

FUNERAL DIRECTOR CERTIFICATE

The Funeral Director Certificate program is an online web-based certificate program. The Funeral Director Certificate Program is a 30-semester hour program for Funeral Directing only. The Funeral Director Certificate Program takes 12 months to complete. The estimated cost of the program is \$12,120. (Also, the State of TN requires a 1-year apprenticeship.) Please note: this program does not offer any Financial Aid.

FALL SEMESTER

Introduction of Funeral Directing 114FD	4
Funeral Service Management 112FG	2
Law and Ethics 104FSL	4
Funeral Service Psychology 103FSP	<u>3</u>
	13

SPRING SEMESTER

Funeral Service Counseling 123FSC	3
Funeral Service Science 124FS	4
Funeral Service Marketing 122FK	2
*Comprehensive 121CR	<u>1</u>
	10

SUMMER SEMESTER

Accounting 2033ACO	3
English Comp-I 2133ENO	3
**Practicum 121FP	<u>1</u>
	7

Note:

*Comprehensive 121CR Final Exams are taken on campus during the last semester of the academic program.

**Taken at a local funeral home under the supervision and direction of a licensed Funeral Director/Preceptor.

The Funeral Director Certificate program is designed to meet specific state or professional needs. The program is not accredited by the American Board of Funeral Service Education. Students graduating from this program will not have the academic credential for licensure in states where graduation from an ABFSE-accredited program is required

TECHNOLOGY

COMPETENCY REQUIREMENTS: Students should have proficient knowledge of Microsoft Word, Excel, PowerPoint, email, and scanning capabilities to complete the programs.

New students will be assigned a Gupton College email that includes access to Microsoft Office Suite applications through the portal. This will be activated during initial registration and will remain active six months after the students' last enrollment.

Distance education challenges include knowledge of various operating systems, internet accessibility, and coursework support. The college orientation process provides the resources to assist students with distance education challenges.

STUDENTS ARE REQUIRED TO USE THEIR PERSONAL LAPTOP COMPUTER. ALL STUDENTS ARE REQUIRED ON CAMPUS FOR TESTING (AT THE END OF THE PROGRAM) AND MUST BRING A LAPTOP TO CAMPUS

John A. Gupton College Technology Requirements

All Users

Hard Drive	4GB or higher available space
Internet Upload speed	2.5 Mbps
Screen Resolution	1280 x 768 and scaled to 100%
Webcam	Integrated camera or external UBS camera supported by your operating system. Virtual Cameras are not supported

NOT Supported at John A. Gupton College

Hardware/Systems not supported	Google Chromebooks, Android tablets, iOS tablets, iPads, mini iPads, Microsoft Surface RT, Microsoft's virtual machine, and Linux operating systems.
Exemplify will not support	Virtualized environments such as: VMWare, Parallels, Citrix Workspace, virtual desks, and streamed images.
Exemplify will not support	Virtual microphones or headphones are not supported. Virtual Cameras are not supported
Exemplify will not support	Touch screen input or tablet devices are not supported. The browser Safari is not supported

Mac Users

Operating Systems Supported	ONLY GENUINE VERSIONS of Mac operating systems are supported. macOS Sonoma, Sequoia, and Tahoe.
Mac Processors Supported	Intel or M series processor
Mac NOT SUPPORTED	High Sierra, Mojave, Catalina, server version of Mac OS X, and macOS 13 Ventura.

Windows Users

Operating System Supported	ONLY GENUINE VERSIONS of Windows Operating System is supported. 64-bit versions of Windows 11 (11 23H2, 11 24H2, and 11 25H2 are all supported)
Windows Processors Supported	Non-ARM-based processor
Windows NOT SUPPORTED	Windows RT, Windows 10, Windows 10S, Windows 11 22H2, Windows 11S (S mode is not compatible)

Learning Systems Requirements

Learning systems require use of actual computers, **no tablets or mobile devices**. The learning systems also require compatible browsers such as: Google Chrome or Mozilla Firefox.

Effective October 15, 2025