

**FALL
2021**



**BERMUDA
COLLEGE**

COURSE

SCHEDULE

NEW!

**FOUNDATION YEAR CERTIFICATES
DO YOUR FIRST YEAR OF A BACHELOR'S DEGREE
AT BERMUDA COLLEGE!**

DETAILS ON P. 55

PACE

**DIVISION OF PROFESSIONAL
AND CAREER EDUCATION**

COURSE LISTINGS | P. 33 - 54



21 Stonington Avenue, South Road, Paget PG 04 Bermuda | www.college.bm | T: 236-9000

FALL 2021 DATES TO REMEMBER

Online Registration & Payment Open	1 April - 3 September
Request for Funding Support application opens	1 April
Admissions Deadline	1 June
College Closed	29 - 30 July
Late Admissions Deadline	1 August
Deadline to Request Challenge Exams	16 August
Deadline for Application for Transfer Credit	16 August
Session Opens	23 August
Challenge Exams	23 August
Request for Funding Support application closes	25 August
New Student Orientation	25 August
Faculty Professional Development Day	26 August
Last Day for Early Registration	27 August
College Development Day (College Closed @ noon)	27 August
Final CPT before Semester Start	28 August
Late Registration	30 August- 3 September
First Day of Classes (Credit Courses)	30 August
Add/Drop Period	30 August- 3 September
Convocation	2 September
Last Day for Tuition Payment	3 September
Last Day to Submit Incomplete Grades	3 September
College Closed	6 September
First Day of Professional & Career Education (PACE) classes	see course schedule
Deregistration - (withdrawal of students who have not paid)	13 September
Last Day to Withdraw from Courses Without Financial Penalty	15 September
Census Day	22 September
Payment Plan (Instalment One)	29 September
Mid-semester Grades Deadline	20 October
Mid-semester Break	21 - 22 October
Payment Plan (Instalment Two)	29 October
Last Day to Withdraw from Courses Without Academic Penalty	29 October
Spirit Day	29 October
Student Opinion Survey Opens	8 November
Graduation Application Deadline	1 November
Admissions Deadline (Nursing)	1 November
College Closed	11 November
Last Day of Lectures /Clinicals	5 December
Reading Days (Day Classes Only)	6 - 7 December
FINAL EXAMS	6 - 14 December
Semester Grades Deadline	15 December
In-House Awards Applications Deadline	-----
Graduation List Posted*	17 December
Commencement	20 January*

*FALL COMMENCEMENT EXERCISES IS CONTINGENT ON A MINIMUM OF 25 GRADUANDS.

NOTES

- Registration is open until 3 September 2021
- While Bermuda College is planning to be open for in-person classes in fall 2021, courses for this semester may be offered in a hybrid format at the discretion of the instructor. If courses are hybrid, this means that faculty may meet in person for some classes and meet remotely using Zoom for others. The time that a class meets will remain the same. Your instructor will inform you if they will have remote classes and provide you with a schedule for in person and remote class sessions.
- Fall 2021 course offerings are subject to change

FOR COVID PROTOCOL AND GUIDELINES:

<https://www.college.bm/index.php/important-info-summer>

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COURSES ARE SUBJECT TO CANCELLATION AND/OR DAY/TIME CHANGES.

**FOR PROFESSIONAL & CAREER EDUCATION
(PACE) NON-CREDIT COURSES, SEE PAGE 33**

FLAT RATE PER CREDIT

CREDIT COURSES TUITION SCHEDULE PER SEMESTER

BERMUDIAN STUDENTS

TUITION SCHEDULE (*per semester*): The tuition total is based on the number of credits for which students register. Most courses are 3 credits, however, there are some exceptions. For example: CSC, PED and lab courses.

The fees below also apply to non-Bermudians who have resided in Bermuda for at least five consecutive years.

# CREDITS	TOTAL
1	155.00
2	310.00
3	465.00
4	620.00
5	775.00
6	930.00
7	1085.00
8	1240.00
9	1395.00
10	1550.00
11	1705.00
12	1860.00
13	2015.00
14	2170.00
15	2325.00
16	2480.00
17	2635.00
18	2790.00

**TOTAL COST FOR 19+ CREDITS =
TOTAL CREDITS X \$155**

RESIDENT INTERNATIONAL

RESIDENT INTERNATIONAL STUDENTS - Students who are not Bermudian and have been on the Island for less than five years will have to pay the resident international fees.

TUITION SCHEDULE (*per semester*): Fees are made up of tuition and an international differential. The total is based on the number of credits for which students register. Most courses are 3 credits, however there are some exceptions; For example; CSC, PED and lab courses.

# CREDITS	TUITION PER CREDIT	DIFFERENTIAL FEE	TOTAL
1	155.00	125.00	280.00
2	310.00	250.00	560.00
3	465.00	375.00	840.00
4	620.00	500.00	1120.00
5	775.00	625.00	1400.00
6	930.00	750.00	1680.00
7	1085.00	875.00	1960.00
8	1240.00	1000.00	2240.00
9	1395.00	1125.00	2520.00
10	1550.00	1250.00	2800.00
11	1705.00	1375.00	3080.00
12	1860.00	1500.00	3360.00
13	2015.00	1500.00	3515.00
14	2170.00	1500.00	3670.00
15	2325.00	1500.00	3825.00
16	2480.00	1500.00	3980.00
17	2635.00	1500.00	4135.00
18	2790.00	1500.00	4290.00

**TOTAL COST FOR 19+ CREDITS =
TOTAL CREDITS X \$155 + \$1,500**

As a member of the Bermuda Credit Association (BCA), all overdue accounts are referred to the BCA. The student will agree to pay all agency charges, legal costs and other expenses incurred by Bermuda College in attempting to recover overdue amounts.

MISCELLANEOUS FEES *(non-refundable)*

Application fee	\$ 50.00*
International application fee	\$100.00
Late application fee	\$ 75.00
Graduation fee	\$ 90.00
Laptop rental fee	\$250.00
Admissions deposit fee	\$200.00

* *The application fee is valid for two academic years (four semesters) only. Students must reapply after two years.*

PAYMENT INFORMATION

All tuition is payable in advance. Students whose accounts are in arrears for any reason, will be denied grade reports, transcripts, personal recommendations, withdrawal in good standing, permission to register for further courses and the right to graduate, until all obligations have been settled.

If your fees change for any reason after your initial payment is made (i.e. lab fees, change in schedule, etc.), it is the student's responsibility to ensure prompt payment of the balance.

All statements are available through the Student Portal. Students can login using their user ID and password. The online bill reflects the student's current registration and billing information. The statement system is 'live' and students can verify that all fees are satisfied before the payment deadline.

PAYMENT METHODS

Bermuda College Online Payments (using credit cards) (American Express not accepted)

- On the College website (www.college.bm), under **Quicklinks**.
- On the Student Portal under **My Account**
- On the **College App**

Local Banks Bill Payments through HSBC, Butterfield Bank and Clarien Bank.

Business Office Front Desk, College Centre 2nd floor
All major credit cards are accepted. (American Express not accepted).

Cheques should be made payable in Bermuda or US funds to Bermuda College.

WITHDRAWALS & REFUNDS

FULL REFUND prior to the first day of class for each semester.

PARTIAL TUITION REFUND of 30% on or before the financial penalty date.

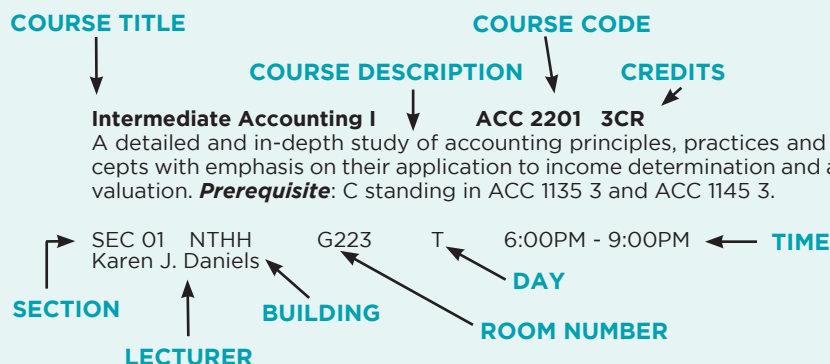
NO REFUND after the 10th day of class for each semester.

Students are responsible for fees if courses are dropped after the financial penalty date.

NOTE: **Withdrawal from any course is a formal process. Non-attendance of class does not constitute an official withdrawal.**

DROPPING, WITHDRAWAL & REFUND POLICY

Students are responsible for any fees incurred. Dropping or withdrawing from a class(es) is not an automatic process. It is the student's responsibility to officially drop the class(es) he/she is not attending or no longer wishes to be enrolled. Unwanted classes should be dropped as early as possible before the start of the term in order to receive a full refund and release seats for students on the waitlists. The Drop and Withdrawal Form must be submitted to Student Enrolment Registration and Records (SERR).

HOW TO READ THE COURSE LISTINGS

NOTE: ABBREVIATIONS FOR DAYS OF THE WEEK:

M - MONDAY • **T** - TUESDAY • **W** - WEDNESDAY • **R** - THURSDAY • **F** - FRIDAY • **S** - SATURDAY • **U** - SUNDAY

NOTE: ABBREVIATIONS FOR BUILDINGS:

NH - North Hall • **BH** - Brock Hall • **HH** - Hallett Hall • **TH** - Tech Hall • **WH** - West Hall

ACCOUNTING

Practical Accounting Procedures I

ACC 1041 3CR

This course is designed as an introduction to analysis, classification, and recording of business transactions in a manual environment with emphasis on the complete accounting cycle for a service business. Includes preparation of financial statements and bank reconciliations. **This course is a certificate course and will not normally transfer into degree programmes.**

SEC 01 HH G305 TR 1:35PM - 2:55PM
Gwendolyn Lawrence

Accounting I

ACC 1135 3CR

An introduction to the basic theory and applications of contemporary financial accounting, including recording of transactions, measurement of income and the preparation of financial statements.

Prerequisite: MAT 0015 or ACC1041 or equivalent.

SEC01 NH G304 TR 8:30AM - 9:55AM
Ann Parsons

SEC03 NH G304 TR 11:35AM - 12:55PM
Ann Parsons

Accounting II

ACC 1145 3CR

An introduction to managerial accounting. Topics include bonds and long-term notes payable, investments, cash flows, analysis of financial statements, cost accounting, cost-volume-profit analysis, budgeting and managerial decision-making.

Prerequisite: ACC 1135

SEC01 NH G304 TR 10:00AM - 11:25PM
Ann Parsons

SECD1 NH G226 T 5:00PM - 8:00PM
Gwendolyn Lawrence

ALLIED HEALTH

Introduction to Healthcare

ALH 1101 2CR

This course is designed to give students interested in allied health professions an overview of the healthcare industry and related courses. Students will explore personal values, and academic goals. Individual and group projects, case studies, and presentations will be utilised as students learn about the educational requirements of specific healthcare degrees and develop the baseline skills necessary for working in healthcare. Critical thinking, ethical reasoning, effective communication and self-directed life-long learning will also be explored. This is a required course for all students in the Pre-Health Science Programme. **Prerequisite: A grade of "C" or better in ENG 0012 or satisfactory performance on the College Placement Test.**

SEC01 TH T224 T 6:00PM- 8:00PM
Shaunae Smith

ART & DESIGN

Introductory Drawing

ART 1101 3CR

A foundation course in drawing. Focuses on the development of the student's awareness of line, tone, proportion, spatial relationships and rhythm. Subject matter will include still life, man-made and natural objects, landscape and non-figurative themes.

SEC01 NH G204 MW 9:35AM - 11:55AM
Michael Walsh

Two-dimensional Design

ART 1120 3CR

A theoretical and practical exploration of the principles of two-dimensional design (line, shape, form, and composition) along with the investigation of various materials and tools, including the computer, so as to establish a framework in which students can solve various design problems.

SEC01 NH G204 TR 8:35AM - 10:55AM
Michael Walsh

Introduction to Colour and Composition

ART 1135 3CR

A theoretical and practical study of colour and composition in art and in nature.

SEC01 NH G204 MW 3:35PM - 5:55PM
Michael Walsh

Intermediate Sculpture

ART 2221 3CR

A continuation of ART 1122 Introductory Sculpture with opportunity for more individual expression and refinement while focusing on contemporary sculpting practices (fabrication, installation art, public art, performance art, etc.). The investigation of various materials and tools, including the computer, so as to establish a framework in which students can solve various design problems also occurs. **Prerequisite: ART 1122 Introductory Sculpture**

SEC01 NH G204 MW 12:35PM - 2:55PM
Michael Walsh

Intermediate Painting

ART 2230 3CR

A more detailed study in painting, using acrylics, oils, or watercolour to explore inherent qualities in each medium. Emphasis will be placed on tone, colour and composition. **Prerequisite: ART 1102**

SEC01 NH G207 TR 10:35AM - 12:55PM
Edwin Smith

Introduction to Graphic Design

ART 2250 3CR

A more detailed study of colour phenomena and its application to art, such as transparency, translucency, iridescence and luminescence. Students will be expected to apply this information to their own works of art. **Prerequisite: ART 1135**

SEC01 NH G207 TR 3:35PM - 5:55PM
Edwin Smith



Two Accredited Programmes *One Extraordinary Experience*

ASSOCIATE OF APPLIED SCIENCE & DIPLOMA IN CULINARY ARTS

Accredited by the American Culinary Federation, these programmes provide students with the latest culinary techniques, recipes and trends, hands-on training from professional chef instructors, fully equipped professional kitchens, and real world experience to succeed in this growing industry.

90% of our graduates secure immediate employment upon completion of our programmes. Specific courses include:

- ~ Emphasis on International and Regional cuisines
- ~ Advanced Production Cookery
- ~ Nutrition
- ~ Techniques in Healthy Cooking

Plus ~ A 12-week summer internship, allowing students the opportunity to work with some of Bermuda's top chefs.

TO ENROL CONTACT OUR RECRUITMENT OFFICER TODAY!
Recruitment Officer: T: 239-4099 • E: tdill@college.bm

ART HISTORY

Introduction to Art History I **AHS 1126** **3CR**
An historical survey of the development of western art and architecture from the earliest times to the Renaissance. **Prerequisite: A grade of C or better in ENG 0012**

SEC 01 NH G304 MWF 8:35AM - 9:25AM
Edwin Smith

Nineteenth Century Art **AHS 2280** **3CR**
A study of European art, 1800 to 1855, including painting, sculpture, architecture and decorative arts from the Neo-Classical and Romantic periods to the height of the Victorian era. Primary topics and artists: Delacroix and romanticism in France; Turner and British romantic landscape painting; the pre-Raphaelites, Courbet and the French realist, Goya.
Prerequisites: AHS 1126 and AHS 1127

SEC 01 NH G304 MWF 10:35AM - 11:25AM
Edwin Smith

BIOLOGY

Preparatory Biology **BIO 0013** **OCR**
General concepts and principles in biology. Topics include characteristics of life, introductory chemistry and biochemistry, cell structure and function, photosynthesis, cell respiration, patterns of inheritance, human genetics and mutations. Laboratory.
Prerequisite A grade of "C" or better will be required to advance to the 1000-level courses.
Corequisite: MAT 0014

SEC01 HH H102 MWF 10:35AM - 11:25AM
 HH H154 R 9:35AM - 12:25PM
Takia Martin

SEC02 HH H102 MW 3:30PM - 5:00PM
 HH H154 T 2:35PM - 5:25PM
Takia Martin

Introduction to the Life Sciences **BIO 1102** **4CR**
The focus initially is on methodology and major concepts in the life sciences. Elementary studies at the cell level for animals and plants will involve some re-

FALL 2021

FRE 1101

FRE 2211

LECTURER
Tiffany-L
Smith-Richol



FRENCH COURSES

This CLASSIC language makes a WELCOME RETURN to the **Division of Arts and Science** with **BEGINNER** and **INTERMEDIATE** courses offered.

lated basic chemistry and physics. Laboratory techniques will be developed. This survey course is appropriate for those students who do not plan to specialise in the biological sciences. (It is also appropriate for mature students or persons with post-secondary or broad general experience but without formal science preparation).

Prerequisite: A grade of "C" or better in BIO 0013

SECD1	HH	H273	M	6:00PM - 9:00PM
Alnisha Simmons				

Principles of Biology I **BIO 1121 4CR**

Designed for students intending to pursue further studies in the biological sciences, this course is the first of two providing a comprehensive introduction to biology. The aim is to foster a realisation of the underlying similarities of organisms and an appreciation of their diversity. Topics include cellular processes with a focus on biochemistry, histology, evolution, genetics, and taxonomy. A sound background in chemistry, physics and mathematics is essential. Laboratory.

Prerequisites: A grade of "C" or better in BIO 0013 and MAT 0015, or alternative in Biology (with Lab); Corequisite: MAT 1105

SEC01	HH	H102	MWF	11:35AM - 12:25PM
	HH	H170	R	2:35PM - 5:25PM

Tracey Harney

SEC02	HH	H170	F	2:35PM - 5:25PM
	HH	H102	T	6:00PM - 9:00PM

Tracey Harney

Principles of Biology II **BIO 1122 4CR**

A continuation of BIO 1121. This course will further explore variation and biological continuity through genetics, development and ecology as well as provide an introduction to basic physiological systems. Laboratory.

Prerequisite: BIO 1121

SEC01	HH	H270	MWF	11:35AM - 12:25PM
	HH	H154	F	2:35PM - 5:25PM

Alnisha Simmons

Cellular Biology **BIO 2210 4CR**

A comprehensive survey of the structure and function of the unit of life. Emphasis is placed on molecular constituents and intercellular components. Cellular modifications and the cellular nature of organisms will be examined. Laboratory. **Prerequisites: BIO 1122 and CHM 0013; Corequisite: MAT 1141**

SEC01	HH	H154	MWF	12:35PM - 1:25PM
	HH	H170	T	2:35PM - 5:25PM

Tracey Harney

Anatomy and Physiology I **BIO 2211 4CR**

Exploration of the intricate functions of the human body with emphasis on the physiological functions of the integumentary, skeletal, muscular, nervous and the endocrine systems. Integration of the human body will be studied as a whole focusing on the major theme of homeostasis. Laboratory.

Prerequisite: BIO 1122

SEC01	HH	H100	MWF	9:35AM - 10:25AM
	HH	H160	M	2:35PM - 5:25PM

Alnisha Simmons

Anatomy and Physiology II **BIO 2212 4CR**

A continuation of Anatomy and Physiology I, with emphasis on the cardiovascular system, the lymphatic system and immunity, the respiratory system, the digestive system and metabolism, the urinary system, fluid/electrolyte and acid/base balance, and the reproductive systems. Integration of the human body will be studied as a whole focusing on the major theme of homeostasis. Case study investigations will be explored. Laboratory. **Prerequisite: BIO 2211**

SEC01	HH	H270	MWF	12:35PM - 1:25PM
	HH	H160	R	2:35PM - 5:25PM

Alnisha Simmons

Medical Microbiology **BIO 2222 4CR**

A course designed for students intending to pursue further studies in the biological sciences. This course is structured to provide a comprehensive introduc-

SPA 1101 Beginners Spanish I**SPA 1102** Beginners Spanish II**SPA 1103** Spanish for Healthcare Professionals**SPA 2201** Intermediate Spanish I

LECTURER

Tiffany-L
Smith-Richol

hola!

SPANISH COURSESOFFERED THROUGH
Division of Arts and Science
with**BEGINNER,****INTERMEDIATE &
CONVERSATIONAL
AVAILABLE
FOR YOU.**

tion to medical microbiology. The aim is to foster in-depth knowledge of infectious microorganisms, their biochemistry and how they infect the organ systems of the human body. Basic microbiological principles with a focus on taxonomy, cell morphology and human pathologies caused by microorganisms.

Prerequisite: BIO 1122

SEC01	HH	H154	T	9:35AM - 12:25PM
	HH	H104	W	4:00PM - 7:00PM

Tracey Harney

CHEMISTRY**Preparatory Chemistry** **CHM 0013** **OCR**

A one semester course designed to introduce students to the language, tools and theories of chemistry. Topics included in this course are as follows: elements, compounds, mixtures, atoms, matter, bonding, introductory organic chemistry and biological chemistry. Laboratory. **Prerequisite: A grade of "C" or better will be required to advance to the 1000-level courses. Corequisite: MAT 0014**

SEC01	HH	H160	MWF	12:35PM - 1:25PM
	HH	H160	W	2:35PM - 5:25PM

Reignier Jeffrey

Principles of Chemistry I **CHM 1111** **4CR**

A survey of fundamental principles of physical and inorganic chemistry. Topics include: atomic theory, periodic trends, quantum theory and electronic arrangement, chemical bonding, molecular geometry, gas laws, mass relationships and chemical reactions.

Prerequisites: A grade of "C" or better in CHM 0013 and MAT 0015. Corequisite: MAT 1105

SEC01	HH	H160	MWF	10:35AM - 11:25AM
	HH	H160	M	2:35PM - 5:25PM

Reignier Jeffrey

Organic Chemistry I **CHM 2256** **4CR**

A continuation of a survey of fundamental principles of physical chemistry including chemical and phase equilibrium, acid-base equilibrium, precipitation reactions, chemistry of hydrocarbons. Laboratory.

Prerequisite: CHM 1111

SEC01	HH	H160	MWF	11:35AM - 12:25PM
	HH	H160	F	2:35PM - 5:25PM

Reignier Jeffrey

COMPUTER STUDIES**Computer Skills Module** **CSM 1101** **2CR**

This course is designed to introduce the student to basic computer software applications in Microsoft Word, Excel and PowerPoint.

SEC01	TH	T224	F	10:35AM - 12:25AM
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Allanette Hayward

Introduction to Business Applications of Computers **CIS 1120** **3CR**

Intended to provide students with an initial exposure to the main areas of software used in business: word processing, spreadsheets and presentation software. Additionally, an introduction to database management will be provided. A consideration of business application software in the context of the overall computer system will also be covered to include an overview of computer design, networking, operating systems and hardware options. This course is also suitable for those students studying programmes in the social sciences or science.

SEC01	NH	G323	TR	11:35AM - 12:55PM
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Shawn DeShields

SEC02	NH	G323	W	6:00PM - 9:00PM
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Shawn DeShields

SECD1	NH	G307	S	10:00AM - 1:00PM
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Shawn DeShields

SECD2	NH	G223	TR	2:35PM - 3:55PM
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Shawn DeShields

FALL 2021 • Course Schedule

COURSES ARE SUBJECT TO CANCELLATION AND/OR DAY/TIME CHANGES.



BOOKS AND SUPPLIES THAT WORK AS HARD AS YOU DO!

We are not just any bookstore.
We offer all the tools you need
to make your college experience
A SUCCESS!

OPENING HOURS

Monday - Thursday: 8:30 a.m. - 6:00 p.m.

Friday: 8:30 a.m. - 4:30 p.m.

EXTENDED HOURS

FALL SEMESTER

FIRST TWO WEEKS Monday - Thursday: 8:30 a.m. - 7 p.m.

First Saturday before semester begins: 10 a.m. - 2 p.m.

SPRING SEMESTER

FIRST WEEK: 8:30 a.m. - 7 p.m.

SUMMER HOURS

Monday - Thursday: 8:45 a.m. - 4:30 p.m.

Friday: 8:45 a.m. - 4:30 p.m. *(subject to change)*

LOCATION: 1st Floor College Centre

CALL FOR MORE INFORMATION 239-4012

BOOKS • BERMUDA COLLEGE APPAREL • SCHOOL SUPPLIES • BAGS • ART SUPPLIES • GIFT ITEMS • SNACKS

TECHNICAL EDUCATION

“Using your hands and your head...”



NCCER CORE

Offered through the Division of Business Hospitality and Technical Education

**Major construction projects are on the horizon.
Are you qualified to work on them?**

This is an intense course covering basic construction:

- Basic Safety
- Introduction to Hand Tools
- Introduction to Construction Drawings
- Basic Employability Skills
- Introduction to Construction Math
- Introduction to Power Tools
- Basic Communication Skills
- Introduction to Materials Handling

REGISTRATION IS UNDERWAY NOW!

- NO PREVIOUS EXPERIENCE REQUIRED!
- AN EXCELLENT WORK ETHIC EXPECTED!

REGISTRATION NOW UNDERWAY.

FOR MORE INFORMATION CONTACT: Thaa Dill T: 239-4099 • E: info@college.bm

Introduction to Computers and Information Technology **CIS 1125** **3CR**

This entry-level survey course explores computers and their applications. Students are provided with an appreciation of what computers are, how they work and what tasks can be accomplished using them. Topics include the impact of computers on society; computer hardware including CPU, disks, other storage devices and input and output devices; computer software including data representation, data structures, operating systems, application programmes and database management systems; introduction to programming and programming languages; computer communications including the Internet, the world-wide web and e-mail; a brief history of computing; computer security, privacy and ethics. The coursework will cover the material needed for students to take the CompTIA IT Fundamental Certification. **Prerequisite: A grade of a "C" or better in ENG 0012. Corequisite: Fundamental Computer Literacy or CIS 1120**

SECD1 HH H276 TR 10:05AM - 11:25AM
Michael Simmons

SECD2 HH H276 TR 11:35AM - 12:55PM
Michael Simmons

Programming for Information Systems **CIS 1155** **3CR**

This course is an introduction to the basic principles of computer programming. It focuses on developing problem solving skills through writing programmes in Visual Basic and Java. Students learn to develop graphical user interfaces (GUI's) and use basic programming language structures to develop algorithms for solving various kinds of problems. The coursework will cover the material needed for students to take the Oracle Java Programmer Certification OCA or OCP. **Prerequisites: MAT 0015 and CIS 1125**

SEC01 HH H276 W 2:00PM - 5:00PM
Michael Simmons

System Analysis and Design **CIS 2231** **3CR**

Intended to provide an understanding of the scope and nature of information systems, techniques applied to systems analysis and design, and of the development life-cycle of a computer system project. Topics include the need for information and management systems, the human aspects of system development, fact-finding and structured systems analysis, design for real-time and distributed systems, computer hardware and software acquisition, system implementation techniques, and case studies.

Prerequisite: CIS 1125 Corequisites: CIS 1130 and ENG 0012 and MAT 001

SECD1 HH H276 TR 2:35PM - 3:55PM
Michael Simmons

Networking Technologies **CIS 2290** **3CR**

This course covers the technology underlying data-communications systems such as transmission media, modulation and demodulation, multiplexing, packet switching, hardware, software and network opera-

tions. Topics include fibre optics, the Integrated Services Digital Network (ISDN), T-1 and T-3 multiplex, the open system interconnection (OSI) model, and integrated voice-data equipment. The coursework will cover the material needed for students to take the CompTIA Network+ Certification.

Prerequisite: CIS 2278

SECD1 HH H276 R 6:00PM - 9:00PM
Michael Simmons

COOKERY & NUTRITION**Kitchen Theory and Practice 1** **CKN 1102** **4CR**

Cuisine and related theory in preparation for hospitality management. Topics include preparation, cooking, presentation, and sanitation management.

Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension.

SEC01 BH B164 F 8:30AM - 2:30PM
Shawn Ming

English for Culinary Arts **CUL 1020** **3CR**

The following skills are contained in this module: reviewing of basic English skills; reading and understanding charts and instructions; writing reports, requisitions, orders, invoices, menus, rosters, function sheets/ requisitions; writing a resumé and a cover letter; developing interviewing and speaking skills. This course is a certificate course and will not normally transfer into degree programmes.

Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension.

SEC01 BH B163 TR 2:35PM - 3:55PM
Denise Simons

Introduction to Culinary Arts **CUL 1102** **1CR**

This course introduces students to the history of culinary arts. Students will study kitchen equipment, organisation, chef's tools, terminology, sanitation and conform to the industry standard of personal grooming, hygiene and professional presentation. Students must complete first aid and fire safety training. **Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension.**

SEC01 BH B160 MTWRF 8:35AM - 12:55PM
Teneika Eve

Sanitation & Safety **CUL 1104** **2CR**

An introduction to the fundamentals of food and environmental sanitation. The student will examine the origins of food-borne illness, prevention measures and the implementation of proper sanitation practices. The ServSafe certification test will be offered upon completion of this course.

SEC01 BH B163 MW 1:35PM - 2:25PM
Rui De Sa

COURSES ARE SUBJECT TO CANCELLATION AND/OR DAY/TIME CHANGES.

Meat Identification & Fabrication

CUL 1105 2CR

Students will identify and fabricate basic meats including primal, sub-primal cuts and kitchen ready cuts, identify USDA inspection stamps, government yield and quality grades for all carcasses. Students will practice methods of tenderising, marinating and cooking techniques for all specific cuts including offal, game and poultry. **Prerequisite: CUL 1102 Corequisite: CUL 1104**

SEC01 BH B163 MTWR 8:30AM - 12:55PM
Shawn Ming

Purchasing & Product Identification

CUL 1106 3CR

Students will learn methods for controlling costs as they apply to the selection and procurement of food, beverages, equipment, contract services and supplies with primary focus on product identification, supplier selection, ordering, receiving, storing and issuing processes. This course prepares students to write an internationally recognised test. **Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension.**

SEC01 BH B260 TR 2:35PM - 3:55PM
Barbara O'Shaughnessy

Introduction to the Preparation of Stocks, Soups & Sauces

CUL 1108 2CR

This course introduces classical production methods for the basic stocks used in the production of most soups and sauces. This includes production of the Grand Sauces and various derivatives, basic clear, cream, puree and international soups, as well as emulsified sauces.

Prerequisite: CUL 1102 Corequisite: CUL 1104

SEC01 BH B160 MTWRF 8:30AM - 12:55PM
Teneika Eve

Introduction to Vegetable & Starch Cookery

CUL 1109 2CR

This course introduces students to classification, storage and preparation of the fundamental vegetables and provides the basics of preparing potatoes, starches, legumes and pastas including international starch dishes. Students will learn proper knife cuts and shaping of vegetables. **Prerequisite: CUL 1102 Corequisite: CUL 1104**

SEC01 BH B163 MTWR 8:30AM - 12:55PM
Shawn Ming

Introduction to Cooking Methods

CUL 1110 2CR

The course introduces students to the vast variety of cooking methods, and the various types of heat transfer, including both moist and dry heat. The proper choice of ingredients associated with each cooking method, and the correct choice of tools and equipment will be discussed. Careful attention is placed on the proper application of technique throughout each step from preparation to service.

Prerequisite: CUL 1102 Corequisite: CUL 1104

SEC01 BH B163 MTWR 8:30AM - 12:55PM
Shawn Ming

Introduction to Caribbean and Bermudian Cuisine

CUL 1122 2CR

Introduction to Caribbean and Bermudian Cuisine will expose the student to various commodities that are indigenous to Bermuda and the Caribbean region. This course begins by explaining the history and characteristics of these cuisines, followed by identifying the ingredients used in preparing traditional meat, seafood and vegetarian dishes. This course also covers the preparation of soups, sauces, breads, pastries, and even special Bermudian and Caribbean holiday dishes. Upon completion of this course, the student should understand the culture and common practices of cooking in Bermuda and the Caribbean.

Prerequisites: A minimum GPA 2.0 or higher in all culinary arts programme courses required as a pre-requisite; CUL 1108, CUL 1109, CUL 1110, CUL 1114

SEC01 BH B163 MTWR 8:30AM - 12:55PM
Shawn Ming

Introduction to Food & Beverage Service

CUL 1125 4CR

Through theoretical and practical applications, students are introduced to the front-of-the-house operations and professional dining room service techniques. Quality service, positive guest relations, and effective communication skills are emphasised. Students are prepared for certification through the Federation of Dining Room Professionals.

Prerequisites: CUL 1102, CUL 1104

SEC 01 BH B163 W 4:00PM - 4:55PM
BH B103 F 9:05AM - 3:00PM
Rui De Sa

SAFETY
FIRST



LAB FEES

Check Bermuda College
Catalogue for details @
www.college.bm

International Cuisine CUL 1128 3CR

This course focuses on the main regions of the world noted for regional cuisines including the South American continent, Europe, India, and the Orient. Emphasis is placed on identifying and using ingredients, equipment and utensils, cutting and cooking techniques specific to the various world regions being studied. **Prerequisites:** CUL 1108, CUL 1109, CUL 1110, CUL 1114

SEC01 BH B160 MTWRF 8:30AM - 12:55PM
Teneika Eve

American Regional Cuisine CUL 1130 2CR

The following skills are contained in this module: demonstrating knowledge of the history and characteristics of American Regional Cuisine; preparing dishes using regional game; preparing specialty desserts by American region; preparing vegetable dishes by region; preparing seafood dishes specific to American regions. **Prerequisites:** CUL 1108, CUL 1109, CUL 1110, CUL 1114

SEC 01 BH B160 MTWRF 8:35AM - 12:55PM
Teneika Eve

Techniques in Healthy Cooking CUL 2124 2CR

This course will study healthy cooking techniques, nutritional guidelines in the selection and preparation of healthy food products including vegetarian and special diet meals. **Prerequisites:** CUL 1108, CUL 1109, CUL 1110, CUL 1114

SEC01 BH B163 MTWR 8:30AM - 12:55PM
Shawn Ming

E-COMMERCE**Generating Web Pages ECM 1110 3CR**

This course covers the universe of generating web pages and/or web sites using contemporary Internet programming commands. Students will learn to use basic (tables, links, images, etc.), intermediate (frames, forms, etc.), and advanced (style sheets, multimedia, etc.) commands and functions.

Prerequisites: A grade of C or better in ENG 0012 and MAT 0015

SEC 01 HH H276 W 6:00PM - 9:00PM
Michelle Grant

Principles of Micro-Economics ECO 1101 3CR

An introduction to economic analysis covering the problems of scarcity and choice, the allocation of resources in market and collective economies, a detailed analysis of the price mechanism, business organisation and the theory of the firm. **Corequisite:** One mathematics course at 1100-level.

SEC01 NH G301 MWF 11:35AM - 12:25PM
Craig Simmons

SEC 02 NH G225 T 6:00PM - 9:00PM
Craig Simmons

Principles of Macro-Economics ECO 1102 3CR

An introduction to economic analysis covering national income theory, fiscal and monetary policy, international trade, inflation, unemployment and economic growth. Attention is focused on current economic issues facing the United States and Bermuda. **Corequisite:** One mathematics course at 1100-level.

SEC 02 HH H100 MWF 2:35PM - 3:25PM
Craig Simmons

Intermediate Micro-Economics ECO 2201 3CR

A detailed study of theory concerning supply and demand, consumer demand, and theory of the firm. **Prerequisite:** ECO 1101

SEC01 HH H273 TR 11:35AM - 12:55PM
Craig Simmons

EARTH & ENVIRONMENTAL SCIENCE**Environmental Science EES 1101 4CR**

An introduction to environmental interrelationships and ethics; interrelated scientific principles; ecosystems; communities and populations; energy sources; land-use planning; soils and agriculture; water management; pollution; waste management and hazardous materials regulation; environmental policy and decision making. Laboratory.

SEC01 HH H176 MWF 1:35PM - 2:25PM
HH H176 F 2:35PM - 5:35PM
Amy Harvey

The Atmosphere: Weather & Climate EES 1102 4CR

An introduction to the atmosphere and its interaction with Earth's surface and oceans: understanding the types of weather systems and climatic patterns that are influenced from this interaction. A look at the impacts of human induced climate change on our environment and society and discussion of future patterns and outcomes if climate change persists. Practical and relevant field activities.

SEC01 HH H176 R 9:35AM - 12:25PM
HH H176 MWF 11:35AM - 12:25PM
Amy Harvey

Human and Cultural Geography EES 2221 3CR

A study of population, language, religion, culture, agriculture, industry and politics; the impact of trade, transportation and communications on cities and countries; international relations, environmental problems and global social problems. Analysis of thematic and topographic maps. **Prerequisites:** 8 credits from EES 1101, 1102, 1103, or 1105 or 6 credits from SOC 1101 and 1102

SEC01 HH H176 M 6:00PM - 9:00PM
Amy Harvey

COURSES ARE SUBJECT TO CANCELLATION AND/OR DAY/TIME CHANGES.

ECONOMICS

Principles of Micro-Economics ECO 1101 3CR

An introduction to economic analysis covering the problems of scarcity and choice, the allocation of resources in market and collective economies, a detailed analysis of the price mechanism, business organisation and the theory of the firm.

Corequisite: One mathematics course at 1100 level

SEC 01 NH G301 MWF 11:35AM - 12:25PM
Craig Simmons

SEC 02 NH G225 T 6:00PM - 9:00PM
Craig Simmons

Principles of Macro-Economics ECO 1102 3CR

An introduction to economic analysis covering national income theory, fiscal and monetary policy, international trade, inflation, unemployment and economic growth. Attention is focused on current economic issues facing the United States and Bermuda. **Corequisite:** One mathematics course at 1100 level

SEC 02 HH H100 MWF 2:35PM - 3:25PM
Craig Simmons

Intermediate Micro-Economics ECO 2201 3CR

A detailed study of theory concerning supply and demand, consumer demand, and theory of the firm. **Prerequisite:** ECO 1101

SEC 01 HH H273 TR 11:35AM - 12:55PM
Craig Simmons

EDUCATION

Foundations of Early Childhood Education EDU 1102 3CR

This introductory course explores the historical, philosophical and social foundations of early childhood education. Theories, conceptual frameworks and supporting research in areas of child development and education are critically evaluated and their implications for practices are assessed. Students are encouraged to examine the forces that shape the future of early childhood education and the roles that the activities of teachers and caregivers play in that future. A minimum grade of "B" is required.

Prerequisite: A grade of "C" or better in ENG 0012

SEC01 BH B260 R 5:30PM - 8:30PM
TBA

Foundations of Education EDU 2201 3CR

A study of the historical, philosophical, and social foundations of education. Topics include: educational reform movements; teacher ethics, multiculturalism; the contributions of local educators to the teaching profession. The course will provide an orientation to the teaching profession. **Prerequisite:** 18 credits in Liberal Arts courses.

SEC 01 NH G223 TR 4:05PM - 5:25PM
Dwayne Thompson

Individual Differences in Learning

EDU 2205 3CR

Understanding of achievement as a function of the interactions between learner characteristics, task and environment. Learner characteristics will be examined in terms of modalities of learning, cognitive processing styles, language, memory, attention, culture and motivation. The nature of tasks will be examined in relation to match with learner characteristics; breakdown; error analysis; and the use of compensatory strategies. The environment will be viewed as existing beyond the immediate setting and extended to learners' availability for learning. Discussion will focus on "the most facilitative environment" (particularly as it relates to inclusion) and adapting the environment to learner strengths and weaknesses. **Prerequisite:** EDU 1102

SEC01 NH G305 W 6:00PM - 9:00PM
Algene Maybury

Methods & Instructional Techniques in Early Childhood Education EDU 2207 3CR

This course explores the development and implementation of curriculum. Some of the areas that will be studied are: Learning games, language activities, music and movement and dramatic play. Developmentally appropriate toys and books will be reviewed. **Prerequisite:** EDU 1102

SEC01 BH B260 M 6:00PM - 9:00PM
Alana Wilson

Observation and Participation Seminar in Early Childhood Education EDU 2264 3CR

This course will focus on the role of the learning environment and teacher/ child interaction in the Early Childhood Education programme. Students will observe and assist with documenting, planning, evaluating and developing the curriculum in a Bermuda College approved setting under the direction of an experienced educator.

Prerequisites: EDU 1102 and EDU 1103

SEC01 HH H275 T 5:30PM - 8:30PM
TBA

Early Childhood Education Practicum EDU 2265 3CR

A practical experience with children and/or youth to be conducted in a Bermuda College approved setting under the guidance of a professional. This practicum is undertaken on the approval of the programme advisor. **Prerequisites:** Minimum programme GPA 2.0 and the completion of EDU 2251, EDU 2264 and EDU 2207

SEC 01 OFFCAMPUS
Algene Maybury

FOR COVID PROTOCOL AND GUIDELINES:

<https://www.college.bm/index.php/important-info-summer>



MARINE SCIENCE programme

Bermuda's rich oceanic history lends itself perfectly to this brand new science programme in the Division of Arts & Science. **MARINE SCIENCE** is a rich discipline that combines studies from a variety of subjects in order to understand the marine environment, marine life, and their interactions. Marine science plays a pivotal role in the continuing quest to understand our world and to manage its resources.

CONTACT | Recruitment Officer | tdill@college.bm

ELECTRICAL WIRING

How to Study This Course and Achieve Your Personal Goals **ELN 1101 1CR**

The following topics are contained in this module: How to study this course and achieve your personal goals; The attributes of an IBEW/NECA apprenticeship; Knowing your apprenticeship and your responsibilities; The IBEW and its history; The structure of NECA and its heritage; Your job and the future it holds for you; Sexual harassment; Electrical safety.

SEC01 TH T285 TR 1:30PM - 5:30PM
Delroy Musson

Introduction to Test Instruments and Overcurrent Protection Devices **ELN 1102 1CR**

The following topics are contained in this module: Identifying some basic tools of the trade; The workplace of an electrical worker; The proper care and use of ladders; The installation and use of fastening devices; Reality of electrical shock; Introduction to test instruments; Introduction to overcurrent protection devices; Understanding the design and function of ground fault interrupters.

SEC01 TH T285 TR 1:30PM - 5:30PM
Delroy Musson

Building Wire Construction and Insulation Properties **ELN 1103 1CR**

The following topics are contained in this module: Learning to tie basic knots; Using hand signals; Hoisting loads properly; How wire connectors are made and installed; Building wire construction and insulation properties.

SEC01 TH T285 TR 1:30PM - 5:30PM
Delroy Musson

Conduit Fabrication - Theory and Practice **ELN 1104 1CR**

The following topics are contained in this module: How building wire is sized; How to work with fractions; Review of basic trigonometric functions; How to fabricate ninety degree stubs, kicks and offsets in electrical conduit; How to fabricate 3 & 4 bend saddles in electrical conduit

SEC01 TH T285 TR 1:30PM - 5:30PM
Delroy Musson

The Metric System and Metrication Changes **ELN 1105 1CR**

The following topics are contained in this module: Working with aluminum conductors; Identifying commonly used electrical materials; Working with

COURSES ARE SUBJECT TO CANCELLATION AND/OR DAY/TIME CHANGES.

prefixes and powers of ten; The Metric System; How to solve basic algebraic equations; How to manually calculate the square root.

SEC01 TH T285 TR 1:30PM - 5:30PM
Delroy Musson

Fundamentals of Blueprint Reading and Sketching ELN 1106 1CR

The following topics are contained in this module: The fundamentals of blueprint drawing and sketching; Understanding architectural views and how to draw them; Understanding common scales used on blueprints; Working with blueprint specifications, elevations, and schedules; Understanding and drawing electrical and mechanical symbols used on blueprints; Reading and analysing a residential blueprint.

SEC01 TH T285 TR 1:30PM - 5:30PM
Delroy Musson

Testing and Measuring with the Analogue and Digital Multimeter ELN 2113 1CR

This module introduces the student to test instruments. In addition, the student is given the training that will enable him or her to measure electrical properties safely and efficiently. Seven intense labs provide the necessary hands on training for this very important module. Topics include: Avoiding the hazards of drug abuse; The IBEW Constitution; Understanding your local union by-laws; Parliamentary procedure and how it works; Introduction to the Comet Programme; Getting acquainted with Electrical Test instruments; Understanding and Using Multimeters.

SEC01 TH T285 TR 8:00AM - 12:00PM
Delroy Musson

Developing NEC Code Book Skills ELN 2114 1CR

This module continues to build and strengthen the student's knowledge of the NEC and also requires the student to solve code related job problems in the classroom setting under the guidance of a Code Certified Instructor. Topics include: Developing code book skills; Development of the NEC: The table of contents; The arrangement, structure, and language of the NEC; Codeology fundamentals; NEC article 90 introduction; Applying the NEC's "General Chapter". Included are twenty class participation workshops that enable the student to apply this knowledge to solving "on the job" problems.

SEC01 TH T285 TR 8:00AM - 12:00PM
Delroy Musson

Understanding the Design and Function of AC and DC Generators ELN 2115 1CR

This module introduces the student to the oscilloscope and AC and DC generators. Topics include: Reviewing the applications of DC theory; Comparing direct current to alternating current; Using oscilloscopes to view AC waveforms; Testing and verifying circuit performance; An introduction to three phase systems; Circuit

calculations for basic systems; Understanding how the DC generator works; understanding the design and function of AC generators; Becoming familiar with AC resistive circuits. Eleven labs are included which give the student the training, confidence and capability to safely test and measure various electrical quantities.

SEC01 TH T285 TR 8:00AM - 12:00PM
Delroy Musson

Laying-Out Residential Circuits and Basic Estimating ELN 2116 1CR

This module builds on the introductory blueprint reading skills learned from year one. The following topics are contained in this module: Reviewing the basic fundamentals of blueprints; Analysing and laying out residential circuits; Understanding job costs and how to do an actual quantity takeoff; Understanding, interpreting and evaluating blueprint specifications; Interpreting blueprint schedules and locating components on the print; Becoming familiar with blueprint systems integration; Learning how to effectively use blueprints; Understanding and using ratchet type benders; The fundamentals of segment and concentric bending; Understanding how to install wire and cable.

SEC01 TH T285 TR 8:00AM - 12:00PM
Delroy Musson

AC Theory: Inductance How it Affects a Circuit ELN 2117 1CR

This module introduces the student to Inductance and how it affects an AC circuit. It also lays the ground work for solving problems in AC circuits and the operation of transformers and other inductive devices. Topics include: Becoming familiar with inductive reactance; Frequency and inductive reactance; Inductors in series and parallel. Six labs allow the student to gain practical experience with series and parallel circuits.

SEC 01 TH T285 TR 8:00AM - 12:00PM
Delroy Musson

AC Theory: Capacitance and How it Affects a Circuit ELN 2118 1CR

This module introduces the student to the third quantity of an AC circuit capacitance. Topics include: How capacitance affects a circuit; Becoming familiar with capacitive reactance; Working safely with capacitors; Working with capacitors in series or parallel; Understanding vectors and how to use them effectively. Seven labs provide practical circuits for the student to analyse.

SEC01 TH T285 TR 8:00AM - 12:00PM
Delroy Musson

Health and Safety ELN 3125 1CR

This module introduces the student to Electrical Safety and Electrical Hazard Awareness. After completing this module the student will be able to identify electrical hazards and understand their effects on the human body. The student will have the opportunity to

examine many of the actual case studies included in this course. Topics include: American labour history; Electrical safety culture and Electrical hazard awareness; Design and work practice considerations; Layout of NFPA 70E; An overview of 70E concepts; Electrical safety programme and training requirements; Achieving an electrically safe work condition; Working on or near live parts; Approach boundaries to live parts; Personal and other protective equipment and protective clothing; Calculation of fault currents and implementation.

SEC01 TH T285 MW 8:00AM - 12:00PM
Craig Laws

Advanced Blueprint Reading: Industrial Specifications **ELN 3126 1CR**

This module builds on all previous blueprint reading lessons. The student works with an actual set of industrial specifications and blueprints. With practice the student will be able to: read and understand general industrial specifications; understand and explain site plans; read and interpret feeder diagrams and panel schedules; comprehend and discuss electrical, power, lighting and communications drawings. Topics include: Review and introduction; Industrial specifications; Industrial prints 1, 2 and 3.

SEC01 TH T285 MW 8:00AM - 12:00PM
Craig Laws

Semiconductor Theory **ELN 3127 1CR**

This module introduces the student to semiconductor electronics. Understanding the basics of semiconductors is essential for proper installation and maintenance of today's electrical systems. Topics include: Semiconductor diodes; Zener, light emitting and other diodes; Understanding the basic functions of diodes and rectifiers; Power supplies. Ten lab assignments give the student the hands-on training and capability to work safely and confidently on a variety of diodes and power supplies.

SEC01 TH T285 MW 8:00AM - 12:00PM
Craig Laws

BjTs, MOSFETs, and other Transistor Types **ELN 3128 1CR**

This module introduces the student to more complicated electronic circuits involving PNP and NPN transistors along with JFETs, MOSFETs and other transistor types. Fifteen intensive lab assignments give the student the training and capability to apply theoretical principles to actual circuits found in industry. Topics include: JFETs, MOSFETs; VMOS Transistors; Amplifiers 1; Amplifiers 2

SEC01 TH T285 MW 8:00AM - 12:00PM
Craig Laws

Differential & Operational Amplifiers **ELN 3129 1CR**

This module builds on all previous lessons of the series on Semiconductor Electronics. Thirteen powerful and practical lab assignments give the student hands-on experience with actual circuits and devices

found in residential, commercial and industrial applications. Topics include: Differential and operational amplifiers; Oscillators; The IC 555 timer; Electronic applications; Optoelectronics; Fiber optics.

SEC01 TH T285 MW 8:00AM - 12:00PM
Craig Laws

Grounding and Bonding Fundamentals **ELN 3130 1CR**

This is the first of series of twenty-two lessons that focus on the important subject of grounding and bonding as required by the NEC. The course begins with a review of electrical theory as it relates to the grounding of systems. Topics include: Grounding and bonding fundamentals; NEC system grounding; Grounding AC Systems; Grounding electrical services; Service equipment; Main bonding jumpers

SEC01 TH T285 MW 8:00AM - 12:00PM
Craig Laws

Designing and Installing Lightning Protection Systems **ELN 4137 1CR**

This module introduces the student to lightning protection and the devices used to wire a lightning protection system. In addition, the student will learn how to define the terms associated with lightning protection equipment and installation. Identify the different types of lightning protection systems and the parameters which define them. Follow general installation layout and design details for lightning protection systems. Topics include: Becoming familiar with lightning protection systems; Designing and installing lightning protection systems; Rules, acronyms, glossary and formulas; Magnetism, electromagnetism and induction.

SEC01 TH T285 MW 1:30PM - 5:30PM
Delroy Musson

AC Alternators **ELN 4138 1CR**

This module introduces the student to the construction and operation of three-phase alternators and their ratings. The student will study and closely examine three-phase synchronous motors and analyse the various applications of the design and construction of polyphase motors with code letters A through F. Topics include: AC alternators; The rotating field in the polyphase motor; Polyphase motors; Wound-rotor motors; Synchronous motors; Alternating field in a single-phase motor.

SEC01 TH T285 MW 1:30PM - 5:30PM
Delroy Musson

The Principles of Electronic Variable Speed-Control **ELN 4139 1CR**

This module provides the student with detailed information about the design, construction and operating characteristics of a single phase motor. The split-phase, capacitor start, capacitor-start and run, shaded pole and repulsion type motors are given detailed attention. In addition, the student will study the principles of electronic variable speed motor control for AC motors and describe voltage-voltage and variable frequency



APPLIED SCIENCES

"Using your hands and your head..."

PLUMBING TECHNOLOGY

FOR MORE INFORMATION CONTACT:

Recruitment Officer: Thaaao Dill

T: 239-4099 • E: tdill@college.bm

speed control methods. Topics include: Single-phase motors; DC motors; Principles of electronic variable-speed control; Electronic variable-speed drives; Other motors; Installing motors, pulleys and couplings.

SEC01 TH T285 MW 1:30PM - 5:30PM
Delroy Musson

Motor Starters, Contactors and Control Relays **ELN 4140 1CR**

This module will allow the student to explore the construction of starters, their purposes, uses and sizing. Internal components such as contacts and coils are examined in detail. In addition, the student will study contactor construction, operation and uses with focus on electromagnetic contactors and their use in motor starters. Topics include: History of motor control 1 & 2; Motor starters 1, 2 & 3; Contactors and control relays 1, 2 & 3

SEC01 TH T285 MW 1:30PM - 5:30PM
Delroy Musson

Manual and Automatic Operating Devices **ELN 4141 1CR**

This module introduces the student to Manual Operating Devices, Automatic Operating Devices and Control Diagrams and Drawings. Topics include: Manual operating and indicating devices; Automatic operating devices; Control diagrams and drawings.

SEC01 TH T285 MW 1:30PM - 5:30PM
Delroy Musson

Timing Devices and DC Motor Controls **ELN 4142 1CR**

This module introduces the student to two and three wire control circuits; he or she will be able to explain automatic vs. semiautomatic control and draw ladder diagrams from a written description of process operation. In addition, the student will examine and study

solid state timing devices and describe the special construction, sizing and operation of DC motor starters. Topics include: Control diagrams and drawings 4; Timing devices 1, 2 and 3; Special techniques and components 1, 2 and 3; DC motor controls 1 and 2.

SEC01 TH T285 MW 1:30PM - 5:30PM
Delroy Musson

Keys to Success-Motivation and Leadership **ELN 5149 1CR**

This module will teach the student about his or her new and more important role as an electrical journeyman, as a potential instructor, as a role model for apprentices and as a responsible and productive member of society. Topics include: After apprenticeship; Soon to be an Instructor; Keys to success - motivation and leadership; The economics of unemployment.

SEC01 TH T285 MW 1:30PM - 5:30PM
Craig Laws

Fire Alarm Systems **ELN 5150 1CR**

This course has been developed to provide a high level of instruction to the Apprentice Level and Journeyman Level Installer. The student will learn the fundamentals of fire alarm systems; examine the basic signal types, circuit classes and styles and general principles of fire alarm signalling. Topics include: Introduction to fire alarm systems; Fundamentals of fire alarm systems; Initiating devices; Notification devices; Wiring and wiring methods; Inspection, Testing and maintenance; Interfaced systems; Supervising stations; NICET certification. Lab assignments give students the opportunity to work with the latest fire alarm equipment available to the job site.

SEC01 TH T285 MW 1:30PM - 5:30PM
Craig Laws

Introduction to Instrumentation ELN 5151 1CR

This module introduces the student to the fundamentals of instrumentation which is the first step in learning the measurement and controls fields. Topics include: Introduction to instrumentation-definitions; Introduction to instrumentation-fundamentals; Understanding instrument symbols; Fundamentals of instrument calibration; Understanding calibration procedures; Fundamentals of pressure; Fundamentals of flow.

SEC01 TH T285 MW 1:30PM - 5:30PM
Craig Laws

Fundamentals of Controllers ELN 5152 1CR

This course introduces the student to more advanced topics in Instrumentation. Topics include: The fundamentals of temperature; Pneumatics and control valves; Fundamentals of controllers; The smart instrument communicator; Fundamentals of smart instrument calibration; Fundamentals of instrument installation (Parts 1 and 2).

SEC01 TH T285 MW 1:30PM - 5:30PM
Craig Laws

Security Systems & Telephone Wiring ELN 5153 1CR

This module introduces the student to security systems. While there are a number of systems available, this course uses the Sentrol ZX400/ZX410 as its source of information. The student will learn that this particular system is very much like many others and much of the knowledge obtained studying the Sentrol Security System is applicable to other security types as well. In addition, the student will study Telephone Wiring. Topics include: Basic security system; Magnetic contacts; Passive infrared motion detectors; Glassbreak sensors; Basic telephone wiring; Safety codes; TIA/EIA Standards and codes; Structured cabling systems.

SEC01 TH T285 MW 1:30PM - 5:30PM
Craig Laws

Structured Cabling Systems ELN 5154 1CR

This module introduces the student to Structured Cabling Systems with special emphasis on TIA/EIA Standards. Topics include: Structured cabling system overview; Cabling system performance; Unshielded twisted pair cables; Unshielded twisted pair connecting hardware; Pathways and spaces; Telecommunications cabling administration; Telecommunications grounding and bonding; Residential telecommunications cabling.

SEC01 TH T285 MW 1:30PM - 5:30PM
Craig Laws

ENGLISH COMMUNICATION**Preparatory College Writing I ENG 0011 OCR**

A basic writing course emphasising the development, organisation and revision of paragraphs and short essays. Students receive instruction in grammar, rhetorical strategies and the practices of standard written English. **Prerequisite: A grade of "C" or better in ENG 0002 or satisfactory performance on College Placement Test.**

SEC01 NH G305 MWF 9:35AM - 10:25AM
TBA

Preparatory College Writing II ENG 0012 OCR

This course focuses on further development of expository writing skills and the introduction of the argumentative research essay. Special attention is given to essay structure, coherence and the practices of standard written English. Research techniques are introduced and practised in the single source essay and in a short researched essay. **Prerequisite: A grade of "C" or better in ENG 0011 or satisfactory performance on College Placement Test.**

SEC01 NH G223 MWF 11:35AM - 12:25PM
Denise Simons

SEC02 NH G307 M 6:00PM - 9:00PM
Yesha Townsend

Preparatory College Reading I ENG 0015 OCR

Development of college-level study and reading skills. Instruction includes outlining, summarising, increasing vocabulary, improving comprehension through reading essays and short fiction, and developing library skills and test-taking strategies.

Prerequisite: Satisfactory performance on College Placement Test.

SEC02 NH G307 TR 11:35AM - 12:55PM
Zakkiyah Daniels

Preparatory College Reading II ENG 0016 OCR

Reinforces and builds upon skills developed in ENG 0015 through a study of selected readings from textbooks abstracts, library sources, and different literary genres such as poetry and drama. **Prerequisite: A grade of "C" or better in ENG 0015 or satisfactory performance on College Placement Test.**

SEC01 NH G306 TR 10:05AM - 11:25AM
Zakkiyah Daniels

Communications for Industry I ENG 1044 3CR

A course emphasising communication skills for industry, including reading and comprehension of printed material used in industry, interpreting graphs and charts, writing short reports, instructions and memos, and giving a short presentation. Students receive reinforcement in the practices of standard written English. **This course is a certificate course and will not normally transfer into degree programmes. Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 60 in Reading Comprehension and 60 in Sentence Skills.**

SEC01 NH G307 MWF 9:35AM - 10:25AM
Denise Simons

FOR COVID PROTOCOL AND GUIDELINES:

<https://www.college.bm/index.php/important-info-summer>

FALL 2021 • Course Schedule

COURSES ARE SUBJECT TO CANCELLATION AND/OR DAY/TIME CHANGES.

Freshman Composition ENG 1111 3CR

A course intended to prepare students for college writing and beyond. There is a focus on composition that includes writings such as essays (exemplification, cause-effect, process analysis, compare and contrast, division and classification etc.) editorials, manifestos, blogs etc. Students develop research and documentation skills (MLA) and apply them to required research papers and assignments.

Prerequisites: A grade of "C" or better in ENG 0012 and ENG 0016 or satisfactory performance on the College Placement Test

SEC01 BH B163 MW 8:00AM - 9:20 AM
Sharon Virgil

SEC 02 HH H273 MWF 10:35AM - 11:25AM
Dwayne Thompson

SEC03 BH B163 MWF 12:35PM - 1:25PM
Sharon Virgil

SEC04 NH G226 MW 2:35PM - 3:55PM
Jennifer Tolaram

SEC05 BH B163 TR 11:35AM - 12:55PM
Sharon Virgil

SECD1 HH H270 M 6:00PM - 9:00PM
Dwayne Thompson

Literary Analysis ENG 1112 3CR

An introduction to literary analysis that focuses on devices such as imagery, setting, character, point of view, theme, and figures of speech in selected works of prose, poetry, drama and short fiction. Students read works from different perspectives and prepare analytical and researched essays.

Prerequisite: ENG 1111

SEC01 BH B163 MWF 9:35AM - 10:25AM
Sharon Virgil

SEC 03 BH B260 T R 10:05AM - 11:25AM
Jennifer Tolaram

SEC 04 BH B260 W 5:30PM - 8:30PM
Jennifer Tolaram

Writing for Professionals ENG 1115 3CR

A writing course designed for students who wish to develop the organisational techniques, style, and research skills appropriate to business and industry. Analysis will be emphasised. An investigative report is required. **Prerequisite:** ENG 1111

SEC01 NH G223 T 6:00PM - 9:00PM
Dwayne Thompson

SEC02 NH G223 TR 2:35PM - 3:55PM
Dwayne Thompson

Oral Communication ENG 2212 3CR

A study of the theory and practice of public speaking. Levels of communication and their application. The focus is on preparing and delivering oral presentations. **Prerequisite:** ENG 1112 or ENG 1115

SEC01 LIB BC TR 2:35PM - 3:55PM
Jennifer Tolaram

Women Writers ENG 2239 3CR

A selected study of novels, short stories, drama and poetry, written by women from the mid-19th Century to the present. Works by representative authors from the United States, the Caribbean, Africa, Asia and Bermuda. **Prerequisite:** ENG 1112

SEC01 BH B163 R 6:00PM - 9:00PM
Sharon Virgil

American Literature: The Beginnings to 1865 ENG 2254 3CR

An overview of American literary history from its beginnings to the Civil War. While some attention is given to historical context, the course primarily focuses on representative writers of each period, changes in literary style, and major topics such as slave narratives and dynamics leading to the Civil War. **Prerequisite:** ENG 1112

SEC01 BH B260 M 5:30PM - 8:30PM
Jennifer Tolaram

Studies in Bermudian Literature ENG 2260 3CR

Bermuda's unique cultural and literary landscape will be explored through a study of fiction, poetry and drama by early and contemporary writers. The course will start by looking at the role in world literature played by the discovery of Bermuda and will go on to investigate the realities of the slave society. The complexities of twentieth and twenty-first century Bermuda will be the basis of the rest of the course that will feature the work of Brian Burland.

Prerequisite: ENG 1112

SEC01 NH G226 W 6:00PM - 9:00PM
Yesha Townsend

FOOD & BEVERAGE SERVICE

Food Service I FAB 1100 4CR

Practical food, beverage and wine service skills and knowledge in a dining room, principles of merchandising and salesmanship, customer relations, forecasting and planning workloads and bar technology. Students are required to obtain the Federation of Dining Room Professionals Certified Dining Room Associate and the Associate Wine Steward certification.

Prerequisite: CUL 1104

SEC01 BH B163 W 4:00PM - 4:55PM
BH B163 F 9:05AM - 3:00PM


Rui De Sa

FRENCH

Beginner's French I FRE 1101 3CR

Designed for students who have done little or no French in secondary school. An introduction to the basic language skills of comprehension, speaking, reading and writing with emphasis on audio-lingual and writing skills.

SEC 01 HH H270 MWF 9:35AM - 10:25AM
Tiffany L Smith-Richol



REGISTRATION IS OPEN UNTIL **SEPTEMBER 3** AND IS THE FINAL DAY FOR TUITION PAYMENT

Intermediate French I **FRE 2211** **3CR**

A study of the techniques French composition. Emphasis on grammatical analysis of extended readings, class discussion, translation and essay writing, in French. Prerequisite: FRE 1101

SEC01 HH H270 MWF 8:35AM - 9:35AM
Tiffany L Smith-Richol

HEATING, VENTILATION & AIR CONDITIONING

Fundamentals of Heating and Cooling**HVA 1101** **5CR**

The following skills are contained in this module: Describe basic principles of HVAC; Complete basic trade calculations; Use Ohm's Law to analyse electrical circuits; Analyse the refrigeration cycle; Describe operation of furnaces.

SEC01 TH T166 MW 1:30PM - 5:30PM
Ornette Fough

Senior Student Project I **HVA 1105** **2CR**

This module will consist of a hands-on project in the workshop to develop students' practical application of theory learned in the first two semesters of the programme. The project will vary each year according to grants received from ASHRAE. Requirements include a progress report to be sent to ASHRAE at the end of the semester.

SEC01 TH T166 MW 1:30PM - 5:30PM
Ornette Fough

Troubleshooting Heating **HVA 1106** **3CR**

The following topics are contained in this module: Perform preventive maintenance; Apply troubleshooting techniques; Troubleshoot electronic controls, gas, oil and electric heating systems.

SEC01 TH T166 MW 1:30PM - 5:30PM
Ornette Fough

Troubleshooting Cooling **HVA 2107** **3CR**

The following topics are contained in this module: Troubleshoot cooling equipment, heat pumps and accessories.

SEC01 TH T166 TR 1:30PM - 5:30PM
Ornette Fough

Hydronics **HVA 2108** **2CR**

The following topics are contained in this module: Service commercial hydronic systems; Balance air and water systems; Maintain steam systems.

SEC01 TH T166 TR 1:30PM - 5:30PM
Ornette Fough

System Design **HVA 2112** **3CR**

The following topics are contained in this module: Calculate heat loads; Identify cold storage equipment.

SEC01 TH T166 TR 1:30PM - 5:30PM
Ornette Fough

HISTORY

World History I **HIS 1140** **3CR**

A survey of world history from the spread of Islam to the era of European global expansion. The course uses primary and secondary material in an attempt to understand the social, political, intellectual and cultural development of civilisations around the world.

Prerequisite: A grade of "C" or better in ENG 0012

SEC 01 NH G301 T 6:00PM - 9:00PM
Lesley Wharton

HOTEL MANAGEMENT

Introduction to the Hospitality Industry **HMT 1155** **3CR**

This course is designed to provide an overview, and a fundamental understanding of the basic principles, practices and concepts of the hospitality industry.

Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 50 in Reading Comprehension and 50 in Sentence Skills.

SEC 01 NH G225 M 4:35PM - 7:35PM
Barbara O'Shaughnessy

Hospitality Sales and Marketing **HMT 1265** **3CR**

A broad perspective of hospitality marketing, placing emphasis on the analysis, structure, and strategy of the hospitality marketing department, allocation of resources, marketing research, and the effectiveness of the marketing plan. It will also take an in-depth study into the promotional tool of personal selling,

STUDIES IN BERMUDIAN LITERATURE

FALL 2021

ENG2260

Wednesday Nights

6:00pm – 9:00pm

Bermuda's unique cultural and literary landscape is explored through a study of fiction, poetry and drama by early and contemporary writers. The prolific work of author, Brian Burland will also form a part of this enlightening dive into our literary history



LECTURER

Ms. Yesha Townsend

Bermuda College Alumni, Writer and Spoken Word Artist, Publisher and online comic strip illustrator. Featured in local creative non-fiction and poetry anthologies.

target marketing, product positioning, with an emphasis on identifying and meeting the sales needs of the customer. **Prerequisite: HMT 1175**

SEC D1 NH G305 T 10:05AM - 11:25AM
Shawn DeShields

INSURANCE

Introduction to Risk and Insurance

INS 1101 3CR

Key concepts and legal principles in risk management and insurance are taught. Government regulations and the social and economic significance of the insurance industry are also explored.

Prerequisite: A grade of "C" or better in ENG 0012

SEC01 HH H275 R 6:00PM - 9:00PM
TBA

Property and Casualty Insurance

INS 2201 3CR

Examines personal and commercial property and liability risks, crime insurance and surety bonds, along with the interpretation of insurance contracts.

Prerequisite: INS 1101

SEC01 HH H270 TR 6:00PM - 7:30PM
TBA

MANAGEMENT

Communication and Presentation Skills

MGN 1040 3CR

This course provides training in oral and written communication skills necessary in the workplace. Presentation software will be utilised.

Prerequisite: Basic computer skills. This course is a certificate course and will not normally transfer into degree programmes.

SEC D1 NH G305 MWF 10:35AM - 11:25AM
Gwendolyn Lawrence

Introduction to Business

MGN 1114 3CR

This course provides an introduction to business concepts and functions. Topics covered include: Ethics and social responsibility, Forms of business ownership, Small business and entrepreneurship, Management and organisation of the firm, Marketing, operations, finance, and human resources. Emphasis will be placed upon the discussion of current issues and trends relating to these topics. Case study analysis will be introduced. **Prerequisite: A grade of "C" or better in ENG 0012**

SEC D1 NH G301 TR 10:05AM - 11:25AM
Rui De Sa

SEC02 HH H270 TR 2:35PM - 3:55PM
Gwendolyn Lawrence

SEC D2 NH G304 W 6:00PM - 9:00PM
Rui De Sa

Marketing Management I **MGN 2210** **3CR**

This course will expose students to the diverse area of human resource management and the theory and practice in areas such as recruitment and selection of staff, training and development and performance appraisal. Relevant legislation, current and future trends will also be explored. **Prerequisites:** **MGN 1114 and ENG 1111**

SEC01 BH B264 TR 11:35AM - 12:55PM
Barbara O'Shaughnessy

Finance I **MGN 2240** **3CR**

The course provides an in-depth study of the techniques required for managerial decision-making in the financial area. Topics include: Mathematics of finance; Financial analysis; Financial management; Interest rate theories; Working capital management; Short-term financing and capital markets.

Prerequisites: **ACC 1145 and MAT 1131**

SECD1 TBA
Ann Parsons

Introduction to Small Business Management **MGN 2245** **3CR**

This course introduces the student to interrelated operations of a small business. The content covers the essentials of starting a small business from the generation of the idea through the completion of the business plan, as well as the practical aspects of the day-to-day operation. **Prerequisite:** **MGN 1114**

SEC01 NH G225 TR 4:05PM - 5:25PM
Gwendolyn Lawrence

Introduction to International Business **MGN 2250** **3CR**

An introduction to the world of international business and Bermuda's role in the global economy. The course will raise students' levels of awareness and understanding of the way business is conducted worldwide. Topics such as the Role of international business in Bermuda's economy; Crosscultural communication and management; International marketing and finance; and the Structure of the multinational organisation will be covered. **Prerequisite:** **MGN 1114**

SEC01 HH H270 W 6:00PM - 9:00PM
Barbara O'Shaughnessy

MATHEMATICS

ALL FALL 2021 MATH COURSES REQUIREMENT:
PURCHASE OF A COMPUTER ACCESS CODE
IS MANDATORY FOR COMPLETION OF ALL
ONLINE ASSIGNMENTS

Basic Mathematics **MAT 0010** **OCR**

A review of foundational-level mathematics for students needing to strengthen their problem solving skills. Topics include adding, subtracting, multiplying, and dividing fractions, decimals, and integers.

SEC01 NH G323 MWF 10:35AM - 11:25AM
Dana Lightbourne

Preparatory College Mathematics I **MAT 0014** **OCR**

An elementary course developing a foundation in algebra. Topics include linear equations & inequalities, equations of lines, exponents and polynomials.

Prerequisite: **A grade of "C" or better in MAT 0010, or satisfactory performance on the College Placement Test.**

SEC01 NH G305 MWF 10:35AM - 11:25AM
Necheeka Trott

SEC02 NH G307 MWF 11:35AM - 12:25PM
Necheeka Trott

SEC03 NH G307 TR 10:05AM - 11:25AM
Lynne Wade

SEC04 NH G223 TR 11:35AM - 12:55PM
Jennifer Ackah

SEC05 NH G223 W 6:00PM - 9:00PM
Lynne Wade

Preparatory College Mathematics II **MAT 0015** **OCR**

An intermediate algebra course preparing students for entry to college level mathematics. Topics include polynomials with emphasis on factoring and solving quadratic equations, solving rational and radical equations, simplifying complex expressions, and performing basic operations on rational and radical expressions. **Prerequisite:** **A grade of "C" or better in MAT 0014, or satisfactory performance on the College Placement Test.**

SEC01 NH G307 MWF 10:35AM - 11:25AM
TBA

SEC02 NH G304 MWF 1:35PM - 2:25PM
William Ashby

SEC03 NH G306 TR 11:35AM - 12:55PM
Necheeka Trott

SEC04 NH G307 W 6:00PM - 9:00PM
Ali Arouzi

Business Mathematics **MAT 1034** **3CR**

Topics include bank services, payroll calculations, mathematics of buying and selling, simple and compound interest, business and consumer loans, depreciation. This course is a certificate course and will not normally transfer into degree programmes.

Prerequisite: **A grade of "C" or better in MAT 0010**

SEC01 NH G306 MWF 12:35PM - 1:25PM
Necheeka Trott

College Algebra I **MAT 1105** **3CR**

Intended to provide exposure to a number of mathematical topics at college level for those students who do not wish a concentration in mathematics but who need to improve their competency in intermediate algebra. Such topics will include absolute values, domain and range of



ALL FALL 2021 MATH COURSES REQUIREMENT:
PURCHASE OF A COMPUTER ACCESS CODE
IS MANDATORY FOR COMPLETION OF ALL
ONLINE ASSIGNMENTS

functions, symmetry, graphs, horizontal and vertical translations and the study of roots of polynomials.

Prerequisite: A grade of "C" or better in MAT 0015

SEC01 NH G304 MWF 9:35AM - 10:25AM
Dana Lightbourne

SEC02 HH H275 TR 10:05AM - 11:25AM
Ali Arouzi

SEC03 NH G226 M 6:00PM - 9:00PM
Ali Arouzi

A Survey of Mathematics MAT 1107 3CR

An introductory course in mathematics covering topics in set theory, Venn Diagrams, logic, consumer mathematics, as well as other selected topics including, but not limited to finite mathematical systems and graph theory. **Prerequisite: A grade of "C" or better in MAT 0015**

SEC01 NH G307 TR 4:00PM - 5:20PM
Lynne Wade

Finite Mathematics MAT 1131 3CR

Intended for business students needing to develop a facility with certain techniques to solve practical problems. Includes systems of linear equations and inequalities, optimisation, supply and demand analysis, linear programming, mix of constraints, matrix algebra, sinking funds, amortisation, future value of ordinary annuities. **Prerequisite: A grade of "C" or better in MAT 0015**

SEC01 NH G226 MWF 12:35PM - 1:25PM
TBA

SEC02 HH H275 M 6:00PM - 9:00PM
Lynne Wade

Business Calculus MAT 1132 3CR

Intended for business students using calculus as a tool with particular applications in management and economics. Includes exponential and logarithmic functions, elementary differential calculus, applications to maxima and minima, cost analysis, marginal propensity to consume and the multiplier, integral calculus, area between two curves, simple differential equations, optimisation of profit.

Prerequisite: MAT 1131

SEC01 NH G304 MWF 1:35PM - 2:25PM
TBA

Pre-Calculus MAT 1141 3CR

A continuation of the study of topics in algebra, in addition to topics in trigonometry recommended for students of calculus, or those seeking a concentration in mathematics or science. Includes the study of exponential and logarithmic functions and equations,

graphs of trigonometric functions, trigonometric equations, compound angles, sine and cosine formulae. **Prerequisite: MAT 1105 or satisfactory performance on College Placement Test.**

SEC01 HH H275 MW 11:35AM - 12:55PM
William Ashby

SEC02 HH H106 TR 10:05AM - 11:25AM
Dana Lightbourne

Calculus II MAT 2201 3CR

Intended as a continuation of MAT 1152 for students taking a concentration in science and/or mathematics. Includes inverse trigonometric and hyperbolic functions, techniques of integration, indeterminate forms, tests for convergence of series, Taylor series.

Prerequisite: MAT 1152

SEC01 NH G225 TR 8:35AM - 9:55AM
Ali Arouzi

Linear Algebra MAT 2210 3CR

Intended to provide a comprehensive understanding of the theory and applications of matrices, particularly for the aspiring scientist and mathematician. Includes systems of linear equations, vector spaces, Gram-Schmidt process, linear transformations, matrices, determinants, eigenvalues and eigenvectors, real quadratic forms.

Prerequisites: MAT 1141 and MAT 1152

SEC01 NH G225 MW 1:35PM - 2:55PM
Ali Arouzi

Statistics I MAT 2233 3CR

Intended for students requiring a background in descriptive statistics and elementary sampling theory. Includes characteristics of frequency distributions, measures of central location and variability, probability and probability distributions, sampling theory and sampling distributions. Applications are taken from business, management, social science and science. **Prerequisite: 15 credits at the 1100-level, three of which must be an 1100-level math course.**

SEC01 NH G304 MWF 12:35PM - 1:25PM
Dana Lightbourne

SEC01 HH H270 T 6:00PM - 9:00PM
Lynne Wade

Statistics II MAT 2234 3CR

A continuation of MAT 2233 covering methods of statistical inference. Includes estimation, hypothesis testing, chi square, and analysis of variance, linear regression and correlation. Applications are taken from business, management, social science and natural science. **Prerequisite: MAT 2233**

SEC01 BH B264 W 6:00PM - 9:00PM
Dana Lightbourne

MOTOR VEHICLE TECHNOLOGY

Electrical Systems **MVT 1104 3CR**

The following topics are contained in this module: Testing and diagnosing of electrical systems; Identifying electrical principles; Diagnosing and testing electrical circuits.

SEC01 TH T187 MTWR 1:30PM - 5:30PM
Michael Thompson

Battery/Charging Systems **MVT 1105 3CR**

The following topics are contained in this module: Perform diagnosis and service of batteries; Testing charging systems.

SEC01 TH T187 MTWR 1:30PM - 5:30PM
Michael Thompson

Starting Systems **MVT 1106 3CR**

The following topics are contained in this module: Identify starter systems; Inspect testing and disassemble of starter systems; Perform repairs on starter systems.

SEC01 TH T187 MTWR 1:30PM - 5:30PM
Michael Thompson

Braking Systems **MVT 2107 1CR**

The following topics are contained in this module: Perform diagnostic tests on braking systems; Investigate the operation of disc and drum brake systems.

SEC01 TH T187 MTWR 8:30AM - 12:30PM
Michael Thompson

Hydraulic Brake Systems **MVT 2108 1CR**

The following topics are contained in this module: Perform repairs on hydraulic brake systems; Adjust hydraulic brake systems.

SEC01 TH T187 MTWR 8:30AM - 12:30PM
Michael Thompson

Anti-Lock Brake Systems **MVT 2109 1CR**

The following topics are contained in this module: Perform diagnostic test and repairs on power assisted and anti-lock brake systems; Service anti-lock brake systems.

SEC01 TH T187 MTWR 8:30AM - 12:30PM
Michael Thompson

MUSIC

Music Appreciation **MSC 1103 3CR**

A historical survey of the development of western music and its composers from the medieval period to jazz. Emphasis is placed on how the elements of music change and develop throughout history. This course involves extensive listening and live concert attendance.

SEC01 BH B260 MW 5:30PM - 7:30PM
Constance Smith

Piano Skills I **MSC 1204 3CR**

Group instruction and performance in the beginning level of piano skills and musicianship.

SEC01 BH B204 MW 6:00PM - 7:30PM
TBA

NCCER

Basic Safety **NCC 1101 1CR**

Complies with OSHA-10 training requirements. Explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. Discusses the causes and results of accidents and the impact of accident costs. Reviews the role of company policies and OSHA regulations. Introduces common job-site hazards and identifies proper protections. Defines safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. Identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards, and confined spaces.

SEC01 TH T202 MWR 6:00PM - 9:00PM
Gladwyn Trott

Mathematics **NCC 1102 1CR**

Reviews basic mathematical functions such as adding, subtracting, dividing, and multiplying whole numbers, fractions and decimals, and explains their applications to the construction trades. Explains how to use and read various length measurement tools, including standard and metric rulers and tape measures, and the architect's and engineer's scales. Explains decimal-fraction conversions and the metric system, using practical examples. Also reviews basic geometry as applied to common shapes and forms.

SEC01 TH T202 MWR 6:00PM - 9:00PM
Gladwyn Trott

Hand Tools **NCC 1103 1CR**

Introduces trainees to hand tools that are widely used in the construction industry, such as hammers, saws, levels, pullers, and clamps. Explains the specific applications of each tool and shows how to use them properly. Also discusses important safety and maintenance issues related to hand tools.

SEC01 TH T202 MWR 6:00PM - 9:00PM
Gladwyn Trott

Power Tools **NCC 1104 1CR**

Provides detail descriptions of commonly used power tools, such as drills, saws, grinders, and sanders. Reviews applications, proper use, safety, and maintenance. Many illustrations show power tools used in on-the-job settings.

SEC01 TH T202 MWR 6:00PM - 9:00PM
Gladwyn Trott

ECONOMICS

Local Expert
Respected Economist
Senior Lecturer

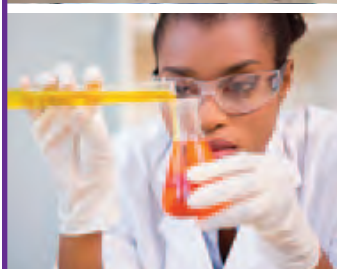
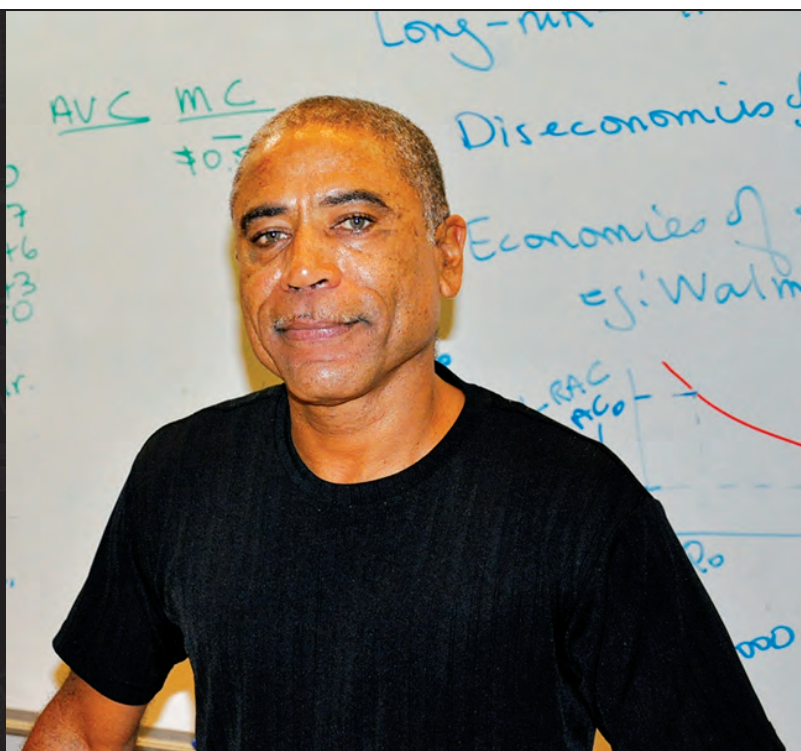
► **CRAIG SIMMONS**

helps students understand
Principles of Micro-Economics
(e.g. the allocation of resources in
market and collective economies);
Principles of Macro-Economics
(e.g. inflation, international trade,
unemployment and economic growth);
and more.

Real-life scenarios, interactive
discussion and high energy
engagement are hallmarks of
his popular courses.

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TODAY**

ECO 1101
ECO 1102
ECO 2201



Division of Nursing and Allied Health

CONTACT:

KATHY SWAN, Director of Nursing Education
Tel: 239-4071 Email: kswan@college.bm

The Division of Nursing & Allied Health is supported and endorsed by the Bermuda Hospitals Board community, and the Bermuda Nursing Council. It offers greater options in healthcare careers on Island. Students have the choice of:

GENERAL PRE-HEALTH TRACK
for careers in health science, such as occupational therapy, physical therapy and physician assistant; or
PRE-MEDICAL TRACK
providing pathways in more traditional medical fields such as pre-med, nursing, and veterinary science.



Introduction to Construction Drawings**NCC 1105 1CR**

Familiarises trainees with basic terms for construction drawings, components, and symbols. Explains the different types of drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical, and fire protection) and instructs trainees on how to interpret and use drawing dimensions. Four oversized drawings are included.

SEC01 TH T202 MWR 6:00PM - 9:00PM
Gladwyn Trott

Basic Communication Skills**NCC 1107 1CR**

Provides trainees with techniques for communicating effectively with co-workers and supervisors. Includes practical examples that emphasise the importance of verbal and written information and instructions on the job. Also discusses effective telephone and e-mail communication skills.

SEC01 TH T202 MWR 6:00PM - 9:00PM
Gladwyn Trott

Employability Skills**NCC 1108 1CR**

Identifies the roles of individuals and companies in the construction industry. Introduces trainees to critical thinking and problem solving skills and computer systems and their industry applications. Also reviews effective relationship skills, effective self-presentation and key workplace issues such as sexual harassment, stress and substance abuse.

SEC01 TH T202 MWR 6:00PM - 9:00PM
Gladwyn Trott

Introduction to Material Handling**NCC 1109 1CR**

Recognises hazards associated with materials handling and explains proper materials handling techniques and procedures. Also introduces materials handling equipment and identifies appropriate equipment for common job-site tasks.

SEC01 TH T202 MWR 6:00PM - 9:00PM
Gladwyn Trott

Introduction to Construction Technology and Trades/ Technical Job Skills**NCC 1110 5CR**

This course will provide students with an appreciation for modern technology, trades and engineering. Topics covered will be basic safety, hand and power tools, employability skills, and materials handling. Also an introduction to technical skills required for the various technical occupations/trades with an introduction to plumbing, HVAC, automotive and electrical systems.

SEC02 TH T226 TWR 9:00AM - 10:50 AM
Kevin Bean

NURSING**Nursing Fundamentals****NUR 1150 8CR**

Students in Nursing 1150 will acquire fundamental psychomotor, critical thinking and communication skills through student participation in classroom, skills lab, and clinical activities. Students learn basic assessment skills and nursing procedures utilising values and ethics necessary for practice, focusing on gerontological nursing care.

Prerequisites: A programme GPA 2.67 and a grade of "B-" or better in NUR 1101

SEC01 TH T224 TR 5:30PM - 8:30PM
OFFCAM U 7:30AM - 2:00PM
Renee Faulcon

SEC02 TH T224 TR 5:30PM - 8:30PM
OFFCAM U 7:30AM - 2:00PM
Renee Faulcon

Family Health Nursing**NUR 2240 5CR**

The course introduces the student to management of complex health issues applied to clients across the lifespan. Focus is on family education, cultural competency and sensitivity to values and ethical concerns of the child-bearing family. Students will be introduced to care of the client pre- and post-delivery with an increased focus on family-centred care. In the clinical setting, students demonstrate an ability to apply the nursing process to the care of individuals and families. Skill development reflects psychomotor, cognitive and affective domains of learning necessary for critical thinking, therapeutic communication, teaching and learning, with an introduction to leadership. In this course, students are introduced to the practice of nursing in the home and community-based settings. **Prerequisites:** A grade of "B-" or better in NUR 2200, NUR 2201 and NUR 2235. **Corequisite:** NUR 2250

SEC01 TH T224 T 6:00PM - 9:00PM
TBA

Adult Health**NUR 2250 5CR**

This course focuses on the etiologic, symptomatology and pathologic aspects of selected human diseases across the lifespan. Concepts of health promotion, disease prevention, disease progression, and treatment are approached from a cellular and multisystem perspective. Influences of genetic, ethnic, and cultural variables on human diseases is analysed. Application and analysis of the therapeutic management of complex health issues are applied to clients across the lifespan. Focus is on family education, cultural competency and sensitivity to values and ethical concerns. 2 credit hours of classroom and 2 credit hours of clinical (90 hours of clinical per semester) are required. **Prerequisites:** A grade of "B-" or better in NUR 2200, NUR 2201 and NUR 2235. **Corequisite:** NUR 2240

SEC01 TH T224 M 5:30PM - 8:30PM
OFFCAM S 7:30AM - 2:00PM
Renee Faulcon

SEC02 TH T224 M 5:30PM - 8:30PM
OFFCAM U 7:30AM - 2:00PM
Renee Faulcon

PHILOSOPHY

Introduction to Philosophy: Ethics and the Nature of Man **PHL 1104 3CR**

This course addresses the questions, "What is Human?", "How does humanity differ from other animals?", "Are we truly free?", "What are our responsibilities and ethical obligations", or "Where do these obligations come from?" Answers to these questions are pursued through a historical and contemporary study of ethics, identity, the mind-body problem, or free will and determinism.

Prerequisite: A grade of "C" or better in ENG 0012

SEC01 NH G225 W 6:00PM - 9:00PM
Stephen Notman

PHYSICS

Principles of Physics I **PHY 1121 4CR**

A course in fundamental principles and applications of physics, introducing the basic concepts and principles of mechanics and thermodynamics. Topics include: Equations of motion; Newton's Laws of motion; Transnational and rotational equilibrium; Work; Energy; Momentum; Heat, Kinetic gas theory; The gas laws. Suitable for students intending to pursue other scientific studies or wishing to specialise in physics and its related technologies. Laboratory.

Prerequisite: A grade of "C" or better in PHY 0013
Corequisite: MAT 1141

SEC01 HH H170 W 2:05PM - 3:55PM
HH H170 R 5:30PM - 8:30PM
Paul Wright

PLUMBING

Introduction to the Plumbing Profession, Safety and Tools **PLM 1101 4CR**

This module reviews the basic plumbing tools used to measure, lay out, cut, drill, bore, and ream. Trainees will learn how to safely use, properly care for, and maintain plumbing tools.

SEC01 TH T226 MW 1:30PM - 5:30PM
Gladwyn Trott

Plastic pipe, Copper, Cast Iron, Steel Pipe and Fittings **PLM 1102 2CR**

Introduces trainees to the different types of plastic pipe and fittings used in plumbing applications, including ABS, PVC, CPVC.

SEC01 TH T226 MW 1:30PM - 5:30PM
Gladwyn Trott

Fixtures and Faucets, Drain, Waste and Vent systems **PLM 1103 2CR**

Explains how DWV systems remove waste safely and effectively. Discusses how system components, such as pipe, drains, traps and vents work.

SEC01 TH T226 M 1:30PM - 5:30PM
Gladwyn Trott

Sizing Water Supply Piping, Potable Water Treatment **PLM 2107 3CR**

Explains how to disinfect, filter, and soften water supply systems. Discusses how to troubleshoot water supply problems, flush out visible contaminants from a plumbing system, and disinfect a potable water plumbing system.

SEC01 TH T226 TR 1:30PM - 5:30PM
Gladwyn Trott

Backflow Preventers, Types of Venting, Sizing DWV Systems **PLM 2108 4CR**

Reviews the different types of vents that can be installed in a DWV System and how they work. Also teaches design and installation techniques.

SEC01 TH T226 TR 1:30PM - 5:30PM
Gladwyn Trott

Sewage Pumps, Compressed Air **PLM 2109 2CR**

Explains the installation, diagnosis, and repair of pumps and controls in a water system.

SEC01 TH T226 TR 1:30PM - 5:30PM
Gladwyn Trott

PSYCHOLOGY

Introduction to Psychology I **PSY 1101 3CR**

A survey of the conceptual approaches in psychology: biological bases of behaviour, perception, consciousness (sleep, dreams, hypnosis, meditation), learning, language, basic drives (hunger, thirst, sex), motivation, emotion and intelligence.

Prerequisite: A grade of "C" or better in ENG 0012

SEC01 HH H100 MWF 10:35AM - 11:25AM
Jeremiah Faries

SEC02 HH H100 T 6:00PM - 9:00PM
Jeremiah Faries

SEC03 HH H100 MWF 1:35PM - 2:25PM
Jeremiah Faries

Introduction to Social Psychology**PSY 2210 3CR**

An examination of human behaviour covering such topics as conformity, altruism, impression formation, aggression, prejudice, love and attraction attitudes, and organisational behaviour. Emphasis is placed on understanding the connection between sociological and psychological determinants of normal and abnormal behaviour. **Prerequisites: PSY 1101 and PSY 1102**

SEC01 HH H273 TR 10:05AM - 11:25AM
Jeremiah Faries

Learning Theory**PSY 2270 3CR**

An examination of developmental issues influencing learning, including cognitive, personal, moral, physiological, and neuro-physiological. Specific learning theories covered include classical and operant conditioning, cognitive theories, and social learning theories.

Prerequisites: PSY 1101 and PSY 1102

SEC01 HH H273 MWF 12:35PM - 1:25PM
Jeremiah Faries

RELIGIOUS STUDIES**Introduction to Religious Studies II****REL 1102 3CR**

A comparative study of the dominant monotheistic religions from the Middle East: Judaism, Christianity and Islam. From early doctrinal development in ancient precursors, (e.g. Zoroastrianism), to modern day politics and ethnic conflicts, this course will examine critically the history and global impact of Abrahamic monotheism.

Prerequisite: A grade of "C" or better in ENG 0012

SEC01 HH H105 M 6:00PM - 9:00PM
Radell Tankard

SOCIOLOGY**Introduction to Sociology****SOC 1101 3CR**

An introduction to the study of human society from the sociological perspective. Emphasises the nature and meaning of society, culture, status and role, socialisation and personality, deviance, and social stratification.

Prerequisite: A grade of "C" or better in ENG0012

SEC01 HH H100 MWF 11:35AM - 12:25PM
Geoffrey Rothwell

SEC02 HH H100 R 6:00PM - 9:00PM
Geoffrey Rothwell

Introduction to Sociology II**SOC 1102 3CR**

An introduction to the study of human society from the sociological perspective. Emphasises the nature and meaning of social institutions (the family, religion, education, and economy and politics), formal and informal organisations, and social change.

Prerequisite: A grade of "C" or better in ENG0012. SOC 1101 is strongly recommended.

SEC01 NH G226 MWF 9:35AM - 10:25AM
Geoffrey Rothwell

Social Inequality**SOC 2220 3CR**

An examination of the origins and nature of the principal types of social inequality including sex, caste, class and race. Deals particularly with studies of status in modern industrial societies and in Bermuda.

Prerequisites: SOC 1101 and SOC 1102

SEC01 HH H275 TR 11:35AM - 12:55PM
Geoffrey Rothwell

Sociology of Deviant Behaviour**SOC 2280 3CR**

An examination of the nature of deviance and its sociological explanations through analysis of selected topics such as mental illness, violence, sexual deviance and drug abuse. Also examined are social responses to deviance including stigmatisation, treatment and social control.

Prerequisites: SOC 1101 and 1102

SEC01 HH H273 TR 2:35PM - 3:55PM
Geoffrey Rothwell

SPANISH**Beginners Spanish I****SPA 1101 3CR**

This course is a foundational course designed for students who have little or no Spanish-speaking skills previously, for students who have minimal knowledge of basic concepts of the language, or for students who have formerly studied Spanish, but who have a three-year or more gap in their schooling experience, or for those who desire a basic refresher course and re-introduction to the Spanish language. Course content will include vocabulary building, reading, speaking, writing with an emphasis on building basic writing skills and audio-lingual development.

SEC01 HH H270 TR 11:35AM - 12:55PM
Tiffany L Smith-Richol

Beginners Spanish II**SPA 1102 3CR**

This course is a continuation of Beginners Spanish I (SPA 1101). It is designed for students who have had at least two years of Spanish at the secondary school level without any gaps in their Spanish educational experience, or for students who are competent in the basic linguistic skills and who can minimally converse in Spanish, but who desire increased competency in the fundamentals of the language. The course is designed to build on the basics of the language and aims to increase audio-lingual development through vocabulary building, reading, speaking, and writing to prepare students for the intermediate level.

Prerequisite: SPA 1101

SEC01 HH H270 MWF 10:35AM - 11:25AM
Tiffany L Smith-Richol

Spanish for Healthcare Professionals**SPA 1103 2CR**

This foundational course is designed for students in diverse fields of healthcare who have had little or no Spanish previously and who desire effective communication with Spanish speaking populations on matters of health. Students will develop a working knowledge of career-specific terminologies, expres-



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FRIDAYS

October 15, 29

November 5, 12, 19, 26

December 3

RESERVATIONS ARE REQUIRED

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Email: lroberts@college.bm

Seating available between 12:00 - 12:30PM

COVID19 REGULATIONS WILL BE IMPLEMENTED

MASK MUST BE WORN

PLEASE NOTE: Reservation changes or cancellations are kindly requested to be made at least 24 hours in advance.

sions and practices uniquely applicable to healthcare settings. Students will also gain an appreciation of Hispanic culture to strengthen real-life connections.

Prerequisite: Satisfactory performance on the College Placement Test with a minimum score of 249 in Reading Comprehension.

SEC01 TH T224 TR 10:05AM - 11:25PM
Tiffany L Smith-Richol

Intermediate Spanish I SPA 2201 3CR

This course focuses on intermediate-level Spanish and is designed for students who have studied Spanish for a minimum of three years at the senior school level or for students who have a command of the basics of the language and who desire to strengthen their reading, writing and audio lingual skills. Students will learn more complex verb forms and idiomatic expressions to develop greater linguistic fluency and will strengthen their skills

through the study of authentic text. **Prerequisite:** SPA 1102, or at least three (3) consecutive years in senior school Spanish.

SEC01 HH H275 TR 2:35PM - 3:55PM
Tiffany L Smith-Richol

TECHNICAL COURSES

Introduction to Computer Aided Technical Drawing TEC 1000 3CR

An introduction to computer aided drafting software applications, two dimensional and three dimensional drawing. Students will develop two and three dimensional drafting design techniques, using CAD software for creating designing and printing, various designs, shapes, parts and functional objects.

Prerequisite: TMM 1001

SEC01 TH T224 MW 9:00AM - 10:30AM
Joseph Weeks

**Introduction to
Programming for Technicians****TEC 1002 3CR**

This introductory programming course will provide students with basic computing problem solving skills using the Python programming language. Students will develop, compile, debug, and execute programmes while learning basic programming terminology and concepts such as procedure definition, algorithms, functions, conditional statements, and object-oriented programming concepts. **Prerequisites: TMM 1101 and TSM 1101**

SEC01 TH T202 MW 11:00AM - 12:25PM
Delroy Musson

**Introduction to
Engineering and Design****TEC 1010 3CR**

This is an introductory course to engineering technology that provides students with an appreciation of the various engineering disciplines, problem-solving and technical design processes. Students will develop practical solutions to real world problems.

Prerequisite: TEC 1000

SEC01 TH T202 MW 9:00AM - 10:30AM
Joseph Weeks

Technical Math I**TMM 1001 3CR**

This course will provide students with a practical application of mathematical skills as it relates to technology. Some of the topics to be studied are a review of basic math skills, measurements and units, algebra essentials, Cartesian coordinates, systems of equations, plane and solid geometry, trigonometry, vectors, binary and hexadecimal numbers, and Boolean algebra.

Prerequisite: NCC1102 or IGCSE Math (Core).

SEC01 TH T202 TR 1:30PM - 3:00PM
Joseph Weeks

TECHNICAL SCIENCE**Technical Science I****TSM 1101 4CR**

This module is an introduction to applied science skills for the technical trades. It applies the principles of: Basic botany; Force and motion; Simple machines; Thermodynamics and electricity and magnetism.

SEC01 NH G228 TR 6:00PM - 9:00PM
Derreck Bean

SEC03 TH T222 TWR 11:00AM - 12:50 PM
Joseph Weeks

WOOD TECHNOLOGY**Orientation, Materials,
Fasteners, Hand & Power Tools****WTC 1101 1CR**

The following topics are contained in this module: Studying history of the trade; identifying different materials and fasteners; operating tools safely.

SEC01 TH T160 TR 1:30PM - 5:30PM
Kevin Bean

**Floor, Wall, Ceiling and
Roof Framing****WTC 1102 4CR**

The following topics are contained in this module: Laying out and constructing a wood floor; Framing walls and ceilings; Describing various kinds of roofs; Building gable and hip roofs.

SEC01 TH T160 TR 1:30PM - 5:30PM
Kevin Bean

Windows and Exterior Doors**WTC 1103 4CR**

The following topics are contained in this module: Recognising various types of windows; Skylights and exterior doors; Installing windows and exterior doors; Fitting locksets and weather-stripping.

SEC01 TH T160 TR 1:30PM - 5:30PM
Kevin Bean

**Exterior Finishing,
Roofing Applications, Thermal
and Moisture Protection****WTC 2107 3CR**

The following topics are contained in this module: Learning types and installation procedures of several sidings; Roofing materials; Insulation and waterproofing materials.

SEC01 TH T160 MW 1:30PM - 5:30PM
Kevin Bean

**Framing with Metal Studs,
Drywall Installation & Finishing****WTC 2108 3CR**

The following topics are contained in this module: Selecting and installing metal framing; Installing dry-wall on walls and ceilings; Patching and finish gypsum drywall; Laying out and installing suspended ceilings.

SEC01 TH T160 MW 1:30PM - 5:30PM
Kevin Bean

**Stair, Interior Finish One,
Interior Finish Three and
Interior Finish Four****WTC 2109 3CR**

The following topics are contained in this module: Constructing wood stairs; Installing wooden doors; Fitting base and wall cabinets; Installing interior trim.

SEC01 TH T160 MW 1:30PM - 5:30PM
Kevin Bean

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Combining experiential learning—"learning through doing"—with opportunities for professional growth. Organisations worldwide, including the majority of the Fortune 500, turn to AMA as their trusted partner in professional development and draw upon its experience to enhance skills, abilities and knowledge with noticeable results from day one.



• Certificate for the Administrative Professional

Members of the administrative support team require mastery of office skills, human relations insight and the ability to keep the operation running smoothly. This certificate will enhance these skills and increase the professional value of these individuals.

Curriculum

- Skills for Success: A Guide for Secretaries and Administrative Professionals
- How to Sharpen your Business Writing Skills
- Interpersonal Communication Skills in the Workplace
- How to Manage your Priorities
- Delivering Knock your Socks Off Service
- Practical Problem Solving in the Workplace
- Taking Control with Time Management

• Certificate in Human Resource Management

A guide to every aspect of human resources. This Certificate provides the know-how needed to succeed; whether you are a HR manager, new to HR, or in a non-HR profession with HR responsibilities.

Curriculum

- Performance Management
- Fair, Square and Legal: A Manager's Guide to Safe Hiring, Managing and Firing Practices
- Fundamentals of Human Resources
- Successful Interviewing: Techniques for Hiring, Coaching and Performance Management Meetings
- Communication Skills for Managers

• Certificate in General Management

Twenty-first century managers must be able to lead as visionaries, entrepreneurs, mentors, and team builders. This certificate provides the crucial foundational skills needed to contribute to the management of the organisation and to drive bottom-line performance.

Curriculum

- Finance and Accounting for Non-financial Managers
- Fair, Square and Legal: A Manager's Guide to Safe Hiring, Managing and Firing Practices
- A Manager's Guide to Human Behavior
- How to Plan and Manage your Company Budget
- Communication Skills for Managers

• Certificate in Finance & Accounting

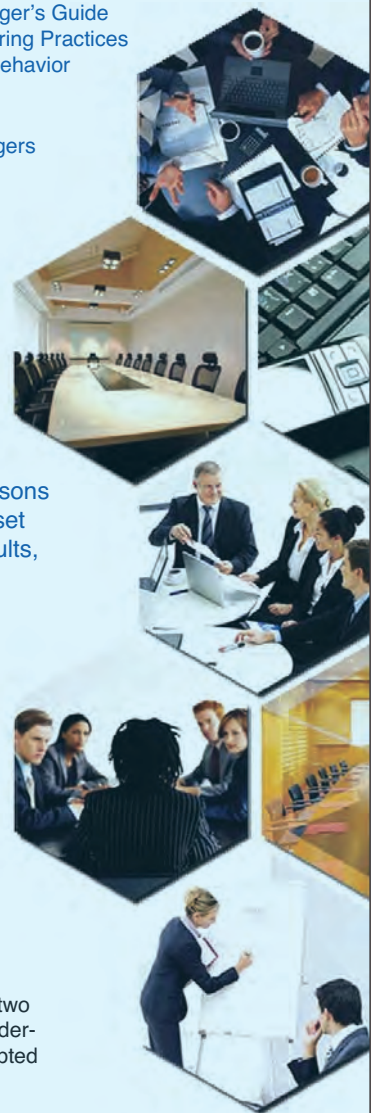
Finance and accounting are the backbone of any organization. This certificate provides information which will appeal to all managers and executives who need a practical, comprehensible lessons in using financial analysis to set business goals, measure results, and make smart decisions.

Curriculum

- Finance and Accounting for Non-financial Managers
- How to Read and Interpret Financial Statements
- A Manager's Guide to Financial Analysis
- How to Prepare a Financial Forecast
- How to Plan and Manage your Company Budget
- How to Write a Business Plan

PLEASE NOTE:

AMA certificates are obtained over two semesters, and courses may be undertaken individually. Entrance is accepted in the Fall (September) and Spring (January) semesters.



FOR MORE INFORMATION CONTACT:

The Division of Professional & Career Education

Recruitment Officer: Thaa Dill T: 239-4099 • E: tdill@college.bm

FOR COVID PROTOCOL AND GUIDELINES:<https://www.college.bm/index.php/important-info-summer>

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EXTERNAL CERTIFICATES & PROFESSIONAL DESIGNATION

ACCOUNTING

ACCA ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

DIPLOMA IN FINANCIAL AND MANAGE- MENT ACCOUNTING (RQF LEVEL 2)

This diploma is suitable for anyone looking to do an introductory qualification in accounting and finance. This includes school leavers or those already working in supportive roles in the field of accounting. Previous academic qualifications are not required to study this qualification. **All new students must register for membership on <http://www.accaglobal.com/gb/en/qualifications/apply-now.html#startapp>.**

Recording Financial Transactions (FA1)

TDS ACCA10

This course develops a knowledge and understanding of the operational aspects of maintaining accounting records and procedures relating to invoicing, receipts and payments, recording income and expenditure, the preparation of ledger accounts and the preparation of an initial trial balance. **Corequisite: TDS ACCA12**

SEC A1 Distance Education T 6:00PM - 9:00PM
14 September - 14 December **\$725**
Rosina Hardman

Management Information (MA1) TDS ACCA12

This course develops knowledge and an understanding of how organisations provide basic management information for decision-making, planning and control. **Corequisite: TDS ACCA10**

SEC A1 Distance Education R 6:00PM - 9:00PM
16 September - 16 December **\$725**
Aziza Lovell

**Both courses are required for completion of the RFQ Level 2. It is highly recommended that students take both FA1 and MA1 during the same semester.*

DIPLOMA IN FINANCIAL AND MANAGE- MENT ACCOUNTING (RQF LEVEL 3)

This diploma is suitable for anyone looking to do an introductory qualification in accounting and finance. This includes school leavers or those already working in accounts-support roles. Before studying for this qualification, students are encouraged to complete the ACCA Diploma in Financial and Management Accounting (RQF Level 2). **All new students must register for membership on <http://www.accaglobal.com/gb/en/qualifications/apply-now.html#startapp>.**

Managing Financial Records (FA2)

TDS ACCA20

This course will develop your knowledge and understanding of the techniques used to maintain accounting records and prepare final accounts of unincorporated entities.

SEC A1 Distance Education T 6:00PM - 9:00PM
14 September - 14 December **\$725**

Managing Cost and Finance (MA2)

TDS ACCA22

This course will develop your knowledge and understanding of the principles and techniques used in recording, analysing and reporting costs and revenues for internal management purposes. To demonstrate and develop applicable cost concepts in making short-term decisions, and the application of spreadsheets in management accounting.

SEC A1 Distance Education R 6:00PM - 9:00PM
16 September - 16 December **\$725**

**Both courses are required for completion of the Diploma in Financial and Management Accounting (RQF Level 3). It is highly recommended that students take both FA2 and MA2 during the same semester.*

DIPLOMA IN ACCOUNTING AND BUSINESS (RQF LEVEL 4)

This Diploma is suitable for anyone looking to obtain qualification in accounting and finance. If students do not have any previous academic qualifications, they must seek advisement and approval through the Division of Professional & Career Education (PACE) before attempting the Diploma. This diploma represents the first three exams of the ACCA qualification.

Accountant in Business (F1/FAB)

TDS ACCA30

This module will develop knowledge and understanding of the basic principles of effective management, the business environment and its influence on the operation, the role of the accountant and other key business functions which contribute to an efficient, effective and ethical organisation.

SEC A1 Distance Education T 6:00PM - 9:00PM
14 September - 14 December **\$725**

ACCA QUALIFICATION**

Corporate and Business Law (F4/LW)

TDS ACCA38

This course will develop knowledge and skills in the understanding of the general legal framework, and of specific legal areas relating to business, recognising the need to seek further specialist legal advice when necessary.

SEC A1 Distance Education T 6:00PM - 9:00PM
15 September - 15 December **\$1,075**

Performance Management (F5) TDS ACCA 40

This course is designed to develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation and control.

SECA1 Distance Education R 6:00PM - 9:00PM
16 September - 16 December **\$1,075**

Taxation (F6/TX) TDS ACCA42

This course will develop knowledge and skills relating to the tax system as applicable to individuals, single companies, and groups of companies.

SEC A1 Distance Education M 6:00PM - 9:00PM
13 September - 13 December **\$1,075**

Financial Reporting (F7) TDS ACCA44

The course is designed to develop knowledge and understanding of International Financial Reporting Standards (IFRS). Students will also learn how to apply these standards and the concepts and principles which underpin them.

SECA1 Distance Education R 6:00PM - 9:00PM
16 September - 16 December **\$1,075**

Audit and Assurance (F8/AA) TDS ACCA46

This course will develop knowledge and skills in the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework.

SEC A1 Distance Education T 6:00PM - 9:00PM
14 September - 14 December **\$1,075**

****Students undertaking the ACCA Qualification courses must receive prior exemption from the Diploma level course work <http://www.accaglobal.com/en/qualifications/apply-now/exemptions.html>**

ACCA Qualification courses are offered in rotation, in accordance to ACCA progression rules. By completing the courses as offered, students will complete the ACCA qualification requirements in 3 years.

NOTE: ACCA examination and book fees are not included in the course fee.

MANAGEMENT

AMA AMERICAN MANAGEMENT ASSOCIATION

The Legal Side of HR Practice Module AMA AMA12

Human resource law is a complex, confusing compilation of federal, state, county and city laws and ordinances cured in the crucible of the courtroom. The Legal Side of HR Practice leads human resources professionals, managers, supervisors, and students

through the legal maze to an understanding of HR law fundamentals.

SEC A1 Distance Education M 6:00PM - 9:00PM
1 November - 13 December **\$795**
Bianca Harris

Finance and Accounting for Non-financial Managers Module AMA AMA13

This course encourages you to draw on personal experience to strengthen your comprehension of new material. Upon completion, you'll be comfortable discussing financial concepts and data.

SEC A1 Distance Education R 6:00PM - 9:00PM
16 September - 28 October **\$795**
Kent Bascome

Performance Management Module AMA AMA49

This course exercises assessments and strategies. Develop the skills of coaching, problem solving and feedback while teaching methods for linking organisation and personal goals.

SEC A1 Distance Education M 6:00PM - 9:00PM
13 September - 25 October **\$795**
Bianca Harris

Certificate in General Management (Full Certificate) AMA AMA70

This certificate focuses on developing the skills which enable managers to increase competitive advantage, improve customer service, nurture a diverse workplace and meet business challenges.

SEC A1 Distance Education MR 6:00PM - 9:00PM
16 September - 13 December **\$1,295**
Kent Bascome

Certificate in Human Resources (Full Certificate) AMA AMA74

This certificate provides the know-how needed to succeed; whether you are an HR manager, new to HR or in a non-HR profession with HR responsibilities. It is a guide to every aspect of human resources management, from understanding the basic HR functions to using the Web for recruiting and selecting the latest Human Resources Information System (HRIS).

SECA1 Distance Education M 6:00PM - 9:00PM
13 September - 13 December **\$1,295**
Bianca Harris

NOTE: The AMA fees above represent payment for the current semester; AMA Certificates require 2 semesters for completion. Books are included.

AMA Classes take place on specific dates. Contact the PACE Office for the full schedule.

BOMI BUILDING OWNERS AND MANAGERS INSTITUTE

BOMI designations are backed by the Institute's 30 years of excellence in developing and offering advanced education programmes. They have become marks of distinction throughout the commercial property industry.

The Facilities Management Administrator (FMA) designation benefits new and experienced facilities professionals. The FMA programme helps position facilities managers as key strategic contributors within their organisations through its in-depth coverage of critical-need topics, including planning and project management, facilities technologies, finance and investment, and environmental health and worker safety.

Design Operations and Maintenance Part 2 RST 881

This course will help the learner develop and manage proactive environmental/occupational health and safety programmes, comply with regulatory standards and guidelines and assess when to obtain technical assistance.

SEC A1 Distance Education W 6:00PM - 9:00PM
15 September - 15 December **\$1,795**
Henry Ming

NOTE: All new students are expected to pay a one-time BOMI enrolment fee of \$265.00 at the BC Business Office. Books are included in the course fee however external examination fees are not included.

ILM INSTITUTE OF LEADERSHIP & MANAGEMENT

INTERNATIONAL MANAGEMENT QUALIFICATION

The Institute of Leadership and Management offers a wide range of qualifications covering all aspects of leadership and management. Last year 90,000 people registered for an ILM qualification, gaining the crucial skills and knowledge to improve their performance at work. The Level 3 qualifications in Leadership and Management are ideal for people who have management responsibilities but no formal training and who are serious about developing their abilities. The qualifications particularly support practicing team leaders seeking to move up to the next level of management, and managers who need to lead people through organisational change, budget cuts or other pressures. ILM materials and registration fees are included.

ILM Course Objectives

By the end of the courses, delegates will better understand their role and key responsibilities in managing staff, know how teams function and develop, and have reviewed the way their own teams

organise themselves and understand the concept of quality, service delivery and customers and have used this understanding to identify and solve real work problems.

ILM Level 3* Award in Leadership and Management TDS ILM816

The Level Award consists of three modules:
8600-300 Solving Problems and Making Decisions
8600-308 Understanding Leadership
8600-324 Understanding Costs and Budgets in an Organisation

SECA1 Distance Education TR 6:00PM - 9:00PM
21 September - 21 October **\$1,495**

ILM Level 3* Certificate in Leadership and Management TDS ILM815A

The Level 3 Certificate consists of six modules:
8600-300 Solving Problems and Making Decisions
8600-307 Giving Briefings and Making Presentations
8600-308 Understanding Leadership
8600-311 Developing Yourself and Others
8600-341 Leading and Motivating a Team Effectively
8600-407 Understanding Financial Management

SECA1 Distance Education TR 6:00PM - 9:00PM
21 September - 25 November **\$2,890**

**Level 3 Entry requirement Grade 'C' or above in GCSE English Language; College Placement Test English and Reading score of 89 or above.*

CITY AND GUILDS HAIRDRESSING

Level 2 Diploma in Hairdressing HBP 002

The City & Guilds Diploma in Hairdressing is a UK-based programme which provides a qualification that is recognised by competitive industry standards in England, Bermuda, USA and the Caribbean. Participants will complete theory and practical units; in traditional classrooms and in salons. All student work will be internally and externally verified. This programme is suited for people who are new to the profession and for those who are currently working in the profession and need certification.

SEC A1 Hybrid MTW 6:00PM - 9:00PM
13 September - 15 December **\$1,725**
Tasha Devent

** Starter Kit Fee: \$500. This is a one time fee payable at the Bermuda College bookstore. Practical sessions take place in a salon approved by City and Guilds.*

NOTE: The fees above represent payment for the current semester of a three-semester programme. Students must register and pay the \$1,725 course fee each semester.

REGULATION IS IN BERMUDA AND IT'S HERE TO STAY!

CAPITALISE ON THESE NEW ONLINE COMPLIANCE TRAINING OPPORTUNITIES OFFERED THROUGH BERMUDA COLLEGE*
FIND YOUR LEVEL AND GET STARTED!

COMPLIANCE LEVEL	DETAILS	REQUIREMENTS	CAREER FIELDS
KIXKO Anti Money Laundering/Countering Terrorist Financing Certificate www.kixko.com	FOR BEGINNERS. An ideal first step for career seekers/changers. Short, introductory courses in modular format. Short multiple choice e-test at end of each module	High school graduation/GED diploma	Front-line account opening staff, customer relations managers, back office staff, customer service staff
Association of Certified Anti-Money Laundering Specialists (ACAMS) www.acams.org	FOR THOSE WITH EXPERIENCE IN COMPLIANCE. Advanced certification for anti-money laundering/counter-terrorism financing. Internationally recognised. ACAMS examination of multiple choice questions	Undergraduate/graduate degree or equivalent, professional experience in the anti-money laundering field or credentials (ACCA, CPA, LLB, etc.), plus three professional references	Compliance officers, auditors, audit managers, business control analysts/managers, financial crimes compliance analysts, operations managers, regulatory control analysts, sanctions analysts
International Compliance Association (ICA) Certificates Various levels available – from introductory to advanced www.int-comp.org	FOR THOSE WITH EXPERIENCE IN ALL LEVELS OF COMPLIANCE. Various levels of qualifications available. Assessment ranges from on-line multiple choice exam to 2500-word essay assignments	Minimum – high school diploma. Higher levels require undergraduate degree/professional experience in corporate business, legal or finance environments. ICA membership is compulsory	Internal and external audit staff, staff working in risk functions, analysts/officers, regulatory representatives, compliance employees, compliance managers/directors for business/legal institutions

*Provided through Bermuda College Division of Professional AND Career Education for ALL Bermuda residents.

VISIT: <https://www.college.bm/index.php/pace> for registration details.

COMPLIANCE PROGRAMMES

KIXKO

KIXKO Orientation

The course demonstrates AML/ATF awareness basics. The course describes money laundering, terrorist financing, and AML requirements under the legislation. An introduction is provided on how to identify money laundering risks, your personal responsibilities and the person to whom you should report any suspicious activities.

SECA1 Distance Education
17 September – 17 December **\$55**

SECA2 Distance Education
11 October – 11 January 2022 **\$55**

TDS KIXK01

KIXKO AML ATF Risk Based Assessment

The course introduces common methodologies involved in applying a risk based approach to AML/ATF. Four AML/ATF Risk Filters are identified as Customer, Delivery Method/Interface, Products and Services and Geographic Risk. High risk areas are highlighted in respect to account opening and transaction activity. This course is a starting point in the AML/ATF programme to identify and manage risks.

SECA1 Distance Education
17 September – 17 December **\$55**

SECA2 Distance Education
11 October – 11 January 2022 **\$55**

TDS KIXK02

COURSES ARE SUBJECT TO CANCELLATION AND/OR DAY/TIME CHANGES.

KIXKO AML ATF Customer Due Diligence

Knowing Your Customer is the best defence against money laundering and terrorist financing activities. Due Diligence processes to identify and verify customer relationships are outlined in the course. The process for verifying source of funds is also introduced.

SECA1 Distance Education
17 September – 17 December **\$55**

SECA2 Distance Education
11 October – 11 January 2022 **\$55**

KIXKO AML ATF Monitoring & Reporting

The course introduces processes for monitoring and reporting unusual or suspicious transactions. Methods of how to detect and report unusual and suspicious transactions are demonstrated. Recordkeeping and retention requirements are highlighted.

SECA1 Distance Education
17 September – 17 December **\$55**

SECA2 Distance Education
11 October – 11 January 2022 **\$55**

KIXKO AML ATF Governance & Oversight

This course provides senior managers, directors and officers with Best Practice Governance and Oversight knowledge to enable compliance with Bermuda Anti-Money Laundering legislation, and to protect the entity and individuals against the threat of money laundering and terrorist financing.

SECA1 Distance Education
17 September – 17 December **\$55**

SECA2 Distance Education
11 October – 11 January 2022 **\$55**

INTERNATIONAL COMPLIANCE ASSOCIATION (ICA)

ICA is the leading professional body for the global regulatory and financial crime compliance community. Since 2001, ICA has enhanced the knowledge, skills and behaviour of over 150,000 professionals in 152 countries through their internationally-recognised portfolio of professional qualifications. Awarded in association with Alliance Manchester Business School, the University of Manchester. Visit <https://www.college.bm/index.php/pace/pacedesignations/ica> for course descriptions.

SPECIALIST CERTIFICATES

Demystifying Cryptocurrencies TDS ICA40

Length – 1 month.
Assessment type – End of course quiz.

SECA1 Distance Education
17 September – 17 October **\$285**

SECA2 Distance Education
18 October – 18 November **\$285**

TDS KIXK03

Investigations Using Digital Forensics

Length – 1 month.
Assessment type – End of course quiz.

SECA1 Distance Education
17 September – 17 October **\$285**

SECA2 Distance Education
18 October – 18 November **\$285**

ICA Specialist Certificate in Anti-Corruption

Length – 3 month.
Assessment type – Multiple choice exam online.

SECA1 Distance Education
18 October – 18 November **\$895**

ICA Specialist Certificate in Money Laundering Risk – Correspondent Banking

Length – 3 month.
Assessment type – Multiple choice exam online.

SECA1 Distance Education
18 October – 18 November **\$895**

TDS ICA42

TDS ICA44

TDS ICA46

ANTI-MONEY LAUNDERING TRACK

Topics Include: Understanding Money Laundering, Terrorist Financing and Sanctions; Vulnerabilities of Financial Institutions to Money Laundering and Terrorist Financing; Money laundering and terrorist financing vulnerabilities of financial services; Emerging technologies and new payment methods; Anti Money Laundering and Combating Terrorist Financing in Practice; Management Obligations and the Risk-based Approach to Money Laundering and Terrorist Financing and more. Full details and course descriptions can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>

Introductory Level: Certificate in Anti-Money Laundering TDS ICA02

Length – 3 months.
Assessment type – Multiple choice exam online.

SECA1 Distance Education
17 September – 17 December **\$895**

SECA2 Distance Education
11 October – 11 January 2022 **\$895**

Introductory Level: Certificate in Financial Crime Prevention TDS ICA03

Length – 3 months.
Assessment type – Multiple choice exam online.

SECA1 Distance Education
17 September – 17 December **\$895**

SECA2 Distance Education
11 October – 11 January 2022 **\$895**

Introductory Level: Certificate in Managing Sanctions Risk TDS ICA04

Length – 3 months.

Assessment type – Multiple choice exam online.

SECA1 Distance Education
17 September – 17 December **\$895**

SECA2 Distance Education
11 October – 11 January 2022 **\$895**

Introductory Level: Certificate in KYC and CDD TDS ICA05

Length – 3 months.

Assessment type – Multiple choice exam online.

SECA1 Distance Education
17 September – 17 December **\$895**

SECA2 Distance Education
11 October – 11 January 2022 **\$895**

ADVANCED CERTIFICATE LEVEL

Intermediate Level: International Advanced Certificate in Anti-Money Laundering TDS ICA12

Length – 6 months.

Assessment type – 2 written assignments.

SECA1 Distance Education
3 November 2021 – April 19 2022 **\$2,625**

SECA2 Distance Education
2 November 2021 – April 19, 2022 **\$2,625**

*Visit college.bm/pace for the detailed 6-month schedule

Intermediate Level: Advanced Certificate in Managing Sanctions Risk TDS ICA14

Length – 6 months.

Assessment type – 2 written assignments.

SECA1 Distance Education
24 November 2021 – 11 April 2022 **\$2, 625**

*Visit college.bm/pace for the detailed 6-month schedule

Intermediate Level: Advanced Certificate in Managing Fraud TDS ICA15

Length – 6 months.

Assessment type – 2 written assignments.

SECA1 Distance Education
5 October 2021 – 11 June 2022 **\$2, 625**

*Visit college.bm/pace for the detailed 6-month schedule

DIPLOMA LEVEL

ICA International Diploma in Anti Money Laundering TDS ICA22

Length – 9 months.

Assessment type – 3 written assignments.

SECA1 Distance Education
4 October 2021 – 23 May 2022 **\$5,250**

SECA2 Distance Education
5 October 2021 – 23 May 2022 **\$5,250**

*Visit college.bm/pace for the detailed 6-month schedule

REGULATORY COMPLIANCE TRACK

Topics include: Understanding the Regulatory Environment; Regulation in Practice; Compliance in Practice, Other Key Compliance Areas; Anti money laundering; Financial crime prevention; Market abuse; Managing risk; Enforcement and more. Full details can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>

Introductory Level: Certificate in Compliance TDS ICA01

Length – 3 months.

Assessment type – Multiple choice exam online.

SECA1 Distance Education
17 September – 17 December **\$895**

SECA2 Distance Education
11 October – 11 January 2022 **\$895**

ADVANCED CERTIFICATE LEVEL

Intermediate Level: International Advanced Certificate in Regulatory Compliance TDS ICA16

Length – 6 months.

Assessment type – 2 written assignments.

SECA1 Distance Education
22 November 2021 – 11 April 2022 **\$2, 625**

SECA2 Distance Education
23 November 2021 – 11 April 2022 **\$2, 625**

*Visit college.bm/pace for the detailed 6-month schedule

Intermediate Level: International Advanced Certificate in Business Compliance TDS ICA17

Length – 6 months.

Assessment type – 2 written assignments.

SECA1 Distance Education
29 November 2021 – 25 April 2022 **\$2, 625**

*Visit college.bm/pace for the detailed 6-month schedule

FINANCIAL CRIME PREVENTION TRACK

Topics include: What is financial Crime? What are the Financial Crime Risks? Fraud Controls Banking - Fraud Typologies; Identity Theft and Cybercrime; Bribery and Corruption; Fraud Response Policy; The English Legal System and more. Full details can be found on: <https://www.college.bm/index.php/paced/pacedesignations/ica>

ADVANCED CERTIFICATE LEVEL

★ **NEW! Virtual Advanced Certificate in Customer Due Diligence** **TDS ICA18**

Length – 6 months.
Compulsory Virtual Classrooms.
Assessment type – Exam online.

SEC A1 Distance Education
27 October 2021 – 22 April 2022 **\$2,625**

SECA2 Distance Education
8 November 2021 – 22 April 2022 **\$2,625**

*Visit college.bm/pace for the detailed 6-month schedule

DIPLOMA LEVEL

ICA International Diploma in Governance, Risk & Compliance **TDS ICA13**

Length – 9 months.
Assessment type – 3 written assignments.

SECA1 Distance Education
6 October 2021 – 23 May 2022 **\$5,250**

SECA2 Distance Education
13 October 2021 – 23 May 2022 **\$5,250**

*Visit college.bm/pace for the detailed 9-month schedule

Advanced Level: ICA Diploma in Governance, Risk and Compliance **TDS ICA21**

Length – 9 months.
Assessment type – 3 written assignments.

SECA1 Distance Education
6 October 2021 – 23 May 2022 **\$5,250**

SECA2 Distance Education
13 October 2021 – 23 May 2022 **\$5,250**

*Visit college.bm/pace for the detailed 9-month schedule

Advanced Level: ICA Diploma in Financial Crime Prevention **TDS ICA23**

Length – 9 months.
Assessment type – 3 written assignments.

SECA1 Distance Education
11 October 2021 – 23 May 2022 **\$5,250**

SECA2 Distance Education
12 October 2021 – 23 May 2022 **\$5,250**

*Visit college.bm/pace for the detailed 9-month schedule

ASSOCIATION OF CERTIFIED ANTI-MONEY LAUNDERING SPECIALISTS (ACAMS)

CAMS Prep - Designation Exam Review Course **TDS CAMS1**

The Certified Anti-Money Laundering Specialist (CAMS) designation denotes a superior level of understanding of international AML/CTF principles. Passing the CAMS Examination distinguishes you as an AML/CTF authority and helps mitigate institutional financial crime risks. Internationally renowned and accepted, world governments acknowledge the CAMS Certification as the gold standard in AML/CTF compliance.

SECA1 Distance Education W 12:00PM - 2:00PM
8 September **\$1,895**

SECA2 Distance Education T 6:00PM - 8:00PM
5 October **\$1,895**

SECA3 Distance Education T 12:00PM - 2:00PM
2 November **\$1,895**

NOTE: Prospective students must send a copy of their acceptance letter along with their registration form to serr@college.bm prior 7 days prior to the start date. Click the following link for application details: <https://www.college.bm/index.php/paced/pacedesignations/compliance-certification-programmes>

PROJECT MANAGEMENT AND IT TRAINING

Global Knowledge delivers what technology and business process can't—skills. Whether you realise it or not, skills are the key limiter to your success. Organisations are under pressure to respond rapidly to change, meet customer needs and maximise resources. As a project manager, you can help your organisation meet these challenges by establishing consistent, repeatable methodologies that reduce risks, cuts waste and provides a competitive advantage. We offer training in IT project management, Microsoft Project, Project Management Professional (PMP)[®] certification preparation and much more. You will learn techniques to manage projects that are on time, meets specifications, on budget and result in higher quality products and services. *PMP is a registered mark of the Project Management Institute, Inc.*

PROJECT MANAGEMENT

Project Management Fundamentals TDS PRO1

In this course, you will learn the fundamentals and best practices of project management through hands-on, real-world exercises. Ensure that you are delivering business value by assessing a project's business case, identifying stakeholders and their relationship to your project, capturing product requirements, and establishing quality metrics to guide the development of your product and reassess the business case. Define product scope to provide clarity for project delivery and create a work break-



BECOME A DJ

THERE'S NEVER BEEN A BETTER TIME!

Virtual parties, sets or clashes...be at the top of your game, and in demand with this new skill!

This course includes:

- choosing a DJ name
- livestreaming your mixes
- creating drops
- videos
- competitions & more

START NOW

FALL 2021
Division of PACE

down structure to define project scope for the team. Manage your project within the planned budget and schedule by managing change and identifying and managing risks, assumptions, and constraints. You will learn to track the delivery of business value and close projects out cleanly.

SECA1 Distance Education MTW 8:30AM - 4:30PM
13 September - 15 September **\$1,606.50**

SECA2 Distance Education MTW 8:30AM - 4:30PM
27 September - 29 September **\$1,606.50**

For additional dates please click the following link
<https://enroll.globalknowledge.com/BC/en-us/>

IT Project Management TDS PR02

IT projects come with distinct challenges for all project team members, and most of all for the project manager. In this course, you will learn the fundamentals and best practices of project management methodology as applied to IT initiatives. Using real-world scenarios and hands-on exercises, you will apply practical project management principles to successfully take a project from planning to rollout.

SECA1 Distance Education MTW 8:30AM - 4:30PM
13 September - 15 September **\$1,606.50**

SECA2 Distance Education MTW 8:30AM - 4:30PM
27 September - 29 September **\$1,606.50**

For additional dates please click the following link
<https://enroll.globalknowledge.com/BC/en-us/>

Project Management - Leadership and Communication TDS PR03

The skills you'll learn in this course will enable you to apply effective leadership strategies, improve your interpersonal communication, become more influential, help guide your staff through change, deal with conflict and practice ethical principles during the entire project management process.

SECA1 Distance Education MTW 8:30AM - 4:30PM
13 September - 22 September **\$1,676.50**

SECA2 Distance Education MTW 8:30AM - 4:30PM
4 October - 6 October **\$1,676.50**

For additional dates please click the following link
<https://enroll.globalknowledge.com/BC/en-us/>

Project Management - Risk Management TDS PR04

In this course, you will learn to use proven approaches and techniques specific to risk management. You will learn to plan and analyse projects to minimise risk in a formal environment. You will identify, analyse, and address uncertainty throughout the project lifecycle and incorporate lessons learned, along with industry best practices related to risk management. You will apply PMI risk management processes in a practical way to eliminate, mitigate, and minimise threats while maximising and optimising opportunities.

SECA1 Distance Education MTW 11:30AM - 7:30PM
27 September - 29 September **\$1,606.50**

SECA2 Distance Education MTW 8:30AM - 4:30PM
25 October - 27 October **\$1,606.50**

COURSES ARE SUBJECT TO CANCELLATION AND/OR DAY/TIME CHANGES.

Project Management Professional (PMP) Certification Exam Prep Boot Camp **TDS PR07**

In this training course, you'll gain the essential preparation needed to pass the PMP and CAPM® exams. Concentrating on exam content from A Guide to the Project Management Body of Knowledge, (PMBOK®Guide) - Sixth Edition and other sources, this course includes a wide variety of learning tools, practice questions, study aids, and post-learning resources all using Project Management Institute (PMI) terminology.

SEC A1 Distance Education MTW 11:00AM - 9:00PM
20 September - 23 September **\$2,236.50**

SEC A2 Distance Education MTW 8:00AM - 6:00PM
27 September - 30 September **\$2,236.50**

For additional dates please click the following link
<https://enroll.globalknowledge.com/BC/en-us/>

Managing Remote Teams **TDS385**

Improve your ability to manage and communicate with your team no matter where they are located. Experts agree that body language is an important part of communication. So how do you successfully lead a team when you're all in different locations and can't even see each other regularly? This short four-hour course will help you rise to the challenge of working with remote team members. You'll learn how to communicate more effectively with your remote team members, what issues to address in the kickoff meeting, and tips for making remote workers feel like part of the team. Virtual short courses do not include materials or headsets.

PMP is a registered mark of the Project Management Institute, Inc.

SECA1 Distance Education F 1:00PM - 4:00PM
22 October **\$357.50**

SECA2 Distance Education F 1:00PM - 4:00PM
29 October **\$357.50**

Architecting on AWS **TDS 1395**

In this authorised Amazon Web Services (AWS) course, you will learn all the essential skills to architect your IT solutions on AWS. Gain in-depth knowledge of the AWS platform and how to leverage AWS services for your specific cloud-based application. This 3-day, hands-on training provides current AWS cloud best practices and AWS architecture principles covering the entire process of designing IT infrastructure from beginning to end. Since AWS introduces an average of 200 new features and services annually, it is critical that you study the most recent innovations. To reinforce this material, you will also explore case studies with a variety of AWS infrastructure designs and strategies. After the course, you will be fully equipped to build and scale a more efficient and reliable IT solution on the AWS cloud environment.

SECA1 Distance Education MW 8:30AM - 4:30PM
13 September - 15 September **\$1,466.50**

SECA2 Distance Education MW 10:00AM - 6:00PM
20 September - 22 September **\$1,466.50**

SECA3 Distance Education MW 8:30AM - 4:30PM
27 September - 29 September **\$1,466.50**

SECA4 Distance Education MW 8:30AM - 4:30PM
18 October - 20 October **\$1,466.50**

COMPUTER LITERACY

Microsoft Clips **TDS CLIPS 1**

Are you making the most of your recent Office 365 investment? Sure, you're using Excel, Word and Outlook but are you using all of those products' features? Are you taking advantage of Teams, OneDrive and SharePoint to collaborate and communicate efficiently? With an Office 365 license, you will have the tools to succeed. This 12-month subscription gives you access to 300+ courses to ensure that you are prepared to better adopt and utilise Microsoft Office and Windows 10.

SEC A1 Distance Education
13 September 2021 - 31 August 2022 **\$75**
12-month subscription

CYBERSECURITY

Cyber Foundations **TDS 9701**

In this cybersecurity course, you will gain a global perspective of the challenges of designing a secure system, touching on all the cyber roles needed to provide a cohesive security solution. Through lectures, labs, and breakout discussion groups, you will learn about current threat trends across the Internet and their impact on organisational security. You will review standard cybersecurity terminology and compliance requirements, examine sample exploits, and gain hands-on experience mitigating controls. In a contained lab environment, you will work with live viruses, including botnets, worms, and Trojans.

SECA1 Distance Education M-F 10:00AM - 6:00PM
13 September - 17 September **\$2,306.50**

SECA2 Distance Education M-F 8:30AM - 4:30PM
27 September - 1 October **\$2,306.50**

SECA3 Distance Education M-F 11:30AM - 7:30PM
4 October - 8 October **\$2,306.50**

For additional dates please click the following link
<https://enroll.globalknowledge.com/BC/en-us/>

INFORMATION TECHNOLOGY (IT) CERTIFICATIONS

CompTIA Security+ Prep Course **TDS 3404**

The Security+ Certification Prep Course provides the basic knowledge needed to plan, implement, and maintain information security in a vendor-neutral format. This includes risk management, host and network security, authentication and access control systems, cryptography, and organisational security. This course maps to the CompTIA Security+ certification exam (SY0-501). Objective coverage is marked throughout the course.

BUILDING OWNERS AND MANAGERS INSTITUTE (BOMI)

Facilities Management Administrator

Do you manage facilities, work with architects, engineers or construction companies? The Facilities Management Administrator (FMA) designation benefits both new and experienced facilities professionals through the development of valuable skills in strategic planning, project management, corporate finance, capital investment, and physical asset management. Topics include planning and project management, facilities technologies, finance and investment, and environmental health and worker safety.

BOMI Curriculum

The Design, Operations and Maintenance of Building Systems, Part I
The Design, Operations and Maintenance of Building Systems, Part II
Fundamentals of Facilities Management, Technologies for Facilities Management
Facilities Planning and Project Management, Real Estate Investment and Finance
Environmental Health and Safety, Ethics is Good Business

FOR MORE INFORMATION, CONTACT:

The Division of Professional & Career Education
Recruitment Officer: Thaa Dill • T: 239-4099 • E: tdill@college.bm



Our Security+ courseware has received the CompTIA Approved Quality Content (CAQC) validation, assuring that all test objectives are covered in the training material.

What is Security+ Certification?

The Security+ certification is considered to be the minimum level of certification for all IT security positions beyond entry-level. This course delivers the core knowledge required to pass the exam and the skills necessary to advance to an intermediate-level security job.

SECA1 Distance Education	10:00AM - 6:00PM
13 September - 17 September	\$2,586.50

SECA2 Distance Education	8:30AM - 4:30PM
27 September - 1 October	\$2,586.50

SECA3 Distance Education	11:00AM - 8:30PM
4 October - 8 October	\$2,586.50

For additional dates please click the following link
<https://enroll.globalknowledge.com/BC/en-us/>

CEH - Certified Ethical Hacker v10

TDS 3617

The goal of this course is to help you master an ethical hacking methodology that can be used in penetration testing to lawfully assess the security of a system. This course delivers in-demand ethical hacking skills while preparing you for the international-

ally-recognised Certified Ethical Hacker certification exam (312-50) from EC-Council. EC-Council security experts have designed over 140 labs, which mimic real-time scenarios to help you "live" through an attack as if it were real. You'll also be given access to over 2,200 commonly used hacking tools to immerse you into the hacker world.

SEC A2 Distance Education M-F	8:30AM - 4:30PM
13 September - 17 September	\$2,726.50

For additional dates please click the following link
<https://enroll.globalknowledge.com/BC/en-us/>

This course includes one exam voucher for the CEH - Certified Ethical Hacker v10 exam (312-50).

CISSP - Certified Information Systems Security Professionals TDS 9803

Why take the CISSP Certification Prep Course?

The CISSP exam is challenging, but the benefits are immense. Due to its comprehensive breadth, CISSP is the de facto certification to show competence in cyber roles. It's also one of the top-paying certifications in IT.

This course is the most comprehensive review of information security concepts and industry best practices, and focuses on the eight domains of the CISSP CBK (Common Body of Knowledge) that are covered in the CISSP exam. You will gain knowledge in information security that will increase

COURSES ARE SUBJECT TO CANCELLATION AND/OR DAY/TIME CHANGES.

your ability to successfully implement and manage security programmes in any organisation or government entity.

SEC A2 Distance Education M-F 8:00AM - 5:30PM
13 September - 17 September **\$2,516.50**

For additional dates please click the following link
<https://enroll.globalknowledge.com/BC/en-us/>

CISM - Certified Information Systems Manager TDS 9817

The CISM certification programme was developed by ISACA for experienced information security management professionals who have experience developing and managing information security programmes and who understand the programme's relationship to the overall business goals. The CISM exam consists of 200 multiple-choice questions that cover the four CISM domains. The American National Standards Institute (ANSI) has accredited the CISM certification programme under ISO/IEC 17024:2003, General Requirements for Bodies Operating Certification Systems of Persons.

SEC A1 Distance Education T-TH 8:00AM - 5:00PM
27 September - 30 September **\$1,676.50**

For additional dates please click the following link
<https://enroll.globalknowledge.com/BC/en-us/>

WORKFORCE DEVELOPMENT

ENTERTAINMENT AND HOSPITALITY

Bartending FAB 815

Bar-Train BDA is a fast paced, intense Bartending workout; Designed to develop Students Bar-Ready! We focus on the basics of bartending and so much more. We look at classic cocktails alongside their contemporary variations and then use this knowledge to create unique cocktails!

We focus on techniques, tools, glassware, both classic and contemporary, and host a few Master Classes within to develop a well-rounded insight into what the world of Bartending used to be and what it is developing into today! Such Master Classes include Infusions, Rum, and Wine!

Upon completion of this course, students often are hired either that week or shortly thereafter.

SECA1 BH B259 MTW 6:00PM - 9:00PM
20 September - 3 November **\$660**
Tiffany Swann

Practical sessions will be held in the bartending lab.

Certified Restaurant Server FAB 820

The American Hotel and Lodging Association Certified Restaurant Server programme teaches the knowledge and skills you need to excel as a server in the industry. Our Restaurant Server training covers the art of table service, effective server techniques, beverage service, cultural sensitivity and dealing with difficult customers. Practical knowledge and theoretical knowledge both are important phases of

learning in the restaurant industry. This programme offers a perfect combination of both practical and theoretical methods.

SECA1 RM T/TH 6:00PM - 9:00PM

NOTE: The course will run from October - December. Please contact the PACE Office for dates. Course fee does not include uniforms for practical sessions and textbook fees.

Introduction to the Art of DJ'ing TDSDJ1

This introductory programme is an ideal way to jump start your dreams! Students will work with a team of all-star DJ instructors to learn DJ history, the basics of mixing theory and song structure, beat matching, blending and DJ technology. The curriculum is designed to accommodate all styles of music and includes both theory and practical components.

SEC A1 Student Centre HYBRID
MR 6:30PM - 8:30PM
20 September - 25 November **\$795**

Course fee does not include DJ Bundle sets. Practical sessions will be held in the BC radio studio.

EXERCISE SCIENCE

Personal Fitness Trainer FIT 820

Bermuda College, in collaboration with the **World Instructor Training Schools (W.I.T.S.)**, a leader in fitness training and certification in the U.S., is delivering the Personal Fitness Trainer Certification. This programme consists of three essential components: a strong theoretical foundation taught through classroom lecture and discussion; a hands-on practicum where students develop professional skills and techniques through observation and practice; and an internship which provides additional practical experiences in a real-world setting.

SECA1 Hybrid TR 6:00PM - 8:00PM
14 September - 16 November **\$1,175**
Kali Douglas
Scott Smith

NOTE: Course fee does not include external examination fees and textbooks.

HEALTHCARE

Certificate for Nursing Assistants CCW 810

The Certificate for Nursing Assistants programme prepares participants to become registered Nursing Assistants with the Bermuda Nursing Council. This is a competency-based programme in which participants will demonstrate evidence of their learning under the watchful eyes of certified professional nurses. The practical experiences will take place throughout the programme in the Bermuda College Clinical Lab and in approved healthcare settings. This is a two-semester programme. Participants will cover topics such as vital signs, medical terminology, caring for seniors and others in need of medical care, professional regulations, and legal and ethical issues around the healthcare industry. There are internships in an approved clinical setting. Those entering this

programme must be proficient in English and mathematics. Potential students will be assessed.

SECA1 TECH HYBRID MW 6:00PM - 9:00PM
13 September - 13 December **\$1,695**
Shaunae Smith

NOTE: Dates and fees above represent the first semester of the two-semester programme.

Food Service Certificate FAB 840

The Food Service Certification is a one semester programme designed for those responsible for distributing food to clients in healthcare or hospitality industry. Discussions include topics from across the continuum from production to delivery. It incorporates lectures, case studies, site visits. The course includes basic diet and nutrition information, safety precautions, infection control, standard precautions and basic food preparation and occupational health, the important role that you play on the various teams, with emphasis on strong customer orientation, communication and interpersonal skills. The importance of providing a safe and healthy dietary environment.

SECA1 TECH TBC R 6:00PM - 9:00PM
16 September - 16 December **\$895**

Employment opportunities include: Day Care Centers, Dietary Aide, Nutritional Aide, Fast food Workers, Kitchen Assistants.

Long Term Care Certification CCW 920

The Long Term Care Certification is a one semester course designed for those interested or working with the aged population. Emphasis is on the aging process. Topics include the physical, psychological changes. The impact this has on family relationships, expectations, housing, social, financial and economic aspects, the role that healthcare delivery plays in seniors lives. Services and care models delivered to the seniors will be explored. The current economic, political and social conditions will be topics discussed.

SECA1 TECH TBC T 6:00PM - 9:00PM
15 September - 15 December **\$895**

Prerequisite: Must be a Certified Nursing Assistant

Medical Billing and Coding TDS NUR44

Medical billing and coding is one of the fastest growing careers in healthcare industry. This programme delivers the skills students need to solve insurance billing and coding problems. This course will also provide a high level overview of ICD-10CM. Additional topics include introduction to international classification of diseases, clinical medication and coding guidelines, basics of diagnostic and procedural coding to coding for general surgery and radiology and more. National certification exams are available for students who complete this course including the American Academy of Professional Coders. Students may be required to have a minimum of 6 months of practical work experience prior to pursuing the national certification exams. Students entering this programme must have a high school diploma or GED.

SECA1 Distance Education
16 September - Self Paced **\$1,799**

Medical Administrative Assistant

TDS NUR55

This programme prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. The courses cover areas and topics such as interpersonal skills, medical ethics and basic medical law, medical terminology and basics of insurance billing and coding, medical records management and management of practice finances. Students entering this programme must have a high school diploma or GED. US National certification options are available to students who complete this course.

SEC A1 Distance Education
16 September - Self Paced **\$1,299**

Spanish for Medical Professionals

TDS 1025

Students will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

SEC A1 Distance Education
8 September - 30 October **\$290**

For additional course details please click the following link
<http://www.yougotclass.org/course/index.cfm/Bermuda/Spanish-for-Medical-Professionals>

HEALTHCARE WORKSHOP SERIES

Work Ethics, Landing the Best Job for You

TDS CCW4

SECA1 TBC R 6:00PM - 9:00PM
16 September **\$50**

Healthcare Communication

TDS CCW5

SECA1 TBC R 6:00PM - 9:00PM
21 October **\$50**

Role of the Nursing Associate in Activities

TDS CCW6

SECA1 TBC R 6:00PM - 9:00PM
18 November **\$50**

The Role of the Nursing Associate

TDS CCW7

SECA1 TBC R 6:00PM - 9:00PM
2 December **\$50**

Certificate for Nursing Assistant Bridging Programme

TDS NABP1,2,3,4,5,6,7

The Bermuda College Workforce Development Certificate for Nursing Assistants Bridging Programme will prepare individuals who have earned a Certificate in Continuing Care Worker, Geriatric Aide or completed Bermuda Hospitals Board's Auxiliary Training Course. This programme will upgrade skill sets and competencies to support the 21st century healthcare industry needs. Students

COURSES ARE SUBJECT TO CANCELLATION AND/OR DAY/TIME CHANGES.

in this programme will complete a twenty-one hour internship in an approved clinical setting.

SECA1 Distance Education RF 9:00AM - 4:00PM
\$50 per workshop

**Students are required to complete all sessions in order to receive the certificate. Contact the PACE Office for Fall 2021 workshop dates.*

HEALTHCARE NURSING ASSOCIATES WORKSHOP SERIES

Work Ethics, Landing the Best Job for You

SECA1 TBC R 6:00PM - 9:00PM
16 September **\$50**

Healthcare Communication TDS CCW5
SECA1 TBC R 6:00PM - 9:00PM
21 October **\$50**

Role of the Nursing Associate in Activities TDS CCW6
SECA1 TBC R 6:00PM - 9:00PM
18 November **\$50**

The Role of the Nursing Associate TDS CCW7
SECA1 TBC R 6:00PM - 9:00PM
2 December **\$50**

HORTICULTURE

Certificate in Basic Horticulture (Level 1) AGC 990

This foundational, competency-based programme is designed to prepare students with the skills and knowledge to prepare them for careers in the landscape and horticulture industries. Upon completion, students will be qualified to work in grounds maintenance, plant nurseries, and landscaping, garden centres.

SECA1 TH Hybrid MW 6:00PM - 9:00PM
13 September - 15 December **\$1,795**
Judith Welch

Course fee does not include textbooks.

Certificate in Basic Horticulture (Level 2) AGC 991

This foundational, competency-based programme is an extension of the Level 1 programme. This course offer's a breadth and depth of study and equips students with applied knowledge and associated practical skills. Upon completion, students will be qualified to work in grounds maintenance, plant nurseries, and landscaping, garden centres. This course is aimed at individuals who have either successfully completed the Certificate in Basic Level or who have been assessed at Level 1 for National Certification.

SECA1 TH Hybrid TR 6:00PM - 9:00PM
14 September - 16 December **\$1,795**
Judith Welch

Course fee does not include textbooks.

EXAM PREPARATION COURSES

MARINE NAVIGATION NAV 895 Chart to Electronic Navigation

This advanced course will cover all areas of chart navigation for the Marine and Ports "C" Class Navigation License along with electronic and GPS navigation.

SECA1 BH HYBRID M 6:00PM - 8:30PM
13 September - 15 November **\$525**
Jeffrey Patterson

Introduction to Real Estate RST 860

The Introduction to Real Estate course provides the fundamental knowledge required for those navigating the Bermuda real estate market and those entering the real estate industry. The content for the course is designed around the requirements for the Bermuda Real Estate Exam.

SEC A1 BH Distance Education M 6:00PM - 9:00PM
13 September - 29 November **\$525**
Lawrence Sticca

PROFESSIONAL DEVELOPMENT WORKSHOPS

Overcoming Overwhelm and Clearing Stress in Your Life

Make the most of your life after this unprecedented health crisis. Learn the 7 steps to Reinvention and create your new best life with positive tools and techniques introduced and included.

SECA1 Hamilton Location M 9:00AM - 4:30PM
20 September **\$397**
Jan Fraser

How to Deal with Egos, Ignorance and Difficult People TDS PD22

If you're fed up from dealing with demanding or challenging people and can't take it any more, don't miss this event. You'll learn what it takes to defuse angry co-workers, family, friends and how to keep your own emotions in check. How to prepare yourself for situations you know are going to be tough.

SECA1 Hamilton Location W 9:00AM - 1:00PM
6 October **\$197**
Jan Fraser

Power Speaking and Presentation Skills

Class includes filming your start and finish 2-minute video MP4 so you can see the progress you have made in one day. Whether you are preparing for an interview, scholarship or a raise in pay, these 21 never fail skills will make it possible for you to achieve complete success with your speaking.

SECA1 Hamilton Location F 9:00AM - 4:30PM
5 November **\$447**
Jan Fraser

FOR COVID PROTOCOL AND GUIDELINES:

<https://www.college.bm/index.php/important-info-summer>

Handling Interpersonal Conflict and Confrontation Safely and Calmly

Through interaction and content, you will see and experience your life and how it could be more productive and less intimidated in conflict. Come prepared with a positive attitude to make a difference in your life and you will go home with that new set of skills.

SECA1 Hamilton Location F 9:00AM - 1:00PM
8 December **\$197**
Jan Fraser

AQUAPONICS

Introduction to Aquaponics TDS AQUA 1

This course is a basic introduction to agricultural technology. At the end of the course students will have an understanding of the various types of systems and the basic components of an aquaponics system.

SECA1 TH Hybrid W 6:00PM - 8:00PM
6, 13, 20, 27 October **\$150**
Joseph Weeks

WATER QUALITY

Drinking Water Quality Controls TDS HEA6

This course offers a holistic approach to water quality control in Bermuda and is designed to enhance the knowledge of workers and specialists in the field. Additionally, this course aims to raise awareness and understanding of the different facets of water quality control and how they interplay among a broad spectrum of private, government and other sectors.

SEC A1 WH W108 M 9:00AM - 5:00PM
6 December
AND WH W108 T 6:00PM - 9:00PM
7 December **\$395**
Tarik Smith

Best Practices for Residential Water Management in Bermuda TDS HEA7

This course is designed to equip attendees with basic skills for managing their residential water and wastewater installations based on best practices and international guidelines. Students will learn the basic of drinking water treatment, water conservation and concepts for managing your water and waste water in Bermuda.

SEC A1 WH W108 M 5:30PM - 9:00PM
29 November
AND WH W108 T 5:30PM - 9:00PM
30 November **\$245**
Tarik Smith

WASTE MANAGEMENT

Fundamentals of Wastewater Treatment & Management TDS HEA8

This interactive course is geared at maintenance personnel, facility managers as well as educators, students, and specialists in the field of wastewater treatment and management in Bermuda. Through a blend of interactive lectures and hands-on practical sessions, this course aims to provide attendees with

a basic knowledge of the concepts and tools essential for operating wastewater treatment facilities.

SEC A1 WH W108 M 9:00AM - 5:00PM
13 December **\$315**
Tarik Smith

BUILDING FINANCIAL LITERACY

An introduction to basic money and financial concepts to help you build practical financial skills and begin to take control of and manage your financial future. This four-part series is designed for all adults who are looking to learn more about personal finance and basic financial literacy concepts. Registration is for the full four session programme.

Financial Literacy Part 1 TDS FIN1 The Basics of Budgeting and Savings

Financial Literacy is the first step to building financial resilience and reducing stress around money. Begin to think about your goals, both now and for the future, and the role that your values play in achieving your financial goals. Learn how to figure out your current financial situation. Discover the basics of budgeting, why it is important to “pay yourself first” and the role of an emergency fund when managing your expenses.

SEC A1 W 6:00PM - 9:00PM
29 September
Chartered Financial Analysts (CFA) Society Bermuda

Financial Literacy Part 2 TDS FIN2 Income, Expenses and Debt

Having a plan and taking time to think about your outgoing as well as your incoming funds provides an opportunity to develop sustainable spending and savings habits. Learn how all debt is not the same and how to differentiate between good debt and bad debt. This session will give you practical ideas to manage your expenses to get you closer to your financial goals.

SEC A1 W 6:00PM - 9:00PM
6 October
Chartered Financial Analysts (CFA) Society Bermuda

Financial Literacy Part 3 TDS FIN3 Planning for Your Retirement

What does retirement mean for you? This session will help you understand retirement planning fundamentals starting with understanding your personal goals for your retirement, exploring sources of retirement income and ways to manage expenses. Highlights of the Bermuda Pension scheme will be explained.

SECA1 W 6:00PM - 9:00PM
13 October
Chartered Financial Analysts (CFA) Society Bermuda

Financial Literacy Part 4 TDS FIN4 Putting It All Together

This final session will review all the concepts, the facts and behaviours that will help you make sound financial decisions. The presenters will answer your questions, share their experiences and give you more

COURSES ARE SUBJECT TO CANCELLATION AND/OR DAY/TIME CHANGES.

tips and tricks that will help you to maintain control of your money. By sharing practical tips and discussing real life examples, you will broaden your understanding of how decisions made today impact your financial future.

SEC A1 W 6:00PM - 9:00PM
20 October
Chartered Financial Analysts (CFA) Society Bermuda

Note: Students must register and complete the full series of 4 workshops in order to receive the certificate. The cost is \$80 for the workshop series.

TOP 15 PROFESSIONAL DEVELOPMENT COURSES

★ **NEW! Coding Certificate** TDS 355

Coding is becoming one of the most in-demand skills in the workplace today. As a result, coding has become a core skill that bolsters one's chances for contributing higher value to organisations. The highest demand is for programming languages with broad applicability.

SEC A1 Distance Education
8 September - 27 November **\$595**
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Coding-Certificate>

SQL Certificate TDS 380

Structured Query Language (SQL) is the industry standard database programming language. It is one of the most in demand skills in occupations that require interaction with data and analysing data. Through

your knowledge of Structured Query Language, you will become more marketable in computer-related career fields that pertain to database administration. Learning SQL can also lead to a job that is specific to analysing data such as a data analyst, a quality assurance analyst, or a business analyst.

SEC A1 Distance Education
8 September - 27 November **\$595**
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/SQL-Certificate>

Certified Online Instructor (COI Certification) TDS 766

For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training. COI requires the registrant to take a 40 question exam. The registrant will have their students evaluate one of their online courses, and the Chair of the Faculty Advisory Board will critique one of the registrant's online courses.

SEC A1 Distance Education
8 September - 27 November **\$795**
<http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor>

Certificate in Data Analysis (Full Certificate) TDS1200

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyse that data to see trends and

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA) PROGRAMME

Foundations in Accountancy

The ACCA Foundations in Accountancy is an entry-level suite of awards, including certificates, diplomas and a revised Certified Accounting Technician (CAT) Qualification.

- Introductory Certificate in Financial and Management Accounting
- Intermediate Certificate in Financial and Management Accounting
- Diploma in Accounting and Business
- Certified Accounting Technician Qualification

This suite offers students the ability to enter the programme at various points, allowing flexibility based on knowledge and experience.



FOR MORE INFORMATION, CONTACT:
DIVISION OF PROFESSIONAL & CAREER EDUCATION (PACE)
Recruitment Officer: **Thana Dill** • T: 239-4099 • E: tdill@college.bm

make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organisation by acquiring data analysis skills.

SEC A1 Distance Education
8 September – 27 November **\$495**
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis>

Bookkeeping Certificate (Full Certificate) TDS 829

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage the financial health of your business.

SEC A1 Distance Education
8 September – 27 November **\$495**
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Bookkeeping-Certificate>

Certificate in Mastering Excel (Full Certificate) TDS 1220

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. This Certificate will help you discover how to attractively visualise your data into meaningful information with confidence.

SEC A1 Distance Education
8 September – 27 November **\$495**
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel>

★NEW! Digital Reporting TDS 395

Explore the world of digital court reporting in court-room and freelance settings. There is a huge need for more digital reporters, and you can work from home. Find out about court proceedings; recording components; and the skills needed to be successful in digital reporting. Earn money, work from home. Digital court reporting could be the new career for you.

SECA1 Distance Education
7 September – 1 October **\$195**
<https://www.ugotclass.net/course/index.cfm/Lern/Digital-Reporting>

★NEW! Integrated Marketing (Full Certificate) TDS 531

Discover advanced and new best practices in Integrated Marketing, the growing field that integrates traditional print marketing with digital marketing for even greater marketing success. Find out how digital marketing and print complement and enhance each other. Come away with a new marketing expertise to make your value in the workplace even stronger.

SECA1 Distance Education
7 September – 1 October **\$495**
<https://www.ugotclass.net/certificate/index.cfm/Lern/Integrated-Marketing-Certificate>

★NEW! Advanced Marketing Concepts TDS 529

Acquire expertise in R,F & M Analysis. Understand the 80/20 Principle. Better know the impact of price on sales. Take your knowledge of marketing to a new level. These concepts are what the best marketers use for designing marketing strategies that improve performance and return.

SECA1 Distance Education
7 September – 26 November **\$195**
<https://www.ugotclass.net/course/index.cfm/Lern/Advanced-Marketing-Concepts>

★NEW! Successful Print Marketing TDS 532

Gen Y embraces print. Gen Z likes print even more than Gen Y. Find out the secrets to success in the almost forgotten but still remarkably effective area of print, including catalogues, direct mail letters and post cards. Come away knowing how to plan, write and create successful print promotions.

SECA1 Distance Education
4 October – 29 October **\$195**
<https://www.ugotclass.net/course/index.cfm/Lern/Successful-Print-Marketing>

★NEW! Integrated Marketing Best Practices TDS 533

Enter the fascinating and emerging field of integrated marketing. Explore how to move potential customers from one media to another, increasing their interest and purchasing. Take home an Integrated Marketing Model to help you choose what's best for your business and industry.

SECA1 Distance Education
1 November – 26 November **\$195**
<https://www.ugotclass.net/course/index.cfm/Lern/Integrated-Marketing-Best-Practices>

★NEW! Managing Remote Workers (Full Certificate) TDS 390

Discover the keys to communicating with and managing remote workers, one of the fastest growing sectors of the workforce. Some 80% of employers are keeping some or many of their employees working from home part of the week. People working from home are 25% more productive. Working from home is here to stay.

SECA1 Distance Education
7 September – 29 October **\$395**
<https://www.ugotclass.net/certificate/index.cfm/Lern/Managing-Remote-Workers-Certificate>

★NEW! Remote Working and Communicating TDS 388

Gain new insights, experiences and advanced tips for working from home. Find out the 5 bad habits too many remote workers and their managers acquire from lack of experience, tools and expertise. Then

COURSES ARE SUBJECT TO CANCELLATION AND/OR DAY/TIME CHANGES.

acquire the latest strategies for communicating with remote workers.

SECA1 Distance Education
7 September – 1 October **\$245**
<https://www.ugotclass.net/course/index.cfm/Lern/Remote-Working-and-Communicating>

★NEW! Managing Remote Workers

TDS 387

Manage remote workers better, with greater productivity and efficiency. Discover the keys to successful managing in the new workplace of the 21st century.

Get a step-by-step practical guide you won't get anywhere else. Employees and employers both like the new system. You'll want to apply these practices to your office workers as well.

SECA1 Distance Education
4 October – 29 October **\$245**
<https://www.ugotclass.net/course/index.cfm/Lern/Managing-Remote-Workers>

★NEW! Advanced Live Online/Zoom Instructor Training

TDS 777

Take your Live Online teaching to the next level for greater student satisfaction, learning, completion and retention. Come away with information you can use Monday morning. Come away with practical, how-to tips and techniques, plus the pedagogy of Live Online teaching. Taught by one of the foremost teachers of adults.

SECA1 Distance Education
4 October – 29 October **\$195**
<https://www.ugotclass.net/course/index.cfm/Lern/Advanced-Live-Online-and-Zoom-Instructor-Training>

ONLINE COURSES



Course details: WWW.COLLEGE.BM/PACE

ALL STUDENTS REGISTERING FOR ONLINE COURSES MUST BE PROFICIENT WITH COMPUTERS.

BUSINESS

Certificate in Accounting and Finance for Non-Financial Managers (Full Certificate)

TDS 830

SECA1 Distance Education
8 September – 27 November **\$495**
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Accounting-and-Finance-for-Non-Financial-Managers>

Cash is King

TDS 836

SECA1 Distance Education
4 October – 29 October **\$195**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Cash-is-King>

Financial Analysis and Planning for Non-Financial Managers

TDS 835

SECA1 Distance Education
1 November – 26 November **\$195**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Financial-Analysis-and-Planning-for-Non-Financial-Managers>

Introduction to Data Analysis

TDS 1195

SECA1 Distance Education
7 September – 1 October **\$195**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Data-Analysis>

Certificate in Data Analysis

TDS 1200

SECA1 Distance Education
7 September – 26 November **\$495**
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis>

Intermediate Data Analysis

TDS 1205

SECA1 Distance Education
4 October – 29 October **\$195**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Data-Analysis>

Advanced Data Analysis

TDS 1210

SECA1 Distance Education
1 November – 26 November **\$195**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Data-Analysis>

Entrepreneurship Certificate (Full Certificate)

TDS 1070

SECA1 Distance Education
7 September – 26 November **\$495**
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Entrepreneurship-Certificate>

Entrepreneur Boot Camp

TDS 1069

SECA1 Distance Education
7 September – 1 October **\$195**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Entrepreneur-Boot-Camp>

The Business Plan

TDS 1088

SECA1 Distance Education
4 October – 29 October **\$195**
<http://www.yougotclass.org/course/index.cfm/Bermuda/The-Business-Plan>

Course details: WWW.COLLEGE.BM/PACE**Entrepreneurial Marketing**

SECA1

1 November – 26 November

<http://www.yougotclass.org/course/index.cfm/Bermuda/Entrepreneurial-Marketing>**TDS 1089**

Distance Education

\$195**The Basics of Bookkeeping**

SECA1

4 October – 29 October

<http://www.yougotclass.org/course/index.cfm/Bermuda/The-Basics-of-Bookkeeping>**TDS 831**

Distance Education

\$195**BUSINESS COMMUNICATION****Adobe Photoshop Essentials**

SECA1

4 October – 29 October

<https://www.yougotclass.net/course/index.cfm/Lern/Adobe-Photoshop-Essentials>**TDS 1032**

Distance Education

\$195**Grammar Refresher Certificate**

SECA1

7 September – 26 November

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Grammar-Refresher-Certificate>**TDS 1167**

Distance Education

\$295**Word-Level Grammar**

SECA1

9 September – 1 October

<http://www.yougotclass.org/course/index.cfm/Bermuda/Word-Level-Grammar>**TDS 1161**

Distance Education

\$145**Sentence-Level Grammar**

SECA1

4 October – 29 October

<http://www.yougotclass.org/course/index.cfm/Bermuda/Sentence-Level-Grammar>**TDS 1162**

Distance Education

\$145**Refining Your Writing**

SECA1

1 November – 26 November

<http://www.yougotclass.org/course/index.cfm/Bermuda/Refining-Your-Writing>**TDS 1171**

Distance Education

\$145**Introduction to Fiction Writing**

SECA1

7 September – 1 October

<https://www.yougotclass.net/course/index.cfm/Lern/Introduction-To-Fiction-Writing>**TDS 1160**

Distance Education

\$195**Certificate in Basic Game Design (Full Certificate)**

SECA1

7 September – 29 October

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Basic-Game-Design>**TDS 1600**

Distance Education

\$395**Introduction to Game Design**

SECA1

7 September – 1 October

<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Game-Design>**TDS 1605**

Distance Education

\$245**Intermediate Video Game Design**

SECA1

4 October – 29 October

<http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Video-Game-Design>**TDS 1620**

Distance Education

\$245**Certificate in Business Writing**

SECA1

7 September – 26 November

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Business-Writing>**TDS 1165**

Distance Education

\$495**Business Writing**

SECA1

7 September – 1 October

<http://www.yougotclass.org/course/index.cfm/Bermuda/Business-Writing>**TDS 1170**

Distance Education

\$195**Effective Copywriting**

SECA1

4 October – 29 October

<http://www.yougotclass.org/course/index.cfm/Bermuda/Effective-Copywriting>**TDS 1155**

Distance Education

\$195**Writing News and Press Releases**

SECA1

1 November – 26 November

<http://www.yougotclass.org/course/index.cfm/Bermuda/Writing-News-and-Press-Releases>**TDS 1168**

Distance Education

\$195**Certificate in Customer Service**

SECA1

7 September – 29 October

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Customer-Service>**TDS 1101**

Distance Education

\$245**Keys to Customer Service**

SECA1

7 September – 1 October

<http://www.yougotclass.org/course/index.cfm/Bermuda/Keys-to-Customer-Service>**TDS 1102**

Distance Education

\$145**Extraordinary Customer Service**

SECA1

4 October – 29 October

<http://www.yougotclass.org/course/index.cfm/Bermuda/Extraordinary-Customer-Service>**TDS 1107**

Distance Education

\$145**Certificate in Workplace Communication (Full Certificate)**

SECA1

7 September – 26 November

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Workplace-Communication>**TDS 1166**

Distance Education

\$595**Conflict Management**

SECA1

7 September – 1 October

<http://www.yougotclass.org/course/index.cfm/Bermuda/Conflict-Management>**TDS 1271**

Distance Education

\$245



Course details: WWW.COLLEGE.BM/PACE

Negotiation: Get What You Want

SECA1
4 October – 29 October
<http://www.yougotclass.org/course/index.cfm/Bermuda/Negotiation:-Get-What-You-Want>

TDS 1273

Distance Education
\$245

MANAGEMENT

Certificate in Project Management

SECA1
7 September – 26 November
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Project-Management>

TDS 560

Distance Education
\$495

Introduction to Management

SECA1
7 September – 1 October
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Project-Management>

TDS 561 Project

Distance Education
\$195

Project Management Processes

SECA1
4 October – 29 October
<http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Processes>

TDS 562

Distance Education
\$195

Project Management Knowledge Areas

SECA1
1 November – 26 November
<http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Knowledge-Areas>

TDS 563

Distance Education
\$195

Leadership Principles

SECA1
7 September – 1 October
<http://www.yougotclass.org/course/index.cfm/Bermuda/Leadership-Principles>

TDS 581

Distance Education
\$145

Certificate in Non-Profit Administration (Full Certificate)

SECA1
7 September – 26 November
<https://www.ugotclass.net/certificate/index.cfm/Lern/Certificate-in-Non-Profit-Administration>

TDS 1050

Distance Education
\$595

Revenue Generation for Non-Profits

SECA1
7 September – 29 October
<https://www.ugotclass.net/course/index.cfm/Lern/Revenue-Generation-for-Nonprofits>

TDS 1051

Distance Education
\$495

Program Evaluation for Non-profit Professionals

SECA1
1 November – 26 November
<https://www.ugotclass.net/course/index.cfm/Lern/Program-Evaluation-for-Nonprofits>

TDS 1052

Distance Education
\$245

Collaborative Management

SECA1
4 October – 29 October
<https://www.ugotclass.net/course/index.cfm/Lern/Collaborative-Management>

TDS 1283

Distance Education
\$245

Managing Generations in the Workplace

SECA1
2 November – 27 November
<https://www.ugotclass.net/course/index.cfm/Lern/Managing-Generations-in-the-Workplace>

TDS 1282

Distance Education
\$175

Managing Social Change Certificate (Full Certificate)

SECA1
7 September – 26 November
<http://www.yougotclass.org/courses.cfm/Lern/Managing-Social-Change-Certificate>

TDS 505

Distance Education
\$495

Change Management Skills

SECA1
7 September – 1 October
<http://www.yougotclass.org/courses.cfm/Lern/Managing-Social-Change-Certificate/Change-Management-Skills>

TDS 1412

Distance Education
\$195

Change in the Workplace

SECA1
5 October – 30 October
<http://www.yougotclass.org/courses.cfm/Lern/Managing-Social-Change-Certificate/Change-in-the-Workplace>

TDS 1410

Distance Education
\$195

Creating Community & Social Change

SECA1
1 November – 26 November
<http://www.yougotclass.org/courses.cfm/Lern/Managing-Social-Change-Certificate/Creating-Community-Social-Change>

TDS 1415

Distance Education
\$195

Workplace Conflict Solutions Certificate (Full Certificate)

SECA1
7 September – 26 November
<http://www.yougotclass.org/courses.cfm/Lern/Workplace-Conflict-Solutions-Certificate>

TDS 1275

Distance Education
\$495

Dealing with Difficult People in the Workplace

SECA1
4 October – 29 October
<http://www.yougotclass.org/courses.cfm/Lern/Workplace-Conflict-Solutions-Certificate/Dealing-with-Difficult-People-in-the-Workplace>

TDS 1276

Distance Education
\$245

Stress Management in the Workplace

SECA1
2 November – 27 November
<http://www.yougotclass.org/courses.cfm/Lern/Workplace-Conflict-Solutions-Certificate/Stress-Management-in-the-Workplace>

TDS 1420

Distance Education
\$145

Course details: WWW.COLLEGE.BM/PACE**TECHNOLOGY SKILLS****Mastering Computer Skills for the Workplace**

SECA1
7 September – 1 October
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Computer-Skills-for-the-Workplace>

TDS 1172

Distance Education
\$195

Certificate in Web Design (Full Certificate)

SECA1
7 September – 26 November
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design>

TDS 350

Distance Education
\$595

Introduction to Web Design

SECA1
7 September – 1 October
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Introduction-to-Web-Design>

TDS 345

Distance Education
\$245

Intermediate Web Design

SECA1
4 October – 29 October
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Intermediate-Web-Design>

TDS 346

Distance Education
\$245

Advanced Web Design

SECA1
1 November – 26 November
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Advanced-Web-Design>

TDS 347

Distance Education
\$245

HTML Fundamentals

SECA1
4 October – 29 October
<http://www.yougotclass.org/courses.cfm/Lern/Coding-Certificate/HTML-Fundamentals>

TDS 360

Distance Education
\$195

CSS Fundamentals

SECA1
1 November – 26 November
<http://www.yougotclass.org/courses.cfm/Lern/Coding-Certificate/CSS-Fundamentals>

TDS 370

Distance Education
\$195

Programming for Non-Programmers Certificate

SECA1
7 September – 26 November
<http://www.yougotclass.org/courses.cfm/Lern/NEW!-Programming-for-Non-Programmers-Certificate>

TDS 340

Distance Education
\$495

NEW MEDIA MARKETING**Mastering Video Marketing**

SECA1
7 September – 29 October
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate>

TDS 551

Distance Education
\$395

Video Marketing

SECA1
7 September – 1 October
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate/Video-Marketing>

TDS 541

Distance Education
\$245

YouTube for Business

SECA1
4 October – 29 October
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate/YouTube-for-Business>

TDS 520

Distance Education
\$245

Digital Marketing Certificate

SECA1
7 September – 26 November
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate>

TDS 1094

Distance Education
\$495

Improving Email Promotions

SECA1
7 September – 1 October
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Improving-Email-Promotions>

TDS 1059

Distance Education
\$195

Boosting Your Website Traffic

SECA1
4 October – 29 October
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Boosting-Your-Web-Site-Traffic>

TDS 1078

Distance Education
\$195

Online Advertising

SECA1
1 November – 26 November
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Online-Advertising>

TDS 1098

Distance Education
\$195

★ NEW! Google Analytics Certificate

SECA1
7 September – 29 October
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Google-Tools>

TDS 1111

Distance Education
\$345

Google Analytics

SECA1
7 September – 1 October
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Google-Tools/Google-Analytics>

TDS 890

Distance Education
\$195

NEW! Advanced Google Analytics

SECA1
4 October – 29 October
<http://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Google-Analytics>

TDS 1112

Distance Education
\$195

Podcasting

SECA1
7 September – 1 October
<http://www.yougotclass.org/course/index.cfm/Bermuda/Podcasting>

TDS 565

Distance Education
\$245



Course details: WWW.COLLEGE.BM/PACE

SOCIAL MEDIA FOR BUSINESS

Certificate in Social Media for Business (Full Certificate)

SECA1
7 September – 26 November
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Social-Media-for-Business-Certificate>

TDS 545

Distance Education
\$495

Introduction to Social Media

SEC A1
7 September – 1 October
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Social-Media>

TDS 510

Distance Education
\$195

Marketing Using Social Media

SEC A1
4 October – 29 October
<http://www.yougotclass.org/course/index.cfm/Bermuda/Marketing-Using-Social-Media>

TDS 535

Distance Education
\$195

Integrating Social Media in Your Organisation

SEC A1
1 November – 26 November
<http://www.yougotclass.org/course/index.cfm/Bermuda/Integrating-Social-Media-in-Your-Organization>

TDS 530

Distance Education
\$195

Instagram for Business

SECA1
7 September – 1 October
<http://www.yougotclass.org/courses.cfm/Lern/Instagram-for-Business>

TDS 775

Distance Education
\$195

Facebook for Business

SECA1
5 October – 30 October
<http://www.yougotclass.org/courses.cfm/Lern/Managing-Social-Media-Platforms-Certificate/Facebook-for-Business>

TDS 1020

Distance Education
\$245

TRAINING AND DEVELOPMENT

Certificate in Online Teaching

SECA1
7 September – 26 November
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Online-Teaching>

TDS 773

Distance Education
\$495

Advanced Teaching Online

SECA1
7 September – 1 October
[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Advanced-Teaching-Online](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Advanced-Teaching-Online)

TDS 763

Distance Education
\$195

Designing Online Instruction

SECA1
4 October – 29 October
[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Designing-Online-Instruction](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Designing-Online-Instruction)

TDS 764

Distance Education
\$195

Fostering Online Discussion

SECA1
1 November – 26 November
[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Fostering-Online-Discussion](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Fostering-Online-Discussion)

TDS 767

Distance Education
\$195

TRAINING FOR K12 TEACHERS

Certificate in Learning Styles

SECA1
4 October – 26 November
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Learning-Styles>

TDS 769

Distance Education
\$395

Students with ASD (Autism Spectrum Disorder)

SECA1
4 October – 29 October
[http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Learning-Styles/Students-with-ASD-\(Autism-Spectrum-Disorder\)](http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Learning-Styles/Students-with-ASD-(Autism-Spectrum-Disorder))

TDS 756

Distance Education
\$145

Gender in the Classroom

SECA1
4 October – 29 October
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Learning-Styles/Gender-in-the-Classroom>

TDS 770

Distance Education
\$145

Generational Learning Styles

SECA1
1 November – 26 November
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Learning-Styles/Generational-Learning-Styles>

TDS 842

Distance Education
\$145

FULL COURSE DESCRIPTIONS VISIT WWW.COLLEGE.BM/PACE

NOTE: All students registering for online courses must be proficient with computers.

Technical Requirements:

- Internet access with Internet Explorer; Firefox Mozilla; or Safari web browser.
- Audio software such as Windows Media, Real, or Flash.
- Speakers to listen to audio.



ARTICULATION AGREEMENTS AND PARTNERSHIPS

TRANSFER CREDIT AGREEMENTS AND PARTNERSHIPS

Bermuda College has established over 30 agreements with colleges and universities in Canada, the United Kingdom, the United States of America, and the Caribbean Islands/West Indies. The purpose of these agreements is to formalise the pathways for Bermuda College students to continue their studies abroad. Transfer Credit Agreements facilitate a seamless transfer to baccalaureate programmes for Bermuda College graduates.

Students are encouraged to make an appointment with the Bermuda College Career and Counselling Centre to ensure that they meet the requirements for transfer to the partner school selected.

Visit the Bermuda College website to view the list of schools and to determine whether the proposed course of study is covered by the existing agreements.

You can find this information at: www.college.bm/pathways

★ **NEW! FOUNDATION YEAR CERTIFICATES**

The Foundation Year is a Certificate-granting Programme that will customise the Bermuda College experience for students who desire to study on island for one year before matriculating to North America or the United Kingdom. There are two Foundation Year Certificate Programmes offered.

The courses specified for completion of the North American Foundation Year Certificate facilitate a seamless transition from Bermuda College with a general education core that places BC students on the pathway to earning the Bachelor's degree in North American institutions of higher education.

A separate Foundation Year Certificate is particularly useful for our UK-bound students. It provides a portable credential that will be fully useful for transfer to institutions located in the UK. The UK Foundation Year Certificate is designed to be accepted for admissions to Year 1 of bachelor's degree programmes in the UK, which are, typically, three or four years in length. Students would still need to apply to UK institutions through UCAS and have their full application reviewed.

Key to transfer using the Foundation Year Certificates would be 1) declaring and communicating with the location for further study: North America or the United Kingdom; 2) maintaining a full-time course load throughout the year, and; 3) achieving a 3.0 GPA on a 4-point grading scale.

Both Foundation Year Certificate programmes will accept their first students in Fall 2021.

■ **BUSINESS SERVICE HOURS:**

Monday - Friday 8:45AM - 5:00PM

Sept. 2 EXTENDED 8:45AM - 6:00PM

■ **REGISTRATION OPEN UNTIL:**

Friday, September 3, 12 NOON

LOCATION:

Bermuda College Centre, 2nd Floor

■ **WAYS TO CONTACT US:**

1. TEL: 236-9000
2. ONLINE: www.college.bm
3. EMAIL: admissions@college.bm
4. MAIL: P.O. Box HM 2718,
Hamilton HMLX, Bermuda

■ **DETAILS FOR NON-CREDIT COURSES CONTACT:**

DIVISION OF PROFESSIONAL AND CAREER EDUCATION

1. TEL: 236-9000 ext. 4117/4119
2. FAX: 239-4028
3. EMAIL: padmin@college.bm

■ **ACCREDITATION STATUS**

Bermuda College is accredited by the New England Commission of Higher Education (NECHE).

Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education

3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
T: (781) 425-7785 • Web: www.neche.org

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Visit our website: www.college.bm

To learn more about academic opportunities contact:
Recruitment Officer at T: 239-4099 or E: tdill@college.bm

■ Bermuda College is accredited by the New England Commission of Higher Education (NECHE). ■