

Funeral Adminstrant

Degree Type

Certificate

The Funeral Adminstrant Certificate is designed for funeral home managers and administrators to excel in managerial, public, and interpersonal communication skills, marketing, health and safety in the workplace, jurisprudence as applied to funeral service professional practices and business operations, and funeral event planning.

Requirements

Item #	Title	Credits
COM103	Human Communication	3
HOR107	Floral Design	3
FSR128	Social Foundations of Funeral Service	3
BUS120	Business Law I	3
BUS103	Supervision	3
FSR129	Funeral Directing I	3
	COM201 or COM204	3
COM216	Event Planning & Meeting Management	3
FSR294	Regulatory Compliance for Funeral Service	3
Total Credits		27

Career Outlook

Students holding the Funeral Adminstrant Certificate are poised to step into a leadership role within a funeral home. Current licensed funeral directors holding a Funeral Adminstrant Certificate are academically aligned to manage a funeral home or own and operate their own funeral home.

This [occupational profile](#) is provided by O*NET.

Program Outcomes

Upon successful completion of the Funeral Adminstrant Certificate, students are able to demonstrate a factual, conceptual, and applied understanding of:

- Effective supervisory practices through concepts and theories, and practical experiences of supervisors.
- Improved and trusting human relationships through an understanding of the principles of effective interpersonal communication through active listening, conflict resolution, assertiveness, nonverbal awareness, and consideration of the role of the self-concept.
- Communication and management theory, as well as practical hands-on experience of special event research, planning, coordinating, marketing, management, and implementation.
- The history and evolution of the art and science of funeral service in North America.
- The relationship of social, religious, and spiritual beliefs, traditions, to funeral service practices and legal and ethical responsibilities of funeral service professionals.
- The basic principles and practices of Business Law include an introduction to law and its application in the business world.
- Business ethics; the judicial process and court systems; the constitutional grounds for business regulation; personal, real, and intellectual property; contracts, sales, employment law, business organizations including partnerships and corporations; and government regulations of business.
- Role of funeral service professionals including legal procedures and practices related to notification of death, transfer and disposition of bodies, arrangement conferences, procedures for fraternal, military and celebrity funerals, pre-planned funerals, and post-arrangement follow-up.
- Principles and practices of United States jurisprudence as applied to funeral service professional practice and business operations.. Sources of law, legal status of the dead human body, duty of burial, right to control funeral arrangements, final disposition, liability for funeral expenses; torts involving the dead human body and the funeral director; wills, estate, and probate proceedings; cemeteries; state and federal laws and regulations pertaining to funeral service; and the legal duties of a licensed funeral director/embalmer.

- Basic knowledge of a cross-section of religious, spiritual, and ethnic heritage practices to planning funeral services.
- The identification, care, handling, and design of florals.
- Food and beverage service, laws and permits, security, advertising, promotion, and coordination.

Program Completion

Completion of a program is based on full time enrollment. Many of our students attend part time and may not complete within the one year timeline.

Prerequisite Statement

To graduate within this program in the specified time, students must begin in the Fall semester and successfully place into required courses based on placement test results and/or high school GPA. Academic advisors can assist with questions.