



2024-2025 Catalog Addendum Summary/Table of Contents

This catalog addendum should be used by students and staff along with the existing 2024-2025 Catalog of Rights. Please download the most current PDF of the [Catalog Addendum](#) from the Addendum web page to ensure accuracy when reviewing the catalog. The Addendum for previous years can be found on the archive pages for that corresponding year.

Students are strongly encouraged to seek advice from the [Counseling Center](#). Additional information and publications will be made available to students throughout the year as appropriate.

Subject	Date	Change Type	Addendum Page(s)
Calendar Dates: November 28 Thanksgiving Day (Holiday) November 29 Day After Thanksgiving (Holiday)	08/27/24	Correction	II
Credit for Prior Learning - AP Credit Equivalency Guide: Physics C: Electricity and Magnetism, IGETC Area: 5A and 5C (3 units) Physics C: Mechanics, IGETC Area: 5A and 5C (3 units)	09/03/24	Correction	III
Funeral Service Education Associate in Science Degree Program Total Required Major Units: 51-52	09/03/24	Correction	N/A
Environmental Science Associate in Science Degree Program Total Required Major Units: 36	09/03/24	Correction	N/A
Kinesiology Associate in Arts Degree Program 12 Core Units	09/03/24	Correction	N/A
Funeral Service Arranger Certificate	08/14/24	Added	IV
Funeral Service Attendant Certificate	08/14/24	Added	V
Advanced Placement Test Policy (AP): Advanced Placement Equivalency Guide (broken link updated)	09/17/24	Correction	N/A
Certificate of Achievement General Requirements	09/18/24	Correction	VI



Calendar of Important Dates

Fall Semester 2024

86 Instructional Days including 5 Final Days, plus 3 Flex Days

Month/Date	Description
August 12 – 13	Flex Day (No Classes)
August 14	Day and Evening Classes Begin
August 27	Last Day to Drop Semester Length Classes With Eligibility for Partial Refund
August 27	Last Day to Add Semester Length Classes
August 31 – September 1	Declared Recess
September 2	Last Day to Drop Semester Length Classes Without Appearing on Record
September 2	Labor Day (Holiday)
September 3	Census Day
October 9	Flex Day (No Classes)
November 1	Last Day to Apply for Degree – Certificate
November 11	Veterans' Day (Holiday)
November 13	Last Day to Withdraw from Semester Length Classes
November 28	Thanksgiving Day (Holiday)
November 29	Day After Thanksgiving (Holiday)
November 29 – December 1	Declared Recess
December 10 – 14	Final Examinations (Day and Evening Classes)
December 16	Day and Evening Classes End
December 24 – January 1	Winter Recess (Total of Seven District Work Days)

Spring Semester 2025

(89 Instructional Days including 5 Final Days, plus 3 Flex Days)

Month/Date	Description
January 9 – 10	Flex Days (No Classes)
January 18 – 19	Declared Recess
January 20	Martin Luther King Jr. Day (Holiday)
January 13	Day and Evening Classes Begin




Advanced Placement Test Policy (AP)

Advanced Placement Test Score of 3, 4, or 5	SMCCCD Course Equivalent	SMCCCD Associate Degree GE Area (3-semester units unless otherwise indicated)	CSU Credit Units (Units not applied at SMCCCD)	CSU GE Breadth Area (3-semester units unless otherwise indicated)	IGETC Area (3-semester units unless otherwise indicated)	UC Credit Units (Units not applied at SMCCCD)
Japanese Language and Culture	N/A	Skyline & Cañada: C2 CSM: E5C	6	C2	3B and 6A	5.3
Latin	N/A	Skyline & Cañada: C2 CSM: E5C	6	C2	3B and 6A	5.3
Macroeconomics	ECON 100	Skyline & Cañada: D CSM: E5B	3	D	4	2.6
Microeconomics	ECON 102	Skyline & Cañada: D CSM: E5B	3	D	4	2.6
Physics 1	PHYS 210	Skyline & Cañada: B1 and B3 (4 units) CSM: E5A (4 units)	4 (5)	B1 and B3 (4 units)	5A and 5C (4 units)	5.3 (6)
Physics 2	PHYS 220	Skyline & Cañada: B1 and B3 (4 units) CSM: E5A (4 units)	4 (5)	B1 and B3 (4 units)	5A and 5C (4 units)	5.3 (6)
Physics C: Electricity and Magnetism	PHYS 260	Skyline & Cañada: B1 and B3 (4 units) CSM: E5A (4 units)	4 (5)	B1 and B3 (4 units)	5A and 5C (3 units)	2.6 (6)
Physics C: Mechanics	PHYS 250	Skyline & Cañada: B1 and B3 (4 units) CSM: E5A (4 units)	4 (5)	B1 and B3 (4 units)	5A and 5C (3 units)	2.6 (6)





CS Funeral Service Arranger Certificate

The Funeral Service Arranger Certificate program provides a comprehensive examination of communication skills, emphasizing the multifaceted role of the funeral director as a facilitator, counselor, and caregiver. It encompasses a range of vital topics, including the application of specific communication and counseling techniques within the context of funeral service practice, the understanding of both normal and abnormal grief reactions, addressing issues related to children and death, crisis intervention counseling, and strategies for managing stress and preventing burnout.

In addition to the communication and counseling components, this program introduces students to the intricate legal landscape underpinning the funeral industry. It covers an array of essential topics, such as the sources of law, the legal status of a deceased human body, responsibilities concerning burial, rights pertaining to funeral arrangements and final disposition, liability associated with funeral expenses, considerations regarding torts involving the deceased and funeral directors, as well as discussions on wills, estates, probate, cemeteries, crematories, and state and federal laws and regulations. An emphasis is also placed on the exploration of personal and professional ethics that guide decision-making and actions related to the dignified treatment of the deceased.

Furthermore, the Funeral Service Arranger Certificate program delves into the realm of merchandising within the context of the funeral service profession. It covers the construction and features of caskets, outer burial containers, and other funeral-related products, and offers a comprehensive examination of pricing strategies, display techniques, presentation methods, and the effective management of funeral merchandise.

Career Opportunities

Funeral Service Attendant, Removal Technician, Cemetery Counselor, Funeral Service Arranger, Funeral Director, Funeral Service Supervisor, Funeral Service Manager, and Cemetery Manager.

Program Learning Outcomes

Students completing this program will be able to:

1. Analyze and apply statutory laws and judicial decisions relevant to the funeral service profession. Comprehend the principles of torts, criminal law, and contract law as they pertain to the field of funeral service. Analyze and understand pertinent facts, issues, laws, and legal reasoning in the context of funeral service practices. Exhibit ethical, moral, and legal behavior in all aspects concerning the disposition of human remains. Understand

the role of a counselor within the funeral home setting. Develop a comprehensive funeral service merchandising plan, encompassing merchandise selection and pricing strategies. Describe the features and components of funeral merchandise to client families.

Complete the following Courses:

Units

Course Number	Course Title	Units
FSE. 220	Funeral Service Law and Ethics	3 units
FSE. 230	Merchandising in the Funeral Service Industry	3 units
FSE. 270	Funeral Service Counseling	3 units



CS Funeral Service Attendant Certificate

The Funeral Service Attendant Certificate program serves as an foundational exploration of both theoretical and practical knowledge essential for eventual professional licensure within the funeral service industry. This program is designed to assist individuals in assessing their level of interest in the field and in gauging their suitability for further, formal vocational training in funeral service education. Successful completion of this program will equip students with the foundational competencies necessary for securing an entry-level position as a Funeral Service Assistant. The curriculum encompasses a structured series of courses meticulously crafted to impart the requisite knowledge and skills enabling students to proficiently fulfill the responsibilities inherent to the role of a funeral service attendant.

Career Opportunities

Office Administrator, Groundskeeper, Pre-need Sales Representative, Funeral Service Attendant, Removal Technician

Program Learning Outcomes

Students completing this program will be able to:

1. Understand the historical evolution of modern funeral practices and their connection to the preparation of human remains Expand knowledge of contemporary and emerging methods of disposition within the funeral service industry. Explain various types of funeral and memorial ceremonies, including their significance and variations. Discuss the dynamics of interactions between funeral directors and grieving families during the immediate aftermath of a death. Apply effective verbal and non-verbal communication techniques to support client-families in navigating the grieving process during funeral services

Complete the following Courses:

Units

FSE. 200	Introduction to Funeral Service	2 units
FSE. 210	Funeral Directing I	3 units
FSE. 225	Psychology of Death and Dying	3 units





Certificate of Achievement General Requirements

1. The prescribed courses and units must be completed as identified in the Cañada College Catalog under core and selective courses.
2. For Certificates, at least 50% of the units required for a certificate must be taken at Canada College.
3. Equivalent lower division courses completed at other institutions holding district approved accreditation may be submitted on a Request for Substitution petition for consideration to satisfy some certificate requirements. See a Counselor for more information.
4. All major (core and selectives) classes applied to the certificate must receive a grade of "C" or Pass or better. For additional information on the use of Pass/No Pass classes to satisfy certificate requirements, please refer to the Pass/No Pass Grading Option information found in the Grades and Academic Standards section of the catalog. A 2.0 grade point average is required for all degree applicable coursework taken within the San Mateo County Community College District and all incoming degree applicable coursework taken outside the District.
5. Overall grade point average of at least 2.0 in all certificate courses (required core + selectives).
6. Students must be in "good academic standing" to receive a Certificate of Achievement.

