



**BERMUDA COLLEGE**



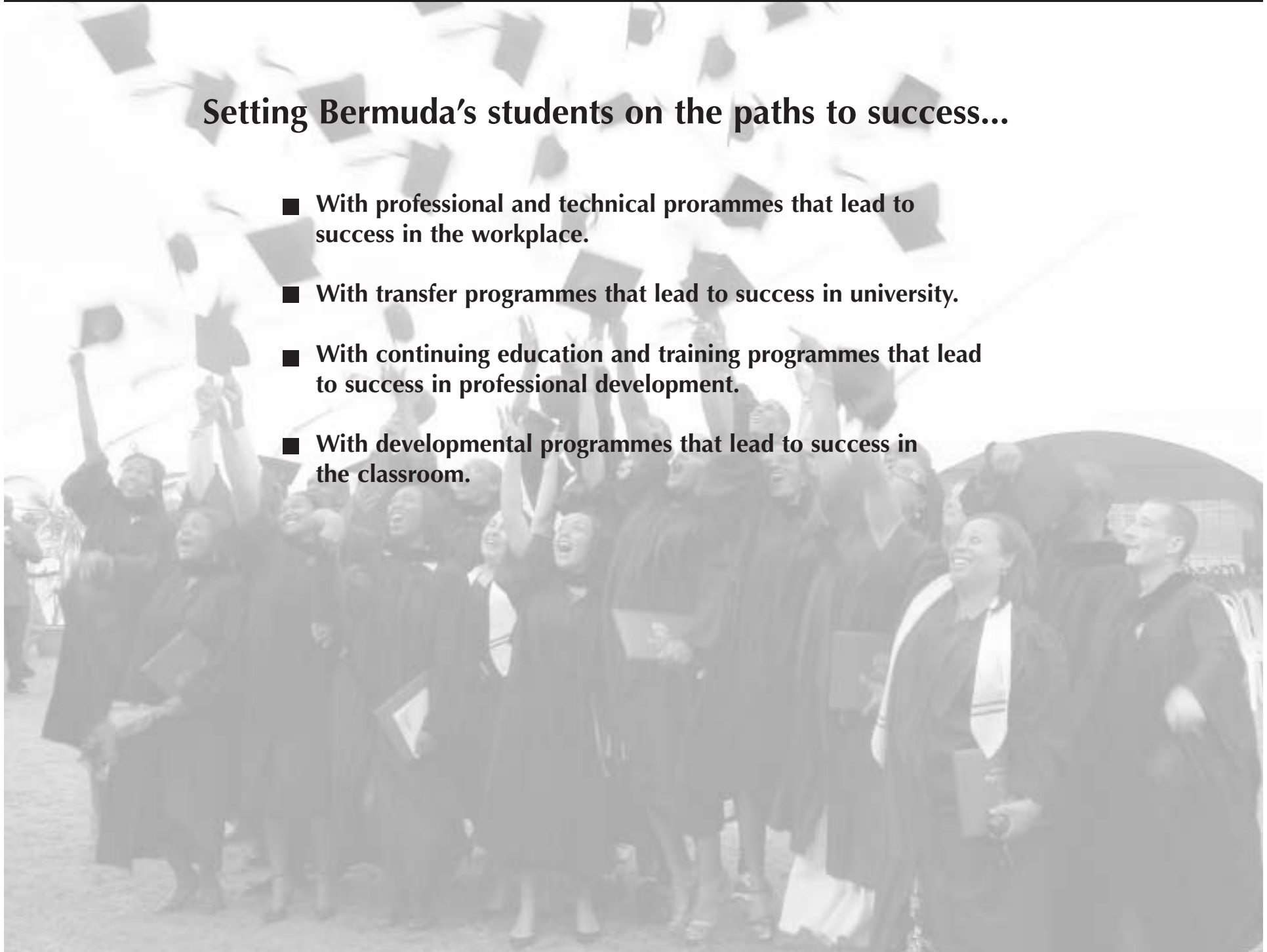
*"Setting Bermuda's Students on the Paths to Success"*

**2008/2009 CATALOGUE**



## Setting Bermuda's students on the paths to success...

- With professional and technical programmes that lead to success in the workplace.
- With transfer programmes that lead to success in university.
- With continuing education and training programmes that lead to success in professional development.
- With developmental programmes that lead to success in the classroom.



Information contained in this Catalogue is current according to records on file and verification at the time of printing.

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Inquiries regarding the status of an institution affiliated with the New England Association should be directed to the administrative staff of the college or university. Individuals may also contact:

The Commission on Institutions of Higher Education New England Association of Schools and Colleges  
209 Burlington Road, Bedford, MA 01730-1433(781) 271-0022 • E-Mail: [cihe@neasc.org](mailto:cihe@neasc.org)”

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# 2008 - 2009 ACADEMIC CALENDAR

## FALL 2008

Monday	18 August	Session opens.
Tuesday	19 August	Registration and Challenge Exams
Wednesday	20 August	Last day to register for classes and make payment for Fall term
Monday	25 August	First day of lectures
Thursday	28 August	Convocation
Monday	1 September	Labour Day - College closed.
Monday	15 September	Last day to withdraw from class without financial penalty
Wednesday	8 October	Mid-semester assessments due to Registrar
Thurs. & Fri.	9 - 10 October	First semester break.
Monday	13 October	National Hero Day - College Closed
Tuesday	14 October	Classes Resume
Friday	24 October	Spirit Day (Adjusted class schedule)
Friday	24 October	Last day for withdrawal from courses without academic penalty
Tuesday	11 November	Public Holiday - College closed.
Monday	1 December	Last day of lectures Last day for financial aid applications
Tues. & Wed.	2 & 3 December	Reading Days
Thurs. - Thurs.	4-11 December	First semester examinations
Friday	12 December	Final assessments due by 12:00 noon

Friday	9 January	Academic Success Seminar
Monday	12 January	First day of lectures
Friday	30 January	Last day to withdraw without financial penalty
Friday	27 February	Mid-semester assessments due to Registrar
Mon. to Fri.	2-6 March	Second semester break
Monday	9 March	Classes resume
Mon. - Friday	16-20 March	Spirit Week
Friday	20 March	Spirit Day (Adjusted class schedule)
Friday	20 March	Last day for withdrawal from courses without academic penalty Last day for applications for graduation
Friday	10 April	Good Friday - College closed.
Friday	24 April	Last day of lectures
Monday-Tues	27 & 28 April	Reading Days
Wed. - Thurs	29 April - 7 May	Final examinations
Friday	1 May	Last day for application for financial aid for fall semester 2007
Friday	8 May	Final assessments due by 12:00 noon Challenge Examinations
Thursday	14 May	Graduation list posted
Thursday	21 May	Commencement

## SPRING 2009

Monday	5 January	Session resumes
Tuesday	6 January	Registration & Challenge Exams
Wednesday	7 January	Last day to register for classes and make payment for Spring term

## SUMMER 2009

Monday	11 May	First day of summer school
Friday	22 May	Last day to withdraw without financial penalty
Monday	29 June	Last day of summer school
Friday	3 July	Grades due by 12:00 noon

## ACADEMIC REGULATIONS

Bermuda College, like other institutions, have guidelines that keep things running smoothly. There are several kinds of college guidelines - those that apply to academics, called Academic Regulations, and those that apply to conduct, called the Student Code of Conduct. This section discusses academic guidelines and gives you valuable information about everything from determining your Grade Point Average (GPA) to how to get a copy of your transcript.

It is important that you are familiar with these guidelines so that you know what is expected of you and what you can expect of the College.

## MAKING CHANGES TO YOUR PROGRAMME

### Change of Programmes

A student may seek transfer to another equivalent programme by application to his/her Division Office.

### Adding and Dropping Courses

Admitted students may make changes in their class schedules by dropping or adding a course(s) during the official Add/Drop Period. The Add/Drop Period will be the first fifteen (15) class days of the semester. During the Add/Drop Period students will be permitted to DROP a course within the first fifteen (15) class days of the semester, but will only be allowed to ADD a class within the first five (5) class days of the semester or with permission of the lecturer thereafter. Changes in class schedules must be submitted in writing on an official Add/Drop form and must be countersigned by an advisor or division member. All course changes are filled on a first come, first served basis, space permitting.

### Challenge for Credit

A student who has previously acquired knowledge in areas closely related to courses offered at the Bermuda College may apply to earn credit by means of course challenge, provided that the student is in good academic standing and is registered in a full-time programme of study. The following conditions apply:

1. Within the first semester of attendance, written application providing evidence and grounds for the course challenge must be submitted for approval by the Division Chair;
2. If the application is successful, the Division will establish the most appropriate means of challenge (written, oral, laboratory or practical examinations, essays, or any combination thereof) as well as the time, place and condition of the challenge;
3. A course may be challenged only once by the applicant;

4. A grade of at least "C" must be obtained to earn credit, but no grade will be recorded in the academic record; the notation CR will be entered and the GPA is not affected;
5. A maximum of 15 credits may be earned by challenge;
6. The requisite fee must be paid.

### Audit

Auditing a course means you attend the course and have the OPTION of completing assignments and writing the exams. An audited course is not given credit but is recorded on the transcript as "AU". Within the normal time period for changing courses, a student may change a course from credit to audit status or vice versa. A student may register to audit a course if space is available.

### Withdrawal from a Course

Students who wish to withdraw from a course must do so formally through the Division Chair before the date specified under the section headed Sessional Dates in this Bulletin. The academic record will show a course status of "W". This indicates Withdrawal without penalty. No grade point is assigned and the GPA is not affected.

Students withdrawing after the specified date, except for medical or other legitimate reasons acceptable to the Division Chair, are deemed to have failed. Petitions for such exception should be made to the Division Chair.

Professional and Career Education (PACE): students wishing to withdraw from a course must do so before the FOURTH scheduled class. After the fourth scheduled class there is no refund. A NON-REFUNDABLE fee of \$75.00 will accompany all requests for withdrawal. Note: fees for courses with 21 hours or less of instruction are NON-REFUNDABLE.

### Withdrawal from the College and Re-admission

A student withdrawing from all courses is deemed to have withdrawn from the College. A student who does not return to the College for the next scheduled semester is deemed to have withdrawn from the College unless leave of absence has been granted.

An application for re-admission is required from a student who withdraws from the College. A re-admitted student is bound by the academic regulations current at the time of re-admission.

### Leave of Absence

A student may apply for leave of absence from studies for a period not exceeding one academic year in the first instance. Such application, detailing the circumstances, must be made in writing to the Registrar.

# ACADEMIC REGULATIONS

## Attendance Regulations

To obtain maximum benefit from each class, regular and punctual attendance at all classes is expected of all students. Lack of punctuality may result in students being deemed absent. Insufficient attendance may result in the application of sanctions. Attendance is monitored and reviewed. Students with insufficient attendance may be called for counselling at any time by the Division Chair or designate. Students with repeated attendance lapses subsequent to counselling by the Division Chair or designate may be suspended or required to withdraw from any course or programme at any time. In arriving at the decision, the Division Chair will entertain petitions or information submitted by students and will review all information pertinent to the attendance record. Students who have been suspended or required to withdraw from a course or programme on grounds of insufficient attendance may appeal to the Vice-President & Chief Academic Officer, whose decision shall be final.

## Duration of Studies

Requirements for Associate Degree programmes must be completed within five years of initial registration.

Requirements for Modular Certificate programmes must be completed within five years of initial registration.

Requirements for all other Certificate programmes must be completed at the rate of 15 academic credits per year from initial registration.

A student who is unable to complete the requirements for a programme within the stated time may apply for the grant of an extension. Such application, detailing the circumstances, must be made in writing to the Registrar. If an extension is granted, the student will be subject to the academic regulations current at the time of the extension.

## INSTRUCTIONAL PROGRAMME DEFINITIONS

### Associate of Arts Degree (AA)

The AA degree is designed to prepare students for entry into the junior (3rd) year of a four-year institution. The AA degree is a university parallel, college transfer degree comprised of at least sixty (60) college credits of which thirty-six (36) are general education credits.

### Associate in Science Degree (AS)

The AS degree is designed to prepare students for entry into the junior (3rd) year of a four-year degree in the science disciplines. The AS degree is a university

parallel, college transfer degree comprised of at least sixty (60) college credits of which thirty-six (36) are general education credits.

### Associate of Applied Science Degree (AAS)

The AAS degree is designed to prepare students for immediate entry or advancement into employment requiring specialized skills. The degree consists of at least sixty (60) college credits of which at least twenty (20) credits must be general education. An AAS degree programme does not necessarily prepare an individual for entry into the junior (3rd) year of a four-year institution. The goal of an AAS is to earn a degree, which should lead to a productive career in a field requiring specialised training. Some AAS degrees may articulate into upper level programmes. If a decision is made at a later date to attend a university, additional course work may be required at the freshman or sophomore level.

### Diploma Programmes

A diploma programme consists of courses that are part of an associate degree programme. They are designed to provide the graduate with skills and competencies for immediate employment into a particular occupational field. Students may be able to transfer some of these credits into an associate degree programme at a later time depending on the programme of study.

### Certificate Programmes

The certificate programme is designed to provide the graduate with the opportunity for immediate employment in the particular occupational field. The certificate documents that the student has attained job entry competence and is ready for entry level of employment.

## GRADING

### Assessment and Grades

It is the policy of Bermuda College to provide continuous assessment of the student's performance, rather than to rely on final examinations alone.

Performance is assessed every half semester for each course separately and grades are awarded on the following basis:

Grade Symbols	Numerical	Description	Grade Point
A	90-100 %	Excellent	4.00
A-	80-89%	Intermediate Grade	3.67
B+	77-79%	Intermediate Grade	3.33
B	74-76%	Very Good	3.00



B-	70-73%	Intermediate Grade	2.67
C+	67-69%	Intermediate Grade	2.33
C	64-66%	Satisfactory	2.00
C-	60-63%	Marginal Grade	1.67
D	50-59%	Pass	1.00
F	0-49%	Fail	0.00
FI		Fail due to Non-Attendance	0.00

### Consolidated Grade

The grade points are averaged after each assessment, to produce a **consolidated grade** for each course.

### Semester Average

Performance in each course can, at the end of a semester, be represented by a numerical value. The average of these numerical values for all active courses produces the **semester average**. This figure is of value in determining whether a student is in good academic standing (see Maintenance of Academic Standing).

### Incomplete Work

Students prevented by illness or other legitimate reasons acceptable to the lecturer from completing requirements of a course before its completion will have the designation "I" assigned. No grade point is recorded and the Semester Average is not affected. If, by the end of the next semester, no new grade has been submitted by the lecturer, or no Deferment of Grade has been granted by the Division, a grade of F will be assigned. The Semester Average will then be recalculated as required.

### Deferment of Grade

DG is a designation applied to a course by the Division to indicate that it grants an extension of a specified time to complete the requirements of a course. It is only given:

- upon petition by a lecturer on behalf of a student and when the Division Chair is convinced by medical or other evidence that such a grant is justified and in the best interest of the student;
- if the student has maintained good academic standing in all other current courses. No grade point is assigned and the GPA is not affected. If a grade has been substituted within the specified time, the GPA will be recalculated to include the substitution. If not, or if a further Deferment of Grade has not been granted, an F will be assigned and the GPA will be recalculated as required.

### Aegrotat Standing

Students who are prevented by illness or other legitimate reasons from completing the requirements of a course may petition the Division Chair for the grant of Aegrotat Standing. Students granted this standing have the notation "AE" applied on their academic records against the course in question. No grade point is assigned for this standing, and the GPA is computed on the basis of the student's other courses for which grades are recorded.

### Grade Point Averages

The grade point values of all final grades are weighted according to the number of credits assigned to the courses to which they refer. The weighted average of all courses at the programme level is the Grade Point Average (GPA). For a student registered in a second or higher semester, two GPA's are recorded: the Semester Grade Point Average, which averages only the courses completed in the current semester, and the Cumulative Grade Point Average, which averages all the courses, whenever these may have been taken.

### Plagiarism and Cheating

Plagiarism is the act of presenting another's ideas or words as one's own. Cheating includes, but is not limited to, the intentional falsification or fabrication of any academic activity, unauthorized copying of another person's work, or aiding and abetting any such acts.

These are serious academic offences and will be penalised accordingly. Depending upon the seriousness of the offence, penalties may range from the re-doing and re-submission of work to required withdrawal from the College.

### Maintenance of Academic Standing

The academic standing of students is assessed at the end of each semester. A student will be placed on Academic Probation if the Semester Grade Point Average is less than 2.0 either in a semester of full-time study or calculated over four academic courses. A student will be restored to good academic standing by achieving a Semester Grade Point Average of not less than 2.0 either in the next semester of full-time study or calculated for the next four academic courses. A student who has been placed on Academic Probation can be required to withdraw if, at the end of the next registered semester, the Semester Grade Point Average is again less than 2.0.

### Petitions

Students should note that the regulations governing academic progress and standing are designed to ensure that the standards of the College are maintained at a

level appropriate to each of its programmes and that the regulations are applied equitably to all students. Those students who believe that they have good and sufficient cause why a particular regulation should not be applied in their case may petition the Division for consideration of the circumstances. The petition must detail the circumstances in writing, specify precisely the consideration which is requested, and supply the necessary supporting evidence (e.g. doctor's certificate).

## Appeals

In any case where a student is required to withdraw, the student may direct a written appeal to the Vice-President & Chief Academic Officer, whose decision shall be final.

## EXAMINATIONS

An examination shall be held for each course upon its conclusion under authority of the Registrar. The minimum weighting for final exams shall be 30% of the total grade. The examination shall be sat at such time and place as shall be determined by the Registrar and published on official notice boards. A current Bermuda College ID card will be required in order for a student to take a final exam.

### Deferred Examinations

A student may be allowed to take an examination at other than the scheduled time if one of the following reasons applies:

- a) incapacity due to illness or accident;
- b) death in the immediate family;
- c) absence in the public interest.

Application, with supporting documents, must be made to the Registrar.

If the application is approved, an "I" will be assigned under the conditions set out under Incomplete Work above and the examination will be taken on a date specified by the Registrar.

### Examination Grades

Examination Grades are awarded on the same scale as those under Assessments and Grades.

### Re-sit Examinations

The Division Chair, upon petition in writing by a lecturer or student, may grant permission to a student who is in good academic standing to re-sit a final examination in a course for which a student has:

- a) successfully completed/passed the course work;
- b) attempted and failed in the final examination.

When it is in the Division Chair's judgment, in consultation with the lecturer, that the student's performance has been affected by illness or other adverse influence, the student will be formally notified.

The result of a Re-sit Examination supersedes the original examination grade and is considered with the Consolidated Grade to provide the Final Grade.

## ACADEMIC RECORDS

### Academic Records

The student's academic record is confidential to the student and the College and transcripts thereof may be released to others only upon the request of the student or upon the signing by the student of permission to release the academic record to those specified by the student.

### Transcripts of Academic Records

Transcripts of academic records will be released only after the completion of the Transcript Request Form and the payment of the requisite fees for the first and any subsequent transcripts. Official transcripts, which bear the College's seal and the signature of the Registrar, may only be sent directly to the address of the institution, agency or person designated by the student on the Transcript Request Form. Unofficial transcripts that do not bear the College seal may be given to the student. Transcripts also show final GPA and transfer credits earned.

### Report of Grades

After each assessment, the student is given a Report of Grades. The Report will list all courses attempted in the current semester and will show for each the Final Grade. The following notations may appear:

- AE (Aegrotat);
- CR (Credit Granted);
- EX (Exemption but no credit granted);
- W (Withdrawal without Penalty);
- RW (Required Withdrawal).

The Report of Grades is unofficial, and may not be used as an Official Transcript of the student's academic record.

## ACADEMIC RECORDS POLICY

For those applicants who become students, all paper copies of applications for admission along with related information are kept in the Office of Student Enrollment, Records and Registration for a period of five years after the student has left and/or graduated from the College.

Pertinent admission information and all college courses taken and/or registered for are maintained in the student records database indefinitely.

## PRESIDENT'S/VICE-PRESIDENT'S LIST

In order to be named to the President's or Vice-President's list a student must have completed during his/her first year of study at least 24 credits of a 60 credit programme with a cumulative GPA of 3.50 - 4.00 for the President's List or 3.00 - 3.49 for the Vice-President's list.

## GRADUATION

1. Students anticipating graduating from a programme of the College at the ensuing Commencement must submit to the Registrar an Application for Graduation form by the date indicated in the Sessional Dates in the year in which they expect to graduate. This form must be accompanied by the graduation fee. The graduation fee is a non-refundable fee.

This application ensures that the applicant's academic record will be reviewed by the Division Chair responsible for the programme from which graduation is anticipated to determine that all requirements have been completed.

2. To graduate, a student must:
  - a) successfully complete each of the requirements described under the Programme Requirements for their particular Associate Degree, Certificate or Diploma programme;
  - b) obtain a final Cumulative GPA of at least 2.00;
  - c) discharge all financial obligations to the College.
  - d) discharge all library obligations to the College.
3. Students are responsible for ensuring that they meet all academic requirements to graduate from a programme of the College.
  - a) The List of Graduates, comprising the names of all students determined to have successfully completed all requirements of a programme, will be posted by the Registrar on official College notice boards at the date listed in the Sessional Dates and will be presented by the Registrar for approval by Council.

- b) The Commencement ceremony signifies the successful fulfillment by students of the College's requirements and standards. Students have not complied with all requirements of a programme of the College until they have been conferred with an Associate degree or Certificate of the College at Commencement.
  - c) Conferring of degrees is held each year in May. Students completing programme requirements as under Section 2 above thereafter will normally apply to graduate at an ensuing Commencement. In the interim, students may secure a statement from the Registrar testifying to their completion of requirements and their having filed an Application for Graduation.
  - d) Students may elect to graduate in absentia, provided that they have notified the Registrar in writing not later than two days after the Registrar has posted the List of Graduates that they will not be participating in Commencement. Students who do not so notify the Registrar and do not participate in Commencement will not be eligible to receive their Associate degree or Certificate until they have applied in writing to the Registrar and have paid the requisite processing fee.
4. Students graduating with a Cumulative GPA in the range 3.00 to 3.49 will be designated as having Graduated with Merit. Those with a Cumulative GPA of 3.50 or greater will be designated as having Graduated with Distinction. These designations will appear on the official signed and embossed Associate Degrees and Certificates of the College. All credits taken at Bermuda College will be used to calculate the graduating GPA.
  5. Late applications for graduation will be accepted up to 48 hours after the graduation list has been posted. Applications submitted and/or accepted after that time will be confirmed or graduation at a special meeting of Academic Council which will be held in August. Those persons will be included on the following year's graduation list and their academic transcript will show that their degree will be conferred the following May.

### General Regulations

Students will be expected to follow the rules and regulations set forth in the Student Code of Conduct. The Student Code of Conduct is available on the Bermuda College website [www.college.bm](http://www.college.bm), or from Student Services.

## ADVANCE PLACEMENT (AP) GUIDELINES

The Bermuda College will award Advance Placement (AP) credits to students who have passed the AP exams provided the following conditions are met:

- The College Board (the testing agency) has approved the high school as an “Approved High School” and the specific course has been accepted by the agency.
- The student submits an official transcript of the AP results to the Student Enrolment Registration and Records office (SERR).
- The student received a grade of **4 or above** on the course exam.
- The AP course aligns with an equivalent course currently offered at Bermuda College.
- A maximum of five (5) courses may be awarded credit.

## INTERNATIONAL BACCALAUREATE (IB) GUIDELINES

The Bermuda College will award International Baccalaureate (IB) credits to students who have passed the IB exams provided the following conditions are met:

- The International Baccalaureate (the testing agency) has approved the high school as an “Approved High School” and the specific course has been accepted by the **IB as a Higher Level IB course**.
- The student submits an official transcript of the **Higher Level IB** results to the Student Enrolment Registration and Records office (SERR)
- The student received a grade of **5 or above** on the **Higher Level IB course exam**
- **The Higher Level IB** course aligns with an equivalent course currently offered at Bermuda College
- A maximum of five (5) courses maybe awarded credit

**Note:** Credit will be granted only if the course taken is deemed to be appropriate to the student’s academic programme.

## ACADEMIC FRESH START POLICY

It is proposed that students who have under performed at Bermuda College may be granted the ability after 5 years to return to Bermuda College and be granted an Academic Fresh Start which would ensure that their poor performance 5 years or more prior to reapplying would not handicap their current performance.

Bermuda College recognizes that a student who has previously enrolled at the institution may not have performed at a level that reflects his/her true academic ability. In recognition of this , the College has adopted this policy on the Academic Fresh Start which is offered to students who re-enroll at the institution to complete a program of study.

In order to be eligible for an Academic Fresh Start, the Student must meet the following conditions:

1. At the start of readmission but no later than the mid term break of the first semester of re-enrollment the student must apply for the Academic Fresh Start and submit an academic plan for the completion of his/her program as approved by his his/her advisor.
2. The student must have not been enroled in any post secondary institutions for at least three (5) years.
3. Prior to applying for Academic Fresh Start the student must meet with his/her counselor.
4. Students must apply for the Academic Fresh Start through the Student Enrolment, Records, and Registration (SERR) Office.
5. The student must appear before his/her Division's Academic Review Board consisting of the Division Chair, the student’s counselor/advisor and two (2) faculty members. This committee will make a recommendation to the Vice President and Chief Academic Officer.
6. The student must understand that all grades earned at Bermuda College will remain on the official transcript; however, only grades earned after the awarding of the Academic Fresh Start will be calculated in the final GPA. Their transcript will also be annotated such that it is clear that an Academic Fresh Start has been granted.
7. An Academic Fresh Start will be granted only once and is not automatically granted.
8. **Appeal Process:** If the student wishes to appeal the decision of the committee, the appeal will be made to the Vice President and Chief Academic Officer whose decision will be final.

# ARTICULATION AGREEMENTS

Bermuda College has established a number of Articulation Agreements with colleges and universities in Canada, the United Kingdom, United States and the West Indies. The purpose of these agreements is to provide a seamless transfer to baccalaureate programmes for Bermuda College students.



The agreements that have been signed include the following:

## CANADA

Acadia University	Business Administration General
Mount Saint Vincent University	Child & Youth Study Business Administration
St. Mary's University	General Business Administration

## UNITED STATES

Alfred State College	Building Trades
American International College	Arts/Business Administration Business Administration Arts & Science Arts
Bryant College	Business Administration
Illinois State	Business Administration
Johnson & Wales University	Culinary Arts Business Administration
New England Institute of Technology	Electronic Technology
St. John's University	Liberal Arts
Temple University	Business Administration
University of Hartford	Business Administration
University of South Carolina Upstate	Secondary Education
West Virginia University	Social Work

## UNITED KINGDOM

University of Kent	Law
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## WEST INDIES

St. George's University	Medicine
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**MOUNT SAINT VINCENT  
UNIVERSITY BACHELOR OF  
BUSINESS ADMINISTRATION  
PROGRAMME**

The Bachelor of Business Administration (BBA) degree programme at Bermuda College is an articulated degree arrangement between Bermuda College and Mount Saint Vincent University in Halifax, Nova Scotia.

The accredited BBA degree programme is intended for past or current students enrolled in the Associate in Business Administration or Associate in Arts (Business Administration) programmes at Bermuda College. Graduates of a 2-year Associate Degree or Diploma programme from other accredited institutions may also be eligible to enroll in the BBA degree programme.

**MOUNT SAINT VINCENT  
UNIVERSITY BACHELOR  
OF APPLIED ARTS IN CHILD AND  
YOUTH STUDY PROGRAMME**

The Bachelor of Applied Arts in Child and Youth Study (BAA) programme prepares students for careers in a wide variety of programmes and services for children, youth and families. Students normally focus on early childhood/childcare administration, disability/special needs or youth care, but many take courses related to more than one area. The programme provides all the necessary background in the Arts and Sciences as well as professional perspectives on children and youth within the context of contemporary society. In addition to the academic preparation, students will also have the opportunity to work directly with children, youth or families in practicum courses.

If you are interested in a career in community services, youth care, child care, preschool education, child care administration, hospital-based child life specialisation or education, then this programme is for you.

Graduates of the Associate in Arts (Human Services) degree can move directly into the BAA (Child & Youth Study) and benefit from Bermuda College courses, MSVU distance education courses, and courses offered jointly by Bermuda College and MSVU. Graduates with Associate Degrees from other accredited institutions may also be eligible to enroll in the BAA program.

**UNIVERSITY OF KENT/  
BERMUDA COLLEGE  
LAW PROGRAMME LLB STAGE I**

The Bermuda College/University of Kent Law Programme LLB Stage I is equivalent to one year's full-time study at Kent. Applicants fall into three general categories: regular, mature, and short term (audit). Four modules, taught by Kent convenors, are available via the Internet, in addition to weekly seminars, taught by local lawyers. Upon completion, students are eligible to receive a Certificate in Law and Society from the University of Kent or to begin Stage II of the Bachelor of Law degree Programme at the University of Kent.

**For more information regarding all programmes contact:**

Ameenah Ahad | Programme Coordinator/External Programmes | Tel: 239-4041 or Email: aahad@college.bm





# ASSOCIATE DEGREE PROGRAMMES

Associate Degree programmes provide the first two years of College work that can be transferred to overseas universities or used to go directly into the workforce.



The **College for Working Adults (CWA)** increases access and opportunities for adults to earn an associate degree in a timely manner while continuing to fulfill work and family commitments. Classes are conducted on weeknights and weekends in intensive class sessions to accommodate the busy schedules of non-traditional students. *With the CWA programme, it is possible for students to work full-time and complete an associate degree in two-and one-half years!*

Working adults face unique challenges in terms of preparing for a return to the classroom. Career counselling, academic advising, and child care considerations are important components of the programme, as is the cohort learning format, which provides a co-dependent, supportive environment, and builds camaraderie among students.

In the CWA programme, the calendar year is divided into three, 13-week blocks. Each block includes ten weeks of classes, a mid-point break, a study week at the end of classes, and a week of exams. Students complete three courses in each block, with one four-hour session each week. Each block has a break of between two and four weeks. The College for Working Adults offers a programme in the Associate Degree in Business Administration.

For more information contact: Gerald Begeman, glb@college.bm (441-239-4247)

## Associate Degrees in:

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## Associate in Applied Science Degrees in:

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## GENERAL EDUCATION COMPONENTS:

### Humanities

Art History	English Literature
French	History
Film	Music
Spanish	Religious Studies
Education	

### Social Sciences

Economics	Political Science
Earth & Environmental Studies	Sociology
Psychology	

### Natural Sciences

Biology	Chemistry
Earth & Environmental Studies	Physics



**PROGRAMME OVERVIEW**

In the academic world, Arts refer mainly to the disciplines of Humanities (Art History, English Literature, History, and Languages), and Social Sciences (Economics, Psychology and Sociology).\*

In the first year of Bermuda College’s Associate in Arts programme, students are given the opportunity to explore courses in the Arts disciplines, as well as the Science disciplines of mathematics and the natural sciences. In the programme’s second year, students choose a subject of concentration from among the Arts disciplines.

The Associate in Arts provides the foundation for careers in teaching, psychology, law, and writing, just to name a few.

Students choosing this option will be able to transfer to universities abroad to further their studies in the Arts.

\* *Fine Art is also included in the Arts, but at Bermuda College an entire programme, the Associate in Art and Design, is dedicated to the Visual Arts. Note that Art History falls in the discipline of Humanities.*

**CURRICULUM**

**YEAR 1**

**First Semester - 21 Credits**

CSC 1100	Strategies for Student Success II	2
PED or	Physical Education or	
RSO	Registered Student Organisation	1
Elective Course (1100-level)	of your choice.*	3
ENG 1111	Freshman English	3
Humanities course (1100 level)	of your choice.*	3
Mathematics or Computer Information Systems (1100-level)	course of your choice.* <sup>†</sup>	3
Natural Sciences (1100-level)	course of your choice.*	3 or 4
Social Sciences (1100-level)	course of your choice.*	3

**Second Semester - 19 Credits**

PED or	Physical Education or	
RSO	Registered Student Organisation	1
Elective Course (1100-level)	of your choice.*	3
ENG 1112	Literary Analysis	3
Humanities course (1100 level)	of your choice.*	3
Mathematics or Computer Information Systems (1100-level)	course of your choice.* <sup>†</sup>	3
Natural Sciences (1100-level)	course of your choice.*	3 or 4
Social Sciences (1100-level)	course of your choice.*	3

**YEAR 2**

**First Semester - 12 Credits**

A second year course in your subject of concentration.**	3	
A second year course in your subject of concentration.**	3	
Elective Course (2000 level)	of your choice.*	3
Humanities or Social Sciences course (2000 level)	of your choice.*	3

**Second Semester - 12 Credits**

A second year course in your subject of concentration.**	3	
A second year course in your subject of concentration.**	3	
Elective Course (2000 level)	of your choice.*	3
Humanities or Social Sciences course (2000 level)	of your choice.*	3

\* *Before you can be enrolled in any course, you must satisfy the prerequisites.*

\*\* *See page 66 for concentration requirements.*

<sup>†</sup>*CIS 1120 and 1125 cannot be used to fulfill this requirement.*

**TOTAL CREDITS: 64**  
**CREDITS**

# ASSOCIATE IN ARTS (BUSINESS ADMINISTRATION) - AD-ABUSA

## CURRICULUM

### YEAR 1

#### First Semester - Credits 18

ACC 1135	Accounting I	3
CIS 1120	Introduction to Business Applications of Computers	3
CSC 1100	Strategies for Student Success I	2
PED/RSO	Physical Education/Registered Student Organisation	1
ENG 1111	Freshman English	3
MAT 1131	Finite Mathematics	3
MGN 1114	Introduction to Business	3

#### Second Semester - 16 Credits

ACC 1145	Accounting II	3
PED/RSO	Physical Education/Registered Student Organisation	1
ENG 1112 or	Literary Analysis or	
ENG 1115	Writing for the Workplace	3
LAW 2203	Business Law	3
MAT 1132	Business Calculus	3
Elective Business Course (2000-level) of your choice.*		3

### YEAR 2

#### First Semester - 15 Credits

ECO 1101	Principles of Micro-Economics	3
ELECTIVE Course (1100 or 2000 level) of your choice.*		3
Humanities, Natural Sciences and /or Social Science course of your choice.*		6
MAT 2233	Statistics I	3

#### Second Semester - 15 Credits

ECO 1102	Principles of Macro-Economics	3
ELECTIVE Course (1100 or 2000 level) of your choice.*		3
2 courses in Humanities, Natural Sciences and /or Social Science		6
MAT 2234	Statistics II	3

\* Before you can be enrolled in any course, you must satisfy the prerequisites.

**TOTAL CREDITS: 64**  
**CREDITS**

## PROGRAMME OVERVIEW

This two-year programme prepares students for transfer into a Bachelor of Business Administration (BBA) degree, which may be obtained either locally\* or overseas. It provides the foundation for a variety of interests in the fields of Business Administration, including accounting, banking, economics, finance, insurance, international business, human resources, marketing, and management. The majority of the classes are in the business field, but these are supplemented with liberal arts courses which will provide you with a well-rounded education as well as meet transferability requirements to BBA programmes. This programme, offered through the Division of Business Administration & Hospitality, can start you on your way to becoming a key player in Bermuda's thriving business environment!

\* Bermuda College offers a BBA with Mount Saint Vincent University which can be completed entirely in Bermuda.

Contact: Dr. Ameena Ahad, Programme Coordinator, External Programmes at aahad@college.bm or Tel: 441-239-4041 for details.

## PROGRAMME OVERVIEW

The Associate Degree programme in Art and Design is structured to provide students with the foundation for careers in Fine Arts and Graphic Design, while keeping pace with the current career trends. Without limiting students to the traditional components, such as drawing and painting, the programme includes courses in colour, graphic design and media arts. Traditional courses such as Introduction to Drawing and Two- and Three-Dimensional Design now include computer components.

## CURRICULUM

### YEAR 1

#### **First Semester - 21 Credits**

AHS 1126	Introduction to Art History I	3
ART 1101	Introductory Drawing	3
ART 1120	Two-dimensional Design	3
ART 1135	Introduction to Colour and Composition	3
CSC 1100	Strategies for Student Success I	2
PED or RSO	Physical Education or Registered Student Organisation	1
ENG 1111	Freshman English	3
	Mathematics, Computer Information Systems or Natural Sciences course of your choice. or ECM 1110 or ECM 2210*†	3 or 4

#### **Second Semester - 19 Credits**

AHS 1127	Introduction to Art History II	3
ART 1102	Introductory Painting	3
ART 1121	Three-dimensional Design	3
ART 2235	Intermediate Colour and Composition	3
PED or RSO	Physical Education or Registered Student Organisation	1
ENG 1112 or ENG 1115	Literary Analysis or Writing for the Workplace	3
	Mathematics, Computer Information Systems or Natural Sciences course of your choice. or ECM 1110 or ECM 2210*†	3 or 4

### YEAR 2

#### **First Semester - 12 Credits**

ART 2211	Intermediate Drawing I	3
ART 2230	Intermediate Painting	3
ART 2250	Introduction to Graphic Design	3
	Art History (2000-level) course of your choice.*	3

#### **Second Semester - 12 Credits**

ART 1178	Figure Drawing	3
ART 2212	Intermediate Drawing II	3
ART 1140	Introduction to Media Arts	3
	Art History (2000-level) course of your choice.*	3

\* Before you can be enrolled in any course, you must satisfy the prerequisites.

† CIS 1120 and 1125 cannot be used to fulfill this requirement.

**TOTAL CREDITS: 64**  
**CREDITS**

# ASSOCIATE IN ARTS & SCIENCE - AD-ARTSC

## CURRICULUM

### YEAR 1

#### First Semester – 18 credits

CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
	Humanities course (1100-level) of your choice.*	3
	Social Sciences course (1100-level) of your choice.*	3
	Mathematics or Computing course (1100-level) of your choice.*†	3
	Natural Sciences (1100-level) course of your choice.*	3 or 4
PED or RSO	Physical Education or Registered Student Organisation	1

#### Second Semester – 16 Credits

ENG 1112	Literary Analysis	3
	Humanities course (1100-level) of your choice.*	3
	Social Sciences course (1100-level) of your choice.*	3
	Mathematics or Computing course (1100-level) of your choice.*†	3
	Natural Sciences (1100-level) course of your choice.*	3 or 4
PED or RSO	Physical Education or Registered Student Organisation	1

### YEAR 2

#### First Semester – 12-18 Credits

Elective	Course of your choice.*	3
	Two to three courses at the 2000-level in a single subject of study from the Arts and Sciences disciplines**	6-12
	One to two courses at the 2000-level in a different Arts and Science discipline**	3-6

#### Second Semester – 9-15 Credits

Elective	Course of your choice.*	
	Two to three courses at the 2000-level in a single subject of study from the Arts and Sciences disciplines**	6-12
	One to two courses at the 2000-level in a different Arts and Science discipline**	3-6

\* Before you can be enrolled in any course you must satisfy the prerequisites.

\*\* Humanities, Social Sciences, Mathematics, or Natural Sciences

† CIS 1120 and 1125 cannot be used to fulfill this requirement.

**TOTAL CREDITS: 64**  
**CREDITS**

## PROGRAMME OVERVIEW

The Associate in Arts and Sciences exposes students to many disciplines which provide the foundation for a well-rounded education. It is ideal for those students who are uncertain about their career path. It is also suited to those students who are looking for a broad-based liberal arts education.

In this programme students do not concentrate on one subject. Rather they take a variety of courses in the Humanities (art history, english literature, history and foreign languages), film, social sciences (economics, political science, psychology, religious studies, and sociology), mathematics and natural sciences (biology, chemistry, earth and environmental science, and physics).

Students choosing this option will be able to transfer to colleges or universities abroad to further their studies in Arts and Science.

## PROGRAMME OVERVIEW

This programme is designed for those students/practitioners who wish to pursue a career in human services, particularly pre-school education, early childhood education, school age education, and teaching as a paraprofessional. It includes an internship at a local preschool or primary school.\*

Although Human Services includes the fields of social work, counselling and psychology, the AD-AHMSV is not necessarily the first degree of choice to enter those programmes. Students wishing to pursue psychology careers should apply to the Associate Degree in Arts with a major in Psychology.

This degree *may* also be used as a first degree for those wishing to pursue further studies in Social Work or Counselling, but *only* in the limited area of child care work (check with any universities/colleges you wish to transfer and determine if your credits will transfer).

Students graduating with an Associate in Arts (Human Services) may transfer to a university abroad to pursue a baccalaureate degree in Human Services.

Interested graduates may take advantage of the joint Bermuda College/Mount Saint Vincent University Bachelor's of Applied Arts which is available locally. *Contact: Dr. Ameenah Ahad, Programme Coordinator, External Programmes at aahad@college.bm or telephone 441-239-4041 for details.*

## CURRICULUM

### YEAR 1

#### First Semester – 18 Credits

CSC 1100	Strategies for Student Success I	2
CYS 1102	Foundations of Early Childhood Education	3
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ENG 1111	Freshman English	3
Mathematics	(1100-level) course of your choice.*	3
PSY 1101	Introduction to Psychology I	3
SOC 1101	Introduction to Sociology I	3

#### Second Semester – 16 Credits

CYS 1103	Introduction to Child Development	3
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ENG 1112	Literary Analysis	3
Natural Sciences	course of your choice.*†	3 or 4
PSY 1102	Introduction to Psychology II	3
SOC 1102	Introduction to Sociology II	3

### YEAR 2

#### First Semester – 15 Credits

Humanities course	of your choice.*†	3
MAT 2233	Statistics I	3
Three (2000-level)	Child and Youth Studies courses.	9

#### Second Semester – 15 Credits

Humanities course	of your choice.*†	3
Natural Sciences	course of your choice.*†	3 or 4
One (2000-level)	Child and Youth Studies courses.	3
CYS 2265	Early Childhood Education Experience**	6

\*Before you can be enrolled in any course, you must satisfy the prerequisites.

† For students wishing to transfer to MSVU, it is recommended that they complete HIS 1140 and HIS 1141 for Humanities and BIO 1102 and/or BIO 1121 for Natural Science.

\*\* Application Deadline is September 2 for Spring and May 1 for Fall

**TOTAL CREDITS: 64**  
CREDITS

# ASSOCIATE IN BUSINESS ADMINISTRATION - AD-BUSND

## CURRICULUM

		<b>TOTAL CREDITS: 64</b>
		<u>CREDITS</u>
<b>YEAR 1</b>		
<b>First Semester - 18 Credits</b>		
ACC 1135	Accounting I	3
CIS 1120	Introduction to Business Applications of Computers	3
CSC 1100	Strategies for Student Success I	2
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ENG 1111	Freshman English	3
MAT 1131	Finite Mathematics	3
MGN 1114	Introduction to Business	3
<b>Second Semester - 16 Credits</b>		
ACC 1145	Accounting II	3
CIS 1130	Data Management	3
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ENG 1112 or	Literary Analysis or	
ENG 1115	Writing for the Workplace	3
MAT 1132	Business Calculus	3
MGN 2217	Business Analysis and Communication	3
<b>YEAR 2</b>		
<b>First Semester - 15 Credits</b>		
ECO 1101	Principles of Micro-Economics	3
Humanities or Social Sciences course of your choice.*		3
MAT 2233	Statistics I	3
Two Courses in Business Electives**		6
<b>Second Semester - 15 Credits</b>		
ECO 1102	Principles of Macro-Economics	3
Humanities or Social Sciences course of your choice.*		3
MAT 2234	Statistics II	3
Two Courses in Business Electives**		6

\* Before you can be enrolled in any course, you must satisfy the prerequisites.

\*\*You may concentrate in Accounting, E-commerce, Insurance, or Management (See page 65 for concentration requirements) or you may select courses in Accounting, E-commerce, Insurance, Computer Information Systems, Management or Law.

## PROGRAMME OVERVIEW

Bermuda College developed this programme for students who plan to enter employment directly after graduation, although students wishing to transfer into a Bachelor of Business Administration degree (BBA) may do so. \*Graduates will emerge well qualified for junior management positions in the fields of business, insurance, finance and accounting. This two-year degree may also be used as the foundation upon which to complete professional qualifications, including Certified Management Accountant (CMA), Certified General Accountant (CGA), and Associate Member of the Chartered Insurance Institute (ACII).

This programme enables students to concentrate their studies in accounting, insurance or management, although specialisation is not mandatory. It is offered through the Division of Business Administration & Hospitality.

*\*Bermuda College offers a BBA with Mount Saint Vincent University which can be completed entirely in Bermuda. Contact the Dr. Ameenah Ahad, Programme Coordinator, External Programmes at aahad@college.bm or telephone 441-239-4041 for details.*



## PROGRAMME OVERVIEW

Computer technology is updated and improved upon on a daily, even hourly, basis in the 21st century. Bermuda College's Associate Degree in Computer Information Systems has recently been reorganised to incorporate these constant changes to the field. IT Specialisation and E-Commerce courses have been added to the core curriculum. Further, the programme's curriculum equips students with the same level of competency as demonstrated by the internationally recognised certifications of A+, Network+, iNet+, CCNA, GIAC/GSEC, MCP and MOUS.

The foundation of the programme is the study of computer applications in the business environment. It also includes a mandatory internship between the first and second years of study, providing hands-on experience in local and international companies.

## CURRICULUM

### YEAR 1

#### **First Semester - 18 Credits**

CIS 1120	Introduction to Business Applications of Computers	3
CIS 1125	Introduction to Computers and Information Technology	3
CSC 1100	Strategies for Student Success I	2
PED or RSO	Physical Education or Registered Student Organisation	1
ENG 1111	Freshman English	3
MAT 1131	Finite Mathematics	3
ECM 1110	Generating Web Pages	3

#### **Second Semester - 16 Credits**

CIS 1130	Data Management	3
ECM 2280	Website Database Interfacing	3
CIS 2278	Microcomputer Hardware and System Software	3
PED or RSO	Physical Education or Registered Student Organisation	1
ENG 1112 or ENG 1115	Literary Analysis or Writing for the Workplace	3
MAT 1132	Business Calculus	3

### SUMMER INTERNSHIP

CIS 1180	Summer Practical Experience	3
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### YEAR 2

#### **First Semester - 15 Credits**

CIS 1155	Programming Information Systems I	3
CIS 2231	Systems Analysis and Design	3
CIS 2290	Networking Technologies	3
Humanities or Social Sciences course of your choice.*		3
MAT 2233	Business Statistics I	3

#### **Second Semester - 15 Credits**

ACC 1135	Introduction to Accounting I	3
CIS 2297	Security Fundamentals and Policies	3
ECM 1101	Introduction to E-commerce	3
Humanities or Social Sciences course of your choice.*		3
MGN 2230	Introduction to Project Management	3

\* Before you can be enrolled in any course, you must satisfy the prerequisites.

**TOTAL CREDITS: 67**  
CREDITS

## CURRICULUM

### YEAR 1

#### **First Semester - 17 Credits**

CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
HIS 1140	World History I	3
Mathematics	(1100 level) course of your choice.*	3
Natural Sciences	(1100 level) course of your choice.*	3
PSY 1101	Introduction to Psychology I	3

#### **Second Semester - 15 Credits**

ENG 1112	Literary Analysis	3
Elective Course	of your choice**	3
MAT 2233	Statistics I	3
Natural Sciences	(1100 level) course of your choice.*	3
PSY 1102	Introduction to Psychology II	3

### YEAR 2

#### **First Semester - 16 Credits**

PED or	Physical Education OR	
RSO	Registered Student Organisation	1
EDU 2201	Foundations of Education	3
ENG 2212	Oral Communication	3
Elective Course	of your choice**	3
Elective Course	of your choice**	3
PSY 2270	Learning Theory	3

#### **Second Semester - 16 Credits**

PED or	Physical Education OR	
RSO	Registered Student Organisation	1
EDU 2202	Children and Their Environment	3
CYS 2251	Classroom Management	3
Elective Course	of your choice*	3
PSY 2272	Educational Psychology	3
PSY 2240	Human Development	3

\* Before you can be enrolled in any course, you must satisfy the prerequisites.

\*\* Students intending to teach at the elementary school level are recommended to take Music 1103

**TOTAL CREDITS: 64**  
**CREDITS**

## PROGRAMME OVERVIEW

This programme is intended for students wishing to pursue a baccalaureate degree in elementary, middle, senior-level education at a recognized teacher education institution.

This two-year degree programme features a common Liberal Arts core that spans the Humanities, Mathematics, Social Sciences, and Natural Sciences disciplines. In the second year of the programme, the core courses are supplemented with courses in the foundations of education, in human growth and development, and in the application of psychological principles to the teaching profession. In addition through the twelve elective credits, students intending to teach at the senior level are able to complete a concentration in one of the disciplines noted above.

## PROGRAMME OVERVIEW

Tourism remains a cornerstone of Bermuda's economy and this two-year programme is designed to prepare students to enter the hospitality industry on a management-training track either locally or overseas. It includes both theoretical and practical components. Courses about front line hospitality processes are combined with those on facilities management and business practices.

A core part of the programme is the work experience that students acquire during the training component in hospitality organisations either in Bermuda or overseas.

## CURRICULUM

### YEAR 1

#### First Semester - 18 Credits

CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
FAB 1100 or	Food Service I, or	
CKN 1102	Kitchen Theory and Practice	4
CUL 1104	Sanitation	3
HMT 1155	Introduction to the Hospitality Industry	3
MGN 1114	Introduction to Business	3

#### Second Semester - 19 Credits

ACC 1135	Accounting I	3
ACN 1120	Introduction to Lodging Management	3
CIS 1120	Introduction to Business Applications of Computers	3
ENG 1115	Writing for the Workplace	3
FAB 1100 or	Food Service I, or	
CKN 1102	Kitchen Theory and Practice	4
CUL 1131	Nutrition	3

<b>HMT 2275</b>	<b>SUMMER INTERNSHIP</b>	<b>3</b>
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### YEAR 2

#### First Semester - 16 Credits

ACC 2215	Hospitality Accounting	3
MAT 1107	A Survey of Mathematics	3
HMT 1265	Hospitality and Sales Marketing	3
Humanities, Social Sciences or Natural Sciences courses of your choice*		3
Humanities, Social Sciences or Natural Sciences courses of your choice*		3
PED or	Physical Education or	
RSO	Registered Student Organisation	1

#### Second Semester - 16 Credits

PED or	Physical Education or	
RSO	Registered Student Organisation	1
HMT 2255	Hospitality Supervisory Practices	3
HMT 2260	Food and Beverage Management	3
MGN 1116	Tourism	3
Humanities, Social Sciences or Natural Sciences courses of your choice*		3
Humanities, Social Sciences or Natural Sciences courses of your choice*		3

\* Before you can be enrolled in any course, you must satisfy the prerequisites.

**TOTAL CREDITS: 72**  
**CREDITS**

# ASSOCIATE IN HUMAN SERVICES –AD-HMSVS

## CURRICULUM

### YEAR 1

#### **First Semester – 20 Credits**

CSC 1100	Strategies for Student Success I	2
CYS 1102	Foundations of Early Childhood Education	3
ENG 1111	Freshman English	3
Humanities (1100-level) course of your choice.*		3
Mathematics (1100-level) course of your choice.*		3
PSY 1101	Introduction to Psychology I	3
SOC 1101	Introduction to Sociology	3

#### **Second Semester – 15 Credits**

CYS 1103	Introduction to Child Development	3
ENG 1112 or	Literary Analysis or	
ENG 1115	Writing for the Workplace	3
MAT 2233	Statistics I	3
PSY 1102	Introduction to Psychology II	3
SOC 1102	Introduction to Sociology II	3

### YEAR 2

#### **First Semester – 13 Credits**

PED or	Physical Education or	
RSO	Registered Student Organisation	1
PSY 2240	Human Development	3
Three (2000-level) Child and Youth Studies courses.		9

#### **Second Semester – 16 Credits**

CYS 2260	Internship	3
PED or	Physical Education or	
RSO	Registered Student Organisation	1
Three (2000-level) Child and Youth Studies courses.		9
Elective course of your choice (1100 level) (excluding CIS 1120)		3

\* Before you can be enrolled in any course, you must satisfy the prerequisites.

**TOTAL CREDITS: 64**  
CREDITS

## PROGRAMME OVERVIEW

The Associate in Human Services is a programme designed for those who wish to pursue a career in the child-care field directly after graduation. A internship at a local preschool or primary school provides practical experience for students in this programme.

The programme provides an important theoretical basis for understanding the contemporary professional practice in this area and places emphasis on direct entry into the profession.

**PROGRAMME OVERVIEW**

The Sciences – which includes mathematics, and the natural sciences of biology, earth and environmental science, chemistry and physics – provide the foundation of a variety of careers including medicine, nursing, veterinary medicine, lab technology, environmental health, conservation, computer programming, education, statistics, and nutrition.

While the first year of this programme includes courses from the Arts as well as the Sciences, in the second year students will have the opportunity to concentrate in mathematics, biology, chemistry, earth and environmental science, or physics.

This two-year degree is designed for students who want to transfer abroad to obtain baccalaureate degrees in the Science disciplines.

*Graduates of this programme have the option of transferring their credits to St. George's University (towards its science, medical, or veterinary science programmes) and to Hampton University (towards its nursing programme).*

**CURRICULUM**

**YEAR 1**

**First Semester - 17 Credits**

CSC 1100	Strategies for Student Success I	2
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ENG 1111	Freshman English	3
MAT 1105	College Algebra	3
Natural Sciences (1100 level) 2 courses in BIO, CHM, EES or PHY		8

**Second Semester - 19 Credits**

PED or	Physical Education or	
RSO	Registered Student Organisation	1
ENG 1112	Literary Analysis	3
MAT 1141	Pre-Calculus	3
Natural Sciences (1100 level) 2 courses in BIO, CHM, EES or PHY		8
Natural Sciences (1100 level) 1 course of your choice.*		4

**YEAR 2**

**First Semester - 18 Credits**

MAT 1151 or	Introductory Calculus	
MAT 2233	Statistics I	3
Natural Sciences (2000 level) 2 course in area of concentration**		8
Natural Sciences (2000 level) 1 course of your choice		4
Humanities	(1100 or higher)	3

**Second Semester - 14 or 19 Credits**

Natural Sciences (2000 level) 1 course in area of concentration		4
Natural Sciences (2000 level) 1 course of your choice ( <i>not in your area of concentration</i> )		4
Elective (1100 or higher) 1 course of your choice.***		3/4
Elective (2000) 1 course of your choice.***		3/4
Social Science (1100 or higher)		3

\* *EES as an area of concentration is **not recommended** for students intending to enter into health professions.*

\*\**See the notes for area of concentration pg. 66*

\*\*\**Pre-requisites must be met for all courses.*

**TOTAL CREDITS: 68-73**  
**CREDITS**

# ASSOCIATE IN SCIENCE (ACTUARIAL) – AD-ACTSC

## CURRICULUM

		<b>TOTAL CREDITS: 64</b>
		<b><u>CREDITS</u></b>
<b>YEAR 1</b>		
<b>First Semester- 18 Credits</b>		
ASC 1101	Introduction to Actuarial Science	3
CIS 1125	Introduction to Computers and Information Technology	3
CSC 1100	Strategies for Student Success I	2
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ECO 1101	Principles of Microeconomics	3
ENG 1111	Freshman English	3
MAT 1141	Pre-Calculus	3
<b>Second Semester - 16 Credits</b>		
ACC 1135	Accounting I	3
CIS 1130	Data Management	3
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ECO 1102	Principles of Macroeconomics	3
ENG 1112 or	Literary Analysis or	
ENG 1115	Writing for the Workplace	3
MAT 1152	Calculus I	3
<b>YEAR 2</b>		
<b>First Semester - 15 Credits</b>		
Accounting, Mathematics, Management, Computer Information Systems, Insurance or Law course of your choice.*†		3
Accounting, Mathematics, Management, Computer Information Systems, Insurance or Law course of your choice.*†		3
MAT 2201	Calculus II	3
MAT 2210	Linear Algebra	3
MAT 2233	Business Statistics I	3
<b>Second Semester - 15 Credits</b>		
Accounting, Mathematics, Management, Computer Information Systems, Insurance or Law course of your choice.*†		3
Accounting, Mathematics, Management, Computer Information Systems, Insurance or Law course of your choice.*†		3
MAT 2206 or	Discrete Mathematics or	
MAT 2240	Elementary Differential Equations	3
MAT 2220	Multivariable Calculus	3
MAT 2234	Business Statistics II	3

\* Before you can be enrolled in any course, you must satisfy the prerequisites.

† CIS 1120 cannot be used to fulfill this requirement.

## PROGRAMME OVERVIEW

Actuarial science, used in the insurance and reinsurance industries, is the practice of using statistical information to determine rates and rating methods, and evaluate insurance company reserves. Actuaries, particularly Bermudian actuaries, are very much in demand in Bermuda's growing insurance and reinsurance industries.

Bermuda College, with the support of ACE Insurance and the ACE Foundation, has developed this programme for students wishing to enter the actuarial field. The programme provides a solid foundation for further study abroad in preparation for the rigorous series of examinations that lead to membership in the profession. The programme has a strong mathematical base, and includes an introductory course in Actuarial Science.

Students wishing to complete this degree in two years should expect to take MAT 1105/MAT 1141 during the summer prior to their freshman year.

Since the requirements of four-year institutions vary widely, it is essential that the programme outlined in the catalogue of the student's college of choice, be followed as closely as possible.

## PROGRAMME OVERVIEW

This programme is designed to arm students to begin a career as a web designer, client side programmer or online application developer. Students will leave the programme knowing how to design, build and maintain professional websites. The programme is also designed to be modular such that working professionals in other fields can retrain themselves in specific aspects of web development without completing the entire degree.

Through a variety of practical assignments such as building websites for charities or other organisations, students develop a website portfolio while they are completing their degree.

Skills taught in the course include graphic design, information architecture, web-based animation, HTML, CSS, DHTML, ASP server-side programming and image manipulation and optimization. With this broad range of crucial skills, students will be able to join a web development agency at a junior level, join the “in-house” web development team at a larger company, specialise in software development, join an advertising agency as a web designer, broaden their skills to include networking and infrastructure or begin a career as a freelance web developer.

## CURRICULUM

### YEAR 1

#### **First Semester - 18 Credits**

CSC 1100	Strategies for Student Success I	2
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ECM 1101	Introduction to E-Commerce	3
ECM 1110	Generating Web Pages	3
ECM 1120	Web Development Fundamentals	3
ENG 1111	Freshman English	3
MGN 1114	Introduction to Business	3

#### **Second Semester - 16 Credits**

ACC 1135	Accounting I	3
CIS 1120	Introduction to Business Applications of Computers	3
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ECM 2210	Web Site Design	3
ECM 2215	Web Development	3
ENG 1115	Writing for the Workplace	3

### **SUMMER INTERNSHIP**

ECM 1180	Summer Practical Experience	3
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### YEAR 2

#### **First Semester - 15 Credits**

ACC 1145	Accounting II	3
CIS 1130	Data Management	3
MAT 1131	Finite Mathematics	3
MGN 2210	Marketing Management I	3
	General Education Elective (1000 or 2000 level)	3

#### **Second Semester - 15 Credits**

ECM 2220	Multi-Media Environment	3
ECM 2280	Web Site Database Interfacing	3
MAT 2233	Statistics	3
MGN 2211	Marketing Management II	3
MGN 2230	Introduction to Project Management	3

**TOTAL CREDITS: 64**  
**CREDITS**

# ASSOCIATE IN APPLIED SCIENCE IN CULINARY ARTS – AAS-CUART

## CURRICULUM

### YEAR 1

#### First Semester - 20 credits

CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
CUL 1102	Introduction to Culinary Arts	1
CUL 1105	Meat Identification and Fabrication	2
CUL 1108	Introduction to Preparation of Soups, Stocks and Sauces	2
CUL 1109	Introduction to Vegetable and Starch Cookery	2
CUL 1110	Introduction to Cooking Methods	2
CUL 1104	Sanitation and Safety	2
HMT 1155	Introduction to the Hospitality Industry	3
PED or RSO	Physical Education or Registered Student Organisation	1

#### Second Semester - 16 credits

CUL 1111	Introduction to Production Cookery	2
CUL 1112	Introduction to Breakfast and Short Order Cooking	1
CUL 1114	Seafood Cookery	2
CUL 1131	Nutrition	2
CUL 1116	Introduction to Garde Manger	2
CUL 1117	Introduction to Breads and Pastry	3
ENG 1112 or	Literary Analysis or	
ENG 1115	Writing for the Workplace	3
PED or RSO	Physical Education or Registered Student Organisation	1

**CUL 1119 SUMMER INTERNSHIP 3**

### YEAR 2

#### First Semester - 16 credits

CUL 1128	International Cuisine	2
CUL 2124	Techniques in Healthy Cooking	2
CUL 1106	Purchasing & Product Identification	3
	Humanities, Social Science or Natural Science of your choice*	3
	Humanities, Social Science or Natural Science of your choice*	3
MAT 1107	Survey of Mathematics	3

#### Second Semester - 16 credits

CUL 2126	Advanced Food Preparation	2
CUL 1125	Food and Beverage Service	2
CUL 2118	Menu Planning	3
HMT 2255	Hospitality Supervision	3
	Humanities, Social Science or Natural Science of your choice*	3
	Humanities, Social Science or Natural Science of your choice*	3

\* Before you can be enrolled in any course, you must satisfy the prerequisites.

**TOTAL CREDITS: 65**  
**CREDITS**

## PROGRAMME OVERVIEW

This two-year programme is designed to prepare students to meet the needs of the food service industry. Course offerings emphasise practical application, a strong theoretical knowledge base and provides the critical competencies to successfully meet industry demands. The AAS Degree programme includes core courses, electives and general education requirements and follows the curriculum of the American Culinary Federation (ACF). Students complete a 12-week internship at a local hotel or on a cruise ship where they will rotate through different sections of a kitchen.



## PROGRAMME OVERVIEW

Designed with the assistance of employers in the Telecommunications and Electronics industries, this programme will prepare students for employment as technicians in the island's growing electronics and telecommunications industries. The first year of the course gives the learner a firm grounding in the fundamentals of electrical and electronic principles, construction, electrical codes and standards used in the field and an understanding of the construction of a basic telecommunications cabling infrastructure.

In the second year of the course, the learner will cover the higher-level electrical and electronic theory, the function and use of test equipment, system grounding and the fundamentals of the EIA/TIA cabling standards. More advanced skills covered in the second year include the fundamentals of voice, data, wireless, fibre optic systems, connector construction, maintenance and repair, and planning and supervision principles. The course follows a competency-based modularised format, which usually takes two years to complete. Emphasis is placed on the practical application of the theory taught in the course. Graduates will complete the National Centre for Construction Education and Research (NCCER) and the Electronics Systems Technician Levels 1 through 3.

**Pre-requisite:** NCCER Core

## CURRICULUM

### YEAR 1

#### First Semester - 17 credits

CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
TSM 1101	Technical Science I	3

#### Career Concentration:

ELT 1101	Electronics Technology Principles I	3
ELT 1102	Electrical Safety and Cable Pathways	3
ELT 1103	General Construction Principles	3

#### Second Semester - 18 credits

ENG 1115	Writing for the Workplace	3
TSM 1102	Technical Science II	3
MAT 1105	College Algebra I	3

#### Career Concentration:

ELT 1104	Cable Types and Conduit Work	3
ELT 1105	Electronics Principles II	3
ELT 1106	Cable Construction and Test Equipment	3

### YEAR 2

#### First Semester - 16 credits

CIS 1120	Introduction to Business Applications of Computers	3
MGN 1114	Introduction to Business	3
PED or RSO	Physical Education or Registered Student Organisation	1
TSM 2101	Technical Science III	3

#### Career Concentration:

ELT 2107	Grounding Standards and Codes	3
ELT 2108	Telecommunication Principles	3
ELT 2109	Data Communication Principles	3

#### Second Semester - 16 credits

MGN 2245	Introduction to Small Business Management	3
PSY 1101	Introduction to Psychology I	3
PED or RSO	Physical Education or Registered Student Organisation	1
TSM 2102	Technical Science IV	3

#### Career Concentration:

ELT 2110	Wireless Communications Principles	3
ELT 2111	Construction Management Fundamentals	3
ELT 2112	Alarm System Principles	3

**TOTAL CREDITS: 73**  
**CREDITS**

# ASSOCIATE IN APPLIED SCIENCE IN HEATING, VENTILATION & AIR CONDITIONING TECHNOLOGY – AAS-HVAC

## CURRICULUM

### YEAR 1

#### First Semester - 17 credits

CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
TSM 1101	Technical Science I	3

#### Career Concentration:

HVA 1101	Fundamentals of Heating and Cooling	3
HVA 1102	Mechanical Maintenance	3
HVA 1103	HVAC Controls	3

#### Second Semester - 18 credits

ENG 1115	Writing for the Workplace	3
TSM 1102	Technical Science II	3
MAT 1105	College Algebra I	3

#### Career Concentration:

HVA 1104	Refrigeration Systems Service	3
HVA 1105	Senior Student Project I	3
HVA 1106	Troubleshooting Heating	3

### YEAR 2

#### First Semester - 16 credits

CIS 1120	Introduction to Business Applications of Computers	3
MGN 1114	Introduction to Business	3
PED or RSO	Physical Education or Registered Student Organisation	1
TSM 2101	Technical Science III	3

#### Career Concentration:

HVA 2107	Troubleshooting Cooling	3
HVA 2108	Hydronics	3
HVA 2109	Senior Student Project II	3

#### Second Semester - 16 credits

MGN 2245	Introduction to Small Business Management	3
PSY 1101	Introduction to Psychology I	3
PED or RSO	Physical Education or Registered Student Organisation	1
TSM 2102	Technical Science IV	3

#### Career Concentration:

HVA 2110	System Performance	3
HVA 2111	Energy Management	3
HVA 2112	System Design	3

**TOTAL CREDITS: 73**  
**CREDITS**

## PROGRAMME OVERVIEW

Developed with the assistance of employers in this field, this competency-based, modularised programme usually takes two years to complete. Students will experience lectures, practical assignments, and self-directed activities as they proceed through the modules, working with a lecturer and being evaluated on a skills basis. In addition to instruction in the theoretical aspects of heating, ventilating and air conditioning repair, extensive practical experience in an internship is an integral part of the programme. Graduates will be eligible to receive an industry-recognised certificate in HVAC from the National Centre for Construction Education and Research (NCCER), and also meet the Bermuda National Training Board standard for entering the Heating, Ventilating, and Air Conditioning Technology trade.

**Pre-requisite:** NCCER Core

# ASSOCIATE IN APPLIED SCIENCE IN MOTOR VEHICLE TECHNOLOGY – AAS-MVTEC

## PROGRAMME OVERVIEW

This programme was developed in partnership with the National Training Board (NTB), the automotive industry and the Bermuda College. The curriculum is designed to meet international and local industry standards with the intent that students be competent to sit the A.S.E. Automotive Technology Certification and City and Guilds Certificate programmes. This modularised programme usually takes two years to complete. Students will experience lectures, practical assignments and self-directed activities as they progress through the modules, working with the lecturer and being evaluated on a skills basis. Graduates will be eligible to receive an industry-recognised certificate in Automotive Technology.

**Pre-requisite:** NCCER Core

## CURRICULUM

### YEAR 1

#### First Semester - 18 credits

CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
TSM 1101	Technical Science I	3

#### Career Concentration:

MVT 1104	Electrical Systems	3
MVT 1105	Battery/Charging Systems	3
MVT 1106	Starting Systems	3

#### Second Semester - 19 credits

ENG 1115	Writing for the Workplace	3
TSM 1102	Technical Science II	3
MAT 1105	College Algebra I	3

#### Career Concentration:

MVT 1101	Ignition Systems	3
MVT 1102	Fuel/Exhaust Systems	3
MVT 1103	Exhaust Emissions Systems	3

### YEAR 2

#### First Semester - 16 credits

CIS 1120	Introduction to Business Applications of Computers	3
MGN 1114	Introduction to Business	3
PED or RSO	Physical Education or Registered Student Organisation	1
TSM 2101	Technical Science III	3

#### Career Concentration:

MVT 2107	Braking Systems	3
MVT 2108	Hydraulic Brake Systems	3
MVT 2109	Anti-lock Brake Systems	3

#### Second Semester - 16 credits

MGN 2245	Introduction to Small Business Management	3
PSY 1101	Introduction to Psychology I	3
PED or RSO	Physical Education or Registered Student Organisation	1
TSM 2102	Technical Science IV	3

#### Career Concentration:

MVT 2110	Steering Systems	3
MVT 2111	Power Steering Systems	3
MVT 2112	Suspension Systems	3

**TOTAL CREDITS: 73**  
**CREDITS**

# ASSOCIATE IN APPLIED SCIENCE IN PLUMBING TECHNOLOGY – AAS-PLUMB

## CURRICULUM

### YEAR 1

#### First Semester - 18 credits

CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
TSM 1101	Technical Science I	3

#### Career Concentration:

PLM 1101	Introduction to the Plumbing Profession, Safety and Tools	3
PLM 1102	Plastic pipe, Copper, Cast iron, Steel pipe and fittings	3
PLM 1103	Fixtures and Faucets, Drain, Waste and Vent systems, Water Distribution Systems	3

#### Second Semester - 19 credits

ENG 1115	Writing for the Workplace	3
TSM 2101	Technical Science III	3
MAT 1105	College Algebra I	3

#### Career Concentration:

PLM 1104	Commercial Drawings, Hangers and Supports, Installing DWV Piping	3
PLM 1105	Types of Valves, Installing Water Supply Piping, Installing Fixtures and Faucets	3
PLM 1106	Installing Water Heaters, Servicing Fixtures, Valves, and Faucets	3

### YEAR 2

#### First Semester - 16 credits

CIS 1120	Introduction to Business Applications of Computers	3
MGN 1114	Introduction to Business	3
PED or RSO	Physical Education or Registered Student Organisation	1
TSM 2101	Technical Science III	3

#### Career Concentration:

PLM 2107	Sizing Water Supply Piping, Potable Water Treatment	3
PLM 2108	Backflow Preventers, Types of Venting, Sizing DWV Systems	3
PLM 2109	Sewage Pumps, Compressed Air	3

#### Second Semester - 16 credits

MGN 2245	Introduction to Small Business Management	3
PSY 1101	Introduction to Psychology I	3
PED or RSO	Physical Education or Registered Student Organisation	1
TSM 2102	Technical Science IV	3

#### Career Concentration:

PLM 2110	Business Principles for Plumbers, Water Pressure Systems	3
PLM 2111	Codes, Private Water Supply Well Systems	3
PLM 2112	Swimming Pools and Hot Tubs, Plumbing for Mobile Homes	3

**TOTAL CREDITS: 73**  
**CREDITS**

## PROGRAMME OVERVIEW

Developed with the assistance of employers in this field, this competency-based, modularised programme usually takes two years to complete. Students will experience lectures, practical assignments and self-directed activities as they progress through the modules, working with a lecturer and being evaluated on a skills basis. Graduates will be able to sit the City and Guilds Scheme 6129 Examinations and also meet the Bermuda National Training Board, National Centre for Construction Education and Research (NCCER) standards for entering the plumbing trade.

**Pre-requisite:** NCCER Core

# ASSOCIATE IN APPLIED SCIENCE IN WOOD TECHNOLOGY – AAS-WDTEC

## PROGRAMME OVERVIEW

This programme has been designed to meet both the needs of the local carpentry industry and the requirements for the National Training Board and the National Centre for Construction Education and Research (NCCER)

Students in the programme can expect to experience practical assignments, lectures and field trips to local building sites and industries. The self-directed activities and supervised assistance will enable students to progress successfully through this programme.

**Pre-requisite:** NCCER Core

## CURRICULUM

### YEAR 1

#### **First Semester - 18 credits**

CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
TSM 1101	Technical Science I	3

#### Career Concentration:

WTC 1101	Orientation, Materials, Fasteners, Hand and Power Tools	3
WTC 1102	Floor, Wall, Ceiling and Roof Framing	3
WTC 1103	Windows and Exterior Doors	3

#### **Second Semester - 19 credits**

ENG 1115	Writing for the Workplace	3
TSM 1102	Technical Science II	3
MAT 1105	College Algebra I	3

#### Career Concentration:

WTC 1104	Reading Plans and Site Layout I	3
WTC 1105	Introduction to Concrete, Foundations & Flatwork, Reinforcing Concrete, Handling & Placing Concrete	3
WTC 1106	Concrete Forms, Patented Form & Tilt-Up Wall Systems	3

### YEAR 2

#### **First Semester - 16 credits**

CIS 1120	Introduction to Business Applications of Computers	3
MGN 1114	Introduction to Business	3
PED or RSO	Physical Education or Registered Student Organisation	1
TSM 2101	Technical Science III	3

#### Career Concentration:

WTC 2107	Exterior Finishing, Roofing Applications, Thermal and Moisture Protection	3
WTC 2108	Framing with Metal Studs, Drywall Installation, Drywall Finishing, Interior Finish II: Suspended Ceilings	3
WDT 2109	Stairs, Interior Finish I, III & IV	3

#### **Second Semester - 16 credits**

MGN 2245	Introduction to Small Business Management	3
PSY 1101	Introduction to Psychology I	3
PED or RSO	Physical Education or Registered Student Organisation	1
TSM 2102	Technical Science IV	3

#### Career Concentration:

WTC 2110	Advanced Roof Systems, Floor Systems and Wall Systems	3
WTC 2111	Introduction to Light Equipment, Welding and Metal Buildings	3
WTC 2112	Site Layout II	3

**TOTAL CREDITS: 73**  
**CREDITS**



# CERTIFICATE PROGRAMMES

The certificate programme is designed to provide the graduate with the opportunity of immediate employment in his/her particular occupational field. The certificate documents that the student has attained job entry competence and is ready for entry level employment.



## Certificate in:

Accounting Assistants	p. 39
Child Care	p. 40
Electrical Wiring Technology	p. 41
Electronics Technology	p. 42
Heating, Ventilation & Air Conditioning	p. 43
Motor Vehicle Technology	p. 44
Office Assistants	p. 45
Office Skills	p. 46
Plumbing Technology	p. 47
Wood Technology	p. 48





## PROGRAMME OVERVIEW

Accounting Assistants keep a variety of financial records in businesses. They prepare journal entries, financial statements, bank reconciliations, payroll records, and conduct stocktaking and inventory valuation reports.

This one year programme is designed to prepare students to enter local businesses as accounting assistants in possession of the latest techniques in the field. It covers a variety of related areas that influence business organisations such as computing, management, and office skills and provides extensive data entry experience.

## CURRICULUM

### First Semester - 18 Credits

BKG 0041	Introductory Bookkeeping	3
CIS 1120	Introduction to Business Applications of Computers	3
CSC 1100	Strategies for Student Success I	2
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ENG 0011	Preparatory College Writing I	3
MAT 0034	Business Mathematics	3
MGN 1017	Foundations of Business I	3

### Second Semester - 18 Credits

BKG 1042	Intermediate Bookkeeping	3
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ENG 0012	Preparatory College Writing II	3
MGN 1015	Accounting in Action	3
MGN 1016	Work Placement	3
OFA 1025	Office Technology Procedures I	3
OFA 1040	Communication and Presentation Skills	2

**TOTAL CREDITS: 36**  
CREDITS

# CERTIFICATE IN CHILD CARE - CT-CHILD

## CURRICULUM

		TOTAL CREDITS: 19
		<u>CREDITS</u>
ENG 0011 or	Prepatory College Writing I or	
ENG 0024	Business Communication I	3
MAT 0010	Basic Mathematics	3
CCP 1010	Interpersonal Communication for Childcare Assistants	3
CCP 1015	Stages of Child Development	3
CCP 1020	Introduction to Health and Safety	3
<b><i>Choose one of the following pairs:</i></b>		
CCP 1025	Learning Environments for Toddlers and Infants AND	3
CCP 1026	Infant and Toddler Practicum, or	1
CCP 1030	Learning Environments for Pre-School Children AND	3
CCP 1031	Pre-School Child Practicum, or	1
CCP 1040	Learning Environments for the School-Aged Child AND	3
CCP 1041	School-Aged Child Practicum.	1

## PROGRAMME OVERVIEW

This part-time programme prepares students for work as child care assistants. Students have the option of focusing on skills necessary to work as an assistant in one of three employment settings: an infant-toddler setting, a pre-school setting, or in a school-age programme. As part of the programme, students must complete a training component in an approved childcare setting in Bermuda.

# CERTIFICATE IN ELECTRICAL WIRING TECHNOLOGY – CT-ELWIR

## PROGRAMME OVERVIEW

In an effort to deliver a curriculum which is both current and timely, the Bermuda College in collaboration with the Electrical Occupational Advisory Committee (EOAC) and the National Joint Apprenticeship and Training Committee (NJATC) of America have adopted this comprehensive modular programme as the standard for apprenticeship training in Bermuda. The programme will take five years to complete and upon successful completion of the entire course, the student will be certified as a Journeyman Inside Wireman by both the NJATC and the Bermuda College. The NJATC certificate is highly regarded in the US and Canada and around the world wherever US and Canadian electrical standards are in use.

Studying under the guidance of an experienced lecturer, students work through the modules in order, covering theoretical concepts while honing their practical skills. The passing grade for each module is 75%.

The apprenticeship programme is very broad based, covering all areas of the trade and providing the graduate with the skill, knowledge and confidence to enter a dynamic and exciting industry. Additionally, instructors in the programme bring meaning to a high tech industry that is more rapidly changing than the curriculum can reflect. The experience and understanding that these individuals bring to the classroom make the programme the most unique way to learn to work in the electrical industry.

## CURRICULUM

**TOTAL CREDITS: 60**

ELN 1101	How to Study This Course and Achieve Your Personal Goals	ELN 3130	Grounding and Bonding Fundamentals
ELN 1102	Introduction to Test Instruments and Overcurrent Protection Devices	ELN 3131	The Grounding Electrode System
ELN 1103	Building Wire Construction and Insulation Properties	ELN 3132	Personnel Protection and Ground Fault Protection of Equipment
ELN 1104	Conduit Fabrication	ELN 3133	Grounding and Bonding of Electronic Equipment
ELN 1105	The Metric System and Metrication Changes	ELN 3134	Review of the Theory of Three Phase Transformers
ELN 1106	Blueprint Reading and Sketching	ELN 3135	NEC: Overcurrent Protection
ELN 1107	DC Theory: OHM'S Law	ELN 3136	NEC: Transformer Protection and Ground Fault Protection
ELN 1108	The DC Series Circuit	ELN 4137	Lightning Protection Systems
ELN 1109	The DC Parallel Circuit	ELN 4138	AC Alternators
ELN 1110	The DC Combination Circuit	ELN 4139	Electronic Variable Speed-Control
ELN 1111	Norton's and Thevenin's Theorems and Kirchoff's Laws	ELN 4140	Motor Starters, Contactors and Control Relays
ELN 1112	Intro to the National Electrical Code	ELN 4141	Manual and Automatic Operating Devices
ELN 2113	Testing and Measuring with the Analog and Digital Multimeter	ELN 4142	Timing Devices and DC Motor Controls
ELN 2114	Developing NEC Code Book Skills	ELN 4143	AC Motor Speed Control and Troubleshooting
ELN 2115	Understanding the Design and Function of AC and DC Generators	ELN 4144	Digital Electronics and Boolean Algebra
ELN 2116	Laying-Out Residential Circuits and Basic Estimating	ELN 4145	The Allen Bradley SLC 500 Family PLC's
ELN 2117	AC Theory: Inductance	ELN 4146	Air Conditioning and Refrigeration
ELN 2118	AC Theory: Capacitance	ELN 4147	Cable Tray Systems and the NEC
ELN 2119	Working with Series and Parallel RL & RC Circuits	ELN 4148	NEC: Hazardous-Locations Wiring Methods and Equipment
ELN 2120	Analyzing and Working with Combination RLC Circuits	ELN 5149	Motivation and Leadership
ELN 2121	Filters, Power Factor and Power Factor Correction	ELN 5150	Fire Alarm Systems
ELN 2122	Principles of Three Phase Systems	ELN 5151	Introduction to Instrumentation
ELN 2123	NEC – Branch Circuits 1 & 2 and Feeders and Services	ELN 5152	Fundamentals of Controllers
ELN 2124	Cabling Assemblies & Wiring Methods	ELN 5153	Security Systems & Telephone Wiring
ELN 3125	Health and Safety	ELN 5154	Structured Cabling Systems
ELN 3126	Advanced Blueprint Reading	ELN 5155	Solar Power Generation and Fuel Cell Basics
ELN 3127	Semiconductor Theory	ELN 5156	High Voltage Testing
ELN 3128	BJTs, MOSFETs, & Other Transistor Types	ELN 5157	Harmonics and Power Quality Surveys
ELN 3129	Differential & Operational Amplifiers	ELN 5158	Automation Networks
		ELN 5159	Understanding Emergency Building Installation Requirements
		ELN 5160	Electrical Load Calculations

# CERTIFICATE IN ELECTRONICS TECHNOLOGY – CT-ELTEC

## CURRICULUM

**TOTAL CREDITS: 83**  
**CREDITS**

### Common First Semester consisting of:

CSC 1100	Strategies for Student Success I	2
TCM 1101	Technical Communications	3
TSM 1101	Technical Science	3
CDL 1101	Computer Skills Module	2
NCC 1101	Health and Safety	1
NCC 1102	Mathematics	1
NCC 1103	Hand Tools	1
NCC 1104	Power Tools	1
NCC 1105	Blueprints	1
NCC 1106	Rigging	1
TMM 0020	Technical Mathematics II	3

### Second Semester consisting of Modules 1 through 4:

ELT 1101	Electronics Technology Principles I	3
ELT 1102	Electrical Safety and Cable Pathway's and Spaces	3
ELT 1103	General Construction Principles	3
ELT 1104	Cable Types and Conduit Work	3

#### **PLUS:**

TMM 0030	Technical Mathematics III	3
TSM 1102	Technical Science II	3
ENG 0017	Essentials of Communication	3

### Third Semester consisting of Modules 5 through 8:

ELT 1105	Electronics Technology Principles II	3
ELT 1106	Cable Construction and Test Equipment	3
ELT 2107	Grounding and Telecommunications Standards and Codes	3
ELT 2108	Telecommunications Principles	3

#### **PLUS:**

TMM 0040	Technical Mathematics IV	3
TSM 2101	Technical Science III	3
ENG 0012	Preparatory College Writing II	3

### Fourth Semester consisting of Modules 9 through 12:

ELT 2109	Data Communication Principles	3
ELT 2110	Wireless Communication Principles	3
ELT 2111	Construction Management Fundamentals	3
ELT 2112	Alarm System Principles	3
PED or RSO	Physical Education or Registered Student Organisations	1

#### **PLUS:**

TMM 0050	Technical Mathematics V	3
TSM 2102	Technical Science IV	3
ENG 1050	Writing in Business I	3

## PROGRAMME OVERVIEW

Designed with the assistance of employers in the Telecommunications and Electronics industry, this programme will prepare students for employment as technicians in the island's growing electronics and telecommunications industry. The first year of the course gives the learner a firm grounding in the fundamentals of electrical and electronic principles, Construction, Electrical Codes and standards used in the field and an understanding of the construction of a basic telecommunications cabling infrastructure.

In the second year of the course, the learner will cover the higher-level electrical and electronic theory, the function and use of test equipment, system grounding and the fundamentals of the EIA/TIA cabling standards. More advanced skills covered in the second year include the fundamentals of voice, data, wireless, fibre optic systems, connector construction, maintenance and repair, and planning and supervision principles. The course follows a competency based modularised format, which usually takes two years to complete. Emphasis is placed on the practical application of the theory taught in the course. Graduates will complete the National Centre for Construction Education and Research (NCCER) Core Curricula and the Electronics Systems Technician Levels 1 to 3.

# CERTIFICATE IN HEATING, VENTILATION & AIR CONDITIONING TECHNOLOGY – CT-HVAC

## PROGRAMME OVERVIEW

Developed with the assistance of employers in this field, this competency-based, modularised programme usually takes two years to complete. Students will experience lectures, practical assignments, and self-directed activities as they proceed at their own rate through the modules, working with an Instructor and being evaluated on a skill by skill basis. In addition to instruction in the theoretical aspects of heating, ventilation and air conditioning repair, extensive practical experience in an internship is an integral part of the programme. Graduates will be eligible to receive an industry-recognised certificate in HVAC from the National Centre for Construction Education and Research (NCCER) and also meet the Bermuda National Training Board standard for entering the Heating, Ventilating, and Air Conditioning Technology trade.

## CURRICULUM

**TOTAL CREDITS: 80**  
**CREDITS**

### Common First Semester consisting of:

CSC 1100	Strategies for Student Success I	2
TCM 1101	Technical Communications	3
TSM 1101	Technical Science	3
CDL 1101	Computer Skills Module	2
NCC 1101	Health and Safety	1
NCC 1102	Mathematics	1
NCC 1103	Hand Tools	1
NCC 1104	Power Tools	1
NCC 1105	Blueprints	1
NCC 1106	Rigging	1
TMM 0020	Technical Mathematics II	3

### Second Semester consisting of Modules 1 through 4:

HVA 1101	Fundamentals of Heating and Cooling	3
HVA 1102	Mechanical Maintenance	3
HVA 1103	HVAC Controls	3
HVA 1104	Refrigeration System Service	3
<b>PLUS:</b>		
TMM 0030	Technical Mathematics III	3
TSM 1102	Technical Science II	3
ENG 0017	Essentials of Communication	3

### Third Semester consisting of Modules 5 through 8:

HVA 1105	Senior Student Project I	3
HVA 1106	Troubleshooting Heating	3
HVA 2107	Troubleshooting Cooling	3
HVA 2108	Hydronics	3
<b>PLUS:</b>		
TSM 2101	Technical Science III	3
ENG 0012	Preparatory College Writing II	3
TMM 0040	Technical Mathematics IV	3

### Fourth Semester consisting of Modules 9 through 12:

HVA 2109	Senior Student Project II	3
HVA 2110	System Performance	3
HVA 2111	Energy Management	3
HVA 2112	System Design	3
PED or	Physical Education or	
RSO	Registered Student Organisations	1
<b>PLUS:</b>		
TSM 2102	Technical Science IV	3
ENG 1050	Writing in Business I	3

# CERTIFICATE IN MOTOR VEHICLE TECHNOLOGY – CT-MVTEC

## CURRICULUM

**TOTAL CREDITS: 83**  
**CREDITS**

### Common First Semester consisting of:

CSC 1100	Strategies for Student Success I	2
TCM 1101	Technical Communications	3
TSM 1101	Technical Science	3
CDL 1101	Computer Skills Module	2
NCC 1101	Health and Safety	1
NCC 1102	Mathematics	1
NCC 1103	Hand Tools	1
NCC 1104	Power Tools	1
NCC 1105	Blueprints	1
NCC 1106	Rigging	1
TMM 0020	Technical Mathematics II	3

### Second Semester consisting of Modules 1 through 3:

MVT 1104	Electrical Systems	3
MVT 1105	Battery/Charging Systems	3
MVT 1106	Starting Systems	3

#### **PLUS:**

TMM 0030	Technical Mathematics III	3
TSM 1102	Technical Science II	3
ENG 0017	Essential of Communications	3

### Third Semester consisting of Modules 4 through 6:

MVT 1101	Ignition Systems	3
MVT 1102	Fuel/Exhaust Systems	3
MVT 1103	Exhaust Emissions Systems	3

#### **PLUS:**

TMM 0040	Technical Mathematics IV	3
TSM 2101	Technical Science III	3
ENG 0012	Preparatory College Writing II	3

### Fourth Semester consisting of Modules 7 through 12:

MVT 2107	Braking Systems	3
MVT 2108	Hydraulic Brake Systems	3
MVT 2109	Anti-Lock Brake Systems	3
MVT 2110	Steering Systems	3
MVT 2111	Power Steering Systems	3
MVT 2112	Suspension Systems	3
PED or	Physical Education or	
RSO	Registered Student Organisations	1

#### **PLUS:**

TMM 0050	Technical Mathematics V	3
TSM 2102	Technical Science IV	3
ENG 1050	Writing in Business I	3

## PROGRAMME OVERVIEW

This programme was developed in partnership with the National Training Board (NTB), the automotive Industry and the Bermuda College. The curriculum is designed to meet international and local industry standards with the intent that students be competent to sit the A.S.E. Automotive Technology Certification and City and Guilds Certificate programmes. This modularised programme usually takes two years to complete. Students will experience lectures, practical assignments and self-directed activities as they progress through the modules, working with the lecturer and being evaluated on skill by skill basis. Graduates will be eligible to receive an industry-recognised certificate in Automotive Technology.

## PROGRAMME OVERVIEW

This programme is designed to produce competent, highly skilled office personnel. It provides exposure to basic business and organisational concepts and decision-making skills, in addition to the traditional skills. As part of this programme, students will acquire work experience in a local office.

## CURRICULUM

**TOTAL CREDITS: 36**  
**CREDITS**

### First Semester - 18 Credits

CIS 1120	Introduction to Business Applications of Computers	3
CSC 1100	Strategies for Student Success I	2
PED or RSO	Physical Education or Registered Student Organisation	1
ENG 0011	Preparatory College Writing I	3
MAT 0034	Business Mathematics	3
OFA 1011	Word Processing I	3
OFA 1025	Office Technology Procedures I	3

### Second Semester - 19 Credits

BKG 0041	Introduction to Bookkeeping I	3
ENG 0012	College Writing II	3
OFA 1012	Word Processing II	3
OFA 1026	Office Technology Procedures II	3
OFA 1035	Speed Development in Keyboarding	1
OFA 1040	Communication and Presentation Skills	2
OFA 1090	Office Work Placement	3

## CURRICULUM

ENG 1050	Writing in Business I
BKG 0041	Introduction to Bookkeeping I
CIS 1120	Introduction to Business Applications of Computers
OFA 1055	Word Processing
OFA 1075	Office Procedures
OFA 1045	Machine Transcription

## TOTAL CREDITS: 18

### CREDITS

3  
3  
3  
3  
3  
3

## PROGRAMME OVERVIEW

This intensive programme is designed for the non-traditional student who has a good educational background and basic typing skills. The programme is useful for those who intend to return to the business world and for prospective office professionals who wish to improve their competence.



## PROGRAMME OVERVIEW

Developed with the assistance of employers in this field, this competency-based, modularised programme usually takes two years to complete. Students will experience lectures, practical assignments and self-directed activities as they progress through the modules, working with an instructor and being evaluated on a skill by skill basis. Graduates will be able to sit the City and Guilds Scheme 6129 Examinations and also meet the Bermuda National Training Board, National Centre for Construction Education and Research (NCCER) standards for entering the plumbing trade.

## CURRICULUM

**TOTAL CREDITS: 80**

### Common First Semester consisting of:

CSC 1100	Strategies for Student Success I	2
TCM 1101	Technical Communications	3
TSM 1101	Technical Science	3
CDL 1101	Computer Skills Module	2
NCC 1101	Health and Safety	1
NCC 1102	Mathematics	1
NCC 1103	Hand Tools	1
NCC 1104	Power Tools	1
NCC 1105	Blueprints	1
NCC 1106	Rigging	1
TMM 0020	Technical Mathematics II	3

### Second Semester consisting of Modules 1 through 4:

PLM 1101	Introduction to the Plumbing Profession, Safety and Tools	3
PLM 1102	Plastic pipe, Copper, Cast iron, Steel pipe and fittings	3
PLM 1103	Fixtures and Faucets, Drain, Waste and Vent systems, Water Distribution Systems	3
PLM 1104	Commercial Drawings, Hangers and Supports, Installing DWV Piping	3
<b>PLUS:</b>		
TMM 0030	Technical Mathematics III	3
TSM 1102	Technical Science II	3
ENG 0017	Essentials of Communication	3

### Third Semester consisting of Modules 5 through 8:

PLM 1105	Types of Valves, Installing Water Supply Piping, Installing Fixtures and Faucets	3
PLM 1106	Installing Water Heaters, Servicing Fixtures, Valves, and Faucets	3
PLM 2107	Sizing Water Supply Piping, Potable Water Treatment	3
PLM 2108	Backflow Preventers, Types of Venting, Sizing DWV Systems	3
<b>PLUS:</b>		
TMM 0040	Technical Mathematics IV	3
ENG 0012	Preparatory College Writing II	3
TSM 2101	Technical Science III	3

### Fourth Semester consisting of Modules 9 through 12:

PLM 2109	Sewage Pumps, Compressed Air	3
PLM 2110	Business Principles for Plumbers, Water Pressure Systems	3
PLM 2111	Codes, Private Water Supply Well Systems	3
PLM 2112	Swimming Pools and Hot Tubs, Plumbing for Mobile Homes	3
<b>PLUS:</b>		
ENG 1050	Writing in Business I	3
PED or	Physical Education or	
RSO	Registered Student Organisation	1
TSM 2102	Technical Science IV	3

# CERTIFICATE IN WOOD TECHNOLOGY – CT-WDTEC

## CURRICULUM

**TOTAL CREDITS: 80**

## PROGRAMME OVERVIEW

### Common First Semester consisting of:

CSC 1100	Strategies for Student Success I	2
TCM 1101	Technical Communications	3
TSM 1101	Technical Science	3
CDL 1101	Computer Skills Module	2
NCC 1101	Health and Safety	1
NCC 1102	Mathematics	1
NCC 1103	Hand Tools	1
NCC 1104	Power Tools	1
NCC 1105	Blueprints	1
NCC 1106	Rigging	1
TMM 0020	Technical Mathematics II	3

### Second Semester consisting of Modules 1 through 4:

WTC 1101	Orientation, Materials, Fasteners, Hand and Power Tools	3
WTC 1102	Floor, Wall, Ceiling and Roof Framing	3
WTC 1103	Windows and Exterior Doors	3
WTC 1104	Reading Plans, Site Layout I; Distance Measurement and Levelling	3

#### PLUS:

TMM 0030	Technical Mathematics III	3
TSM 1102	Technical Science II	3
ENG 0017	Essentials of Communications	3

### Third Semester consisting of Modules 5 through 8:

WTC 1105	Introduction to Concrete, Foundations and Flatwork, Reinforcing Concrete, Handling and Placing Concrete	3
WTC 1106	Concrete Forms, Patented Forms and Tilt-Up Wall Systems	3
WTC 2107	Exterior Finishing, Roofing Applications, Thermal and Moisture Protection	3
WTC 2108	Framing with Metal Studs, Drywall Installation, Drywall Finishing, Interior Finish II: Suspended Ceilings	3

#### PLUS:

TMM 0040	Technical Mathematics IV	3
ENG 0012	Preparatory College Writing II	3
TMS 2101	Technical Science III	3

### Fourth Semester consisting of Modules 9 through 12:

WTC 2109	Stairs, Interior Finish I, Interior Finish III and Interior Finish IV	3
WTC 2110	Advanced Roof Systems; Advanced Floor Systems and Advanced Wall Systems	3
WTC 2111	Introduction to Light Equipment, Welding and Metal Buildings	3
WTC 2112	Site Layout II – Angular Measurement, Advanced Stair Systems and Introduction to Project Management and Supervision	3

#### PLUS:

ENG 1050	Writing in Business I	3
PED or RSO	Physical Education or Registered Student Organisations	1
TSM2102	Technical Science IV	3

This programme has been designed to meet both the needs of the local carpentry industry and the requirements for the National Training Board and the National Centre for Construction Education and Research (NCCER).

Students in the programme can expect to experience practical assignments, lectures and field trips to local building sites and industries. The self-directed activities and supervised assistance will enable students to progress successfully through this programme.

# DIPLOMA PROGRAMMES

A diploma programme consists of courses that are part of an associate degree programme. They are designed to provide the graduate with skills and competencies for immediate employment into a particular occupational field. Students may be able to transfer some of these credits into an associate degree programme at a later time depending on the programme of study.



## Diploma in:

Chef Apprenticeship	p. 51
Computer Network Administration	p. 52
Computer Network Technology	p. 53
Continuing Care Workers	p. 54
Culinary Arts	p. 55
Electronics Technology	p. 56
Food & Beverage Management	p. 57
Heating, Ventilation & Air Conditioning	p. 58
Masonry Technology	p. 59
Motor Vehicle Technology	p. 60
Office Administration	p. 61
Plumbing Technology	p. 62
Website Development	p. 63
Welding Technology	p. 64
Wood Technology	p. 65
Course Concentration	p. 66



## PROGRAMME OVERVIEW

This 3-year programme provides basic education and training in culinary arts and is designed for those students who want to enter the workforce directly after graduation. Students receive on-the-job training at a local hotel, and gain knowledge of the theoretical and practical concepts leading to American Culinary Federation (ACF) certification through classes at Bermuda College following the curriculum of the ACF.

## CURRICULUM

### YEAR 1

#### **First Semester - 6 credits**

CUL 1102	Introduction to Culinary Arts	1
CUL 1105	Meat Identification and Fabrication	2
CUL 1104	Sanitation and Safety	2
CUL 1120	Chef Apprenticeship	1

#### **Second Semester - 11 credits**

CUL 1131	Nutrition	2
CUL 1116	Introduction to Garde Manger	2
CUL 1117	Introduction to Breads and Pastry	3
CUL 1121	Chef Apprenticeship	1
CUL 1103	Culinary Mathematics	3

### YEAR 2

#### **First Semester - 9 credits**

CUL 2124	Techniques in Healthy Cooking	2
CUL 1106	Purchasing & Product Identification	3
CUL 2111	Chef Apprenticeship	1
HMT 1155	Introduction to the Hospitality Industry	3

#### **Second Semester - 9 credits**

CUL 1125	Food and Beverage Service	2
CUL 2118	Menu Planning	3
CUL 2112	Chef Apprenticeship	1
HMT 2255	Hospitality Supervision	3

### YEAR 3

#### **First Semester - 4 credits**

HMT 2250	Food & Beverage Control	3
CUL 2113	Chef Apprenticeship	1

#### **Second Semester - 4 credits**

HMT 2260	Food & Beverage Management	3
CUL 2114	Chef Apprenticeship	1

**TOTAL CREDITS: 43**  
**CREDITS**

## CURRICULUM

CIS 1125	Introduction to Computers and Information Technology	3
CIS 2297	Security Fundamentals and Policies	3
CIS 2290	Networking Technologies	3
CIS/ELO 2278	Microcomputer Hardware and System Software	3
MGN 1114	Introduction to Business	3
MGN 2222	Organisational Behaviour	3

**TOTAL CREDITS: 18**  
**CREDITS**

## PROGRAMME OVERVIEW

This multi-disciplinary diploma is designed for persons wishing to supplement their computer training to include network management or their management/administration training to include computer networks. It is also geared for those presently involved in networking but who do not have formal training or those seeking international certification (A+, Network+, CCNA or SANS/GSEC)).

## ENTRY REQUIREMENTS

2 years' full-time work experience or a college degree (2-year or higher).

## PROGRAMME OVERVIEW

This diploma is designed for persons who are presently involved in networking but have not received formal training or those seeking international certification (CompTIA, A+, Network +, or iNet); or those wishing to supplement their computer training to formally include networks, for the purpose of career enhancement.

## ENTRY REQUIREMENTS

2 years' full-time work experience or a college degree (2-year or higher).

## CURRICULUM

CIS 1125	Introduction to Computers and Information Technology	3
CIS/ELO 2278	Microcomputer Hardware and System Software	3
CIS 2290	Networking Technologies	3
CIS 1155	Software Engineering for Information Systems	3
CIS 2297	Security Fundamentals and Policies	3
MGN 2230	Project Management	3

**TOTAL CREDITS: 18**  
CREDITS

## CURRICULUM

**TOTAL CREDITS: 10**  
CREDITS

### First Semester

CCW 0010 Fundamentals of Health Care Delivery 6

### Second Semester

#### *Choose one of the following groups:*

CCW 0020 Senior Care Giver Assistant 3

CCW 0021 Senior Care Giver Practicum 1

#### *or*

CCW 0030 Clinical Care Assistant 3

CCW 0031 Clinical Care Practicum 1

## PROGRAMME OVERVIEW

This two-semester part-time programme prepares students for entry level positions in the health care profession as continuing care workers. Students are required to complete one semester in the Fundamentals of Health Care delivery. Upon successful completion, students will then select to complete an internship in either nurse assisting or care of the older adult in an approved nursing home or clinical setting in Bermuda.

#### *Admission criteria:*

Successful applicants will have a high school diploma, GED or equivalent. Participants will also be required to take a College Placement Test (CPT) where they must earn scores of 70 or higher in English and 30 or higher in Math. Persons who score below the CPT requirements will be required to enroll in a prescribed English or Math course to receive the requisite academic upgrading prior to starting the programme.



## PROGRAMME OVERVIEW

This programme provides students with basic education and training in culinary arts. This programme is designed for those students who want to enter the workforce directly after graduation. Course offerings emphasis practical applications and follows the curriculum of the American Culinary Federation (ACF). Students complete a 12-week internship at a local hotel or on a cruise ship where they will rotate through different sections of a kitchen.

## CURRICULUM

### YEAR 1

#### First Semester - 20 credits

CSC 1100	Strategies for Student Success I	2
CUL 1020	English for Culinary Arts	3
CUL 1102	Introduction to Culinary Arts	1
CUL 1105	Meat Identification and Fabrication	2
CUL 1108	Introduction to Preparation of Soups, Stocks and Sauces	2
CUL 1109	Introduction to Vegetable and Starch Cookery	2
CUL 1110	Introduction to Cooking Methods	2
CUL 1104	Sanitation and Safety	2
HMT 1155	Introduction to the Hospitality Industry	3
PED or RSO	Physical Education or Registered Student Organisation	1

#### Second Semester - 15 credits

CUL 1103	Culinary Mathematics	3
CUL 1111	Introduction to Production Cookery	2
CUL 1112	Breakfast and Short Order Cooking	1
CUL 1114	Seafood Cookery	2
CUL 1131	Nutrition	2
CUL 1116	Introduction to Garde Manger	2
CUL 1117	Introduction to Breads and Pastry	3

**CUL 1119 SUMMER INTERNSHIP 3**

### YEAR 2

#### First Semester - 12 credits

CUL 1128	International Cuisine	2
CUL 1122	Introduction to Caribbean and Bermudian Cuisine	2
CUL 1130	American Regional Cuisine	2
CUL 2124	Techniques in Healthy Cooking	2
CUL 1106	Purchasing & Product Identification	3
PED or RSO	Physical Education or Registered Student Organisation	1

#### Second Semester - 14 credits

CUL 2126	Advanced Food Preparation	2
CUL 1127	Oriental Cuisine	2
CUL 1125	Food and Beverage Service	2
CUL 2118	Menu Planning	3
CUL 1129	Italian Cuisine	2
HMT 2255	Hospitality Supervision	3

**TOTAL CREDITS: 61  
CREDITS**

## CURRICULUM

### Common First Semester consisting of:

NCC 1101	Health and Safety	1
NCC 1102	Mathematics	1
NCC 1103	Hand Tools	1
NCC 1104	Power Tools	1
NCC 1105	Blueprints	1
NCC 1106	Rigging	1

### Second Semester consisting of Modules 1 through 4:

ELT 1101	Electronics Technology Principles I	3
ELT 1102	Electrical Safety and Cable Pathway's and Spaces	3
ELT 1103	General Construction Principles	3
ELT 1104	Cable Types and Conduit Work	3

### Third Semester consisting of Modules 5 through 8:

ELT 1105	Electronics Technology Principles II	3
ELT 1106	Cable Construction and Test Equipment	3
ELT 2107	Grounding and Telecommunications Standards and Codes	3
ELT 2108	Telecommunications Principles	3

### Fourth Semester consisting of Modules 9 through 12:

ELT 2109	Data Communication Principles	3
ELT 2110	Wireless Communication Principles	3
ELT 2111	Construction Management Fundamentals	3
ELT 2112	Alarm System Principles	3

**TOTAL CREDITS: 42**  
**CREDITS**

## PROGRAMME OVERVIEW

Designed with the assistance of employers in the Telecommunications and Electronics industry, this programme will prepare students for employment as technicians in the island's growing electronics and telecommunications industry. The first year of the course gives the learner a firm grounding in the fundamentals of electrical and electronic principles, Construction, Electrical Codes and standards used in the field and an understanding of the construction of a basic telecommunications cabling infrastructure.

In the second year of the course, the learner will cover the higher-level electrical and electronic theory, the function and use of test equipment, system grounding and the fundamentals of the EIA/TIA cabling standards. More advanced skills covered in the second year include the fundamentals of voice, data, wireless, fibre optic systems, connector construction, maintenance and repair, and planning and supervision principles. The course follows a competency based modularised format, which usually takes two years to complete. Emphasis is placed on the practical application of the theory taught in the course. Graduates will complete the National Centre for Construction Education and Research (NCCER) Core Curricula and the Electronics Systems Technician Levels 1 to 3.

## PROGRAMME OVERVIEW

This programme is designed for persons currently working in the Hospitality Industry and who have joined the industry without any formal education in the area. This programme will allow them to formalize their experience.

## CURRICULUM

CUL 1104	Sanitation and Safety	2
CUL 1106	Purchasing and Product Identification	3
CUL 2118	Menu Planning	3
FAB 1100	Food Service	3
HMT 2250	Food & Beverage Cost Control	3
HMT 2255	Hospitality Supervisory Practices	3
HMT 2260	Food & Beverage Management	3

**TOTAL CREDITS: 18**  
**CREDITS**

# DIPLOMA IN HEATING, VENTILATION & AIR CONDITIONING TECHNOLOGY - DP-HVAC

## CURRICULUM

**TOTAL CREDITS: 42**  
**CREDITS**

### Common First Semester consisting of:

NCC 1101	Health and Safety	1
NCC 1102	Mathematics	1
NCC 1103	Hand Tools	1
NCC 1104	Power Tools	1
NCC 1105	Blueprints	1
NCC 1106	Rigging	1

### Second Semester consisting of Modules 1 through 4:

HVA 1101	Fundamentals of Heating and Cooling	3
HVA 1102	Mechanical Maintenance	3
HVA 1103	HVAC Controls	3
HVA 1104	Refrigeration System Service	3

### Third Semester consisting of Modules 5 through 8:

HVA 1105	Senior Student Project I	3
HVA 1106	Troubleshooting Heating	3
HVA 2107	Troubleshooting Cooling	3
HVA 2108	Hydronics	3

### Fourth Semester consisting of Modules 9 through 12:

HVA 2109	Senior Student Project II	3
HVA 2110	System Performance	3
HVA 2111	Energy Management	3
HVA 2112	System Design	3

## PROGRAMME OVERVIEW

Students completing the Diploma in HVAC Technology would obtain the NCCER International Certification and be positioned as a Junior Technician in the HVAC industry.

## PROGRAMME OVERVIEW

Students completing this programme would be meeting the requirements of Certification as a trained Junior Mason.

## CURRICULUM

**TOTAL CREDITS: 42**  
CREDITS

### Common First Semester consisting of:

NCC 1101	Health and Safety	1
NCC 1102	Mathematics	1
NCC 1103	Hand Tools	1
NCC 1104	Power Tools	1
NCC 1105	Blueprints	1
NCC 1106	Rigging	1

### Second Semester consisting of Modules 1 through 4:

MAS 1101	Introduction to Masonry	3
MAS 1102	Masonry Techniques I	3
MAS 1103	Residential Masonry	3
MAS 1104	Masonry Techniques II	3

### Third Semester consisting of Modules 5 through 8:

MAS 1105	Masonry Techniques III	3
MAS 1106	Advanced Laying Techniques	3
MAS 2107	Introduction to Concrete Finishing	3
MAS 2108	Concrete Placement and Equipment	3

### Fourth Semester consisting of Modules 9 through 12:

MAS 2109	Concrete Forming, Curing and Protecting	3
MAS 2110	Site Concrete	3
MAS 2111	Concrete Applications and Techniques	3
MAS 2112	Iron Work for Concrete	3

## CURRICULUM

**TOTAL CREDITS: 42**  
**CREDITS**

### Common First Semester consisting of:

NCC 1101	Health and Safety	1
NCC 1102	Mathematics	1
NCC 1103	Hand Tools	1
NCC 1104	Power Tools	1
NCC 1105	Blueprints	1
NCC 1106	Rigging	1

### Second Semester consisting of Modules 4 through 6:

MVT 1104	Electrical Systems	3
MVT 1105	Battery/Charging Systems	3
MVT 1106	Starting Systems	3

### Third Semester consisting of Modules 1 through 3:

MVT 1101	Ignition Systems	3
MVT 1102	Fuel/Exhaust Systems	3
MVT 1103	Exhaust Emissions Systems	3

### Fourth Semester consisting of Modules 7 through 12:

MVT 2107	Braking Systems	3
MVT 2108	Hydraulic Brake Systems	3
MVT 2109	Anti-Lock Brake Systems	3
MVT 2110	Steering Systems	3
MVT 2111	Power Steering Systems	3
MVT 2112	Suspension Systems	3

## PROGRAMME OVERVIEW

This programme was developed in partnership with the National Training Board (NTB), the Automotive Industry and the Bermuda College. The curriculum is designed to meet international and local industry standards with the intent that students be competent to sit the A.S.E. Automotive Technology Certification and City and Guilds Certificate programmes. This modularised programme usually takes two years to complete. Students will experience lectures, practical assignments and self directed activities as they progress through the modules, working with the lecturer and being evaluated on skill by skill basis. Graduates will be eligible to receive an industry-recognised diploma in Automotive Technology.

## PROGRAMME OVERVIEW

This programme is designed to prepare students to enter the business community in the field of executive or administrative assistant. As part of the programme, students acquire experience in a local business.

## ENTRY REQUIREMENTS

Entry into this programme will be upon successful completion of either the Certificate for Office Assistants or the Certificate in Office Skills.

## CURRICULUM

### First Semester - 16 credits

ACC 1135	Accounting I	3
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ENG 1111	Freshman English	3
MGN 1114	Introduction to Business	3
OFA 1105	Advanced Office Skills I	3
Elective	1100 or 2000 level course of your choice.*	3

<b>OFA 1180</b>	<b>Summer Office Internship</b>	<b>3</b>
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### Second Semester - 15 credits

ENG 1115	Writing for the Workplace	3
MGN 2217	Business Analysis and Communication	3
OFA 2205	Advanced Office Skills II	3
Elective	1100 or 2000 level course of your choice.*	3
Elective	1100 or 2000 level course of your choice.*	3

**TOTAL CREDITS: 34**  
CREDITS

\* Before you can be enrolled in any course, you must satisfy the prerequisites.

## CURRICULUM

### Common First Semester consisting of:

NCC 1101	Health and Safety	1
NCC 1102	Mathematics	1
NCC 1103	Hand Tools	1
NCC 1104	Power Tools	1
NCC 1105	Blueprints	1
NCC 1106	Rigging	1

### Second Semester consisting of Modules 1 through 4:

PLM 1101	Introduction to the Plumbing Profession, Safety and Tools	3
PLM 1102	Plastic pipe, Copper, Cast iron, Steel pipe and fittings	3
PLM 1103	Fixtures and Faucets, Drain, Waste and Vent systems, Water Distribution Systems	3
PLM 1104	Commercial Drawings, Hangers and Supports, Installing DWV Piping	3

### Third Semester consisting of Modules 5 through 8:

PLM 1105	Types of Valves, Installing Water Supply Piping, Installing Fixtures and Faucets	3
PLM 1106	Installing Water Heaters, Servicing Fixtures, Valves, and Faucets	3
PLM 2107	Sizing Water Supply Piping, Potable Water Treatment	3
PLM 2108	Backflow Preventers, Types of Venting, Sizing DWV Systems	3

### Fourth Semester consisting of Modules 9 through 12:

PLM 2109	Sewage Pumps, Compressed Air	3
PLM 2110	Business Principles for Plumbers, Water Pressure Systems	3
PLM 2111	Codes, Private Water Supply Well Systems	3
PLM 2112	Swimming Pools and Hot Tubs, Plumbing for Mobile Homes	3

**TOTAL CREDITS: 38**

CREDITS

## PROGRAMME OVERVIEW

Developed with the assistance of employers in this field, this competency-based, modularised programme usually takes two years to complete. Students will experience lectures, practical assignments and self-directed activities as they progress through the modules, working with a lecturer and being evaluated on a skill-by-skill basis. Graduates will be able to sit the City and Guilds Scheme 6161 Examinations and also meet the Bermuda National Training Board, National Centre for Construction Education and Research (NCCER) standards for entering the plumbing trade.



## PROGRAMME OVERVIEW

This diploma aims to arm students with the tools, skills and knowledge to enter the web development industry at the ground level or to begin work as a self employed website designer. The diploma differentiates itself from the Associate Degree in that it focuses on only the technical skills needed to design and construct websites without the additional management skills and general education courses the Associate Degree offers. Upon successful completion, the student will have the skills necessary to join an internal IT team to build or maintain intranets and/or websites or to join a web agency as a consultant.

## CURRICULUM

### First Semester

ECM 1101	Introduction to E-commerce	3
ECM 1110	Generating Web Pages	3
ECM 1120	Web Development Fundamentals	3
CIS 1130	Data Management	3

### Second Semester

ECM 2210	Advanced Web Design	3
ECM 2215	Website Development	3
ECM 2220	Multimedia Environment	3
ECM 2280	Website Database Interfacing	3

**TOTAL CREDITS: 24**  
**CREDITS**

**12**

3

3

3

3

**12**

3

3

3

3

## CURRICULUM

TOTAL CREDITS: 29

### Common First Semester consisting of:

	<u>CREDITS</u>
NCC 1101 Health and Safety	1
NCC 1102 Mathematics	1
NCC 1103 Hand Tools	1
NCC 1104 Power Tools	1
NCC 1105 Blueprints	1
NCC 1106 Rigging	1

### Second Semester

WLD 1101 Introduction to Welding	1
WLD 1102 Sheet Metal ARC 1	3
WLD 1103 Sheet Metal ARC 2	3
WLD 1104 Sheet Metal ARC 3	2

### Third Semester

WLD 2105 Welding Symbols and Detail Drawings	2
WLD 2106 Air Carbon and Plasma Arc Cutting	1
WLD 2107 GMAC AND FCAW	2
WLD 2108 GTAW Equipment Filler Materials & Plate	1
WLD 2109 Aluminum Plate	1

### Fourth Semester

WLD 3110 Physical Heat Treatment & Metals	1
WLD 3111 Gas Metal ARC Weld Pipe	1
WLD 3112 Flux Cored ARC Welding	1
WLD 3113 Gas Tungsten ARC Welding	1
WLD 3114 Gas Tungsten ARC Welding Low Alloy Metals	1
WLD 3115 Gas Tungsten ARC Welding Aluminum Pipe	1
WLD 3116 Gas Metal ARC Welding Aluminum Plate & Pipe	1

## PROGRAMME OVERVIEW

This programme has been designed to meet the needs of the local welding industry entry level welder based on requirements of the American Welding Society (AWS) and the National Centre for Construction Education and Research (NCCER).

Students in the programme can expect to experience practical assignments, lectures and field trips to local building sites and industries. The self directed activities and supervised assistance and being evaluated on a skill-by-skill basis, will enable students to progress successfully through this programme.

## PROGRAMME OVERVIEW

This programme has been designed to meet both the needs of the local carpentry industry and the requirements for the National Training Board and the National Centre for Construction Education and Research (NCCER)

Students in the programme can expect to experience practical assignments, lectures and field trips to local building sites and industries. The self-directed activities and supervised assistance will enable students to progress successfully through this programme.

## CURRICULUM

**TOTAL CREDITS: 42**  
**CREDITS**

### Common First Semester consisting of:

NCC 1101	Health and Safety	1
NCC 1102	Mathematics	1
NCC 1103	Hand Tools	1
NCC 1104	Power Tools	1
NCC 1105	Blueprints	1
NCC 1106	Rigging	1

### Second Semester consisting of Modules 1 through 4:

WTC 1101	Orientation, Materials, Fasteners, Hand and Power Tools	3
WTC 1102	Floor, Wall, Ceiling and Roof Framing	3
WTC 1103	Windows and Exterior Doors	3
WTC 1104	Reading Plans, Site Layout I; Distance Measurement and Levelling	3

### Third Semester consisting of Modules 5 through 8:

WTC 1105	Introduction to Concrete, Foundations and Flatwork, Reinforcing Concrete, Handling and Placing Concrete	3
WTC 1106	Concrete Forms, Patented Forms and Tilt-Up Wall Systems	3
WTC 2107	Exterior Finishing, Roofing Applications, Thermal and Moisture Protection	3
WTC 2108	Framing with Metal Studs, Drywall Installation, Drywall Finishing, Interior Finish II: Suspended Ceilings	3

### Fourth Semester consisting of Modules 9 through 12:

WTC 2109	Stairs, Interior Finish I, Interior Finish III and Interior Finish IV	3
WTC 2110	Advanced Roof Systems; Advanced Floor Systems and Advanced Wall Systems	3
WTC 2111	Introduction to Light Equipment, Welding and Metal Buildings	3
WTC 2112	Site Layout II – Angular Measurement, Advanced Stair Systems and Introduction to Project Management and Supervision	3

## NOTE ON PREPARATION FOR PROFESSIONAL PROGRAMMES

Certain overseas professional associations and institutes recognise certain Bermuda College courses in the areas of accounting and business administration and grant exemptions from courses in their own professional training programmes. These include:

- Atlantic School of Chartered Accountancy;
- Certified General Accountants Association of Canada;
- Institute of Chartered Secretaries and Administrators of Canada;
- Society of Management Accountants.

## CONCENTRATIONS AND SUBJECTS OF STUDY

NOTE: Candidates should note that the Approved Courses indicated under each of the following subjects of study are those described under the heading COURSE DESCRIPTIONS:

Associate Degree Courses. These courses will earn general and elective credit in an Associate degree programme, unless otherwise specified.

### ACCOUNTING

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Approved Courses: all coded ACC.

**Concentration in the Associate in Business Administration:**

ACC 1135, ACC 1145, ACC 2201, ACC 2202, ACC 2253, ACC 2254.

### ART HISTORY

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Approved Courses: all coded AHS.

**Concentration in the Associate in Arts:**

AHS 1126 and AHS 1127, 12 credits in AHS at the 2000-level.

### BIOLOGY

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Approved Courses: all coded BIO.

Note exclusions in the course descriptions.

**Concentration in the Associate in Science:**

BIO 1121, BIO 1122, and 3 BIO courses at the 2000-level.

### CHEMISTRY

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Approved Courses: all coded CHM.

Note exclusions in the course descriptions.

**Concentration in the Associate in Science:**

CHM 1111, CHM 1112, and 3 CHM courses at the 2000-level.

### EARTH & ENVIRONMENTAL STUDIES

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Approved Courses: all coded EES.

Note exclusion in the course descriptions.

**Environmental Science Concentration in the Associate in Science:**

EES 1101, 3 credits from EES 1102 - 1105 ; BIO 1121, BIO 1122, BIO 2230, 6 credits from EES 2211, EES 2298 (not more than 3 credits from EES 2298), CHM at the 2000-level or PHY at the 2000-level.

### E-COMMERCE

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Approved Courses: all coded ECM.

**Concentration in the Associate in Business Administration:**

ECM 1101, ECM 1110, and 6 credits in ECM at the 2000 level

### ECONOMICS

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Approved Courses: all coded ECO.

**Concentration in the Associate in Arts:**

ECO 1101, ECO 1102, ECO 2201, ECO 2202, and 6 additional credits in ECO at the 2000-level.

### ENGLISH

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Approved Courses: all coded ENG.

**Concentration in the Associate in Arts:**

6 credits in ENG 1111 and ENG 1112, 12 credits in ENG at the 2000-level.

**FINE ART**

Approved Courses: all coded ART.

**HISTORY**

Approved Courses: all coded HIS.

**Concentration in the Associate in Arts:**

HIS 1140, HIS 1141, 12 credits in HIS at the 2000-level.

**INSURANCE**

Approved Courses: all coded INS.

**Concentration in the Associate in Business Administration:**

INS 1101, INS 2201, 2202, 2203.

**MANAGEMENT**

Approved Courses: all coded MGN.

**Concentration in the Associate in Business Administration:**

MGN 1114, MGN 2217, 12 credits at the 2000-level from amongst MGN 2210, MGN 2211, MGN 2222, MGN 2230, MGN 2240, MGN 2241, MGN 2245, MGN 2250 and MGN 2298.

**MATHEMATICS**

Approved Courses: all coded MAT.

Note exclusions in the course descriptions.

**Concentration in the Associate in Arts:**

MAT 1141, MAT 1152, 12 credits in MAT at the 2000-level (excluding MAT 2233 and MAT 2234).

**PHYSICS**

Approved Courses: all coded PHY.

Note exclusions in the course descriptions.

**Concentration in the Associate in Science:**

PHY 1121, PHY 1122, 12 credits in PHY at the 2000-level.

**PSYCHOLOGY**

Approved Courses: all coded PSY.

Note exclusions in the course descriptions.

**Concentration in the Associate in Arts:**

PSY 1101, PSY 1102, SSC 2200, 9 credits in PSY at the 2000-level.

**SOCIOLOGY**

Approved Courses: all coded SOC.

**Concentration in the Associate in Arts:**

SOC 1101, SOC 1102, SSC 2200, 9 credits in SOC at the 2000-level.

**SPANISH**

Approved Courses: all coded SPA.

Note exclusions in the course descriptions.

**Concentration in the Associate in Arts:**

SPA 1121, SPA 1120, SPA 2211, SPA 2212, SPA 2213, SPA 2214.



# CREDIT COURSE DESCRIPTIONS

Credit courses are those subjects taught within programmes that can earn the student cumulative academic credits toward their degree, certificate or diploma.



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## COURSE DESCRIPTIONS

All Bermuda College Associate Degree, Certificate and Basic Skills courses are listed below in alphabetical order.

### Notes on Prerequisites

**NOTE 1:** Where no prerequisite is stated for a course, entry is obtained by the satisfaction of the General and Programme Entry Requirements of the programmes of which the course forms a part.

**NOTE 2:** Where the prerequisite to a course is stated in terms of another Bermuda College course (eg PHY 1104 of which PHY 0013 is the stated prerequisite) or an acceptable alternative, other qualifications will also be considered for satisfaction of the prerequisite, as follows:

- at least a "C" standing in the same subject at Ordinary level or equivalent in the GCE, GCSE, or CXC examining systems;
- good standing in a course in the same subject in a Canadian or American university preparatory programme leading to graduation at the Grade 12 level;
- good standing in a course in the same subject in any other programme as determined to be acceptable on an individual basis by the College.

## ACCOMMODATION

### Introduction to Lodging Management

ACN 1120 3

A study of hotel organisation with particular reference to skills required for lodging management. Topics include: reservations, reception, cashiering, night audit and housekeeping. Practical experience will be gained in a weekly two-hour lab.

## ACCOUNTING

### Accounting I

ACC 1135 3

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 BKG 0041 or equivalent.

### Accounting II

ACC 1145 3

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.

### Intermediate Accounting I

ACC 2201 3

A detailed and in-depth study of accounting principles, practices and concepts with emphasis on their application to income determination and asset valuation. **Prerequisite:** C standing in ACC 1135 and ACC 1145.

### Intermediate Accounting II

ACC 2202 3

A continuation of ACC 2201 to include the accounting for liabilities, leases, shareholders' equity accounts, consolidations and equity accounting. **Prerequisite:** ACC 2201.

### Introduction to Hospitality Accounting

ACC 2215 3

An application of introductory accounting to the hospitality industry including preparation and analysis of financial statements, pricing, budgeting and the management of data. **Prerequisite:** ACC 1135.

### Management Accounting I

ACC 2253 3

A detailed study of cost accounting to include a study of job order accounting, budgeting and standard costing. **Prerequisite:** C standing in ACC 1145.

### Management Accounting II

ACC 2254 3

A continuation of ACC 2253 to include the study of inventory control, cost allocation and process costing. **Prerequisite:** ACC 2253.

## ACTUARIAL SCIENCE

### Introduction to Actuarial Science

ASC 1101 3

An introduction to various operational aspects of the insurance and reinsurance industry in the sectors of Property, Casualty and Life. The various roles of the actuary within the insurance organisation as well as the basic methodologies of actuarial pricing and reserving are emphasised.

## ART & DESIGN

### Introductory Drawing

ART 1101 3

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.

### Introductory Painting

ART 1102 3

A foundation course in painting. Focuses on the development of the student's awareness of tone, colour, composition, and spatial relationships. Subject matter will include still life, natural objects, landscape and non-figurative themes. ART 1101 is highly recommended.



**Two-dimensional Design** ART 1120 3

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.

**Three-dimensional Design** ART 1121 3

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

**Introduction to Colour and Composition** ART 1135 3

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

**Introduction to Media Arts** ART 1140 3

Introduction to Media Arts, using the video camera to explore the making of film. Emphasis will be placed on the basic principles of using a video camera, lighting and editing, and students will be expected to use the video to make a film presentation.

**Figure Drawing** ART 1178 3

A study of the proportions and anatomy of the human form from the model. Emphasis on line and contour in short poses.

**Intermediate Drawing I** ART 2211 3

A continuation of the training in drawing skills. Students will explore a number of drawing media such as graphite, charcoal, pastels and ink. Training also continues with the development of hand-eye coordination. **Prerequisite:** ART 1101.

**Intermediate Drawing II** ART 2212 3

A continuation of ART 2211. Students will explore a number of drawing media such as graphite, charcoal, pastels and ink as well as exploring a variety of mixed media techniques. Contemporary approaches to drawing will be discussed and assignments will be coordinated to explore these new directions.

**Prerequisite:** ART 2211.

**Intermediate Painting** ART 2230 3

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.

**Intermediate Colour and Composition** ART 2235 3

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.

**Introduction to Graphic Design** ART 2250 3

Introduction to graphic design with emphasis on layout and design, colour in graphics, typography, the printing process and the application of the computer to these processes. **Prerequisite:** Art 1120 and 1135

**Special Topics in Art** ART 2298 3

Designed to allow the interested student an opportunity either for in-depth inquiry into a topic covered in another 2000-level course or for the study of a special technique, design principle or medium. **Prerequisite:** Appropriate 1000-level courses and/or a 2000-level course relevant to the topic.

**ART HISTORY**

**Introduction to Art History I** AHS 1126 3

An historical survey of the development of western art and architecture from the earliest times to the Renaissance.

**Introduction to Art History II** AHS 1127 3

An historical survey of the development of western art and architecture from the Renaissance to the Modern Era. AHS 1126 is highly recommended.

**High Renaissance Art** AHS 2233 3

Painting, sculpture and architecture from the end of the fifteenth century through the sixteenth century emphasising Leonardo da Vinci, Michelangelo, Raphael, Titian, Tintoretto and their contemporaries. **Prerequisite:** AHS 1126 and 1127.

**Nineteenth Century Art I** AHS 2280 3

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 realists; Goya. **Prerequisite:** AHS 1126 and AHS 1127.

**Nineteenth Century Art II** AHS 2281 3

A study of European art, 1855-1900. Major artistic developments: Impressionism; post-Impressionism; Symbolism. **Prerequisite:** AHS 1126 and AHS 1127. AHS 2280 is highly recommended.

## COURSE DESCRIPTIONS - CREDIT COURSES

### History of Modern Art I

AHS 2290 3

A study of art from 1900 to 1939 including painting, sculpture, architecture and decorative arts. The primary focus is on painting. **Prerequisite:** AHS 1126 and AHS 1127.

### History of Modern Art II

AHS 2291 3

A continuation of AHS 2290 from 1939 to the present. **Prerequisite:** AHS 1126 and AHS 1127. AHS 2290 is highly recommended.

### Special Topics in Art History

AHS 2298 3

Designed to allow the interested student an opportunity either for in-depth inquiry into a topic covered in another 2000-level course or for the study of a special topic or theme in Art History. The topics will vary from time to time. **Prerequisite:** Appropriate 1000-level courses and/or a 2000-level course relevant to the topic.

## BIOLOGY

Exclusions: Credit will be granted for one only of: BIO 1102, BIO 1121 and one only of: BIO 1103, BIO 1122. Observe pre-requisites.

### Preparatory Biology

BIO 0013 0

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. A grade of C will be required to advance to the 1000-level courses.

### Introduction to the Life Sciences

BIO 1102 4

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 related 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:** C grade in BIO 0013 and MAT 0015.

### General Human Biology

BIO 1104 4

The second half of 2 courses for non biology majors needing to fulfill a natural science requirement. This course will focus on basic human gross anatomy, basic physiology and some basic pathology. **Prerequisite:** A minimum of a C grade in BIO 1102.

### Principles of Biology I

BIO 1121 4

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. **Prerequisite:** C grade in BIO 0013 and MAT 0015, or alternative in Biology (with Lab.); **Required Corequisite:** MAT 1105.

### Principles of Biology II

BIO 1122 4

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.

### Cellular Biology

BIO 2210 4

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

### Anatomy and Physiology I

BIO 2211 4

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.

### Anatomy and Physiology II

BIO 2212 4

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.

### Genetics

BIO 2220 4

A study of the transfer of genetic material with an emphasis on human heredity. The molecular structure, function and organisation of the gene are considered. Mendelian and population genetics are demonstrated in the laboratory which will include Drosophila experiments. Laboratory. **Prerequisite:** BIO 1122 and CHM 0013.

**Medical Microbiology**

**BIO 2222 4**

A course designed for students intending to pursue further studies in the biological sciences. This course is structured to provide a comprehensive introduction 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:** C grade in BIO 1122

**Special Topics in Biology**

**BIO 2298 3**

Provides an opportunity for in-depth study at the 2000-level of a topic available as a special offering. This may be material that has been initially explored at the 1000-level or new material for whose development and exploration there has been provided an appropriate base via a 1000-level course. **Prerequisite:** Appropriate 1000-level courses and/or a 2000 level course relevant to the topic.

**BOOKKEEPING**

**Introduction to Bookkeeping**

**BKG 0041 3**

The bookkeeping cycle for a sole proprietorship and a partnership, including recording of transactions, worksheets with adjustments, financial statements and closing entries, cash control systems and payroll transactions.

**Intermediate Bookkeeping**

**BKG 1042 3**

An advance bookkeeping course that encompasses prepaid assets, accounts and notes receivable, inventory, capital assets, accrued revenues and expenses, book-keeping for a corporation and basic management accounting concepts.

**Prerequisite:** BKG 0041

**CHEMISTRY**

**Preparatory Chemistry**

**CHM 0013 0**

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. A grade of C will be required to advance to the 1000-level courses. **Corequisite: Required MAT 0014**

**Principles of Chemistry I**

**CHM 1111 4**

A survey of fundamental principles of physical chemistry including atomic structure, chemical bonding, molecular structure and gas laws. Laboratory. **Prerequisite:** C grade in CHM 0013 and MAT 0015, or alternatives in Chemistry and Mathematics. **Corequisite: Required MAT 1105**

**Principles of Chemistry II**

**CHM 1112 4**

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

**Corequisite: Required MAT 1141**

**Organic Chemistry I**

**CHM 2256 4**

A broad introduction to the behaviour of aliphatic and aromatic carbon compounds, including hydrocarbons, alcohols, aldehydes and ketones, stereo-isomerism, optical activity and spectroscopy. Laboratory. **Prerequisite:** CHM 1112.

**Organic Chemistry II**

**CHM 2257 4**

A continuation of an introduction to the behaviour of aliphatic and aromatic carbon compounds including acids, amines, amino acids, carbohydrates, proteins, nucleic acids and natural products. Laboratory. **Prerequisite:** CHM 2256.

**Inorganic Chemistry I**

**CHM 2261 4**

Theoretical developments in atomic structure, chemical bonding and chemical periodicity reviewed and applied in a systematic way to the study of trends in properties of the main group elements of the Periodic Table. Laboratory.

**Prerequisite:** CHM 1112.

**Inorganic Chemistry II**

**CHM 2262 4**

Continuation of a study of trends in properties of other groups of elements in the Periodic Table: noble gases, actinides, transition elements. Other topics include electrochemistry, liquids and solids, and organometallic compounds. Laboratory.

**Prerequisite:** CHM 2261.

**Special Topics in Chemistry**

**CHM 2298 3**

Provides an opportunity for in-depth study at the 2000-level of a topic available as a special offering. This may be material that has been initially explored at the 1000-level or new material for whose development and exploration there has been provided an appropriate base via a 1000-level course. **Prerequisite:** Appropriate 1000 level courses and/or a 2000 level course relevant to the topic.

## CHILD CARE

**Interpersonal Communication for Childcare Assistants** **CCP 1010 3**  
 This course aims to promote the development of the communication skills required to build effective relationships with both children and parents in the context of childcare/educational provision. The course seeks to promote a range of core competencies in the areas of listening, positive discipline and personal awareness.

**Stages of Child Development** **CCP 1015 3**  
 An introduction to the stages of child development from birth to age twelve. Students will develop the requisite skills of observing, recording, and interpreting the physical, intellectual, social and emotional development of children.

**Introduction to Health and Safety** **CCP 1020 3**  
 An introduction to health and safety issues affecting children from birth to age twelve.

**Learning Environments for Infants & Toddlers** **CCP 1025 3**  
 An introduction to the theory of early childhood activities. Students will examine activities which are age appropriate to the development of children between birth and three years. **Prerequisite:** CCP 1010, CCP 1015, CCP 1020, MAT 0058 and ENG 0017.

**Infant and Toddler Practicum** **CCP 1026 3**  
 A practical experience providing students with an opportunity to work directly with infants and toddlers in a Bermuda College-approved setting under the guidance of a professional. In addition to assessing and monitoring the levels of student performance, this course will seek to develop the core competencies required for working with infants and toddlers in an educational/care setting. **Prerequisite:** CCP 1010, CCP 1015, CCP 1020, CCP 1025, MAT 0058 and ENG 0017.

**Learning Environments for the Pre-School Child** **CCP 1030 3**  
 A comprehensive competency based course in early childhood education, focusing on developmentally appropriate activities and programming. Students will examine the range of activities suited to children aged two to five years. **Prerequisite:** CCP 1010, CCP 1015, CCP 1020, MAT 0058 and ENG 0017.

**Pre-School Child Practicum** **CCP 1031 1**  
 A practical experience with pre-school children to be conducted in a Bermuda College-approved setting under the guidance of a professional. **Prerequisite:** CCP 1010, CCP 1015, CCP 1020, CCP 1030, MAT 0058 and ENG 0017.

**Learning Environments for the School-Age Child** **CCP 1040 3**  
 A comprehensive competency based course for school-age learning, focusing on developmentally appropriate activities and programming. Students will examine the range of activities suited to children aged five to twelve years. **Prerequisite:** CCP 1010, CCP 1015, CCP 1020, MAT 0058 and ENG 0017.

**School-Age Child Practicum** **CCP 1041 1**  
 A practical experience with school-age children to be conducted in a Bermuda College-approved setting under the guidance of a professional. **Prerequisite:** CCP 1010, CCP 1015, CCP 1020, CCP 1040, MAT 0058 and ENG 0017.

## CHILDHOOD AND YOUTH STUDIES

**Foundations of Early Childhood Education** **CYS 1102 3**  
 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 care givers play in that future. **Corequisite:** ENG 1111.

**Introduction to Child Development** **CYS 1103 3**  
 A survey of the concepts, theories and various aspects of the development of children and adolescents. Topics include prenatal development, patterns of physical growth, sensation and perception, cognitive development, information processing, intelligence and assessment, language development and personality development. **Corequisite:** ENG 1111.

**Personal, Social-Emotional Development of Children & Adolescents** **CYS 2201 3**  
 An examination of the personal, social-emotional and personality development of children and adolescents. **Prerequisite:** CYS 1102 and CYS 1103.

**Learning, Cognition & Behaviour** **CYS 2203 3**  
 An overview of theories of human learning and behaviour. Traditional behavioural approaches will include classical and operant conditioning and discussion of traditional behaviour management techniques (reinforcement, punishment, token economies). Social learning theory will be examined in relation to traditional approaches. Understanding of learning and behaviour to be extended by reviewing theories of memory, perception, attention, cognitive development, concept learning, information processing, metacognition and motivation. An examination will be made of the relevance of these theories to techniques for promoting learning and managing behaviour (e.g. cognitive behaviour modification, mnemonic strategies, self-regulation). **Prerequisite:** CYS 1102 and CYS 1103.

## Exceptional Children

CYS 2204 3

The course will provide an overview of special education in relation to the inclusion policy for public schools. The historical development of special education from Roman Civilisation to the 1900's will be addressed together with the various exceptionalities of children including etiologies prognosis and educational alternatives. The course includes discussions on the effect of socio-economic status, ethnic group affiliation and parental and community attitudes towards those with disabilities. The benefits of acknowledging and working with cultural diversity and its capacity to enrich and enhance curriculum will be examined.

**Prerequisite:** CYS 1102.

## Individual Differences in Learning

CYS 2205 3

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:** CYS 1102.

## Interventions and Support Services for Children and Adolescents

CYS 2231 3

A survey of the learning and behaviour difficulties that children and adolescents may experience. Assessment and identification of these difficulties during infancy, early childhood and adolescence will be discussed. Students will learn ways to prevent learning and behaviour problems and diffuse disruptions in the classroom. Recommendations, strategies, techniques and interventions for implementation will be offered. Additionally, students will become familiar with the support services provided in schools and in the community for children and adolescents. **Prerequisite:** CYS 1102.

## Classroom Management

CYS 2251 3

Identification of the educator's role in the behavioural, social/ecological, developmental, academic, biophysical and psychodynamic approaches to classroom management. The analysis and implementation of classroom management techniques, using least intrusive and appropriate interventions in order to facilitate instructional strategies and individual learning within the least restrictive environment, will constitute a major emphasis in the course. The significance of behaviour as a means of communication and the development of parental awareness and involvement are targeted as significant aspects in the prevention and reduction of inappropriate behaviours. **Prerequisite:** CYS 1102 or EDU 2201.

## Child and Youth Studies Practical Experience

CYS 2260 3

A practical experience with children and/or youth to be conducted in a Bermuda College-approved setting under the guidance of a professional.

## Early Childhood Education Experience

CYS 2265 6

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. **Prerequisite:** Minimum GPA 2.0 as well as B grade in CYS 1102 and CYS 1103; completion of CYS 2204, CYS 2205 and CYS 2251.

## Special Themes and Topics in Child and Youth Studies

CYS 2298 3

Designed to allow students an opportunity either for a more in-depth inquiry of a 2000-level topic or for the study of a special topic or theme in Child and Youth studies. The course is offered periodically depending on student interest. **Prerequisite:** A 2000-level course in the special topic.

## COLLEGE SKILLS

### Strategies for Student Success I

CSC 1100 2

To provide students with comprehensive guidance to make successful adjustments to college life through career awareness and academic planning. The topics presented include career planning, transferring to institutions overseas, preparing for work placement, assessing individual personal skills, and choosing healthy lifestyle behaviours. Students will be required to prepare and present a portfolio outlining identified goals.

## COMPUTER STUDIES

### Introduction to Business Applications of Computers

CIS 1120 3

Intended to provide students with an initial exposure to the main areas of software used in business: word processing, spreadsheets and presentation software. A consideration of the 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 social sciences or science.

### Introduction to Computers and Information Technology

CIS 1125 3

An overview of hardware, software, and computing technology, with a brief introduction to programming. Topics include a history of computers and computing, computer programme components, data representation, the impact of computers on society, computer ethics, data communications, networking, software applications, structured programming, Internet communications, basic HTML with web page design, and e-mail. **Prerequisite:** Fundamental computer literacy or CIS 1120 as a co-requisite.

## COURSE DESCRIPTIONS - CREDIT COURSES

### Data Management

CIS 1130 3

This course will feature the application of the SQL query language for managing and creating databases. A typical report and application generator will also be studied. Provides essential theoretical and practical knowledge required by those who expect to be involved in the storage and retrieval of information.

**Prerequisite:** CIS 1120 or CIS 1125 and ENG 0012 and MAT 0015.

### Programming for Information Systems

CIS 1155 3

Topics covered include structured design and programming concepts, input/output and data movement, data types and their representation, arithmetic operations, formatting of output, condition testing, control breaks, batch and interactive processing, table processing, exception reporting, random access files.

**Prerequisite:** ECM 2280 and ENG 0012 and MAT 0015

### Computer Information Systems Internship

CIS 1180 3

Work experience in a selected local business. The experience will be in a computer related area of the business. The precise nature of the experience will be agreed upon after discussion between the College and management of the business. **Prerequisite:** CIS 1120, or CIS 1125, CIS 1130, CIS 2278 and ECM 2280.

### Systems Analysis and Design

CIS 2231 3

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/Corequisite CIS 1130 and ENG 0012 and MAT 0015.

### Microcomputer Hardware and System Software

CIS/ELO 2278 3

Students study the installation, configuration, proper usage and maintenance of common hardware and software components of an IBM compatible microcomputer, including memory, disk drives, expansion cards, power supplies, system level software, diagnostic utilities, operating systems, and major applications. Typical I/O peripherals such as video cameras, microphones, speakers, keyboards, printers and the mouse are studied. **Prerequisite:** CIS 1125.

### Networking Technologies

CIS 2290 3

This course covers the technology underlying data-communications systems such as transmission media, modulation and demodulation, multiplexing, packet switching, hardware, software and network operations. Topics included are fiber

optics, the Integrated Services Digital Network (ISDN), T-1 and T-3 multiplex, the open system interconnection (OSI) model, and integrated voice-data equipment.

**Prerequisite:** CIS/ELO 2278.

### Security Fundamentals and Policies

CIS 2297 3

Offers in-depth coverage of the current risks and threats to an organisations data together with a structured way of addressing the safeguarding of these critical electronic assets. The course provides a foundation for those responsible for protecting network services, devices, traffic and data. Additionally, the course provides the broad-based knowledge necessary to prepare students for further study in other specialised security fields. **Prerequisite:** CIS 2290, CIS 2278.

## CONTINUING CARE

### Fundamentals of Health Care Delivery

CCW 1010 6

This course is designed to provide students with the fundamental understanding of the scope and nature of working in a supervised capacity in a health care setting and also working with other members of staff who are responsible for patient care. The course meets twice a week for three hours in each class session. Topics covered include: Medical terminology, professional regulations and other legal issues governing health care in Bermuda, modern health care practices, workplace ethics and professional conduct in health care settings, interpersonal communications, team-work in health care settings, health and safety promotion, decision making in the health care setting.

### Senior Caregiver Assistant

CCW 0020 3

This course is designed to introduce students to the general practices and principals of caring for seniors with a variety of ailments, particularly those affecting sensory stimulation. **Pre-requisite:** CCW 0010. **Co-requisite:** CCW 0021

### Senior Caregiver Practicum

CCW 0021 1

This six-week internship provides practical application of learned skills. Two weeks in an Alzheimer's setting is a mandatory requirement. Those persons who are already employed in a nursing setting are required to work in another type of setting. For example, those in a residential nursing facility would be required to work in a community health setting or a clinical/hospital setting and vice versa. These internships will be arranged and coordinated by the course instructor. **Pre-requisite:** CCW 0010. **Co-requisite:** CCW 0020.

### Clinical Care Assistant

CCW 0030 3

This course is designed to introduce students to the general practices and principals of caring for persons in a clinical or hospital setting. **Pre-requisite** CCW 0010 **Co- requisite:** CCW 0031

**Clinical Care Practicum**

**CCW 0031 1**

This six-week internship provides practical application of learned skills. Those persons who are already employed as nursing/clinical care assistants are required to work in another type of setting. For example, those in a clinical or hospital setting would be required to work in a community health setting or vice versa. These internships will be arranged and coordinated by the course instructor. **Pre-requisite:** CCW 0010. **Co-requisite:** CCW 0030.

**COOKERY AND NUTRITION**

**Kitchen Theory and Practice I**

**CKN 1102 3**

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

**English for Culinary Arts**

**CUL 1020 3**

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 resume and a cover letter; developing interviewing and speaking skills

**Introduction to Culinary Arts**

**CUL 1102 1**

This course introduces students to the history of culinary arts. Students will study kitchen equipment, organization, 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.

**Culinary Mathematics**

**CUL 1103 3**

The following skills are contained in this module: use decimals and whole numbers; use estimation techniques; calculate cost, yield, ratios and proportions.

**Sanitation & Safety**

**CUL 1104 2**

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

**Meat Identification & Fabrication**

**CUL 1105 2**

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 tenderizing, marinating and cooking techniques for all specific cuts including offal, game and poultry.

**Purchasing & Product Identification**

**CUL 1106 3**

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 process. This course prepares students to write an internationally recognized test.

**Introduction to the Preparation of Stocks, Soups & Sauces**

**CUL 1108 2**

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.

**Introduction to Vegetable & Starch Cookery**

**CUL 1109 2**

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.

**Introduction to Cooking Methods**

**CUL 1110 2**

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.

**Introduction to Production Cookery**

**CUL 1111 2**

This course introduces students to production cooking in a real-life restaurant setting. It is designed so the student can utilize all that they have learned in the preceding culinary courses with an emphasis on cleanliness, usage of ingredients, plate presentation, and effective execution of dishes at a service quality standard.

**Breakfast & Short Order Cookery**

**CUL 1112 1**

This course introduces students to the preparation and presentation of a range of breakfast items; baked goods, egg, fish and meat dishes, teas, coffees and juices, preparation and presentation of fresh fruits. Students will practice short order cooking using a variety of cooking methods.

## COURSE DESCRIPTIONS - CREDIT COURSES

### Seafood Cookery

CUL 1114 2

This course will entail procuring, handling and preparation of shellfish used in professional kitchens. Product knowledge, proper handling and receiving, storing, sanitation, and nutrition will be emphasised.

### Introduction to the Larder (Garde Manger)

CUL 1116 2

This course introduces students to basic hot and cold hors d'oeuvres, dressings, various forcemeats, chaud-froid decorating and preparation and design of modern buffet presentations including fruit, vegetable, lard and ice carving.

### Introduction to Baking and Pastry

CUL 1117 3

This course introduces students to the fundamental techniques and procedures used in baking and pastry production. Includes study of baking terminology, weighing procedures, ingredients and basic mixing methods to produce a variety of yeast breads, cakes, cookies, and desserts to industry standards.

### Internship

CUL 1119 3

This 12 week internship focuses on skills in food production and service through rotation in the kitchen brigade stations including Garde Manger, Breakfast and short order, Bakery and Pastry, Saucier, Larder & Butchery and Entremetier. Prior to the internship, students will develop the skills necessary to prepare for the workplace.

### Introduction to Caribbean and Bermudian Cuisine

CUL 1122 2

Introduction to Bermudian and Caribbean 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 Islands. **Prerequisites:** CUL 1102, CUL 1104, CUL 1108, CUL 1109, CUL 1110, CUL 1114 or previous experience approved by the Faculty.

### Introduction to Food & Beverage Service

CUL 1125 2

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 emphasized. Students are prepared for certification through the Federation of Dining Room Professionals. **Prerequisites:** CUL 1102, CUL 1104 or previous experience approved by the Faculty.

### Oriental Cuisine

CUL 1127 2

The following skills are contained in this module: demonstrating knowledge of the history and characteristics of Chinese Cuisine; identifying and preparing dishes from the four main regional Chinese cuisine: Cantonese, Hunan, Peking and Sechuan; using cutting methods associated with oriental cuisine; demonstrating stir-fry and steaming methods; demonstrating Oriental Rice cookery; preparing Japanese dishes; preparing dishes of Malaysia, Indonesia and Vietnam; preparing dishes of Singapore and Thailand. **Prerequisites:** CUL 1102, CUL 1104, CUL 1108, CUL 1109, CUL 1110, CUL 1114 or previous experience approved by the Faculty.

### International Cuisine

CUL 1128 3

This course focuses on the main regions of the world noted for regional cuisines including the South American continent, Europe, India, and the Oriental region. 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 1102, CUL 1104, CUL 1108, CUL 1109, CUL 1110, CUL 1114 or previous experience approved by the Faculty.

### Italian Cuisine

CUL 1129 2

The following skills are contained in this module: demonstrating knowledge of the history and development of Italian Cuisine; preparing antipastos; preparing pasta dishes; preparing specialty soups and sauces; baking Italian breads and rolls; preparing Italian salads; preparing Italian desserts. **Prerequisites:** CUL 1102, CUL 1104, CUL 1108, CUL 1109, CUL 1110, CUL 1114 or previous experience approved by the faculty.

### American Regional Cuisine

CUL 1130 2

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 1102, CUL 1104, CUL 1108, CUL 1109, CUL 1110, CUL 1114 or previous experience approved by the faculty.

### Nutrition

CUL 1131 2

An introduction to the functions of food sources of nutrients and their utilization in human metabolic processes. Students will be required to list the primary functions and best sources of each of the major vitamins and minerals and evaluate diets in terms of the recommended dietary allowances.



**Menu Planning**

**CUL 2118 3**

This course introduces students to basic menu planning principles, menu terminology and description, food and liquor menu layout and design, menu pricing, mechanics and analysis, nutrition and health concerns, cost control, product mix, average check and impact on profit.

**Techniques in Healthy Cooking**

**CUL 2124 2**

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 1102, CUL 1104, CUL 1108, CUL 1109, CUL 1110, CUL 1114 or previous experience approved by the faculty.

**Advanced Production Cookery**

**CUL 2126 2**

This course introduces the student to banquet preparation, covering a vast number of relevant topics such as understanding banquet contracts, event orders and menus. Demonstrating quality cooking methods for larger quantities, banquet scheduling and timing, holding techniques, and assembly and execution for large numbers of people is included. **Prerequisites:** CUL 1102, CUL 1103, CUL 1104 or previous experience approved by the faculty

**EARTH & ENVIRONMENTAL SCIENCE**

**Environmental Science**

**EES 1101 4**

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; and environmental policy and decision making. Laboratory. **Prerequisite:** C in MAT 0015.

**The Atmosphere: Weather & Climate**

**EES 1102 4**

An introduction to the atmosphere and its interaction with the Earth's surface and oceans - air composition, air pressure, cloud forms, precipitation types, wind, air masses, frontal systems, storms and ocean currents. Relationship of climates to weather patterns and topography. Use of weather instruments and maps. Practical and field activities. **Prerequisite:** C in MAT 0015.

**The Lithosphere: Cartography and Geomorphology**

**EES 1103 4**

An introduction to the surface features of the Earth, their formation and alteration; soil types; and the relationship of life forms to geographical features; the history of cartography; and the development and production of thematic maps. Practical and field activities. **Prerequisite:** C in MAT 0015.

**The Hydrosphere: Oceanography and Limnology**

**EES 1105 4**

An introduction to the history and tools of oceanography and limnology; sea water composition; ocean currents, waves and tides; marine organisms; coastal

processes and development; ocean resources; and lake characteristics and processes. Laboratory. **Prerequisite:** C in MAT 0015.

**Environmental Geography**

**EES 2211 3**

A study of the environmental framework of the Earth; its ecosystems and bioclimatic, atmospheric, and hydrologic environments; pollution patterns, trends and impacts; hazardous waste production and disposal; biological diversity; land use; and environmental management. **Prerequisite:** 8 credits from EES 1101 - EES 1105.

**Human and Cultural Geography**

**EES 2221 3**

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.

**Prerequisite:** 8 credits from EES 1101 - EES 1105 or SOC 1101 and 1102.

**Economic Geography**

**EES 2231 3**

A study of geography, resources and people; inputs, and the division of labour: bases of economic power; primary, secondary, tertiary and quaternary activity; locational studies and central place theory. **Prerequisite:** Two of EES 1101 - EES 1105; ECO 1101 is recommended.

**Special Topics in Earth & Environmental Science**

**EES 2298 3**

Provides an opportunity for in-depth study at the 2000-level of a topic available as a special offering. This may be materials that has been initially explored at the 1000-level or new materials for whose development and exploration there has been provided an appropriate base via a 1000-level course. **Prerequisite:** Appropriate 1000-level courses and / or a 2000-level course relevant to the topic.

**E-COMMERCE**

**Introduction to E-Commerce**

**ECM 1101 3**

This course allows students to better understand the opportunities created by E-Commerce. Students will develop and implement winning strategies for today's Internet economy. Students will also learn about hardware, software, telecommunications, products, etc.; components that make up a modern eBusiness.

**Prerequisite:** ENG 0012

## COURSE DESCRIPTIONS - CREDIT COURSES

### Generating Web Pages

ECM 1110 3

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.

**Prerequisite:** ENG 0012 and MAT 0015

### Website Development Fundamentals

ECM 1120 3

The aim of this course is to equip students with the skills necessary to build a basic website using web authoring software to manipulate images, construct a “mock-up” design and to put it all together. The course will also cover uploading a website to web server using FTP, updating a website and how to acquire a domain name and web hosting. Students will acquire the necessary software knowledge for website development. **Prerequisite:** ENG 0012 and MAT 0015

### E-Commerce Internship

ECM 1180 3

Work experience in a selected local business. The experience will be in E-Commerce related area of a business. The precise nature of the experience will be agreed upon after discussion between the college and management of the business. **Prerequisite:** ECM 1101, ECM 1110, MGN 1114, CIS 1120.

### Web Site Design

ECM 2210 3

This course deals with the art as well as the science of generating contemporary web sites. Selection of theme, concept and appropriateness to a specific organisation will be considered. Several case study situations will be explored. Other topics to be considered are structural hierarchy, navigational tools, downloads, conveyance of information, as well as psychological and socioeconomic factors inherent in existing web sites. Many commercial (.com), government (.gov) and organisational (.org) web sites will be critiqued. Evolving web site technology will be considered: DHTML (dynamic), VRML (virtual reality = 3 dimensional) and XML (extended). **Prerequisite:** ECM 1120.

### Web Development

ECM 2215 3

Using appropriate software, students will learn the advanced aspects of building a professional HTML website, including pop-up windows, drop down menus, simple Java script functions, layout using CSS layers and advanced site maintenance. This course also prepares students for professional certification.

**Prerequisite:** ECM 1110 and ECM 1120.

### Multi-Media Environment

ECM 2220 3

This course deals with still image processing (digitising) and manipulating (editing). Students will learn to use select computerised image editors and become

familiar with select image formats. This course will also deal with audio usage and select attendant formats. Students will study video usage emphasising select formats. **Prerequisite:** ENG 0012 and MAT 0015

### Web Site (Database Interfacing)

ECM 2280 3

This course deals with the interfaces and the interactions between web sites and databases using various software. Other topics covered include: information security, web site constraints resulting from database foundations and database environments (from Paradox to Oracle). **Prerequisite:** CIS 1130, ECM 1110

## ECONOMICS

### Principles of Micro-Economics

ECO 1101 3

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.

### Principles of Macro-Economics

ECO 1102 3

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.

### Intermediate Micro-Economics

ECO 2201 3

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

### Intermediate Macro-Economics

ECO 2202 3

A detailed study of national income theory, consumption, investment, international trade, economic growth, fiscal and monetary policy, and their relevance to current economic issues. **Prerequisite:** ECO 1102.

### International Economics

ECO 2250 3

An examination of the international economic system, with emphasis on the underlying theory of international trade and finance. Topics include trade theory, protectionism, the international financial system, the role of international financial institutions, the international debt crisis and the role of multi-national corporations. **Prerequisite:** ECO 1101 and ECO 1102.

### Selected Topics in Economics

ECO 2298 3

Designed to allow students an opportunity either for in-depth inquiry into a topic covered in another 2000-level course or for the study of a special topic or theme in economics. The course is offered periodically depending upon student interest. **Prerequisite:** Appropriate 1000-level courses and/or a 2000-level course relevant to the topic.

## EDUCATION

### Foundations of Education

EDU 2201 3

A study of the historical, philosophical, and social foundations of education. Topics include: educational reform movements, teacher ethics, multiculturalism, and 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.

### Children and their Environment

EDU 2202 3

An examination of the environmental issues that shape the lives of children and their families. The course focuses on the experience of children in multicultural, multilingual, and multiracial families. The influence of communities and policies on family functioning is examined. **Prerequisite:** EDU 2201.

## ELECTRICAL WIRING

### How to Study This Course and Achieve Your Personal Goals

ELN 1101

The following skills 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.

### Introduction to Test Instruments and Overcurrent Protection Devices

ELN 1102 1

The following skills 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.

### Building Wire Construction and Insulation Properties

ELN 1103 1

The following skills 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.

### Conduit Fabrication – Theory and Practice

ELN 1104 1

The following skills 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.

### The Metric System and Metrication Changes

ELN 1105 1

The following skills are contained in this module: Working with aluminum conductors; Identifying commonly used electrical materials; Working with prefixes and powers of ten; The Metric System; How to solve basic algebraic equations; How to manually calculate square root.

### Fundamentals of Blueprint Reading and Sketching

ELN 1106 1

The following skills are contained in this module: The fundamentals 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 analyzing a residential blueprint.

### DC Theory: OHM'S Law

ELN 1107 1

This module introduces the student to one of the most fundamental laws in all of electricity and electronics - Ohm's Law. Other topics include: What is electricity; Electrical units and Ohm's Law; The properties of power in an electrical circuit; Power in DC circuits; An introduction to electrical and electronic devices; The potential hazards of energized circuits; How to draw basic electrical circuits.

### The DC Series Circuit

ELN 1108 1

This module introduces the student to the DC series circuit. The topics covered are: Calculating resistance in a DC series circuit; How current reacts in DC series circuits; How voltage functions in a DC series circuit; Working with ratio and proportion; How voltage dividers work in a DC series circuit; How to calculate power in a DC series circuit. In addition to the DC theory, there are nine lab assignments that give the student hands on experience with actual DC series circuits.

### The DC Parallel Circuit

ELN 1109 1

This module introduces the student to the DC parallel circuit. The topics covered are: How voltage functions in a DC Parallel circuit; Calculating resistance in a DC parallel circuit; Understanding resistance in a DC parallel circuit; How current reacts in a DC parallel circuit; How current dividers work in a DC parallel circuit; How to calculate power in a DC parallel circuit. This module also includes seven lab assignments that investigate the various characteristics of the DC parallel circuit.

### The DC Combination Circuit

ELN 1110 1

This module introduces the student to the DC combination circuit. Topics covered are: Calculating resistance in a DC combination circuit; How to calculate current in a DC combination circuit; How voltage functions in a DC combination circuit;

## COURSE DESCRIPTIONS - CREDIT COURSES

How to calculate power in a DC combination circuit; Understanding voltage polarity and voltage drop; Understanding the design and operation of the three wire single-phase system; Understanding the principles of magnetism and electromagnetism. Eight labs are included in this module which provides the student with a thorough understanding of the DC combination circuit.

### **Norton's and Thevenin's Theorems and Kirchoff's Laws** **ELN 1111-1**

This module introduces the student to Norton's and Thevenin's theorems and Kirchoff's voltage and current laws. Topics include: How electrical generators produce electrical current; Applying the Principles of Superposition to circuit calculations; Using DC theory principles to solve real world problems; Kirchoff's voltage and current laws; Thevenin's and Norton's Theorems. Eight lab assignments provide the student with a thorough understanding of the theory and application of Thevenin's and Norton's Theorems and Kirchoff's voltage and current laws.

### **An Introduction to the National Electrical Code** **ELN 1112-1**

This module is the first of twelve powerful and comprehensive courses on the understanding, structure, language and application of the National Electrical Code. Topics include: Introduction to the NEC (The National Electrical Code); Understanding and applying article 110 of the NEC; Interpreting the language of NEC article 100; General building wire properties and the NEC; Understanding conductor insulation and NEC specifications; Understanding the NEC process; Introduction to wiring devices; General requirements related to wiring devices; Specific receptacle and switch installation requirements.

### **Testing and Measuring with the Analog and Digital Multimeter** **ELN 2113 1**

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.

### **Developing NEC Code Book Skills** **ELN 2114 1**

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 the solution of real on the job problems.

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

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.

### **Laying-Out Residential Circuits and Basic Estimating** **ELN 2116 1**

This module builds on the introductory blueprint reading skills learned from year one. The following skills are contained in this module: Reviewing the basic fundamentals of blueprints; Analyzing 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.

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

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.

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

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 that in series or parallel; Understanding Vectors and how to use them effectively. Seven labs provide practical circuits for the student to analyze.

## **Working with Series and Parallel RL & RC Circuits**

**ELN 2119 1**

This module introduces the student to series and parallel RL Circuits and series and parallel RC Circuits; Topics include: Understanding the basic characteristics of AC circuits; Comprehending the parameters of series RL circuits; Understanding and working with parallel RL Circuits; Comprehending the parameters of series RC Circuits; Understanding and working with parallel RC Circuits. Fifteen lab assignments give the student a thorough knowledge of series and parallel RL and RC Circuits.

## **Analyzing and Working with Combination RLC Circuits**

**ELN 2120 1**

This series of lessons provides the necessary information, along with twenty-one lab assignments, for the student to solve job problems for both series and parallel circuits containing resistance, inductance and capacitance. Topics include: Identifying and working with LC Circuits; Comprehending and analyzing series RLC Circuits; Resonance in parallel circuits; Comparing series and parallel RLC Circuits; Analyzing and working with Combination RLC Circuits; Series resonance; Parallel resonance; Clearly and accurately describe the characteristics of series and parallel resonant circuits.

## **Filters, Power Factor and Power Factor Correction**

**ELN 2121 1**

This module introduces the student to the theory and operation of various types of filters and their application. In addition, the student will examine power factor and power factor correction. Topics include: An examination of the four classifications for filters; Power factor; Power factor correction. Six labs give the student the training and the confidence to solve problems involving filters and power factor on the job.

## **Understanding the Principles of Three Phase Systems**

**ELN 2122 1**

This module introduces the student to the fundamental design and function of single and three phase transformers. Topics include: Understanding the fundamental design and function of transformers; Learning how to identify and make single-phase transformer connections; Proper transformer installation procedures; Understanding the principles of three-phase systems; Learning how to identify and connect three phase transformers. Six lab assignments give the student practical hands on experience with the various types of transformer connections used in industry.

## **NEC – Branch Circuits 1 & 2 and Feeders and Services**

**ELN 2123 1**

This module allows the student to make use of Table 8 in chapter 9 of the NEC to investigate the properties of various conductor sizes. The student will use his/her knowledge of the NEC to work with branch circuits, services and feeders. Topics include: The principles involved in sizing building wire; Calculating conductor ampacity; Branch circuits 1 & 2; Outside branch circuits and feeders; Services 1; Lighting and receptacles.

## **NEC – Requirements for Cable Assemblies & Wiring Methods**

**ELN 2124 1**

This module focuses on the various wiring methods recognized by the NEC. In addition, the student will become acquainted with many of the terms the NEC uses in conjunction with conduit wiring methods. Topics include: How to correctly apply the NEC's conduit wiring methods; The NEC's requirements for cable assemblies; Identifying boxes and fittings as defined by the NEC; Wiring methods-General installation requirements; Wiring methods-Specific; Electrical nonmetallic tubing (ENT)

## **Health and Safety**

**ELN 3125 1**

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 program 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.

## **Advanced Blueprint Reading: Industrial Specifications**

**ELN 3126 1**

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.

## **Semiconductor Theory**

**ELN 3127 1**

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.

## COURSE DESCRIPTIONS - CREDIT COURSES

### **BJTs, MOSFETs, and Other Transistor Types**

**ELN 3128 1**

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.

### **Differential & Operational Amplifiers**

**ELN 3129 1**

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 and Fiber Optics.

### **Grounding and Bonding Fundamentals**

**ELN 3130 1**

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 and main bonding jumpers.

### **The Grounding Electrode System**

**ELN 3131 1**

This module introduces the student to the Grounding Electrode System. The student will learn the function of grounding electrodes in the electrical system and describe how to install and establish a grounding system. Topics include: The grounding electrode system; The grounding electrode conductor; Bonding enclosures and equipment; Equipment grounding conductors; Enclosure and equipment grounding.

### **Personnel Protection and Ground Fault Protection of Equipment**

**ELN 3132 1**

The primary focus of this module is the protection of personnel and equipment. Topics include: Ground faults and short circuits; Separately derived systems; Grounding at separate buildings; Protection of personnel; Protection of equipment; Special location requirements for grounding and bonding.

### **Grounding and Bonding of Electronic Equipment**

**ELN 3133 1**

This module will familiarize the student with the special grounding and bonding requirements for electronic equipment. Topics include: Requirements for grounding and bonding of electronic equipment; Low voltage intersystem grounding and bonding; Requirements for grounding and bonding systems over 1000 volts; An

overview of NEC Article 250; Introduction to Earth Testing; The principles and methods used for earth testing.

### **Review of the Theory of Three Phase Transformers**

**ELN 3134 1**

This module deals with the technical or theory side of transformer connections. The student will learn how to identify the uses of different WYE and DELTA three-phase systems; list the advantages and disadvantages of three phase transformers; describe how to use a delta connection and when to use a wye connection; how to draw wye and delta connections for three phase transformers. Three lab assignments provide the student with the training and the practical experience to work with actual transformer connections he / she will encounter in the workplace. Topics include: A review of three-phase transformer theory; Review of WYE and DELTA three-phase transformers.

### **NEC: Overcurrent Protection**

**ELN 3135 1**

This NEC module focuses on the overcurrent protection devices required for branch circuits, feeders and services. In addition, the student will learn about the tap rule requirements for the different types of tap conductors. Topics include: Overloads, short-circuits and ground-faults; Selection of overcurrent protection devices (OPCD); Types of OPCD-Circuit Breakers; Type of OCPD-Fuses; Branch circuits, feeders and services; Conductor tap rules and supervised industrial installations.

### **NEC: Transformer Protection and Ground Fault Protection**

**ELN 3136 1**

This module focuses on three important NEC considerations: (1) Transformer Protection; (2) Ground Fault Protection; (3) Motor Overload Protection. Topics include: Transformer protection-NEC Article 450; Motor branch circuits NEC Article 430; Ground Fault Protection; Component Protection- NEC Article 119.10; Motor Overload and Single-Phasing Protection; Motor and Group Motor Protection and Devices-NEC Article 430.

### **Designing and Installing Lightning Protection Systems**

**ELN 4137 1**

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

## AC Alternators

ELN 4138 1

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 analyze 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.

## The Principles of Electronic Variable Speed-Control

ELN 4139 1

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 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.

## Motor Starters, Contactors and Control Relays

ELN 4140 1

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.

## Manual and Automatic Operating Devices

ELN 4141 1

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; and Control diagrams and drawings.

## Timing Devices and DC Motor Controls

ELN 4142 1

This module introduces the student to two and three wire control circuits; he/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.

## AC Motor Speed Control and Troubleshooting

ELN 4143 1

This module concludes our study of DC motor controls with a close examination of some basic concepts for DC applications that incorporate dynamic braking. The

student will explore the basics of variable frequency drives and the physics behind how they control the speed of AC motors. The student will learn how to install, maintain and troubleshoot various types of variable frequency drives. Manufacturing standards and troubleshooting motor control circuits complete this exhaustive study of AC motor speed control. Topics include: AC motor speed control 1, 2 and 3; Manufacturing standards 1 and 2; Troubleshooting 1, 2 and 3.

## Introduction to Digital Electronics and Boolean Algebra

ELN 4144 1

This module introduces the student to the interesting and exciting topics-Digital Electronics and Boolean Algebra. The student will learn that Boolean Algebra is a basic tool in understanding digital circuits and incorporates the AND, OR and NOT digital operatives. The student will learn how to: Write the Boolean expression for a logic circuit; Develop a truth table from a Boolean equation; Develop a truth table from a digital circuit; Simplify a logic circuit using the laws, operatives and theorems of Boolean Algebra. Topics include: Introduction to Digital Electronics; Introduction to Boolean Algebra; AND Logic; OR Logic; Buffers and Inverter Amplifiers; NAND and NOR Logic; XOR and XNOR Logic; Digital Switching Circuits. Eight comprehensive lab assignments give the student the experience and the capability to solve problems involving digital circuits commonly found in the workplace.

## The Allen Bradley SLC 500 Family PLC's

ELN 4145 1

In this module, the student will learn about the physical characteristics of Programmable Logic Controllers. Specifically, the Allen Bradley SLC 500 family of PLC's and the SLC 5/03 processor. In addition, the student will learn about the Rockwell RSLogix 500 Programming Software; the binary number system and related number systems; Ladder programming basics using the RSLogix Software; Programmable controller timers; Programmable controller counters; Shift registers and sequencers. Topics include: System components in a SLC 500 Modular PLC System; Programmable Controller Installation; Programmable Controller Fundamentals; PLC Programming Software; Numbering Systems; Introduction to Ladder Programming 1 & 2; Advance Programming Instructions; Timers and Counters; Shift Registers and Sequencers.

## Fundamentals of Air Conditioning and Refrigeration

ELN 4146 1

This module introduces the student to the typical mechanical refrigeration components as well as the refrigeration cycle. The student will learn how to describe the function of the various components of a typical refrigeration system; trace the operating cycle of a typical refrigeration system and identify differences between ideal and realistic refrigeration cycles. In addition the student will examine various methods of troubleshooting air conditioning and refrigeration systems. This module also includes an introduction to cable faults. The student will explore

## COURSE DESCRIPTIONS - CREDIT COURSES

some of the conditions that lead to cable failure, the types of faults along with some of the methods and equipment used to locate the cable fault. Topics include: Electrical controls for AC/R systems; Trouble shooting AC/R systems; Introduction to cable faults; Locating cable faults 1, 2 and 3.

### **Cable Tray Systems and the NEC**

**ELN 4147 1**

This module introduces the student to cable tray systems and the NEC Code requirements that govern their construction, installation and use. The student will also briefly examine electric welders and Phase converters. Topics include: Introduction to cable trays; Cable tray applications; Cable tray systems and the NEC; Installation of cable tray systems; Electric welders; Phase converters.

### **NEC: Hazardous-Locations Wiring Methods and Equipment**

**ELN 4148 1**

This module focuses on NEC Article 500-Hazardous Locations. The student will learn about the NEC classification system for hazardous substances and how they are grouped according their potential for hazard. In addition, the student will learn how to use the NEC to answer specific questions about generators, transformers and vaults, capacitors, resistors reactors and storage batteries; identify what the Code considers in special equipment; Locate information applicable to special equipment in NEC chapter 6; Calculate branch circuit conductor ampacities and sizes for special equipment. Topics include: Hazardous Locations-Classifications; Hazardous Location-Wiring Methods and Equipment; Special Occupancies; Electrical Equipment; Special Equipment.

### **Keys to Success-Motivation and Leadership**

**ELN 5149 1**

This module will teach the student about his/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.

### **Fire Alarm Systems**

**ELN 5150 1**

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 signaling. 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.

### **Introduction to Instrumentation**

**ELN 5151 1**

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.

### **Fundamentals of Controllers**

**ELN 5152 1**

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 (Part 1) and (Part 2).

### **Security Systems & Telephone Wiring**

**ELN 5153 1**

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.

### **Structured Cabling Systems**

**ELN 5154 1**

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.

### **Solar Power Generation and Fuel Cell Basics**

**ELN 5155 1**

This course focuses on two very important alternative energy topics: Solar Power and Fuel Cell Technology. The student will study the provisions of NEC Article 690 and how they apply to Solar Photovoltaic energy systems and the Array Circuits. Topics include: NEC requirements for Solar Power Generation; Information Technology Sites and Critical Loads; Uninterruptible Power Supplies; Infrastructure Components; Critical UPS Systems Design Configurations; Solar Photovoltaic Systems-Recommended Practices (1), (2) and (3); Fuel Cell basics; Fuel Cell Applications (1) and (2).



**High Voltage Testing**

**ELN 5156 1**

This module introduces the student to high voltage testing. The student will learn what High Voltage Testing is and why it is used; list the types of High Voltage Tests and describe when they are used; Describe the types of leakage currents that are present during these tests; describe the advantages of AC and DC testing; Describe the different types of test instruments used in conducting high voltage tests. Topics include: Introduction to High Voltage Testing; High Voltage Testing Safety; Preparing for High Voltage Testing; Insulation Quality Testing; Acceptance and Maintenance Testing; Insulation Testing Using the Megohmmeter.

**Harmonics and Power Quality Surveys**

**ELN 5157 1**

This module introduces the student to Power Quality. The student will review the various systems that comprise a modern power distribution system. He/she will learn why Harmonics is considered to be one of the most significant power quality problems found in electrical distribution systems today. Topics include: Power Distribution Systems; Power Quality Terminology, Costs and Concepts; Types of Power Problems; Harmonics; Power Quality Surveys; Power System Troubleshooting; Mitigation Equipment.

**Automation Networks**

**ELN 5158 1**

In this module the student will learn what automation networks are and how they are different from traditional wiring systems in buildings. In addition, the student will study about the advantages of a network infrastructure over dedicated wiring systems. Topics include: Introduction to Automation Networks; Automation Network Fundamentals; Installing Building Automation Networks; Intelligent Nodes and Network Devices; Integrating Building Automation Networks.

**Understanding Emergency Building Installation Requirements**

**ELN 5159 1**

This module serves as a review of earlier lessons on NEC Article 230-services. In addition, it will cover items like GPPE for Services under 600 volts nominal or less and the Installation requirements for services exceeding 600 volts nominal. The student will study NEC Article 725-remote control signaling and examine the significant change to the 2005 Code. Topics include: Installing Electrical Services; Pools, fountains and similar locations; Understanding Emergency Building Installation Requirements; Over 600 volt Installations; Remote Control Signaling and Power Limited Circuits; NEC 2005 (1) & (2); Determining Conductor Ampacity.

**Electrical Load Calculations as per the NEC**

**ELN 5160 1**

This final Code lesson concentrates on various load calculations for single and multifamily residential units. Topics include: Calculating Raceway Fill; Box Size and Fill Calculations; Introduction to Load Calculations; Calculating Range Loads as per the NEC; Calculating Residential Loads as per the NEC; Calculating Multifamily Dwelling Loads as per the NEC.

**ELECTRONICS TECHNOLOGY**

**Electronics Technology Principles I**

**ELT 1101 3**

This module introduces the role of the Electronics Technician in industry and the fundamentals of electricity. Subjects include the roles and responsibilities, and conduct expected of a professional technician. The module also offers a general introduction to the electrical concepts used in Ohm's Law applied to DC series circuits. Topics include atomic theory, electromotive force, resistance and electric power equations.

**Electrical Safety & Cable Pathways and Spaces**

**ELT 1102 3**

This module covers safety rules and regulations that are applicable to the field of Electronics Technology and the fundamentals of establishing a well-constructed telecommunications cable infrastructure. Trainees learn the necessary precautions to take for various electrical hazards found on the job. Also teaches the OSHA-mandated lockout/tagout procedure. They will also be introduced to the many types of conduits and wire-ways used in low voltage applications, along with the supporting hardware. This provides an overview of telecommunications cable pathways from the source to the destination, including maintenance holes, ducts, and equipment rooms and telecommunications closets.

**General Construction Principles**

**ELT 1103 3**

This module introduces the students to the construction techniques that they will encounter while working in the electronics field. The module gives the trainees an overview of the materials and techniques used in constructing and finishing all forms of residential and commercial buildings, including wood and metal frame, brick and block, post and beam, poured and prefabricated concrete and structural steel. They will also be introduced to various drills and bits, and techniques used to drill through various construction materials. Includes coverage of fire and sound rated walls and suspended ceilings. A technician must also be familiar with the hardware and systems used in the field to mount and support boxes, receptacles and other electrical components. Trainees learn the various types of anchors and supports, their applications and how to install them safely.

**Cable Types and Conduit Work**

**ELT 1104 3**

This module introduces the students to the principles of electrical conduit bending and installation and correct electrical cable selection. Student will be taught techniques for using hand-operated and step conduit benders, as well as cutting, reaming, and threading conduit. Other subjects included are the makeup, identification, and applications of various types of conductors and cables used in telecommunications and security systems and the tools, materials and procedures for pulling cables through conduit and raceways.

## COURSE DESCRIPTIONS - CREDIT COURSES

### **Electronics Technology Principles II**

**ELT 1105 3**

This module expands on the electrical and electronics theory of the second semester. Subjects introduced are series, parallel, and series-parallel DC circuits, Kirchoff's Voltage and Current Laws and circuit analysis. Also included is an introduction to AC theory, components and circuits, the principles of electronics and semiconductor theory, components and applications.

### **Cable Construction and Test Equipment**

**ELT 1106 3**

This module covers the fundamentals of test equipment and connectors that the electronics technician will meet in the field. Test equipment topics covered are the selection, inspection, use and maintenance of common electrical test equipment, including meters, oscilloscopes, meggers, watt meters, frequency meters, time domain reflectometers, continuity testers, recording instruments and RF analysers. Connector topics covered include detailed instructions for selecting, installing, and testing connectors and other terminating devices on the various cables used in low-voltage work, including telecommunications, video and audio, and fibre optics.

### **Grounding & Telecommunications Standards and Codes**

**ELT 2107 3**

This module covers the codes and standards that apply to electrical and electronics installations, the correct grounding techniques for equipment required to comply with these codes and switching and timing devices required to make certain circuits operate. Topics included are the scope and content of the major codes and standards that apply to the telecommunications, life safety, security, and other low-voltage systems, the purpose for grounding and bonding of electrical systems, equipment and devices used for grounding and bonding and their installation. Also introduced in this module is an explanation of power quality, along with the causes and effects of poor power quality, equipment and devices used to maintain good power quality are covered.

### **Telecommunications Principles**

**ELT 2108 3**

This module introduces the student into the telecommunications field. The topics covered are voice and data communications and basic computer systems and networks.

### **Data Communication Principles**

**ELT 2109 3**

This module covers the principles required to establish a data communications network. The first part of the module covers the detailed cable selection process required to ensure that the least amount of signal is lost in the system. Topics include calculating voltage drops for various applications, sizing cables for a given load. Emphasis is placed on interpreting the NEC regulations that govern conductors and cables and the application of formulas and charts. The students

are then introduced to the construction of a data communications system. Topics include operating principle of routers, bridges and networks and basic network topologies. The final part of the module covers the principles of fibre optic systems. The topics include the fundamentals of light as a transmission medium, optical system requirements, design and operation.

### **Wireless Communication Principles**

**ELT 2110 3**

This Module introduces the trainee to the various video systems applications and the fundamentals of a variety of wireless communications techniques. Topics covered in the video systems section are the operation of satellite, broadcast, closed circuit and master antenna systems, including determining the correct grounding scheme and system cable sizing. Wireless communication topics covered in this module include the operation of RF communication, the operation of infrared, power line carrier, wireless data networks and satellite systems. The trainee will also identify the correct testing and troubleshooting equipment used in RF communication systems.

### **Construction Management Fundamentals**

**ELT 2111 3**

This module covers the fundamentals of project surveying, costing, management and supervision. The subject of maintenance and repair is also covered. The topics include the procedures for estimating and bidding for jobs, planning and completing contracts and interpreting contracts, drawings and specifications and developing work schedules and interpreting and completing forms and documents that the work requires. This module will introduce the trainee to the tasks involved in supervising personnel and tasks. The topics covered include the supervisor's role, elements of leadership, staff orientation, motivation, training and supervision. The maintenance and repair topics introduced are the principles of system maintenance and repair. The use of manufacturers troubleshooting aids and techniques for identification of system problems and equipment failures and their resolution will be taught. Preventative maintenance schedules will also be discussed.

### **Alarm System Principles**

**ELT 2112 3**

In this module students will be given the option of two subjects, Fire Alarm systems or Security Systems. The Fire Alarm system module covers the design, installation, testing and maintenance of fire alarm systems. Topics will include system selection, positioning of sensors, sizing and selection of cables and correct wiring techniques. The Security System module covers the design, installation, testing and maintenance of security systems. Topics will include system selection, positioning of sensors, sizing and selection of cables and correct wiring techniques. Emphasis will be placed on correct system design and wiring standards for both systems.

## ENGLISH AND COMMUNICATIONS

Basic Skills courses emphasise the essentials of reading and writing, supported as appropriate by individualised tutoring sessions in the Academic Resource Centre.

### Basic Writing I ENG 0001 0

A study of the essential rules of grammar, mechanics, punctuation and usage needed for clear writing. Special emphasis is given to basic sentence structure and effective presentation of ideas. A C grade is required.

### Basic Writing II ENG 0002 0

A study of the development, organisation and revision of effective paragraphs. Students receive instruction in the use of rhetorical strategies, grammar and the practices of standard written English. **Prerequisite:** ENG 0001. A C grade is required.

### Basic Level Reading ENG 0005 0

Basic level reading course starting with a review of decoding methods. Development of fundamental vocabulary and comprehension skills. Reading practice includes a variety of reading selections. Includes reading lab based on diagnostic and prescriptive approach. A C grade is required.

### Basic Level Reading and Study Strategies ENG 0006 0

Further development in vocabulary; higher order comprehension and introduction to critical reading skills which will be applied to a variety of reading materials. Study strategies including summarising, outlining and note-taking techniques. Includes reading lab based on diagnostic and prescriptive approach. **Prerequisite:** ENG 0005. A C grade is required.

### Intermediate Level Reading and Study Strategies ENG 0007 0

Designed for the College Discovery Programme, this is an intermediate level reading course which reinforces and extends basic reading comprehension and study skills. It also allows students to explore issues related to personal growth, and community awareness by exposing them to a variety of reading materials. **Prerequisite:** ENG 0006. A C grade is required.

### Preparatory College Writing I ENG 0011 3

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. A C grade is required.

### Preparatory College Writing II ENG 0012 3

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:** ENG 0011. A C grade is required.

### Preparatory College Reading I ENG 0015 0

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. A C grade is required.

### Preparatory College Reading II ENG 0016 0

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:** ENG 0015. A C grade is required.

### Essentials of Communication ENG 0017 3

A course designed to develop the skills essential to clear, effective written communication. Students review and practice grammar, usage and punctuation in the context of short writing tasks which reflect the realities of the workplace. Topics include writing clear sentences, reading comprehension, recording information and using specialised vocabulary. **Prerequisite:** ENG 0002 with a grade of C or better, or CPT scores in Reading Comprehension and Sentence Skills of 70 or higher.

### Business Communication I ENG 0024 3

A course in communication, introducing verbal and written skills required in the business setting; listening for meaning; relaying instructions; writing effective memoranda and preparing short presentations. Students receive reinforcement in the practices of standard written English.

### Writing in Business I ENG 1050 3

A course focusing on the acquisition of skills needed for effective writing in the business world. Students receive reinforcement in the practices of standard written English. Emphasis is placed on specialised forms of written communication commonly used in business with particular attention given to correspondence.

### Writing in Business II ENG 1051 3

A course emphasising the preparation of various business documents such as agenda and minutes of meetings, the comprehension and summary of business materials, and the writing of business and process reports.

**Prerequisite:** ENG 1050.

## COURSE DESCRIPTIONS - CREDIT COURSES

### Freshman English

ENG 1111 3

A course in essay writing that emphasises persuasive writing in a variety of expository forms, such as cause-effect, process analysis and division-classification. Students develop research and documentation skills and apply them to required research papers. **Prerequisite:** A C grade in ENG 0012.

### Literary Analysis

ENG 1112 3

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.

### Writing for the Workplace

ENG 1115 3

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. A researched business report is required. **Prerequisite:** ENG 1111.

### Survey of English Literature I

ENG 2203 3

A critical and appreciative study of major British authors and types of literature including poetry, prose and drama from the Anglo-Saxon period to the eighteenth century. The works studied may vary year to year, but the course will look at works by the Beowulf poet, Chaucer, Shakespeare, Donne, Milton, Swift and Fielding. There will be some attention given to the historical context. **Prerequisite:** ENG 1112.

### Survey of English Literature II

ENG 2204 3

A critical and appreciative study of major British authors and types of literature including poetry, prose and drama from the Romantic period to the present. The works studied may vary from year to year. There will be some attention given to the historical context. **Prerequisite:** ENG 2112.

### Oral Communication

ENG 2212 3

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.

### Argumentative Writing

ENG 2213 3

Analysis, development, and application of practical and logical reasoning, essential to all disciplines, are emphasised. The course covers a range of argumentative styles with special focus on organisational techniques and overall principles of writing. **Prerequisite:** ENG 1111 and 1112 or 1115.

### Studies in African Literature

ENG 2236 3

A study of novels, essays, poetry and plays written in English by African and other authors. Selections will be viewed from the perspective of historical and political developments. Works by representative authors such as Achebe, Armah, Ngugi, Soyinka, Ousemende, Lawrence and Lessing are included. **Prerequisite:** ENG 1112.

### Studies in Caribbean Literature

ENG 2238 3

A study of novels, short stories and poetry, written in English, reflecting the cultural variety and historical richness of the literature of the Caribbean area. Works by representative authors such as Lovelace, Lamming, Frederick, Patterson, Rhys, Naipaul and Walcott are included. **Prerequisite:** ENG 1112.

### Women Writers

ENG 2239 3

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 1111 and 1112.

### American Literature: The Beginnings - 1860

ENG 2254 3

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 1111 and 1112.

### American Literature: 1861 - The Present

ENG 2255 3

An overview of American literary history from the Civil War (1861-65) to the present. While some attention is given to historical context, the course primarily focuses on a study of representative works by selected writers of the period, on the growth of literary forms and on changes in literary tastes. **Prerequisite:** ENG 1112.

### Special Themes and Topics in English

ENG 2298 3

Designed to allow students an opportunity either for in-depth inquiry into a topic covered in another 2000-level course or for the study of a special topic or theme in English language and literature. The topics will vary from time to time.

## FILM STUDIES

### Introduction to Film Studies

FLM 1111 3

This course teaches the fundamental concepts and critical skills involved in interpreting film. Students shall participate in discussing and viewing films and clips; in addition, they are required to produce a series of critical essays and a film project. **Corequisite:** ENG 1111

**Intermediate Film Studies**

**FLM 2213 3**

This course concentrates on the artistic and social aspects of films and filmmaking. Classic, contemporary, and international films are considered within aesthetic and historical perspectives. Students shall participate in discussions, and view films and clips; in addition, they will produce a series of critical responses and a film project. **Prerequisite:** FLM 1111 or ENG 1112

**FOOD AND BEVERAGE SERVICE**

**Food Service I**

**FAB 1100 4**

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.

**FOOD SCIENCE**

**Nutrition and Sanitation**

**FSC 1100 3**

An introductory study of the science of food nutrition and food sanitation. Nutrition topics include the nutrient composition of foods, recommended allowances, additives and labelling. Sanitation topics include scientific principles underlying good sanitation practices, effects of micro-organisms in food, and in food-borne illness.

**FRENCH**

**Beginners French I**

**FRE 1101 3**

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 and audio-lingual and writing skills.

**Beginners French II**

**FRE 1102 3**

A continuation of FRE 101 with increasing attention to the relationship between speaking and writing French. **Prerequisite:** FRE 1101.

**Introductory French I**

**FRE 1111 3**

Designed to develop proficiency in spoken and written language through a study of grammar, composition and introductory level poetry and prose. **Prerequisite:** C standing in FRE 1102.

**Introductory French II**

**FRE 1112 3**

Continuation of the studies developed in FRE 1111. **Prerequisite:** FRE 1111.

**Intermediate French I**

**FRE 2211 3**

A study of techniques of French composition. Emphasis on grammatical analysis of extended readings, class discussion, translation and essay writing in French. **Prerequisite:** FRE 1112.

**Intermediate French II**

**FRE 2212 3**

Continuation of studies developed in FRE 2211. **Prerequisite:** FRE 2211.

**French Literature I**

**FRE 2213 3**

A comprehensive survey of a period of French literature providing for the study of the various styles of the most important writers of prose, poetry and drama in an historical context. Writers studied will vary from time to time. **Prerequisite:** FRE 1112.

**French Literature II**

**FRE 2214 3**

Continuation of the studies developed in FRE 2213. **Prerequisite:** FRE 2213.

**HEATING, VENTILATION & AIR CONDITIONING**

**Fundamentals of Heating and Cooling**

**HVA 1101 3**

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.

**Mechanical Maintenance**

**HVA 1102 3**

The following skills are contained in this module: Analyse air properties; Select and install venting systems; Maintain mechanical components; Test AC circuits and components.

**HVAC Controls**

**HVA 1103 3**

The following skills are contained in this module: Test electronic circuits; Test electric furnace controls; Operate electric, electronic and pneumatic control systems; Identify accessories; Install and adjust refrigerant controls.

**Refrigeration System Service**

**HVA 1104 3**

The following skills are contained in this module that will help students: Operate, service and install compressors; Service heat pumps; Use leak detectors, vacuum pumps, recovery units and charging systems; Recycle refrigerants. During this module students will write the Ministry of Environment Certification exam for CFC Handling in Bermuda.

## COURSE DESCRIPTIONS - CREDIT COURSES

### Senior Student Project I

HVA 1105 3

This module will consist of a hands-on project in the workshop to develop their 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.

### Troubleshooting Heating

HVA 1106 3

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

### Troubleshooting Cooling

HVA 2107 3

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

### Hydronics

HVA 2108 3

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

### Senior Student Project II

HVA 2109 3

This is a continuation of Module 5. Requirements include a final report to be sent to ASHRAE at the completion of the project.

### System Performance

HVA 2110 3

The following skills are contained in this module: Use blueprints; Test indoor air quality; Identify energy conservation equipment.

### Energy Management

HVA 2111 3

The following skills are contained in this module: Explain energy management; Maintain water quality; Start-up and shutdown commercial systems.

### System Design

HVA 2112 3

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

## HISTORY

### World History I

HIS 1140 3

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. **Corequisite:** ENG 1111 is required.

### World History II

HIS 1141 3

This course analyses the development and interaction of world civilisations from the spread of Christianity to the First World War. Topics include the Scientific and Industrial Revolutions, colonialism and imperialism. Coverage also includes development in the Americas, the Caribbean and Bermuda. **Corequisite:** ENG 1111 is required.

### The United States Since the Civil War

HIS 2203 3

An in-depth study of the period of Reconstruction after the Civil War and of the major social and economic forces which transformed the United States from an agrarian republic to an industrial nation at the turn of the twentieth century. **Prerequisite:** HIS 1140 and HIS 1141.

### The United States as a World Power

HIS 2204 3

A study of America's emergence as a power on the world stage from the First World War to the "Cold War", the development of her industrial might, as well as social and political trends. **Prerequisite:** HIS 1140 and HIS 1141. HIS 2203 is highly recommended.

### Modern Bermuda 1834-1963

HIS 2230 3

This course focuses on the economic and social changes occurring in Bermuda between the abolition of slavery and the introduction of universal adult suffrage. Topics to be considered include: social structure of post-emancipation society; Bermuda's economic development since emancipation; conflict and change during the inter-war years; genesis of the labour movement; universal suffrage. The methodology of family history will also be examined. **Prerequisite:** HIS 1140 and HIS 1141.

### Special Topics in History

HIS 2298 3

Designed to allow students an opportunity either for in-depth inquiry into a topic covered in another 2000-level course or for the study of a special topic in history. The course is offered periodically depending on student interest. **Prerequisite:** Appropriate 1000 level courses and/or a 2000 level course relevant to the topic.

## HOTEL MANAGEMENT

### Introduction to the Hospitality Industry

HMT 1155 3

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

**Hospitality Sales and Marketing**

**HMT 1265 3**

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, target marketing, product positioning, with an emphasis on identifying and meeting the sales needs of the customer. **Prerequisite:** At least 18 credits in the Associate in Hospitality Management.

**Food and Beverage Cost Control**

**HMT 2250 3**

This course focuses on controlling food & labour costs and sales in food & beverage operations. Topics include: the principles and procedures involved in an effective food & beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labour cost control and computer applications.

**Hospitality Supervisory Practices**

**HMT 2255 3**

A study of the theory and practices relating to supervision within the hospitality industry including recruitment, motivation, discipline, communications, conflict resolution, effective change. **Prerequisite:** At least 18 credits in the Associate in Hospitality Management.

**Food and Beverage Management**

**HMT 2260 3**

A study of the art and science of managing a profitable Food and Beverage operation. Management structure and functions, food and beverage cost controls, prevention of theft and fraud, the management of small business operations. **Prerequisite:** FAB 1100.

**Hotel Management Summer Experience**

**HMT 2275 3**

Work experience in the kitchen, service and management areas of an assigned hotel. Practical experience in culinary preparation, food and beverage management and service, housekeeping, front office reception and reservations, and hotel management. **Prerequisites:** ACC 1135, ACN 1120, CKN 1102 and FAB 1100.

**INSURANCE**

**Introduction to Risk and Insurance**

**INS 1101 3**

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

**Property and Casualty Insurance**

**INS 2201 3**

Personal and commercial property and liability risks, crime insurance and surety bonds. The interpretation of insurance contracts. **Prerequisite:** INS 1101.

**Life and Health Insurance**

**INS 2202 3**

The economic principles, mathematical foundations and legal framework underlying life and health insurance. **Prerequisite:** INS 1101.

**Risk Management**

**INS 2203 3**

The assessment of business and personal risk. Development of risk control methods, financing techniques for risk exposures and effective risk management alternatives. **Prerequisite:** INS 2201.

**LAW**

**Business Law**

**LAW 2203 3**

This course gives students a working knowledge of the legal system and the law and how it affects day-to-day operations of business. Emphasis is on the Law of Contract, the Law of Torts and Employment Law. **Prerequisite:** 18 credits at the 1000-level.

**MANAGEMENT**

**Accounting in Action**

**MGN 1015 3**

This course will draw upon the knowledge and skills students have acquired throughout the Accounting Assistants program. The use of practical accounting-oriented mini-case studies and simulations will aid in the development of students' problem-solving and decision-making skills. Students will be required to present their decisions in writing and through oral presentations and discussions. **Prerequisite:** CIS 1120. **Corequisite:** BKG 1042.

**Work Placement**

**MGN 1016 3**

This course requires the student to demonstrate professional ethics, skills and knowledge required of an Accounting Assistant in the office environment. This course is a final course preparing the student for immediate employment. **Prerequisite:** BKG 0041, CIS 1120, **Corequisite:** MGN 1015, OFA 1040, OFA 1025 and BKG 1042.

**Foundations of Business**

**MGN 1017 3**

This course introduces students to business by defining what a business is and examining the environment in which today's businesses exist. It defines the role of manager, examines the organisation of the business into functions and describes the responsibilities of each main function.

## COURSE DESCRIPTIONS - CREDIT COURSES

### **Introduction to Business**

**MGN 1114 3**

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:** ENG 0012.

### **Tourism**

**MGN 1116 3**

An introduction to tourism, including tourism supply components, marketing and the social and economic impact of tourism development both internationally and in Bermuda.

### **Marketing Management I**

**MGN 2210 3**

An introduction to marketing that examines the marketing concept, the consumer, marketing opportunities, target marketing and the four components of the marketing mix, i.e. price, product, place and promotion. **Prerequisite:** MGN 1114.

### **Marketing Management II**

**MGN 2211 3**

A continuation of MGN 2210 that looks at consumer buying behaviour, retailing, wholesaling, selling, price setting, product life cycle, market research and international marketing. **Prerequisite:** MGN 2210.

### **Organisational Behaviour**

**MGN 2222 3**

This course examines the behaviour of individuals and groups in organisations. Topics include: perception, motivation, rewards, managing inter-group conflict, managerial functions, power, leadership styles, and managing change. **Prerequisite:** MGN 1114.

### **Introduction to Project Management**

**MGN 2230 3**

Project Management is becoming increasingly more important in today's world. Mastery of key tools and concepts gives you a significant competitive advantage in the marketplace. This course content deals with setting the scope of the project, planning, staffing, organising, directing, controlling and closing projects. The course includes major topics such as Strategy, Priorities, Organisation, Project Tools, and Leadership. Primary class emphasis is on the project management process and tools. **Prerequisite:** CIS 1120.

### **Finance I**

**MGN 2240 3**

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. **Prerequisite:** ACC 1145 and MAT 1131.

### **Finance II**

**MGN 2241 3**

A continuation of MGN 2240. Topics include present values, cost of capital, managing risk, long-term financing, dividend policies and calculating bond and stock values. **Prerequisite:** MGN 2240.

### **Introduction to Small Business Management**

**MGN 2245 3**

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.

### **Introduction to International Business**

**MGN 2250 3**

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, Cross Cultural Communication and Management, International Marketing and Finance and the structure of the Multinational Organisation will be covered. **Prerequisite:** MGN 1114.

## **MASONRY**

### **Introduction to Masonry**

**MAS 1101 3**

In this unit students will be introduced to the current methods and procedures that are used in the masonry trade. The knowledge, skill and ability requirements of the mason will be stressed.

### **Masonry Techniques I**

**MAS 1102 3**

Students will learn the methods and procedures used in masonry unit installation and also the properties and mixture make up of mortar.

### **Residential Masonry**

**MAS 1103 3**

This unit covers information that a mason would need to work with residential plans and construction drawings, as well as the construction techniques required for residential and small structure foundations.

### **Masonry Techniques II**

**MAS 1104 3**

In this unit the mason will be acquainted with various types of metal and the methods of moisture control associated with masonry.



**Masonry Techniques III** MAS 1105 3  
 This unit covers the use of scaffolding in masonry construction, the procedure for testing masonry materials and the techniques for finished masonry.

**Advanced Laying Techniques** MAS 1106 3  
 This unit provides the masonry student with direct information to develop the laying technique that is required of a mason.

**Introduction to Concrete Finishing** MAS 2107 3  
 In this unit students will be introduced to the procedures used in concrete finishing along with the concrete finishing methods and the tools required.

**Concrete Placement & Equipment** MAS 2108 3  
 In this unit students will obtain detailed methods that are required for preparing and placing of concrete and the use of the various types of equipment used to perform these functions.

**Concrete Forming, Curing & Protecting** MAS 2109 3  
 This unit focuses on forming requirements, types of forms and forming materials as well as providing students with the methods and procedures used in the curing and protection of concrete.

**Site Concrete** MAS 2210 3  
 This unit exposes the students to the techniques for forming, constructing and finishing various types of site work.

**Concrete Applications and Techniques** MAS 2111 3  
 Students will be presented with the techniques for constructing superflat floors, for measuring slab tolerances and demonstrate the methods for making concrete repairs.

**Iron Work for Concrete** MAS 2112 3  
 This unit introduces the student to the applications of reinforcing bars, the processes of using slings to move the bars on a job site and an understanding of the erection sequences obtained from the structural plans of each step of construction.

## MATHEMATICS

Exclusions: Credit will not be granted for both: MAT 1132 and MAT 1151.

**Basic Mathematics** MAT 0010 0  
 A review of basic mathematics for students needing to strengthen their computational skills. **Successor:** MAT 0014. A C grade is required.

**Preparatory College Mathematics I** MAT 0014 0  
 A review of elementary algebra at the developmental level for students preparing for college entry. **Prerequisite:** A C grade in MAT 0010 or satisfactory performance on college placement test. **Successor:** MAT 0015. A C grade is required.

**Preparatory College Mathematics II** MAT 0015 0  
 A course in intermediate algebra, developing mathematical concepts which include polynomials, quadratic equations and inequalities, applications involving equations and inequalities, rational expressions, exponents, radicals, complex numbers and graphs of functions. **Prerequisite:** A C grade in MAT 0014 or satisfactory performance on college placement test. **Successor:** MAT 1105, MAT 1107, MAT 1131. A C grade is required.

**Business Mathematics** MAT 0034 3  
 Topics include bank services, payroll calculations, mathematics of buying and selling, simple and compound interest, business and consumer loans, depreciation. **Prerequisite:** A C grade in MAT 0010 or satisfactory performance on college placement test.

**College Algebra I** MAT 1105 3  
 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 a review of intermediate algebra, including absolute value, domain and range of functions, symmetry, graphs of polynomials and other functions. **Prerequisite:** A C grade in MAT 0015 or satisfactory performance on college placement test. **Successor:** MAT 1141, MAT 1151.

**A Survey of Mathematics** MAT 1107 3  
 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 C grade in MAT 0015 or satisfactory performance on college placement test.

**Finite Mathematics** MAT 1131 3  
 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 C grade in MAT 0015 or satisfactory performance on college placement test. **Successor:** MAT 1132.

## COURSE DESCRIPTIONS - CREDIT COURSES

### Business Calculus

**MAT 1132 3**

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.

### Pre-Calculus

**MAT 1141 3**

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 roots of quadratic equations, the Remainder Theorem, 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. **Successor:** MAT 1152.

### Introductory Calculus

**MAT 1151 3**

Intended as a theoretically-intuitive, application-rich first exposure to differential and integral calculus, especially suited for students pursuing careers in engineering or pure science. Includes velocity and acceleration, rates of change, maxima and minima, implicit functions, areas and volumes. **Prerequisite:** MAT 1105, or satisfactory performance on college placement test. **Successor:** MAT 1152, MAT 2210.

### Calculus I

**MAT 1152 3**

Intended as a theoretically-rich advanced approach to the fundamental concepts of calculus, particularly useful for students wishing to pursue further university-level work in this or related fields. Includes limits, continuity, differentiability, Rolle's Theorem, the Mean Value Theorem, Riemann sums, Fundamental Theorem of Calculus. **Prerequisite:** MAT 1141. **Successor:** MAT 2201.

### Calculus II

**MAT 2201 3**

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. **Successor:** MAT 2220.

### Discrete Mathematics

**MAT 2206 3**

An introduction to concepts such as maps, relations, groups, graphs and Boolean algebra. This course is recommended for those wishing to transfer to a four-year college or university computer programme. **Prerequisite:** 6 Credits in MAT at 1000 level.

### Linear Algebra

**MAT 2210 3**

Intended to provide a comprehensive understanding of the theory and applications of matrices, particularly for the aspiring scientist and mathematician. Includes linear equations, vector spaces, Gram-Schmidt process, linear transformations, matrices, determinants, eigen-values and eigen-vectors, real quadratic forms. **Prerequisite:** MAT 1141 and MAT 1151 or 1152.

### Multivariable Calculus

**MAT 2220 3**

Intended as a continuation of MAT 2201 for students taking a concentration in science and/or mathematics. Includes quadric surfaces, limits, continuity and differentiability of functions of several variables, directional derivatives, Lagrange multipliers, line integrals, double and triple integration, surface areas. **Prerequisite:** MAT 2201. **Recommended Preparation:** MAT 2210.

### Statistics I

**MAT 2233 3**

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. **Successor:** MAT 2234.

### Statistics II

**MAT 2234 3**

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.

### Elementary Differential Equations

**MAT 2240 3**

Intended to provide exposure to the topics in the differential equations for the students who wish to obtain a concentration in Mathematics or in the fields of science where a sound background in mathematics is required. Such topics include first order differential equations and their applications in biology, chemistry and social science, second order differential equations and their applications in mechanics and electronics, higher order equations matrix methods with applications to dynamic systems. **Prerequisite:** MAT 1152.

## MOTOR VEHICLE TECHNOLOGY

### Ignition Systems

MVT 1101 3

The following skills are contained in this module: Identify the basic ignition systems; Identify different distributor systems; Performing basic engine and ignition tests.

### Fuel/Exhaust Systems

MVT 1102 3

The following skills are contained in this module: Identify the various types of fuels and fuel specifications; Testing and servicing the components of fuel systems; Air intake systems components and replace exhaust systems.

### Exhaust Emissions Systems

MVT 1103 3

The following skills are contained in this module: Perform diagnostic testing and repair problems related to the positive crankcase ventilation system; Describe the operation of gas exhaust systems and catalytic converters; Perform test and repair components of spark control and idle speed control systems.

### Electrical Systems

MVT 1104 3

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

### Battery/Charging Systems

MVT 1105 3

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

### Starting Systems

MVT 1106 3

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

### Braking Systems

MVT 2107 3

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

### Hydraulic Brake Systems

MVT 2108 3

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

### Anti-Lock Brake Systems

MVT 2109 3

The following skills are contained in this module: Perform diagnostic test and repairs on power assisted and antilock brake systems; Service antilock brake systems.

### Steering Systems

MVT 2110 3

The following skills are contained in this module: Identify steering systems; Diagnose, test and repair steering systems.

### Power Steering Systems

MVT 2111 3

The following skills are contained in this module: Perform test and service manual and power steering; Service power steering pump; Perform inspection on and repair of steering column.

### Suspension Systems

MVT 2112 3

The following skills are contained in this module: Diagnose wheel alignment; Adjust and repair wheel alignments and perform wheel balance and implement the principles of the front and rear suspension systems.

## MUSIC

### Music Appreciation

MSC 1103 3

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.

### Introduction to Music Theory

MSC 1104 3

An introduction to the basics of music theory with an emphasis on: scales, rhythms, time signatures, intervals and chords (with the use of aural skills) are taught. **Prerequisite:** At least Grade III Theory R.S.M. or B standing in Secondary school music, MSC 1103, or previous experience approved by the lecturer.

### Introduction to Harmony

MSC 1105 3

An introduction to four part harmony in the choral style and music analysis (with the use of aural skills). **Prerequisite:** MSC 1104.

### Piano Skills I

MSC 1204 3

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

### Theory II

MSC 1106 3

A continuation of MSC 1105, this course focuses on the chromatic harmony and form of the eighteenth and nineteenth centuries. This course also incorporates sight-singing and ear training. **Prerequisite:** MSC 1105

## COURSE DESCRIPTIONS - CREDIT COURSES

### Intermediate Music Theory

MSC 2204 3

This course is an examination and analysis of different musical forms from the Renaissance to the Romantic period, and analysis of musical works at the middle and macro levels. **Prerequisite:** MSC 1105 or Grade 6 RSM.

### Intermediate Harmony

MSC 2205 3

A closer look at harmony and analysis. The remaining chord types not discussed in MSC 1105 will be covered. These chords are then used to harmonize with and are analysed in the context of compositions. **Prerequisite:** MSC 2204.

### Introduction to World Music Traditions

MSC 2210 3

This course examines the traditional music of various cultures, including Caribbean, Asian, African and Eastern European. **Corequisite:** ENG 1111

### Special Themes and Topics in Music

MSC 2298 3

This course is designed to allow in-depth study of a subject previously studied, or an advanced subject not covered by other course. **Prerequisite:** Appropriate 1000-level courses and/or a 2000-level course relevant to the topic.

## OFFICE ADMINISTRATION

### Advanced Office Skills I

OFA 1105 3

This course consists of 3 modules designed to develop the following skills: machine transcription, desktop publishing and voice recognition software use. **Prerequisite:** OFA 1012 or OFA 1075 and CIS 1120 or permission of the Division.

### Office Internship

OFA 1180 3

### Advanced Office Skills II

OFA 2205 3

This course focuses on applying existing computer skills to essential tasks in advanced word processing, spreadsheet and database applications. This course prepares students for MOS certification. **Prerequisite:** OFA 1105.

## OFFICE ASSISTANTS

### Word Processing I

OFA 1011 3

This course will develop touch typing skills and will introduce students to current word processing software applications. Topics will include formatting of memos, letters, short reports and basic tables.

### Word Processing II

OFA 1012 3

This course is a continuation of OFA 1011 and will introduce more advanced processing concepts including formatting of tables and reports, specialised business correspondence, and mail merge. Emphasis will be placed on keyboarding from rough draft and proofreading. **Prerequisite:** OFA 1011.

### Office Technology Procedures I

OFA 1025 3

This course, which integrates office knowledge and skills, applies an understanding of the roles of administrative support personnel and their activities. Organisational skills and time management are discussed and practiced. Topics include telephone techniques, electronic filing and calendaring and mail handling. The use of the calculating machines, copiers and fax machines will be practiced.

### Office Technology Procedures II

OFA 1026 3

This course develops critical thinking and problem solving skills necessary in today's business world. Topics include business strategies, meetings and conferences, travel arrangements, use of the Dictaphone, oral and written communications, business etiquette and ethical behaviour. Human relations skills will be developed through case studies. Hardware and software technologies that support information creation, storage, retrieval, manipulation and distribution are emphasised. **Prerequisite:** OFA 1011 and OFA 1025.

### Speed Development in Keyboarding

OFA 1035 1

This course requires a previous knowledge of touch keyboarding techniques and provides practice in speed building to a minimum speed of 40 WPM.

### Communication and Presentation Skills

OFA 1040 2

This course provides training in oral and written communication skills necessary in the workplace. Presentation software will be utilised. **Prerequisite:** Basic computer skills.

### Machine Transcription

OFA 1045 3

This course develops skills in listening, proofreading and language arts. Accuracy and clarity of transcribed materials are required to produce high quality business documents from recorded dictation. **Prerequisite:** OFA 1011 or OFA 1055 or previous experience approved by the faculty.

### Word Processing

OFA 1055 3

An intensive course designed for mature students with 30 wpm keyboarding skills focusing on applications and keyboarding instruction through "hands-on" experience in all commonly used word processing operations. Intermediate keyboarding techniques such as keyboarding from manuscript, statistical keyboarding and review of formats for business communications will be treated in detail.

**Office Procedures** OFA 1075 3  
 Deals with office functions and routines, human relations, filing procedures, telephone techniques, reception and postal services. An intensive course designed for the mature student. *Prerequisite:* CIS 1120 and OFA 1055.

**Office Work Placement** OFA 1090 3  
 This course requires the student to demonstrate professional ethics, skills and knowledge required of an office assistant in the office environment. This course is a final course preparing the student for immediate employment.  
*Prerequisite:* CIS 1120, OFA 1011, OFA 1025 *Co-requisite:* OFA 1040.

## PHYSICAL EDUCATION

**Aerobics** PED 1100 1  
 A fitness programme that involves callisthenics, aerobics and continuous movement.

**Beginner's Basketball** PED 1101 1  
 Instruction in offensive and defensive basketball skills.

**Intermediate Basketball** PED 1102 1  
 A continuation of PED 1101.

**Badminton** PED 1103 1  
 Instruction in skills technique and an opportunity to improve performance.

**Soccer** PED 1104 1  
 Students will learn the rules of the game and study and practice the skills involved.

**Beginners Martial Arts** PED 1105 1  
 Instruction in self-defence and the basics of martial arts.

**Intermediate Martial Arts** PED 1106 1

**Beginner's Tennis** PED 1107 1  
 Instruction in skills technique and an opportunity to improve performance.

**Intermediate Tennis** PED 1108 1

**Bowling** PED 1109 1  
 Instruction in bowling techniques for competition.

**Archery** PED 1110 1  
 Students will learn the basic skills and fundamental principles.

**Weight Training** PED 1111 1  
 Instruction in the correct techniques of weight lifting.

**Table Tennis** PED 1113 1  
 Instruction in the game of table tennis.

**Netball** PED 1114 1

**Intermediate Badminton** PED 1115 1

## PHYSICS

**Preparatory Physics** PHY 0013 4  
 A basic introduction to the fundamental principles of physics. Topics include measurement and units, force, work and energy. Molecular motion and heat, waves and electrical energy. The development of problem solving skills. Laboratory. A grade of C will be required.

**Principles of Physics I** PHY 1121 4  
 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, translational and rotational equilibrium, work, energy, momentum, heat, kinetic gas theory and the gas laws. Suitable for students intending to pursue other scientific studies or wishing to specialise in physics and its related technologies. Laboratory. *Prerequisite:* C grade in PHY 0013 and MAT 0015, or alternatives in Physics and Mathematics. *Co-requisite:* MAT 1141.

**Principles of Physics II** PHY 1122 4  
 A continuation of PHY 1121. Topics include vibration and waves, sound, electricity and magnetism, light and optics and modern physics. Laboratory.  
*Prerequisite:* PHY 1121.

**Special Topics in Physics** PHY 2298 3  
 Provides an opportunity for in-depth study at the 2000-level of a topic available as a special offering. This may be material that has been initially explored at the 1000-level or new material for whose development and exploration there has been provided an appropriate base via a 1000-level course. *Prerequisite:* Appropriate 1000 level courses and/or a 2000 level course relevant to the topic.

## COURSE DESCRIPTIONS - CREDIT COURSES

### PLUMBING

#### **Introduction to the Plumbing Profession, Safety and Tools** PLM 1101 3

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.

#### **Plastic pipe, Copper, Cast Iron, Steel Pipe and Fittings** PLM 1102 3

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

#### **Fixtures and Faucets, Drain , Waste and Vent systems, Water Distribution Systems** PLM 1103 3

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

#### **Commercial Drawings, Hangers and Supports, Installing DWV Piping** PLM 1104 3

Introduces trainees to methods for attaching and running DWV and Water supply piping in relation to structural elements, including Pipe hangers and supports.

#### **Types of Valves,Installing Water Supply Piping, Installing Fixtures and Faucets** PLM 1105 3

Covers the installation of basic plumbing fixtures , including bathtubs, Shower stalls,lavatories,sinks, toilets, and urinals.Also reviews the Installation of valves and faucets.

#### **Installing Water Heaters, Servicing Fixtures, Valves, and Faucets** PLM 1106 3

Covers the troubleshooting and repair of fixtures, valves, and faucets in Accordance with code and safety guidelines.

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

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.

#### **Backflow Preventers, Types of Venting,Sizing DWV Systems** PLM 2108 3

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

#### **Sewage Pumps, Compressed Air** PLM 2109 3

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

#### **Business Principles for Plumbers, Water Pressure Systems** PLM 2110 3

Introduces trainees to concepts and practices that are essential For competitive, successful plumbing businesses. Covers basic Business accounting and project estimating.

#### **Business Principles for Plumbers, Water Pressure Systems** PLM 2111 3

Explains the operation of pumps and well components. Reviews the qualities of good wells and how to assemble and disassemble pumps and components.

#### **Swimming Pools and Hot Tubs, Plumbing for Mobile Homes** PLM 2112 3

Introduces trainees to plumbing systems in swimming pools, hot Tubs, and spas. Trainees will learn how to install and troubleshoot water supply systems and drains.

### POLITICAL SCIENCE

#### **An Introduction to Political Structures** POL 1101 3

An introduction to the major political ideologies and forms of government.The course examines the meaning of politics, the role of political language, liberalism, Marxism, as well as liberal democratic and authoritarian governments. Numerous country case studies, including Bermuda, will be used for illustrative purposes.

**Corequisite:** ENG 1111 is required.

#### **An Introduction to Political Processes** POL 1102 3

An introduction to the major political actors and sources of conflict in modern societies. The course examines political parties, interest groups, the military and class, racial, ethnic and gender conflict in a variety of country case studies, including Bermuda. **Prerequisite:** POL 1101 3.

### PSYCHOLOGY

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

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.

**Corequisite:** ENG 1111 is required.

**Introduction to Psychology II** PSY 1102 3

A survey of the basic areas of specialty and practice within the field of psychology, including human sexuality, problem solving, social psychology, human development, personality, abnormal behaviour and clinical practice.

**Prerequisite:** PSY 1101.

**Introduction to Social Psychology** PSY 2210 3

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. **Prerequisite:** PSY 1101 and PSY 1102.

**Abnormal Psychology** PSY 2220 3

An evaluation of abnormal behaviour, including the core concepts of the differing psychopathology: neuroses, psychoses and social disorders. Different approaches to treatment are described. **Prerequisite:** PSY 1101 and PSY 1102.

**Theories of Personality** PSY 2230 3

An introduction to the major theories of personality including those of psychoanalysts, trait theorists, social learning theorists, eastern psychologists and the humanists. In addition to a digest of each theory, relevant research is discussed, an evaluation of each theory is provided, and the relationship between these theories and human adjustment is delineated. **Prerequisite:** PSY 1101 and PSY 1102.

**Human Development** PSY 2240 3

An analysis of the principles of human development from conception to death. Basic biological processes that shape development including conception and heredity are described. The development of the infant as a social, cognitive and physical being is traced through childhood, adolescence and into adulthood and older adulthood. **Prerequisite:** PSY 1101 and PSY 1102.

**Learning Theory** PSY 2270 3

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. **Prerequisite:** PSY 1101 and PSY 1102.

**Education and the Exceptional Child** PSY 2271 3

An examination of handicapping conditions as they affect the exceptional child: sensory loss, cognitive deficits, physical impairments etc. Issues to be explored include educational intervention strategies, identification and assessment methods. Attention will also be paid to the changing social attitudes toward exceptions

from 1700 to the present and the role of the social agents in influencing these attitudes. **Prerequisite:** PSY 1102 with approved practical experience or PSY 2240 or PSY 2270.

**Educational Psychology** PSY 2272 3

The application of both learning and educational psychology theories to teaching strategies, classroom organisation and curriculum design. Instructional planning, teaching styles and classroom dynamics are also examined. **Prerequisite:** PSY 2270.

**Special Topics in Psychology** PSY 2298 3

Designed to allow students an opportunity either for in-depth inquiry into a topic covered in another 2000-level course or for the study of a special topic or theme in psychology. The course is offered periodically depending upon student interest. **Prerequisite:** Appropriate 1000 level courses and/or a 2000 level course relevant to the topic.

**REGISTERED STUDENT ORGANISATIONS**

- Drama - College Players RSO 1201 1
- Christian Fellowship RSO 1202 1
- Photography RSO 1203 1
- Debate Club RSO 1204 1
- International Association of Administrative Professionals-Student Chapter RSO 1205 1
- Literary Society RSO 1206 1
- Mature Student Organisation RSO 1207 1
- International Student Organisation RSO 1208 1
- Hospitality Club RSO 1209 1
- Model United Nations Club RSO 1211 1
- Modern Dance RSO 1213 1
- Newsletter RSO 1215 1
- Spanish Club RSO 1216 1
- Bermuda College Music Group RSO 1218 1
- College Commentator Radio Show RSO 1219 1
- Creative Writing Club RSO 1220 1
- Volunteer Action RSO 1221 1
- Men's Speak - Male Forum RSO 1222 1
- Women's Speak - Female Forum RSO 1223 1
- Mathematics Club RSO 1224 1
- Jazz Band RSO 1225 1
- Choir RSO 1226 1

## COURSE DESCRIPTIONS - CREDIT COURSES

Bermuda College Art Gallery Club  
Bermuda College Environmental Club

RSO 1227 1  
RSO 1228 1

### RELIGIOUS STUDIES

#### Introduction to Religious Studies I

REL 1101 3

A comparative study of primitive religions, Hinduism, Buddhism, Chinese and Japanese religions.

#### Introduction to Religious Studies II

REL 1102 3

A comparative study of Judaism, Christianity and Islam. **Prerequisite:** REL 1101 is highly recommended.

### SOCIAL SCIENCE

#### Research Methods in the Social Sciences I

SSC 2200 3

An introduction to scientific methods as they are applied to the social sciences. The research process, including formulation of research problems and hypotheses; selection of appropriate research designs and instruments; developing questionnaires; interviewing; and observation techniques are presented and discussed. **Prerequisite:** 6 credits in approved 100-level courses in Social Sciences.

### SOCIOLOGY

#### Introduction to Sociology I

SOC 1101 3

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. **Corequisite:** ENG 1111 is required.

#### Introduction to Sociology II

SOC 1102 3

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.

**Corequisite:** ENG 1111 is required. SOC 1101 is strongly recommended.

#### Social Inequality

SOC 2220 3

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 Bermudian society. **Prerequisite:** SOC 1101 and SOC 1102.

#### Sociology of Work

SOC 2235 3

This course examines the sociological dimensions of work and occupations with a particular emphasis on the relationships between individuals, work and society. Specific topics may include: the experience and meaning of work; jobs satisfaction; work and family balance; scientific, bureaucratic and organic management; McDonaldization; discrimination and control at work and the social organisation of labour markets and occupations. **Prerequisite:** SOC 1101 and SOC 1102.

#### Sociology of Marriage and the Family

SOC 2251 3

A sociological study of marriage and family life: demographic trends in marriage; child bearing; divorce; theories of mate selection; marital interaction and marital dissolution; relationship of unmarried couples; alternative marriage forms; abortions; violence in the family. **Prerequisite:** SOC 1101, SOC 1102 or PSY 1102.

#### Sociology of Religion

SOC 2265 3

A comparative and historical analysis of the relationship of religion to social institutions and societal processes. Particular attention is paid to religion as a meaning system; the relationship between Protestantism and Capitalism; the process of secularisation; sectarianism and denominationalism; and the nature and forms of religious movements in the Third World. The theories of Marx, Weber, Durkheim and others are also examined with respect to the ideological functions of religion. **Prerequisite:** SOC 1101 and SOC 1102.

#### Race and Race Relations

SOC 2270 3

An examination of the dynamics of race relations in general, using a variety of examples for comparative purposes, and in Bermuda in particular, from sociological, psychological, philosophical, economic, biological and historical perspectives. **Prerequisite:** SOC 1101 and SOC 1102 3.

#### Sociology of Deviant Behaviour

SOC 2280 3

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. **Prerequisite:** SOC SOC 1101 and 1102.

#### Sociology of Crime and Delinquency

SOC 2290 3

An historical overview of criminological theory presenting biological, psychological, sociological, cultural, political and bisocial theories of the causes of crime and delinquency. Deviance theory, social disorganisation, labelling and delinquency sub-cultural analysis are examined and the works of major theorists are critically examined. **Prerequisite:** SOC 1101 and SOC 1102.



**Special Topics in Sociology**

**SOC 2298 3**

Designed to allow students an opportunity either for in-depth inquiry into a topic covered in another 2000-level course or for the study of a special topic or theme in sociology. The course is offered periodically depending upon student interest. **Prerequisite:** Appropriate 1000 level courses and/or a 2000 level course relevant to the topic.

**SPANISH**

**Beginners Spanish I**

**SPA 1101 3**

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

**Beginners Spanish II**

**SPA 1102 3**

A continuation of SPA 101 3 with increasing attention to the relationship between speaking and writing Spanish. **Prerequisite:** SPA 1101.

**Introductory Spanish**

**SPA 1111 3**

Designed to develop proficiency in spoken and written language through a study of grammar, composition and introductory level poetry and prose. **Prerequisite:** C standing in SPA 1102 3.

**Introductory Spanish II**

**SPA 1112 3**

Continuation of studies developed in SPA 1111. **Prerequisite:** SPA 1111.

**Intermediate Spanish I**

**SPA 2211 3**

Study of Spanish composition from the point of view of style, through more advanced work in grammar, translation and essay writing in Spanish. **Prerequisite:** SPA 1112.

**Intermediate Spanish II**

**SPA 2212 3**

Continuation of studies developed in SPA 2211. **Prerequisite:** SPA 2211.

**Spanish Literature I**

**SPA 2213 3**

A comprehensive survey of a period of Spanish literature providing for the study of the various styles of the most important writers of prose, poetry and drama in an historical context, to vary from time to time. **Prerequisite:** SPA 1112.

**Spanish Literature II**

**SPA 2214 3**

Continuation of studies developed in SPA 2213. **Prerequisite:** SPA 2213.

**TECHNICAL CENTRE COURSES**

**Computer Skills Module**

**CDL 1101 2**

The syllabus and assessment format for the International Computer Drivers License (ICDL) will be used to review the following: explain basic computer concepts; manage files; demonstrate word processing; manipulate spreadsheets; demonstrate database management; produce a presentation; access and use the world-wide web; use and manipulate e-mail.

**Health and Safety**

**NCC 1101 1**

This module introduces the student to the principles and procedures needed to work safely in the various trades environments.

**Mathematics**

**NCC 1102 1**

**Hand Tools**

**NCC 1103 1**

**Power Tools**

**NCC 1104 1**

**Blueprints**

**NCC 1105 1**

**Rigging**

**NCC 1106 1**

**TECHNICAL COMMUNICATIONS**

**Technical Communications**

**TCM 1101 3**

This module emphasises the communications skills required of persons working in industrial communities.

**Graphical Communications**

**TCM 1102 3**

Upon successful completion of this module students will be able to effectively demonstrate using drawings, schematics, diagrams and blue prints that they can correctly do the following: read or actively gain information and knowledge from technical drawings; record or store information on drawings using standard symbols; reason or figure out designs, functions and the analysis systems using information given on drawings; research and experiment with various drawing techniques; report or communicate design or functional information using sketches and technical drawing tools and techniques.

## TECHNICAL MATHEMATICS

**Technical Mathematics III** **TMM 0030 3**  
 The following information will be covered in this module: solving linear equations with two variables; second order determinants; third order determinants; exponents (positive, negative and fractional); scientific notation; roots and radicals.

**Technical Mathematics IV** **TMM 0040 3**

**Technical Mathematics V** **TMM 0050 3**

## TECHNICAL SCIENCE

**Technical Science I** **TSM 1101 3**  
 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.

**Technical Science II** **TSM 1102 3**  
 The following skills are contained in this module that will help students: coplanar forces; distance, time; velocity and acceleration; mechanical energy and power: heat and temperature.

**Technical Science III** **TSM 2101 3**  
 This module is the third of a four-part series, introducing the basic concepts, principles and applications of thermodynamics and A.C. Circuits. Topics include properties of solids; liquids and gases; thermal equilibrium; the first law of thermodynamics; alternating-current circuits; effective values of alternating current and voltage; RLC series circuit; resonant circuits application.

**Technical Science IV** **TSM 2102 3**  
 This is the final module of a four-part series. It introduces waves and sound; energy and information transfer by waves; intensity and loudness of sound; the Doppler Effect; reflection of a wave pulse; standing waves and waves in vibrating air columns. Geometric and wave optics: reflection and refraction of light waves; plane and concave mirrors; dispersion and prism.

## WELDING TECHNOLOGY

**Introduction to Welding** **WLD 1101 1**  
 A module that provides the basic understanding of Welding operations and processes

**Sheet Metal ARC 1** **WLD 1102 3**  
 A module that provides the basic understanding of metal and the knowledge of joining metal together.

**Sheet Metal ARC 2** **WLD 1103 3**  
 A module that provides the understanding of how to work with thicker metal.

**Sheet Metal ARC 3** **WLD 1104 2**  
 A module that provides the processes of welding pipes and heavier metals

**Welding Symbols and Detail Drawings** **WLD 2105 2**  
 A module that provides the necessary understanding of the basic symbols and detail drawings.

**Air Carbon and Plasma Arc Cutting** **WLD 2106 1**  
 A module that provides the proper techniques and operations of the plasma cutting.

**GMAC AND FCAW** **WLD 2107 2**  
 A module that introduces the techniques of gas metal arc welding and flux-core arc welding.

**GTAW Equipment Filler Materials & Plate** **WLD 2108 1**  
 A module that provides the basic introductory specific techniques for gas tungsten arc welding.

**Aluminum Plate** **WLD 2109 1**  
 A module that provides the information to identify the main characteristics of aluminum.

**Physical Heat Treatment & Metals** **WLD 3110 1**  
 A module that introduces the technique to effectively heat different metals.

**Gas Metal ARC Weld Pipe** **WLD 3111 1**  
 A module that provides another method of gas metal arc welding for pipe.

**Flux Cored ARC Welding** **WLD 3112 1**  
 A module that provides the technique of Arc Welding involving flux to weld pipe.

**Gas Tungsten ARC Welding** **WLD 3113 1**  
A module that uses the techniques of joining pipes using the tungsten arc welder

**Gas Tungsten ARC Welding Low Alloy Metals** **WLD 3114 1**  
A module that introduces the more advanced techniques to join low alloy metals and stainless steel.

**Gas Tungsten ARC Welding Aluminum Pipe** **WLD 3115 1**  
A module that provides the technique to gas tungsten arc weld aluminum pipe.

**Gas Metal ARC Welding Aluminum Plate & Pipe** **WLD 3116 1**  
A module that uses the techniques for welding aluminum plate and pipe.

## WOOD TECHNOLOGY

**Orientation, Materials, Fasteners, Hand & Power Tools** **WTC 1101 3**  
The following skills are contained in this module: studying history of the trade; identifying different materials and fasteners; operating tools safely.

**Floor, Wall, Ceiling and Roof Framing** **WTC 1102 3**  
The following skills 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.

**Windows and Exterior Doors** **WTC 1103 3**  
The following skills are contained in this module: recognising various types of windows, skylights and exterior doors; installing windows and exterior doors; fitting locksets and weather-stripping.

**Reading Plans, Site Layout I: Distance Measurement & Leveling** **WTC 1104 3**  
The following skills are contained in this module: performing site layout tasks of distance measuring and differential levelling; understanding on-site communications.

**Introduction to Concrete, Foundations and Flatwork, Reinforcing Concrete, Handling and Placing Concrete** **WTC 1105 3**  
The following skills are contained in this module: identifying materials that form different types of concrete; constructing basic footing and edge forms; cutting, bending and tie reinforcing steel; safety procedures for handling concrete.

**Concrete Forms, Patented Forms and Tilt-Up Wall Systems** **WTC 1106 3**  
The following skills are contained in this module: constructing job-built forms; identifying various manufacturers forms; studying history and procedure for erecting tilt-up wall panels.

**Exterior Finishing, Roofing Applications, Thermal and Moisture Protection** **WTC 2107 3**  
The following skills are contained in this module: learning types and installation procedures of several sidings, roofing materials, insulation and waterproofing materials.

**Framing with Metal Studs, Drywall Installation, Drywall Finishing, Interior Finish Two: Suspended Ceilings** **WTC 2108 3**  
The following skills are contained in this module: selecting and installing metal framing; installing drywall on walls and ceilings; patching and finish gypsum drywall; laying out and installing suspended ceilings.

**Stairs, Interior Finish One, Interior Finish Three and Interior Finish Four** **WTC 2109 3**  
The following skills are contained in this module: constructing wood stairs; installing wooden doors; fitting base and wall cabinets; installing interior trim.

**Advanced Roof Systems, Advanced Floor Systems and Advanced Wall Systems** **WTC 2110 3**  
The following skills are contained in this module: learning procedure for installing commercial roofing materials; installing hardwood floors; erecting movable wall panels.

**Introduction to Light Equipment, Welding and Metal Buildings** **WTC 2111 3**  
The following skills are contained in this module: recognising various light construction equipment; understanding safety practices with welding equipment; learn components of a metal building.

**Site Layout Two: Angular Measurement, Advanced Stair Systems & Introduction to Project Management & Supervision** **WTC 2112 3**  
The following skills are contained in this module: using geometry and right angle trigonometry to perform calculations related to angular measurements; identifying techniques to finish wooden staircases; learning project planning, scheduling estimating and management.



# PROFESSIONAL DESIGNATION & DEVELOPMENT

Professional Designation & Professional Development Programmes in the Division of PACE at Bermuda College provide Bermuda's Workforce access to training and qualifications of a national and international standard.



Building Owners and Managers (BOMI)	
Institute of Canada	p. 109
Bermuda Clean Kitchens	p. 109
Food Safety – Fundamentals	p. 109
Food Safety – An Introduction to the Hazard	
Analysis Critical Control Point (HACCP)	p. 110
Institute of Legal Executives (ILEX)	p. 110
The American Management Association	p. 111
Childcare Assistants Certificate	p. 111
Continuing Care Workers Diploma	p. 112
Institute for Leadership & Management	p. 112



**BUILDING OWNERS AND MANAGERS  
INSTITUTE OF CANADA (BOMI)**

***Facilities Management Administrator-FMA Designation Programme***

Today's Facilities Manager has the unique challenge of creating a building that is a home for productivity. The seven college courses that make up the Facilities Management Administrator (FMA) designation will help you to meet this challenge. Learn how to effectively integrate all major facilities from building systems to financial management and increase your value as a facilities manager. Show the world that you meet the highest standards of technical skill by putting FMA behind your name.

To earn the FMA designation, you must complete seven (7) courses each lasting one semester (14 weeks) plus a six hour seminar and a short course in Ethics. For the seven courses, students attend one, three-hour class each week at the Bermuda College.

This course normally takes four academic years (eight semesters) to complete and qualifies the graduate with a FMA designation.

Programme of Study:

- RST 880 The Design, Operations, and Maintenance of Building Systems, Part 1
- RST 881 The Design, Operations, and Maintenance of Building Systems, Part 2
- RST 882 Facilities Management and the Work Environment
- RST 883 Technologies for Facilities Management
- RST 884 Facilities Planning and Project Management
- RST 885 Real Estate Investment and Finance
- RST 886 Environmental Health and Safety Issues
- RST 887 Ethics is Good Business Seminar (6hrs)

NOTE: Tuition costs are subject to change each semester.

**Contact the Division of PACE for more information and clarification:  
Tel: 441-236-9000 ext. 4117/4119 or Fax: 441-239-4028  
or Email: [padmin@college.bm](mailto:padmin@college.bm)**

**BERMUDA CLEAN KITCHENS**

**1. FOOD SAFETY – FUNDAMENTALS**

Designed to provide all food service personnel, who works in hotels, restaurants, food stores, hospitals, and residential care facilities, basic knowledge regarding food safety issues.

This course is offered in conjunction with the Department of Health's Environmental Health Officers. It emphasizes the important role that each and every food service personnel member plays in ensuring food safety in his or her establishments.

This course is suitable for all food service personnel whether they are 17 or 97. There is no written test but there is an oral assessment.

The course runs for six weeks (Wednesdays 2pm-4pm) - Five Weeks of Instruction and one week for the Presentation of Certificates.

In order to Receive the Certificate of Achievement you must attend at least four sessions of Instruction.

Food Establishments and Institutions interested in sponsoring their staff should contact Environment Health at 239-3451.

**You will learn:**

- The role that Microorganisms play in causing Food Poisoning
- How to prevent Food Poisoning
- The correct procedures for cleaning and sanitizing
- How to layout and design a commercial kitchen
- The importance of Professionalism and attitudes in the workplace.

**Contact the Division of PACE for more information and clarification:  
Tel: 441-236-9000 ext. 4117/4119 or Fax: 441-239-4028  
or Email: [padmin@college.bm](mailto:padmin@college.bm)**

## 2. FOOD SAFETY – AN INTRODUCTION TO THE HACCP (Hazard Analysis Critical Control Points)

This food safety course introduces the student to the HAACCP System- Hazard Analysis Critical Control Points. It is designed for food service personnel, owners, managers, and supervisors of food establishments. Persons who have taken the Bermuda Clean Kitchens Course and want to challenge themselves on a higher level should also seriously consider registering for this HACCP Course.

Persons who register for this course must be able to read and write English because there will be a written test.

This course is scheduled to run for eight consecutive Wednesdays during the Fall.

**Contact the Division of PACE for more information and clarification:  
Tel: 441-236-9000 ext. 4117/4119 or Fax: 441-239-4028  
or Email: [padmin@college.bm](mailto:padmin@college.bm)**

## INSTITUTE OF LEGAL EXECUTIVES (ILEX)

The institute of Legal Executives (ILEX) in partnership with City & Guilds. Offer an extensive range of vocational legal programmes for people employed in, or seeking employment across, a variety of occupational sectors where knowledge of the law is either necessary, beneficial or desirable. The programmes provide the skills necessary to succeed in today's legal and business environment.

The following ILEX Courses are being offered at Bermuda College through the division of PACE:

Certificate for **Legal Secretaries - Level 2**  
Certificate in **Legal Studies - Level 2**  
Professional Diploma in **Law - Level 3**

**Contact the Division of PACE for more information and clarification:  
Tel: 441-236-9000 ext. 4117/4119 or Fax: 441-239-4028  
or Email: [padmin@college.bm](mailto:padmin@college.bm)**



## THE AMERICAN MANAGEMENT ASSOCIATION UNIVERSITY CERTIFICATE PROGRAMME (AMA)

AMA in cooperation with Bermuda College PACE offers the following certificate programmes.

**General Management**  
**Supervision**  
**Leadership**  
**Finance**  
**Human Resources**  
**Purchasing\***  
**Administrative Professional**  
**Business Communication**  
**Quality**  
**Customer Service**  
**Marketing and Sales**

Successful completion of five AMA seminars with three of the seminars from any of the listed programmes qualifies participants to earn a certificate in that particular area:

The AMA training offered in cooperation with Bermuda College Centre for Professional and Career Education makes good business sense. The training partnership between the Bermuda College and the AMA provides:

- Quality training that saves your company travel time and expense
- Cost effective ways to train small groups or large numbers of employees
- A consistent across-the board training experience for your workforce!
- Tools, exercises and testing components for content mastery

Do you need a programme that targets specific skills? The AMA seminars can be combined to provide a customized training programme that provides practical, flexible and affordable learning - the most effective training option for today's lean and cost conscious workplace!

**Contact the Division of PACE for more information and clarification:**  
**Tel: 441-236-9000 ext. 4117/4119 or Fax: 441-239-4028**  
**or Email: [padmin@college.bm](mailto:padmin@college.bm)**

## CERTIFICATE FOR CHILDCARE ASSISTANTS

The first step to a choice of careers in:

- Infant-Toddler Care
- Pre-School Education
- School-Age Education
- Para-Professional Education

### Programme description

The Certificate for Childcare Assistants has been designed and developed in order to address the growing need for skill and knowledge development in the area of childcare services. This programme covers a number of key areas and aims to provide caregivers with a basic introduction to the range of skills and competencies needed to operate effectively and professionally in the area of childcare.

The course provides the opportunity for students to explore a range of child development theories while developing a practical understanding of their applications. Students are required to undertake an intensive practicum that aims to develop practical skills in their areas of speciality.

### What Does This Certificate Prepare Me For?

This part-time programme prepares students for work as childcare assistants. Students have the option of focusing on skills necessary to work as an assistant in one of three employment settings: an infant-toddler setting, a pre-school programme or in a school-age programme.

### How Long Is This Programme?

Child Care Certificate courses are taught at night only, by adjunct faculty. The average completion time for the certificate programme is two years. However, students who are required to complete pre-requisite courses should allow for additional time to complete their studies.

### What Type Of Courses Will I Take?

You will have to complete courses in English, Mathematics and Childcare.

**Contact the Division of PACE for more information and clarification:**  
**Tel: 441-236-9000 ext. 4117/4119 or Fax: 441-239-4028**  
**or Email: [padmin@college.bm](mailto:padmin@college.bm)**

## DIPLOMA FOR CONTINUING CARE WORKER

### FUNDAMENTALS OF HEALTH CARE DELIVERY CCW 0010 6B 6

This course is designed to provide students with the fundamental understanding of the scope and nature of working in a supervised capacity in a health care setting and also working with other members of staff who are responsible for patient care. The course meets twice a week for three hours.

Topics covered include: medical terminology; professional regulations and other legal issues governing health care in Bermuda; modern health care practices; workplace ethics and professional conduct in health care settings; interpersonal communications; team-work in health care settings; health and safety promotion; decision making in the health care setting

**Prerequisite:** CPT Score, Math 30 and English 70.

Participants must enrol in the Bermuda College Continuing Care Programme. Persons currently enrolled in the Certificate for Geriatric Aide, or who are interested in enrolling in the Diploma for Continuing Care Workers are advised to contact the PACE offices at 236-9000 ext. 4117 for assistance.

### SENIOR CAREGIVER ASSISTANT CCW 1020 3B 3

This course is designed to introduce students to the general practices and principles of caring for seniors with a variety of ailments, particularly those affecting sensory stimulation. Pre-requisite CCW 1010 6B/Co-requisite CCW 1021 1B

### SENIOR CAREGIVER PRACTICUM CCW 1021 1

This six-week internship provides practical application of learned skills. Two weeks in an Alzheimer's setting is a mandatory requirement. Those persons who are already employed in a nursing setting are required to work in another type of setting. For example, those in a residential nursing facility would be required to work in a community health setting or a clinical/hospital setting and vice versa. These internships will be arranged and coordinated by the course instructor. Pre-requisite CCW 1010 6B/Co-requisite CCW 1020 3B

**Contact the Division of PACE for more information and clarification:  
Tel: 441-236-9000 ext. 4117/4119 or Fax: 441-239-4028  
or Email: [padmin@college.bm](mailto:padmin@college.bm)**

## INSTITUTE FOR LEADERSHIP & MANAGEMENT ILM AWARDS

*\*Fall admissions only*

With the creation of ILM as a result of the merger of NEBS Management and the Institute of Supervision and Management, the respective capability and traditional qualifications previously offered by the two organisations have now been transformed into Vocational Related Qualifications (VRQ's). These are now accredited within the National Qualifications Framework to meet the requirements of the UK regulatory bodies. All IMQ's will focus on the key areas of management and leadership, and according to the qualification, will consist of a variety of core and optional qualification sessions. In order to meet the learning requirements of each qualification, the candidate must successfully complete a number of core and optional sessions, that can be taken from a range of areas appropriate to the qualification. The main purpose of the qualifications is to improve participant's performance. Achievement of these qualifications enables candidates to apply for ILM membership based on the specific qualification and/or experience.

### ILM Institute of Leadership & Management IMQs International Management Qualifications

#### The Certificate in Team Leading

The IMQ Certificate in Team Leading covers 4 Key areas:  
Team Leading Skills, Getting the Work Done, Leading People, Communicating

#### The Certificate in Management

The IMQ Certificate in Management covers five key areas: Managing Self, Managing People, Managing Information, Managing Activities, Managing Resources.

**Contact the Division of PACE for more information and clarification:  
Tel: 441-236-9000 ext. 4117/4119 or Fax: 441-239-4028  
or Email: [padmin@college.bm](mailto:padmin@college.bm)**

# STUDENT RESOURCES

Student Resources are those areas and functions of Bermuda College that directly contribute to a successful learning environment for the student.

Academic Resource Centre (ARC)	p. 115
Student Services	p. 115
Library/Bookstore	p. 116
Cafeteria/Security & Safety	p. 117
College Map	p. 118
Fees & Tuition	p. 119





### Academic Resource Centre

The Academic Resource Centre (ARC) provides learning assistance to all students who wish to maximise their learning potential at Bermuda College. The staff provide individual tutoring and assist students to form small study groups. Workshops on special topics are also conducted during the school year.

The ARC has an open door policy, just walk in and seek the assistance needed. It is advisable, however, that students make appointments to see individual tutors especially close to deadlines for research papers and examinations.

The ARC urges all students to seek assistance at the earliest opportunity and become familiar with the Centre even before they encounter difficulties in their courses. On occasion, students come into the ARC to do homework assignments and/or study in order to take advantage of the supportive environment provided by the ARC. Lecturers often direct students to use the AC. Such referrals should be taken seriously, in order to ensure success.

During the past five years more than half of the students who received scholarships for further study overseas frequented the ARC in some capacity.

BE WISE - Take advantage of the help that is available without delay. Seek us out!

For further information, contact:  
Lisa Osborne, Director at 239-4102  
or email: losbourne@college.bm

### Counselling and Career Centre

Located on the second level of the Library Building, the professional staff of counsellors provides students with guidance in personal, career and educational planning. Students who are undecided about their career path may take computerized career interest inventories and other assessments to assist them in their decision-making. Information on overseas colleges and universities is available on-line and in catalogues in the Centre's Resource Library.

### Sports and Recreation Activities

The College offers students the opportunity to participate in a variety of co-curricula activities. These include membership in Registered Student Organizations such as: Visionary Women (Woman's Forum), Men Speak (Male Forum), Debate, International Association of Administrative Professionals-Student Chapter, Hospitality, Literary Society, Mature Students, Model United Nations, Spanish and Writing. Students may also participate in more physical activities that include aerobics, badminton, basketball (female and male), dance, martial arts, soccer (female and male), table tennis, tennis, volleyball and weight training. The College's Sports Department is involved in a number of extramural activities with College teams in Basketball (female and male), soccer (male only) and table tennis.

### Student Government Council

Student Government Council (SGC) is a campus organization established to voice student concerns and implement student led activities. The SGC is comprised of senators (Faculty representatives) and executive members (President, Vice-President, Treasurer and Secretary). Senatorial appointments are made in September allowing for incoming freshmen to participate and gain experience in the operations of SGC. Executive elections are held in Spring Semester allowing for incoming members to train with outgoing members.

### Student Employment

Students wishing to work part-time on and off campus may register with the Student Employment Office located in the Counselling and Career Centre. Students, who are employed through the Office may work no more than twenty hours per week when classes are in session and must maintain a minimum grade point average of 2.0 each semester.

### Financial Aid, Scholarships and Awards

There are more than sixty scholarships and awards available to students for study at Bermuda College. Applications for Financial Assistance, Bermuda College In-House Awards and Scholarships are available in the Counselling and Career Centre. For more information about awards and entry Scholarships contact the Dean of Student Services.

For further information, contact;  
Sheridan Talbot, Dean of Student Services at  
239-4065 or email: stalbot@college.bm

# LIBRARY

Professionally trained librarians and skilled staff are here to serve your information needs whether you are a student, faculty, staff, or member of the community.

The Bermuda College Library subscribes to thousands of journals and magazines online for you, and every day new titles are added to the thousands of books that are already on the shelves. If you just want a break to catch-up, stop between classes to browse print versions of local newspapers and interesting magazines.

If the fast pace of classes pushes you to find a space where you can work with your laptop, visit the library! We have computers you may use, group project rooms, and study areas all in the building under the Clocktower.

There is more than you expect in the library, and everyone will find something they need or enjoy. **VISIT OFTEN!**

**OUR MISSION** is to successfully facilitate and support the teaching and learning objectives of the College.



### OPENING HOURS:

**Monday through Thursday**

9:00a.m. - 8:00p.m.

**Friday:** 9:00a.m. - 5:00p.m.

**Saturday:** 10:00a.m. - 4:00p.m.

**Sunday:** 2:00p.m. - 6:00p.m.

Additional opening hours are generally available during exam periods.

**\*Hours are subject to change.** Go to <http://www.college.bm/library/hours.htm>

### FOR MORE INFORMATION:

Find the library webpage online at: <http://www.college.bm/library> or call: 239-4033.

We can also be reached by email at: [library@college.bm](mailto:library@college.bm)

# BOOKSTORE



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 - Friday: 8:45am - 4:30pm

Located on the ground floor of College Centre.

For further information, contact: 239-4012

- **FIRST TWO WEEKS OF CLASS**  
*Fall Session - 8:45 to 7:00.*
- **FIRST WEEK OF CLASS**  
*Spring & Summer Session - 8:45 to 7:00.*

## CAFETERIA

**Location:** Student Centre, Ground Floor

**Hours of Operation:** Monday to Friday 8:00am - 2:00pm & 5:30pm - 9:30pm

**Breakfast:** Serving an extensive range of pastries, eggs and hot cereals as well as hot beverages.

**Lunch and Dinner:** Our delectable, daily lunch specials include homemade soups, salads, wraps, curries, stews and pasta dishes as well as savoury and sweet pies.

Catering can be arranged for all group sizes.

**For further information, contact: 239-4017**

## SECURITY & SAFETY

**Location:** 1st Floor College Centre (Room C107)

**Hours of Operation:** Monday to Thursday 7:30am – 10:00pm  
 Friday 7:30am – 9:00pm  
 Saturday 9:00am – 4:30pm  
 Sunday 2:00pm – 6:00pm

These are considered the normal hours of operation for the Bermuda College. Monday thru Saturday there is a Security & Safety Officer and Telephone Operator on duty. On Sundays there is only a Security & Safety Officer on duty. At least one Security & Safety Officer will be on duty during all after-hours events as arranged by the Room Co-ordinator.

**Contact Numbers:** (441) 239 4052 – Direct Line  
 (441) 232 2587 – Emergency Line  
 (441) 535-0388 – Emergency Cell  
 (441) 239 4053 – Fax

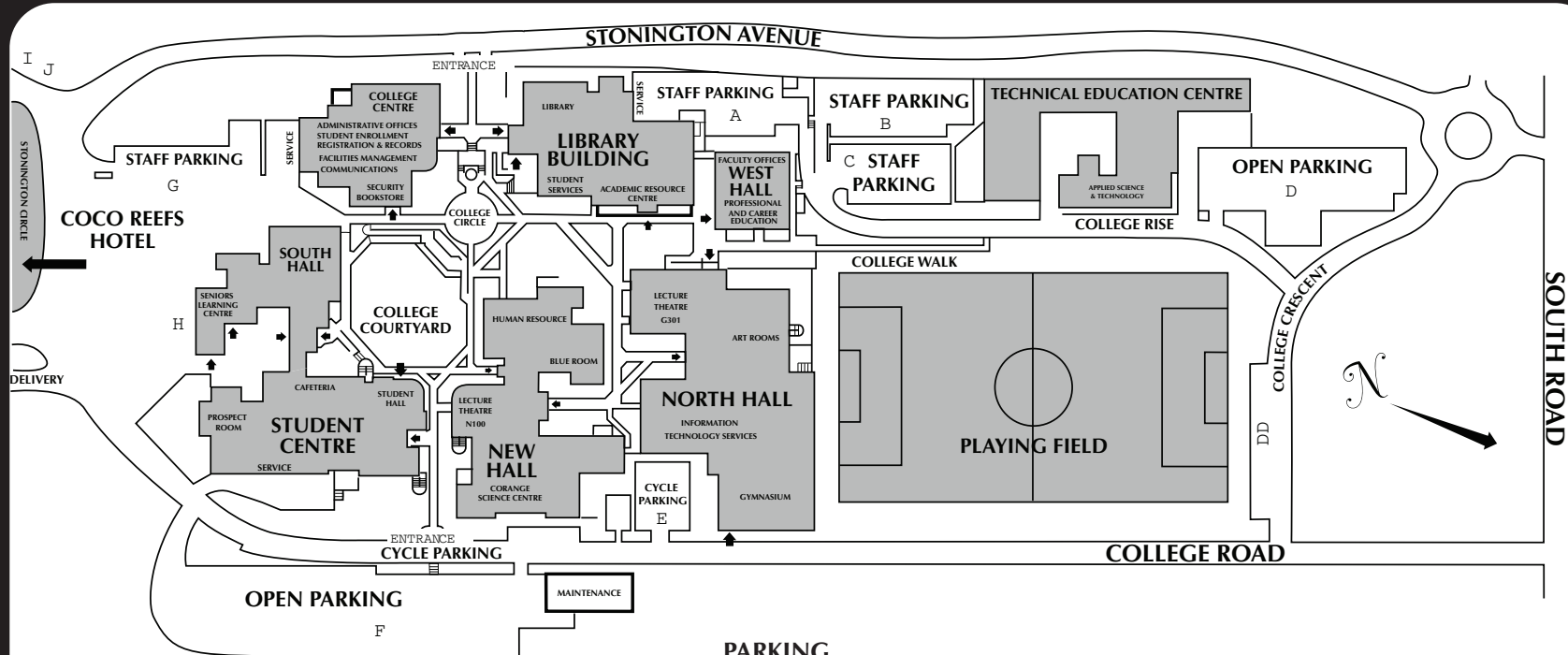
**Website:** [www.college.bm/security](http://www.college.bm/security)  
 To See Department Policies

**Department Responsibilities:** Switchboard, Mail Services, Security Monitoring (CCTV), Card Access, Fire & Intrusion Alarms, Lost & Found, Student/Employee ID's, Campus Key Cutting, Health & Safety Office, Parking, Space Rental, Internal Phone Operations

**A few pointers:** Every one has a right to feel safe on campus. You can help make the campus safe for everyone by:

- Recognising risk and taking steps to avoid potentially hazardous situations.
- Make use of the College's team of Security & Safety Officers by reporting any suspicious activity or behaviour to Security.
- Avoid lonely places, especially at night. If you require an escort contact Security at ext. 4052/4431.
- If you think you are being followed, change direction and go to an area where there are other people.
- Park your car or cycle in designated areas; they are well lit and observed by CCTV.
- Walk confidently to or from your car or bike, with your keys in your hand ready to unlock your vehicle.

# BERMUDA COLLEGE CAMPUS



## CLASS ROOMS

- NORTH HALL -** Rooms beginning with G  
Gymnasium
- NEW HALL -** Rooms beginning with N  
Corange Science Centre
- SOUTH HALL -** Rooms beginning with H  
Cafeteria
- TECH HALL -** Rooms beginning with T  
Tech Education Centre

## PARKING

- A -** Reserved for Faculty & Staff (7:30am - 5:30pm) 24 cars
- B -** Reserved for Faculty & Staff (7:30am - 5:30pm) 24 cars & 26 cycles
- C -** Reserved for Faculty & Staff (7:30am - 5:30pm) 18 cars
- D -** Reserved for Tech. hall Faculty, Staff & Students (7:30am - 5:30pm) 28 cars & 26 cycles
- DD -** Open parking 20 cars
- E -** Cycle Parking (Students - 20 cycles)
- F -** Open parking 85 cars
- G -** Reserved for Faculty & Staff (7:30am - 5:30pm) 34 cars & 48 cycles
- H -** Reserved parking for Hotel Guest & Staff 21 cars
- I -** Reserved parking for Hotel Staff cycles 14 cycles
- J -** Reserved parking for Hotel Guest cycles 40 cycles



DEPARTMENT OF CAMPUS SECURITY AND SAFETY • TEL: (441) 239-4052 • FAX (441) 239-4053 • EMAIL: rrichardson@college.bm  
BERMUDA COLLEGE P.O. BOX PG 297 PAGET PG BX • WEBSITE: www.college.bm/security



**QUALIFY FOR FREE TUITION?**

**Bermudian students qualify for free tuition if the following criteria are met:**

- Must be Bermudian, as evidenced with a stamped passport to confirm, or possess a letter from Immigration
- Must enrol in a credit course approved by the Bermuda College Academic Council (non-credit courses are not eligible for free tuition)
- Must be a first-time Bermuda College student, or
- Must have been previously or currently enrolled at Bermuda College in good academic standing from Fall 2003 (with either a cumulative or semester grade point average of at least 2.0 in the last semester you were enrolled)
- Must not have a Bachelor’s degree
- Must pay student account balances in full prior to enrolment

**NOTE: Effective Fall 2009,** the cumulative grade point average (minimum of 2.0) will be considered in lieu of the semester grade point average.

**BERMUDIAN STUDENTS  
WHO QUALIFY FOR FREE TUITION**

**TUITION SCHEDULE** (*per semester*): Fees are made up of **incidentals only**. The total is based on the number of credits for which students are registered. Most courses are 3 credits, however, there are some exceptions; for example: CSC and PED courses and Science Lab courses.

# CREDITS	TUITION	INCIDENTALS	TOTAL
1	0	\$40	\$40
2	0	\$80	\$80
3	0	\$120	\$120
4	0	\$160	\$160
5	0	\$200	\$200
6+	0	\$450	\$450

**INCIDENTALS** (*non-refundable*)

Incidental fees contribute toward a variety of student services, including: Computer usage (including laptops), Student Centre, Gymnasium use, Student Government Council, Library usage, Lockers, student ID card.

**NOTE:** Textbooks and other instructional supplies and materials have to be paid for separately.

**\* Laptops issued as follows:**

- 1-5 credits - students able to use laptop on campus when required for a course
- 6 credits and over - students will be issued a laptop for the semester

**MISCELLANEOUS FEES** (*non-refundable*)

- Application fees \$25.00
- Graduation fees \$75.00
- Transcripts \$10.00 each
- Late fees (1 Course - \$100.00, 2 Courses - \$150.00, 3+ Courses - \$200.00)

**PAYMENT INFORMATION**

All incidental, textbooks, instructional supplies and materials, and miscellaneous fees are payable at the time of registration or purchase. Bermuda College does not provide a payment plan for incidental fees. All major credit cards are accepted. Cheques should be made in Bermuda or US funds to Bermuda College. Students whose accounts are in arrears for any reason will not be eligible for free tuition until all accounts are settled. In addition, grade reports, transcripts, personal recommendations, withdrawal in good standing, permission to register for further courses and the right to graduate will be denied until all outstanding accounts are settled.

**WITHDRAWALS & REFUNDS**

Students must formally withdraw within the first 15 days of class using withdrawal forms available from the Registrar’s office. Once officially withdrawn, students are eligible to re-take the same class again tuition free. Free tuition students who fail a class or withdraw from a class after the first 15 days, will not be eligible for free tuition when subsequently retaking the class.

**(PLEASE NOTE: Non-attendance of class does not constitute official withdrawal.)**

**OTHER**

Students will be charged for damages to Bermuda College property.

**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.**

# FEES & TUITION

## BERMUDIAN STUDENTS

WHO DO NOT QUALIFY FOR FREE TUITION

**TUITION SCHEDULE** (*per semester*): Fees are made up of **tuition and incidentals**. The total is based on the number of credits for which students are registered. Most courses are 3 credits, however, there are some exceptions; for example: CSC and PED courses and Science Lab courses.

# CREDITS	TUITION	INCIDENTALS	TOTAL
1	\$115	\$40	\$155
2	\$230	\$80	\$310
3	\$345	\$120	\$465
4	\$460	\$160	\$620
5	\$575	\$200	\$775
6	\$690	\$450	\$1140
7	\$765	\$450	\$1215
8	\$840	\$450	\$1290
9	\$915	\$450	\$1365
10	\$965	\$450	\$1415
11	\$1015	\$450	\$1465
12	\$1065	\$450	\$1515
13	\$1110	\$450	\$1560
14	\$1155	\$450	\$1605
15	\$1190	\$450	\$1640
16	\$1220	\$450	\$1670
17	\$1250	\$450	\$1700
18	\$1280	\$450	\$1730

Add \$30 for each additional credit

### INCIDENTALS (*non-refundable*)

Incidental fees contribute toward a variety of student services such as: computer usage (including laptops), Student Centre, gymnasium use, student government council, library usage, lockers and student ID card.

#### \* Laptops issued as follows:

- 1-5 credits - students able to use laptop on campus when required for a course. (see Helpdesk for fees)
- 6 credits and over - students will be issued a laptop for the semester

### MISCELLANEOUS FEES (*non-refundable*)

- Application fees \$25.00
- Graduation fees \$75.00
- Transcripts \$10.00 each
- Late fees (1 Course - \$100.00, 2 Courses - \$150.00, 3+ Courses - \$200.00)

### PAYMENT INFORMATION

Cheques should be made payable in Bermuda or US funds to Bermuda College. All major credit cards are accepted. All tuition fees are payable in advance. Students unable to pay fees according to the schedules may apply to the Business Office, prior to registration, for payment plan arrangements. 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 accounts have been settled.

### WITHDRAWALS & REFUNDS

Refund Policy:

- \* FULL refund prior to first day of classes.
- \* TUITION ONLY (less incidentals) between first and fifteenth day of classes.
- \* NO REFUND after the fifteenth day of classes. Students must formally withdraw using the official withdrawal/refund forms available from the Registrar's Office. Students who do not officially withdraw from the College are not eligible for refunds.

**(PLEASE NOTE: Non-attendance of class does not constitute official withdrawal.)**

### OTHER

Students will be charged for damages to Bermuda College property.

**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.**

**INTERNATIONAL STUDENTS**

**TUITION SCHEDULE** (*per year*): 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 courses and science lab courses.

# CREDITS	TUITION	INCIDENTALS	DIFFERENTIAL	TOTAL
12	\$1065	\$450	\$1500	\$3015
13	\$1110	\$450	\$1500	\$3060
14	\$1155	\$450	\$1500	\$3105
15	\$1190	\$450	\$1500	\$3140
16	\$1220	\$450	\$1500	\$3170
17	\$1250	\$450	\$1500	\$3200
18	\$1280	\$450	\$1500	\$3230

Add \$30 for each additional credit

**INCIDENTALS** (*non-refundable*)

Incidental fees contribute toward a variety of student services such as: computer usage (including laptops), Student Centre, gymnasium use, student government, library usage, lockers and student ID card. Students will be issued a laptop for the semester.

**MISCELLANEOUS FEES** (*non-refundable*)

- Application fees \$25.00
- Graduation fees \$75.00
- Transcripts \$10.00 each
- Late fees (1 Course - \$100.00, 2 Courses - \$150.00, 3+ Courses - \$200.00)

**PAYMENT INFORMATION**

Cheques should be made payable in Bermuda or US funds to Bermuda College. All major credit cards are accepted. All fees are 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 accounts have been settled.

**WITHDRAWALS & REFUNDS**

Refund Policy:

- \* FULL refund prior to first day of classes.
- \* TUITION ONLY (less incidentals) between first and fifteenth day of classes.
- \* NO REFUND after the fifteenth day of classes. Students must formally withdraw using the official withdrawal/refund forms available from the Registrar’s Office. Students who do not officially withdraw from the College are not eligible for refunds.

**(PLEASE NOTE: Non-attendance of class does not constitute official withdrawal.)**

**OTHER**

Students will be charged for damages to Bermuda College property.

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.

## RESIDENT INTERNATIONAL

**RESIDENT INTERNATIONAL STUDENTS** - Those students who are not Bermudian and have been on the Island for less than five year. These students will have to pay the resident international fees.

**TUITION SCHEDULE** (*per semester*): Fees are made up of tuition, incidentals 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 & ECA courses and science lab courses.

# CREDITS	TUITION	INCIDENTALS	DIFFERENTIAL	TOTAL
1	\$115	\$40	\$150	\$305
2	\$230	\$80	\$275	\$585
3	\$345	\$120	\$400	\$865
4	\$460	\$160	\$525	\$1145
5	\$575	\$200	\$650	\$1425
6	\$690	\$450	\$775	\$1915
7	\$765	\$450	\$900	\$2115
8	\$840	\$450	\$1050	\$2340
9	\$915	\$450	\$1200	\$2565
10	\$965	\$450	\$1350	\$2765
11	\$1015	\$450	\$1500	\$2965
12	\$1065	\$450	\$1500	\$3015
13	\$1110	\$450	\$1500	\$3060
14	\$1155	\$450	\$1500	\$3105
15	\$1190	\$450	\$1500	\$3140
16	\$1220	\$450	\$1500	\$3170
17	\$1250	\$450	\$1500	\$3200
18	\$1280	\$450	\$1500	\$3230

Add \$30 for each additional credit above 18 credits

### INCIDENTALS (*non-refundable*)

Incidental fees contribute toward a variety of student services such as: computer usage (including laptops), student centre, gymnasium use, student government council, library usage, lockers and student ID card.

**\* Laptops issued as follows:**

- 1-5 credits - students able to use laptop on campus when required for a course
- 6 credits and over - students will be issued a laptop for the semester

### MISCELLANEOUS FEES (*non-refundable*)

- Application fees \$25.00
- Graduation fees \$75.00
- Transcripts \$10.00 each
- Late fees (1 Course - \$100.00, 2 Courses - \$150.00, 3+ Courses - \$200.00)

### PAYMENT INFORMATION

Cheques should be made payable in Bermuda or US funds to Bermuda College. All major credit cards are accepted. All tuition fees are 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 accounts have been settled.

### WITHDRAWALS AND REFUNDS

Refund Policy:

- \* FULL refund prior to first day of classes.
- \* TUITION ONLY (less incidentals) between first and fifteenth day of classes.
- \* NO REFUND after the fifteenth day of classes. Students must formally withdraw using the official withdrawal/refund forms available from the Registrar's Office. Students who do not officially withdraw from the College are not eligible for refunds.

**(PLEASE NOTE: Non-attendance of class does not constitute official withdrawal.)**

### OTHER

Students will be charged for damages to Bermuda College property.

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.

# FACULTY & SUPPORT STAFF

Faculty comprise both full-time and part-time (adjunct) teaching staff at Bermuda College, whose subject areas are usually housed within one of the Divisions of the College. Support staff are usually non-teaching employees whose responsibilities and areas of expertise are found in various departments of the college.

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**EXECUTIVE OFFICES**

**Greene, Duranda**, *President; Ed.D. Argosy Univ. (Educational Leadership) M.S.M. Boston Univ.; M.Ed. Mount St. Vincent; B.Ed. Mount St. Vincent; B.S.A. Acadia Univ.*  
**Alford, Larita J.**, *Vice President & Chief Academic Officer; Ed.D. Tennessee State Univ.; M.Ed. Fitchburg State College; BA Atlantic Union College*  
**Christopher, Lloyd**, *Chief Financials Operating Officer; CPA Univ. of Illinois; B.Sc. Business Administration, Accounting, American Int. College*  
**Woods, Lynette**, *Assistant to the President/Special Projects; MA (English) Andrews Univ.; BA Oakwood College*  
**Smith, Valerie**, *Senior Executive Assistant to the President*  
**Darrell, Belinda**, *Executive Assistant to Vice President*  
**Trott, Patricia**, *Executive Financial Assistant to the Chief Financial & Operations Officer*  
**Boyce, Marcia**, *Administrative Assistant/Special Projects*

**EXTERNAL PROGRAMMES**

**Ahad, Ameenah**, *Programme Coordinator, External Programmes; Ed.D. Education, St. Johns Univ. M.A.T. Howard Univ.; M.S.W. Howard Univ.; BA York Univ.*

**INSTITUTIONAL RESEARCH**

**Maxwell-Clarke, Pamela**, *Coordinator/Institutional Research Accreditation & Planning; M.Ed. Queen's Univ.; M.Sc. Univ. of Kent, B.Ed. Univ. of Toronto; B.Sc. St. Francis Xavier Univ.*

**DIVISION OF PROFESSIONAL AND CAREER EDUCATION**

**Sloan, Janel**, *Director; BA Art & Design, Epsom School of Art and Design*  
**Dill, Sandra**, *Programme Manager; M. Ed. Miami Univ., M.A. – Counseling - Clark Atlanta Univ., B.Sc. Middle School Education – Georgia State Univ.*  
**Smith, Kammy**, *Programme Coordinator; BA - Mount Saint Vincent Univ.*  
**Martin, Theresa**, *Administrative Assistant*

**BUSINESS SERVICES**

**Young, Eric**, *Controller; CPA; BA - Accounting, Georgia State Univ.*  
**Wainwright, Keith**, *Business Services Manager; MA Human Resource Development/Management, Webster Univ., BA Commerce in Accounting, St. Mary's Univ.*  
**Croke, Mary**, *Accounts Receivable*  
**Eve, Wendy**, *Purchasing Agent*  
**Grant, Laverne**, *Accounts Payable*  
**Stowe, Renika**, *Accounts Receivable Assistant*

**BOOKSTORE**

**Wade, Jacqueline**, *Purchasing and Manager; B.Sc. Florida A&M Univ.*  
**Dill, Leonie**, *Bookstore Assistant*  
**Johnston, Linda**, *Bookstore Helper*

**CAFETERIA**

**Smith, Leon**, *Cafeteria Manager/Purchasing Coordinator*  
**Giajendiran, Periandy**, *Chef*  
**Morgan, Garrett**, *Kitchen Service Assistant*

**SECURITY & SAFETY**

**Richardson, Russell**, *Manager*  
**Brangman, George**, *Security Officer*  
**Gibbons, Melvin**, *Security Officer (P/T)*  
**Hart, Roger**, *Security Officer (P/T)*  
**Howes, Sharrel**, *Switchboard/Rooms Coordinator*  
**Minors, Rudolph**, *Security Officer*  
**Talbot, Larry**, *Security Officer*

**COMMUNICATIONS**

**James-Barnett, Evelyn**, *Director; MA Strategic Comm. & Leadership, Seton Hall, B.Sc. (Hons) Communications,*  
**Clarke, Cha'Von**, *Recruitment Officer; BA Liberal Arts, Temple Univ.*  
**Richardson, Cherie**, *Graphic Designer; BFA Graphic Design/Studio Art Concentration, Old Dominion Univ.*

**FACILITIES MANAGEMENT**

**Pitcher, Oliver**, *Director; FMA (Facilities Management Administrator) BOMI Canada, BA (Hons) Management Central State Univ. Ohio*  
**Joynes, Randolph**, *Operations Manager*  
**Anderson, Aaron**, *Groundsman/Maintenance*  
**Brangman, Michael**, *Senior Maintenance Technician*  
**Darrell, Jamel**, *Custodian*  
**Flood, Delroi**, *Custodian*  
**Ford, Seitu**, *Custodian*  
**Hart, Wendall**, *Maintenance*  
**Hunt, Naem**, *Custodian*  
**Ingham, Robin**, *Receiving & Administrative Assistant*  
**Lowe, Troy**, *Custodian*  
**Mello-Cann, Robin**, *Plumber/Maintenance Technician*  
**Mussenden, Debra**, *Custodian*  
**Philpott, Keith**, *Supervisor/Custodian*  
**Wainwright, Eugene**, *Air-Conditioning Technician*

**INFORMATION TECHNOLOGY SERVICES**

**Nwasike, Ben Ike**, *Director; M.Sc. Computer Science, New York Institute of Technology, M.Ed., B.Ed. Univ. of New Brunswick, Diploma in (Electronics) Computer Engineering, Sir. Sanford Fleming College*  
**Hendrickson, Karmeta**, *Assistant Director; BA Spellman College*  
**Caisey, Phyllis**, *Analyst Programmer*  
**Carlington, Elizabeth**, *Help Desk/Training Coordinator*  
**Filson, Mary Jane**, *Academic Computing/Audio Visual Technician Help Desk; BA Lakehead Univ. (Library and Info. Studies); BA Univ. of Saskatchewan (Anthropology)*  
**Lawrence, Stephen**, *Instructional Technology & Curriculum Design Specialist; Ph.D. – Educational Leadership, Northern Caribbean Univ. M.Ed. Educational Leadership, Central Connecticut State Univ., B.Sc. Computer and Management Studies, Univ. of Technology, Jamaica*

## CENTRE FOR HUMAN RESOURCE DEVELOPMENT

**Tucker, Lorrita**, *Director*; Human Resource Studies and Labour Relations Certificates, Cornell University

**Franklin, Marie**, *Administrative Assistant*

**Perinchief, Lauren**, *Human Resource Officer*

**Smith, Constance Ridley**, *Professional Development Coordinator*; M.P.A. Tennessee State Univ. BS Music

Education Tennessee State Univ. Teachers License Music & Education State Dept. of Ed. Tennessee

## LIBRARY

**Agee, James**, *Director*; MLS – Library and Information Management, Emporia State Univ., M.A. – English,

Central Missouri State Univ., M.S. Aviation Safety Management – Central Missouri State Univ., B.A.

Business Management, Mary Baldwin College

**Alleyne, Jiselle**, *Reference & Bibliographic and Instruction Librarian*; MLIS Dalhousie Univ., B.A. (Hons) History Univ. of West Indies

**Caisey, Sherlyn**, *Library Assistant*

**Dyer, Stephen**, *Library Assistant*

**Gilbert, Annette**, *Circulation Librarian*; M.Sc. Univ. of North Carolina; BA (Hons.), Georgia State Univ.

**Riley, Shelley**, *Administrative Assistant*

## DIVISION OF LIBERAL ARTS

**Trott, Necheeka**, *Division Chair*; MBA DeVry Univ.; MA Univ. of Central Florida; B.Sc. (Mathematics) Stetson Univ.

**Arouzi, Ali**, *Mathematics Professor*; Ph.D. Polytechnic Univ.; M.S. Polytechnic Univ.; BS Univ. of Connecticut

**Barrett, Gene**, *Sociology Senior Lecturer*; Ph.D. Sociology Studies, Univ. Sussex, MA Sociology, Dalhousie Univ. BA (Hons), King's College

**Barry, Angela**, *English Senior Lecturer*; MA Univ. of Sussex (Language Arts and Education), BA (Hons) Univ. of York (English and Comparative Literature)

**Bassett, Jeanann**, *Administrative Assistant*

**Bean, Jolene**, *History Professor*; Ph.D. Univ. of Warwick, MA Queens Univ., BA Rutgers Univ., Certificate in

Education/Physical Education, Gipsy Hill College of Education

**Elleson, Mary**, *Spanish Lecturer*; MA University of Northern Iowa; BA Lindenwood College

**Faries, Jeremiah**, *Psychology Professor*; Ph.D. Princeton Univ., M.Sc. Univ. of Alberta, BA Univ. of Alberta

**Furbert, Francis**, *Mathematics Instructor*; BSc. McGill University

**Flannery, Louisa**, *Fine Arts Senior Lecturer*; M.A.T. (Hons.) Rhode Island School of Design, BA Fine Arts Rhode Island School of Design

**Harney, Tracey**, *Biology Senior Lecturer*; ND (Doctor of Naturopathic Medicine) Canadian College of Naturopathic Medicine, M.Sc. (Biochemistry) Univ. of Western Ontario, B.Sc. Univ. of Western Ontario

**Harvey, Amy**, *Earth & Environmental Science Lecturer*; MSC Environmental Science, Trinity College, Dublin, B.Sc. Biology, McGill Univ.

**Hayward, Toneka**, *Lab Technician Supervisor*; M.A.T. Secondary Sciences Clark Atlanta Univ., B.Sc. Advanced Major Biology – St. Francis Xavier Univ.

**Lightbourne, Dana**, *Mathematics Lecturer*; MAEDCI - Univ. of Phoenix, BA (Math) - Oakwood College

**Lightbourne, Griselle**, *Mathematics Lecturer*; M.Sc. Univ. of Azerbaijan (Physics and Mathematics)

**Murray, Mary**, *English Lecturer*; M.A. Univ. of Aberdeen

**Persaud, Rajendra**, *Mathematics Senior Lecturer*; M.A. York Univ.; B.Ed. York Univ.; B.Sc.

**Robinson, Ann Marie**, *Lab Technician*

**Rothwell, Geoffrey**, *Sociology Professor*; Ph.D., Univ. of Maryland, MA (Sociology), Univ. of Maryland, BA Univ. of New Brunswick

**Severin, Ru-Zelda**, *Music Lecturer*; M.M. Boston Univ., B.M., Atlantic Union College

**Sherlock, Quinton**, *Psychology Lecturer*; M.S. Auburn Univ. at Montgomery (Psychology); B.S. (cum laude) Alabama State Univ. (Psychology)

**Simmons, Alnisha**, *Biology Senior Lecturer*; M.S. Georgia State Univ., B.S. Clark Atlanta Univ.

**Simmons, Craig**, *Economics Senior Lecturer*; MA York Univ., B.Ed. Univ. of Western Ontario London, BA Univ. of Western Ontario London

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**St. Amand, Daniel**, *Lab Technician Supervisor*; Industrial Pharmaceutical Technology Certificate, Seneca College of Applied Arts and Technology

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**Thulasiraman, Malini**, *Chemistry Lecturer*, M.Sc. Univ. of Madras, B.Sc. Univ. of Madras

**Tolaram, Sajni**, *English Professor*; D. Litt. Drew Univ., MA Drew Univ., BA Drew Univ.

**Virgil, Sharon**, *English Senior Lecturer*; MA Univ. of North Carolina; BA Univ. of North Carolina

**Woodward, Fiona**, *English Lecturer*; MA English Lit. & Language Univ. of Toronto & Univ. of Windsor, BA English and Psychology Univ. of Windsor

## ADJUNCT

**Burgess, Milton**, *Religion Lecturer*; Ph.D. Philosophy in Theo centric Counseling La Salle Univ. MA Religion Anderson School of Theology, B.Sc. Howard Univ.

**Duke, Tina**, *Child & Youth Studies Lecturer*, M.Ed. Lesley University; B.Sc. (Education), Lesley College

**Fubler, Angela**, *Child & Youth Studies Lecturer*; BA & M.Ed. Mount Saint Vincent University

**Gibbons-Tankard, Mellisa**, *Educational Psychology Lecturer*; Ph.D. and M.Ed. Howard University, BA Mount Allison University

**Hayward, Judith**, *Art History Lecturer*; BA Univ. of North Carolina, MA and Ph.D. Columbia University

**Maxwell, Clifford**, *Mathematics Lecturer*; M.Ed. Univ. of Toronto, Ed.D. The Atlanta University

**Maxwell-Clarke, Pamela**, *Mathematics Lecturer*; M.Ed. Queen's Univ.; M.Sc. Univ. of Kent, B.Ed. Univ. of Toronto; B.Sc. St Francis Xavier Univ.

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**Stevens, Steve**, *Media Arts Instructor*;

**Zuill, Charles**, *Art Lecturer*, Ph.D.

## DIVISION OF BUSINESS ADMINISTRATION & HOSPITALITY

**Begeman, Gerald**, *Division Chair*; M.S. Utah State Univ., B.Sc. Northern State College

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**Lorenz, Peter**, *Culinary Instructor*

**Ming, Shawn**, *Culinary Instructor*; A.O.S. - Culinary Arts - Culinary Institute of America, B.Sc. Biology Acadia Univ.

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**Peniston, Lucia**, *Accounting Lecturer*; CMA

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## ADJUNCT

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## DIVISION OF APPLIED SCIENCES & TECHNOLOGY

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**Degraff, Curtis**, *Instructor*; Technical Education & Welding/Technician

**Lovell, Ellsworth**, *Auto Mechanics/Certificates Automotive Engineer Core Curricula (NCCER) Instructor*; Institute of Motor Industry Certificate & Diploma Univ. of New Brunswick, Mechanical Engineering, Union of Lancashire & Cheshire Institutes

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**Roberts, Cannoth**, *HVAC Instructor*; NCCER Instructors courses, Bermuda College; Linc Serv. Prof. Maint. Training Program, Pittsburg Liebert Computer Room Air Cond. Sys. Middlesex Community College

**Thompson, Anita**, *Administrative Assistant*

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## ADJUNCT

**Burgess, Robert**, *Electronics Instructor*; Certificates, Electronic Systems Technician, Core Curricula; NCCER, Associates in Science (Electronics) Bda College

**Crockwell, Duane**, *Masonry Instructor*; US SEC Series 7 Qualified, Certificate in Construction Supervisory Studies, ACE Certificate in Construction Masonry (Distinction)

**Gabisi, Ola**, *Technical Mathematics/Technical Science Instructor*; B.Sc. Electrical Engineering with Mathematics Univ. of Reading, Certificate in Education Garnett College

**Lindsay, Owen**, *Electrical Wiring Instructor*; BA of Electronics Engineering, Cleveland Institute of Electronics, Certificates Univ. of Tennessee Teachers Training, Coca Cola College Atlanta Georgia, Automatic Control Systems, Journey Electrician, The Car-Line Electric Corp.

## FACULTY & SUPPORT STAFF

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**Todd, William**, *Technical Science/Math Instructor; BA Advanced Algebra & Calculus Min. Psychology Queens Univ.*

**Trott, Ivan**, *Masonry Instructor*

### STUDENT SERVICES

**Talbot, Sheridan**, *Dean of Student Services; MA Howard Univ., BA (History) Howard Univ.*

**Osborne, Lisa**, *Director of ARC; Ed.D. Regent Univ., (Adult Education/Professional Development), M.Ed. Howard Univ., B.A. Clark Univ.; Associate in Arts & Science; Bermuda College*

**Crick, Sandy**, *Coordinator of Student Enrollment, Registration and Records; BBA. Business Administration, Univ. of Pennsylvania*

**Brunson, Ryan**, *Manager of Sports & Recreation; M.Ed. Univ. North Florida, BA Physical Education Flaler College*

**Ackah, Jennifer**, *Mathematics Lecturer/Tutor; BA Georgia State Univ.; BA Oakwood College*

**Ashby, Troy**, *Mathematics Lecturer; M.Sc. Dalhousie Univ., B.Sc. (Hons) Acadia Univ.*

**Belton, Donna**, *Counselor; MA Andrews Univ., BA Hon in Sociology, San Diego State University*

**Brangman, Joanne**, *Tutor/English Instructor; BA (Arts) Univ. of Windsor*

**Darrell, Dawn**, *Administrative Coordinator*

**Fredrick, Rawle**, *English Lecturer/Tutor; MA Webster Univ., BA Concordia Univ., Diploma in Education McGill Univ.*

**Jackson, Lyndon**, *Counselor; B.Sc. Sociology & Social Work Bath Univ., CQSW (Certificate of Qualifications in Social Work) Bath Univ.*

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**Lawrence, Gwendolyn**, *Computers, Bookkeeping & Accounts Lecturer/Tutor; MBA Univ. of Leicester, B.E. Univ. of Greenwich*

**Lowe, Gina**, *Office Assistant, Assoc. Human Services*

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**Perry, Kennita**, *Counselor; M.S.W. Univ. of Toronto, BA Psychology Acadia Univ.*

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**Scott, Nikkita**, *Counselor; M.Ed. Columbia Univ.; MA Columbia Univ., B.Sc. Dalhousie Univ.*

**Swan, Carol**, *Administrative Assistant*

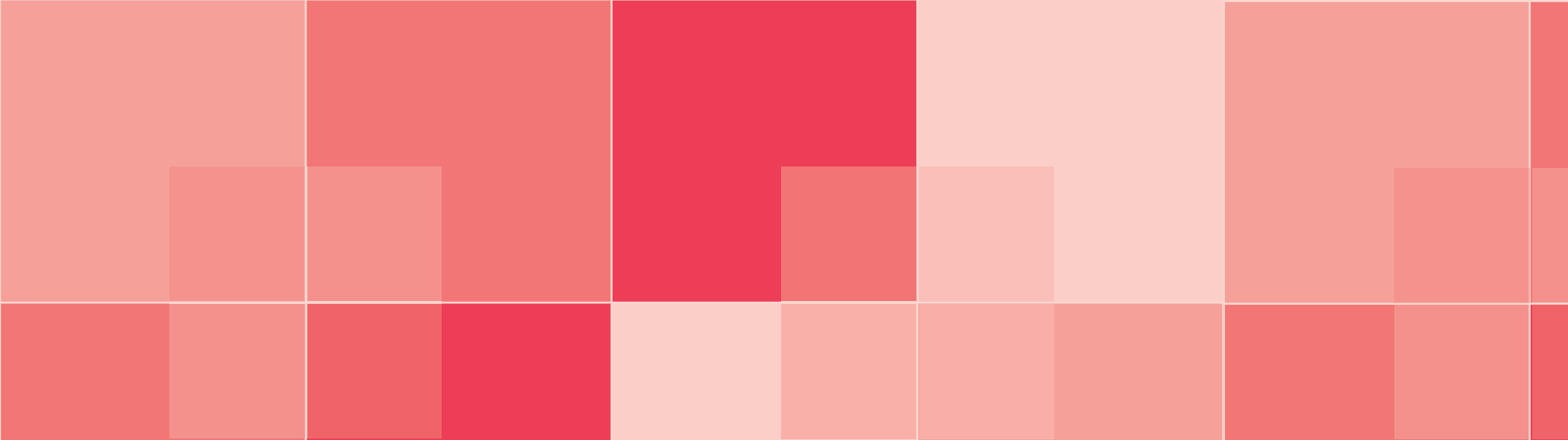
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**Ziepniewski, Catherine**, *English Lecturer/Tutor; MA Tulane Univ., BA Smith College*





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