

Program Number 10-528-1
Associate Degree in Applied Science • Four Terms

ABOUT THE PROGRAM

This shared program with Milwaukee Area Technical College (MATC) equips you with the skills and knowledge to excel in all aspects of funeral service. The comprehensive curriculum covers everything from embalming procedures and funeral arranging to grief counseling, business management, and the legal and religious considerations surrounding death care. Internships provide valuable real-world experience working alongside professionals in the field. With state-of-the-art facilities and dedicated instructors, you will graduate prepared to take the National Board Exam and launch a fulfilling career as a licensed funeral director and embalmer.

PROGRAM OUTCOMES

- Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
- Identify standards of ethical conduct in funeral service practice.
- Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
- Apply principles of public health and safety in the handling and preparation of human remains.
- Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
- Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
- Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
- Describe methods to address the grief-related needs of the bereaved.
- Explain management skills associated with operating a funeral establishment.
- Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES

Lakeshore credits transfer to over 30 universities. For more information visit gotoltc.edu/future-students/transfer.

ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS

- Submit MATC's online application and complete their admission steps.
- Submit Lakeshore's online application.
- Complete the online Student Success Questionnaire.
- Complete Student Success Tutorial prior to meeting with your program counselor.
- Schedule your 1st Time Program Counseling/Registration Session with your assigned program counselor to plan your first semester schedule, review your entire plan of study, and discuss the results of the Student Success Questionnaire.

**Submit transcripts and test scores (optional, highly recommended): College transcripts, along with high school transcripts and test scores from within the last five years, used for course registration. Official transcripts needed for transferring college credit(s) and for financial aid purposes.*

APPROXIMATE COSTS

\$149.50 per credit tuition (WI resident) plus \$8.97 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. Visit gotoltc.edu/financial-aid/tuition-and-fees for details.

FINANCIAL AID

This program is eligible for financial aid through MATC with a consortium agreement. Visit gotoltc.edu/Financial-Aid or talk with your Admissions Advisor about how to apply for aid.

SPECIAL NOTE

This program is shared with MATC. Lakeshore students follow MATC's admission process as well as Lakeshore's admission process prior to enrolling in term one of the program. The Funeral Services Apprenticeship course (2 days, 8 hours per day) is required before completing the Funeral Services petition process with MATC. Terms three and four of the program, as well as the program graduation will be completed through MATC.

CONTACT

Lakeshore Admissions Advisor
920.693.1366 • Admissions@gotoltc.edu

Catalog No.	Class Title	Credit(s)
Term 1		
10801136	English Composition 1	3
10806177	General Anatomy & Physiology	4
10809198	Introduction to Psychology	3
10806134	General Chemistry	4
		14
Term 2		
10801196	Oral Interpersonal Communication	3
10809196	Introduction to Sociology	3
10806197	Microbiology	4
10102160	Business Law 1	3
10101155	Accounting for Professionals* OR 10101111 Accounting 1 (4 cr)	3
		16
Term 3 - held at MATC		
FUNERL-104	Funeral Service Field Experience 1	2
FUNERL-110	Introduction to Funeral Service	2
FUNERL-112	Laws, Rules and Regulations of Funeral Service	3
FUNERL-114	Pathology of Funeral Service	2
FUNERL-116	Funeral Service Practices	4
FUNERL-121	National Board Exam Prep 1	1
FUNERL-134	Embalming Theory	3
FUNERL-135	Embalming Lab 1	1
		18
Term 4 - held at MATC		
FUNERL-105	Funeral Service Field Experience II	2
FUNERL-118	Funeral Service Management	3
FUNERL-123	Restorative Art	3
FUNERL-122	National Board Exam Prep II	1
FUNERL-136	Funeral Service Science	2
FUNERL-153	Psychology of Funeral Service	3
FUNERL-137	Funeral Service Management Lab	1
FUNERL-124	Restorative Art Lab	1
FUNERL-119	Embalming Lab 2	1
		17
		TOTAL 65

* CBE delivery only

Curriculum and program acceptance requirements are subject to change. Program start dates vary; check with your program counselor for details. The tuition and fees are approximate based on 2024-2025 rates and are subject to change prior to the start of the academic year.

ACCOUNTING FOR PROFESSIONALS...is the study of the information that can be interpreted from financial statements. Students analyze financial statements and apply managerial accounting concepts in an accelerated format.

BUSINESS LAW 1...provides the learner with the skills to summarize the American legal system; diagram the state/federal court systems; evaluate dispute resolution methods; sequence the civil litigation process; summarize the administrative agencies; differentiate civil and criminal law; apply theories of negligence, intentional tort, and product liability; summarize elements of a contract; assess the validity of a contract; assess third-party rights and available remedies; and summarize Article II of the UCC.

EMBALMING LAB 1...this lab will allow the student to employ hands-on learning, preparing deceased individuals for viewings in a funeral setting. Students will apply knowledge from the Embalming Theory course to properly prepare the deceased to an acceptable physical appearance through the use of industry standard instruments, chemicals, and techniques.

EMBALMING LAB 2...a continuation of Embalming Lab 1. Lab will allow the student to expand on the process of preparing deceased individuals for viewings in a funeral setting. Students will apply knowledge from their combined lecture courses (Embalming Theory, Restorative Art, Thanatochemistry, Anatomy, Field Experience) and utilize industry standard instruments, chemicals, and techniques to embalm, dress, casket and cosmetize the deceased.

EMBALMING THEORY...students will learn the basics of the embalming process and study of the phenomenon of death in the human body, government regulations applicable to the embalming process, embalming analysis and reporting, embalming techniques and instrumentation, procedures and treatments for handling the deceased, including difficulties encountered due to disease and pathological changes, autopsied and procurement cases, organ and tissue donation cases, and various conditions encountered in the dead human body. Students will practice embalming in laboratories provided by or approved by the college.

ENGLISH COMPOSITION 1...is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents. COREQUISITE: Writing placement assessment or equivalent AND Reading placement assessment or equivalent

FUNERAL SERVICE FIELD EXPERIENCE...students currently enrolled in Semester 1 of the Funeral Service program are required to take part in the "day-to-day" funeral activities at a participating funeral home establishment for a total of 8 hours per week to gain hands-on experience in all facets of funeral directing. Required tasks include embalming under the supervision of a licensed funeral director, cosmetizing, observing arrangement conferences, assisting with conducting services and any other related tasks in funeral service. Report submissions will be required of students throughout the term of the class documenting their tasks and progress. PREREQUISITE: Must be admitted to the Funeral Service 105281 program.

FUNERAL SERVICE FIELD EXPERIENCE...students currently enrolled in Semester 2 of the Funeral Service program are required to take part in the "day-to-day" funeral activities at a participating funeral home establishment for a total of eight hours per week to gain hands-on experience in all facets of funeral directing. Required tasks include embalming under the supervision of a licensed funeral director, cosmetizing, observing arrangement conferences, assisting with conducting services and any other related tasks in funeral service. Report submissions will be required of students throughout the term of the class documenting their tasks and progress. Prerequisite(s): Must be admitted to the Funeral Service (10-528-1) program.

FUNERAL SERVICE MANAGEMENT...basic principles of business and management are covered, then applied to funeral establishments and operations. All areas of small business management are studied, including considerations of starting, buying, and managing a funeral home. Also included is a detailed study of funeral home merchandise, including caskets, outer burial containers, cremation products, focusing on construction, merchandising, and presentation.

FUNERAL SERVICE MANAGEMENT LAB...the focus of the FUNERL 137 Lab is to practice, through roleplaying, all components of the funeral arrangement conference with effective and professional interpersonal communication. This prepares the student for a capstone project of conducting a simulated arrangement conference, demonstrating the ability to plan funeral services, provide final disposition options, create an obituary, convey legal requirements and disclosures, facilitate merchandise selection, discuss pricing, and complete the funeral contract. Various scenarios pertaining to the notification of death to the funeral home are also simulated.

FUNERAL SERVICE PRACTICES...this course focuses on duties, responsibilities, and expectations of the funeral director relating to funeralization from the first notification of death through final disposition of the deceased. This includes procedures for various religious customs as practiced in the U.S., along with secular, military and fraternal funeral practices. Creating a meaningful and personalized funeral is also emphasized. PREREQUISITE: Must be admitted to the Funeral Service 105281 program.

FUNERAL SERVICE SCIENCE...discusses the study of the morphology, taxonomy, physiology, transmission and control of microbes, especially those which cause disease in humans. The process of infectious disease and defense mechanisms of disease will be covered.

GENERAL ANATOMY AND PHYSIOLOGY...examines the basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. Intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients. PREREQUISITE: 10806174 General Chemistry or equivalent

GENERAL CHEMISTRY...covers the fundamentals of chemistry. Topics include the metric system, problem-solving, periodic relationships, chemical reactions, chemical equilibrium, properties of water; acids, bases, and salts; and gas laws. COREQUISITE: 78854773 Math Esstls Chemistry and Reading placement assessment or equivalent

INTRODUCTION TO FUNERAL SERVICE...this course begins with an orientation to funeral service and the value of a funeral. A comprehensive survey of history of funeral service is studied, then correlated to influences on contemporary funeral principles and practices. Also studied is the topic of ethics, emphasizing ethical standards and professional conduct essential in the funeral profession, along with personal ethics of a funeral director. PREREQUISITE: Must be admitted to the Funeral Service 105281 program

INTRODUCTION TO PSYCHOLOGY...introduces students to a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. COREQUISITE: Reading placement assessment or equivalent

INTRODUCTION TO SOCIOLOGY...introduces students to the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. COREQUISITE: Rdg placement assessment or equiv

LAWS, RULES AND REGULATIONS...this course examines the legal responsibilities, duties, rights, and liabilities of the funeral director and funeral establishment. Topics include federal, state, and local laws and regulations as they relate to funeral practices, human remains, final disposition, cemeteries, crematories, shipping remains, and public health. Also studied are torts pertaining to funeral service, contracts, wills, probate, and preneed funeral arrangements. PREREQUISITE: Must be admitted to the Funeral Service (10-528-1) prog

MICROBIOLOGY...introduces the learner to examine microbial structure, metabolism, genetics, growth and relationship between humans and microorganisms. Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. Examines the role of microbes in the environment, industry, and biotechnology. PREREQUISITE: 10806177 General Anatomy and Physiology or equivalent

NATIONAL BOARD EXAM PREP I...this course will provide weekly guided review and extensive testing practice of general funeral service curriculum and National Board Exam content areas covered in the first half of the program, while identifying students' learning styles and reinforcing test-taking strategies. Topics from both funeral service arts and sciences are included in this course.

NATIONAL BOARD EXAM PREP II...this course is a continuation of National Board Exam Prep I, with weekly guided review and extensive testing practice of funeral service technical course curriculum and National Board Exam content areas presented in the second half of the program. Simulation board exam experiences will be provided to mitigate high-stakes test anxiety and to determine overall board readiness. Topics from both funeral service arts and sciences are included in this course.

ORAL/INTERPERSONAL COMMUNICATION...provides students with skills to develop speaking, verbal and nonverbal communication, and listening skills through individual speeches, group activities, and other projects. COREQUISITE: Rdg plcmnt assmnt or equiv

PATHOLOGY OF FUNERAL SERVICE...general disease processes, specific diseases and causative factors are presented. Clinical features are correlated with pathologic changes, and necropsies are discussed. Particular emphasis is placed on diseases that tend to create embalming problems, and situations with medicolegal implications. PREREQUISITE: Must be admitted to the Funeral Service 105281 program

PSYCHOLOGY OF FUNERAL SERVICE...basic principles and theories of psychology and counseling are presented as they relate to funeral service. All aspects of grief, mourning, and bereavement examined, including psychological and sociological influences on grief responses. Study of grief as it relates to children and family structure is included, along with grief characteristics based on cause and manner of death. Effective verbal and nonverbal communication skills are identified and applied to the role of the funeral director as a counselor.

RESTORATIVE ART...students will learn about the principles of Restorative Art as they relate to Funeral Service. The course focuses on the techniques of restoring and recreating an acceptable physical appearance of the deceased through establishment of proper form and color of a given case. Proportional relationships, the anatomical structure of the facial area of the human skull, wax modeling, color theory, lighting, and cosmetic principles are presented along with the guidelines, materials and the steps needed to address minor and major restorations. Students practice restorative art in laboratories provided by the college.

RESTORATIVE ART LAB...lab will allow student to apply knowledge from the Embalming and Restorative Art lecture course. Students will employ color theory and modeling techniques through the use of cosmetics, wax, clay and other types of media to restore the deceased to an acceptable physical appearance. Lab work will take place in the embalming lab space on deceased cases as well as in the restorative art classroom on model heads.