

Career Studies Certificate

Funeral Services Assistant



PURPOSE: If you are seeking postsecondary education programs that are less than conventional one- or two-year programs, MECC has what you are looking for. The Career Studies Certificate is a response to the non-conventional, short-term educational needs of individuals who seek to upgrade occupational skills, learn new skills, or pursue specialized interests. The Career Studies Certificate consists of specialized program options. These options represent a wide variety of career and academic interest course areas. Each option is intended to represent a minimum amount of college course work considered representative of these fields of study and designed as a distinct “mini-curriculum” to meet minimum occupational or adult interest requirements.

PROGRAM REQUIREMENTS: To be admitted to a Career Studies Certificate Program, one must meet the general requirements for admission to the College. Some courses may require prerequisites or demonstrated entry-level proficiency. Students lacking prerequisites or entry-level proficiency may be required to enroll in the developmental studies program or prerequisite course.

The Career Studies Certificate includes selected specialized courses within each program option. The range of course credits varies among the program options from a minimum of nine semester credits to a maximum of twenty-nine semester credits. Upon satisfactory completion of one of the program options, the graduate will receive the Career Studies Certificate. Students of the College may earn more than one certificate as program option requirements are satisfied.

Career Studies program options will be offered as community needs are identified and institutional resources permit.

Normally, courses which are associated with the various program options may be offered when all of the following conditions are met:

1. Justifiable student enrollment
2. Adequate facilities are available
3. Qualified instructors are available
4. Adequate financial resources are available.

The College reserves the right to discontinue any Career Studies option if student interest does not justify its continuation

First Year

Fall Semester			
ACC	211	Principles of Accounting I	3
HIM	111 ¹	Medical Terminology I	3
ENG	111	College Composition	3
FNS	121 ²	Anatomy for Funeral Service I	3
SDV	100	College Success Skills	1

Spring Semester			
CHM	110 ³	General Chemistry I	3
REL	231 ⁴	Religions of the World I	3
PSY	116	Psychology of Death and Dying	3
SOC	200	Principles of Sociology	3
CST	100 ⁵	Principles of Public Speaking	3
Total minimum for Certificate:			28

¹HIM112, HIM113, HIM114, HLT143, or HLT 144 is accepted as a substitute for HIM 111; ²BIO 141, BIO 231, NAS 161 or NAS 171 may be substituted for FNS 121; ³101 or 111 may be substituted for CHM 110. ⁴REL 230 or REL 232 may be substituted for REL 231. ⁵CST 105 may be substituted for CST 100.

Contact: Mr. Tommy Clements, Dean, at tclements@mecc.edu, 276.523.2400 ext. 431

Contact: Ms. Kim Dorton, Faculty Contact, at kdorton@mecc.edu, 276.523.2400 ext. 35

In addition to the above courses, JTCC's degree curriculum requires an ITE elective, and a medical terminology elective. Pre-funeral service students are advised to take ITE 115 and HIM 111 to satisfy these requirements.