one** of the following processes:

1 The Mt. Hood Community College Placement Test (CPT)

- The CPT is a non-timed skills assessment test given on a walk-in basis. There is no fee to take the CPT. Your scores will be available upon completion of the test.
- CPT scores are valid for two years
- Applicants who live more than two hours away may take the CPT test by proctor. Please call the MHCC Testing Services for more information, 503-491-7678.
- If you are only taking portions of the CPT you'll need to obtain a "waiver" form by bringing appropriate transcripts to the Academic Advising and Transfer Center.
- Students who choose to retest in reading, writing or math will need to complete a Retest Self-Referral Form, which is available in the Testing Center or Academic Advising and Transfer Center and pay a \$10 per subject re-test fee. If your CPT scores indicate you are not ready for the Funeral Service Education program, you will be advised to take a course or courses in preparation to apply to the program at a later date. CPT scores that are older than two years at the time of the program application are not valid and applicants will need to re-test for placement.

OR

2 Prior College Coursework

The CPT may be waived if an applicant has completed college level coursework with a "C" or higher grade in reading, writing, and math. Official transcripts must be submitted to the Admissions, Registration and Records Office. Students who have completed a bachelor's degree from an accredited school and submit official transcripts will have the reading and writing portion of the test waived, but may still need to take the math portion of the test unless the transcript proves math proficiency.

**TRANSCRIPTS REQUIREMENTS**

- Official Documents - Transcripts are considered official if they are issued directly by the school or college, are mailed or delivered in an unopened envelope and are recently dated. If Mt. Hood Community College (MHCC) holds your official transcript from another college for a previous recent admission requirement, you may ask for that transcript to be placed in your packet. However, in some cases, it may be necessary to provide an updated transcript or verification of non-attendance from that college. MHCC transcripts will be ordered and placed in your application packet if it has been indicated as a college attended.

### TRANSCRIPTS REQUIREMENTS - Continued

- Non-accredited college transcripts - will not be considered in the initial evaluation of your application nor can they be considered toward any degree requirements. They may however, be used toward proof of related education and work experience and should be submitted for review by the application deadline.
- Transfer coursework from foreign Institutions - must be evaluated by the application deadline by an outside credential evaluation service. The evaluation company must be either AACRAO Foreign Education Credential Service ([www.aacrao.org](http://www.aacrao.org)) or a member of the National Association of Credential Evaluation Services (NACES). For a list of NACES memberships, please refer to their web site at [www.naces.org](http://www.naces.org). The evaluation must be a course-by-course evaluation with an official copy submitted to the Admissions, Registration and Records Office. The coursework must be considered to be at a post-secondary level, have comparable MHCC accreditation status.

### PROPOSED CURRICULUM for 2010 - 2011

First Quarter		
Course Number	Course Name	Credits
FSE121	Funeral Service Orientation	3
AH110	Medical Language for Healthcare Settings or MO14 Medical Term. I	2-3
CIS120/L	Computing Funds/lab or BA131 Intro to Business Computing or BA231 Information Technology in Business	4
HPE	See options under Physical Education Requirement	3
WR121	English Composition	3
		<b>15-16</b>

Second Quarter		
Course Number	Course Name	Credits
FSE122	Funeral Service Sociology	3
BI100	Survey of Body Systems	4
BA226	Introduction to Business Law	3
MTH65	Beginning Algebra	3
PSY201	General Psychology	3
		<b>16</b>

Third Quarter		
Course Number	Course Name	Credits
FSE124	Funeral Service Law	3
AC110	General Accounting or BA211 Principles of Accounting I	4
CH103	Chemistry for Allied Health or CH104 General Chemistry	5
SP100	Basic Speech Communication or SP115 Intro to Intercultural Communication or SP218 Interpersonal Communication or PSY101 Psychology of Human Relations	3
		<b>15</b>

Fourth Quarter **		
Course Number	Course Name	Credits
FSE211	Embalming I	4
FSE219	Embalming Chemistry	3
FSE221	Funeral Home Management I	3
FSE225	Funeral Directing	3
COS28	Mortuary Cosmetology	1
		<b>14</b>

Fifth Quarter (Winter)		
Course Number	Course Name	Credits
FSE212	Embalming II	4
FSE214	Restorative Art	3
FSE216	Funeral Service Microbiology or BI234 Microbiology	3-4
FSE222	Funeral Home Management II	3
FSE227	Funeral Service Counseling	3
		<b>16-17</b>

Sixth Quarter (Spring)		
Course Number	Course Name	Credits
FSE213	Embalming III	3
FSE217	Funeral Service Pathology	3
FSE240	Funeral Service Internship***	6
FSE245	Funeral Service Issues	3
		<b>15</b>

This is the proposed curriculum for 2010-2011. The course requirements for this program are subject to change each academic year. For MHCC certificate/degree requirements, a student must follow the program requirements the year the student is officially admitted to the program or the year the student is completing the program.

\*\* Students must achieve a 2.0 or better grade point average for acceptance into fourth quarter.

\*\*\* Students may elect to take the internship for 3 credits (FSE240A) in fall or winter and then again in spring for 3 credits. A current driver's license is required for this course.

## GENERAL EDUCATION AND SUPPORTING COURSES

These courses or comparable courses may be taken prior to admission to the funeral service program at any accredited college or university. These courses serve a variety of purposes:

- Prepare students for future professional courses
- Provide students information included on licensure exams
- Fulfill college associate degree requirements

All of these courses must be completed prior to entering the final three quarters at Mt. Hood Community College. Please refer to the Proposed Curriculum page for details.

### The student must take:

- BI100 Survey of Body Systems
- BA226 Intro. to Business Law
- MTH65 Beginning Algebra I
- CH103 Chemistry for Allied Health or CH104 General Chemistry
- WR121 English Composition
- PSY201 General Psychology
- AH110 Medical Language for Healthcare Settings or MO14 Medical Terminology I
- AC110 General Accounting I or BA211 Principles of Accounting I
- CIS120/L Computer Concepts I (w/Lab) or BA131 Introduction to Business Computing or BA231 Information Technology in Business
- SP100 Basic Speech Communication or SP115 Introduction to Intercultural Communication or SP218 Interpersonal Communication or PSY101 Psychology of Human Relations

The physical education requirement can be fulfilled by taking one of the following:

- HPE295 Health and Fitness for Life
- HE252 First Aid: Responding to Emergencies
- HE250 Personal Health
- A combination of 3 credits from any Health Education or Physical Education courses.

## Course Descriptions of General Education Requirements

The following are course descriptions for the non-FSE required courses. They are listed to help you determine if a course at another school is comparable to the one offered at MHCC. Not all of the courses below are required because some of the courses listed are alternate choices. Again, please refer to the curriculum page for options.

### **AC110 GENERAL ACCOUNTING I (or BA211)**

Credits 4 (4 Lecture Hrs/Wk)

This is an introductory course covering small business accounting systems. The course is intended to provide the student with practical knowledge of basic accounting including transaction recording, journalizing, and posting. Basic financial statement preparation is also covered. The course assumes no previous accounting courses or experience. Proficiency Needed: Reading, Writing, and Math.

### **AH110 MEDICAL LANGUAGE FOR HEALTHCARE SETTINGS (or MO114)**

Credits 2 (2 Lecture Hrs/Wk)

(Formerly AH12) This lecture course is for the student majoring in or interested in a health related field. Medical language, to include medical terminology, medical abbreviations and medical procedures will be covered. This course will prepare the student to read, understand and utilize medical language in clinical settings. Proficiency Needed: Reading, Writing.

**BA131 INTRODUCTION TO BUSINESS COMPUTING (or CIS120/L or BA231)**

Credits 4 (4 Lecture Hrs / Wk)

Real world, state of the art and relevant to future course work will be the hallmarks of this 4-credit hour course that introduces computer software applications (level one of Microsoft Word, Excel, Access and PowerPoint) for business documentation, data analysis and database creation, storage and retrieval. Students will first assess their skill using the innovative software SAM (Skill Assessment Manager). Then these skills will be applied to common business scenarios. Prerequisite: Students should have an email address, experience with computers, experience with the Windows operating system and the Internet. Keyboarding skill of 20 words per minute. Proficiency Needed: Reading, Writing, Math

**BA211 PRINCIPLES OF ACCOUNTING I (or AC110)**

Credits 4 (4 Lecture Hrs/Wk)

This is an introductory accounting course designed to serve students who plan to pursue an associate's degree in a business area and/or transfer to an undergraduate degree program in any area of business. This course will emphasize external financial reporting for business enterprises. Information gathering, recording, and financial statement preparation will be covered with an emphasis on understanding, interpreting and applying accounting information. Proficiency needed: Reading, Writing, and Math.

**BA226 INTRODUCTION TO BUSINESS LAW**

Credits 4 (4 Lecture Hrs/Wk)

Emphasis will be placed on the student's ability to understand and apply rules of law applicable to business operations. Business topics include constitutional basis, ethics and social responsibility, courts and procedures, torts, intellectual property, business crimes, contracts, warranties, formation of LLC, anti-trust, and e-contracts and international law. Proficiency Needed: Reading, Writing.

**BA231 INFORMATION TECHNOLOGY IN BUSINESS (or BA131 or CIS120/L)**

Credits 4 (4 Lecture Hrs/Wk)

The purpose of this course is to present business professionals with the basic concepts and skills for the strategic use of information systems in the organization. This course describes how information systems can be applied to business processes by supporting communications, improving decision making, and increasing organizational performance. The components and development of the appropriate personal, workgroup, and enterprise systems will be examined. Additional lab time is required for hands-on-applications experience in the use of information and computer technology for communication and decision making. Prerequisite: BA131 or CIS120/L. Proficiency Needed: Reading, Writing, Math. Students must access to a PC, web browser (Internet Explorer 4.0 or better), modem, internet connection, email address, experience with computers, experience with the Windows operating system and the Internet.

**BI100 SURVEY OF BODY SYSTEMS**

Credits 4 (3 Lecture - 2 Lab Hrs/Wk)

(Formerly AH11) This course is an introduction to Human Anatomy and Physiology to fulfill the requirements for Allied Health professional/technical programs and as a survey for students interested in building a foundation for higher levels of study in Anatomy and Physiology. Lecture includes a brief study of the structure and function of the ten major body systems. Laboratory will include study of anatomy utilizing anatomical models of the various systems. Recommended prerequisite: High school level cell biology and chemistry is highly recommended. Proficiency Needed in Reading, Writing, Math.

**CH103 CHEMISTRY FOR ALLIED HEALTH (or CH104)**

Credits 5 (4 Lecture Hrs, 3 Lab Hrs/Wk)

This one-term course is designed to meet chemistry pre-requisite needs for the 200-level Anatomy and Physiology sequence. It provides opportunities for students to learn about the nature of the atom, chemical bonding, reactions, equilibrium, properties of water, solutions, acid and bases, organic chemistry functional groups and reactivity, and biological molecules – such as carbohydrates, proteins, and lipids. Co-requisite: MTH65. Proficiency Required: Reading, Writing, and Math

**CH104 General Chemistry I (or CH103)**

Credits 5 (4 Lecture – 3Lab Hrs/Wk)

This course is taught on the assumption that the enrollee has had no previous introduction to the study of chemistry. The student must be proficient in general mathematics and must be able to handle elementary algebraic operations. CH104 includes the major topics of inorganic chemistry including elements, compounds, atomic structure, nomenclature, stoichiometry, bonding and structure, states of matter, and nuclear chemistry. Prerequisite: MTH65 or the equivalent. Proficiency Required: Reading, Writing, and Math.

**CIS120 COMPUTER CONCEPTS I (or BA131)**

Credits 3 (3 Lecture Hrs/Wk) - Su/F/W/Sp

This course discusses computer technology and how this technology is used in business, industry, and at home. Emphasis is placed on evaluating work-related and personal situations, and then determine how software and computer based systems can be used to solve the problem. The ethical, social, and political implications of current and potential use are discussed. Students use the Internet to research these topics. This course, only when in combination with CIS120L, may fulfill a science/math/computer science distribution requirement or be considered for direct transfer. Co-requisite: CIS120L. Proficiency Needed: Reading, Writing, and Math.

**AND**

**CIS120L COMPUTER CONCEPTS LAB I**

Credits 1 (3 Lab Hrs/Wk) - Su/F/W/Sp

Students will use email and a web browser, and portions of a commonly used Windows-based office suite of products. The emphasis is on becoming proficient in the basics of the package and to understand how and where each product can best be used to solve a problem. Students use the skills to solve problems typically found in business, industry, and at home. The specific portions are word processing; spreadsheets; presentations; and integration of these products, including searching for data on the Internet and adding it to various documents. Prerequisite: CIS90, or pass the CIS120L placement exam, which tests the ability to use email, the Internet and **work with a current Windows operating system**. Suggested typing speed of 20 wpm (or take BT11F, or BT11S, or BT121). Students will be assessed for essential computer skills the first session of lab. Information regarding the computer assessment exam is available in the Science and Technology Division. Proficiency Needed: Reading, Writing, and Math.

**HE250 PERSONAL HEALTH (or HE252 or HPE295)**

Credits 3 (3 Lecture Hrs/Wk)

The course explores the impact of health and wellness issues on the individual. The telecourse offers a plan whereby the student is encouraged to personalize the information toward the goal of achieving better health. The topics will include stress and emotional health, intimate relationships, sexuality and parenting, alcohol, tobacco and drugs, diet and weight management, exercise and fitness, cardiovascular disease and cancer, immunity and infectious diseases, aging and health care and personal safety and environmental health. The course reflects the trend toward a more comprehensive approach to health education. In covering these issues, this contemporary production seeks to provide students with the information they require to make sound health decisions. Proficiency Needed: Reading.

**HE252 FIRST AID: RESPONDING TO EMERGENCIES (or HE250 or HPE295)**

Credits 3 (3 Lecture Hrs/Wk)

The purpose of the First Aid American Red Cross First Aid - Responding to Emergencies course is to provide the citizen responder with the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until professional medical services arrive. The course content and activities will prepare participants to recognize emergencies and make appropriate decisions for first aid care. The course teaches the first aid skills the citizen responder will need in order to act as the first link in the emergency medical services (EMS) system. Proficiency Needed: Reading.

**HPE295 HEALTH AND FITNESS FOR LIFE (or HE250 or HE252)**

Credits 3 (2 Lecture - 2 Lab Hrs/Wk)

This is a foundation course designed to prepare students for living the rest of their lives in a state of optimal health by providing the necessary knowledge and skills that are desirable in order to make meaningful and successful choices in the area of physical fitness, nutritional awareness, sports participation, and stress management. Proficiency needed: Reading, Math.

**MO114 MEDICAL TERMINOLOGY I (or AH110)**

Credits 3 (3 Lecture Hrs/Wk)

A study of medical terminology by body systems with related word elements, disease processes, diagnostic tests, and abbreviations. Proficiency needed: Reading, Writing.

**MTH65 BEGINNING ALGEBRA II**

Credits 3 (2 Lecture – 3 Lab Hrs/Wk)

This is the second half of the beginning algebra course for both the baccalaureate prep and technical prep student emphasizing problem solving and real work applications using numerical, algebraic and graphic models. The topics covered include graphs and equations of lines, negative integer exponents, solving formulas and rational equations, practical geometry elementary statistics, and probability. Prerequisite: MTH60 with a grade of C or better or suitable placement on the mathematics placement exam. Proficiency Required: Reading, Writing, and Math. A graphing calculator is required and its use is fully integrated in the course. TI-83 Plus or TI-84 is recommended

**PSY101 PSYCHOLOGY OF HUMAN RELATIONS (or SP100 or SP115 or SP218)**

Credits 3 (3 Lecture Hrs/Wk)

Psychology of Human Relations is the study of psychology from a living or personal point of view with emphasis on practical application. Attention is given to individual and group dynamics with focus on feelings and attitudes in relation to family, work and day-to-day experiences. The course includes an overview of topics including self-concept, perception, self-awareness, personality, values and communications in resolving interpersonal conflicts. An independent study section which focuses on human relations in the workplace is available. Proficiency needed: Reading, Writing.

**PSY201 GENERAL PSYCHOLOGY**

Credits 3 (3 Lecture Hrs/Wk)

PSY201 is the first of a three-term sequence. This course is designed to provide the student with a basic understanding of information pertaining to the following topics: scientific methods of psychology; learning and memory; development; and related topics. Current trends are discussed and an emphasis is placed on practical application of the information for understanding human behavior. An independent study section is available. Proficiency needed: Reading, Writing.

**SP100 BASIC SPEECH COMMUNICATION (or SP115 or SP218 or PSY101)**

Credits 3 (3 Lecture Hrs/Wk)

This introductory course surveys the field of human communication from a knowledge-based format. Specific areas to be explored include: aspects of communication theory, family communication, intrapersonal communication, interpersonal communication, group communication, public communication, organizational communication, mass media communication and listening. This course provides a balance between discussion of theory and application. Proficiency Needed: Reading, Writing.

**SP115 INTRODUCTION TO INTERCULTURAL COMMUNICATION (or SP100 or SP218 or PSY101)**

Credits 3 (3 Lecture Hrs/Wk)

This knowledge-based course focuses attention on the intercultural aspects of the communication process. The effects of cultural values on both verbal and non-verbal behavior are studied in order to better understand our own communication practices as well as others. The course provides a balance between theory and practical application. Students are provided with a variety of opportunities to learn and improve their abilities to communicate with other cultures in face-to-face communication situations. Proficiency Needed: Reading, Writing

**SP218 INTERPERSONAL COMMUNICATION (or SP100 or SP115 or PSY101)**

Credits 3 (3 Lectures Hrs/Wk)

This is a knowledge-based course that is designed to assist students in using effective practices of intra- and inter personal communication in a variety of face-to-face settings. Learning to manage stress and conflict and to use assertive/supportive rather than aggressive/defensive messages is emphasized. The course provides a balance between theory and practical application. Proficiency Needed: Reading, Writing

**WR121 ENGLISH COMPOSITION**

Credits 3 (3 Lecture Hrs/Wk)

This course, important for all who wish to write, is the first in a three-term sequence of composition. Students are asked to write several themes or articles. They learn to focus their writing purposefully to a specific intended audience, to use specific detail and examples, to use the technique of showing rather than merely telling, to use the standard conventions of English, to use words exactly by avoiding wordiness, ambiguity, and unidiomatic expressions. Prerequisite: WR115 with a grade of C or better or suitable performance on the writing placement test. Proficiency Required: Reading, Writing.

**ESTIMATED PROGRAM COSTS**

**GENERAL ADMISSION FEE**

You are **not** required to pay the \$25 admission fee as part of the FSE application process. If you have not paid the fee in the past, it will automatically be added to your bill for tuition the first time you register for classes. If you have taken credit courses at MHCC prior to Summer term, 2003, you will not be required to pay this fee. [{Please do not pay this fee at this time.}](#)

**PROGRAM APPLICATION FEE**

A \$25.00 non-refundable Funeral Service Education application fee is required. **This fee is required to be paid at the time of application and should be included in the application packet.**

**TUITION**

Residents from California, Idaho, Oregon, Nevada and Washington are charged in-state tuition. Others need to live in Oregon for 90 days before attaining resident status.

	In-state	Out-of-state	International
Per credit	\$75.85	\$216.25	\$243.25
16-18 credits	\$68.60	\$209.00	\$236.00
Additional credit over 18	\$34.30	\$209.00	\$236.00

Tuition rates are subject to change without notice. Additionally, costs related to program are approximate and are subject to change. Textbooks costs can vary if you purchase used or new books.

**TEXTBOOKS AND LAB FEES**

Quarter	Item	Approximate Costs	Total Per Quarter
First	Textbooks	\$400.00-600.00	\$600.00
Second	Textbooks	\$400.00-500.00	\$500.00
Third	Textbooks	\$400.00-500.00	\$500.00
Fourth	Textbooks Laboratory Fees	\$400.00-600.00 \$375.00	\$800.00
Fifth	Textbooks Laboratory Fees	\$250.00 \$200.00	\$450.00
Sixth	Textbooks Laboratory Fees	\$200.00 \$200.00	\$400.00

**Other fees:**

- The fee for the National Board Examination is currently \$350.00. (Exam is required for Graduation)
- Hepatitis B vaccination series – depends upon dispensing clinic.
- Oregon Intern License \$25.00.

Estimate for Books and Fees Total **\$3,250.00**



### FUNERAL SERVICE EDUCATION PROGRAM APPLICATION

Full Name \_\_\_\_\_ Date \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_ Email address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I am applying for the program beginning: Term \_\_\_\_\_ Year \_\_\_\_\_

I am applying as a:  First year student or a  Final year transfer student

#### EDUCATION RECORD:

High school name and address

\_\_\_\_\_

\_\_\_\_\_

High school graduation date or GED completion date \_\_\_\_\_

List all colleges attended including addresses and dates of attendance for all transferring coursework:

\_\_\_\_\_

\_\_\_\_\_

Indicate if any of this coursework included Funeral Service education.

#### WORK EXPERIENCE RECORD

Name of funeral home (or related work) \_\_\_\_\_

Location \_\_\_\_\_

Number of months worked \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

I have requested a letter from my supervisor:  yes  no

I have been a registered apprentice in the State of \_\_\_\_\_ for \_\_\_\_\_ months.

I have assisted in the embalming of \_\_\_\_\_ remains and \_\_\_\_\_ funeral services.  
(Please list the total number in the spaces provided)

Do you have any relatives working in the field? Check all that apply:

father  mother  brother  sister  grandparent  uncle  aunt  child





# FUNERAL SERVICE ED. ADMISSION FORM

Admissions, Registration and Records Office, 26000 S.E. Stark Street, Gresham, OR 97030

For new students and students returning after four terms or more. Please fill out and return by one of the following ways: fax to 503-491-7388, mail to the address above or bring to the Student Services Office on the Gresham Campus. There is a one-time \$25.00 admission fee assessed at the time of registration for all new students registering for credit courses. If you have taken credit courses at Mt. Hood Community College prior to Summer 2003, you will not be required to pay this fee.

\*Providing your social security number (SSN) is voluntary. If you provide it, Mt. Hood Community College (MHCC) will use your SSN for keeping records, doing research, reporting, extending credit, and collecting debts. MHCC will not use your number to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Please refer to the Disclosure Statement listed on the MHCC Web site at www.mhcc.edu/ssn, which describes how your number will be used. Providing your SSN means that you consent to the use of your number in the manner described.

Returning Students: MHCC ID Number \_\_\_\_\_

\* Social Security Number \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST M.I.

Previous name(s) \_\_\_\_\_

Address \_\_\_\_\_ Apt# \_\_\_\_\_

CITY STATE ZIP

COUNTY (i.e. Multnomah) \_\_\_\_\_

E-mail \_\_\_\_\_

MHCC Major \_\_\_Funeral Service Education\_\_\_\_\_

Phone \_\_\_\_\_ Gender: M  F

### Racial / Ethnic Information:

(Your response is voluntary)

Do you consider yourself to be Hispanic or Latino:

Yes  No

In addition, select one or more of the following racial categories to describe yourself:

-American Indian or Alaskan Native -Asian

-African American or Black -White

- Native Hawaiian or Other Pacific Islander

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_

Residency Status – required for assessing tuition charges.

Will you have lived in Oregon 90 days prior to the 1st day of the term?

-yes -no AND, check one below:

-Permanent resident of Oregon, CA, ID, WA or NV

-Permanent resident outside of Oregon, CA, ID, WA or NV

-International Student (requires an I-20)

-International Visitor (B, J, H or other non-student Visa)

please tell us your Visa type: \_\_\_\_\_

Term Summer  Fall  Winter  Spring   
Year \_\_\_\_\_

Previous college(s) attended \_\_\_\_\_

What is your attendance history at MHCC?

-New Student

-Attended MHCC more than four terms ago

What is your current high school education?

(D)-Adult High School Diploma, Yr \_\_\_\_\_

(G)-GED, Yr \_\_\_\_\_

(H)-High School Graduate, Yr \_\_\_\_\_

(N)-Did not complete

(S)-Still in High School

Name of last high school attended \_\_\_\_\_

State \_\_\_\_\_

Check here if Home Schooled \_\_\_\_\_

What is the highest level of education / training you have received beyond high school?

(0)-None

(1)-Some college, short-term training, private vocational school

(2)-1-year certificate from a community college

(3)-2-year degree from a community college

(4)-Bachelor's degree

(5)-Master's degree

(6)-Ph.D. / Professional degree

Do you plan to earn a degree, certificate or diploma at MHCC?

(A)-Yes, a 1-year certificate or 2-year degree

(B)-Yes, High School diploma or GED

(C)-No, here to take classes

(D)-Undecided

Select the one main reason for attending MHCC this term.

(A)-Take classes to transfer to a 4-year college

(B)-Learn skills to get a job

(C)-Improve existing job skills

(D)-Explore career or educational options

(E)-Take classes to finish High School or GED

(F)-Improve reading, writing or math skills

(G)-Learn English

(H)-Personal interest / enrichment

(I)-Other

Will you be employed while attending classes this term?

(F)-Yes, full-time (35+ hours per week)

(P)-Yes, part-time (Less than 35 hours per week)

(N)-No, not employed

Check here if you are a U.S. Veteran:

Yes

“Student Right to Know”

information is available at

<http://www.mhcc.edu/pages/1451.asp>

If you need assistance due to a disability, please contact the

Disability Services Office at (503)-491-6923 or at (503)-491-7670 (TDD)

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Read before submitting: I acknowledge I am legally obligated to pay all charges incurred by registering. Charges may include late fees, reasonable collection costs, attorney fees, and Oregon Department of Revenue charges to the collection of all delinquent debts owed to the college. To have course tuition/fee charges removed, I must process a drop or withdrawal on MyMHCC or through the Admissions, Registration and Records Office within the refund period. (Form Updated: 6/25/2009)

## FUNERAL SERVICE EDUCATION APPLICATION CHECKLIST

Name \_\_\_\_\_

Email address \_\_\_\_\_

**Your completed packet must include the items listed below. Include this checklist with your application materials. Any item being mailed must be postmarked on or before the application deadline.**

- This Funeral Service Education application checklist – signed and dated
  - Funeral Service Education Admission Form- This form is required as part of the application process even if you were or are a student at MHCC. You are not required to pay the \$25 admission fee as part of the FSE application process. If you have not paid the fee in the past, it will automatically be added to your bill for tuition the first time you register for classes. If you have taken credit courses at MHCC prior to Summer term, 2003, you will not be required to pay this fee. {Please do not pay this fee at this time.}
  - Funeral Service Education program application
  - \$25.00 Non-refundable program application fee - Include this fee with your application packet.
  - Official high school transcript or G.E.D. scores verifying completion (Required by ABSFE for accreditation standards)
    - Included
    - Being mailed
    - On file at MHCC
  - Official copies of transcript of all college coursework you wish us to consider
    - Included
    - Being mailed
    - On file at MHCC
- or
- Official College Transcripts documenting completion of college level coursework in writing and math
    - Transcript(s) enclosed
    - Transcript(s) being mailed
    - On file at MHCC
- Letter from apprenticeship provider or work experience supervisor, verifying length of employment (if applicable).
  - Second year / Graduating class application, include an educational plan outlining both the coursework taken and the coursework you plan to take with timelines. This plan will show when and where you will complete all of the non-Funeral Service classes before the start of Fall term 2010.

Due to the high volume of Funeral Service Education program applicants, candidates are not guaranteed notification of missing application items. It is the applicant's responsibility to ensure all items are received by the application deadline. Only complete applications will be evaluated for admission.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

Return your completed application materials to:  
Mt. Hood Community College  
Admissions, Registration, and Records  
26000 SE Stark Street  
Gresham, OR 97030

## Second Year Educational Planning Chart

Please complete the information for all of the courses outlined below.

NOTE: Official (sealed) transcripts from all institutions where these courses have been taken must be attached to this application or before September 1, 2010. (***Mt. Hood Community College transcripts do not need to be attached***). All courses must be completed by the end of Summer 2010 with a cumulative GPA of 2.0 for acceptance as a Second Year student.

MHCC Non Funeral Service Education courses	GRADE	CREDITS	EARNED AT COLLEGE/ UNIVERSITY (Official transcripts must be attached if taken outside of MHCC)	TERM & YEAR COMPLETED
AC110 – General Accounting or BA211 – Principles of Accounting I				
AH110 - Medical Language for Healthcare or MO114 Medical Terminology I				
BA226 – Intro to Business Law				
BI100 – Survey of Body Systems				
CH103 – Chemistry for Allied Health or CH104 – General Chemistry				
CIS120/L – Computer Concepts I (with Lab) or BA131 – Introduction to Business Computing or BA231-Info Technology in Business				
*HPE295 – Health & Fitness for Life or HE252 – First Aid: Responding to Emergencies or HE250 Personal Health				
MTH65 – Beginning Algebra I *				
PSY201 – General Psychology				
SP100 – Basic Speech Communication or SP115 – Intro to Intercultural Communication or SP218 – Interpersonal Communication or PSY101 – Psychology of Human Relations				
WR-121 - English Composition I *				

\* If you have earned a baccalaureate degree, three credits of HPE, MTH65 and WR121 are automatically satisfied. All other specific general education requirements, such as PSY201 and SP100, etc., must be listed on the incoming transcript specifically in order for them to be satisfied by the transfer courses.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**HEALTH AND SAFETY DOCUMENTATION CHECKLIST-required from all accepted students**

Your Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
(Please print clearly)

**Staple all Health and Safety documents to this checklist.  
Submit to the Allied Health dept in room 2670 upon program acceptance and before September 1, 2010**

Measles	Hepatitis A
<input type="checkbox"/> Completed Measles Immunization Clearance Certificate (page 8) <i>with</i> <input type="checkbox"/> Date of dose 1 (measles, mumps, rubella) <input type="checkbox"/> Date of dose 2 (measles, mumps, rubella) <i>or</i> <input type="checkbox"/> Positive antibody test results from provider	<input type="checkbox"/> Documentation of vaccine 1 <p style="color: red; text-align: center;"><b>Not required but strongly recommended! Discuss with your healthcare provider.</b></p>
Hepatitis B	Tuberculosis Screening
<input type="checkbox"/> Documentation of vaccine 1 (minimum 1 <sup>st</sup> dose required with application) <i>or</i> <input type="checkbox"/> Titer test results from provider if series is complete.	<input type="checkbox"/> PPD skin test documentation with date and results within the last 12 months. <b>Date must be valid through program completion.</b> <input type="checkbox"/> If positive PPD, attach chest x-ray report within last 12 months. <i>or</i> <input type="checkbox"/> QuantiFERON®-TB Gold test results <input type="checkbox"/> If positive, attach chest x-ray report within last 12 months. <p style="color: red; text-align: center;"><b>Not required but strongly recommended! Discuss with your healthcare provider.</b></p>
Tetanus/Diphtheria	
<input type="checkbox"/> Documentation of up-to-date* immunization. *within last 10 years	

Staple all Health and Safety documentation to this form.