

Associate Degree

HANDBOOK



**CARIBBEAN
EXAMINATIONS
COUNCIL**



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A decorative border resembling a scroll, with a circular loop at the top left and bottom left corners, and rounded ends at the top right and bottom right.

VISION

The vision of CXC® is to assure the global human resource competitiveness of the Caribbean.

MISSION STATEMENT

The mission of CXC® is to provide the region with:

- syllabuses of the highest quality;
- valid and reliable examinations and certificates of international repute for students of all ages, abilities and interests;
- services to educational institutions in the development of syllabuses, examinations, and examination administration in the most cost-effective way.

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THE CXC® ASSOCIATE DEGREE

FOREWORD

The Caribbean Examinations Council® (CXC®), at its meeting in Antigua and Barbuda in December 2004, agreed to award Associate Degrees in response to the changing educational demands of the region. The Associate Degrees will be based on clusters of subjects taken by candidates for the Caribbean Advanced Proficiency Examination® (CAPE®).

This award will enable persons to select for study, subjects that will meet specific requirements for work and for further education. In taking the decision to award Associate Degrees, the Council recognises the need for close collaboration among institutions in the region to provide articulated programmes of study. This articulation is necessary in order to facilitate the transfer of credits and to increase opportunity for more persons to obtain tertiary education through collaborative and cost-effective strategies. The Council will, therefore, work closely with institutions in the region to identify equivalencies in programmes so that persons with CXC® Associate Degrees will be at an advantage when entering other degree programmes.

The Council looks forward to collaborating with its partners in the implementation of its Associate Degree programme.

Professor The Honourable Kenneth Hall O.J.
Chairman, Caribbean Examinations Council® (2005)

ORGANISATION AND LAYOUT OF THE HANDBOOK

The CXC® Associate Degree Handbook is intended to provide students, parents, teachers and administrators with summative information on the awards offered. The handbook is divided into three main parts to ensure that information is easily accessible. They are as follows:

Section I – Introduction. This section provides a summary of the content, objectives, assessment strategies, quality assurance mechanisms and the credits and grade points interpretations.

Section II – Associate Degree Framework and Requirements. This section provides details on the types of degrees, the areas of specialisation and the required credit hours.

Section III – Registration and Certification Arrangements. This section provides details on the registration process for certification.

Users are encouraged to use this document with the current syllabuses for the various CAPE® subjects offered or with the CXC® Associate Degree Manual which has two additional sections. The two additional sections in the manual provide users with a summary of the subjects and how they are assessed. Both the syllabuses and the manual are available on the website (www.cxc.org).

INTRODUCTION

The Caribbean Examinations Council® will award Associate Degrees based on performance at Grades I to V in clusters of eight Units of the Caribbean Advanced Proficiency Examination® (CAPE®). The clusters provide coherent programmes of study, typically over two years. The certification in Units for the Associate Degree, however, may be acquired over a maximum period of five years. *The Associate Degrees which are issued by CXC are at Level IV on the CXC Qualification Structure (CXC-QS).* This revised approach to the offering of the CXC® Associate Degree has improved its relevance as we continue to meet the needs of the region's students and labour force.

CONTENT

Subjects for CAPE® are arranged as 1-Unit or 2-Unit courses. Persons seeking to earn a CXC® Associate Degree must acquire the relevant knowledge, skills and attitudes identified in the *three* core courses, namely, *Caribbean Studies, Communication Studies and Integrated Mathematics.*

Each Unit consists of three Modules and requires approximately 150 hours of work. This includes contact time and time spent on projects and other assignments.

Eight Units, selected in accordance with specifications, must be completed for the award of each Associate Degree. However, candidates may opt to take additional Units if they so desire. Each Unit can be certified separately. A single certificate is provided for each examination sitting. This arrangement will facilitate persons who wish to accumulate Units to satisfy the CXC® Associate Degree requirements within a five-year period. A separate Associate Degree certificate is provided when persons satisfy the criteria.

OVERALL OBJECTIVES

1. To offer a qualification based on successful completion of a coherent programme of postsecondary education that allows for the acquisition of knowledge, skills and attitudes required for the workplace, for continuing tertiary level education, and for effective local, regional and global citizenship.
2. To provide articulation with other degree and tertiary level programmes.
3. To enable persons to obtain Associate Degrees through flexible arrangements.
4. To indicate areas of focus for persons continuing education at the post-Caribbean Secondary Education Certificate® (CSEC®) level.

ASSESSMENT

The assessment scheme used for measuring, recording and reporting candidates' performance in CXC® Associate Degrees has been designed to reflect two main curriculum principles, namely, that assessment is an integral part of teaching and learning, and that assessment significantly influences the way persons respond to courses and how they plan and conduct their studies.

The assessment for each Unit effectively spans the three Modules and so persons preparing to write the examinations are encouraged to adopt a consistent approach while studying. The time and

resources specified for completing the courses are intended to engage persons' in activities across classrooms, laboratories, libraries and the workplace.

Internal and external assessments are required for each Unit. The School-Based (internal) Assessment (SBA) is designed to assist persons in acquiring knowledge, skills and attitudes associated with the subject. Guidelines are provided in each syllabus for selecting appropriate tasks for the SBA.

This form of assessment provides opportunities for persons to individualise parts of the curriculum to meet their needs. This could contribute to the building of the self-confidence of persons as they proceed with their studies. The SBA, therefore, makes a significant and unique contribution to the development of relevant skills, and the assessing and rewarding of persons for the development of these skills.

The SBA also provides valuable opportunity for reinforcement and application of generic skills, for example, skills of communication, analysis, synthesis and problem-solving. Examples of SBA are short assignments, portfolios, class tests, research, extended essays, projects, laboratory activities and the production of other creative pieces of work. For most Units, some of the marks awarded in the SBA component are for communicating information in a logical way using correct grammar.

QUALITY ASSURANCE

The CAPE® syllabuses are developed by subject panels comprising curriculum development, measurement and content specialists drawn from practising teachers, university lecturers and other professionals from across the region. Draft syllabuses prepared by these panels are widely circulated for comment from teachers and other stakeholders before they are finalised and approved by the Council.

Examinations for each subject are developed by an Examining Committee comprising a Chief Examiner and an Assistant Chief Examiner. Each Committee is guided by a CXC® Measurement and Evaluation Officer. For each subject there is an external moderator who verifies the accuracy of content, and the quality and demands of the examination papers. The Examining Committee is responsible for quality control during the marking of scripts, and for grading the work of candidates in accordance with CXC® policy guidelines. An independent Technical Advisory Committee oversees the grading processes and advises a Final Awards Committee on the award of grades.

CXC® has developed an extensive network of educators and resource persons across the region. Through this network, it is able to obtain feedback which informs timely modifications to ensure high standards and relevance of syllabuses and validity and reliability of examinations.

CREDITS AND GRADE POINTS

Credits

The 150 hours required for the completion of each Unit is equivalent to 10 credits. The cluster of *eight* Units is, therefore, equivalent to *80* credits. The second edition of the 'Procedures and Guidelines for the Regional Mechanism for Accreditation, Equivalency and Articulation' (May 2000) compiled by the Tertiary Level Institutions Unit of the University of the West Indies and published by the Association of Caribbean Tertiary Institutions (ACTI) stipulates that to meet the requirement for an Associate Degree, persons must complete at least 60–70 credits. However an examination of

various associate degree programmes in the United States indicates that the requirements for an associate degree generally range from 60–90 credits. The ACTI publication equates *eight* CAPE® Units to at least *80* credits in its Revised Qualification Framework.

Grade Points

The grades awarded by CXC® can be equated to Grade Points as shown in the table below.

GRADE	POINTS
I	4.0
II	3.5
III	3.0
IV	2.5
V	2.0

GENERAL FRAMEWORK FOR THE CXC® ASSOCIATE DEGREE

The Associate Degree is a course of study that usually lasts for two years. For the CXC® Associate Degree, students have to complete at least *eight* Units at the Caribbean Advanced Proficiency Examination® (CAPE®) Level. A minimum of 80 credits accumulated over a maximum period of five years is required to complete the Associate Degree.

COURSES

Courses that make up the CXC® Associate Degree are separated into three bands as shown in the table below:

General Education Courses (Compulsory)	Core Courses (Based on Specialisation)	Electives
Caribbean Studies – one Unit CAPE® courses	At least four CAPE® Units relevant to their area of specialisation.	A single Unit and can be chosen from any other CAPE® subjects not included in the General Education Requirements or Core Courses.
Communication Studies – one Unit CAPE® courses		
<i>Integrated Mathematics – one Unit CAPE® courses</i>		
30 Credits	40 Credits	10 Credits

Table 2.0: Courses that make up the Associate Degree

AREAS OF SPECIALISATIONS

CXC® offers Associate of Arts and Associate of Science Degrees with different specialisations. These are:

	Associate of Arts		Associate of Science	
	Business Studies	Humanities	Natural & Social Science	Applied Science
1.	Accounting	History	Mathematics	Industrial Technology
2.	Economics	Sociology	Information and Communication Technology	
3.	Entrepreneurship	Law	Natural Sciences	
4.	<i>Logistics and Supply Chain Operations</i>	Modern Languages	Environmental Studies	
5.		Visual Communication	Food and Nutrition	
6.		Performing Arts	Sports Studies	
7.		Tourism Studies	Agriculture	
The areas of specialisation under each specification will be expanded to accommodate the suite of new programmes.				

Table 2.1: Areas of Specialisation for the CXC® Associate Degrees

CXC® ASSOCIATE DEGREE REQUIREMENTS

Students are required to complete all the requirements of the Associate Degree over a maximum period of five years as shown in the schedules below to be awarded the CXC® Associate Degree.

ASSOCIATE OF ARTS IN BUSINESS STUDIES

The Associate of Arts, Business Studies has *four* areas of specialisation – Accounting, Economics Entrepreneurship and *Logistics and Supply Chain Operations* – and is configured as follows:

Associate of Arts in Business Studies – Accounts

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Management of Business Unit 1
- Management of Business Unit 2
- Accounting Unit 1
- Accounting Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus
-

Associate of Arts in Business Studies – Economics

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Management of Business Unit 1
- Management of Business Unit 2
- Economics Unit 1
- Economics Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus
-

Associate of Arts in Business Studies – Entrepreneurship

General Education Requirements

- *Caribbean Studies*
- *Communication Studies*
- *Integrated Mathematics*

Core Courses

- *Management of Business Unit 1*
- *Management of Business Unit 2*
- *Entrepreneurship Unit 1*
- *Entrepreneurship Unit 2*

Elective

- Choose one Unit from any other CAPE® syllabus
-

Associate of Arts in Business Studies – Logistics and Supply Chain Operations

General Education Requirements

- *Caribbean Studies*
- *Communication Studies*
- *Integrated Mathematics*

Core Courses

- *Logistics and Supply Chain Operations Unit 1*
- *Logistics and Supply Chain Operations Unit 2*
- *Economics Unit 1*
- *Economics Unit 2*

Elective

- Choose one Unit from any other CAPE® syllabus

OR

General Education Requirements

- *Caribbean Studies*
- *Communication Studies*
- *Integrated Mathematics*

Core Courses

- *Logistics and Supply Chain Operations Unit 1*
- *Logistics and Supply Chain Operations Unit 2*
- *Geography Unit 1*
- *Geography Unit 2*

Elective

- Choose one Unit from any other CAPE® syllabus
-

ASSOCIATE OF ARTS IN HUMANITIES

The Associate of Arts, Humanities has seven areas of specialisation. They are History, Sociology, Law, Modern Languages, Visual Communication, Performing Arts and Tourism and are configured as follows:

Associate of Arts in Humanities – History

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- History Unit 1
- History Unit 2
- Law Unit 1
- Law Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus

OR

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- History Unit 1
- History Unit 2
- Literatures in English Unit 1
- Literatures in English Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus

Associate of Arts in Humanities – Sociology

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Sociology Unit 1
- Sociology Unit 2
- History Unit 1
- History Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus
-

Associate of Arts in Humanities – Law

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Law Unit 1
- Law Unit 2
- Literatures in English Unit 1
- Literatures in English Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus
-

Associate of Arts in Humanities – Modern Languages

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- French Unit 1
- French Unit 2
- Spanish Unit 1
- Spanish Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus
-

Associate of Arts in Humanities – Visual Communication

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Digital Media Unit 1
 - Digital Media Unit 2
 - Art and Design Unit 1
-

- Art and Design Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus

Associate of Arts in Humanities – Performing Arts

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Performing Arts Unit 1
- Performing Arts Unit 2
- Literatures in English Unit 1 and/or Unit 2
- History Unit 1 and/or Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus or a second option from Unit 2 of the Performing Arts Syllabus

OR

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Performing Arts Unit 1
- Performing Arts Unit 2 (Any two options for example dance and drama)
- Literatures in English Unit 1 or 2

Elective

- Choose one Unit from any other CAPE® syllabus

Associate of Arts in Humanities – Tourism

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Tourism Unit 1
- Tourism Unit 2
- Management of Business Unit 1 or 2
- Entrepreneurship Unit 1 or 2

Elective

- Choose one Unit from any other CAPE® syllabus

OR

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Tourism Unit 1
- Tourism Unit 2
- Physical Education and Sport Unit 1 and/or Unit 2
- Environmental Science Unit 1 and/or Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus
-

ASSOCIATE OF SCIENCE

The Associate of Science has eight areas of specialisation – Mathematics, Information and Communication Technology, Natural Sciences, Environmental Studies, Food and Nutrition, Sports Studies, Agricultural Science and Industrial Technology – and is configured as follows:

Associate of Science - Mathematics

General Education Requirements

- Caribbean Studies
- Communication Studies

Core Courses

- Applied Mathematics Unit 1
- Applied Mathematics Unit 2
- Pure Mathematics Unit 1
- Pure Mathematics Unit 2

Elective

- Choose two Units from any other CAPE® syllabus
-

Associate of Science – Information and Communication Technology

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Computer Science Unit 1

- Computer Science Unit 2
- Information Technology Unit 1
- Information Technology Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus

Associate of Science – Natural Sciences

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Physics Unit 1
- Physics Unit 2
- Chemistry Unit 1
- Chemistry Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus

OR

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Biology Unit 1
- Biology Unit 2
- Physics Unit 1
- Physics Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus

OR

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Chemistry Unit 1
- Chemistry Unit 2
- Biology Unit 1
- Biology Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus
-

Associate of Science – Environmental Studies

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Environmental Science Unit 1
- Environmental Science Unit 2
- Geography Unit 1
- Geography Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus
-

Associate of Science – Food and Nutrition

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Food and Nutrition Unit 1
- Food and Nutrition Unit 2
- Biology Unit 1 and/or Unit 2
- Chemistry Unit 1 and/or Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus
-

Associate of Science – Sport Studies

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Physical Education and Sport Unit 1
 - Physical Education and Sport Unit 2
 - Biology Unit 1 and/or Unit 2
-

- Physics Unit 1 and/or Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus

OR

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Physical Education and Sport Unit 1
- Physical Education and Sport Unit 2
- Food and Nutrition Unit 1
- Food and Nutrition Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus

OR

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Physical Education and Sport Unit 1
- Physical Education and Sport Unit 2
- Management of Business Unit 1 or Unit 2
- Entrepreneurship Unit 1 or Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus

Associate of Science – Agricultural Science

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Agricultural Science Unit 1
- Agricultural Science Unit 2
- Tourism Unit 1 and/or Unit 2
- Environmental Science Unit 1 and/or Unit 2

Elective

- Choose one Unit from any other CAPE®

OR

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Agricultural Science Unit 1
- Agricultural Science Unit 2
- Food and Nutrition Unit 1 and/or Unit 2
- Environmental Science Unit 1 and/or Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus

OR

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Agricultural Science Unit 1
- Agricultural Science Unit 2
- Management of Business Unit 1 or Unit 2
- Entrepreneurship Unit 1 or Unit 2

Elective

- Choose one Unit from any other CAPE®
-

Associate of Science – Industrial Technology

General Education Requirements

- Caribbean Studies
- Communication Studies
- *Integrated Mathematics*

Core Courses

- Building and Mechanical Engineering Drawing Unit 1
- Building and Mechanical Engineering Drawing Unit 2
- Electrical and Electronic Technology Unit 1
- Electrical and Electronic Technology Unit 2

Elective

- Choose one Unit from any other CAPE® syllabus
-

REGISTRATION AND CERTIFICATION ARRANGEMENTS

Selecting CAPE® subjects is an indication that individuals have achieved the level of success at the CSEC® level to further advance their career. It is therefore important that students maximise on every opportunity to validate their learning. Students are encouraged to review the Associate Degree options presented in [Section 2](#) as they undertake the task of selecting CAPE® subjects for further studies and career advancement.

Please be guided by the registration and certification arrangements for the CXC® Associate degree which are detailed below:

1. Candidates **must** register for the Associate Degree of choice when registering for the final set of CAPE® Unit in the year that you expect to graduate.
2. Candidates who are desirous of being awarded the CXC® Associate Degree **must** register for the associate degree of choice when registering for the final set of CAPE® Units that will qualify them for the award.
3. Candidates are allowed a maximum of five years to accumulate the *8 Units* required to satisfy the requirements for the CXC® Associate Degree of choice. (See details in Section 2)
4. Candidates will be issued with individual certificates to recognise achievements in the various units.
5. Candidates who satisfy the criteria within the stipulated period will be issued a separate Associate Degree certificate.
6. Effective 2010, candidates who apply for the Associate Degree after registration has been completed will be required to pay a fee of **BDS\$150.00** when they apply for the degree.
7. Candidates **must** pay a registration change fee in order to amend their choice of degree.

Special Note to Candidates

There are a number of traditional and emerging career paths that may be charted by candidates who successfully complete postsecondary studies and are duly recognised through certification. Candidates are encouraged to select the elective that best complements the area of study and is most valuable in advancing the chosen vocation. For example, it is strongly recommended that students pursuing:

1. the Arts especially Tourism select a Foreign language (French or Spanish) or Performing Arts;
2. courses such as Tourism, Digital Media, Agricultural Science with a view to operating their own business select Entrepreneurship;
3. Performing Arts, and intend to pursue tertiary studies, select additional options of Performing Arts Unit 2 or subjects such as Literatures in English, History or Physical Education;
4. Engineering and Sciences, and intend to pursue tertiary studies, select subjects such as Applied Mathematics Unit 2 and Pure Mathematics Unit 1;
5. Business, and intend to pursue tertiary studies, select subjects such as Sociology and Pure Mathematics, and;
6. Environmental Studies, and intend to pursue tertiary studies in coastal zone management, select Biology.



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