2023/2024 STUDENT HANDBOOK
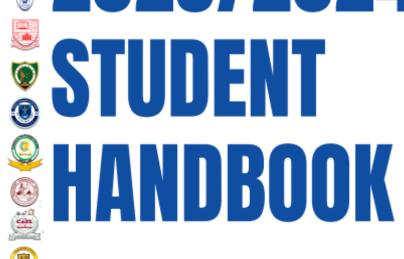
THE COUNCIL OF COMMUNITY COLLEGES OF JAMAICA

PURPOSE AND SCOPE

This Student Handbook is intended for use by staff and prospective as well as continuing students. It is designed to serve as a general source of information on policies, procedures, regulations and programmes of The Council of Community Colleges of Jamaica (hereafter called 'CCCJ').

All guidelines are to be strictly followed by:

   i.   the newly admitted, that is, persons accepted by institutions during this academic year.
   ii. students who transfer from one programme to another or one college to another during this academic year.
   iii. students approved for a change of major during this academic year.

It is the responsibility of students, upon enrolment, to familiarize themselves with this handbook as well as any other publication governing students and operations of the CCCJ and the colleges.

The CCCJ reserves the right to make changes at any time to any provision, offering or requirement appearing in this booklet and said changes shall be binding on students.

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CCCJ-Student Handbook 2023

ABOUT THE COUNCIL OF COMMUNITY COLLEGES OF JAMAICA (CCCJ)

The Council of Community Colleges of Jamaica (CCCJ), a statutory agency under the Ministry of Education, Youth and Information, was formed by an Act of Parliament passed in 2001 December to supervise and coordinate the work of community colleges in Jamaica. The Council comprises representatives of the colleges, the secondary and tertiary levels of the education system, business and industry.

Ten affiliate colleges; five community, three multidisciplinary and two polytechnic, offer programmes at the certificate, diploma, associate and baccalaureate levels as well as several continuing education courses. Additionally, they offer professional and franchise programmes and pre-university courses in collaboration with the University of the West Indies, Mona, the University of Technology, Jamaica and other universities/colleges.

In pursuance of twin objectives to supervise and coordinate the work of the colleges, CCCJ is mandated to exercising essentially three main functions; Regulatory, Promotional and Developmental.

Regulatory Function

The CCCJ seeks to determine and implement common standards in all colleges to ensure the integrity of courses from one campus to the next with the intention of addressing the need for articulation into other educational institutions, both locally and abroad.

In this regard, CCCJ:

    i.   prescribes conditions under which persons may be admitted as students of community colleges

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ii.   considers, recommends and approves curricula to be used in affiliate colleges

iii.   determines the conditions for holding examinations

iv.   examines and assesses students' work in the institutions

v.   award degrees

Promotional Function

This role covers:

i.   advising the Minister of Education, Youth and Information on policy and educational matters relating to community colleges

ii.   promoting the interests of community colleges

iii.   implementing public awareness programmes relating to community colleges

Developmental Function

This function relates to:

i.   providing professional development opportunities for members of staff of the colleges

ii.   collaborating with other institutions, including those of further and higher learning, in the provision of educational opportunities

iii.   soliciting and receiving grants, donations, prizes or gifts on behalf of community colleges, subject to approval by the Minister of Education, Youth and Information

Mission Statement

Responding to today's challenges, creating tomorrow's opportunity by promoting intellectual discovery, entrepreneurial skills, social and ethical awareness and economic opportunities for all through education that transforms lives, builds communities and improves society locally and internationally.

Vision Statement

A dynamic institution that is the epitome of high educational standards, while advancing the work of community colleges, developing the Jamaican workforce and promoting the benefits of obtaining a Community College Education.

Core Values

- Customer centricity
- Integrity
- Teamwork
- Innovation
- Accountability
- Collaborative Engagement
- Advocacy

GREETINGS FROM THE EXECUTIVE DIRECTOR

On behalf of the Council of Community Colleges of Jamaica (CCCJ), I extend a warm welcome to both our returning students and those joining our academic community for the first time. The CCCJ is committed to ensuring that your educational journey is enriching.

Our dedicated team has been working tirelessly to revolutionise the way our programmes are offered, making them more accessible and flexible to cater to your diverse needs. We take immense pride in providing high-quality education, and our relentless pursuit of excellence has resulted in a wide range of accredited programs, recognized both nationally and internationally.

We understand the importance of equipping our learners with skills that are in demand in today's ever-changing job market. The CCCJ continuously develops market-driven programmes, ensuring that your education remains relevant and prepares you for success in your chosen field.

This student handbook will be your indispensable guide, offering valuable insights, resources, and support that will help you navigate your academic journey with confidence. It is designed to assist you in making informed choices, setting clear goals, and ultimately, successfully completing your programs.

Rest assured, the Council of Community Colleges of Jamaica remains dedicated to your academic success and the continuous improvement of the education we provide. Together, let us embark on this educational adventure, knowing that your dreams are within reach, and CCCJ is here to support you every step of the way.

Welcome to a year of transformation, discovery, and growth.

Donna Powell Wilson PhD, JP

1.0 PROGRAMME STRUCTURE

1.1   Matriculation to Associate Level Programmes

To be considered for admission, applicants must satisfy basic matriculation requirements as well as programme matriculation requirements.

Basic matriculation requirements specify a minimum of five (5) passes in subjects at CXC/CSEC general proficiency grades I-III (grade III from June 1998) or GCE O-Level (grades A-C) with compulsory subjects English 'A' or English language and mathematics, or City and Guilds stage III mathematics and English. Applicants using City and Guilds stage III mathematics/English will be required to complete bridging courses foundation concepts in mathematics II and III for heavily mathematics-based programmes and foundation in English language II.

Programme matriculation requirements are specific to a programme of study. As such, each applicant **MUST** be guided by the college Registrar.

1.1.1   Alternate Forms of Matriculation at the Associate Level

i. Applicants who are accepted into a programme of study with five (5) CSEC/GCE subjects but are trailing in mathematics or English 'A' or English language may complete foundation concepts in mathematics I, II and III, foundation in English language I and II or CSEC/GCE mathematics or English language. This, however, **MUST** be completed before the end of the first year of said programme.

The CCCJ recognises FCM I, II and III and FE I and II as equivalent to CSEC mathematics and English language, respectively. Prospective applicants to CCCJ associate degree programmes who have successfully completed FCM I, II and III and FE I and II may use them to satisfy matriculation requirements for mathematics and English language.

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Applicants who are accepted into associate degree programmes with five CSEC/GCE passes inclusive of English A/English language but are trailing in mathematics may do FCM 1, 11 and 111 to complete the mathematical requirement for matriculation or complete CSEC/GCE mathematics.

Similarly, applicants who are accepted into associate degree programmes with five CSEC/GCE passes including mathematics but are trailing in English A/English language may do FE 1 and 11 to complete the English requirement for matriculation or CSEC/GCE English A/English language.

ii. Prior Learning Assessment Recognition/Mature Status as approved by the CCCJ.

1.2   Matriculation to Occupational Associate Degree Programmes

For matriculation or entry into the Occupational Associate Degree programme applicants must meet/possess at least one of the requirements below:

- NVQJ or CVQ – Level 2 Certification
- Other Academic Entry Requirements – in accordance with CCCJ's entry requirements.
- Prior Learning Assessment Recognition
- Mature Entry

1.3   Matriculation to Bachelor's Level Programmes

To be considered for admission to bachelor's level programmes, applicants **MUST** possess an associate degree from CCCJ or any accredited institution. It should be noted, however, that this qualifying degree **MUST** be in an area relevant to the intended programme of study. Applicants who are accepted from another institution **WILL** be required to complete the necessary bridging or prerequisite courses at the associate degree level, in the first year of the bachelor's programme. Students who fail to meet this requirement **WILL NOT** be promoted to year two of the bachelor's programme.

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Applicants who possessed an Occupational Associate degree may be accepted into the CCCJ bachelor's degree. However, they will be required to complete the necessary bridging or prerequisite courses at the associate level in the first year of the bachelor's programme. Students who fail to meet this requirement WILL NOT be promoted to year two of the bachelor's programme.

1.3.1   Alternate Forms of Matriculation at the Bachelor's Level

The following conditions shall apply to a student who has ended the final semester of an associate degree programme and is trailing no more than six (6) credits:

i.   The qualifying degree **MUST** be in an area relevant to the intended programme of study.
ii.   Outstanding credits **CANNOT** be from a first-year course and **MUST** be successfully completed in the first year of the bachelor's programme.
iii. Outstanding credits **CANNOT** be from a course leading to a specialisation or major.
iv.   Equivalent qualification(s) as approved by the CCCJ.
v.   Prior Learning Assessment Recognition/Mature Status as approved by the CCCJ.

2.0   PROGRAMME STRUCTURE

The CCCJ programmes are developed using a 2 + 2 concept. Under this concept, the first two years of a programme are at the associate level and the final two at the bachelor's level.

Programmes are structured to provide a mixture of:

i.   General education courses
ii.   Support courses
iii. Specialised courses
iv.   Electives
v.   Work experience/practicum
vi.   Community service

2.1   Electives

An elective is a course which a student is free to select. For a course to be considered an elective, however, certain conditions must be met.

The course **MUST**:

i.   have been approved by the CCCJ.
ii.   be offered at the same degree level as the programme being pursued.
iii. not form part of the specialisation of the programme being pursued.

No exemption will be granted for course to be used as 'Elective'. Students are required to complete elective.

2.2   Prerequisites

A prerequisite is a course that must be completed before registration for another course or promotion to another level. Where a student fails a course, which is a

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prerequisite for his/her desired programme, he/she shall not be promoted into that specialisation until he/she has passed the prerequisite course. Operationally, this means that this student could opt for another specialisation, and therefore be promoted to the next year if he/she has the prerequisites for that specialisation.

2.3 Work Experience

All students (full-time and part-time) are required to complete two hundred and forty (240) hours of work experience at the associate of arts, associate of science and Bachelor of Science levels. Students who complete work experience will be awarded three credits which will be applied in calculation of their Grade Point Average (GPA). Students' failure to fulfil work experience requirements will affect their ability to become certified.

2.3.1 Work Experience Exemption

Students who are employed may be granted exemption, at the discretion of the CCCJ. Students who are granted exemption will **NOT** be awarded any credit. Exemption from work experience will not have an effect on the calculation of students' GPA.

2.3.2 Working Students: Full Exemption

A student who is employed in a field related to his/her programme of study, may be granted full exemption from work experience. But an exemption request **MUST** be submitted to the CCCJ through the college Registrar and **MUST** meet certain requirements.

The student **MUST**:

i. be working in a field related to his/her programme of study for a minimum of six (6) months.

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ii.   submit a letter from his/her current employer confirming employment and position.

iii. provide a job description.

iv. submit a resume and cover/application letter.

v.   prepare and **SUBMIT** an essay of his/her core job functions and experience gained (essay must be a minimum of three typed pages).

vi. execute a presentation/exhibition for the Work Experience Coordinator or designated Faculty Supervisor on his/her employer and how his/her work helps that organisation to achieve its strategic objectives. This presentation should be for a maximum of fifteen (15) minutes.

2.3.3   Working Students: Part Exemption

Students who are employed in a field not related to their programme of study, may be granted exemption from one hundred and sixty (160) hours of work experience. These students **MUST**, however, complete eighty (80) hours of work experience in an area related to their field of study.

These students will be evaluated based on completion of the following:

i.   Work experience attendance (10%). Attendance register **MUST** be returned to Work Experience Coordinator.

ii. Work experience report (45%) which **MUST** be typed and submitted along with other supporting documents such as job letter from place of employment and job description.

iii. Resume and cover/application letter (20%) which **MUST** be typed.

iv. Personal journal (25%) that **MUST** be typed.

2.3.4   Non-Working Students

These students are required to complete two hundred and forty (240) hours of work experience and will be evaluated as follows:

i. Work experience attendance (10%). Attendance register **MUST** be returned to Work Experience Coordinator.

ii. Work experience report (45%) which **MUST** be typed and submitted along with other supporting documents such as job letter from place of employment and job description.

iii. Resume and cover/application letter (15%) that **MUST** be typed.

iv. Daily work log/time sheet (10%). This **MUST** be typed.

v. Personal journal (15%) which **MUST** be typed.

vi. **TYPED** employer thank you letter (5%).

Colleges will provide all necessary documentation for work experience.

3.0 METHODOLOGY

3.1 Methods of Delivery

Methods of delivery/modes of instruction will include a combination of two or more of the following approaches:

i.   Lectures
ii.   Guest lecturers
iii. Group discussions
iv.   Debates
v.   Case studies
vi.   Audio-visual presentations
vii. Independent study
viii. Individual/group research
ix.   Individual/group projects
x.   Individual/group presentations
xi.   Seminars
xii. Field trips
xiii. Professional training by relevant organisations
xiv. Regular site visits
xv.   Laboratory work
xvi. Blended delivery to include use of the Internet/Intranet
xvii. Fully online

Methods of delivery/modes of instruction are intended to:

i.   increase the independence of learners.
ii.   create critical thinkers.
iii. equip learners to function in the corporate world.
iv.   assist learners to:
   a. develop research skills.

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b. analyse and evaluate data.

c. plan, design and implement projects.

Faculty members or teams will determine for themselves the appropriate teaching/learning strategies for each curriculum unit based on intended learning outcomes, needs of their learners and availability of resources. It is intended that teaching/learning strategies utilised will be those which encourage progressive development of learners' independent learning skills in all courses.

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4.0   REQUIREMENTS OF STUDENTS

Every learner is required to:

i.   attend classes at prescribed dates and times.

ii.   exercise intellectual honesty.

iii. acquire prescribed textbook(s)/resource materials.

iv.   purchase required safety equipment for laboratories/workshops.

v.   attend at least 90% of lectures for each course.

vi.   participate in class activities.

vii. undertake work in his/her assigned group.

viii. successfully undertake all assignments and examinations.

5.0   PROMOTION

Promotion to the subsequent year of a programme is based upon number of credits attained and successful completion of required courses. Students with more than nine (9) credits outstanding **WILL NOT** be promoted to the **second year** of an **associate degree** programme, or in the case of the **bachelor's degree**, **WILL NOT** be promoted to the **fourth year**.

Students who are required to repeat an academic year may be allowed to do a maximum of fifteen (15) credits in each semester provided there is no timetable clash. No special arrangement will be made to accommodate these students for classes or examinations.

6.0 AMANUENSIS

Any student who, for reason of permanent or temporary incapacity, desires special arrangements during examinations, should apply to the college Principal/President via the CCCJ Coordinator. Desired arrangements should be specified, and the coordinator may require a medical certificate as proof of such incapacity.

Requests **MUST** be made in writing to the Principal/President or his/her designate, at least **forty (40) working days** prior to the examination period:

  i.   where incapacitation is predictable both in its form and time of occurrence.
  ii. where incapacitation is predictable in its form but not in its time of occurrence.

Discretion will be exercised where incapacitation is not predictable in either form or time of occurrence, but that is solely the responsibility of the Principal/President or his/her designate.

A candidate suffering from a disability which may inhibit completion of an examination in normal time, may apply for/request extra time. A medical certificate may be required as proof of disability and the quantum of such extra time shall not exceed thirty (30) minutes.

7.0   AWARD OF DEGREES

There are six (6) possible awards available:

i.   Associate of Arts
ii.   Associate of Science
iii. Associate of Applied Science
iv.   Occupational Associate
v.   Bachelor of Education
vi.   Bachelor of Science
vii. Bachelor of Applied Science

To be awarded any of the above, a student must have:

i.   earned all credits as specified by the programme.
ii.   completed all courses as per the programme.
iii. satisfied the required two hundred and forty (240) hours of work experience.
iv.   done thirty (30) hours of community service.
v.   met all other requirements as outlined by his/her college and CCCJ.
vi.   satisfied all requirements (credit and non-credit) in the maximum time allowed, that is, the normal two (2) years plus three (3) additional years.
vii. achieved a minimum GPA of 1.67.

In addition, the following are programme specific:

i.   The Associate of Science in Social Work requires three hundred and twenty (320) hours of practicum (80 in year I and 240 in year 2).
ii.   It is mandatory for students of the Associate of Science in Psychology to complete two hundred and forty (240) hours of practicum (80 in year 1 and 160 in year 2).
iii. Students pursuing studies in hospitality and tourism management must obtain first aid certification training.

iv. Students who have been accepted into the hospitality and tourism management programme at the bachelor's level using an associate degree from an accredited institution, but who have not received first aid certification, must complete first aid training to qualify for the award of the degree.

7.1 Dating of Degrees

With effect from 2017 September 01, dates will be affixed to degrees awarded to students, as follows:

i. Students completing all requirements in May will receive a certificate dated May 30.

ii. Students completing all requirements in August will receive a certificate dated August 30.

iii. Students completing all requirements in December will receive a certificate dated December 30.

7.2 Ratification of Grades

The following shall apply:

i. The Award Ratification Committee (ARC) of the CCCJ shall be the committee of the Council responsible for ratification of grades and conferment of degrees, diplomas and certificates of the Council.

ii. The ARC shall hold three (3) ratification sessions in each academic year; in October, March and July.

iii. Grades published by the colleges at the end of each examination period are subject to change until ratified by the ARC.

7.3 Publication of Grades

Students in compliance with an institution's regulations should be granted access to their grades within one month of completing an examination, as follows:

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i.   Students should be issued a pass (P) or fail (F)

ii. If a student is given a number or letter grade, he/she must be informed that said grade is subject to change until ratified by the ARC.

8.0   PROGRAMMES OVERVIEW

8.1   BACHELOR'S DEGREES

8.1.1   Applied Computer Engineering Technology

This two-year programme complements the Associate of Science in Computer Servicing and Electronics by way of further honing of students' applicative, evaluative, analytical, synthetic, and creative skills. This dynamic programme is designed to develop knowledge, competencies, and attitudes to meet the needs of various stakeholders within the information technology and electronics systems sector. A prominent feature is its merger of courses related to computer electronics with courses detailing architecture and administration of computers.

8.1.2   Applied Computer Science

This programme focuses on students interested in becoming computing professionals with knowledge in relevant application areas and covers a wide spectrum of the field of computing. Students will do coursework in specialised areas such as relational databases, web development, electronic commerce, and software engineering. Graduates of this programme are typically suited for careers in software development.

8.1.3   Business Administration

Graduates of the Associate in Business Administration or equivalent qualification will get an opportunity to buttress their knowledge and may become specialists in accounting, finance and management, human resource management or marketing. This programme provides students with knowledge, skills and attitudes necessary to embark on a journey, whether as a key player in an existing organisation or as owner of a business.

8.1.4 Computer Applications and Business Studies

This programme is concerned with infusing practical knowledge of the business arena in the design, development, implementation, and use of information technology to solve organisational challenges. It prepares learners to use computer applications as well as principles and practices in business studies to drive organisational success at the national, regional, and international levels. This two-year programme complements the Associate of Science in Computer Applications and Business Studies by further honing students' analytical, evaluative, synthetic, and applicative skills. An outstanding aspect of this programme is how courses related to computer studies and business administration are merged.

8.1.5 Computer Architecture and Electronics

The Bachelor of Science in Computer Architecture and Electronics targets individuals who would like to gain in-depth understanding of the architecture of computer systems. This programme will provide training on how to install and maintain systems and equipment that run on electronic and computer components which include a wide array of devices ranging from computers and navigational equipment to smartphones.

8.1.6 Criminal Justice

Criminal justice focuses on how the criminal justice system relates to individuals, professionals, and communities. Students will learn central issues which face this system as well as several innovative, creative, and positive changes possible in handing down justice. At the end of their training, students would have developed skills in research, critical thinking, and effective communication.

Relating theory, knowledge and competencies to the real world, this programme concentrates on preparing graduates for careers in criminal justice. It adds a new perspective to what was learnt at the associate level and has special significance for learners who would wish to engage in specialised study in criminology. In

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designing this programme, qualitative and quantitative comparative analyses were done locally, regionally, and internationally to ensure currency and relevance of the content and competencies articulated in each course.

8.1.7 Education (Primary)

This programme was designed in accordance with a World Bank Report which stated that education is one of the most powerful instruments for reducing poverty and inequality, and for laying a foundation for sustained economic growth. This is particularly true for the Caribbean and this programme therefore seeks to expose teachers at the primary level to training that will equip them with skills, knowledge, and competencies necessary to prepare students for pursuing higher levels of education.

Duration of this programme is four years. It covers current learning methodologies, theories, and psychosocial courses along with the sciences, mathematics, and language components relevant at the primary level. The programme is aligned with international educational standards and the government's standard curriculum for primary education. Opportunities for observation and practical activities relevant to teaching and learning at the primary level have been integrated into several courses.

8.1.8 Environmental Studies

The objectives of this level of the programme are to inspire and empower students with competencies and knowledge to create healthier and more sustainable environments; provide formal certification of persons working in environmental disciplines in Jamaica and the world; and provide a core of personnel in Jamaica to act as a catalyst or vehicle to heighten environmental awareness throughout the Jamaican and Caribbean populations as well as the rest of the world.

This programme will attempt to satisfy the environmental needs of Jamaica and the Caribbean by allowing students to acquire hands-on environmental field

experiences in urban and rural settings in Jamaica and by empowering them to apply their academic training to help solve environmental problems.

8.1.9   Hospitality and Tourism Management

This degree was designed with industry participation and advice and seeks to cater to those needs by providing students with an opportunity to develop knowledge, competencies and skills that are relevant to the field. This programme is dynamic, as it exposes students to industry practices and experiences and because of the methods of assessment that are used throughout. Students will conduct research-based activities, complete application assignments and go through a period of internship in the industry.

8.1.10   Information Technology

This programme provides a broad perspective on how to use and apply the knowledge and tools of information technology, computer science and/or information systems to both self and society. Students will be encouraged to grapple with complexities as well as advantages and disadvantages of these fields in everyday life and at the workplace. Majors are premised on the notion that information and communication technology (ICT) is best developed within the context of application. Prominent features of the courses are practical labs and projects that emphasise replication of real-life situations and require the use of a variety of resources for learning.

As technological advancement becomes more pervasive, its use has expanded worldwide. Careers in ICT are therefore more in demand as persons seek better ways to enhance and alter their activities, and to live, work and think in ways previously thought impossible. Since information technology has an increasingly significant impact upon organisations and has such broad implications for everyone − individuals, groups, entire nations − students must be prepared to understand, use, and apply ICT in effective, efficient and ethical ways.

8.1.11   Management Information Systems

To meet certain challenges of the 21st century, there is a crucial need for programmes that are on the cutting edge of computer technology. Upon completion of this programme, students will be able to work, both locally and internationally, as well as move on to the master's level. This programme is more cost-effective than and offers a wider variety of attractive modules and units not offered in other bachelor's programmes. This diversity produces well-trained, well-rounded computer professionals who should possess both theoretical and practical understanding of the use of information technology in everyday life. Also, students get an opportunity to embrace the concept of lifelong learning.

8.1.12   Nursing

This dynamic programme provides a comprehensive academic foundation essential to preparing students for a general nursing role at the beginner's level as well as for graduate study. It integrates knowledge from nursing, the biological and behavioural sciences and the humanities, in the assessment, planning, implementation and evaluation of patient care. The curriculum is formulated to assist the student to develop an understanding of others and self, to stimulate intellectual curiosity, to cultivate the discipline of working as part of a multidisciplinary team and to identify and resolve health issues experienced by individuals, families and groups in society.

Additionally, this pre-service nursing course is designed to assist each learner to become a skilled and ethical practitioner, creative thinker and responsible citizen adaptable to societal and health changes with an ability to use critical thinking and clinical judgment consistent with best practices in the 21st century. Graduates will have a wide range of employment opportunities open to them. Once duly registered by the Nursing Council of Jamaica they will be readily employable as registered nurses in the private and public health sectors in Jamaica and the global landscape.

8.1.13   Social Work

Students in this dynamic programme will be exposed to industry practices and experiences which will prepare them for immediate entry into human service positions. Learners will develop the capacity to demonstrate a professional problem-solving approach that encompasses engagement, assessment, intervention, evaluation and follow-up as they work with a clientele which may consist of individuals, families, organisations or communities.

Upon completion, graduates will be expected to function in primary as well as secondary social work settings. They will be, among other things, competent at counselling, interviewing, research and data collecting, complying with laws and regulations governing social services and applying ethical principles in decision-making.

8.2   ASSOCIATE DEGREES

8.2.1   Business Administration

Students with an aptitude for business and commerce will find this programme an excellent training option. It aims to address the needs of a wide cross section of individuals whether there exists a long-term objective to pursue a career in the field of management with a business organisation or to become entrepreneurs. In both situations, knowledge of the world of business will keep students in good stead.

This degree provides graduates with the fundamental tools needed for entry-level jobs and for venturing into the entrepreneurial arena. Graduates will be equipped with communication and technology skills in addition to being exposed to an excellent mix of courses in accounting, management, entrepreneurship and Spanish.

8.2.2 Criminal Justice

This 60-credit blended learning programme will provide learners with a solid understanding of developing trends and practices in the criminal justice system as well as criminal procedures and processes. Learners will also be introduced to standard social science research and designs and methodologies as they apply to criminal justice.

8.2.3 Electronics Engineering

This programme aims at preparing students for a growing market of telecommunication services, the microcomputer and its application, an emerging cable television industry and networking and troubleshooting. It is designed to conform to accepted industry standards and practices. With the convergence of technology, options available for telecommunications, computer maintenance and cable television systems provide the framework for graduates to be effective, functional and productive in a growing industry dominated by broadband communication.

In the design of the curriculum, developers paid close attention to career paths. This resulted in a systematic series of self-paced courses to give students the training necessary to understand the technology behind their evolving responsibilities. Said programme will allow students to acquire knowledge, skills and competencies required to sit professional certificate programmes to include A+ (A-Plus), Microsoft and the Society of Cable Telecommunications Engineers course.

8.2.4 Environmental Studies

This programme is designed to prepare students to become work-ready to function in the critical area of environmental management with respect to human activities and natural catastrophes. It will enable students to make meaningful contribution to sustainable development; assist them to ensure that the population is extensively environment-literate and can demonstrate a responsible attitude towards the

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environment; produce skilled environmentalists; empower students to solve problems within their own environment beginning with cleaner, more attractive college campuses; and contribute to the global well-being of flora and fauna.

8.2.5 Hospitality and Tourism Management

Hospitality and tourism management offers a variety of options for the student interested in gaining employment in the hospitality industry at an entry level or as a management trainee. This programme is offered over a two-year period, but students have a maximum of five (5) years within which to complete their studies.

8.2.6 Information Technology

This degree was developed to make graduates ready for the world of work, specialising in networking and systems administration. The increasing use of computers in all aspects of life implies a need for well-trained computer professionals who can demonstrate competencies in the use of information technology at the workplace. Today's business environment demands workers who can design and prepare graphical documents and use multimedia application. This degree will produce graduates who are microcomputer specialists as well as individuals competently prepared for the growing business market in microcomputer applications, networking and troubleshooting.

8.2.7 Library Technical Studies

Designed to train and prepare paraprofessionals of the highest quality to work in the field of library and information studies, both locally and internationally, graduates will be able to work in special, school, public and national libraries as well as in archives, registries, museums and general offices. This programme aims to equip students with technical expertise necessary for providing support services in libraries and to operate as paraprofessional library personnel who can effectively and efficiently carry out tasks assigned to them.

8.2.8   Management Information Systems

Management information systems is both a practical and a theoretically based course. It will prepare students to respond to the rapid move in globalisation which has dictated new demands from industry. These demands are skills, knowledge and competencies with which graduates of any certified and accredited programme should enter the world of work.

8.2.9   Performing Arts

Education in the arts is not only supplemental but fundamental to intellectual, aesthetic and personal development. Performing arts are an integral component of all cultures and this programme spans three subject areas; dance, drama and music. The programme is primarily interdisciplinary but there are opportunities for specialising in one discipline. Focus is on current and innovative interdisciplinary arts practices at the post-secondary level and is specifically designed to equip students with skills and knowledge applicable to a variety of performing arts employment contexts. Graduates therefore gain first-hand experience of collaboration and self-management skills and will have opportunity to work in a wide range of performing arts organisations, including performing, creative work, arts management, entertainment management, teaching, research and community work.

Additionally, this programme considers the technical, academic and artistic needs of students. Faculty provide learners with access to a diverse performing arts experience that covers history and theory as well as technical and performance contexts. Students are given a chance to learn and harness individual skills and collaborative approaches to arts practices. This process involves training in the crucial aspect of performing arts fundamentals that is further expanded into a series of increasingly complex projects, employing various frameworks. This degree also provides a good foundation for those desirous of articulating into a four-year fine arts bachelor's programme or into other related fields of study.

8.2.10 Psychology

This two-year introductory programme focuses on enabling students to understand preliminary psychological principles and methodologies. It provides graduates with enough knowledge for entry level in professions where basic psychology is needed, such as assistants to social workers, coaches, researchers, counsellors and entry-level marketers. Other professionals who may benefit from this course are police officers, prison warders, teaching assistants in private elementary and infant schools, and persons who already have qualifications in areas of business but need a basic understanding of psychology to enhance their job functions.

Furthermore, this degree can be a springboard to higher education, for example, to enter a bachelor's programme at an advanced stage. In some institutions, however, graduates of this programme may be asked to acquire additional entry-level credits where weak academic passes were obtained or where this programme does not include a required entry-level course for that institution. Applicants should possess good analytical skills as well as passes in the required CSEC subjects.

8.2.11 Social Work

The associate degree in social work is designed to provide training for persons interested in social work and other related fields; to prepare them for work within communities and organisations. This course addresses theories, principles and practices of social work, law and legal regulations as well as human needs and behaviour.

This programme is offered full-time across four (4) semesters or part-time across four (4) semesters and two (2) summers, to incorporate a practicum which is a mandatory aspect of training. Students are required to complete all specified credits, unless otherwise exempted (see prior learning document). This degree equips graduates with skills needed to pursue various careers.

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8.3 APPLIED ASSOCIATE DEGREES

8.3.1 Agro-Processing and Business Management

Designed to produce a cadre of competent, well-rounded professionals for entry-level employment in agro-processing and agribusiness industries, this dynamic programme guarantees that graduates will be able to successfully start and manage small businesses as well as improve the process flow of existing operations.

During their course of study, students will acquire knowledge and develop skills, competencies and attitudes necessary to meet the needs of the agro-processing sector. They will gain hands-on experience to complement theoretical frameworks of a variety of subject areas, explore various approaches to agro processing/agribusiness and study concepts, values and applications of this exciting field of agricultural science.

8.3.2   Architectural and Construction Technology

This is a two-year degree which provides individuals with theoretical, technical and vocational knowledge and skills that will lead to employment and further studies in the field of architectural technology. Courses will enable graduates to work in related areas or continue towards a bachelor's degree in an associated field of technology, such as construction management, architecture, quantity surveying and land surveying.

A building technician who graduates with this degree, will be able to undertake work requiring knowledge of drafting, construction materials, mechanical and structural systems, estimating, site and building design fundamentals and presentation methods, building codes and specifications, and computer applications.

8.3.3   Automobile Repairs and Engineering

Automobile repairs and engineering combines experience and knowledge of mechanical, electronic, fuel and computer systems, to inspect, maintain and repair

engines and related components in all states of disrepair. Motivated by the challenge of diagnosing a problem, automotive engineers and technicians rely on their senses and computerised testing to identify problems. Customer service skills are also essential, as many clients are negatively impacted by a car or truck that does not work and are in dire need of fast, flexible, effective service.

Knowledge of electric power systems and alternative fuels is a relatively new requirement for automotive mechanics and technicians. As diagnostic and engineering technologies continue to emerge, mechanics must stay up to date to meet the needs of their customers. A programme in automotive engineering, which includes engine repair and maintenance, is therefore imperative for the industry.

8.3.4 Computer Applications and Business Studies

This programme provides skills and competencies needed to understand and analyse problems and find solutions in the areas of human resource development, marketing and information technology, in a competitive and ever-evolving marketplace. It equips learners with knowledge and expertise to function in the technological world of business.

8.3.5 Computer Servicing and Electronics

This course is designed to provide an in-depth understanding of the architecture of computer systems and specific knowledge of PC architecture. Graduates will be able to troubleshoot and define problems; use the relevant software to determine hardware problems; carry out basic PC repairs and assembly, demonstrate a basic knowledge of the ISO reference model and develop other relevant skills.

8.3.6   Culinary Arts

Culinary Arts has a curriculum that is designed to provide students with the basic skills and knowledge they need to succeed as junior culinarians. This programme combines the classical elements of an apprenticeship-based education with a

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contemporary classroom style education, selecting the best elements that each style of education offers.

Primary focus is on developing culinary skills with additional coursework in basic business management. Students will gain valuable industry experience by working in a variety of food service operations including fast casual, quick serve, banquets and fine dining. Ultimately, this programme prepares graduates to enter the workforce, ready to succeed.

8.3.7   Digital Forensics

This degree will provide learners with the skills, knowledge and attitude required to become private investigators. It is a legal requirement for practicing private investigation in Jamaica. As a prerequisite for probing digital crimes, an investigator needs to have a reasonable background in legal and ethical issues involved in these delicate cases. Investigators will also require a sound background in computer systems as well as storage devices. An introductory course in investigative techniques is added to expose the learner to the fundamentals of professional enquiries. The programme is offered over a two-year period; four (4) semesters full-time or six (6) part-time.

8.3.8   Fashion Designing

Fashion designing focuses on developing an understanding of key theoretical concepts and on practicing skills associated with the areas of clothing, textiles and fashion. There is a balance of personal and work-based skills promoted throughout the guide. Practical application of knowledge and competence will be demonstrated in projects reflected at both the personal and college levels, through a practicum exercise.

8.3.9   Health and Wellness Tourism

This programme was designed in extensive consultation with private sector stakeholders who identified critical skills and competencies that graduates will

require. To facilitate this, courses will provide students with a theoretical framework as well as content and activities to ensure hands-on learning and practical experiences through field trips, study tours and internships.

A key objective of this programme is for graduates to get to that level where they can either secure employment in the health and wellness tourism sector or create employment opportunities for themselves. This, after a solid understanding of the various subsectors of health and wellness tourism. At the end of their studies, students will be able to successfully demonstrate teamwork and project management skills, work with a diverse group of people and manifest critical and creative thinking on issues in the health and wellness tourism industry.

8.3.10   Hospitality Studies

This specialisation prepares leaders for working in a dynamic and multifaceted field that is essential to economies around the world. Graduates will acquire the expertise to identify opportunities, develop strategies and implement best-practice models for a single property or a global brand. Integrating the needs of all key stakeholders/clients, employees, corporate partners, shareholders and host communities, students will learn innovative strategies to guide an organisation. The hospitality industry offers a wide range of employment opportunities for graduates of the hospitality studies programme. Opportunities include accommodation manager, catering manager, event organiser, fast food restaurant manager, hotel manager, public house manager and restaurant manager.

8.3.11   Plumbing Services and Technology
This programme spans two and a half years. It integrates theories and applications of today's plumbing principles, materials, technology and installation practices with requirements of the local and international plumbing code. Graduates are prepared for entry into the field of plumbing as junior plumbers. Plumbing, one of the oldest trades, is perpetually in demand.

In the Caribbean, there is a growing demand for competent plumbers in the construction and residential/commercial building industries, and government agencies such as Parish Councils and the Ministry of Labour, under the Canadian Employment Programme. This plumbing degree contains general education core courses, technical/applied courses, and plumbing courses to provide the learner with a comprehensive course of study designed to make the programme's graduate an asset to the plumbing industry while endowing him/her with a lifetime career.

8.3.12 Resort Studies

This specialisation provides classroom and hands-on instruction in catering, lodging and special events operations. To expose students to the inner workings of accommodation establishments, the curriculum includes field trips to resorts, hotels, restaurants and theme parks, which are occasions for students to meet with managers. This resort studies programme includes internships with local hotel chains, resorts and golf courses, which provide learners with opportunities to network and garner professional experience.

8.3.13 Tourism Studies

Tourism studies is a two-year programme that equips students with the broad knowledge and skills needed for establishing, organising and managing a successful tourism industry. It provides them with theoretical and technical competencies to understand the causes and nature of travel along with the effects of tourism on nature and society. In addition to required courses, students may take electives in areas of interest to afford them a wider knowledge base. An integral part of this programme is practical study in the field, followed by a systematic reasoning of results. To satisfy an increasing need for trained personnel in the tourism field, specialists in tourism studies have access to work in a broad sphere, in both public and private sectors.

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8.4   OCCUPATIONAL ASSOCIATE DEGREES

8.4.1   Agricultural Production and Supervision
The Agricultural Production and Supervision industry is expanding locally, regionally and internationally. Accordingly, there is a high employment demand for competent workers in the industry. There is also, on the other hand, the opportunity for self-employment through entrepreneurial ventures. This programme will provide persons with the requisite knowledge and skills to fill the gaps in the Agricultural sector so that the needs of the country can be met.

8.4.2   Agro Food Processing
This programme was developed for persons desirous of obtaining knowledge, skills and attitudes necessary to becoming well-rounded in the processing of agricultural produce involving nutrition in food processing, sanitation and hygiene, entrepreneurship, packaging and labelling, supervision of food processing, warehousing and distribution, and producing and processing specific products such as milk, nuts and proteins. Development of competencies in agro food processing is enabled through integration of academia and technical/vocational training relevant to an occupational programme.

8.4.3   Culinary Arts
This programme includes 280 hours of externship at partner hotels and restaurants with an operation, which will assist in fortifying what has been learnt within the Institution. A strong focus will be placed on all the practical components of training, complemented with management techniques and theories. Throughout the programme, students will learn the business aspect of the culinary art along with an introduction to the Tourism and Hospitality industry, intensive hands-on training covering the introduction to culinary art, and fundamentals of basic cooking environmental sanitation and safety. The programme will foster ongoing personal growth and learning in self-management, interpersonal skills, professional abilities, and industry awareness.

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8.4.4 Customer Service

The course is designed to give students the knowledge, skills and attitudes to pursue careers and work in the global customer service industry. It will provide a basic understanding of the history of the industry by tracking the industry's growth and development both locally and internationally. It will examine the organisation of the industry and explore the opportunities that exist within the sector. The course will expose the students to the different types of customer service organisations and professionals. It will provide them with information about the critical economic importance of customer service to all types of organisations both locally and globally. It will examine the contribution of customer service to economic development, growth, productivity and profitability. It will also expose students to the requirements to become a professional in the industry. It will look at the types of jobs available while exposing students to the diverse customer types and the available options for professional certifications.

8.4.5 Fitness Management

This programme is developed for persons who are desirous of developing the knowledge, skills and attitudes necessary to become well-rounded in the following fitness related occupations: Gym Manager, Personal Trainer, Instructor, Fitness Advisor, and Massage Therapist. The Fitness Management Programme addresses the growing need for competencies related to the occupational discipline. The programme seeks to produce rounder graduates who will exhibit the abilities and competencies to function as junior supervisors with the capacity to grow and develop in the industry and continue to higher levels of education.

8.4.6 Intermodal Transportation

This programme was designed to provide workforce solutions in the maritime and transport sectors. Combined with experience, this Occupational Studies Degree in Intermodal Transport Management can lay the groundwork for management roles in the distribution, transport, warehousing, resource management and services divisions of businesses.

8.4.7   Logistics and Supply Chain Management

The Occupational Associate Degree Programme in Logistics and Supply Chain Management is an Applied Associate Degree which is designed on workplace competencies with the intent to provide workforce solutions in the field of Maritime, with particular focus on the training and certification of persons at the noted level. The programme contents will expose participants to the technical, operational processes and managerial competencies required to manage logistics and related activities in areas such as, inventory control, transport and distribution, fleet control, warehousing, terminal (land, air & sea).

8.4.8   Renewable Energy Technology

The Occupational Associate Degree Programme in Renewable Energy Technology is an Applied Associate Degree which is designed on workplace competencies. It is developed for persons who are desirous of developing the knowledge, skills and attitudes necessary to become well-rounded in the auditing, design, installation, diagnosis, repair and maintenance of renewable energy systems and supervision of work teams. As an occupational programme the development of competencies in renewable energy are enabled through the integration of academia and technical/vocational training relevant to the occupational programme.

8.4.9   Restaurant Operations

The Restaurant Operations programme addresses the growing need for competencies related to the occupational discipline. The programme seeks to produce rounder graduates who will exhibit the abilities and competencies to function as junior supervisors with the capacity to grow and develop in the industry and continue on to higher levels of education. The programme will expose students to the technical, operational processes and managerial competencies required in areas such as, entrepreneurship and business development, banquet and buffet operations, restaurant math, facilities design, wines and liquors and restaurant operations laws. The development of these competencies is complemented by the professional development courses within this programme.

8.4.10   Business Process Outsourcing

The Business Process Outsourcing programme addresses the growing need for competencies related to the discipline. The programme seeks to produce rounder graduates who will exhibit the abilities and competencies to function as junior supervisors with the capacity to grow and develop in the industry and continue on to higher levels of education. Learners will develop competencies in computer literacy, problem-solving skills, sales skills, skills-sets in customer care similar to those in the airline industry, command of the English language, typing skills of 45 wpm, IT support, fluency in foreign language(s), technical support, advance IT, software development and programming.

8.4.11   Baking and Pastry Operations

This programme is developed for persons who are desirous of developing the knowledge, skills and attitudes necessary to become well-rounded in operations of bakeries and the production and supervision of related baking competencies.

8.4.12   Allied Healthcare (Geriatrics)

This programme was designed to accommodate workplace competencies for persons desirous of developing knowledge, skills and attitudes necessary to becoming well-rounded in providing direct healthcare for the elderly. It includes providing related support services critical to other health professionals, applying theories and principles of aging to adult disorders, nutrition for the elderly with special needs, sexuality, alternative medicine, etc., and applying legal principle to professional engagements. Courses will address issues of aging related to the human body, such as decreased function of the central, nervous, respiratory and circulatory systems, decreased sensitivity to pain, changes in the body's response to nutrients, reduced acuity and overall physical and mental capacity.

8.4.13   Beauty and Wellness

This programme seeks to provide theoretical, technical and vocational knowledge and skills that will lead to employment and further studies in the field of beauty and wellness. Courses will enable graduates to work in related areas or to continue towards a bachelor's degree in an associated field, such as salon/spa management,

hairdressing, spa therapy, makeup artistry, health and wellness tourism, beauty services management and cosmetic chemistry. Graduates will be able to undertake work requiring knowledge of consulting with clients, conducting analysis of the hair, skin and nails, creating treatment and design plans, using specialist tools and equipment, applying principles of design to create special effects makeup, hair styles and nail artistry, all according to industry specifications and requirements.

8.4.14   Construction Site Management
This programme seeks to provide technical, theoretical and management skills that will lead to employment and further studies in the field of the built environment. Graduates will add value to the work force in the various area of the construction industry as site supervisor, clerk of works, draughting technician, general contractor, building officer, foreman, and tradesmen.

8.4.15 Agricultural Systems Maintenance and Operations
This programme is concerned with the maintenance, re-engineering, and continuous improvement of Agricultural equipment, systems, and machinery. Career opportunities are numerous and varied, covering a range of activities with a focus on sustainable practices through the integration of critical thinking, and technology with agriculture The programme design combines related underpinning academic competencies with the practical occupational competencies. This programme will prepare persons for various areas of work such as: farm manager, farm engineer, instructors, entrepreneur, tractor operator and agricultural equipment technician.

8.4.16 Crop Production: Cannabis
The Cannabis industry is expanding locally, regionally and internationally. Accordingly, there is a high level of employment demand for competent workers in the industry. There is also the opportunity for self-employment through entrepreneurial ventures. The purpose of developing this programme is to enhance, promote and foster highly competent students with the right skills-set for the world of work in the field of commercial cannabis production. As a result, this programme

has been benchmarked against those of international institutions that develop persons with global competencies.

8.4.17 Executive Housekeeping

This programme is developed for individuals who are desirous of developing the knowledge, skills, and attitudes necessary to become well-rounded in providing leadership in the rooms division in the tourism/hospitality sector and or direct health care to the elderly. This involves, providing related support services critical to the other health professionals; applying the theories and principles of aging to care adult disorders, nutrition for the elderly. This may incorporate and address those with special needs, their sexuality, alternative medicine, etc. as well as the application of legal principles to professional engagements, among others.

8.4.18 Retailing and Merchandizing

This programme is designed on workplace competencies and recognized Occupational Standards for this occupation by offering students workplace competencies while they are learning the discipline. The programme offerings are designed at a level where graduates can earn not only an institutional certification, but in addition, professional and or industry recognitions including license required for professional practice. Another key feature is that of graduates gaining recognition through involvement in Voluntarism.

8.5   DIPLOMA
8.5.1   Patient Welfare and Homecare

Aimed at providing exposure to industry practices and experiences, this one-year programme spans two semesters and a summer internship. Students will learn how to care for patients in healthcare or home-based facilities and assist them in such tasks as grooming, eating or just getting out of bed. Patient care professionals are the eyes and ears of doctors and nurses, relaying first-hand observations and knowledge regarding patients' general condition, attitude and well-being.

8.5.2   Phlebotomy

Students will learn how to perform venepuncture in laboratory settings through hands-on coursework and practicum or internship requirements. In addition to phlebotomy skills, students will learn basic medical skills such as CPR and safe, efficient work practices through a combination of theory and laboratory activities.

8.6   CERTIFICATE

8.6.1   Patient Welfare and Homecare

In addition to taking required general education classes, learners can expect to perform clinical exercises. They will master skill sets such as making accurate assessments of vital signs; applying dressings and removing sutures; turning, positioning and transferring patients; assisting with dressing and ambulation; setting up meals, feeding and bathing patients; first aid and CPR; and caring for terminally ill patients.

8.6.2   Phlebotomy

Participants will be prepared to be part of a healthcare team by learning how to extract blood from patients – newborn to geriatric – for diagnostic, blood typing and cross matching purposes by venepuncture or dermal puncture. Students will not only be exposed to different ways of drawing blood but to standard protocol of handling and transporting specimen samples.

8.6.3   Certificate in School Business Management

This course offers a variety of options to individuals working in school business administration as well as students interested in gaining employment in this area. The course is offered full-time for two semesters, with additional time in the summer for the part-time component.

The Certificate in School Business Management prepares students for a variety of entry-level careers in schools, colleges and universities at the local and regional levels, especially those funded by the public purse. Upon completion, graduates can matriculate to the relevant associate of science degree programme offered by CCCJ.

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9.0 DISTANCE AND ONLINE LEARNING

Distance and Online learning are critical in contemporary society where persons want access to education at their fingertips and own convenience. This is beneficial for individuals who have other commitments such as work, family, and personal responsibilities. However, it must be noted that other learners outside this bracket are gravitating and benefitting from online learning. Online learning caters to varying learning styles and preferences. Visual, auditory, and kinaesthetic learners can all benefit from various multimedia resources available in online courses. Additionally, distance and online learning encourage self-directed learning skills. Students must manage their time, set goals, and take ownership of their learning journey, which can foster independence and discipline.

As online learners you will need to pay attention to the requirements and guidelines below. All users of the LMS require;

i. Basic computer skills

ii. The ability to navigate the web using internet browsers (Google Chrome, Microsoft Edge etc.)

iii. Hardware- computer (desktop/laptop) or mobile device (smartphone/tablet)

iv. Speakers/headphones/earbuds

v. Optional hardware: webcams

vi. Software: Internet browser (Google Chrome, Microsoft Edge)

vii. Adobe Acrobat Reader (for viewing PDF files offline)

viii. Optional software: Microsoft Office.

9.1 CONDUCT/NETIQUETTE/COMMUNICATING ONLINE

All users must conform to the online behaviour code referred to as Netiquette.

Participants are required to always maintain proper decorum as follows;

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9.2   WHEN COMMUNICATING ONLINE, YOU SHOULD ALWAYS:

i. Treat your instructor/lecturer(s) with respect, even in email or in any other online communication.

ii. Use clear and concise language. Be respectful of readers' time and attention.

iii. Remember that at the Higher education level your communication should have correct spelling and grammar.

iv. Avoid slang terms such as "wah gwan?" and texting abbreviations such as "u" instead of "you".

v. Do not use profanity or participate in hostile interactions

vi. Respect privacy, diversity, and opinions of others. Communicate tactfully and base disagreements on scholarly ideas or research evidence.

vii. Use standard fonts that are optimized for online reading (e.g., Times New Roman) along with a consistent and readable size (12 or 14 pt.)

viii. Avoid using the caps lock feature to send messages AS IT CAN BE INTERPRETED AS YELLING.

ix. Limit and possibly avoid the use of emoticons. Not everyone knows how to interpret them.

x. Be cautious when using humour or sarcasm, as tone is sometimes lost in an email or discussion post and your message might be taken literally or offensively.

9.3   WHEN POSTING ON THE DISCUSSION BOARD IN YOUR ONLINE CLASS, YOU SHOULD:

i. Make posts that are on-topic and within the scope of the course material. If necessary, re-read the instructions from your instructor.

ii. Take your posts seriously and review and edit your posts before sending. Treat it as you would a formal research paper?

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iii. Be as brief as possible while still making a thorough comment. Remember this is a discussion area, not a doctoral thesis.

iv. Always give proper credit when referencing or quoting another source. (Do not copy and paste another student's post and claim it as original as that is essentially plagiarism.)

v. Be sure to read all messages in a thread before replying.

vi. Do not repeat someone else's post without adding something of your own to it.

vii. Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point. The point of a discussion in an online course is to help you and your other students learn through in-depth consideration of important topics.

viii. Always be respectful of others' opinions even when they differ from your own. When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.

ix. If you are working collaboratively – agree on ground rules for text communication (formal or informal; seek clarification whenever needed, etc)

x. Be open-minded as that is one of the major points of participating in an open classroom discussion.

9.4   EMAIL NETIQUETTE

When you send an email to your instructor, faculty, or classmates, you should:

i. Use a clear and descriptive subject line to inform the recipient of the precise content of the e-mail.

ii. Be brief. Do not make the reader have to scroll to read the entire message.

iii. Put the most important part at the very beginning. They may not read it to the end.

iv. Think before you send the e-mail to more than one person. Everyone does not need to see your message.

v. Similarly, be sure that the message author intended for the information to be passed along before you click the "forward" button.

vi. If you are sending an email while upset or angry, think about not sending it until you have cooled off. A 24-hour resting period is often a good idea.

10.0 METHODS OF ASSESSMENT AND EVALUATION

Assessment pieces used to evaluate students' learning are aligned with intended learning outcomes recorded on each course outline. A multifaceted approach is employed to assess students' critical thinking as well as attitudinal skills. Methods selected to evaluate courses are carefully considered and documented at the end of course outlines. In most cases, a blended approach is taken for assessment which includes practical activities, theoretical tasks and research presentation. Methods of assessment are grouped in three main categories: coursework, final examination, and continuous assessment.

10.1 Evaluation

10.1.1 Coursework

Though often written, this can be practical work. Grades usually contribute to a final mark or grade therefore coursework pieces are administered prior to a culminating piece. Coursework is weighted based on the nature of a course. A common coursework piece is distributed by the CCCJ to all institutions and this piece is generally weighted 20%.

Coursework can be a combination of any of the following:

i.	Weekly tests
ii.	Laboratory activities
iii.	Field work reports
iv.	Projects (individual or group)
v.	Condensed or summary reports
vi.	Oral reports and presentations in class
vii.	Graphical displays
viii.	Self and peer evaluations
ix.	Research
x.	Portfolio

10.1.2   Final Examination

Some courses have a standard final examination. This means that said examination is common to all institutions offering CCCJ programmes. There are usually five examination sessions in an academic year; October, December, February, May and August.

The end of semester examination (final examination) can be a combination of any of the following:

i.   Multiple-Choice Questions (MCQs)
ii. Structured Questions (SQs)
iii. Practical Assignments (PAs)
iv. Case Study Analysis

The applicable ratio of coursework to end of semester examination is to be found in course outlines.

10.1.3   Continuous Assessment

This method allows for the quality of students' work to be assessed by varying assessment pieces during their course of study and not by a final written examination. A course assessment plan is required for these courses.

Please note:

To be awarded a grade, students MUST complete all assessment pieces for each course.

10.1.4 Examination Grading System

The following took effect 2014 September 01:

Percentage Scale	Grade	Grade Point	Description of Student Performance
90-100	A	4.00	Excellent
80-89	A-	3.67	Excellent
75-79	B+	3.33	Good
70-74	B	3.00	Good
65-69	B-	2.67	Good
60-64	C+	2.33	Satisfactory
55-59	C	2.00	Satisfactory
50-54	C-	1.67	Satisfactory
45-49	D+	1.33	Marginal Fail (Resit/ Supplemental)
40-44	D	1.00	Fail (Redo)
0-39	U	0.00	Unsatisfactory

10.1.5   Levels of Award

Bachelor of Science		Associate of Science	
GPA	**Classification**	**GPA**	**Classification**
3.70 - 4.00	First Class Honours	3.70 - 4.00	Honours
3.30 - 3.69	Second Class Honours (Upper)	2.70 - 3.69	Credit
2.70 - 3.29	Second Class Honours (Lower)		
1.67 - 2.69	Pass	1.67 - 2.69	Pass

10.1.6   Academic Certificates and Diplomas
These will be available to learners, upon request, on successful achievement as follows:

i.   Students who complete thirty (30) credits in year I of an associate degree may receive an academic certificate.

ii.   Year 3 students in a bachelor's programme will be eligible for an academic diploma, upon completion of forty-five (45) credits.

11.0 GENERAL REGULATIONS

11.1 Examination Timetable

With respect to written examinations, a timetable shall be published at least one month before the beginning of an examination period or three weeks in the case of supplemental/summer, online or resit examinations. Any change in date after publication shall be sent via email to each institution. Candidates will not be informed individually of such change. Changes will not be made later than two weeks prior to commencement of an examination period.

The following shall apply:

i.   Drafts of the timetable will be sent to each college prior to final publication.
ii.   Students should check all drafts to ensure that their courses of study are represented.
iii. Dates and times of examinations can be changed on drafts, subject to adherence to protocol.

Please note:

i.   No change will be made after publication of the final timetable.
ii.   Only courses with a practical and/or written examination will be reflected on a timetable.

11.2   Examination Clashes

Students should check timetables to ensure that there is no clash among their courses of study. Any clash should be reported to their institution, for necessary arrangements to be made.

11.3   Number of Failed Courses Permissible for Promotion

Students shall **NOT** be allowed to trail more than three (3) courses (not exceeding 9 credits) or otherwise stipulated by CCCJ to be able to move to the next year of a programme. Passes can be attained by sitting supplemental examinations, subject to the rules governing same.

Operationally, this means that if a student sits supplemental examinations and passes only one of four failed courses (thereby trailing the 9-credit maximum), that student would be promoted to the next year.

11.4   Supplemental Examinations
Candidates have one year from the date of failing an examination to do a resit. Applications for supplemental examinations **MUST** be submitted at least **fifteen (15) working days** before the start of an examination session.

11.5   Supplemental Grade Computation

Coursework grades can be transitioned to grades attained for supplemental/resit examinations once they are passing grades.

Both failing and supplemental grades will be used to compute the final GPA.

11. 6 Number of Supplemental Sittings Allowed

Students shall be allowed to sit a supplemental **ONLY ONCE** after having undergone an approved course of instruction. It is also understood that the privilege of resitting an examination shall be available **ONLY** during the academic year within which a student was under instruction. A student who fails to obtain a passing grade in a supplemental examination shall be required to redo the entire course of study.

11.7   Number of Courses Examinable by Supplemental Examinations

Candidates **WILL NOT** be allowed sit more than four (4)

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supplemental examinations in one examination session.

11.8 Qualifying Grades for Supplemental Examinations

Students **MUST** have attained a combined coursework and final examination grade of between 45% and 49% to qualify to sit supplemental examinations.

11.9 Extenuating Circumstances

Provisions are made for students as follows:

i. A student who, for extenuating cause, did not complete the required coursework might, at the discretion of the relevant Committee, be allowed to sit a supplemental examination and have that grade accepted as the total and final grade for that course. Such extenuating cause might include, inter alia, serious medical illness or psychological trauma.

ii. A student who, for extenuating cause, was unable to sit a final examination might, at the discretion of the relevant Committee, be allowed to sit a supplemental examination and have that grade stand in place of his/her final examination grade. This means that such grade obtained for the supplemental examination would be computed along with the coursework grade, in the relevant ratio, to produce the final grade obtained for that course. Such extenuating cause might include, inter alia, serious medical illness or psychological trauma.

In both instances, the appropriate committee at the college should forward a recommendation to the CCCJ. The student is required to provide adequate documented evidence of the extenuating circumstance and the college must certify that said student has completed the relevant course of instruction.

11.10   Period Allowable for Completion of a Programme

The maximum time span for completion of a programme shall be the normal duration of a programme (2 years) plus three (3) additional years, except in extenuating circumstances to be determined by CCCJ's Registrar in consultation with the college's Principal/President. At the end of this 5-year span, the studentship of students would have expired.

Anyone who wishes to continue studying after the expiration of his/her studentship may reapply to the institution. Upon acceptance, he/she may apply for a transfer of credits earned in the previous period. An application for transfer of credits must be submitted to CCCJ through the college Registrar and must include an official copy of said student's transcript.

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12.0   REGULATIONS GOVERNING EXAMINATIONS

12.1   Viva Voce

These are oral examinations. A viva may be an integral part of an assessment (involving all candidates) or it may be selective (involving a borderline candidate). Where all candidates are given a viva, examiners have full discretion on any adjustment to marks/grades within the regulations. Where a viva is selective, examiners may raise a candidate's mark/grade or leave it unaltered, but they may not lower it.

A viva relating to a single course should be conducted by two examiners in the specialist area (one from the institution and one external examiner) and must be used to determine the classification of an individual candidate with marks at borderline. Vivas are used for finalising students who may have failed no more than one (1) course needed to finalise their certification. Students cannot be awarded a letter grade above 'C', using this method.

12.2   Proctor Arrangements

A candidate who, under special circumstances, needs to take his/her examinations at a site other than his/her campus must have an approved proctor administer those examinations. It is the responsibility of this candidate to secure an acceptable proctor, and both will be required to submit a Proctor Agreement Form (available at all colleges) to the Examinations and Assessment Department of the CCCJ, through the college's CCCJ Examinations Coordinator, no less than **fifteen (15) working days** prior to the start of the examination period.

Colleges will be advised by the CCCJ if a proctor has been approved within **ten (10) working days** of receipt of the Proctor Agreement Form. Upon approval, all examination materials will be sent to the proctor. All associated costs of proctoring shall be borne by the candidate.

It is recommended that a proctor should be one of the following:

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i.   Full-time college, university or professional testing centre

ii.   College or university faculty member

iii.   High school Principal/Superintendent

iv.   Professional librarian

v.   State-certified elementary or high school teacher

vi.   Full-time member of the clergy

Any recommendation outside of the above, is subject to approval by the CCCJ.

The following are not eligible to serve as proctor:

i.   Fellow candidate

ii.   Relative of candidate

iii.   Resident at same address as candidate

iv.   Direct supervisor of candidate

v.   Co-worker of candidate

vi.   Employee/employer of candidate

vii.   Friend of candidate

12.3   Dyslexia

Dyslexic students may be granted additional time for written examinations. Scripts of dyslexic students will be flagged. Scripts should be assessed 'as seen' and no mark should be deducted for poor sentence construction, punctuation or spelling unless these are the factors being assessed.

12.4   Missed Examinations

Where examinations are to be missed, candidates should write to the college Principal/President who would then request CCCJ to consider same. Requests must be received at least **ten (10) working days** prior to the start of the examination period, except in extenuating circumstances. Candidates will be notified of a decision within **ten (10) working days** of receipt of said submission. Candidates must provide evidence of the need to miss examinations.

12.5   Leaving Before End of Examination

No candidate will be allowed to leave an examination room within the **last 30 minutes** of an examination.

13.0   RULES ON ACADEMIC MISCONDUCT

Academic honesty is central to the conduct of academic work. Students are expected to present their own work, give proper acknowledgement of another's work and honestly report findings obtained. Academic dishonesty/misconduct is a serious offence which can lead to severe penalties up to and including expulsion. Understanding what constitutes academic honesty and respecting the rules on academic dishonesty/misconduct will help students to be successful during their stay at the college and in their careers.

The CCCJ and the colleges have a responsibility to educate students about academic dishonesty/misconduct. Students are therefore required to pay keen attention to this matter. Academic dishonesty/misconduct includes, but shall not be restricted to:

i.   plagiarism, that is, failure to properly acknowledge use of another person's work or submitting for assessment material that is not a student's own work.

ii.   representation of a piece of group work as the student's individual work.

iii.   acquiring, distributing, attempting to distribute or causing to be distributed any examination material in advance of the legitimate distribution period or acquiring such material from a source other than that legitimately established to distribute such examination material.

iv.   copying from another candidate's material.

v.   assisting, attempting to assist or communicating with another candidate during an examination without due authorisation from the invigilator.

vi.   taking unauthorised material into an examination or being in possession of any such material during an examination.

vii.   disregarding or disobeying an invigilator's instructions relating to the conduct of an examination.

viii. use of fabricated data claimed to be obtained by experimental work or data copied or obtained by unfair means.

ix. impersonating another student at a test or an examination or allowing oneself to be impersonated.

Any disciplinary action by CCCJ or its affiliate colleges shall not preclude the possibility of further action as prescribed by the laws of Jamaica.

13.1   Initial Procedure

The initial procedure outlines the course of action when there is an allegation.

13.1.1   Academic Dishonesty Occurring During an Examination

The invigilator shall:

i.   advise the student of the infraction.
ii. indicate on the student's answer sheet where he/she had reached in his/her response at the time of discovery of the alleged infraction and said student shall be permitted to complete the examination.
iii. prepare a report of his/her observations and conclusions.
iv. lodge same report with the college authority designated to deal with such matters (usually Chairperson of the Disciplinary Committee).

The invigilator's report shall be written immediately after the examination in question.

13.1.2   Academic Dishonesty Occurring Outside an Examination
Outside an examination shall include such instances as student protests, malicious behaviour, plagiarism and cheating discovered during the marking of examination scripts.

The CCCJ Coordinator shall:

i.   advise the student of the infraction.

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ii. prepare a report.

iii. lodge said report with the college authority designated to deal with such matters.

The appropriate college committee shall invite the student to respond, in writing, to allegations brought by the invigilator or coordinator.

13.1.2   Infraction

An infraction, which might have legal implications, shall be handled thus:

i.   It should be referred to the Principal/President of the college, to be dealt with in accordance with the Education Act and the Code of Education.

ii. The college in which an alleged infraction was discovered shall convene a meeting of its Disciplinary Committee to which the student alleged to have committed an offence is invited. Notice, in writing, of at least **seven (7) working days**, shall be delivered to said student. The notice shall set out the:

   a. allegation/infraction.

   b. date, time and place of the hearing.

   c. requirement that said student should respond to the allegation in writing.

   d. right of the student to be accompanied by a family member, friend or legal counsel. Where said student intends to be represented by an attorney-at-law, he/she shall be required to give notice to the Secretary/Chairperson of the committee no less than **seven (7) working days** before the date of the hearing, in the event the college, too, might want to seek legal representation.

iii. The invigilator, CCCJ Coordinator or other personnel who laid said allegation shall be invited to the meeting to provide an explanation of his/her observations and conclusions.

iv. The committee, after having heard all submissions, shall decide if there is sufficient evidence/proof of cheating.

v. If same student does not attend the meeting the committee shall consider the allegation in his/her absence.

vi. A report summarising proceeding of the meeting, which shall include the allegation, explanation and any physical evidence, along with the committee's conclusion shall be forwarded to the Examinations and Assessment Officer at the CCCJ.

vii. The Examinations and Assessment Officer shall convene a meeting of the Examinations and Assessment Committee of the CCCJ at which said matter shall be examined for fairness and conformity with regulations governing examinations.

viii. Once satisfied with the appropriateness of the process, the Examinations and Assessment Committee shall submit a recommendation to the Academic Committee of the CCCJ.

ix. The Academic Committee shall carry out a second examination of details of the hearing and shall either return said matter to the Examinations and Assessment Committee for clarification or reassessment, or overturn or support same recommendation. In the latter case, the Academic Committee shall report its findings to CCCJ's Council for ratification.

x. Once Council has approved or disallowed a recommendation coming from a college, CCCJ's Executive Director shall write to that college and set out Council's ruling and any action consequent upon same decision.

13.1.3   Duration

The student should be notified of Council's decision within **forty (40) working days** of the date of the allegation being lodged.

13.2   Subsequent Procedure

In the event the Council determines that said student committed an academic dishonesty, he/she shall be notified thus:

i.   All work (coursework, examination, practical, etc.) submitted by him/her for the course in which he/she was found to have cheated and any grade previously assigned for that course shall be rendered void and of non-effect and this student shall not be eligible for any resit or supplemental examination for said course.

ii.   The student shall be required to repeat the entire course to acquire requisite credits.

iii. Repeating the course shall be entirely at the student's expense. He/she shall pay all administrative, examination and per credit costs to gain readmission to the course and shall only be allowed to do so in a year after the one in which the infraction was committed.

iv.   A college shall have no obligation to make any special effort, scheduling or otherwise, to accommodate this student when he/she chooses to repeat the course or complete a substitute course should that option be made available by his/her college or any other college.

v.   Any repeat of this or similar infraction could lead to the student being barred from the programme and this information becoming part of his/her permanent academic record or transcript.

vi.   The student shall be required to meet with the college's guidance counsellor for a minimum of two (2) counselling sessions relating to this infraction, prior to being readmitted to any course at the college.

14.0   PROCEDURE FOR CONTESTING A GRADE

14.1   Grade Appeal Process

A student who receives a grade which is perceived to be capricious, unfair or erroneous must, within **fifteen (15) working days** of the posting of that grade, initiate the process of contesting that grade in the following manner:

i.   The student must notify the college, in writing, within **five (5) working days** of receiving such grade. The CCCJ Coordinator shall contact the course lecturer and arrange to have him/her along with the student review work for which the disputed grade was received. The student shall be entitled to an explanation of how said grade was determined and shall be allowed to examine any test paper or other information pertinent to the appeal.

ii.   The Head of Department shall meet with both lecturer and student to review the script. If this results in a change of grade, same should be communicated, in writing, by the Head of Department to the Head of Academic Affairs who will then submit a request to the college Registry or related college authority to modify the grade.

iii. If, however, said student is still dissatisfied with the outcome of the review, he/she may then formally request a re-mark of his/her script and pay to the college bursary the approved fee for the re-mark of scripts.

iv.   In the request for a re-mark the student **MUST** set out adequate justification for same. This request must be lodged with the Principal/President or his/her designee along with a copy of the payment receipt from the college bursary, within **fifteen (15) working days** of the student's grade having been published by the college.

v.   The approved fee shall be that fee determined by the CCCJ to be the cost of contracting an independent assessor, external to the college, and covering all attendant costs to have the student's work re-marked.

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vi. The judgement of the independent assessor shall be deemed to be final. If this assessor concludes that the mark should be improved, the student shall benefit from the improved grade and shall be refunded all monies paid to cover reassessment and the college shall be liable for this cost. If, however, the grade is upheld or lowered, the assessor's grade shall be deemed to be final and said student shall forfeit the cost of the assessment.

vii. Upon receipt of a formal request, the Principal/President shall advise the lecturer concerned that he/she has received such a request and shall acquire all relevant documentation/evidence pertinent to this matter, which he/she shall forward to the Examinations and Assessment Officer at the CCCJ.

viii. The Examinations and Assessment Officer, once provided with the appropriate documentation, shall make all necessary arrangements to contract a suitable independent external examiner and shall manage the process to ensure that a response is received from the external assessor within **five (5) working days** of his/her being commissioned.

ix. When the result of the assessment has been ascertained, the Examinations and Assessment Officer shall apprise Chairs of the Examinations and Assessment, and Academic Committees and the CCCJ Executive Director, of the findings.

x. The Executive Director shall write to the college's Principal/President, the CCCJ Coordinator, student and course lecturer to advise them of the results. The entire matter shall have been concluded within **thirty (30) working days** of the Principal/President having received initial notification from said student.

xi. Based on the Executive Director's letter, the appropriate college Registry authority shall adjust the student's grade and issue same to student to reflect the independent external examiner's assessment.

15.0 TRANSFER OF CREDITS

15.1 Introduction

Transfer of credits or *credit transfer* is used by colleges and universities to grant credits to students for educational experiences or courses undertaken at another recognised and registered institution and from an accredited programme that carries the same credit hours and credit value.

15.2 External Transfer of Credits

Since 2017 September 01, the CCCJ has recognised training received at accredited institutions. The following conditions, however, must be satisfied:

i.   A student who desires to transfer credits to a CCCJ programme must obtain **PRIOR** approval from CCCJ.

ii. For such approval to be granted, said student **MUST** submit the relevant course outline to CCCJ's Office of Student Services for assessment for equivalency in content, credit hours and credit value.

iii. The student **MUST** have obtained a passing grade of at least **'B'** for the course or module.

iv. A student may not transfer more than 50% of total credit requirement for the programme.

15.3 Internal Transfer of Credits

An internal transfer of credits concerns students pursuing a programme of study who wish to transfer credits:

i.   from one affiliate college to another.

ii. from one programme to another.

iii. where studentship has expired and students desire to continue towards completion.

Where students start a programme at one college and would like to complete at a different college within the network of colleges, any of the following may apply:

i. Where the lifespan of a programme has not expired (within 5 years of commencement), students may transfer all credits regardless of the passing grade if the course content has not changed significantly.

ii. Grades will contribute to calculation of students' GPA and class of award.

iii. Where the lifespan of a programme or studentship has expired, students cannot transfer grades below 'C' and grades transferred will be used to calculate students' GPA.

iv. A grade that has been transferred will be calculated on a new grade scale considering that CCCJ has been using a 4-point GPA system from 2007 September 01 and has revised the passing grade from 45% to 50%, effective 2014 September 01. Therefore, the transferred grade will be given its equivalent value and ranking on this new scale.

v. A student may transfer credits (with grades) from the associate level to the bachelor's level if the course was not used to certify said student. If, however, the associate course was already used to certify the student it will only count as an exemption and no grade will be recorded.

vi. Students **MUST** complete the official CCCJ Transfer of Credits form before any transfer will be granted.

vii. Students are only allowed to transfer a maximum of 50% of total credits required for an associate degree programme if the lifespan has expired.

viii. There will be no partial transfer of credits. Courses may be combined, however, to have an equivalent to the course that is being requested for exemption.

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ix. Where a student transfers credits from one affiliate college to another, the awarding institution will be that institution where the student would have completed a minimum of 50% of credit requirements for the programme.

x. Students who wish to transfer credits from an expired bachelor's degree programme will only be able to do so for general education courses.

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16.0   EXEMPTIONS

Exemptions eliminate the need to pursue courses in a programme due to successful completion of similar courses in the same or another completed programme of study.

16.1   External Students

Students leaving a recognised tertiary institution that offers accredited programmes of study are not eligible for a transfer of credits. They may, however, obtain exemptions from courses within CCCJ programmes. They are not eligible for transfer of credits because all grades are ratified by the CCCJ before an award is issued and it is inappropriate to ratify grades obtained at another institution.

Rules governing exemptions are as follows:

i.   Using non-CCCJ qualifications, students may be exempted from a maximum of 50% of credit requirements at the associate degree level.

ii.   Where an application for exemption exceeds the maximum allowed a student will be given the option of choosing the courses to which exemption will be applied.

iii.   Courses may be combined in cases where proposed external courses do not adequately meet the requirements of a CCCJ course.

iv.   The CCCJ offers *exemption without credit*, otherwise called *course exemption*, **ONLY**. Exemption without credit refers to cases where students are granted exemption from CCCJ courses because they have already passed an equivalent course at another recognised institution or from other examination bodies. Students granted exemption without credit may be required to take replacement courses.

v.   No grade will be recorded for exemptions received using external qualifications.

vi.   Courses proposed for equivalency **MUST** be:

a.   at least 75% equivalent and current/relevant in content.

b.   equivalent in credits and credit hours.

c.   from an accredited institution and programme.

d.   of a passing grade of **'B'** or above.

vii. Exemptions are **NOT** automatic; they **MUST** be applied for.

viii. All exemption requests **MUST** be submitted to the CCCJ Secretariat for evaluation and approval, through the college Registrar.

16.2   Exemption Request Protocols

Exemption forms are available at all institutions. Protocols shall apply as follow:

i.   Exemptions can only be granted by the Secretariat of the CCCJ, via official letter.

ii. Only students who have been officially accepted into a CCCJ programme may apply for exemptions.

iii. Requests for exemption will not be processed unless a CCCJ exemption request form has been signed by both student and college Registrar.

iv. Petitions for exemption must be accompanied by:

a.   An official transcript

b.   Appropriate course outline(s)

c.   Application for course exemption form (completed by student and certified by college Registrar or his/her nominee)

d.   Cover letter from the college

v.   Students applying for exemptions using CCCJ courses they have previously completed must have achieved a minimum grade of **'C+'**.

vi. Students applying for exemptions using external or non-CCCJ courses must have achieved a minimum grade of **'B'**.

vii. All external courses must have a minimum of 75% similarity in content, including core areas.

viii. External courses being proposed for equivalency must be from a programme accredited by the University Council of Jamaica or any other international accrediting body and must be completed before acceptance into a college.

ix. Official/Certified copies of all documents must be submitted. In the case of transcripts students must request that they be forwarded to the college.

x. Course outlines must be stamped by the external institution, if applicable.

xi. It is left to the discretion of a college to determine if students should be refunded for courses for which they obtain exemptions.

16.3 CAPE Exemption

A student who has obtained grades **1-5** in Caribbean Advanced Proficiency Examinations (CAPE) subjects outlined below may receive exemption without credit from corresponding CCCJ courses, as follows:

CAPE SUBJECTS	CCCJ COURSES
Accounting (Unit 1)	Fundamentals of Accounting (ACCT1101)
Building and Mechanical	Building Science (BLDG1201)
Caribbean Studies (Unit I)	Caribbean Studies (CARS2301)
Communication Studies (Unit I)	Communication 1 (COMM1101)
Economics (Units I & II)	Microeconomics (ECON1101)
Environmental Science (Units I & II)	Agriculture and the Environment (ENVR1202) **OR** Introduction to Ecology (ENVR1201)
Fundamentals of Food	Fundamentals of Food Preparation

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CAPE SUBJECTS	CCCJ COURSES
and Nutrition (Units I & II)	(FBEV1102)
Geography (Units I & II)	Geography I (ENGE1101)
Information Technology (Units I & II) **OR** Computer Science (Units I & II)	Fundamentals of Information Technology (ITEC1104)
Integrated Mathematics	Pre-Calculus (MATH1201)
Management of Business (Units I & II)	Introduction to Management (MGMT1101)
Physics (Units I & II)	Physics I (PHYS1101)
Sociology (Units I & II)	Introduction to Sociology (SOCI2301)
Spanish (Units I & II)	Foreign Language 1 (LANG2301)
Technical Drawing	Technical Drawing (DRAW1101)

16.4   A-Level Exemption

A student who has obtained grades **'A–E'** in A-Level subjects outlined below may receive exemption without credit from corresponding CCCJ courses, as follows:

A-LEVEL SUBJECTS	CCCJ COURSES
Accounting	Fundamentals of Accounting (ACCT1101)
Computing	Fundamentals of Information Technology (ITEC1104)
Economics	Microeconomics (ECON1101)
Sociology	Introduction to Sociology (SOCI2301)
Spanish	Foreign Language 1 (LANG2301)

16.5   Non-Credit Courses/Requirements

Exemption applications **MUST** be submitted to the college Registrar within **six weeks** of the start of a semester.

Further stipulations are:

i. Applications for exemption for courses offered in all semesters must be submitted to the Office of Student Services at the CCCJ during semester 1 no later than the end of the second week of October.
ii. This application period applies to both full-time and part-time students.
iii. Applications received after the close of the exemption window will not be processed.

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Students are required to attend all classes and to participate in any form of assessment until official notice is received from the CCCJ.

16.6   Non-Credit Courses/Requirements

The following information obtains:

i.   Students who complete the community service component of an associate degree will not be required to repeat it at the bachelor's level.

ii. Community service is transferrable across programmes.

iii. Students enrolled in hospitality and tourism management may transfer TPDCO/first aid training to the new programme upon submission of evidence.

iv. To receive an exemption, a student who did first aid training at a certified institution as well as community service must provide evidence.

17.0 LOST SCRIPTS

Where the CCCJ concludes that examination scripts have been lost students will be given two options, thus:

i.   Resit an equivalent examination, at no cost to them. Where such examination is set for a date far removed from the time students underwent instruction the college shall provide instruction free of charge.

ii.   Accept a grade determined as follows:

    a. The coursework grade used as the final grade.

    b. Where part of an examination or an entire coursework assessment is lost the remaining part of the examination used as the final grade.

18.0   PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR)

18.1 Introduction

The CCCJ, in its bid to provide various modes of accessing high-quality post-secondary educational opportunities, recognises that learning is a lifelong process which comes in many different forms. Taking into consideration the dynamic global environment in which we operate, it is understood that some persons will not benefit from what is regarded as formal education where a structured educational programme approved by a local or regional accrediting body is completed. Acknowledgement is therefore given to non-formal learning where students complete structured programmes of study that do not lead to official, accredited qualification, and informal learning whereby students learn through work, leisure and social or family-related activities.

By acknowledging these alternative methods of learning, via PLAR, CCCJ seeks to improve the standard of the Jamaican workforce by providing access to tertiary-level training where previously such opportunities were out of reach.

18.2 September Intake of Students

18.2.1 September Intake of Students

The following shall apply:

i. Portfolios must be submitted no later than the first week of February of the same year.

ii. Portfolios will be subject to preliminary assessment by the CCCJ Registrar who will make recommendations to the PLAR Committee.

iii. The PLAR Committee will meet in the first week of   March, at a date to be decided by the Chairman and confirmed with the other committee members.

iv. After assessment, the CCCJ Registrar will inform   colleges of decisions within **ten (10) working days**.

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18.2.2   Submission of PLAR Portfolio

i.   Portfolios must be submitted no later than the final week of September of the previous year.

ii. Portfolios will be subject to preliminary assessment by the CCCJ Registrar who will make recommendations to the PLAR Committee.

iii. The PLAR Committee will meet in the first week of November on a date to be decided by the Chairman and confirmed with the other committee members.

iv. After assessment, the CCCJ Registrar will inform colleges of decisions within **ten (10) working days**.

18.2.3   Submission of PLAR Portfolio

In accordance with the PLAR policy:

i.   The PLAR Committee will meet twice per year.

ii. No special consideration will be made for any student who did not submit his/her portfolio within the specified time frame.

iii. PLAR applicants must have attained the age of 25 by the start of the semester in which their period of study will commence.

18.3   PLAR Portfolio
This portfolio **MUST** include the following:

i.   Evidence of day-to-day work

ii. Previously certified learning

iii. Official transcript

iv. Certificates of qualification

v.   References, to provide evidence of on-the-job performance, responsibilities, achievements and skill levels

vi. Job description

vii. Work Journal, to provide evidence of tasks, activities or other achievements accomplished at the workplace

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viii. Evidence of work sample

ix. Certified copy of Birth Certificate

x. Job letter

xi. Essay demonstrating that applicant is competent across the full range of activities, as per the job description

18.4 Incomplete Applications

These will be treated as follows:

i. All incomplete applications will be rejected.

ii. In exceptional circumstances, where an applicant was misinformed or a portion of a document was inadvertently omitted, he/she may be given an opportunity to submit the missing documentation.

18.5 Use of PLAR

Provisions for use are set out below:

i. To gain matriculation to any associate or certificate programme offered by CCCJ.

ii. Exemptions may also be granted where deemed applicable by the PLAR Committee.

iii. PLAR cannot be used to obtain advanced placement at the bachelor's level nor can it be used to grant exemptions from bachelor's level courses.

iv. Students can only benefit from exemptions not exceeding 30% of the programme for which they have applied.

v. Students who obtain exemption from a course that carries a prerequisite will be mandated to do that prerequisite.

18.6 Responsibilities of the PLAR Committee

The committee:

i.   will determine if additional methods of assessment are required. Assessment is inclusive of challenge examinations, interviews and on-the-job observations, where necessary.

ii. shall be impartial and shall assess each application independently of another.

iii. must ensure that credits are not awarded twice for the same subject/course.

18.7 Responsibilities of the Student

The student **MUST**:

i.   upon displaying an interest in applying, ensure that he/she receives the CCCJ PLAR Handbook from the college Registrar.

ii. read the PLAR Handbook and make sure that all grey areas are clarified by the college Registrar, before applying for PLAR.

iii. secure written confirmation from the college regarding acceptance **BEFORE** he/she begins classes.

iv. abide by the deadline set by the college as no late submission will be accepted.

v.   ensure that all documents within the portfolio are accurate, relevant and authentic.

vi. provide testimonials and recommendations from credible sources, which must be up to date.

18.8 Verification and Fraudulent Documents

It is the responsibility of the college Registrar to:

i.   examine and verify all documents submitted.

ii. submit the original portfolio as prepared by the applicant.

The CCCJ Registrar, in preparing portfolios for presentation to the PLAR Committee, shall carry out additional checks to verify that all documents are relevant, legal and authentic.

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19.0   LEAVE OF ABSENCE (LOA) REGULATIONS

The following regulations are to be observed:

i.   A candidate who does not wish to commence studies during the year he/she was offered a place may apply for deferral of entry through the college's Registry department.

ii.   A student who, for good reason, desires to be absent from an academic programme for a semester or more must apply to the Principal/President of the college or his/her designee, through the Registrar, stating the reason(s) for LOA. The Registrar **MUST** then inform the CCCJ Registrar of approval of such LOA.

iii. Length of the LOA is subject to approval by the Principal/President or his/her designee but will not exceed one academic year in the first instance and terminating at the end of the academic year for which the application is approved.

iv.   Leave of absence will not be granted for more than two academic years or four semesters over the life of a student's programme.

v.   Applications for LOA for semesters I and II must be made before the end of the first week of October and the end of the second week in February, respectively, for courses to be removed from the records.

vi.   Approved LOA will not impact the normal life of a programme.

GLOSSARY

Academic Year

A period of twelve (12) months, usually starting in September, which is divided into two semesters and a summer term.

Amanuensis

Someone employed to write what a student dictates or to copy what same student writes.

Assessment

Tests, coursework, examinations and other activities used to evaluate students' progress through courses and to assign final grades.

Core or Compulsory Courses

Courses which students must complete to be awarded a degree.

Course

The basic unit of instruction for which students are registered and for which grades are assigned. Each course is identified by a unique code which comprises letters and numerals.

Credit

A unit of study that count towards the award of a degree or diploma. Courses in the associate and bachelor's degree programmes usually carry a weighting of three (3) credits. Some courses may, however, carry six (6) credits.

Elective

A course which a student may freely select, that is, it is not compulsory. An elective must be offered at the same degree level as the programme being pursued and must not form part of the specialisation of said programme.

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Equivalent Courses

Courses at the same level with sufficient overlap in content, credit units and credit hours.

Leave of Absence (LOA)

A student who is unable to continue his/her studies for a semester or more may apply for LOA.

Mode of Study

This describes whether students are enrolled full-time or part-time. Students' modes of study govern their maximum and minimum study loads.

Programme

Students enrol in a programme which is a structured academic course of study that leads to a named award. It comprises several courses.

Specialisation

A course or structured group of courses that forms the core of an area of study and which is unique to a particular programme.

Transfer of Credits or Credit Transfer

This enables reallocation of credits and grades obtained in a previous programme of study, to a current CCCJ programme.

Working Days

Mondays to Fridays, excluding public holidays.

RESPONDING TO TODAY'S CHALLENGES, CREATING TOMORROW'S OPPORTUNITIES

National Certification Body of Jamaica

ANAB
ANSI National Accreditation Board
ACCREDITED
ISO/IEC 17021-1
MANAGEMENT SYSTEMS
CERTIFICATION BODY

MEMBER OF MULTILATERAL RECOGNITION ARRANGEMENT
IAF

ISO 9001: 2015 CERTIFIED