



## COURSE OUTLINE

<b>Course Number</b> <b>FUN 299</b>	<b>Course Title</b> <b>NBE Preparation</b>	<b>Credits</b> <b>1</b>
<b>Hours:</b> lecture/Lab/Other 1/0/1	<b>Co- or Pre-requisite</b> Enrolled in &/or completed all FUN courses	

### **Catalog description:**

**NBE (National Board Examination) Preparation is the capstone event for the Funeral Service program. Students will review topics covered in the curriculum via classroom discussion and practice tests.**

*Note:* NBE is administered by an independent testing agency at their site. Fee for the exam is the responsibility of the student and is not included in the fees for this course. Passing the exam is necessary for licensure in New Jersey, Pennsylvania, Delaware and New York.

### **Required texts/other materials:**

Funeral Service Vocabulary books (distributed by the program via ABFSE)

### **Revision date:**

Spring 2020

### **Course coordinator:**

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### **Information resources:**

MCCC library website for database of holdings:

[http://www.mccc.edu/student\\_library.shtml](http://www.mccc.edu/student_library.shtml)

There are numerous MCCC library holdings for Funeral Service.

The call designations are:

RA622	Funeral Service science and practice
HD9999	Funeral Service business and profession
GT3202	Funeral customs, sociology, and history

Sample questions, the Practice National Board Exam (PNBE) and NBE testing details available via

<https://theconferenceonline.org/>

### **Other learning resources:**

DEAD (Death Education Assessment Drills) provides simulated practice tests. Can be seen at <https://afsep.org/dead/>.

Student may find the following resources useful:

*ICFSEB Study Guide.* Found at: <https://theconferenceonline.org/order-study-material/>

*Funeral Service Compend: Professional Training Schools*

*Funeral Service Exam Secrets:* Morrison Media LLC. Found at: <https://www.mo-media.com/funeral/>

*Prepare to Succeed: A Collaborative Collection of Questions to Test Funeral Service Knowledge:*

UMSEA. Found at: <https://www.fserc.com/solutions>

Quizlet offers a number of study materials. This link <https://quizlet.com/subject/funeral-service/> is one of many.

## **Course Competencies/Goals:**

### ***The student will be able to:***

1. Explain and apply specialized terminology associated with the practice of funeral service.
2. Analyze situations faced by entry level practitioners in funeral service and recommend appropriate responses and courses of action.
3. Demonstrate knowledge & understanding of the entire Funeral Service curriculum via successful completion of computer based practice tests.

## **Course-specific General Education Knowledge Goals and Core Skills.**

### **General Education Knowledge Goals**

**Goal 3. Science.** Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.

**Goal 4. Technology.** Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

**Goal 5. Social Science.** Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.

**Goal 7. History.** Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.

**Goal 8. Diversity.** Students will understand the importance of a global perspective and culturally diverse peoples.

**Goal 9. Ethical Reasoning and Action.** Students will understand ethical issues and situations.

### **MCCC Core Skills**

**Goal A. Written and Oral Communication in English.** Students will communicate effectively in speech and writing, and demonstrate proficiency in reading.

**Goal B. Critical Thinking and Problem-solving.** Students will use critical thinking and problem solving skills in analyzing information.

**Goal C. Ethical Decision-Making.** Students will recognize, analyze and assess ethical issues and situations.

**Goal D. Information Literacy.** Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

**Goal E. Computer Literacy.** Students will use computers to access, analyze or present information, solve problems, and communicate with others.

**Goal G. Intra-Cultural and Inter-Cultural Responsibility.** Students will demonstrate an awareness of the responsibilities of intelligent citizenship in a diverse and pluralistic society, and will demonstrate cultural, global, and environmental awareness.

## **Units of study in detail.**

### **Unit I** Introduction

#### **Learning Objectives**

##### ***The student will be able to...***

- differentiate the 13 subtest areas which constitute the basis of testing on the NBE  
(Course Competencies 3; Gen Ed Goal 3,4,5,7; Core Skill A)
- distinguish and utilize resources helpful for NBE review  
(Course Competencies 1 & 3; Gen Ed Goal 4; Core Skill D,E)
- access the DEAD test  
(Course Competencies 1,2,3; Gen Ed Goal 4 & 9; Core Skill E)

### **Unit II** ABFSE Science curriculum

#### **Learning Objectives**

##### ***The student will be able to...***

- appraise and apply terminology from the Science portion of the ABFSE curriculum  
(Course Competencies 1,2,3; Gen Ed Goal 3,4 & 9; Core Skill B,C )
- reframe and analyze difficult topics on weekly administrations of the Science portions of DEAD  
(Course Competencies 1,2,3; Gen Ed Goal 4 & 9; Core Skill A )
- successfully pass the Science sections of the DEAD test three times  
(Course Competencies 1,2,3; Gen Ed Goal 3 & 9; Core Skill A,B,C,E)

### **Unit III ABFSE Arts curriculum**

#### **Learning Objectives**

##### ***The student will be able to...***

- appraise and apply terminology from the Arts portion of the ABFSE curriculum  
(Course Competencies 1,2,3; Gen Ed Goal 4,5,7,8 & 9; Core Skill B,C)
- reframe and analyze difficult topics on weekly administrations of Arts portion of DEAD  
(Course Competencies 1,2,3; Gen Ed Goal 4 & 9; Core Skill A)
- successfully pass the Arts sections of the DEAD test three times  
(Course Competencies 1,2,3; Gen Ed Goal 4,5,7,8 & 9; Core Skill A,B,C,E)

#### **Evaluation of student learning:**

Students will meet weekly (for five weeks) to review and discuss of topics covered in the ABFSE curriculum that represent tasks expected to be performed and competencies required of licensees in funeral service.

Students must take the DEAD test weekly and earn a minimum score of 80 on sample tests from both the ARTS and SCIENCES portion of the simulated exam three times in order to successfully complete the course.

#### **Academic Integrity**

Students are required to perform all the work specified by the faculty and are responsible for the content and integrity of all academic work submitted, such as papers, reports, and examinations. A student will be guilty of violating the Rule of Academic Integrity if he or she:

- uses or obtains unauthorized assistance in any academic work;
- gives fraudulent assistance to another student;
- knowingly represents the work of others as his or her own or represents previously completed academic work as current;
- fabricates data in support of an academic assignment;
- inappropriately or unethically uses technological means to gain academic advantage

**Students will take the DEAD tests on an independent basis adhering to the college policies regarding academic integrity. Collaboration during review of subject areas and test results is encouraged, but testing is to be done individually.**