COURSE NO., HOURS, AND TITLE:  MSFS 270 – 2 Computers in Funeral Service

PROGRAM MISSION STATEMENT:  The mission of the Mortuary Science and Funeral Service program is to challenge students to achieve academic and professional excellence; prepare students to acquire entry level positions in the funeral service profession; provide quality instruction and stay current with trends of the profession; cultivate and maintain excellent relations with local, state, and national organizations; enhance university and community relations; and work toward the continued improvement of the Mortuary Science and Funeral Service program as an ongoing process.

COURSE DESCRIPTION:  The student will be given the opportunity to enhance their understanding of the applications of computers to the funeral profession.  This course is designed to instill an appreciation for computers as an effective funeral home management tool.  Lecture two hours.  Prerequisite:  restricted to majors.

PREREQUISITE TO:  None

COURSE OBJECTIVES:

Upon satisfactory completion of this course, the student shall be able to:

1. Explain how a computer processes data to produce information;
2. identify the operations of the information processing cycle and explain how the operations of this cycle are performed by computer hardware and software;
3. identify the software that be used in the funeral home setting;
4. identify potential computer uses and applications; and
5. explain the use of applications software packages in the solving of funeral service business problems.

TOPICAL OUTLINE:

<table>
<thead>
<tr>
<th>Topics</th>
<th>Percentages of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. History of computers and computerization</td>
<td>10%</td>
</tr>
<tr>
<td>II. Vital record reporting</td>
<td>10%</td>
</tr>
<tr>
<td>III. Components of a Computer Obituary</td>
<td>10%</td>
</tr>
<tr>
<td>IV. QR codes, advertising and community presentation</td>
<td>30%</td>
</tr>
<tr>
<td>VI. Photographs</td>
<td>20%</td>
</tr>
</tbody>
</table>
VII. Various business programs such as power point, excel and photoshop 20%

LECTURE:
T R 10:00 – 10:00 am Room 214 ASA

INSTRUCTOR:
Cydney A. Griffith, M.S.Ed., Associate Professor
Mortuary Science and Funeral Service Program
School of Allied Health
College of Applied Sciences and Arts

Office Hours:
M W 2:00 – 4:00 pm
W 10:00 – 12:00 pm
Also available by appointment

Office Location: CASA Building - Room 11E
Fax: (618) 453-7020
Office Phone: (618) 453-7214
E-mail: cgriffit @ siu.edu (NOTE: There is no “H” in my e-mail)
Snail-mail: Mortuary Science and Funeral Service
Southern Illinois University
1365 Douglas Drive
Carbondale, IL 62901-6615

TEXTBOOK:
Optional

Programs you need
Gimp- an editing program
Microsoft paint
Excel
Power Point
Word
I will provide other links to programs that you will need.

ATTENDANCE:
All students are expected to attend and be punctual at all classes in which they are enrolled.
Classroom doors will be closed at the beginning of the class time. PLEASE DO NOT INTERRUPT THE CLASS BY COMING IN LATE!

Each student will receive two (2) excused absences. However, the work missed and/or quizzes will not be allowed to be made up. If a student misses a class, it is THE STUDENT'S responsibility to obtain the missed notes from a classmate. If you are absent three class periods during the semester, your name will be reported to "Saluki Cares". Records will be maintained to support student attendance in accordance with accreditation requirements.
CLASSROOM BEHAVIOR:
The classroom is a “safe” environment for students. The focus will be on learning. Causing disruptions, harassment of other students, foul language, disrespect towards others, or entertaining at someone else’s expense will not be tolerated. For a detailed explanation of the Student Code, consult “Student Conduct Code” found in Important information for SIUC students, faculty, and staff pp. 22-32. All other rules of the Code must be followed in the classroom. The Student Conduct Code is available at:
http://www.siuc.edu/~policies/policies/conduct.html

DO NOT INTERRUPT CLASS BY GETTING UP AND GETTING A SODA OR COFFEE!!!!!! You may drink coffee or soda in class so long as empty cups/cans are appropriately discarded. Computer/video games, cell phones, baseball caps, and/or chewing tobacco will not be permitted during class.

YOUR CELL PHONE WILL NOT BE HEARD OR SEEN DRING CLASS! IF IT IS, YOU WILL RECEIVE AN UNEXCUSED ABSENCE. IF IT IS SEEN OR HEARD DURING A TEST, QUIZ OR EXAM YOU WILL RECEIVE A ZERO.

ASSIGNMENTS:
You will be given assignments for each class. From time to time your assignments will be e-mailed to you at your SIU account. Be sure to check your e-mail on a regular basis. You can e-mail me with any questions you might have and I will get an e-mail back to you as soon as possible. If an assignment is sent to you, and you do not do it or do not turn it in the day it is due, you will not receive credit for the assignment. Each assignment will be due at the beginning of the next class period unless otherwise told.

GRADING:

<table>
<thead>
<tr>
<th></th>
<th>Approx. Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm Exam</td>
<td>70</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Assignments</td>
<td>150</td>
</tr>
<tr>
<td>Quizzes ????</td>
<td></td>
</tr>
<tr>
<td><strong>Total Approx</strong></td>
<td><strong>270</strong></td>
</tr>
</tbody>
</table>

GRADE:

A= 100 - 92
B= 91 – 83
C= 82 – 75
F= 74 and below

EXAMS:
Midterm exam will be announced and the final will be comprehensive and in accordance with the University policy.
UNIVERSITY’S EMERGENCY PROCEDURE CLAUSE:
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Public Safety’s website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

NOTE: Modification or additions to this syllabus may be made by the instructor, as needed.

ALL GRADES ARE EARNED!!!!