



■ ■ ■ ■ **BERMUDA COLLEGE**



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

**2010/2011 CATALOGUE**

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

“Bermuda College has been granted Candidate for Accreditation status by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education. Candidacy is not accreditation nor does it assure eventual accreditation. Candidacy for Accreditation is a status of affiliation with the Commission which indicates that the institution has achieved initial recognition and is progressing toward accreditation.

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  
■ Tel: (781) 271-0022 ■ E-Mail: [cihe@neasc.org](mailto:cihe@neasc.org)”

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# Vision and Mission Statement, Core Values

## ■ ■ ■ ■ VISION STATEMENT

Bermuda College will be recognised locally and internationally as a centre for excellence as it responds to the diverse needs of the community through innovative, quality teaching and research that enables students to enrich their lives intellectually, economically, socially, and culturally.

## ■ ■ ■ ■ MISSION STATEMENT

Bermuda College, the only tertiary level institution in Bermuda, is committed to setting Bermuda's students on the paths to success through the provision of comprehensive academic and technical education, along with professional training, personal and academic support services, quality facilities, and interactive partnerships with local and international entities.

## ■ ■ ■ ■ CORE VALUES

### COMMITMENT TO STUDENTS

- Anticipate student needs
- Maintain viable programmes that transfer to university and/or equip students to be successful in the workplace
- Strive toward student satisfaction and retention
- Value and empathise with our students; and be aware of what it took for them to get to this point
- Involve alumni

### QUALITY TEACHING

- Stimulate students
- Create a vibrant, inclusive, educational environment
- Include creativity in the classroom
- Develop strategies to deal with various learning styles
- Add value to each student that comes to our College
- Demonstrate timeliness in record keeping

### COMMITMENT TO EMPLOYEES

- Provide professional development and clearly defined career tracks
- Provide adequate resources
- Value each employee's job as a meaningful part of the whole
- Provide job security
- Promote balance between work and family commitments
- Develop health, wellness and social activities

## RESPECT, RECOGNITION AND BEING VALUED

- Involve all stake-holders in decisions that affect their areas
- Allow employees to decide a course of action in their area of expertise
- Recognise employees for doing the right thing, and reward them accordingly
- Support co-workers and promote each other to students and the public

## COMMITMENT TO HIGH STANDARDS

- Make a commitment to outstanding work and quality results
- Perform work that adds value and meets set goals
- Show pride in work
- Ensure that all areas function effectively and efficiently
- Monitor programmes, service and business structure to keep them current
- Apply standards consistently

## STABILITY, SECURITY AND SAFETY

- Use public relations as a tool to market the institution
- Create a viable organization
- Create a safe campus environment
- Create a progressively dynamic work environment
- Establish clear written procedures and job descriptions
- Provide training for employees on standard operating procedures
- Respect and allow freedom of speech
- Develop well-defined succession plans for each department

## RESPONSIBILITY AND ACCOUNTABILITY

- Demonstrate commitment to internal and external stakeholders
- Commit to fairness and equity
- Be committed to carrying out our jobs
- Hold each other accountable for maintaining our Core Values



Bermuda College Class of 2010

## APPLICATION PROCEDURE

The completed application should be submitted to Bermuda College, Office of Student Enrollment, Registration and Records (SERR), accompanied by all documents and the \$25 application fee. The application for admission and any transcripts of credit become the property of Bermuda College and will not be returned or forwarded.

The application form can be downloaded via the Internet at [www.college.bm](http://www.college.bm) or it can be completed online. Downloaded applications will need to be submitted to: Office of Student Enrollment, Registration and Records, College Centre Building, 2<sup>nd</sup> Floor, 21 Stonington Avenue, Paget PG 04, Bermuda. Once the application has been submitted, students are responsible for having their official transcripts forwarded to the College.

### NOTE: APPLICATION DEADLINE DATES

- Spring Semester – November 1
- Fall Semester – June 1

### CAMPUS VISITS

**For campus visits contact:** Ms. Cha'Von Clarke, *Recruitment Officer* at

- Tel: 236-9000 ext 4099
- E-mail: [cclarke@college.bm](mailto:cclarke@college.bm)

### ADMISSION REQUIREMENTS

#### High School Graduate

Bermuda College admits high school graduates and high school students who plan to graduate in the current academic year. High school graduates must submit an official transcript along with their application for admission. High school seniors may apply anytime during their senior year. They must submit transcripts of all courses taken to date along with their application for admission.

All applicants are encouraged to submit test scores from the Scholastic Aptitude Test (SAT). These scores, along with your Computerised Placement Test (CPT), high school transcript, and any other tests taken, will assist in determining which college courses students are best prepared to take in the first semester.

#### Admissions Checklist

1. Completed application form
2. Official secondary school transcript
3. Proof of Bermuda status as evidenced by a stamped passport

# Application Procedure

4. Test results of any external exams taken (e.g., SAT, GCSE, IB, AP, etc.) optional (See pg. 14 for IB & AP information)
5. Recommendation form to be completed by secondary school counselor, principal or advisor
6. 250 word essay
7. \$25.00 application fee (non-refundable)

## General Education Diploma Student (GED)

The General Education Diploma (GED) will be accepted in place of a high school diploma for admission to the College for those who have not graduated from high school. To be considered for admission, submit the GED score report along with the application to the Admissions Office.

Your GED score report along with your Computerized Placement Test (CPT), and any other tests taken will assist in determining which college courses students are best prepared to take in the first semester.

### Admissions Checklist

1. Completed application form
2. Official copy of the GED score report
3. Proof of Bermuda status as evidenced by a stamped passport
4. 250 word essay
5. \$25.00 application fee (non-refundable)

## Non-Traditional Student

Students who are twenty-one years of age and over can be admitted to Bermuda College by submitting the following:

### Admissions Checklist

1. Completed application form
2. Documentation of any academic work accomplished
3. Proof of Bermuda status as evidenced by a stamped passport
4. 250 word essay
5. \$25.00 application fee (non-refundable)

## Returning Student

Students who were previously enrolled at Bermuda College and have not been in attendance for a minimum of two academic years are identified as returning students. These students must submit the following:

### Admissions Checklist

1. Completed application form
2. Official transcripts for studies outside Bermuda College since last enrolled, if applicable
3. Proof of Bermuda status as evidenced by a stamped passport
4. \$25.00 application fee (non-refundable)

If students have been away from Bermuda College for five years or more they may be eligible for the Fresh Start programme.

## INTERNATIONAL STUDENT APPLICATION AND ADMISSION

### Application Request

International Students wishing to be admitted to Bermuda College can submit the application for admission online at our website ([www.college.bm](http://www.college.bm)) or submit a request in writing for a Bermuda College Application and Bermuda Department of Immigration Form.

**Address the request to:** Student Enrollment Registration and Records  
Bermuda College Center  
21 Stonington Avenue,  
Paget, PG 04  
Bermuda

**Alternatively:** **E-mail:** [ddarrell@college.bm](mailto:ddarrell@college.bm)  
**Fax:** 441-239-4051  
**Phone:** 441-236-9000 ext 4375

### Supporting documentation to the application:0

1. Application form with all required documents
2. Application fee of US\$100.00 payable to the Bermuda College (non-refundable)
3. Department of Immigration Questionnaire with all supporting documents
4. Department of Immigration processing fee of US \$140.00 payable to the Accountant General (non-refundable)

## Admission Notification

Bermuda College practices rolling admissions which means we review each application and offer an admission decision within approximately four weeks of receiving all the required documents.

Students who are enrolled in high school at the time of admission to Bermuda College are expected to meet their graduation requirements. Final high school transcripts must be submitted to the Bermuda College Enrollment and Records Office as soon as possible after graduation.

## ASSESSMENT AND PLACEMENT WITH THE COMPUTERIZED PLACEMENT TEST (CPT)

### Student Assessment

Students are required to take the Computerized Placement Test. The CPT is used to assess entry-level skills in mathematics, English and writing. We realize that students can graduate from high school meeting minimum academic requirements. Sometimes the courses taken in high school may not adequately prepare students to meet success in college level courses. Students who have completed college level English and mathematics at another tertiary institution with a minimum grade of C will not be required to take the CPT.

### Course Placement Policy

Based on the result of the CPT, high school transcript, SAT and any other tests taken, students will, with the assistance of an advisor, select appropriate courses to start them on their paths to success. Placement in preparatory courses may be required depending on students' scores and academic goals. Preparatory courses serve as prerequisites to college credit-level courses. A grade of "C" or better must be attained in preparatory courses for admission to college level courses.

# Sessional Dates/Academic Calendar 2010-2011

## FALL 2010

Friday	4 June*	Admission applications due for fall semester
Monday	19 July	Registration begins for non-programme students
Friday	13 August	Last day to pay for pre-registered classes
Monday	16 August	Purge of registrations for fall semester for students who have not paid for all classes
Friday	20 August	Deadline for Challenge Examination applications
Monday	23 August	Session opens Faculty meetings
Tuesday	24 August**	Registration reopens for all students Challenge Exams
Wednesday	25 August	Last day to register for classes Last morning to take CPT for Fall 2010
Thursday	26 August	Faculty Professional Development
Monday	30 August	First day of lectures
Thursday	2 September	Convocation
Monday	6 September	Labour Day - College closed
Tuesday	7 September	First day of lectures for CWA students
Tuesday	14 September	Last day to withdraw from class without financial penalty
Monday	20 September	Last day to withdraw from class without financial penalty for CWA students
Wednesday	20 October	Mid-semester assessments due to Registrar
Thurs. & Fri.	21 - 22 October	First semester break
Monday	25 October	Classes resume
Thursday	28 October	Last day for withdrawal from classes without academic penalty Last day for December graduation applications
Friday	29 October	Spirit Day (Adjusted class schedule)
Monday	1 November	Last day for applications for admission for Spring 2011. Advance registration for spring semester begins.
Wednesday	3 November	Student opinion surveys begin
Thursday	11 November	Public Holiday - College closed
Wednesday	1 December	In house scholarship & awards applications due
Monday	6 December	Last day of lectures
Tues. & Wed.	7 & 8 December	Reading Days
Wednesday	8 December	Last day to apply for Spring Challenge Exams
Thursday-Wed.	9 - 15 December	First semester examinations
Thursday	16 December	Final assessments due by 5PM
Saturday	18 December	Last morning to take CPT for Spring 2011

\* Students are encouraged to submit their application for admission as soon as possible but no later than 4 June, 2010.

\*\* Registration for new students is on-going. Payment is due at time of registration.

## SPRING 2011

Tuesday	4 January	Session resumes Registration resumes for spring term
Wednesday	5 January	Challenge Exams Last day to register for classes and make payment for Spring term
Thursday-Friday	6 - 7 January	Faculty Professional Development
Monday	10 January	First day of lectures for credit classes including CWA
Friday	21 January	Last day to withdraw without financial penalty including CWA
Friday	25 February	Mid-semester assessments due to Registrar
Mon. to Fri.	28 Feb - 4 March	Second semester break
Monday	7 March	Classes resume
	7 Mar - 27 April	Advance registration for fall and summer semester begins
Thursday	10 March	Last day for withdrawal from spring classes without academic penalty
Wednesday	16 March	Student opinion surveys begin
Friday	18 March	Spirit Day (Adjusted class schedule)
Monday	21 March	Last day for applications for graduation
Friday	22 April	Good Friday - College closed
Monday	25 April	Last day of lectures Deadline for Summer Challenge Examination applications
Tues & Wed	26 & 27 April	Reading Days
Thurs - Wed	28 April - 4 May	Final examinations
Monday	2 May	Last day for application for financial aid for Fall semester 2011
Thursday	5 May	Final assessments due by 5PM Challenge Examinations
Friday & Monday	6 & 9 May	Faculty Professional Development
Thursday	12 May	Graduation list posted
Thursday	19 May	Commencement
Monday	15 August	Fees due for Fall semester based on final grades

## SUMMER 2011

Monday	2 May	First day of classes for CWA students
Monday	9 May	First day of summer school
Friday	20 May	Last day to withdraw without financial penalty
Tuesday	24 May	Holiday - no classes
Friday	27 May	Last day to withdraw without academic penalty
Monday	20 June	Holiday - no classes
Tuesday	28 June	Last day of summer school
Friday	1 July	Grades due by 12:00 noon
Wednesday	27 July	Grades due by 12:00 noon for CWA students





## 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 required of you and what you can expect of the College.

## MAKING CHANGES TO YOUR PROGRAMME

### Change of Programmes

Students may seek to transfer to another equivalent programme by application to their 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 is the first five class days of each semester. 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.

### Transfer of Credit from another School

In order to receive credit for work done at another school, students must complete the following process:

1. Obtain a Transfer Credit Application from the Student Enrolment, Registration & Records Office (SERR).
2. Complete application and submit to SERR Office with official copy of transcript and two (2) copies of relevant course outlines. Once this has been done the SERR Office will forward the completed application form and all documents to the Division Office. The Division Office will then forward a memo to the SERR Office with the final decision.

## Challenge for Credit/Admission by Credit

Students who have previously acquired knowledge in areas closely related to courses offered at Bermuda College may apply to earn credit by means of course challenge, provided that they are in good academic standing and are 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 Dean;
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, and the applicant cannot previously have been enrolled in the course.
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.

**NOTE:** Admission with Credit is determined by the Division Dean and confirmed by Admissions after official transcripts are reviewed.

## 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 their academic advisor or Division Dean 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 Dean, are deemed to have failed. Petitions for such exception should be made to the Division Dean.

**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

Students withdrawing from all courses are deemed to have withdrawn from the College. Students who do not return to the College within two years are deemed to have withdrawn from the College unless leave of absence has been granted.

An application for re-admission is required from students who withdraw from the College. Re-admitted students are bound by the academic regulations current at the time of re-admission.

## Leave of Absence

Students may apply for a 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.

## Attendance Regulations Policy

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 Dean or designate. Students with repeated attendance lapses subsequent to counselling by the Division Dean or designate may be suspended or required to withdraw from any course or programme at any time. In arriving at the decision, the Division Dean 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 of Academic Affairs, whose decision shall be final.

## **Attendance guidelines for developmental and preparatory courses:**

Students will be automatically withdrawn from the course under the following conditions:

**If students miss:**  
**Four 50 - minute classes**  
**Two 80 - minute classes**  
**Two evening classes**

## **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.

Students who are 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, students 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 is designed to provide the graduate with skills and competencies for immediate employment in the particular occupational field, but to a higher-level training standard than attained in a certificate programme. Diploma programmes consist of courses that are part of an associate degree programme. Students in this programme may be able to transfer some of these credits into an associate degree programme at a later time depending on the programme of study. These programmes may be more appropriate for “non-traditional” students, who have two or more years of related work experience. The required years of experience will depend upon the programme or discipline.

All diploma programmes will require at least one course in English and in mathematics at a certificate level, but may include more than one of each, depending upon the discipline and the student’s performance on a Computer Placement Test. Any course may be challenged to obtain the credit required.

### **Certificate Programmes**

The certificate programme is designed to provide the graduate with the opportunity for immediate employment in a particular occupational field and not generally designed for transfer. The certificate documents that the student has attained job entry competence and is ready at an entry level employment standard. These programmes may be more appropriate for “traditional” students.

All certificate programmes will require at least one course in English and in mathematics at the certificate level, but may include more than one of each, depending upon the discipline and the student’s performance on a Computer Placement Test (CPT). Any course may be challenged to obtain the credit required.

## 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	93-100 %	Excellent	4.00
A-	90-92%	Excellent	3.67
B+	87-89%	Very Good	3.33
B	84-86%	Very Good	3.00
B-	80-83%	Very Good	2.67
C+	77-79%	Satisfactory/Marginal	2.33
C	74-76%	Satisfactory/Marginal	2.00
C-	70-73%	Satisfactory/Marginal	1.67
D	60-69%	Pass	1.00
F	<60%	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 students are 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.

### 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 students registered in a second or higher semester, two GPAs 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/Academic Probation

The academic standing of students is assessed at the end of each semester. Students 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. Students 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.

Students who have been placed on Academic Probation will be required to participate in a mandatory Academic Success workshop during the next registered semester.

Students on Academic Probation can be required to withdraw if the Semester Grade Point Average is again less than 2.0 either in the next semester of full-time study or calculated for the next four academic courses.

### 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 students are required to withdraw, they may direct a written appeal to the Vice President of Academic Affairs, 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 students to take a final exam.

### Early Exit Exam Policies

1. Complete early exit examination application
2. Submit completed application to respective division for which the course resides
3. Division will contact student with necessary exam details
4. Lecturers will submit grade to Division Dean
5. Division Dean will forward grade to SERR

### The following conditions pertain to this examination process:

Student must be officially registered in the course.

There is no refund given for the course.

An early examination for this course can be written only once during a semester.

Once the examination is written, the grade is final, and the student does not have the option of remaining in the course.

The examination cannot be written later than the first day of classes after the mid-semester break.

If the application is successful, the Division Dean and Lecturer will establish the most appropriate means of examination (written, oral, lab or practical examinations, essays or any combination thereof) and will notify the student.

The grade will be calculated in the student's GPA.

## Deferred Examinations

Students 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. (See p. 10)

### Re-sit Examinations

The Division Dean, 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 Dean'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

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 may access grades via the web. The following notations may appear:

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

The Report of Grades on the web 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 Enrolment, Registration and Records 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 Dean responsible for the programme from which graduation is anticipated to determine that all requirements have been completed.

2. To graduate, students 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 and January pending sufficient numbers. 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.
4. Students graduating with a Cumulative GPA in the range of 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 for graduation

at a meeting of Academic Council. Those persons will be included on the next graduation list and their academic transcript will show that their degree will be conferred at the following Commencement.

## 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.
- Student submits an official transcript of the AP results to the Student Enrolment Registration and Records Office (SERR).
- 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**.
- Student submits an official transcript of the **Higher Level IB** results to the Student Enrolment Registration and Records office (SERR).
- 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

Bermuda College recognises that students who have previously enrolled at the institution may not have performed at a level that reflects their true academic ability. In recognition of this, the College has adopted the Academic Fresh Start policy which is offered to students who re-enrol at the institution to complete a programme of study after five (5) years absence.

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

1. Students must not have been enrolled in any post-secondary institutions for at least five (5) years.
2. Prior to applying for Academic Fresh Start, students must meet with their counsellor.
3. Students must meet with their Academic Advisor to formulate an approved academic plan.
4. Students must apply for the Academic Fresh Start through the Student Enrolment, Registration and Records (SERR) office at the commencement of re-admission but no later than the mid-term break of the first semester of re-enrolment.
5. Students must appear before the Division’s Academic Review Board consisting of the Dean, the student’s counsellor and advisor and two (2) faculty members to review first semester grades and the application form. This committee will approve or decline the application and forward the decision to the SERR’s office.
6. Students 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 transcripts 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 automatic.
8. **Appeal Process:** If students wish to appeal the decision of the Academic Review Board, the appeal must be made in writing to the Vice President for Academic Affairs whose decision will be final.

## LAPTOP POLICY

Laptops will be given to full-time students only. Any person not considered to be full-time, can rent a laptop or bring his/her own provided the laptop meets the minimum requirements to be stipulated by the Information Technology Services Department.

## E-MAIL POLICY

Bermuda College has established BC e-mail as the primary mode of correspondence between college officials and enrolled students. Each student is provided, free of charge, an electronic mail account ([username@college.bm](mailto:username@college.bm)) that is easily accessible via the Internet, and the email account must be checked regularly for important dates, deadlines, and notifications from the College.

Additionally, inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via BC e-mail. Correspondence from personal e-mail accounts are not assured a response. Finally, open-use computers are available throughout the campus and can be used to access electronic mail. Rules and regulations governing the use of BC e-mail may be found on the College's website at [www.college.bm/EmailPolicy.pdf](http://www.college.bm/EmailPolicy.pdf).



# Bermuda College Contact List

## BERMUDA COLLEGE SWITCHBOARD

441-236-9000

## EXECUTIVE OFFICE

**Dr. Duranda Greene**

President

441-239-4044

dgreene@college.bm

**Lynette Woods**

Acting Vice President, Academic Affairs

441-239-4040

lwoods@college.bm

**Mr. Lloyd Christopher**

Vice President, Financial Operations

441-239-4004

lchristopher@college.bm

**Mrs. Sheridan Talbot**

Vice President, Student Affairs

441-239-4065

stalbot@college.bm

## FACILITIES MANAGEMENT & SECURITY

**Mr. Oliver Pitcher**

Director

441-239-4015

opitcher@college.bm

## SECURITY

**Mr. Russell Richardson**

Manager - Security

441-239-4052

rrichardson@college.bm

## ACADEMIC DIVISIONS

APPLIED SCIENCE & TECHNOLOGY

**Mr. Llewellyn Trott**

Dean

441-239-4037

ltrott@college.bm

BUSINESS ADMINISTRATION & HOSPITALITY

**Mr. Gerald Begeman**

Dean

441-239-4354

gbegeman@college.bm

LIBERAL ARTS

**Ms. Necheeka L. Trott**

Dean

441-239-4093

ntrott@college.bm

PROFESSIONAL AND CAREER EDUCATION

**Ms. Tawana Flood**

Director

441-239-4075

tflood@college.bm

## COLLEGE LIBRARY

**Mr. James Agee**

Head Librarian

441-239-4034

jagee@college.bm

Library desk

441-236-9000/Ext. 4383

## COMMUNICATIONS DEPARTMENT

**Mrs. Evelyn James Barnett**

Director

441-239-4006

ebarnett@college.bm

## CENTRE FOR HUMAN RESOURCES & DEVELOPMENT

**Ms. Lorrita Tucker**

Director

441-239-4005

ljtucker@college.bm

## STUDENT SERVICES

**Mrs. Sheridan Talbot**

Vice President, Student Affairs

441-239-4065

stalbot@college.bm

## STUDENT ENROLMENT REGISTRATION AND RECORDS

**Mrs. Sandy Crick**

Registrar

441-239-4049

scrick@college.bm

## ACADEMIC RESOURCE CENTRE (ARC)

**Dr. Lisa Osborne**

Director

441-239-4102

losborne@college.bm

## INFORMATION TECHNOLOGY SERVICES/HELP DESK

**Mr. Ben Nwasike**

Director

441-239-4031

bin@college.bm

**Mrs. Karmeta Hendrickson**

Assistant Director

441-239-4113

khendrickson@college.bm

**Bermuda College Website**

[www.college.bm](http://www.college.bm)

### PROGRAMME OVERVIEW

The **College for Working Adults (CWA)** increases access and opportunities for adults to earn an associate degree in a timely manner while continuing to fulfil 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 as little as two-and one-half years!

Working adults face unique challenges in terms of preparing for a return to the classroom. Career counselling and academic advising 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, 15-week blocks. Each block includes twelve weeks of classes, a mid-semester break, a study week at the end of classes, and a week of exams. Students complete three courses in each block, with one three-and one-half-hour session each week. Each block has a break of between two and four weeks except between the Spring and Summer sessions which allows less time. The College for Working Adults offers the Associate Degree, with a concentration in Business Administration.

#### For more information contact:

Gerald Begeman | Dean

■ Tel: 441-239-4354 ■ Email: [gbegeman@college.bm](mailto:gbegeman@college.bm)



*"Clocktower Xoe'tique" - Abstract Design  
by James R. Lee - Class of 2010 - Associates of Art and Design*

**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.



Tiara Ming - Class of 2010 - Associates of Art and Design

**ASSOCIATE OF ARTS:** **p. 17 - 22**

- Arts
- Arts (Business Administration)
- Art and Design
- Arts & Science
- Arts (Human Services)

**ASSOCIATE OF SCIENCE:** **p. 23 - 30**

- Business Administration
- Computer Information Systems
- Education
- Hospitality Management
- Human Services
- Science
- Science (Actuarial)
- Web Development

**ASSOCIATE OF APPLIED SCIENCE:** **p. 31 - 36**

- Culinary Arts
- Electronics Technology
- Heating Ventilation & Air Conditioning
- Motor Vehicle Technology
- Plumbing Technology
- Wood Technology

**GENERAL EDUCATION COMPONENTS:**

**Humanities**

- |  |                   |
|--|-------------------|
| Art History  | Education         |
| French   | History           |
| Film   | Music             |
| Spanish  | Religious Studies |
| English Literature at 2000 level <i>(excluding ENG 2212)</i> |                   |

**Social Sciences**

- |   |                   |
|---|-------------------|
| Economics                                   | Political Science |
| Psychology                                  | Sociology         |
| Earth & Environmental Studies at 2000 level |                   |

**Natural Sciences**

- |                               |           |
|-------------------------------|-----------|
| Biology                       | Chemistry |
| Earth & Environmental Studies | Physics   |

# Associate of Arts (Arts) AD-ARTS

## 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 of Arts (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 of Arts (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 of Arts (Art and Design), is dedicated to the Visual Arts. Note that Art History falls in the discipline of Humanities.*

## CURRICULUM

**TOTAL CREDITS: 64**

### YEAR 1

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

	<b>CREDITS</b>
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.**	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.**	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.*

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

# Associate of Arts (Business Administration) AD-ABUSA

## 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!

\*In association with Mount Saint Vincent University, Bermuda College offers a Bachelor of Business Administration (BBA), which can be completed entirely in Bermuda.

**For Details Contact:** Dr. Ameenah Ahad  
External Programmes Coordinator

■ Tel: 239-4041 ■ Email: aahad@college.bm

## CURRICULUM

**TOTAL CREDITS: 64**

### YEAR 1

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

	<u>CREDITS</u>
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.

# Associate of Arts (Art and Design) AD-ARDGN

## PROGRAMME OVERVIEW

The Associate of Arts (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

**TOTAL CREDITS: 64**

### YEAR 1

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

	<u>CREDITS</u>
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 Physical Education or	
RSO 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 Physical Education or	
RSO Registered Student Organisation	1
ENG 1112 or Literary Analysis or	
ENG 1115 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.

## PROGRAMME OVERVIEW

The Associate of Arts (Arts and Science) 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.

## CURRICULUM

**TOTAL CREDITS: 64**

### YEAR 1

#### **First Semester – 18 credits**

	<b>CREDITS</b>
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 Physical Education or	
RSO 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 Physical Education or	
RSO 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 – 9-18 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.

## 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, primary-middle school 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 of Arts (Arts) with a concentration 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 the university/college you wish to transfer to determine if your credits will transfer).

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

Interested graduates are invited to take advantage of the Mount Saint Vincent University in association with Bermuda College Bachelor of Arts (Child & Youth Study), which is available locally. Note that this degree also meets the Bermuda Educators Council's requirements for Teacher Certification at the elementary – M1 school levels.

**For Details Contact:** Dr. Ameenah Ahad  
External Programmes Coordinator

■ Tel: 239-4041 ■ Email: aahad@college.bm

## CURRICULUM

**TOTAL CREDITS: 64**

### YEAR 1

#### **First Semester – 18 Credits**

		<u>CREDITS</u>
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 or BIO 1121 for Natural Science.*

*\*\* Application Deadline: Fall - Last day of lecture before second semester break.*

*Spring - Last day of lecture before first semester break.*



## 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.

**For Details Contact:** Dr. Ameenah Ahad  
External Programmes Coordinator

■ Tel: 239-4041 ■ Email: aahad@college.bm

## CURRICULUM

**TOTAL CREDITS: 64**

### YEAR 1

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

		<u>CREDITS</u>
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

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

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

### YEAR 2

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

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

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

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

Computer technology is updated and improved upon on a daily, even hourly, basis in the 21st century. Bermuda College's Associate of Science (Computer Information Systems) is reviewed regularly to incorporate the changes and updates in the technology 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

**TOTAL CREDITS: 67**

### YEAR 1

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

		<u>CREDITS</u>
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	Literary Analysis or	
ENG 1115	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.

## PROGRAMME OVERVIEW

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

## CURRICULUM

**TOTAL CREDITS: 64**

### YEAR 1

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

	<u>CREDITS</u>
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

# Associate of Science (Hospitality Management) AD-HSMGT

## 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

**TOTAL CREDITS: 70**

### YEAR 1

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

		<u>CREDITS</u>
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	2
HMT 1155	Introduction to the Hospitality Industry	3
MGN 1114	Introduction to Business	3

#### **Second Semester - 18 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	2

<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.

## PROGRAMME OVERVIEW

The Associate of Science (Human Services) is a programme designed for those who wish to pursue a career in the child-care field directly after graduation. An 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.

## CURRICULUM

**TOTAL CREDITS: 64**

### YEAR 1

#### **First Semester – 20 Credits**

		<u>CREDITS</u>
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	Child & Youth Studies Practical Experience **	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.

\*\* Application deadline is September 2, for Spring Semester and May 1 for Fall.

# Associate of Science (Science) AD-SCIEN

## PROGRAMME OVERVIEW

The Sciences – which include 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, education 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 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).*

## CURRICULUM

**TOTAL CREDITS: 71-73**

### YEAR 1

#### First Semester - 17 Credits

	<u>CREDITS</u>
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 - 17 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.*

# Associate of Science (Actuarial Science) AD-ACTSC

## 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.

## CURRICULUM

**TOTAL CREDITS: 67**

### YEAR 1

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

	<u>CREDITS</u>
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 RSO Physical Education or Registered Student Organisation	1
ECO 1101 Principles of Microeconomics	3
ENG 1111 Freshman English	3
MAT 1141 Pre-Calculus	3

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

ACC 1135 Accounting I	3
CIS 1130 Data Management	3
PED or RSO Physical Education or Registered Student Organisation	1
ECO 1102 Principles of Macroeconomics	3
ENG 1112 or ENG 1115 Literary Analysis or Writing for the Workplace	3
MAT 1152 Calculus I	3

### YEAR 2

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

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
Humanities (1100 or higher)*	3

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

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 MAT 2240 Discrete Mathematics or 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

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 programme include graphic design, information architecture, web-based animation, XHTML, CSS, DHTML, PHP server side programming, JavaScript client side programming, 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

**TOTAL CREDITS: 67**

### YEAR 1

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

		<u>CREDITS</u>
CSC 1100	Strategies for Student Success I	2
PED or RSO	Physical Education or 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 RSO	Physical Education or 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	Web Development Internship	3
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### YEAR 2

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

CIS 1155	Programming for Information Systems	3
CIS 1130	Data Management	3
MAT 1131	Finite Mathematics	3
MGN 2210	Marketing Management I	3
Humanities	(1100 level)	3

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

ECM 2220	Multi-Media Environment	3
ECM 2280	Web Site Database Interfacing	3
MAT 2233	Statistics	3
Social Science	(1100 level)	3
MGN 2230	Introduction to Project Management	3



## 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.

## CURRICULUM

**TOTAL CREDITS: 73**

### YEAR 1

#### **First Semester - 20 credits**

		<u>CREDITS</u>
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 - 18 credits**

CUL 2126	Advanced Food Preparation	2
CUL 1125	Food and Beverage Service	4
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.

## 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 EI/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 4.

**Pre-requisite:** NCCER Core

## CURRICULUM

**TOTAL CREDITS: 81**

### YEAR 1

#### First Semester - 14 credits

	<u>CREDITS</u>
CSC 1100 Strategies for Student Success I	2
ENG 1111 Freshman English	3
TSM 1101 Technical Science I	4
ELT 1109 Introduction to the Trade	1
ELT 1110 Pathways and Spaces, Fasteners and Anchors	1
ELT 1111 Job Site Safety and Craft Related Mathematics	1
ELT 1112 Hand Bending of Conduit and Low Voltage Cabling	2

#### Second Semester - 17 credits

ENG 1115 Writing for the Workplace	3
TSM 1102 Technical Science II	4
MAT 1105 College Algebra I	3
ELT 2113 Fundamentals of Electric Circuits	2
ELT 2114 Test Equipment, Quality Grounding and Blueprints	2
ELT 2115 Switches, Timers, Cable Terminations, Codes and Standards	3

### YEAR 2

#### First Semester - 24 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	4
ELT 2116 Computer Applications and Advanced Test Equipment	4
ELT 2117 Cable Selection, Buses & Networks and Fiber Optics	4
ELT 2118 Video Systems and Wireless Communications	3
ELT 2119 Site Survey, Project Planning, Maintenance and Repair	2

#### Second Semester - 26 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	4
ELT 2120 Introductory Skills for the Crew Leader and Rack Systems	2
ELT 3121 Fire Alarm and Intrusion Detection Systems	4
ELT 3122 Audio, Nurse Call and Signalling Systems	3
ELT 3123 CCTV and Broad Band Systems	2
ELT 3124 Access Control Systems and Systems Integration	3
ELT 3125 System Commissioning, User Training and Media Management.	1

# Associate of Applied Science (Heating Ventilation & Air Conditioning) AAS-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 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 Technologytrade.

**Pre-requisite:** NCCER Core

## CURRICULUM

**TOTAL CREDITS: 79**

### YEAR 1

#### **First Semester - 20 credits**

CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
TSM 1101	Technical Science I	4

#### Career Concentration:

HVA 1101	Fundamentals of Heating and Cooling	5
HVA 1102	Mechanical Maintenance	3
HVA 1103	HVAC Controls	3

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

ENG 1115	Writing for the Workplace	3
TSM 1102	Technical Science II	4
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 - 20 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	4

#### Career Concentration:

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

#### **Second Semester - 20 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	4

#### Career Concentration:

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

## PROGRAMME OVERVIEW

The Associate in Applied Science in Motor Vehicle Technology at Bermuda College has been developed by the Bermuda College, National Training Board (NTB) and the Automotive Industry.

The curriculum is designed to meet International and local standards, with the intent that students be competent to and sit the Automotive Service Excellence (A.S.E.) and City & Guilds Automotive technology certifications from the U.S.A. and London, England. This modularized programme takes two years to complete. Students will experience lectures, practical assignments, self directed activities and, additionally, industry experience in their second year which is compulsory as they progress through the modules, working with the lecturer and being evaluated on a skill by skill basis.

Upon completion, the students will be eligible to receive an industry recognized degree in automotive technology from Bermuda College and enter the automotive industry as a second year apprentice automotive technician.

**Pre-requisite:** NCCER Core

## CURRICULUM

**TOTAL CREDITS: 77**

### YEAR 1

#### First Semester - 18 credits

		<u>CREDITS</u>
CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
TSM 1101	Technical Science I	4

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	4

Career Concentration:

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

### YEAR 2

#### First Semester - 20 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	4

Career Concentration:

MVT 2107	Braking Systems	3
MVT 2108	Hydraulic Brake Systems	3
MVT 2109	Anti-lock Brake Systems	4

#### Second Semester - 20 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

## 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

## CURRICULUM

**TOTAL CREDITS: 77**

### YEAR 1

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

		<u>CREDITS</u>
CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
TSM 1101	Technical Science I	4

#### 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 1102	Technical Science II	4
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 - 20 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	4

#### 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 - 20 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	4

#### 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

## 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

**TOTAL CREDITS: 77**

### YEAR 1

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

		<u>CREDITS</u>
CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
TSM 1101	Technical Science I	4

#### 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	4
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 - 20 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	4

#### 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 - 20 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	4

#### 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

## 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.



*Current Students pictured above from left:  
Kishana Thomas-Q, Orande Wilson, and Sabur Taalib Bey*

### CERTIFICATE IN:

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- Accounting Assistants
- Electrical Wiring Technology
- Electronics Technology
- Heating, Ventilation & Air Conditioning
- Motor Vehicle Technology
- Office Assistants
- Office Skills
- Plumbing Technology
- Wood Technology

# Certificate for Accounting Assistants CT-ACAST

## 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

**TOTAL CREDITS: 36**

### YEAR 1

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

	<u>CREDITS</u>
BKG 0041	3
CIS 1120	3
CSC 1100	2
PED or	
Physical Education or	
RSO	1
Registered Student Organisation	
ENG 0011	3
Preparatory College Writing I	
OFA 1025	3
Office Technology Procedures I	
MGN 1017	3
Foundations of Business I	

#### **Second Semester - 18 Credits**

BKG 1042	3
Intermediate Bookkeeping	
PED or	
Physical Education or	
RSO	1
Registered Student Organisation	
ENG 0012	3
Preparatory College Writing II	
MGN 1015	3
Accounting in Action	
MGN 1016	3
Work Placement	
MAT 0034	3
Business Mathematics	
OFA 1040	2
Communication and Presentation Skills	



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

# Certificate in Electronics Technology CT-ELTEC

## 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, fiber optic systems, connector construction, maintenance and repair, and planning and supervision principles. The course follows a competency based modularized format. 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) Electronics Systems Technician Levels one to four.

**Pre-requisite:** NCCER Core  
(Please see NCCER Course under Technical Centre Courses (6CR))

## CURRICULUM

**TOTAL CREDITS: 65**

### YEAR 1

#### **First Semester**

	<u>CREDITS</u>
TSM 1101	4
CSC 1100	2
ENG 0040	3
TMM0020	3
CSM 1101	2
ELT 1109	1
ELT 1110	1
ELT 1111	1
ELT 1112	2

#### **Second Semester**

TSM 1102	4
ENG 0041	3
TMM 0030	3
ELT 2113	2
ELT 2114	2
ELT 2115	3

#### **Third Semester**

ELT 2116	4
ELT 2117	4
ELT 2118	3
ELT 2119	2
PED or RSO:	1

#### **Fourth Semester**

ELT 2120	2
ELT 3121	4
ELT 3122	3
ELT 3123	2
ELT 3124	3
ELT 3125	1

# Certificate in Heating, Ventilation & Air Conditioning Technology – CT-HVAC

## PROGRAMME OVERVIEW

Developed with the assistance of employers in this field, this competency - based programme usually takes two years to complete. Students will experience lectures, practical assignments, and self-directed activities as they proceed through the programme 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, practical experience 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.

**Pre-requisite:** NCCER Core (6CR)

## CURRICULUM

**TOTAL CREDITS: 63**

### YEAR 1

#### **First Semester - 19 credits**

		<u>CREDITS</u>
TSM 1101	Technical Science	4
CSC 1100	Strategies for Student Success	2
ENG 0040	Technical Communications I	3
TMM 0020	Technical Mathematics I	3
CSM 1101	Computer Skills Module	2
HVA 1101	Introduction to HVAC, Trade Tools, Basic Electricity & Soldering and Brazing	5

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

HVA 1102	Airside Systems, Chimneys ,flues & Vents . Leak Detection ,Evacuation Recovery and Charging ,Hydronic Systems and Air Quality Equipment	3
HVA 1103:	Alternating Current, Basic Electronics. Troubleshooting Gas Heat Introduction to Control Circuit Troubleshooting	3
HVA 1104	Troubleshooting Heat Pumps and Cooling Systems. Basic Installation and Maintenance Practices. Sheet Metal & fibreglass Duct Systems	3
TSM 1102	Technical Science	4
TMM 0030	Technical Mathematics II	3
ENG 0041	Technical Communications II	3

#### **Third Semester - 9 credits**

HVA 1105	Class Project Practical Lab Assignment	3
HVA 1106	Refrigerants , Oils. Compressors, Metering Devices , Refrigeration Systems	3
HVA 2107	Commercial Hydronic Systems, Steam Systems, Planned Maintenance Water Treatment	3

#### **Fourth Semester - 9 credits**

HVA 2108	Troubleshooting Electronic Controls, Troubleshooting Oil Heating Troubleshooting Heat Pumps, Troubleshooting Accessories	3
HVA 2109	Completion of Lab Assignment Workshop	3
HVA 2110	Construction Drawings Specifications, Indoor Air Quality Energy Conservation Equipment	3

#### **Fifth Semester - 7 credits**

HVA 2111	Building Management Systems, Water Treatment System Start Up & Shutdown	3
HVA 2112	Heating & Cooling Design, Commercial and Industrial Refrigeration	3
PED or RSO	Physical Education or Registered Student Organisation	1

# Certificate in Motor Vehicle Technology CT-MVTEC

## PROGRAMME OVERVIEW

The Automotive Technology Certificate programme at the Bermuda College has been developed in partnership with the Automotive Industry and the National Training Board (NTB). The curriculum is designed to meet international and local industry standards with the intent that students be competent to and sit the Automotive Service Excellence (A.S.E.) and City & Guilds international certifications. This modularized programme is full time and takes two years to complete. Students will experience lectures, practical exercises, assignments and self directed activities as they progress through the modules, working with the lecturer and being evaluated on a skill by skill basis, in addition to industry experience which is compulsory in the second year of the course.

Upon completion, the students will be eligible to receive an industry recognized degree in automotive technology from Bermuda College and enter the automotive industry as a second year apprentice automotive technician.

**Pre-requisite:** NCCER Core

## CURRICULUM

**TOTAL CREDITS: 61**

### YEAR 1

#### **First Semester - 23 credits**

CSC 1100	Strategies for Student Success	2
TSM 1101	Technical Science	4
CSM 1101	Computer Skills Module	2
MVT 1104	Electrical Systems	3
MVT 1105	Battery/Charging Systems	3
MVT 1106	Starting Systems	3
TMM 0020	Technical Mathematics I	3
ENG 0040	Technical Communications I	3

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

MVT 1101	Ignition Systems	3
MVT 1102	Fuel/Exhaust Systems	3
MVT 1103	Exhaust Emissions Systems	3
TMM 0030	Technical Mathematics II	3
TSM 1102	Technical Science	4
ENG 0041	Technical Communications II	3

#### **Third Semester - 9 credits**

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

#### **Fourth Semester - 10 credits**

MVT 2110	Steering Systems	3
MVT 2111	Power Steering Systems	3
MVT 2112	Suspension Systems	3
PED or	Physical Education or	1
RSO	Registered Student Organisations	

### CREDITS

# Certificate for Office Assistants CT-OFAST

## 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.

Skills taught in this programme of study include keyboarding, document formatting, basic computer applications, business math entry-level skills, practical office skills and bookkeeping. Students will key at least 40 words a minute with high accuracy. Students will be prepared to take on the role of an office assistant, junior office clerk, or assistant office administrator.

## CURRICULUM

### YEAR 1

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

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
OFA 1011	Word Processing I	3
OFA 1025	Office Technology Procedures I	3

#### **Second Semester - 18 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

**TOTAL CREDITS: 36**

### CREDITS

# Certificate in Office Skills CT-OFSKL

## 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.

## CURRICULUM

### YEAR 1

ENG 1050	Writing in Business I	3
BKG 0041	Introduction to Bookkeeping I	3
CIS 1120	Introduction to Business Applications of Computers	3
OFA 1055	Word Processing	3
OFA 1075	Office Procedures	3
OFA 1045	Machine Transcription	3

**TOTAL CREDITS: 18**

### CREDITS

# Certificate in Plumbing Technology CT-PLUMB

## 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.

**Pre-requisite:** NCCER Core (6CR)

## CURRICULUM

**TOTAL CREDITS: 61**

### YEAR 1

#### **First Semester - 23 credits**

		<b>CREDITS</b>
CSC 1100	Strategies for Student Success	2
TSM 1101	Technical Science	4
CSM 1101	Computer Skill Module	2
TMM 0020	Technical Mathematics I	3
ENG 0040	Technical Communications I	3

#### **PLUS:**

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**

TMM 0030	Technical Mathematics II	3
TSM 1102	Technical Science	4
ENG 0041	Technical Communications II	3

#### **PLUS:**

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

#### **Third Semester - 9 credits**

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

#### **Fourth Semester - 10 credits**

PED or RSO	Physical Education or Registered Student Organization	1
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#### **PLUS:**

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

# Certificate in Wood Technology CT-WDTEC

## PROGRAMME OVERVIEW

This programme has been designed to meet both the needs of the local carpentry industry and the requirements of 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 (6CR)

## CURRICULUM

**TOTAL CREDITS: 61**

### YEAR 1

#### **First Semester - 23 credits**

		<b>CREDITS</b>
CSC 1100	Strategies for Student Success	2
TSM 1101	Technical Science	4
CSM 1101	Computer Skills Module	2
TMM 0020	Technical Mathematics I	3
ENG 0040	Technical Communications I	3
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**

WTC 1104	Reading Plans, Site Layout I; Distance Measurement and Level	3
TMM 0030	Technical Mathematics II	3
TSM 1102	Technical Science	4
ENG 0041	Technical Communications II	3
WTC 1105	Introduction to concrete, Foundations and Flatwork, Reinforcing concrete, Handling and Placing	3
WTC 1106	Concrete Forms, Patented Forms, and Tilt- Up Wall Systems	3

#### **Third Semester - 9 credits**

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
WTC 2109	Stairs, Interior Finish I, Interior Finish III and Interior Finish IV	3

#### **Fourth Semester - 10 credits**

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
PED or RSO	Physical Education or Registered Student Organisations	1



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.



*Welding Technology Student*

### DIPLOMA IN:

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- Chef Apprenticeship
- Computer Network Administration
- Computer Network Technology
- Culinary Arts
- Electronics Technology
- Food & Beverage Management
- Heating, Ventilation & Air Conditioning
- Masonry Technology
- Motor Vehicle Technology
- Office Administration
- Plumbing Technology
- Website Development
- Welding Technology
- Wood Technology
- Course Concentration

# Diploma in Chef Apprenticeship - Culinary Arts DP-APCUART

## 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

**TOTAL CREDITS: 43**

### YEAR 1

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

	<b>CREDITS</b>
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

## 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 in the field or a college degree (2-year or higher).

## CURRICULUM

### YEAR 1

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

# Diploma in Computer Network Technology DP-CNTEC

## 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 in the field or a college degree (2-year or higher).

## CURRICULUM

### YEAR 1

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

**TOTAL CREDITS: 18**

### CREDITS

3  
3  
3  
3  
3  
3

# Diploma in Culinary Arts DP-CUART

## 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 emphasise 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

**TOTAL CREDITS: 66**

### YEAR 1

#### **First Semester - 20 credits**

		<b>CREDITS</b>
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 - 18 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 - 16 credits**

CUL 2126	Advanced Food Preparation	2
CUL 1127	Oriental Cuisine	2
CUL 1125	Food and Beverage Service	4
CUL 2118	Menu Planning	3
CUL 1129	Italian Cuisine	2
HMT 2255	Hospitality Supervision	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) Electronics Systems Technician Levels 1 to 4.

**Pre-requisite:** NCCER Core (6CR)

## CURRICULUM

**TOTAL CREDITS: 40**

		<u>CREDITS</u>
<b>First Semester - 5 credits</b>		
ELT 1109	Introduction to the Trade	1
ELT 1110	Pathways and Spaces, Fasteners and Anchors	1
ELT 1111	Job Site Safety and Craft Related Mathematics	1
ELT 1112	Hand Bending of Conduit and Low Voltage Cabling	2
<b>Second Semester - 7 credits</b>		
ELT 2113	Fundamentals of Electric Circuits	2
ELT 2114	Test Equipment, Quality Grounding and Blueprints	2
ELT 2115	Switches, Timers, Cable Terminations, Codes and Standards	3
<b>Third Semester - 13 credits</b>		
ELT 2116	Computer Applications and Advanced Test Equipment	4
ELT 2117	Cable Selection, Buses & Networks and Fiber Optics	4
ELT 2118	Video Systems and Wireless Communications	3
ELT 2119	Site Survey, Project Planning, Maintenance and Repair	2
<b>Fourth Semester - 15 credits</b>		
ELT 2120	Introductory Skills for the Crew Leader and Rack Systems	2
ELT 3121	Fire Alarm and Intrusion Detection Systems	4
ELT 3122	Audio, Nurse Call and Signalling Systems	3
ELT 3123	CCTV and Broad Band Systems	2
ELT 3124	Access Control Systems and Systems Integration	3
ELT 3125	System Commissioning, User Training and Media Management.	1

# Diploma in Food & Beverage Management DP-FBMGT

## 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 formalise their experience.

## CURRICULUM

		<u>CREDITS</u>
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: 20**

## PROGRAMME OVERVIEW

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.

**Pre-requisite:** NCCER Core (6CR)

## CURRICULUM

**TOTAL CREDITS: 39**

		<u>CREDITS</u>
<b>First Semester - 6 credits</b>		
HVA 1101	Introduction to HVAC, Trade Tools, Basic Electricity & Soldering and Brazing	6
<b>Second Semester - 9 credits</b>		
HVA 1102	Airside Systems, chimneys, flues & vents. Leak Detection ,Evacuation Recovery and Charging, Hydronic Systems and Air Quality Equipment	3
HVA 1103	Alternating Current, Basic Electronics. Troubleshooting Gas Heat Introduction to Control Circuit Troubleshooting	3
HVA 1104	Troubleshooting Heat Pumps and Cooling Systems. Basic Installation and Maintenance Practices. Sheet Metal & fibreglass Duct Systems	3
<b>Third Semester - 9 credits</b>		
HVA 1105	Class Project Practical Lab Assignment	3
HVA 1106	Refrigerants, Oils, Compressors, Metering Devices , Refrigeration Systems	3
HVA 2107	Commercial Hydronic Systems, Steam Systems, Planned Maintenance Water Treatment	3
<b>Fourth Semester - 15 credits</b>		
HVA 2108	Troubleshooting Electronic Controls, Troubleshooting Oil Heating Troubleshooting Heat Pumps, Troubleshooting Accessories	3
HVA 2109	Completion of Lab Assignment Workshop	3
HVA 2110	Construction Drawings Specifications, Indoor Air Quality Energy Conservation Equipment	3
HVA 2111	Building Management Systems, Water Treatment System Start-Up & Shutdown	3
HVA 2112	Heating & Cooling Design, Commercial and Industrial Refrigeration	3



# Diploma in Masonry Technology DP-MASON

## PROGRAMME OVERVIEW

Graduates will be eligible to receive an industry-recognised certificate in Masonry from the National Centre for Construction Education and Research (NCCER) and also meet the Bermuda National Training Board standard.

**Pre-requisite:** NCCER Core (6CR)

## CURRICULUM

**TOTAL CREDITS: 31**

	<u>CREDITS</u>
<b>First Semester - 8 credits</b>	
MAS 1109 Introduction to Masonry	3
MAS 1110 Masonry Techniques I	5
<b>Second Semester - 5 credits</b>	
MAS 1111 Residential Masonry	3
MAS 1112 Methods of Masonry Reinforcement	2
<b>Third Semester - 6 credits</b>	
MAS 2113 Masonry Techniques II	6
<b>Fourth Semester - 6 credits</b>	
MAS 2114 Masonry Techniques III	6
<b>Fifth Semester - 6 credits</b>	
MAS 2115 Commercial Drawings and Estimating	3
MAS 2116 Site Layout and Introduction to Crew Leadership	3

## PROGRAMME OVERVIEW

This programme has been developed by the Bermuda College to provide persons working in the automotive industry the opportunity to receive technical training in Automotive Technology.

The course requires that persons be working in the field as an automotive technician for a minimum of ten (10) years or possess an Associates or higher degree. The individual will be required to attend classes according to the time table and return to work after classes are completed; the modules are scheduled as per the Bermuda College catalogue.

The curriculum is designed to meet industry standards with the intent that students sit the Automotive Service Excellence (A.S.E.) and the City & Guilds international certifications. This programme is modularized and takes two years to complete. Students will experience lectures, practical assignment and self directed activities as they progress through the modules, working with the lecturer and being evaluated on a skill by skill basis. Upon completion of the course, students will receive a Bermuda College Diploma in Automotive Technology.

**Pre-requisite:** NCCER Core (6CR)

## CURRICULUM

**TOTAL CREDITS: 36**

		<u>CREDITS</u>
<b>First Semester - 9 credits</b>		
MVT 1104	Electrical Systems	3
MVT 1105	Battery/Charging Systems	3
MVT 1106	Starting Systems	3
<b>Second Semester - 9 credits</b>		
MVT 1101	Ignition Systems	3
MVT 1102	Fuel/Exhaust Systems	3
MVT 1103	Exhaust Emissions Systems	3
<b>Third Semester - 9 credits</b>		
MVT 2107	Braking Systems	3
MVT 2108	Hydraulic Brake Systems	3
MVT 2109	Anti-Lock Brake Systems	3
<b>Fourth Semester - 9 credits</b>		
MVT 2110	Steering Systems	3
MVT 2111	Power Steering Systems	3
MVT 2112	Suspension Systems	3

## 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

**TOTAL CREDITS: 34**

### 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

**OFA 1180 Summer Office Internship 3**

### 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

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

# Diploma in Plumbing Technology DP-PLUMB

## PROGRAMME OVERVIEW

This programme has been developed by the Bermuda College to provide persons working in the automotive industry the opportunity to receive technical training in plumbing industry. The course requires that persons be working in the field for a minimum of ten (10) years or possess an Associates or higher degree. Persons will be required to attend classes according to the time table and return to work after classes are completed; the modules are scheduled as per the Bermuda College catalogue.

The curriculum is designed to meet industry standards with the intent that students sit the City & Guilds international certification. This program is modularized and takes two years to complete. Students will experience lectures, practical assignment and self directed activities as they progress through the modules, working with the lecturer and being evaluated on a skill by skill basis. Upon completion of the course, students will receive a Bermuda College Diploma in Plumbing Technology.

**Pre-requisite:** NCCER Core (6CR)

## CURRICULUM

**TOTAL CREDITS: 36**

### YEAR 1

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

	<u>CREDITS</u>
PLM 1101 Introduction to the Plumbing Profession, Safety & Tools	3
PLM 1102 Plastic pipe, Copper, Cast Iron, Steel piping and fittings	3
PLM 1103 Fixtures and Faucets, Drains, Waste & Vent systems, Water Distribution Systems	3

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

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

#### **Third Semester - 9 credits**

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

#### **Fourth Semester - 9 credits**

PLM 2110 Business Principles for Plumbing, 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

# Diploma in Web Development DP-WEBDV

## 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

**TOTAL CREDITS: 24**

### First Semester - 12 credits

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 - 12 credits

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

### CREDITS

# Diploma in Welding Technology DP-WELD

## 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.

**Pre-requisite:** NCCER Core (6CR)

## CURRICULUM

**TOTAL CREDITS: 23**

		<u>CREDITS</u>
<b>First Semester - 4 credits</b>		
WLD 1101	Introduction to Welding	1
WLD 1102	Sheet Metal ARC 1	3
<b>Second Semester - 3 credits</b>		
WLD 1103	Sheet Metal ARC 2	3
<b>Third Semester - 2 credits</b>		
WLD 1104	Sheet Metal ARC 3	2
<b>Fourth Semester - 7 credits</b>		
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
<b>Fifth Semester - 7 credits</b>		
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 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 (6CR)

## CURRICULUM

**TOTAL CREDITS: 36**

		<u>CREDITS</u>
<b>First Semester - 9 credits</b>		
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
<b>Second Semester - 9 credits</b>		
WTC 1104	Reading Plans, Site Layout I; Distance Measurement and Level	3
WTC 1105	Introduction to Concrete, Foundations and Flatwork, Reinforcing Concrete, Handling and Placing	3
WTC 1106	Concrete Forms, Patented Forms, and Tilt- Up Wall Systems	3
<b>Third Semester - 9 credits</b>		
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
WTC 2109	Stairs, Interior Finish I, Interior Finish III and Interior Finish IV	3
<b>Fourth Semester - 9 credits</b>		
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

## Course Concentration

### 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. Students are advised to contact the organisation.

### 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 credits in an associate degree programme, unless otherwise specified.

#### ACCOUNTING

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

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

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

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

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, 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

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

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

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.



## Course Concentration

### **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).

### **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.

# 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  
Business Administration  
General

**Brock University** Collaborative Agreement - General

**Mount Saint Vincent University** Bachelor of Arts  
(Child & Youth Study)  
Business Administration

**St. Mary's University** General  
Business Administration

## UNITED STATES

**Alfred State College** Building Trades  
Applied Science & Technology

**American International College** Arts/Business Administration  
Business Administration  
Arts & Science  
Arts

**Bryant College** Business Administration

**Illinois State** Business Administration

**Johnson & Wales University** Science in Culinary Arts

**New England Institute of Technology** Electronic Technology  
Applied Science & Technology

**St. John's University** Liberal Arts (General)

**Temple University** Business Administration

**Tuskegee University** General

**University of Hartford** Business Administration

**University of South Carolina Upstate** Secondary Education

**West Virginia University** Social Work  
(Liberal Arts)

## UNITED KINGDOM

**University of Kent** LLB - Law

**Bradford College** General

## WEST INDIES

**St. George's University** Science/Medicine  
(Liberal Arts)

## Programmes Offered in Bermuda

### **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 graduates of the Associate of Science (Business Administration) or Associate of Arts (Business Administration) programmes at Bermuda College. Graduates of a two-year associate degree or diploma programme from other accredited institutions may also be eligible to enrol in the BBA degree programme.

### **MOUNT SAINT VINCENT UNIVERSITY BACHELOR OF ARTS (CHILD AND YOUTH STUDY) PROGRAMME**

The Bachelor of Arts (Child & Youth Study) 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. This degree also meets the Bermuda Educators Council's requirements for Teacher Certification at the elementary – M1 school levels.

Graduates of the Associate of Arts (Human Services) degree can move directly into the BA (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 enrol in the BA (Child & Youth Study) programme.

### **POST-DEGREE TEACHER CERTIFICATION PROGRAMME**

Mount Saint Vincent University and Bermuda College offer a part-time, non-credentialed programme to meet the needs of elementary and middle school teachers who have a degree but require teacher certification. The last intake for this programme will occur in Fall 2010, after which the programme will be under review.

### **Bermuda College/ University of Kent Law LLB Stage I Programme**

The Bermuda College/University of Kent Law Programme LLB Stage I is equivalent of one year's full-time study at Kent Law School. Applicants fall into one of three general categories: regular, mature and short term (audit). Five modules, taught by Kent Law School lecturers, 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 LLB degree at Kent Law School.

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

Dr. Ameenah Ahad | External Programmes Coordinator

■ Tel: 239-4041 ■ Email: aahad@college.bm



## Course Descriptions - Credit Courses

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



*Pictured above from left:  
Ronelle James - Class of 2010  
Associates of Science and  
Dunae Richards*

### **CREDIT COURSE DESCRIPTIONS**

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Accommodation  
Accounting  
Actuarial Science  
Art & Design  
Art History  
Biology  
Bookkeeping  
Chemistry  
Childhood & Youth Studies

College Skills  
Computer Studies  
Cookery & Nutrition  
Earth & Environmental Science  
E-Commerce  
Economics  
Education  
Electrical Wiring  
Electronics Technology  
English & Communications  
Film Studies  
Food & Beverage Service  
Food Science  
Heating, Ventilation & Air Conditioning  
History  
Hotel Management  
Insurance  
Law  
Management  
Masonry  
Mathematics  
Motor Vehicle Technology  
Music  
Office Administration  
Office Assistants  
Physical Education  
Physics  
Plumbing  
Political Science  
Psychology  
Registered Student Organisations  
Religious Studies  
Social Science  
Sociology  
Spanish  
Technical Centre Courses  
Technical Mathematics  
Technical Science  
Welding Technology  
Wood Technology

## Course Descriptions - Credit Courses

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:

- a) at least a "C" standing in the same subject at Ordinary level or equivalent in the GCE, GCSE, or CXC examining systems;
- b) 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;
- c) 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.

## Course Descriptions - Credit Courses

### 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. **Corequisite:** ENG 1111

#### 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. **Prerequisite:** AHS 1126

## Course Descriptions - Credit Courses

### 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.

### 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 1104, 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.



## Course Descriptions - Credit Courses

### 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.

### 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, bookkeeping 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.

### 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.

### 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 caregivers 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, meta-cognition 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 1900s 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.

## Course Descriptions - Credit Courses

### **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. Additionally, an introduction to database management will be provided. A consideration of business application software in the context of the overall computer system will also be covered to include an overview of computer design, networking, operating systems and hardware options. This course is also suitable for those students studying programmes in 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.

### **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.

## Course Descriptions - Credit Courses

**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 micro-computer, 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 include 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 organisation's 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.

## COOKERY AND NUTRITION

**Kitchen Theory and Practice I** **CKN 1102 4**  
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, organisation, chef's tools, terminology, sanitation and conform to the industry standard of personal grooming, hygiene and professional presentation. Students must complete first aid and fire safety training.

**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-borne 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.

## Course Descriptions - Credit Courses

### 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.

### 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 twelve 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 4

Through theoretical and practical applications, students are introduced to the front-of-the-house operations and professional dining room service techniques. Quality service, positive guest relations, and effective communication skills are emphasised. Students are prepared for certification through the Federation of Dining Room Professionals. **Prerequisites:** CUL 1102, CUL 1104 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

## Course Descriptions - Credit Courses

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 utilisation 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.

## Course Descriptions - Credit Courses

### 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.

### 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

### 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. **Corequisite:** One math course at 1100 level.

#### 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.

**Corequisite:** One math course at 1100 level.

#### 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 multi-cultural, 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.



## Course Descriptions - Credit Courses

### **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; 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.

## Course Descriptions - Credit Courses

### 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;

## Course Descriptions - Credit Courses

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 programme and training requirements; Achieving an electrically safe work condition; Working on or near live parts; Approach boundaries to live parts; Personal and other protective equipment and protective clothing; Calculation of fault currents and implementation.

### **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.

### **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;

## Course Descriptions - Credit Courses

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 OPCD-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

## Course Descriptions - Credit Courses

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 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.

## Course Descriptions - Credit Courses

### **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

## Course Descriptions - Credit Courses

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 pre-fabricated 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

## Course Descriptions - Credit Courses

and cables used in telecommunications and security systems and the tools, materials and procedures for pulling cables through conduit and raceways.

### **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.

### **Introduction to the Trade**

**ELT 1109 1**

This module introduces the role of the Electronics Technician in industry with emphasis on health and safety features. Subjects included are as follows: Opportunities in the industry; Integrated Building Management Systems; Rules, Regulations and Standards; Certification and Licensing; Responsibilities as an employee; Professional obligations; Obligations to customers; Courtesy and respect; Communicating as a professional; Teamwork; Conflict Resolution; Industry Standards and Building Codes; Documentation and paperwork; The History of Apprentice Training and Modern Apprenticeship Training; Tools of the Trade. The module also introduces Construction Materials and Methods; Building Materials including engineered wood products, masonry materials, and metal; Residential Frame Construction; Commercial Construction Methods; Fire- Rated and Sound-Rated Construction; Tools used for running cable; Project Schedules.

### **Pathways and Spaces Fasteners and Anchors**

**ELT 1110 1**

Skills gained in Construction Materials and Methods will be helpful in learning the proper mounting techniques for raceways and electronic equipment. Topics covered will include the following: NEC Articles

250 – Grounding through to the NEC 800 Articles – Communications Systems; Raceways; Types of Conduit; Metal Conduit Fittings; Bushings and Locknuts; Sealing Fittings; Cable and Raceway Supports; Surface metal and Nonmetallic Raceways; Cable Trays; Storing Raceways; Handling Raceways; Underground Systems; Metallic and Non metallic Boxes; Making a Conduit-to-Box Connection; Construction Procedures; Overview of Cable Distribution. This module also covers the hardware and systems used by a low voltage technician 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.

### **Job-Site Safety and Craft Related Mathematics**

**ELT 1111 1**

This module covers safety rules and regulations for electricians. Trainees learn the necessary precautions to take for various electrical hazards found on the job. It also teaches the OSHA-mandated lockout/tagout procedure. Topics included are as follows: Electrical Shock; Reducing your Risk; OSHA; Ladders and Scaffolds; Lifts, Hoists, and Cranes; Lifting; Basic Tool Safety; Confined Space Entry Procedures; First Aid; Solvents and Toxic Vapors; Asbestos; Batteries; PCBs; Fall Protection. This module expands on the knowledge gained in the Core Curriculum Basic Math Module. Emphasis is placed on the metric system, including conversion between corresponding English and metric system units. Also covered are the use of scientific notation, powers and roots, the basic concepts of algebra, geometry, and right-angle trigonometry.

### **Hand Bending of Conduit and Low-Voltage Cabling**

**ELT 1112 2**

This module provides an introduction to conduit bending and installation. It also covers the techniques for using hand- operated and step conduit benders, as well as cutting, reaming, and threading conduit. Subjects covered are as follows: Cutting Conduit with a Hacksaw, Cutting Conduit with a Pipe Cutter, Reaming Conduit, Threading Conduit, Cutting and Joining PVC Conduit; Hand Bending Equipment, Geometry Required to Make a Bend, Making a 90 Degree Bend, Gain, Back-to-Back 90-Degree Bends, Parallel Offsets, Saddle Bands, Four Bend Saddles. This module also covers the makeup, identification, and applications of various types of conductors and cables used in telecommunications and security systems. It describes the tools, materials, and procedures for pulling cables through conduits and raceways. Topics covered are as follows: Low-Voltage Cable Conductors & Insulation; Low Voltage and Optical Fiber Cables, NEC Classifications and Ratings; Commercial Cable Installation; Residential Low-Voltage Cable Installation; Interior Low-Voltage Cabling Installation Requirements; Telephone Systems; Electromagnetic Interference (EMI) Considerations.



## Course Descriptions - Credit Courses

### **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.

### **Fundamentals of Electric Circuits**      **ELT 2113 2**

This module offers a general introduction to the electrical concepts used in Ohm's law as applied to DC series circuits. It includes atomic theory, electromotive force, resistance, and electrical power equations. This module introduces series, parallel, and series-parallel DC circuits and covers Kirchhoff's voltage and current laws and circuit analysis. The module then introduces AC theory, circuits, and components including inductors, capacitors, and transformers. It covers the calculation of reactance and impedance in RL, RC, LC, and RLC circuits using math and vector analysis. The module also provides an introduction to the principles of electronics and semiconductor theory, components, and applications. Laboratory exercises provide confirmation of theory and practice with test equipment.

### **Test Equipment Quality, Grounding & Blueprints**      **ELT 2114 2**

This module covers selection, inspection, use, and maintenance of analog

## Course Descriptions - Credit Courses

and digital meters used in the installation and checkout of electronic systems. Topics included are as follows: Meters; Ammeter; Voltmeter; Ohmmeter; Volt-Ohm-Milliammeter; Digital Meters; Continuity Testers. The module introduces grounding and bounding of electrical systems. National Electrical Code (NEC) regulations pertaining to grounding and bounding are thoroughly covered. Equipment and devices used for grounding and bounding, including their methods of installation, are covered. Also introduced 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. This module introduces electrical prints, drawings, and symbols. Trainees learn the types of information they can find on schematics, one-line drawings, and wiring diagrams. Laboratory included.

### **Switches, Timers, Cable Terminations, Codes and Standards** ELT 2115 3

This module presents the principles of operation and describes the different types and configurations of switches, relays, timers, and photoelectric devices. Guidelines for the selection of appropriate devices using specification sheets are also covered. The module provides information and 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 fiber optics. The module describes the scope and content of the major codes and standards that apply to the telecommunications, life safety, security, and other low-voltage systems. Emphasis is placed on familiarization with and use of the National Electrical Code (NEC). Laboratory included.

### **Computer Applications and Advanced Test Equipment** ELT 2116 4

This module provides an introduction to computer hardware and software, as well as the types and uses of computer networks. Explains many terms used in conjunction with computers and computer networks. Also introduces the trainee to computer troubleshooting. This module covers test devices such as oscilloscopes, signal generators, meggers, wattmeters, frequency meters, cable testers, and RF analyzers used in troubleshooting cable systems. Laboratory included.

### **Cable Selection Busses & Networks Fiber Optics** ELT 2117 4

This module introduces the types of cable used for various low-voltage installations. It also covers the methods used to select the proper size and type of cable for a typical installation. This module provides information on connecting computers and components. It includes various methods for connecting computers in a network and connecting controls and equipment

in a control system and it provides information on how data is transferred between the nodes in a network. This module introduces the types of equipment and methods used in fiber-optic installation. Topics covered are as follows: Introduction, Theory, and Components; Transmitters and Receivers; Connectors, Couplers, and Splices; Working with Fiber Optics; Splicing; Testing; Review, Module Examination, and Performance Testing. Laboratory Included.

### **Video Systems and Wireless Communication** ELT 2118 3

This module introduces video technology, and it explains uses that include video display for public, educational, and business applications. It identifies new and existing technologies and emphasizes integration issues. Topics covered are as follows: Introductions and Overviews; Video Displays; Video Processing and Distribution; Laboratories; Review, Module Examination, and Performance Testing. This module introduces the operating principles and equipment used in common types of radio frequency (RF) and infrared (IR) wireless communication systems. The systems covered include RF communications systems, IR-controlled systems, power line carrier (PLC) systems, RF and IR wireless computer networks, and satellite communication systems. The equipment used for testing and troubleshooting wireless communications systems is also covered. Laboratory included.

### **Site Survey Project Planning Maintenance & Repair** ELT 2119 2

This module covers the tasks involved in planning a job from start to finish, including how to perform site surveys for both new and retrofit construction projects. The different kinds of drawings, specifications, and other documents commonly used while performing these tasks are also covered. This module introduces background information and tasks involved in maintenance and repair of low-voltage systems and equipment. A systematic approach and component-level trouble shooting are covered as well as methods of identifying common types of repairs. Background information and general guidelines for various preventive maintenance tasks are also covered. Laboratory included.

### **Introductory Skills for the Crew Leader & Rack Systems** ELT 2120 2

This course introduces the basic leadership skills a crew leader needs in order to supervise a crew. Trainees will learn about the following: The construction industry today; Construction organization; Team building; Gender and minority issues; Communication; Motivation; Problem solving; Decision making; Safety; Project control. This module introduces the trainee to the various types of equipment racks used to house electronic equipment.

## Course Descriptions - Credit Courses

The module also covers grounding and ventilation requirements for racks and rack mounted equipment. Laboratory required.

### **Fire Alarm and Intrusion Detection Systems** **ELT 3121 4**

This module covers the basics of fire alarm and intrusion detection systems, including devices, circuits, system design and installation guidelines, power requirements, control panel programming, testing, and troubleshooting. It is recommended that the trainee shall have successfully completed the Core Curriculum and Electronic Systems Technician Levels One through Three. Laboratory required.

### **Audio and Nurse Call and Signaling Systems** **ELT 3122 3**

This module covers the various elements of a basic sound reinforcement system, including speakers, microphones, and signal processing equipment, along with their installation and testing requirements. The module also introduces the trainee to the nurse call systems used in various types of health care facilities. Laboratory included.

### **CCTV Systems and Broadband Systems** **ELT 3123 2**

This module covers the equipment used in CCTV systems, as well as the methods used to integrate these components into systems that meet surveillance needs of different users. The module also introduces the trainee to the operation, maintenance, and troubleshooting procedures pertaining to broadband systems. The broadband systems covered include cable television (CATV) systems, satellite master antenna television (SMATV) systems, and master antenna television (MATV) systems. Laboratory included.

### **Access Control Systems and Systems Integration** **ELT 3124 3**

This module covers the basics of access control systems, including devices, circuits, system design and installation guidelines, power requirements, control panel programming, testing, and troubleshooting. The module also explains the considerations for integration of various automated building systems. It covers communications, network configuration, system performance, programming considerations, and user interface. Laboratory included.

### **System Commissioning, User Training and Media Management** **ELT 3125 1**

This module explains the system commissioning process used to verify the correct operation of a system following installation; provides guidance to technicians who must train user personnel in the operation of a new system. The module also introduces the trainee to the methods used to store and

distribute electronic media such as photographs, text, video, audio recordings, and presentations. Laboratory included.

## **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 minimum C grade is required.

**Successor:** ENG 0002

### **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:** A minimum C grade in ENG 0001 or satisfactory performance on college placement test. **Successor:** ENG 0011

### **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. **Prerequisite:** Satisfactory performance on college placement test. **Successor:** ENG 0006

### **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:** A minimum C grade in ENG 0005 or satisfactory performance on college placement test. **Successor:** ENG 0015

### **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

## Course Descriptions - Credit Courses

grammar, rhetorical strategies and the practices of standard written English. **Prerequisite:** A minimum C grade in ENG 0002 or satisfactory performance on college placement test. **Successor:** ENG 0012.

### 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:** A minimum C grade in ENG 0011 or satisfactory performance on college placement test. **Successor:** ENG 1111.

### 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. **Prerequisite:** A minimum C grade in ENG 0006 or satisfactory performance on college placement test. **Successor:** ENG 0016.

### 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:** A minimum C grade in ENG 0015 or satisfactory performance on college placement test.

### 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.

### 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.

### 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 or permission of the lecturer.

### 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 1112.

### 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

## Course Descriptions - Credit Courses

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 or permission of the lecturer.

### **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 representative works by selected writers of the period, on the growth of literary forms and on changes in literary tastes. **Prerequisite:** ENG 1112 or permission of the lecturer.

### **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 1101 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.

### **Intermediate Film Studies** **FLM 2201 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 1101, ENG at the 1100 level or by permission of the instructor.

## 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.

## HEATING, VENTILATION & AIR CONDITIONING

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

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.

## Course Descriptions - Credit Courses

### 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.

### 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.

## Course Descriptions - Credit Courses

### 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.

## Course Descriptions - Credit Courses

### 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 programme. 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.

#### 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.

#### Business Analysis and Communication

MGN 2217 3

This course reinforces the theoretical principles of business introduced in MGN 1114 through communication skills development. It will require students to make practical use of introductory business concepts. Students will be required to research and analyse business-related material and express their ideas in the form of oral presentations, formal reports and case studies. **Pre-requisite:** CIS 1120 and MGN 1114.

#### 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 manage-



## Course Descriptions - Credit Courses

rial 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 1109 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 1110 5**

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

### **Residential Masonry** **MAS 1111 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.

### **Methods of Masonry Reinforcement** **MAS 1112 2**

This unit focuses on the use of grout the locations where it can be used and the techniques for placement. The course also acquaints the mason with other types of reinforcement and metal components such as steel, metal rods, joint reinforcements, plates, anchors, fasteners and hollow metal frames for doors and windows.

### **Masonry Techniques II** **MAS 2113 6**

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 2114 6**

This unit covers the use of scaffolding in masonry construction, the procedure for testing masonry materials and the techniques for finished masonry.

### **Commercial Drawing & Estimating** **MAS 2115 3**

The unit describes the standard format for specifications and content for and the use commercial drawings, the basic procedures for doing takeoffs and estimating quantities of masonry material. Several different methods are described.

### **Site Layout & Introduction to Crew Leadership** **MAS 2116 3**

In this unit the trainee will be introduced to the principles, equipment and methods used to perform site layout tasks of distance measurement and differential levelling. The responsibilities of individuals on site, understanding and using methods of job site communication, basic leadership skills and crew leadership needs in order to supervise a crew.

## **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.

## Course Descriptions - Credit Courses

### 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.

### 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

## Course Descriptions - Credit Courses

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

## Course Descriptions - Credit Courses

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.

**Piano Skills II** **MSC 1205 3**  
A continuation of Piano Skills I. **Prerequisite:** MSC 1204

**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 site-singing and ear training. **Prerequisite:** MSC 1105

**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

## Course Descriptions - Credit Courses

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**

## Course Descriptions - Credit Courses

### **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

### **Introduction to Nutrition & Fitness Education** PED 1116 2

## PHYSICS

### **Preparatory Physics** PHY 0013 0

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 minimum grade of C will be required. **Co-requisite:** MAT 0014.

### **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, 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.

## 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.

## Course Descriptions - Credit Courses

### **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.

## 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.

### **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.

## Course Descriptions - Credit Courses

### 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

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 Ban

RSO 1225 1

Choir

RSO 1226 1

Bermuda College Art Gallery Club

RSO 1227 1

Bermuda College Environmental Club

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 1000-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.



## Course Descriptions - Credit Courses

### 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; McDonaldisation; 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 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 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 SPA101 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.

## TECHNICAL CENTRE COURSES

### Computer Skills Module

CSM 1101 2

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

## Course Descriptions - Credit Courses

### Health and Safety

This module introduces the student to the principles and procedures needed to work safely in the various trades environments.

NCC 1101 1

### Mathematics

#### Hand Tools

#### Power Tools

#### Blueprints

#### Rigging

NCC 1102 1

NCC 1103 1

NCC 1104 1

NCC 1105 1

NCC 1106 1

## TECHNICAL COMMUNICATIONS

### Technical Communications I

ENG 0040 3

A course emphasising communication skills for industry, including reading and comprehension of technical writing, interpreting graphs and charts, writing short reports, instructions and memos, and giving a short presentation. Students receive reinforcement in the practices of standard written English. **Pre-requisite:** ENG 0002 with a grade of C or better or CPT scores in reading comprehension and sentence skills of 60 or higher.

### Technical Communications II

ENG 0041 3

A course emphasising comprehension and summary of technical material, writing researched reports, preparing short talks, and developing different styles of letters and memos commonly required in industry.

**Pre-requisite:** ENG 0040 with a grade of C or better or CPT scores in reading comprehension and sentence skills of 80 or higher.

## 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 SCIENCE

### Technical Science I

TSM 1101 4

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 4

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 4

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 4

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.

## Course Descriptions - Credit Courses

### **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 leveling; 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.

## Course Descriptions - Credit Courses

- 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.

## Division of Professional and Career Education (PACE) - Workforce Development & Training

Professional Designation & Professional Development Programmes in the **Division of Professional and Career Education** at Bermuda College provide Bermuda's Workforce access to training and qualifications of a national and international standard.



*Training Session - Works & Engineering Employees*

### DIVISION OF PROFESSIONAL AND CAREER EDUCATION

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External Certificates and Professional Designations  
Workforce Development Certificates  
Training and Development Courses

## EXTERNAL CERTIFICATES & PROFESSIONAL DESIGNATION

### AMA AMERICAN MANAGEMENT ASSOCIATION

Certificate programmes by American Management Association have been developed by industry leaders and backed by more than 75 years of management training experience.

The certificate programmes encompass all areas of contemporary management including supervision, human resources, manufacturing, finance, sales, marketing and planning. The courseware delivers comprehensive training and real-world answers. Upon completion, participants gain respected AMA credentials that indicate the transformation of the learning experience into workplace performance. Participants enrolling in these certificates must have good written communication skills and be comfortable with the Microsoft Office Suite.

Certificates are obtained over two semesters; entrance is accepted in the Fall (September) & Spring (January) semesters.

### PROGRAMME OVERVIEW

#### Certificate for Administrative Professional

AMA 71

The role of an Administrative Professional in today's workplace requires mastery of office skills, human relations insight, communication skills, and the ability to keep the operation running smoothly. This certificate is designed to enhance your decision-making, communication, people and time management skills.

#### CURRICULUM

##### First Semester

Skills for Success: A Guide for Secretaries and Administrative Professionals  
How to Sharpen your Business Writing Skills  
Interpersonal Communication Skills in the Workplace

##### Second Semester

How to Manage your Priorities  
Delivering Knock Your Socks Off Service  
Practical Problem Solving in the Workplace  
Taking Control with Time Management

### PROGRAMME OVERVIEW

#### Certificate in Human Resource Management

AMA74

The Certificate in Human Resource Management is a guide to every aspect of human resources management from understanding the basic HR functions to using the Web for recruiting and selecting the latest HRIS.

#### CURRICULUM

##### First Semester

Performance Management  
Fair, Square and Legal: A Manager's Guide to Safe Hiring, Managing and Firing Practices

##### Second Semester

Fundamentals of Human Resources  
Presentation Success:  
How to Plan, Prepare and Deliver Effective Presentations  
How to be an Effective Facilitator  
Communication Skills for Managers

### PROGRAMME OVERVIEW

#### Certificate in General Management

AMA70

Managing in today's complex environment demands a higher level of leadership. Twenty-first century managers must be able to lead as visionaries, entrepreneurs, mentors, change agents, and team builders. This certificate focuses on developing the skills that enable managers to increase their competitive advantage, improve customer service, nurture a diverse workplace and meet global, ethical, and business challenges.

#### CURRICULUM

##### First Semester

Finance & Accounting for Non-Financial Managers  
Fair, Square and Legal: A Manager's Guide to Safe Hiring, Managing and Firing Practices

##### Second Semester

A Manager's Guide to Human Behavior  
How to Plan & Manage your Company Budget  
Communication Skills for Managers

# Division of Professional and Career Education (PACE) - Workforce Development & Training

## PROGRAMME OVERVIEW

### Certificate in Finance & Accounting

AMA73

Knowledge of key financial concepts is becoming an essential part of business. This broad-based certificate is designed to cover the fundamentals of finance.

#### CURRICULUM

##### First Semester

Finance & Accounting for Non-Financial Managers  
How to Read and Interpret Financial Statements  
A Manager's Guide to Financial Analysis

##### Second Semester

How to Prepare a Financial Forecast  
How to Plan & Manage your Company Budget  
How to Write a Business Plan

## BECKER BECKER PROFESSIONAL EDUCATION

### PROGRAMME OVERVIEW

#### Project Management Fundamentals

TDS962

This course provides the fundamental concepts and techniques of project management, including current best practices. Concepts, tools, and techniques presented in the course will enable participants to manage a project.

#### CURRICULUM

Project Integration	Project Risk
Project Scope	Project Human Resources
Project Quality	Project Procurement
Project Time Management	Project Communications
Project Cost	

## BOMI BUILDING OWNERS AND MANAGERS INSTITUTE

BOMI offers comprehensive professional designation programmes, reference books and a variety of other learning opportunities. BOMI Designations are backed by the Institute's 30 years of excellence in developing and offering advanced education programmes and have become marks of distinction throughout the commercial property industry.

## PROGRAMME OVERVIEW

### Facilities Management Administrator

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

#### CURRICULUM\*

RST880	The Design, Operations and Maintenance of Building Systems PART I
RST881	The Design, Operations and Maintenance of Building Systems PART II
RST882	Fundamentals of Facilities Management
RST883	Technologies for Facilities Management
RST884	Facilities Planning and Project Management
RST885	Real Estate Investment and Finance
RST886	Environmental Health and Safety
RST887	Ethics is Good Business

*\*Courses for this designation rotate. Certification can be earned in 3 years by completing 3 courses per year.*

## CAP CERTIFIED ADMINISTRATIVE PROFESSIONAL

### CPS CERTIFIED PROFESSIONAL SECRETARY

#### PROGRAMME OVERVIEW\*

The CPS and CAP designations provide administrative professionals with the basic knowledge of office systems, technology, office administration and management, and know-how to apply the principles of good human relations and communications.

*\*Individuals undertaking the CAP or CPS designation are required to have 3 – 4 continuous years of administrative experience.*

#### CURRICULUM

##### Year 1 - First Semester

Office Systems and Technology

##### Year 2 - First Semester

Management

##### Second Semester

Office Administration

##### Second Semester (CAP only)

Advanced Organisational Management

## CMA CHARTERED MANAGEMENT ACCOUNTANT

Certified Management Accountants (CMA) are strategic financial management professionals who integrate accounting expertise with advanced management skills to achieve business success. The CMA designation provides the dual benefit of having a globally recognised accounting designation partnered with the broad management skills normally only associated with an MBA degree.

The CMA Society was founded in Canada in the 1920s, is a self-regulating body to maintain the highest standards, practices and professional conduct in management accounting. Bermuda, along with Nova Scotia and the Caribbean are regional governance entities within the CMA partnership.

### PROGRAMME OVERVIEW

#### CMA Accelerated Programme

The CMA Accelerated Programme is a part-time, pre-professional programme designed for university graduates as a precursor to the CMA Entrance Exam and as preparation for your CMA professional studies. It is the usual first step for the majority of applicants wishing to become a CMA.

The eight-month programme consists of four modules, covering all of the pre-requisite topics necessary for the remainder of the CMA path.

The Accelerated Programme begins every September. Minimum entry requirements university topics:

- Introductory financial accounting
- Introductory management accounting
- Statistics/quantitative methods, and
- Economics

## CPA CHARTERED PUBLIC ACCOUNTANT

The traditional role of a Certified Public Accountant (CPA) continues to expand and includes all aspects of business from performance to growth strategy. Moreover, today's CPAs are leaders, as well as close collaborators in high-profile organisational initiatives that require skills far beyond number-crunching.

As critical members of cross-functional teams, CPAs must possess strong interpersonal and communication skills. Likewise, diplomacy and persuasion are necessary, as CPAs are frequently interpreting information and presenting it to non-financial audiences.

### PROGRAMME OVERVIEW

#### Becker CPA Review Programme

Becker CPA Review has been preparing students to take the CPA Exam for 50 years. With live, online, and self-study CD options to choose from, Becker offers a flexible format that works for the student's learning style. Becker has a proven record with over 400,000 candidates having successfully passed the exam using Becker. In fact, students who prepare with Becker CPA Review pass at double the rate of non-Becker students (based on averages of AICPA published pass rates).

#### CURRICULUM

Business	TDS940	Regulation	TDS950
Audit	TDS945	Finance	TDS955

### CITY & GUILDS INTERNATIONAL QUALIFICATIONS

The City & Guilds international qualification is specifically geared for the international marketplace to measure the knowledge and practical skills of learners. Qualifications are available at three levels: Certificate, Diploma and Advanced Diploma.

#### Certificate in Hairdressing

C&G in hairdressing is recognized as being the industry standard and highly sought after by employers. Participants will learn and demonstrate the skills and competencies necessary to become hairstylists and customer care professionals. They will engage in a full-time two-week practicum in an approved salon under the guidance of an experienced professional technician near the end of the programme. We will offer Levels 1 and 2.

#### CURRICULUM

##### First Semester

Health and Safety  
Customer Service  
Teamwork  
Beauty Basics

##### Second Semester

Hairdressing Techniques: Perms, Relaxers, Cuts, Colours, Styling



## ICDL INTERNATIONAL COMPUTER DRIVING LICENSE

### PROGRAMME OVERVIEW

The International Computer Driving License (ICDL) is a high quality, internationally recognised certification designed to provide the knowledge and skills for anyone who wishes to become fully competent in the use of a computer and computer applications. The ICDL programme is focused on end-user computer skills and provides practical, up-to-date application.

### CURRICULUM

#### Semester 1

Concepts of Information and Communication Technology  
Using the Computer and Managing Files  
Word Processing (Word)

#### Semester 2

Spreadsheet (Excel)  
Using Databases (Access)  
Presentation (PowerPoint)  
Web Browsing and Communication (Internet/Outlook)

## ILM INSTITUTE OF LEADERSHIP & MANAGEMENT

The Institute of Leadership and Management is a premier awarding body based in the United Kingdom with extensive experience in the field of leadership & management training. ILM qualifications are perfect for those who are practicing or aspiring leaders and managers.

### PROGRAMME OVERVIEW

#### Certificate in Team Leading

MGN 811

The ILM Certificate in Team Leading is a comprehensive programme that covers the full range of team leading responsibilities.

Completion of the ILM Certificate in Team Leading includes work-based assignments, a project, presentations and a personal development record. Team Leaders completing this certificate will be able to motivate their team, conduct meetings and manage their team's deliverables. Individuals who may not be designated as team leaders but lead committees can also benefit from this certificate programme.

### CURRICULUM

Self Development  
The Role of the Team Leader  
Customer Care  
Team Structures  
Planning and Organizing the Team's Work  
Effective Communications Skills  
Problem Solving  
Conflict Management

### PROGRAMME OVERVIEW

#### Certificate in Management

MGN 820

The ILM Certificate in Management is a comprehensive programme that covers the full range of management responsibilities. It aims to develop practicing managers by giving them the knowledge and skills required to perform efficiently and effectively in this role.

Completion of the ILM Certificate includes work-based assignments, personal development records, a continuous professional development plan and a major project. Managers completing this certificate will be able to manage a budget, resources, demonstrate support of employees and clients, and support organisational change.

### CURRICULUM

Managing Self  
Managing People  
Management Skills and Competencies  
Developing People  
Communications  
Managing Information  
Managing Change, Managing Activities, Understanding Organizations  
Managing Resources

#### Management Candidate Profile

This qualification is likely to be best suited to candidates who match the following characteristics:

- They will be first line managers who will probably still be working alongside other workplace colleagues who do not have management roles.

- They will be more than ‘team leaders’ (even if they hold that title) having more extensive control, autonomy and authority than a team leader.
- They will take decisions which have some implications for operational aspects such as the deployment of resources and personnel.
- They will have some insight into their organisation’s customers and supply chain but will not normally have responsibility for decision making on aspects that affect them.
- They will be day to day people managers.
- They will be day to day problem solvers.
- Unlike middle managers they will have limited budgetary responsibility.
- Their decision making authority will normally be delegated from above and they will have to subscribe to company rules and procedures rather than devise their own.

## ILEX INSTITUTE OF LEGAL EXECUTIVES

The Institute of Legal Executives (ILEX) is the professional body which represents legal executives and trainee legal executives. ILEX offers a full range of qualifications in law and legal practice at all levels, in association with City & Guilds (the UK’s leading vocational awarding body), for both those already working in the legal profession, and those who wish to start their career in law. ILEX qualifications include; Legal Secretary, Legal Studies (paralegal) qualifications and Professional Diploma in Law and Practice.

### PROGRAMME OVERVIEW

#### Certificate for Legal Secretaries

LAW800

The Certificate for Legal Secretaries provides the fundamental skills and knowledge required to carry out administrative and secretarial tasks in a legal environment.

#### CURRICULUM\*

##### First Semester

Legal Word Processing

##### Second Semester

Working in the Legal Environment

Proof-reading in the Legal Environment

\*Prerequisites: College Placement Test English score of 70 or above.

### PROGRAMME OVERVIEW

#### Certificate in Legal Studies

The Certificate in Legal Studies provides you with the underpinning knowledge to help those working in a legal environment with operations. The certificate also allows participants to progress on to the Level 3 Professional Diploma.

#### CURRICULUM

##### First Semester

LAW820 The Legal Environment

##### Second Semester

LAW821 Principles of Liability

##### Third Semester

(summer semester – 1 choice module from the selection below)

LAW823 Family Law

LAW826 Criminal Law

LAW828 Law in the Workplace

### PROGRAMME OVERVIEW

#### Professional Diploma in Law and Practice

The Professional Diploma in Law and Practice is a broad-based, practical introduction to Law and Legal Practice. It requires that students achieve across key areas of Law and Legal Practice.

#### CURRICULUM\*

LAW840 Introduction to Law & Practice

LAW841 Contract Law

LAW842 Criminal Law

LAW843 Land Law

LAW844 Law of Tort

LAW845 Criminal Litigation

LAW855 Client Care Skills

LAW856 Legal Research Skills

LAW890 Civil Litigation

PLUS 1 choice module from the selection below

LAW846 Family Law

LAW892 Employment Law

LAW893 Law of Wills and Succession

\*Courses for this designation rotate.

Certification can be earned in 3 years by completing 3 - 4 courses per year.

## WORKFORCE DEVELOPMENT CERTIFICATES

### CERTIFICATE IN CHILDCARE

The Bermuda College Workforce Development Certificate for Child Care Assistants is a part-time programme which prepares students to work as child care assistants in the first step to a choice of careers in nursery schools, preschools and primary school settings. 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. The programme is delivered twice a week for three hours. The courses provide 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 chosen areas.

#### CURRICULUM

##### First Semester

CCP 810 Interpersonal Communications for Childcare Assistants  
CCP 820 Introduction to Health & Safety

##### Second Semester

CCP 815 Stages of Child Development  
CCP 825 Learning Environment with an Internship component

### CERTIFICATE FOR NURSING ASSISTANTS

The Bermuda College Workforce Development Certificate for Nursing Assistant is a part-time programme which prepares students for entry level positions in the health care industry. Students in this programme will complete an internship in an approved nursing home or clinical setting. 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. Students have the opportunity to explore a range of health care 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 chosen areas. The programme is delivered 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; and decision-making in the health care setting.

#### CURRICULUM

##### First Semester

CCW 810 Fundamentals of Health Care Delivery

##### Second Semester

CCW 820 Clinical Care Assistants  
Assisting with activities of daily living, assessment of vital signs and medical care needs

CCW 821 Practicum  
Hands on experience in a diverse group of approved health care settings. This practical experience takes place one weekend each month from December to April and culminates in May with a one week full-time practical application in May.

## TRAINING AND DEVELOPMENT COURSES

### Bartending

FAB 815

Bartending is a course designed for persons wishing to become professional bartenders or for the person who wants to know more about mixology, liqueurs and wine. The course also covers the required TIPS training.

### Certified Dining Room Associate

FAB 820

The Certified Dining Room Associate course covers the basics of food, wine and beverage service and is designed for those without dining room experience. This course prepares students for the Certified Dining Room Associate designation available through the Federation of Dining Room Professionals.

### Introduction to AutoCAD

DRF 840 A2

The Introduction to AutoCAD course is for anyone who plans to become a regular user of AutoCAD, who does not have a solid foundation in the basics of creating a drawing. The class is appropriate for all disciplines architects, engineers, designers, facilities planners, drafters, technicians, and others. It is also appropriate for those who will be primarily involved in editing drawings created by others.

### Introduction to Breads & Pastry

CUL800

The Introduction to Breads & Pastry course introduces the fundamental techniques and procedures used in baking and pastry production. The course is a precursor to those who may be considering entering the Bermuda College Culinary Arts programmes.

### **Introduction to Real Estate**

**RST 860**

This course is designed for those who may be thinking of entering, or have just entered their real estate career. Topics covered will include the legal aspects of Real Estate and terminology; the Acts of Bermuda pertaining to Real Estate; the fiduciary and ethics of Agent/Salesperson; and the basic concepts of Real Estate Marketing. The purchase and sales process of a property and property market will also be covered.

### **Navigation**

**NAV 851**

This basic course covers the syllabus for the Marine and Ports Local Licenses to "C" Class, with extensive practical on coastal navigation enabling students to navigate on coastal waters locally and internationally.

### **FOR DETAILS CONTACT:**

#### **Division of Professional & Career Education**

■ Tel: 236-9000 x 4117 or 4119 ■ 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.



### STUDENT RESOURCES:

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- Academic Resource Centre (ARC)
- Counselling and Career Centre
- Library/Bookstore
- Cafeteria/Security & Safety
- College Map
- Tuition & Fees

## Student Resources

### 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 provides individual tutoring and assists 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 ARC. Such referrals should be taken seriously, in order to ensure success.

***BE WISE - Take advantage of the help that is available without delay. SEEK US OUT!***

#### **For information, contact:**

Lisa Osborne | Director

■ T: 239-4102 ■ E: 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 computerised 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-curricular activities. This includes membership in Registered Student Organisations, such as: W.O.M.Y.N., Well-Educated, Open-Minded, Modern, Young and Noble, - Young Women's Forum), MENSPEAK (Male Forum), Literary Society, Teachers of Tomorrow, Choir, Photography, Hospitality Club, Cura Te Ipsum (Heal Thyself), Model United Nations Club, Spanish Club,

Drama Club, Christian Fellowship, International Association of Administrative Professionals (IAAP – Student Chapter) and Volunteer Action. Students may also participate in more physical activities that include aerobics, salsa, soccer, basketball, badminton (beginner and intermediate), archery and weight training.

### STUDENT GOVERNMENT COUNCIL

Student Government Council (SGC) is a campus organisation 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.

### 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 thirty 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 Vice President, Student Affairs.

#### **For information, contact;**

Sheridan Talbot | Vice President, Student Affairs

■ Tel: 239-4065 ■ 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:** 1:00p.m. - 5:00p.m.

Additional opening hours are generally available during exam periods.

**Hours are subject to change.**

Go to [Http://www.college.bm/services/library](http://www.college.bm/services/library)

**For more information:**

**Find the library webpage online at:** <http://www.college.bm/services/library>

■ Tel: 239-4033 ■ Email: [circulation@college.bm](mailto:circulation@college.bm) or [reference@college.bm](mailto:reference@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

#### LOCATION

1st Floor College Centre

#### FOR FURTHER INFORMATION CALL:

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 Hall, Ground Floor

**Hours of Operation:** **Monday to Thursday:**  
8:00am – 10:30am Breakfast  
12:00 pm – 3:00pm Lunch  
4:30 pm – 7:45pm Dinner

**Friday:**  
8:00am – 10:30am Breakfast  
12:00 pm – 3:00pm Lunch  
**No Dinner on Fridays**

**For information contact:** ■ Tel: 239-4017

### SECURITY & SAFETY

**Location:** 1st Floor College Centre (Room C107)

**Hours of Operation:** **Monday to Thursday** 7:00am – 10:00pm  
**Friday** 7:00am – 9:00pm  
**Saturday** 9:00am – 4:30pm  
**Sunday** 1:00pm – 5:00pm

These are considered the normal hours of operation for the Bermuda College. Monday through 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  
(441) 236-8888 – Fax

**Website:** [www.college.bm](http://www.college.bm)  
To See Department Policies

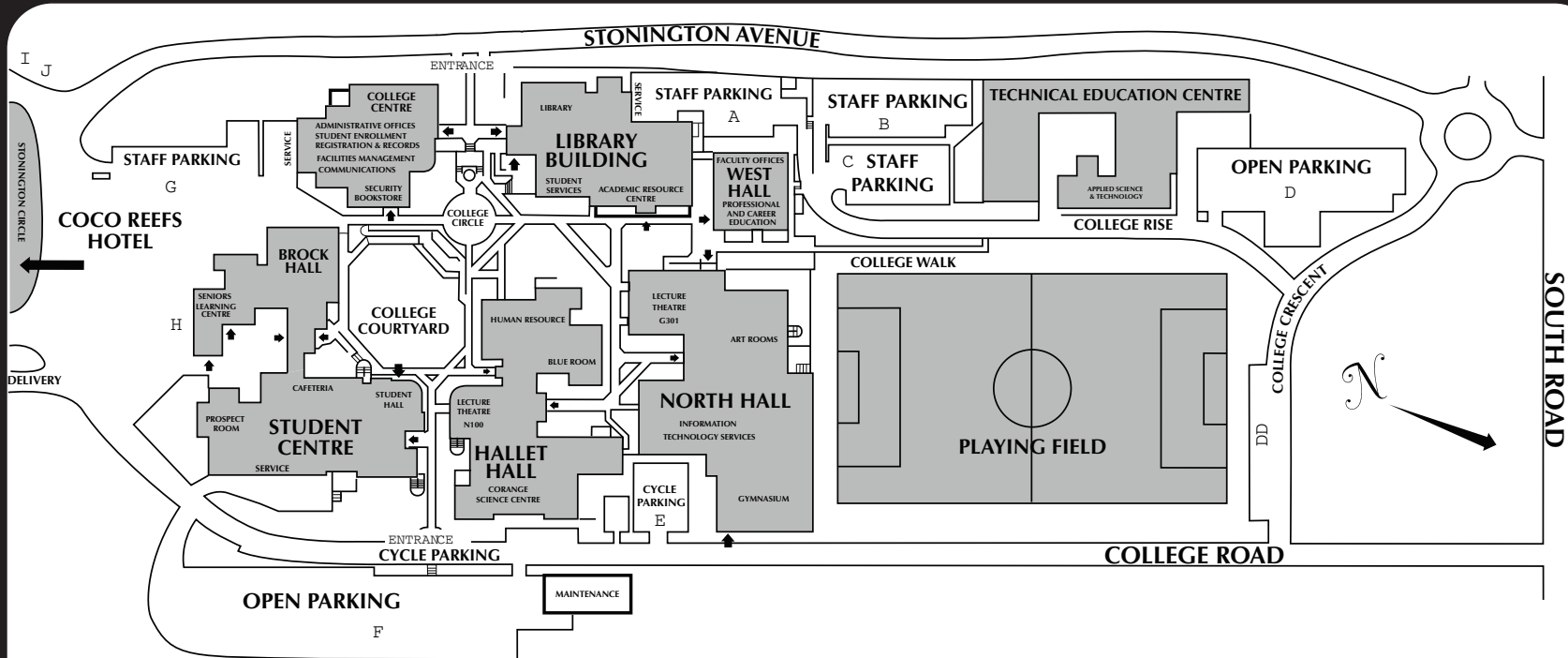
**Department Responsibilities:** Switchboard, Mail Services, Security Monitoring (CCTV), Card Access, Fire & Intrusion Alarms, Lost & Found, Student/Employee ID's, Campus Key Cutting, Parking, Space Rental, Internal Phone Operations

**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 MAP



## CLASS ROOMS

- NORTH HALL - Rooms beginning with Gymnasium
- HALLET HALL - Rooms beginning with Corange Science Centre
- BROCK HALL - Rooms beginning with Cafeteria
- TECH HALL - Rooms beginning with 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

## TUITION AND FEES

### QUALIFY FOR FREE TUITION?

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 of a cumulative grade point average of at least 2.0 since Fall 2005
- Must not have a Bachelor's degree or higher
- Must pay student account balances in full prior to enrolment

### INCIDENTALS *(non-refundable)*

Incidental fees cover the following:

- **technology fee** *(includes online services, Smarthinking, Blackboard, etc)*
- **student services** *(includes student government, library services, gymnasium and weight room usage, locker, student ID card, etc).*

**NOTE:** Textbooks and other instructional supplies and materials have to be paid for separately.

### MISCELLANEOUS FEES *(non-refundable)*

- Application fees \$25.00
- Graduation fees \$75.00
- Transcripts \$10.00 each
- Laptop rental fee \$350.00
- Late Registration fee (1 Course - \$100.00, 2 Courses - \$150.00, 3+ Courses - \$200.00)

### LAPTOPS POLICY

Laptops may be requested by full-time students taking 12 credits or more. Any student not considered to be full-time can rent a laptop for **\$350.00** per semester or bring their own provided that the laptop meets the minimum requirements stipulated by the Information Technology Services department.

### PAYMENT INFORMATION

Cheques should be made payable in Bermuda or US funds to Bermuda College. All major credit cards are accepted. All tuition and incidental 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

- FULL refund prior to the first Bermuda College business day of the semester.
- TUITION REFUND ONLY between the first and tenth Bermuda College business day of the semester.
- NO REFUND after the tenth Bermuda College business day of the semester.

**PLEASE NOTE: Non-attendance of class does not constitute an 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.**

## 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	\$45	\$45
2	0	\$90	\$90
3	0	\$135	\$135
4	0	\$180	\$180
5	0	\$225	\$225
6	0	\$270	\$270
7	0	\$315	\$315
8	0	\$360	\$360
9	0	\$405	\$405
10	0	\$450	\$450
11	0	\$495	\$495
12	0	\$540	\$540
13	0	\$540	\$540
14	0	\$540	\$540
15	0	\$540	\$540
16	0	\$540	\$540
17	0	\$540	\$540
18	0	\$540	\$540

## 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 to 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	\$45	\$160
2	\$230	\$90	\$320
3	\$345	\$135	\$480
4	\$460	\$180	\$640
5	\$575	\$225	\$800
6	\$690	\$270	\$960
7	\$765	\$315	\$1080
8	\$840	\$360	\$1200
9	\$915	\$405	\$1320
10	\$965	\$450	\$1415
11	\$1015	\$495	\$1510
12	\$1065	\$540	\$1605
13	\$1110	\$540	\$1650
14	\$1155	\$540	\$1695
15	\$1190	\$540	\$1730
16	\$1220	\$540	\$1760
17	\$1250	\$540	\$1790
18	\$1280	\$540	\$1820

Add \$30 for each additional credit after 18 credits

**NOTE:** Students who do not qualify for free tuition pay tuition and incidentals in full. (Refer to shaded area.)

## RESIDENT INTERNATIONAL

**RESIDENT INTERNATIONAL STUDENTS** - Students who are not Bermudian and have been on the Island for less than five years. 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.

**NOTE:** Resident International Students are not eligible for free tuition.

# CREDITS	TUITION	INCIDENTALS	DIFFERENTIAL	TOTAL
1	\$115	\$45	\$150	\$310
2	\$230	\$90	\$275	\$595
3	\$345	\$135	\$400	\$880
4	\$460	\$180	\$525	\$1165
5	\$575	\$225	\$650	\$1450
6	\$690	\$270	\$775	\$1735
7	\$765	\$315	\$900	\$1980
8	\$840	\$360	\$1050	\$2250
9	\$915	\$405	\$1200	\$2520
10	\$965	\$450	\$1350	\$2765
11	\$1015	\$495	\$1500	\$3010
12	\$1065	\$540	\$1500	\$3105
13	\$1110	\$540	\$1500	\$3150
14	\$1155	\$540	\$1500	\$3195
15	\$1190	\$540	\$1500	\$3230
16	\$1220	\$540	\$1500	\$3260
17	\$1250	\$540	\$1500	\$3290
18	\$1280	\$540	\$1500	\$3320

Add \$30 for each additional credit after 18 credits

## INTERNATIONAL STUDENTS

**TUITION SCHEDULE** (*per year*): 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 & PED courses and science lab courses. Students must pay for the FULL academic year.

**NOTE:** International Students are not eligible for free tuition.

# CREDITS	TUITION	INCIDENTALS	DIFFERENTIAL	TOTAL
12	\$1065	\$540	\$1500	\$3105
13	\$1110	\$540	\$1500	\$3150
14	\$1155	\$540	\$1500	\$3195
15	\$1190	\$540	\$1500	\$3230
16	\$1220	\$540	\$1500	\$3260
17	\$1250	\$540	\$1500	\$3290
18	\$1280	\$540	\$1500	\$3320

Add \$30 for each additional credit after 18 credits

## Faculty and 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.



*Community Service Day - Sunshine League  
Pictured above from left: Janea Mallory, Jacqueline Wade, Amy Harvey, Sharon Virgil*

### FACULTY AND SUPPORT STAFF:

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Executive Offices  
External Programmes  
Institutional Research  
Division of Professional and Career Education  
Business Services  
Bookstore  
Cafeteria  
Security & Safety  
Communications  
Facilities Management  
Information Technology Services  
Centre for Human Resource Development  
Library  
Division of Liberal Arts  
Division of Business Administration & Hospitality  
Division of Applied Sciences & Technology  
Student Services  
Board of Governors

# Faculty and Support Staff & Board of Governors

## EXECUTIVE OFFICES

**Greene, Duranda**, *President*; Ed.D., Argosy Univ. (Educational Leadership) MSM, Boston Univ.; M.Ed., Mount St. Vincent; B.Ed., Mount St. Vincent; BSA, Acadia Univ.

**Christopher, Lloyd**, *Vice President, Financial Operations*; MBA, Nova Southeastern; CPA, Univ. of Illinois; B.S., Business Administration, Accounting, American Int. College

**Woods, Lynette**, *Acting Vice President, Academic Affairs*; M.A. (English), Andrews Univ.; B.A., Oakwood College

**Darrell, Belinda**, *Senior Executive Assistant to the President*

**Boyce, Marcia**, *Administrative Assistant/Special Projects*

## INSTITUTIONAL RESEARCH

**Maxwell-Clarke, Pamela**, *Coordinator/Institutional Research, Accreditation & Planning*; M.Ed., Queen's Univ.; M.S., Univ. of Kent; B.Ed., Univ. of Toronto; B.S., St. Francis Xavier Univ.

## DIVISION OF PROFESSIONAL AND CAREER EDUCATION

**Flood, Tawana D.**, *Director*; MTA, George Washington Univ.; BBA (cum laude), George Washington Univ.

**Dill, Sandra**, *Programme Coordinator*; M.Ed., Miami Univ.; M.A. Counseling, Clark Atlanta Univ.; B.S. Middle School Education, Georgia State Univ.

**Place, Carleen**, *Programme Coordinator*

**Ahad, Ameenah**, *External Programmes Coordinator*; Ed.D. St. Johns Univ.; MAT, Howard Univ.; MSW, Howard Univ.; B.A. York Univ.

**Martin, Theresa**, *Administrative Assistant*

## BUSINESS SERVICES

**Young, Eric**, *Controller*; CPA; B.A. Accounting, Georgia State Univ.

**Croke, Mary**, *Accounts Receivable*

**Eve, Wendy**, *Purchasing Agent*

**Grant, Laverne**, *Accounts Payable & Payroll*

**Stowe, Renika**, *Accounts Receivable Assistant*

## BOOKSTORE

**Wade, Jacqueline**, *Bookstore and Purchasing Manager*; B.S. Florida A&M Univ.

**Dill, Leonie**, *Bookstore & Purchasing Assistant*

**Johnston, Linda**, *Bookstore Helper*

## COMMUNICATIONS

**James-Barnett, Evelyn**, *Director*; M.A. Strategic Comm. & Leadership, Seton Hall; B.S. (Hons) Communications, Indiana State Univ.

**Clarke, Cha'Von**, *Recruitment Officer*; B.A. Liberal Arts, Temple Univ.

**Richards, Duane**, *Marketing Assistant*; B.S., American International College

**Richardson, Cherie**, *Graphic Designer*; BFA Graphic Design/Studio Art Concentration, Old Dominion Univ.

**Williams, Emma**, *Receptionist, Information Desk*; B.S. Business Administration, Cheyney Univ.

## FACILITIES & SECURITY MANAGEMENT

**Pitcher, Oliver**, *Director*; FMA (Facilities Management Administrator), BOMI, Canada; B.A. (Hons) Management, Central State Univ. Ohio

**Joynes, Randolph**, *Operations Manager*; FMA (Facilities Management Administrator), BOMI, Canada; B.A. (Hons), Management Central State Univ. Ohio

**Richardson, Russell**, *Manager - Security and Safety*; CPSM

**Anderson, Aaron**, *Groundsman/Maintenance*

**Brangman, George**, *Security Officer*; CPSM

**Brangman, Michael**, *Senior Maintenance Technician*

**Brown, Che**, *Custodian*

**Darrell, Jamel**, *Custodian*

**Dyer, Stephen**, *Security Officer*; CPSM

**Flood, Delroi**, *Custodian*

**Hart, Wendall**, *Maintenance*

**Howes, Sharrel**, *Switchboard/Rooms Coordinator*

**Hunt, Naeem**, *Custodian*

**Ingham, Robin**, *Receiving & Administrative Assistant*

**Lowe, Troy**, *Custodian*

**Mello-Cann, Robin**, *Plumber/Maintenance Technician*

**Minors, Rudolph**, *Security Officer*; CPSM

**Mussenden, Debra**, *Custodian*

**Philpott, Keith**, *Supervisor/Custodian*

**Talbot, Larry**, *Security Officer*; CPSM

## INFORMATION TECHNOLOGY SERVICES

**Nwasike, Ben Ike**, *Director*; M.S. 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*; MBA, Nova Southeastern; B.A., Spellman College

**Caisey, Phyllis**, *Colleague Administrator*

**Filson, Mary Jane**, *Academic Computing/Audio Visual Technician*; B.A. (Library and Info. Studies), Lakehead Univ.; B.A. (Anthropology), Univ. of Saskatchewan

**Lawrence, Steve**, *Instructional Technology & Curriculum Design Specialist*; M.Ed. (Educational Leadership), Central Connecticut State Univ.; B.S. (Computer and Management Studies), Univ. of Technology, Jamaica

## CENTRE FOR HUMAN RESOURCE DEVELOPMENT

**Tucker, Lorrta**, *Director*; Human Resource Studies and Labour Relations Certificates, Cornell University

**Franklin, Marie**, *Administrative Assistant*

**Alleynes, Lauren**, *Human Resource Officer*

**Smith, Constance Ridley**, *Training & Professional Development Coordinator*; MPA, Tennessee State Univ.; B.S., Music Education, Tennessee State Univ.; Teacher's License, State of Tennessee Dept. of Ed. Music & English; Certificate in Instructional Technology, San Diego State University

## 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

**Alleynes, Jiselle**, *Reference & Bibliographic Instruction Librarian*; MLIS, Dalhousie Univ.; B.A. (History) (Hons), Univ. of West Indies

**Swan-Caisey, Sherlyn**, *Library Assistant*

**Gilbert, Annette**, *Cataloguing and User Services Librarian*; MSLS, Univ. of North Carolina; B.A. (Hons), Georgia State Univ.

## Faculty and Support Staff

**Liles, Lee-Ann**, *Library Assistant*; B.A., College of Notre Dame of Maryland

**Masters, Robert**, *Library Assistant*; MLIS, Drexel Univ.; B.A. (History and American Studies), Hobart & William Smith College

**Riley, Shelley**, *Administrative Assistant*

### DIVISION OF LIBERAL ARTS

**Trott, Necheeka**, *Dean*; MBA, DeVry Univ.; M.A., Univ. of Central Florida; B.S. (Mathematics), Stetson Univ.

**Arouzi, Ali**, *Mathematics Professor*; Ph.D., Polytechnic Univ.; M.S., Polytechnic Univ.; B.S., Univ. of Connecticut

**Bean, Jolene**, *History Professor*; Ph.D., Univ. of Warwick; M.A., Queens Univ.; B.A. Rutgers Univ.; Certificate in Education/Physical Education, Gipsy Hill College of Education

**Faries, Jeremiah**, *Psychology Professor*; Ph.D., Princeton Univ.; M.S., Univ. of Alberta; B.A., Univ. of Alberta

**Furbert, Frances**, *Mathematics Instructor*; B.S., McGill University

**Flannery, Louisa**, *Fine Arts Senior Lecturer*; MAT, (Hons) Rhode Island School of Design; B.A., Fine Arts Rhode Island School of Design

**Harney, Tracey**, *Biology Senior Lecturer*; N.D. (Doctor of Naturopathic Medicine), Canadian College of Naturopathic Medicine; M.S. (Biochemistry), B.S., Univ. of Western Ontario

**Harvey, Amy**, *Earth & Environmental Science Lecturer*; MSC (Environmental Science), Trinity College Dublin; B.S. (Biology), McGill Univ.

**Hayward, Toneka**, *Lab Technician Supervisor*; MAT (Secondary Sciences), Clark Atlanta Univ.; B.S. (Advanced Major Biology), St. Francis Xavier Univ.

**Lightbourne, Andrea**, *Senior Spanish Lecturer*; Ed. D., Educational Leadership, Univ. of Arizona; MA, Spanish Language and Literature, Univ. of Western Ontario; B Ed., Spanish and Theatre Arts, Univ. of Western; BA, Spanish Language and Literature, McMaster Univ.

**Lightbourne, Dana**, *Mathematics Lecturer*; MAEDCI, Univ. of Phoenix; M.S. (Math), Tennessee State Univ.; B.A. (Math), Oakwood College

**Lightbourne, Grisell**, *Mathematics Lecturer*; M.S. (Physics and Mathematics), Univ. of Azerbaijan

**Mensah, Kimberley**, *Mathematics/Physics Lecturer*; MEE, Catholic Univ. of America; MBE, Catholic Univ. of America; B.S. (Electrical Engineering), Howard Univ.

**Murray, Mary**, *English Senior Lecturer*; M.A., Univ. of Aberdeen; M.Ed., Glasgow Univ.

**Quinn, Jennifer**, *Lab Technician*; M.S. (Medical and Molecular Genetics), Univ. of Toronto; B.S. (Biology Co-op) (Hons), Univ. of Waterloo

**Rothwell, Geoffrey**, *Sociology Professor*; Ph.D., Univ. of Maryland; M.A. (Anthropology), B.A. (Anthropology), Univ. of New Brunswick

**Severin, Ru-Zelda**, *Music Lecturer*; M.M., Boston Univ.; B.M., Atlantic Union College

**Simmons, Alnisha**, *Biology Senior Lecturer*; M.S., Georgia State Univ.; B.S., Clark Atlanta Univ.

**Simmons, Craig**, *Economics Senior Lecturer*; M.A., York Univ.; B.Ed., Univ. of Western Ontario London; B.A., Univ. of Western Ontario London

**Smith, Edwin**, *Art Senior Lecturer*; MFA, Savannah College of Art & Design; MAT, Andrews Univ.; B.A., West Indies College

**Thompson, Dwayne**, *English Senior Lecturer/Child & Youth Studies*; Ph.D. (Higher Education/Law), Univ. of Nebraska; M.A., Atlanta Univ.; Teacher's Certificate, Univ. of N. Carolina; B.A., North Carolina Central

**Thulasiraman, Malini**, *Chemistry Lecturer*, M.S., B.S., Univ. of Madras

**Tolaram, Sajni**, *English Professor*; D. Litt., M.A., B.A., Drew Univ.

**Virgil, Sharon**, *English Senior Lecturer*; M.A., B.A., Univ. of North Carolina

**Wade, Lynne**, *Mathematics Lecturer*; M.Ed., (Math) Alabama A&M Univ.; B.A., Clark Atlanta Univ.

**Woodward, Fiona**, *English Lecturer*; M.A. (English Lit. & Language), Univ. of Toronto & Univ. of Windsor; B.A. (English and Psychology), Univ. of Windsor

### ADJUNCT

**Duke, Tina**, *Child & Youth Studies Lecturer*, M.Ed., Lesley University; B.S. (Education), Lesley College

**Hayward, Judith**, *Art History Lecturer*; Ph.D., M.A., Columbia University; B.A., Univ. of North Carolina

**Maxwell-Clarke, Pamela**, *Mathematics Senior Lecturer*; M.Ed., Queen's Univ.; M.S., Univ. of Kent; B.Ed., Univ. of Toronto; B.S., St. Francis Xavier Univ.

**Outerbridge, Veronica**, *Religion Lecturer*; MSW, Rutgers The State Univ. of New Jersey; M. Div., Princeton Theological Seminary; B.A., Beulah Heights Bible College

**Pearman, Kendra-Lee**, *Psychology Lecturer*; Ph.D. (Philosophy, Educational Psychology), Andrew Univ.; M.S., Wheelock College; B.S. (Psychology & Elementary Education), Atlantic Union College

**Selassie, Dana**, *Media Arts Lecturer*; M.A., Univ. of Central England in Birmingham; B.A., Alabama Agricultural and Mechanical Univ.

**Sherlock, Quinton**, *Psychology Lecturer*; M.S. (Psychology), Auburn Univ. at Montgomery; B.S. (Psychology) (cum laude), Alabama State Univ.

**Woods, Lynette**, *English Senior Lecturer*; M.A. (English), Andrews Univ.; B.A., Oakwood College

### DIVISION OF BUSINESS

#### ADMINISTRATION & HOSPITALITY

**Begeman, Gerald**, *Dean*, M.S., Utah State Univ.; B.S., Northern State Univ.

**Brown, Barrington**, *Computer Information Systems Lecturer*; Ph.D. (Internet in Education), London South Bank Univ.; B.S. (Management of Telecommunications Systems) (Hons), Anglia PGCE Greenwich Univ.

**DeSilva, Kevin**, *E-Commerce Lecturer*; B.S. (Computer Science), DeVry Inst. of Technology

**Deshields, Shawn**, *CIS & Hospitality Senior Lecturer*; MBA, Univ. of Guelph; B.S. (Business Administration), West Indies College Mandeville, Jamaica; Professional Development Certificate in Distance Education, Univ. of Wisconsin, Madison

**Eve, Teneika**, *Culinary Arts Lecturer*; MBA, (Global Business/International Trade) Johnson & Wales Univ.; B.S. (Restaurant, Hospitality & Institutional Management), Johnson & Wales Univ.

**Holder, Leslie**, *Accounting /Marketing Senior Lecturer*; Ed.D., Andrews Univ.; MBA, Virginia Commonwealth Univ.; B.S., Atlantic Union College

**Ming, Shawn**, *Culinary Instructor*; A.O.S. (Culinary Art), Culinary Institute of America, B.S., Biology Acadia Univ.

**O'Shaughnessy, Barbara**, *Business Management Senior Lecturer*; M.A., George Washington Univ.; B.A. (Commerce) (Hons), Univ. of Guelph; CHE Certified Hospitality Educator

## Faculty and Support Staff

**Parsons, Ann**, *Accounting Professor*; MBA, Dalhousie Univ.; CMA, Society of Management Accountants; B. (Comm.), Dalhousie Univ.

**Peniston, Lucia**, *Accounting Lecturer*; CMA, CMA Society of Management Accountants of Nova Scotia

**Roberts, L' Tanya**, *Administrative Sciences Senior Lecturer*; MBA (Human Resources), DeVry; MBA, Keller Graduate School of Management; M.Ed., Alabama A&M Univ.; B.S., Alabama A&M Univ.

**Robinson, Patricia**, *Tourism and Hospitality Education Senior Lecturer*; M.S. (Tourism & Hospitality Education), Univ. of Surrey

**Symonds, Tiara**, *Administrative Assistant*

**Wilson, Trescot**, *Business Studies Senior Lecturer*; DBA (Business Administration), Nova Southeastern Univ.; MBA, Alabama A & M Univ.

### ADJUNCT

**Christopher, Lloyd**, *Accounting Lecturer*; MBA, Nova Southeastern; CPA, Univ. of Illinois; B.S., Business Administration, Accounting, American Int. College

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