2014-2015 CATALOGUE

40 YEARS

BERMUDA COLLEGE

1974 - 2014

"FORTY YEARS AND FORGING FORWARD"

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

Bermuda College is accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education.

Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. 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"

Table of Contents

Accreditation, Vision and Mission Statements, Core Values

ACCREDITATION

Bermuda College is accredited by the New England Association of Schools and Colleges (NEASC). Accreditation status is a testament to the College's commitment and capacity to deliver a level of education to students that meets rigorous North American recognised quality standards that are subject to external review and verification. Beyond this, graduating from an accredited institution of higher education, like Bermuda College, affords students the opportunity to transfer course credits to another college or university without having to repeat them. Most employers prefer to hire job applicants with degrees or certificates from an accredited institution and also look to see that employees have been educated at an accredited institution when making decisions about promotions within the firm. Accreditation status is also often considered by employers who provide tuition assistance/reimbursement for those employees who desire or need to further their education.

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 organisation
- 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

APPLICATION PROCEDURE

The application form can be downloaded via the Internet at **www.college.bm** or it can be completed online. Downloaded applications will need to be submitted to: Student Enrolment, Registration and Records (SERR) Office, College Centre Building, 2nd Floor, 21 Stonington Avenue, Paget PG 04, Bermuda, along with the application fee. Once the application has been submitted, students are responsible for having their official transcripts forwarded to the College.

The application for admission and any transcripts of credit become the property of Bermuda College and will not be returned or forwarded.

NOTE: **APPLICATION DEADLINE DATES**
- **Spring Semester – November 1**
- **Fall Semester – May 1**

CAMPUS VISITS

For campus visits contact: Mr. Thaao Dill, *Recruitment Officer* at
Tel: 236-9000 ext. 4099 **E-mail**: tdill@college.bm

ADMISSION REQUIREMENTS

Students will be admitted to the college if they have met one of the following:

- A high school graduate.
- Earned an International Baccalaureate Diploma/Certificate.
- Earned a General Education Diploma (GED).
- Students under the age of 24 without a high school diploma or GED may be admitted based on the results of the Computerized Placement Test (CPT)*. An official transcript of all previous academic work is required.
- Students 25 years of age or older without a high school diploma or GED may be admitted based on the results of the Computerized Placement Test (CPT)*.

*Students are required to take a placement test to determine English, reading, and mathematical skills. This requirement may be waived if the student has a Bachelor's degree or has successfully completed a college level English or mathematics course with a grade of C or higher.

Students wishing to transfer overseas may be required to obtain a GED. Please check with the Student Enrolment, Registration and Records (SERR) Office for test dates and registration deadlines.

Returning Students

Students previously enrolled at Bermuda College and who 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. 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. *(see page14)*

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) or submit a request in writing for the Bermuda College Application and Bermuda Department of Immigration Forms.

Address the request to: Student Enrolment Registration and Records
College Centre
21 Stonington Avenue,
Paget, PG 04
Bermuda

Alternatively:
E-mail: admissions@college.bm
Fax: 441-239-4051
Phone: 441-236-9000 ext 4375

Supporting documentation to the application:

1. Application form with all required documents
2. Application fee of US$100.00 payable to 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 it reviews each application and offers 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 must submit final high school transcripts to the Student Enrolment, Registration and Records (SERR) 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 (CPT). The CPT is used to assess entry-level skills in English, reading and mathematics. Although 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 level courses. A grade of "C" or better must be attained in preparatory courses for admission to college-level courses.

ADVANCE PLACEMENT (AP) GUIDELINES

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

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

List of AP Courses Approved:
(This list will be updated as additional courses are evaluated and approved)

Advance Placement	**Bermuda College**
Biology	BIO 1121 and BIO 1122
Chemistry	CHM 1111 and CHM 1112
Economics	ECO 1101 and ECO 1102
English	ENG 1111
Environmental Science	EES 1101
Mathematics	MAT 1152, MAT 2233 and MAT 2234
Music	MSC 1105
Psychology	PSY 1101 and PSY 1102
Spanish	SPA 1101 and SPA 1102

NOTE: Credit will be granted if the courses taken are deemed to be appropriate to the student's academic programme.

INTERNATIONAL BACCALAUREATE (IB) GUIDELINES

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

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

List of IB Higher Level Courses Approved:
(This list will be updated as additional courses are evaluated and approved)

International Baccalaureate Higher Level	**Bermuda College Course**
Biology	BIO 1121 and 1122
Chemistry	CHM 1111 and CHM 1112
Economics	ECO 1101 and ECO 1102
English	ENG 1111

NOTE: Credit will be granted only if the course taken is deemed to be appropriate to the student's academic programme.

FALL 2014

	25 April – 18 August	Online Registration Open
Thursday	1 May	Admissions Deadline for Fall 2014
Friday	6 June	Financial Aid Application Deadline for Fall 2014
Friday	11 July	New Student Orientation
	31 July – 1 August	Emancipation & Somers' Day (College Closed)
Monday	11 August	Deadline to Request Challenge Exams
Monday	11 August	Walk-in Student Registration Opens
Wednesday	13 August	Final CPT for Fall 2014
Friday	15 August	New Student Orientation
Monday	18 August	Session Opens
Monday	18 August	Registration Day and Last Day for Payment (8:00AM – 6:00PM)
Monday	18 August	Challenge Exams
Tuesday	19 August	Purge – no registration (withdrawal of students who have not paid)
Thursday	21 August	Faculty Professional Development Day
Friday	22 August	College Development Day (College Closes 12PM)
Monday	25 August	First Day of Classes (Credit Courses)
	25 - 29 August	Add/Drop Period
Thursday	28 August	Convocation
Friday	29 August	Last Day to Submit Incomplete Grades for Spring 2014
Monday	1 September	Labour Day (College Closed)
Monday	8 September	First Day of PACE Courses
Tuesday	9 September	Last Day to Withdraw from Courses Without Financial Penalty (Tuition Only)
Wednesday	8 October	Mid-semester Grades Deadline
	9 - 10 October	Mid-semester Break
Monday	20 October	Last Day to Withdraw from Courses Without Academic Penalty
Tuesday	21 October	Graduation Application Deadline (December Commencement)
Friday	24 October	Spirit Day
Monday	27 October	Pre-registration Opens for Spring 2015
	27 October – 5 January	Online Registration Open
Monday	3 November	Admissions Deadline for Spring 2015
Tuesday	11 November	Remembrance Day (College Closed)

Sessional Dates/Academic Calendar 2014-2015

Friday	28 November	Last Day of Lectures
Monday	1 December	Financial Aid Deadline for Spring 2015
	1 - 2 December	Reading Days
	3 – 9 December	FALL 2014 FINAL EXAMS
Wednesday	10 December	Semester Grades Deadline
		Deadline to Request Challenge Exams
Monday	15 December	Walk-in Student Registration Opens
Tuesday	16 December	Final CPT for Spring 2015

SPRING 2015

Monday	5 January	Session Resumes Challenge Exams Registration Day and Last Day for Payment (8:00AM – 6:00PM)
Tuesday	6 January	Purge
Wednesday	7 January	Faculty Professional Development Day
Thursday	8 January	Faculty Professional Development Day
Monday	12 January	First Day of Classes (Credit Courses)
	12 January – 16 January	Add/Drop Period
Monday	26 January	Last Day to Withdraw from Courses Without Financial Penalty (Tuition Only)
Thursday	29 January	Last Day to Submit Incomplete Grades for Fall 2014
Friday	27 February	Mid-semester Grades Deadline
	2 March – 6 March	Mid-semester Break
Monday	16 March	Last Day to Withdraw from Courses Without Academic Penalty
Friday	20 March	Spirit Day
Monday	23 March	Preregistration Opens (Summer 2015 & Fall 2015)
	23 March – 24 August	Online Registration Open
Monday	30 March	Graduation Application Deadline (May Commencement)
Friday	3 April	Good Friday (College Closed)
Friday	24 April	Last Day of Lectures
	27 April – 28April	Reading Days
	29 April – 5 May	SPRING 2015 FINAL EXAMS
Friday	1 May	Admissions Deadline for Fall 2015
Monday	4 May	Walk-in Student Registration Opens for Summer 2015
Wednesday	6 May	Semester Grades Deadline
Thursday	7 May	Faculty Professional Development Day
Friday	8 May	Faculty Professional Development Day
Monday	11 May	Graduation List Posted
Thursday	14 May	Graduation
Monday	25 May	Bermuda Day (College Closed)
Friday	5 June	Financial Aid Deadline for Fall 2015

SUMMER 2015

Monday	11 May	First Day of Credit Courses
Monday	25 May	Bermuda Day (College Closed)
Friday	29 May	Last Day to Withdraw from Courses Without Financial Penalty (Tuition Only)
Friday	12 June	Last Day to Withdraw from Courses Without Academic Penalty
Monday	15 June	National Heroes' Day (College Closed)
Thursday	9 July	Last day of 7-week classes
Monday	13 July	Semester Grades Deadline (7-week classes)
Thursday	23 July	Last day of 10-week classes
Monday	27 July	Semester Grades Deadline (10-week classes)
	30 - 31 July	Emancipation & Somers' Day (College Closed)

"Yes We Can" ~ 2013 Freshman Orientation

ACADEMIC REGULATIONS

Bermuda College, like other institutions, has guidelines that govern operational procedures. 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 outlines academic guidelines and provides valuable information about everything from determining your Grade Point Average (GPA) to getting 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 Programme

Students may seek to transfer to another equivalent programme by application to the programme's Division office. If your application to change programmes is successful, you will be bound by the requirements stated in the catalogue for the academic year in which you make the change.

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 and Records (SERR) Office.

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 completed 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 to 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 by 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.

Students wishing to withdraw from a course in the **Division of Professional and Career Education (PACE)** 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 unless leave of absence has been granted. Students who do not return to the College within two years are deemed to have withdrawn from the College and an application for re-admission is required from students who wish to enrol at 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 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, Academic and Student Affairs, whose decision shall be final.

Attendance guidelines for developmental and preparatory courses:
Students will be automatically withdrawn from a developmental or college preparatory course under the following conditions:

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

Distance Education Course Attendance Policy
Courses are presented in weekly units. The weekly attendance period begins on Monday at 12:00 am and ends on the following Sunday at 11:59 pm.

The specific requirements for online attendance are the following:

- Any first-term student or any student seeking re-entry who does not register attendance within the first five (5) days online will be administratively withdrawn from the course.
- Students who have not participated in class by failing to log in for seven (7) consecutive days (excluding scheduled breaks) will be administratively withdrawn from the course.
- Students may appeal to their Dean if they feel an error has been made in their attendance calculations.

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 specialised 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.

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 (between 17-24 years of age).

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 the Computerized Placement Test (CPT). Any course may be challenged to obtain the credit required.

Plagiarism and Cheating
Plagiarism is the act of presenting another's ideas or words as one's own. This may include, but not be limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and the unacknowledged use of materials prepared by another person or agency engaged in the sale of term papers or other academic materials.

Cheating may include, but not be limited to, the intentional falsification or fabrication of any academic activity, unauthorised copying of another person's work, copying an exam or use of prohibited devices or materials during exams.

Any person who plagiarises, cheats, or who aids or abets an act of plagiarism or cheating will be penalised. These are serious academic offences. Depending upon the offence, penalties may range from re-assignment and re-submission of work to expulsion from the College.

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 or Numerical	Description	Grade Point
A 94-100 % **A-** 90-93%	Grades characterised by qualities of excellence, comprehensive knowledge, mastery of the subject, marked perception, and originality.	**4.00** **3.67**
B+ 87-89% **B** 84-86% **B-** 80-83%	Grades characterised by solid comprehension of the course material, good command of the necessary skills, and sound engagement with course requirements and activities.	**3.33** **3.00** **2.67**
C+ 77-79% **C** 74-76% **C-** 70-73%	Grades characterised by satisfactory comprehension of the course material and skills needed, and meeting the basic requirements to fullfill assigned work and class participation.	**2.33** **2.00** **1.67**
D 60-69%	Grade characterised by unsatisfactory work that reflects minimal knowledge and participation in class requirements.	**1.00**
F <60%	Grade characterised by unsatisfactory work which is not worthy of the degree.	**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). *(see this page)*

Incomplete Work
An Incomplete Grade (I) indicates that a student has not completed a major course assignment (usually a final exam or culminating final assessment) due to extraordinary circumstances, such as serious illness, death in the family, etc. The grade is applied only in those instances where the student has a reasonable chance of passing. It is not used to give an extension of time for a student delinquent in meeting course responsibilities.

The work must be completed by the student through formal arrangement with the faculty member no later than:

- The end of the third week in the Spring semester for a grade issued in the Fall semester,
- The end of the Fall registration period for a grade issued in the Spring semester,
- The end of the first week of classes in the Fall semester for a grade issued in the Summer session.

Should the student fail to complete the work within the designated period, the grade will automatically become an F. 'I' grades will not be included in the computation of the Grade Point Average.

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.

Maintenance of Academic Standing/Academic Probation
The academic standing of each student 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 Dean 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, Academic and Student Affairs, whose decision shall be final.

Course Repeat Policy
Students at Bermuda College will be permitted to repeat a course once, which they have failed, in order to earn a higher grade. The Dean of the respective Division, in which the course is located, may grant special permission for a third attempt upon the student submitting a petition articulating extenuating circumstances or other compelling rationale and a plan for successfully completing the course. It is strongly recommended that students seek academic advisement before deciding to repeat any course.

Only the highest grade earned will be used in calculating the grade point average and credit may be earned only once for a particular course. For purposes of this policy, courses for which a student has not received a final grade (e.g. "W" or "I") are not considered repeats and will not be included in the course repeat count. Students may not apply the course repeat policy to courses once they have graduated.

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 sit 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 a 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.

Examination Grades
Examination Grades are awarded on the same scale as those under Assessments and Grades. *(see page 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

A 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. Transcripts show final GPA and transfer credits earned.

Report of Grades
After each assessment, the student may access grades via the Bermuda College portal.
The following notations may appear:

CR (Credit Granted);
EX (Exemption but no credit granted);
P (Pass)
NP (No Pass)
W (Withdrawal without Penalty);
RW (Required Withdrawal).

The Report of Grades on the Bermuda College portal 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 Student Enrolment, Registration and Records (SERR) Office 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 the 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, certificate or diploma from 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**, or from Student Services.

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 an 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 not have been enrolled in any post-secondary institutions for at least five (5) years. This does not apply to enrolment in professional or career education courses.

Prior to applying for Academic Fresh Start, review the following terms and conditions:
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. NOTE: Academic Fresh Start applies only to courses taken at Bermuda College prior to readmission.

- Students should meet with a counsellor to discuss their academic goals.
- Students must appear before a committee consisting of the Dean, the student's counsellor and advisor to review first semester grades and the application form. This committee will approve or decline the application and forward the decision to the SERR Office.
- 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.
- An Academic Fresh Start will be granted only once and is not automatic or guaranteed.
- An Academic Fresh Start does not apply to any completed degree or certificate.
- An Academic Fresh Start is irreversible; once applied it cannot be reversed.
- Once an Academic Fresh start is granted, prior coursework cannot be used to satisfy prerequisite or degree requirements.
- Students granted Academic Fresh Start will fall under the Bermuda College Catalogue in effect at the time their Fresh Start was granted.
- Appeal Process: If students wish to appeal the decision of the committee, the appeal must be made in writing to the Vice President, Academic and Student Affairs, whose decision will be final.

LABORATORY FEES

Some courses with labs at Bermua College have lab fees attached to them. **Please refer to page129 for details.**

LAPTOP POLICY

A student can rent a laptop or bring his/her own provided the laptop meets the minimum requirements stipulated by the Information Technology Services Department. BC laptop policy may be found on the College's website at http://www.college.bm/services/CampusComputing.

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) that is easily accessible via the Internet, and the email account must be checked regularly for important dates, deadlines, and notifications from the College.

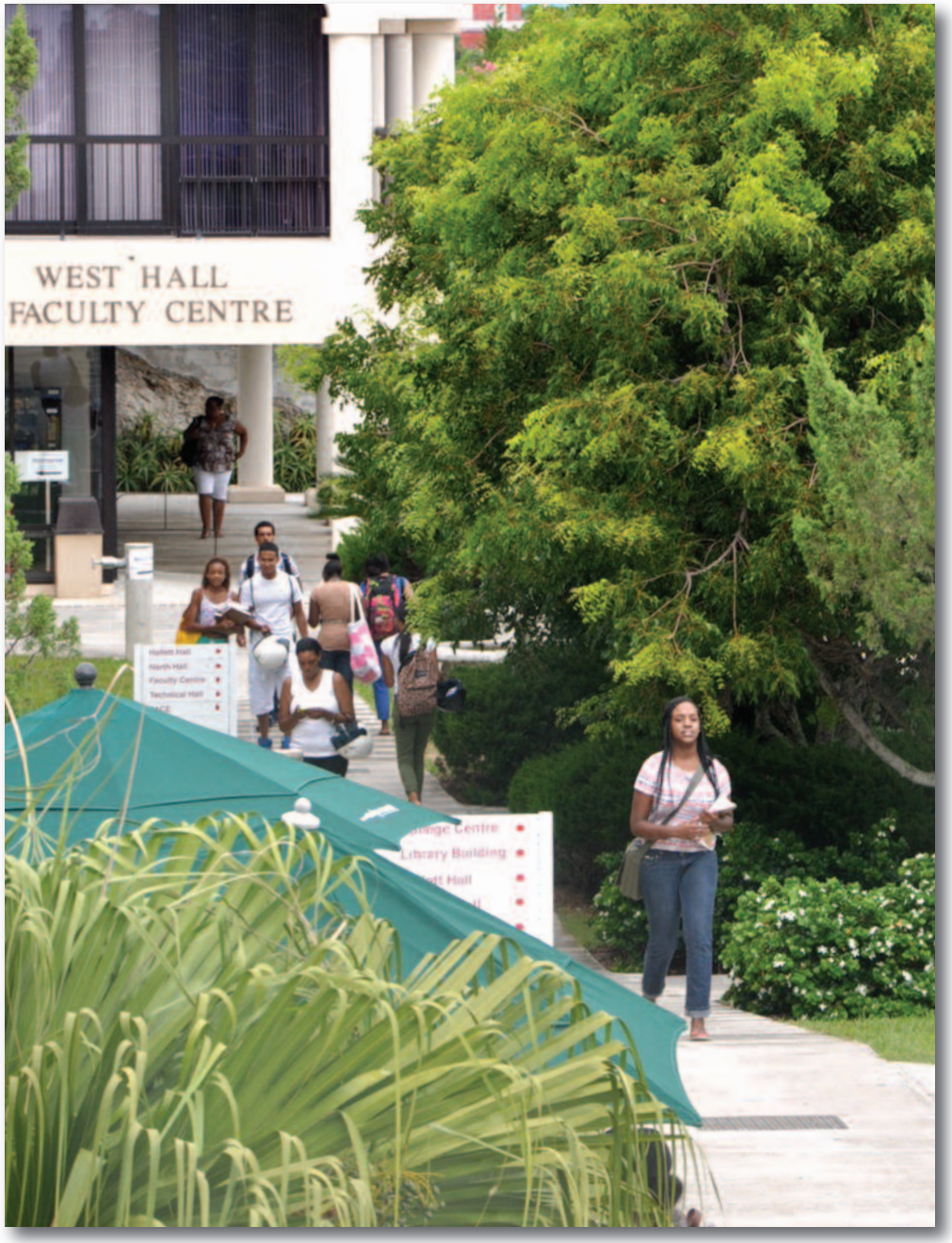
Additionally, inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via BC e-mail. Correspondence from personal e-mail accounts are not assured a response. Finally, open-use computers are available 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.

Bermuda College Commencement

Graduating Class of 2014

ASSOCIATE DEGREE PROGRAMMES

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



ASSOCIATES

GENERAL EDUCATION COMPONENTS:

Humanities

- Art History
- Education
- Film
- History
- Music
- Spanish
- Religious Studies
- English Literature at 2000 level *(excluding ENG 2212)*

Social Sciences

- Economics
- Psychology
- Sociology
- Earth & Environmental Studies at 2000 level

Natural Sciences

- Biology
- Chemistry
- Earth & Environmental Studies
- Physics

Associate of Arts (Art and Design) AA-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 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 course, such as Introduction to Drawing and Two- and Three-Dimensional Design, now include computer components.

CURRICULUM

TOTAL CREDITS: 64

YEAR 1		**CREDITS**
First Semester - 21 Credits		
AHS 1126	Introduction to Art History I	3
ART 1101	Introductory Drawing	3
ART 1120	Two-dimensional Design	3
ART 1135	Introduction to Colour and Composition	3
CSC 1100	Strategies for Student Success I	2
PED or	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, ECM 1120 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, ECM 1120 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 2178	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.

Associate of Arts AA-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 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 provides the foundation for careers in teaching, psychology, law, and writing, to name a few.

Students choosing this option will be able to transfer to universities abroad to further their studies in the arts as well as specialized non-arts degrees, such as Georgia State University's articulated Bachelor of Business Administration degree, which can be completed entirely in Bermuda.

** 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 under the discipline of Humanities.*

CURRICULUM

TOTAL CREDITS: 64

YEAR 1		CREDITS
First Semester - 21 Credits		
CSC 1100	Strategies for Student Success II	2
PED or	Physical Education or	
RSO	Registered Student Organisation	1
Elective course	(1100-level) of your choice.*	3
ENG 1111	Freshman English	3
Humanities course (1100 level) of your choice.*		3
Mathematics or Computer Information Systems (1100-level) course of your choice.*†		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 62 for concentration requirements.*
†CIS 1120 and 1125 cannot be used to fulfill this requirement.
For a list of Humanities, Social Sciences and Natural Science options, see page 17.

Associate of Arts and Science AA-ARTSC

PROGRAMME OVERVIEW

The Associate of 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, 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 as well as specialized non-arts degrees, such as Georgia State University's articulated Bachelor of Business Administration degree, which can be completed entirely in Bermuda.

CURRICULUM

TOTAL CREDITS: 64

YEAR 1		**CREDITS**
First Semester – 18 credits		
CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
Humanities course (1100-level) of your choice.*		3
Social Sciences course (1100-level) of your choice.*		3
Mathematics or Computing course (1100-level) of your choice.*†		3
Natural Sciences (1100-level) course of your choice.*		3 or 4
PED or	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*
For a list of Humanities, Social Sciences and Natural Science options, see page 17.
†CIS 1120 and 1125 cannot be used to fulfill this requirement.

Associate of Arts (Business Administration) AA-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 and Technical Education, can start you on your way to becoming a key player in Bermuda's thriving business environment!

*Bermuda College, by agreement with Mount Saint Vincent University and Georgia State University, offers Bachelor of Business Administration degrees, 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		CREDITS
First Semester - Credits 18		
ACC 1135	Accounting I	3
CIS 1120	Introduction to Business Applications of Computers	3
CSC 1100	Strategies for Student Success I	2
PED/RSO	Physical Education/Registered Student Organisation	1
ENG 1111	Freshman English	3
MAT 1131	Finite Mathematics	3
MGN 1114	Introduction to Business	3
Second Semester - 16 Credits		
ACC 1145	Accounting II	3
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ENG 1112	Literary Analysis or	
ENG 1115	Writing for the Workplace	3
Humanities, Natural Sciences or Social Science course of your choice.*		3
Elective Business Course (ACC/INS/MGN/ECM/CIS/LAW) of your choice.*		3
Elective Course of your choice		3
YEAR 2		
First Semester - 15 Credits		
ECO 1101	Principles of Micro-Economics	3
Elective Business Courses (1100 or 2000 level) of your choice.*		6
Humanities, Natural Sciences and /or Social Science course of your choice.*		3
MAT 2233	Statistics I	3
Second Semester - 15 Credits		
ECO 1102	Principles of Macro-Economics	3
ENG 2212	Oral Communication	3
Elective Business Course (1100 or 2000 level) of your choice.*		3
Humanities, Natural Sciences and /or Social Science		3
MAT 2234	Statistics II or	
MAT 1132	Business Calculus	3

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

Associate of Arts (Human Services) AA-AHMSV

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 AA-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.

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

CURRICULUM

TOTAL CREDITS: 64

YEAR 1		**CREDITS**
First Semester – 18 Credits		
CSC 1100	Strategies for Student Success I	2
CYS 1102	Foundations of Early Childhood Education**	3
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ENG 1111	Freshman English	3
Mathematics	(1100-level) course of your choice.*	3
PSY 1101	Introduction to Psychology I	3
SOC 1101	Introduction to Sociology I	3
Second Semester – 16 Credits		
CYS 1103	Introduction to Child Development**	3
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ENG 1112	Literary Analysis	3
Natural Sciences course of your choice.*		3 or 4
PSY 1102	Introduction to Psychology II	3
SOC 1102	Introduction to Sociology II	3
YEAR 2		
First Semester – 15 Credits		
Humanities course of your choice.*		3
MAT 2233	Statistics I	3
Three (2000-level) Child and Youth Studies courses.		9
Second Semester – 15 Credits		
Humanities course of your choice.*		3
Natural Sciences course of your choice.*		3 or 4
One (2000-level) Child and Youth Studies course.		3
CYS 2265	Early Childhood Education Experience**	6

**Before you can be enrolled in any course, you must satisfy the prerequisites.*
For a list of Humanities and Natural Science options, see page 17.
***There is a minimum B grade requirement for CYS1102 and 1103 in order to qualify for CYS2265*

Associate of Science (Actuarial Science) AS-ACTSC

PROGRAMME OVERVIEW

Actuarial science, in the insurance and re-insurance industries, is the practice of using statistical information to determine rates and rating methods, and evaluating insurance company reserves. Actuaries, particularly Bermudian actuaries, are very much in demand in Bermuda's 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		**CREDITS**
First Semester- 18 Credits		
CIS 1125	Introduction to Computers and Information Technology	3
CSC 1100	Strategies for Student Success I	2
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ECO 1101	Principles of Microeconomics	3
ENG 1111	Freshman English	3
MAT 1141	Pre-Calculus	3
Humanities	(1100 or higher) course of your choice.*	3
Second Semester - 16 Credits		
ACC 1135	Accounting I	3
CIS 1130	Data Management	3
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ECO 1102	Principles of Macroeconomics	3
ENG 1112 or	Literary Analysis or	
ENG 1115	Writing for the Workplace	3
MAT 1152	Calculus I	3
YEAR 2		
First 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 2201	Calculus II	3
MAT 2210	Linear Algebra	3
MAT 2233	Statistics I	3
Second Semester - 18 Credits		
ASC 1101	Introduction to Acturial Science	3
Accounting, Mathematics, Management, Computer Information Systems, Insurance or Law course of your choice.*†		3
Accounting, Mathematics, Management, Computer Information Systems, Insurance or Law course of your choice.*†		3
MAT 2206 or	Discrete Mathematics or	
MAT 2240	Elementary Differential Equations	3
MAT 2220	Multivariable Calculus	3
MAT 2234	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.
For a list of Humanities options, see page 17.

Associate of Science (Computer Information Systems) AS-CIS

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		**CREDITS**
First Semester - 18 Credits		
CIS 1120	Introduction to Business Applications of Computers	3
CIS 1125	Introduction to Computers and Information Technology	3
CSC 1100	Strategies for Student Success I	2
PED or	Physical Education or	
RSO	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 1101	Introduction to E-commerce	3
CIS 2278	Microcomputer Hardware and System Software	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 2233	Statistics I	3
SUMMER INTERNSHIP		
CIS 1180	Computers Information Systems Internship	3
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 1132 or	Business Calculus or	
MAT 2234	Statistics II	3
Second Semester - 15 Credits		
ACC 1135	Introduction to Accounting I	3
CIS 2297	Security Fundamentals and Policies	3
ECM 2280	Website Database Interfacing	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.*

Associate of Science (Education) AS-EDUCN

PROGRAMME OVERVIEW

This programme is intended for students wishing to pursue a baccalaureate degree in elementary, middle or 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		CREDITS
First Semester - 17 Credits		
CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
HIS 1140	World History I	3
Mathematics	(1100 level) course of your choice.*	3
Natural Sciences	(1100 level) course of your choice.*	3
PSY 1101	Introduction to Psychology I	3
Second Semester - 15 Credits		
ENG 1112	Literary Analysis	3
Elective Course of your choice**		3
MAT 2233	Statistics I	3
Natural Sciences	(1100 level) course of your choice.*	3
PSY 1102	Introduction to Psychology II	3
YEAR 2		
First Semester - 16 Credits		
PED or	Physical Education OR	
RSO	Registered Student Organisation	1
EDU 2201	Foundations of Education	3
ENG 2212	Oral Communication	3
Elective Course of your choice**		3
Elective Course of your choice**		3
PSY 2270	Learning Theory	3
Second Semester - 16 Credits		
PED or	Physical Education OR	
RSO	Registered Student Organisation	1
EDU 2202	Children and Their Environment	3
CYS 2251	Classroom Management	3
Elective Course of your choice*		3
PSY 2272	Educational Psychology	3
PSY 2240	Human Development	3

**Before you can be enrolled in any course, you must satisfy the prerequisites.*
***Students intending to teach at the elementary school level are recommended to take Music 1103*
For a list of Natural Science options, see page 17.

Associate of Science AS-SCIEN

PROGRAMME OVERVIEW

The Sciences – which include the natural sciences of biology, earth and environmental science, chemistry and physics – provide the foundation for 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.

CURRICULUM

TOTAL CREDITS: 71-73

YEAR 1		**CREDITS**
First Semester - 17 Credits		
CSC 1100	Strategies for Student Success I	2
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ENG 1111	Freshman English	3
MAT 1105	College Algebra	3
Natural Sciences (1100 level) 2 courses in BIO, CHM, EES or PHY		8
Second Semester - 19 Credits		
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ENG 1112	Literary Analysis	3
MAT 1141	Pre-Calculus	3
Natural Sciences (1100 level) 2 courses in BIO, CHM, EES or PHY		8
Natural Sciences (1100 level) 1 course of your choice.*		4
YEAR 2		
First Semester - 18 Credits		
MAT 1152 or	Calculus I or	
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 (*not in your area of concentration*)		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 page 62*
***Pre-requisites must be met for all courses.
(For a list of Humanities, Social Science and Natural Science options, see page 17)

Associate of Science (Nursing) AS-NURS

PROGRAMME OVERVIEW

The Associate of Science in Nursing will deliver quality, innovative, nursing education, and typify excellence in nursing practice. It has been developed and endorsed in collaboration with the Ministry of Health, the Bermuda Hospitals Board, and other key stakeholders in nursing throughout the Island. The curriculum was developed utilising the American Nurses Association Standards and the Accrediting Comission for Education in Nursing (ACEN) Standards. It integrates a strong liberal arts core, a nursing core, alongside sound clinical practice, ensuring graduates receive superior instruction and deliver high quality care, along with critical palliative skills that respect the dignity of all patients.

The Programme includes clinical opportunities both locally and overseas, hence, students must commit to traveling to obtain clinical exposure with key clinical partners overseas.

Prior to being accepted into the Programme, students must submit the following:

- Drug Screening results (to be provided annually)
- Current Immunisation Record
- Police Vetting Report
- Minimum grade of a C+ overall in Anatomy & Physiology
- Students must maintain a cumulative GPA of not less than 2.6 in the pre-nursing core to be admitted into the Associate of Science in Nursing Programme.

Upon successful completion, graduates will be competitively equipped with the knowledge and competencies to function as a professional nurse, and have the ability to apply for licensure through examination.

CURRICULUM

TOTAL CREDITS: 76

Pre-Nursing Core - 19 credits

		CREDITS
CSC 1100	Strategies for Success	2
ENG 1111	Freshman English*	3
ENG 1112	Literary Analysis*	3
MAT 1105	College Algebra*	3
BIO 2211	Anatomy & Physiology I*	4
BIO 2212	Anatomy & Physiology II*	4

YEAR 1

Summer Semester - 2 credits

NUR 1101	Introduction to Professional Nursing	2

Fall Semester – 15 credits

NUR 1150	Nursing Fundamentals	8
CIS 1120	Introduction to Business Applications for Computers	3
BIO 2222	Medical Microbiology*	4

Spring Semester - 12 credits

NUR 2200	Psychiatric Nursing	4
NUR 2201	Medical Surgical Nursing	4
SOC 1101	Introduction to Sociology*	3
RSO	Registered Student Organisation	1

YEAR 2

Fall Semester - 14 credits

NUR 2210	Maternal Child Health Nursing	4
NUR 2235	Pharmacology	2
NUR 2250	Adult Health	4
PSY 1101	Introduction to Psychology*	3
RSO	Registered Student Organisation	1

Spring Semester - 14 credits

NUR 2230	Pediatrics	4
NUR 2251	Adult Health Practicum	4
Elective (1100 or higher) of your choice.		3
Elective (1100 or higher) of your choice.		3

**Before you can be enrolled in any courses, you must satisfy the prerequisites.*
A grade of C or better is required in all non-nursing courses to transfer credits to the Bachelor Degree
Please note: *Nursing courses (NUR) can only be repeated once.*

Associate of Applied Science (Business Administration) AAS-BUSND

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 and Technical Education. A business practicum will provide the student a hands-on opportunity to experience a business environment.

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

For details regarding Mount Saint Vincent (BBA) programme contact:

Dr. Ameenah Ahad
External Programmes Coordinator
■ Tel: 239-4041 ■ Email: aahad@college.bm

CURRICULUM

TOTAL CREDITS: 64

YEAR 1		CREDITS
First Semester - 18 Credits		
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 or	Data Management or	
ACC 1140	Computerised Accounting	3
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ENG 1112 or	Literary Analysis or	
ENG 1115	Writing for the Workplace	3
Humanities or Social Sciences course of your choice.*		3
MGN 2217 or	Business Analysis and Communication or	
MGN 2222	Organisational Behaviour	3
YEAR 2		
First Semester - 15 Credits		
ECO 1101	Principles of Micro-Economics	3
ENG 2212	Oral Communication	3
MAT 2233	Statistics I	3
Two Courses in Business Electives**		6
Second Semester - 15 Credits		
ECO 1102	Principles of Macro-Economics	3
MGN 2119	Business Work Placement	3
MAT 1132 or	Business Calculus or	
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 62 for concentration requirements) or you may select courses in Accounting, E-commerce, Insurance, Computer Information Systems, Management or Law.*

Associate of Applied Science (Culinary Arts) AAS-CUART

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 programme is accredited by the American Culinary Federation (ACF) and includes core courses, electives and general education requirements. Students complete a 12-week internship at a local hotel or restaurant where they will rotate through different sections of a kitchen.

CURRICULUM

TOTAL CREDITS: 73

YEAR 1		CREDITS
First Semester - 20 credits		
CIS 1120	Introduction to Business Applications of Computers	3
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
CSC 1100	Strategies for Student Success I	2
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	**CULINARY ARTS INTERNSHIP**	**3**
YEAR 2		
First Semester - 19 credits		
CUL 1128	International Cuisine	2
CUL 2124	Techiques in Healthy Cooking	2
CUL 1106	Purchasing & Product Indentification	3
HMT 1155	Introduction to the Hospitality Industry	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 2127	Advanced Production Cookery and Innovative Techniques	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.*

Associate of Applied Science (Electronics Technology) AAS-ELTEC

PROGRAMME OVERVIEW

Designed with the assistance of employers in the telecommunications and electronics industries, this programme will prepare students for employment as technicians in these industries. The first year of the course gives the student 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 student will cover the higher-level electrical and electronic theory, the function and use of test equipment, system grounding and the fundamentals of the EIA/TIA cabling standards. More advanced skills covered in the second year include the fundamentals of voice, data, wireless, fibre optic systems, connector construction, maintenance and repair, and planning and supervision principles. The course follows a competency-based modularised format, which usually takes two years to complete. Emphasis is placed on the practical application of the theory taught in the course. Graduates will complete the National Centre for Construction Education and Research (NCCER) and the Electronics Systems Technician Levels one through four.

Pre-requisite: NCCER Core **(8CR)**

(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 77

YEAR 1		**CREDITS**
First Semester - 17 credits		
CSC 1100	Strategies for Student Success I	2
CIS 1120	Introduction to Business Applications of Computers	3
ENG 1111	Freshman English	3
MAT 1105	College Algebra I	3
ELT 1109	Introduction to the Trade	2
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 - 16 credits		
ENG 1115	Writing for the Workplace	3
MAT 1141	Pre-Calculus	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
ELT 2116	Computer Applications and Advanced Test Equipment	3

YEAR 2		
First Semester - 21 credits		
MGN 1114	Introduction to Business	3
PED or RSO	Physical Education or Registered Student Organisation	1
PHY 1121	Principles of Physics I	4
Elective Course in Social Science		3
ELT 2117	Cable Selection, Buses & Networks and Fiber Optics	4
ELT 2118	Video Systems and Wireless Communications	2
ELT 2119	Site Survey, Project Planning, Maintenance and Repair	2
ELT 2120	Introductory Skills for the Crew Leader and Rack Systems	2
Second Semester - 23 credits		
MGN 2245	Introduction to Small Business Management	3
PED or RSO	Physical Education or Registered Student Organisation	1
PHY 1122	Principles of Physics II	4
ELT 3121	Fire Alarm and Intrusion Detection Systems	4
ELT 3122	Audio, Nurse Call and Signalling Systems	5
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 Technology trade.

Pre-requisite: NCCER Core **(8CR)**

(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 72

YEAR 1		**CREDITS**
First Semester - 16 credits		
CSC 1100	Strategies for Student Success I	2
CIS 1120	Introduction to Business Applications of Computers	3
ENG 1111	Freshman English	3
MAT 1105	College Algebra I	3
Career Concentration:		
HVA 1101	Fundamentals of Heating and Cooling	5
Second Semester - 16 credits		
ENG 1115	Writing for the Workplace	3
MAT 1141	Pre-Calculus	3
Career Concentration:		
HVA 1102	Mechanical Maintenance	3
HVA 1103	HVAC Controls	3
HVA 1104	Refrigeration Systems Service	4
YEAR 2		
First Semester - 21 credits		
MGN 1114	Introduction to Business	3
PED or RSO	Physical Education or Registered Student Organisation	1
PHY 1121	Principles of Physics I	4
Elective Course in Social Science		3
Career Concentration:		
HVA 1105	Senior Student Project I	2
HVA 1106	Troubleshooting Heating	3
HVA 2107	Troubleshooting Cooling	3
HVA 2108	Hydronics	2
Second Semester - 19 credits		
MGN 2245	Introduction to Small Business Management	3
PED or RSO	Physical Education or Registered Student Organisation	1
PHY 1122	Principles of Physics II	4
Career Concentration:		
HVA 2109	Senior Student Project II	2
HVA 2110	System Performance	3
HVA 2111	Energy Management	3
HVA 2112	System Design	3

Associate of Applied Science (Hospitality Management) AAS-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		CREDITS
First Semester - 18 Credits		
CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
FAB 1100 or	Food Service I, or	
CKN 1102	Kitchen Theory and Practice	4
CUL 1104	Sanitation	2
HMT 1155	Introduction to the Hospitality Industry	3
MGN 1114	Introduction to Business	3
Second Semester - 18 Credits		
ACC 1135	Accounting I	3
HMT 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
HMT 2275	**SUMMER INTERNSHIP**	**3**
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.*

Associate of Applied Science (Human Services) AAS-HMSVS

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		**CREDITS**
First Semester – 20 Credits		
CSC 1100	Strategies for Student Success I	2
CYS 1102	Foundations of Early Childhood Education	3
ENG 1111	Freshman English	3
Humanities (1100-level) course of your choice.*		3
Mathematics (1100-level) course of your choice.*		3
PSY 1101	Introduction to Psychology I	3
SOC 1101	Introduction to Sociology	3
Second Semester – 15 Credits		
CYS 1103	Introduction to Child Development	3
ENG 1112 or	Literary Analysis or	
ENG 1115	Writing for the Workplace	3
MAT 2233	Statistics I	3
PSY 1102	Introduction to Psychology II	3
SOC 1102	Introduction to Sociology II	3
YEAR 2		
First Semester – 13 Credits		
PED or	Physical Education or	
RSO	Registered Student Organisation	1
PSY 2240	Human Development	3
Three (2000-level) Child and Youth Studies courses.		9
Second Semester – 16 Credits		
CYS 2260	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 at the Second Semester break for Fall Semester and First Semester break for Spring Semester.

Associate of Applied Science (Motor Vehicle Technology) AAS-MVTEC

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 are competent to sit the Automotive Service Excellence (A.S.E.) and City & Guilds Automotive Technology certifications from the U.S.A. and London, England. This modularised programme takes two years to complete. Students will experience lectures, practical assignments, and self-directed activities. Additionally, industry experience will be a required component of their curriculum as they progress through the modules, working with the lecturer and being evaluated on a skills basis.

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

Pre-requisite: NCCER Core **(8CR)**

(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 57

YEAR 1		CREDITS
First Semester - 20 credits		
CSC 1100	Strategies for Student Success I	2
CIS 1120	Introduction to Business Applications of Computers	3
ENG 1111	Freshman English	3
MAT 1105	College Algebra I	3
Career Concentration:		
MVT 1104	Electrical Systems	3
MVT 1105	Battery/Charging Systems	3
MVT 1106	Starting Systems	3
Second Semester - 12 credits		
ENG 1115	Writing for the Workplace	3
MAT 1141	Pre-Calculus	3
Career Concentration:		
MVT 1101	Ignition Systems	2
MVT 1102	Fuel/Exhaust Systems	2
MVT 1103	Exhaust Emissions Systems	2
YEAR 2		
First Semester - 14 credits		
MGN 1114	Introduction to Business	3
PED or RSO	Physical Education or Registered Student Organisation	1
PHY 1121	Principles of Physics I	4
Elective Course in Social Science		3
Career Concentration:		
MVT 2107	Braking Systems	1
MVT 2108	Hydraulic Brake Systems	1
MVT 2109	Anti-lock Brake Systems	1
Second Semester - 11 credits		
MGN 2245	Introduction to Small Business Management	3
PED or RSO	Physical Education or Registered Student Organisation	1
PHY 1122	Principles of Physics II	4
Career Concentration:		
MVT 2110	Steering Systems	1
MVT 2111	Power Steering Systems	1
MVT 2112	Suspension Systems	1

Associate of Applied Science (Plumbing Technology) AAS-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 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 and the National Centre for Construction Education and Research (NCCER) standards for entering the plumbing trade.

Pre-requisite: NCCER Core **(8CR)**

(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 72

YEAR 1		**CREDITS**
First Semester - 20 credits		
CSC 1100	Strategies for Student Success I	2
ENG 1111	Freshman English	3
MAT 1105	College Algebra I	3
CIS 1120	Introduction to Business Applications of Computers	3
Career Concentration:		
PLM 1101	Introduction to the Plumbing Profession, Safety and Tools	4
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	2
Second Semester - 16 credits		
ENG 1115	Writing for the Workplace	3
MAT 1141	Pre-Calculus	3
Career Concentration:		
PLM 1104	Commercial Drawings, Hangers and Supports, Installing DWV Piping	4
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		
MGN 1114	Introduction to Business	3
PED or RSO	Physical Education or Registered Student Organisation	1
PHY 1121	Principles of Physics I	4
Elective Course in Social Science		3
Career Concentration:		
PLM 2107	Sizing Water Supply Piping, Potable Water Treatment	3
PLM 2108	Backflow Preventers, Types of Venting,Sizing DWV Systems	4
PLM 2109	Sewage Pumps, Compressed Air	2
Second Semester - 16 credits		
MGN 2245	Introduction to Small Business Management	3
PED or RSO	Physical Education or Registered Student Organisation	1
PHY 1122	Principles of Physics II	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	2

Associate of Applied Science (Web Development) AAS-WEBDV

PROGRAMME OVERVIEW

This programme is designed to prepare students to begin a career as a web designer, client side programmer or online application developer. Students will complete 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 the 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 skills to include networking and infrastructure or begin a career as a freelance web developer.

CURRICULUM

TOTAL CREDITS: 67

YEAR 1		CREDITS
First Semester - 18 Credits		
CSC 1100	Strategies for Student Success I	2
CIS 1120	Introduction to Business Applications of Computers	3
PED or	Physical Education or	
RSO	Registered Student Organisation	1
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		
CIS 1130	Data Management	3
PED or	Physical Education or	
RSO	Registered Student Organisation	1
ECM 2210	Web Site Design	3
ECM 2215	Web Development	3
ECM 2220	Multi-Media Environment	3
ENG 1115	Writing for the Workplace	3
SUMMER INTERNSHIP		
ECM 1180	Web Development Internship	3
YEAR 2		
First Semester - 15 Credits		
CIS 1155	Programming for Information Systems	3
ECM 1101	Introduction to E-Commerce	3
MAT 1131	Finite Mathematics	3
MGN 2210	Marketing Management I	3
Humanities	(1100 level)	3
Second Semester - 15 Credits		
ACC 1135	Accounting I	3
ECM 2280	Web Site Database Interfacing	3
MAT 2233	Statistics I	3
Social Science	(1100 level)	3
MGN 2230	Introduction to Project Management	3

Associate of Applied Science (Wood Technology) AAS-WDTEC

PROGRAMME OVERVIEW

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

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 **(8CR)**
(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 74

YEAR 1		**CREDITS**
First Semester - 20 credits		
CSC 1100	Strategies for Student Success I	2
CIS 1120	Introduction to Business Applications of Computers	3
ENG 1111	Freshman English	3
MAT 1105	College Algebra I	3
Career Concentration:		
WTC 1101	Orientation, Materials, Fasteners, Hand and Power Tools	1
WTC 1102	Floor, Wall, Ceiling and Roof Framing	4
WTC 1103	Windows and Exterior Doors	4
Second Semester - 15 credits		
ENG 1115	Writing for the Workplace	3
MAT 1141	Pre-Calculus	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 - 23 credits		
MGN 1114	Introduction to Business	3
PED or RSO	Physical Education or Registered Student Organisation	1
PHY 1121	Principles of Physics I	4
Elective Course in Social Science		3
Career Concentration:		
WTC 2107	Exterior Finishing, Roofing Applications, Thermal and Moisture Protection	4
WTC 2108	Framing with Metal Studs, Drywall Installation, Drywall Finishing, Interior Finish II: Suspended Ceilings	4
WDT 2109	Stairs, Interior Finish I, III & IV	4
Second Semester - 16 credits		
MGN 2245	Introduction to Small Business Management	3
PED or RSO	Physical Education or Registered Student Organisation	1
PHY 1122	Principles of Physics II	4
Career Concentration:		
WTC 2110	Advanced Roof Systems, Floor Systems and Wall Systems	4
WTC 2111	Introduction to Light Equipment, Welding and Metal Buildings	1
WTC 2112	Site Layout II	3

"Studies in Bermudian Literature" ~ Students studying in the Brian Burland Centre for Research

CERTIFICATE PROGRAMMES

The Certificate Programme is designed to provide the graduate with the opportunity for 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.

Computer Information Systems Students

CERTIFICATES: **p. 39 - 48**

NOTE: Certificate courses will not normally transfer into degree programmes.

Certificate for Accounting Technician CT-ACAST

PROGRAMME OVERVIEW

Accounting Technicians 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: 34

YEAR 1		CREDITS
First Semester - 18 Credits		
ENG 0044	Communication for Industry 1	3
MAT 0034	Business Mathemetic	3
MGN 1017	Foundations of Business	3
CIS 1120	Intro to Business Applications of Computers	3
ACC 1041	Practical Accounting Procedures I	3
CSC 1100	Strategies for Success I	2
PED or	Physical Education or	
RSO	Registered Student Organisation	1
Second Semester - 16 Credits		
ENG 0045	Communication for Industry II	3
MGN 1015	Accounting in Action	3
OFA 1040	Communication and Presentation Skills	2
MGN 1016	Accounting Assistant Work Placement	1
ACC 1042	Practical Accounting Procedures II	3
ACC 1043	Accounting and Technology	3
OFA 1060	Office Application Certification	1

Certificate in Electrical Wiring Technology CT-ELWIR

PROGRAMME OVERVIEW

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

Certificate in Electronics Technology CT-ELTEC

PROGRAMME OVERVIEW

Designed with the assistance of employers in the telecommunications and electronics Industries, this programme will prepare students for employment as skilled technicians in the island's growing electronics and telecommunications industries. The first year of the course gives the student a firm grounding in the fundamentals of electrical and electronic principles; construction and 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 student 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, modularised 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 through four.

Pre-requisite: NCCER Core **(8CR)**

(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 66

YEAR 1

		CREDITS
First Semester - 16 Credits		
CSC 1100	Strategies for Student Success	2
ENG 0044	Communications for Industry I	3
MAT 0014	Preparatory College Mathematics I	3
CSM 1101	Computer Skills Module	2
ELT 1109	Introduction to the Trade	2
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 - 16 Credits		
ENG 0045	Communications for Industry II	3
MAT 0015	Preparatory College Mathematics II	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
ELT 2116	Computer Applications and Advanced Test Equipment	3

YEAR 2

First Semester - 15 Credits		
ELT 2117	Cable Selection, Buses & Networks and Fiber Optics	4
ELT 2118	Video Systems and Wireless Communications	2
ELT 2119	Site Survey, Project Planning, Maintenance and Repair	2
ELT 2120	Introductory Skills for the Crew Leader and Rack Systems	2
PED or RSO:	Physical Education or Registered Student Organisation.	1
TSM 1101	Technical Science I	4
Second Semester - 19 Credits		
ELT 3121	Fire Alarm and Intrusion Detection Systems	4
ELT 3122	Audio, Nurse Call and Signalling Systems	5
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
TSM 1102	Technical Science II	4

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 skills 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 for certification.

Pre-requisite: NCCER Core **(8CR)**

(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 61

YEAR 1		CREDITS
First Semester - 15 credits		
CSC 1100	Strategies for Student Success	2
ENG 0044	Communications for Industry I	3
MAT 0014	Preparatory College Mathematics I	3
CSM 1101	Computer Skills Module	2
HVA 1101	Introduction to HVAC, Trade Tools, Basic Electricity & Soldering and Brazing	5
Second Semester - 16 credits		
ENG 0045	Communications for Industry II	3
MAT 0015	Preparatory College Mathematics II	3
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	4
YEAR 2		
First Semester - 15 credits		
HVA 1105	Class Project Practical Lab Assignment	2
HVA 1106	Refrigerants , Oils. Compressors, Metering Devices , Refrigeration Systems	3
HVA 2107	Commercial Hydronic Systems, Steam Systems, Planned Maintenance Water Treatment	3
HVA 2108	Troubleshooting Electronic Controls, Troubleshooting Oil Heating Troubleshooting Heat Pumps, Troubleshooting Accessories	2
PED or RSO	Physical Education or Registered Student Organisation	1
TSM 1101	Technical Science I	4
Second Semester - 15 credits		
HVA 2109	Completion of Lab Assignment Workshop	2
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
TSM 1102	Technical Science II	4

Certificate in Motor Vehicle Technology CT-MVTEC

PROGRAMME OVERVIEW

The Automotive Technology Certificate programme at 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 sit the Automotive Service Excellence (A.S.E.) and City & Guilds international certifications. This modularised 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 skills basis, in addition to industry experience which is compulsory in the second year of the course.

Upon completion, students will be eligible to receive an industry-recognised degree in automotive technology from Bermuda College and enter the automotive industry as a second year apprentice automotive technician.
Pre-requisite: NCCER Core **(8CR)**
(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 46

YEAR 1

		CREDITS
First Semester - 19 credits		
CSC 1100	Strategies for Student Success	2
CSM 1101	Computer Skills Module	2
ENG 0044	Communications for Industry I	3
MAT 0014	Preparatory College Mathematics I	3
MVT 1104	Electrical Systems	3
MVT 1105	Battery/Charging Systems	3
MVT 1106	Starting Systems	3
Second Semester - 12 credits		
ENG 0045	Communications for Industry II	3
MAT 0015	Preparatory College Mathematics II	3
MVT 1101	Ignition Systems	2
MVT 1102	Fuel/Exhaust Systems	2
MVT 1103	Exhaust Emissions Systems	2

YEAR 2

First Semester - 8 credits		
MVT 2107	Braking Systems	1
MVT 2108	Hydraulic Brake Systems	1
MVT 2109	Anti-Lock Brake Systems	1
PED or RSO	Physical Education or Registered Student Organisation	1
TSM 1101	Technical Science I	4
Second Semester - 7 credits		
TSM 1102	Technical Science II	4
MVT 2110	Steering Systems	1
MVT 2111	Power Steering Systems	1
MVT 2112	Suspension Systems	1

Certificate for Office Assistants CT-OFAST

PROGRAMME OVERVIEW

This programme is designed to produce competent, skilled office personnel. It provides exposure to basic business and organisational concepts and decision-making skills, in addition to fundamental office 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

TOTAL CREDITS: 36

YEAR 1		CREDITS
First Semester - 18 Credits		
ACC 1041	Practical Accounting Procedures I	3
CIS 1120	Introduction to Business Applications of Computers	3
ENG 0044	Communications for Industry I	3
OFA 1011	Word Processing I	3
OFA 1025	Office Technology Procedures I	3
CSC 1100	Strategies for Student Success I	2
PED or	Physical Education or	
RSO	Registered Student Organisation	1
Second Semester - 18 Credits		
ENG 0045	Communications for Industry II	3
MAT 0034	Business Mathematics	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

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; or for prospective office professionals who wish to improve their competence. The student will take performance tests to certify successful completion in at least four office applications.

CURRICULUM

TOTAL CREDITS: 22

YEAR 1		CREDITS
First Semester - 9 credits		
ENG 1050	Writing in Business I	3
CIS 1120	Introduction to Business Applications of Computers	3
OFA 1055	Word Processing	3
Second Semester - 9 credits		
OFA 1030	Speed Writing Theory	3
OFA 1045	Machine Transcription	3
OFA 1075	Office Procedures	3
Summer Semester - 4 credits		
ACC 1041	Practical Accounting Procedures I	3
OFA 1060	Office Application Certification	1

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 skills basis. Graduates will be able to sit the City and Guilds Scheme 6129 examinations and also meet the Bermuda National Training Board and National Centre for Construction Education and Research (NCCER) standards for entering the plumbing trade.

Pre-requisite: NCCER Core **(8CR)**

(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 60

YEAR 1		**CREDITS**
First Semester - 18 credits		
CSC 1100	Strategies for Student Success	2
CSM 1101	Computer Skill Module	2
ENG 0044	Communications for Industry I	3
MAT 0014	Preparatory College Mathematics I	3
PLM 1101	Introduction to the Plumbing Profession, Safety and Tools	4
PLM 1102	Plastic pipe, Copper, Cast iron, Steel pipe and fittings	2
PLM 1103	Fixtures and Faucets, Drain, Waste and Vent systems, Water Distribution Systems	2
Second Semester - 16 credits		
MAT 0015	Preparatory College Mathematics II	3
ENG 0045	Communications for Industry II	3
PLM 1104	Commercial Drawings, Hangers and Supports, Installing DWV Piping	4
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 - 14 credits		
PLM 2107	Sizing Water Supply Piping, Potable Water Treatment	3
PLM 2108	Backflow Preventers, Types of Venting, Sizing DWV Systems	4
PLM 2109	Sewage Pumps, Compressed Air	2
PED or RSO	Physical Education or Registered Student Organisation	1
TSM 1101	Technical Science I	4
Second Semester - 12 credits		
TSM 1102	Technical Science II	4
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	2

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 **(8CR)**

(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 63

YEAR 1		**CREDITS**
First Semester - 19 credits		
CSC 1100	Strategies for Student Success	2
CSM 1101	Computer Skills Module	2
MAT 0014	Preparatory College Mathematics I	3
ENG 0044	Communications for Industry I	3
WTC 1101	Orientation, Materials, Fasteners, Hand and Power Tools	1
WTC 1102	Floor, Wall, Ceiling and Roof Framing	4
WTC 1103	Windows and Exterior Doors	4
Second Semester - 15 credits		
ENG 0045	Communications for Industry II	3
MAT 0015	Preparatory College Mathematics II	3
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
YEAR 2		
First Semester - 17 credits		
TSM 1101	Technical Science I	4
PED or RSO	Physical Education or Registered Student Organisations	1
WTC 2107	Exterior Finishing, Roofing Applications, Thermal and Moisture Protection	4
WTC 2108	Framing with Metal Studs, Drywall Installation, Drywall Finishing, Interior Finish II: Suspended Ceilings	4
WTC 2109	Stairs, Interior Finish I, Interior Finish III and Interior Finish IV	4
Second Semester - 12 credits		
TSM 1102	Technical Science II	4
WTC 2110	Advanced Roof Systems; Advanced Floor Systems and Advanced Wall Systems	4
WTC 2111	Introduction to Light Equipment, Welding and Metal Buildings	1
WTC 2112	Site Layout II – Angular Measurement, Advanced Stair Systems and Introduction to Project Management and Supervision	3

DIPLOMA PROGRAMMES

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

Culinary Arts Students

DIPLOMAS: **p. 49 - 60**

Diploma in Computer Network Administration DP-CNADM

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

TOTAL CREDITS: 18

YEAR 1		CREDITS
CIS 1125	Introduction to Computers and Information Technology	3
CIS 2297	Security Fundamentals and Policies	3
CIS 2290	Networking Technologies	3
CIS 2278	Microcomputer Hardware and System Software	3
MGN 1114	Introduction to Business	3
MGN 2222	Organisational Behaviour	3

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; 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

TOTAL CREDITS: 18

YEAR 1

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

Diploma in Culinary Arts DP-CUART

PROGRAMME OVERVIEW

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

CURRICULUM

TOTAL CREDITS: 66

YEAR 1		CREDITS
First Semester - 20 credits		
CIS 1120	Introduction to Business Applications of Computers	3
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
CSC 1100	Strategies for Student Success I	2
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 - 15 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
HMT 1155	Introduction to the Hospitality Industry	3
PED or RSO	Physical Education or Registered Student Organisation	1
Second Semester - 16 credits		
CUL 2126	Advanced Production Cookery	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

Diploma in Electronics Technology DP-ELTEC

PROGRAMME OVERVIEW

The course requires that persons be working in the field continuously for a minimum of ten (10) years or possess an associates or higher degree. Graduates will complete the National Centre for Construction Education and Research (NCCER) Electronics Systems Technician Levels one through four.

Pre-requisite: NCCER Core **(8CR)**

(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 41

YEAR 1		**CREDITS**
First Semester - 6 credits		
ELT 1109	Introduction to the Trade	2
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 - 10 credits		
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
ELT 2116	Computer Applications and Advanced Test Equipment	3
YEAR 2		
First Semester - 10 credits		
ELT 2117	Cable Selection, Buses & Networks and Fiber Optics	4
ELT 2118	Video Systems and Wireless Communications	2
ELT 2119	Site Survey, Project Planning, Maintenance and Repair	2
ELT 2120	Introductory Skills for the Crew Leader and Rack Systems	2
Second Semester - 15 credits		
ELT 3121	Fire Alarm and Intrusion Detection Systems	4
ELT 3122	Audio, Nurse Call and Signalling Systems	5
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 diploma has been developed to provide persons working in the food and beverage industry the opportunity to receive academic qualifications. It is designed for persons who have joined the industry without any formal certification in the field and requires work experience in the field for a minimum of five (5) years, or approval from the Dean, or that the person possesses an associates degree or higher. This diploma will allow students to formalise their training and experience.

CURRICULUM

TOTAL CREDITS: 20

		CREDITS
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

*Before you can be enrolled in any course, you must satisfy the pre-requisites.

PROGRAMME OVERVIEW

The course requires that persons be working in the field continuously for a minimum of ten (10) years or possess an associates or higher degree. Graduates will be eligible to receive an industry-recognised certificate in Heating, Ventilation & Air Conditioning (HVAC) from the National Centre for Construction Education and Research (NCCER) and also meet the Bermuda National Training Board standard and receive a Bermuda College Diploma in Heating, Ventilation & Air Conditioning (HVAC) Technology.

Pre-requisite: NCCER Core **(8CR)**

(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 36

YEAR 1		CREDITS
First Semester - 5 credits		
HVA 1101	Introduction to HVAC, Trade Tools, Basic Electricity & Soldering and Brazing	5
Second Semester - 10 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	4
YEAR 2		
First Semester - 10 credits		
HVA 1105	Class Project Practical Lab Assignment	2
HVA 1106	Refrigerants, Oils, Compressors, Metering Devices , Refrigeration Systems	3
HVA 2107	Commercial Hydronic Systems, Steam Systems, Planned Maintenance Water Treatment	3
HVA 2108	Troubleshooting Electronic Controls, Troubleshooting Oil Heating Troubleshooting Heat Pumps, Troubleshooting Accessories	2
Second Semester - 11 credits		
HVA 2109	Completion of Lab Assignment Workshop	2
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

The course requires that persons be working in the field. Graduates will be eligible to receive an industry-recognised certificate in masonry from the National Centre for Construction Education and Research (NCCER), meet the Bermuda National Training Board standard and receive a Bermuda College Diploma in Masonry Technology.

Pre-requisite: NCCER Core **(8CR)**

(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 25

YEAR 1		**CREDITS**
First Semester - 7 credits		
MAS 1109	Introduction to Masonry	3
MAS 1110	Masonry Techniques I	4
Second Semester - 8 credits		
MAS 1111	Residential Masonry	2
MAS 1112	Methods of Masonry Reinforcement	1
MAS 2113	Masonry Techniques II	5
YEAR 2		
First Semester - 6 credits		
MAS 2114	Masonry Techniques III	6
Second Semester - 4 credits		
MAS 2115	Commercial Drawings and Estimating	2
MAS 2116	Site Layout and Introduction to Crew Leadership	2

Diploma in Motor Vehicle Technology DP-MVTEC

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. 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 in the Bermuda College catalogue.

The curriculum is designed to meet industry standards with the intent that students sit the City & Guilds international certification. This programme is modularised 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 skills basis. Upon completion of the course, students will receive a Bermuda College Diploma in Motor Vehicle Technology.

Pre-requisite: NCCER Core **(8CR)**

(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 21

YEAR 1		CREDITS
First Semester - 9 credits		
MVT 1104	Electrical Systems	3
MVT 1105	Battery/Charging Systems	3
MVT 1106	Starting Systems	3
Second Semester - 6 credits		
MVT 1101	Ignition Systems	2
MVT 1102	Fuel/Exhaust Systems	2
MVT 1103	Exhaust Emissions Systems	2
YEAR 2		
First Semester - 3 credits		
MVT 2107	Braking Systems	1
MVT 2108	Hydraulic Brake Systems	1
MVT 2109	Anti-Lock Brake Systems	1
Second Semester - 3 credits		
MVT 2110	Steering Systems	1
MVT 2111	Power Steering Systems	1
MVT 2112	Suspension Systems	1

Diploma in Plumbing Technology DP-PLUMB

PROGRAMME OVERVIEW

The course requires that persons be working in the field continuously for a minimum of ten (10) years or possess an associates or higher degree. Graduates will be eligible to receive an industry-recognised certificate in Plumbing from the National Centre for Construction Education and Research (NCCER), meet the Bermuda National Training Board standard and receive a Bermuda College Diploma in Plumbing Technology. Students will be eligible to sit the City and Guilds Scheme 6129 examination.

Pre-requisite: NCCER Core **(8CR)**

(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 35

YEAR 1		CREDITS
First Semester - 8 credits		
PLM 1101	Introduction to the Plumbing Profession, Safety & Tools	4
PLM 1102	Plastic pipe, Copper, Cast Iron, Steel piping and fittings	2
PLM 1103	Fixtures and Faucets, Drains, Waste & Vent systems, Water Distribution Systems	2
Second Semester - 10 credits		
PLM 1104	Commercial Drawings, Hangers and Supports, Installing DWV piping	4
PLM 1105	Types of Valves, Installing Water Supply Piping, Installing Fixtures & Faucets	3
PLM 1106	Installing Water Heaters, Servicing Fixtures, Valves and Faucets	3

YEAR 2		
First Semester - 9 credits		
PLM 2107	Sizing Water Supply Piping, Potable Water Treatment	3
PLM 2108	Backflow Preventers, Types of Venting, Sizing DWV Systems	4
PLM 2109	Sewage Pumps, Compressed Air	2
Second Semester - 8 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	2

Diploma in Welding Technology DP-WELD

PROGRAMME OVERVIEW

This programme has been designed to meet the needs of the local welding industry for an 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, supervised assistance and a skills-based evaluation, will enable students to progress successfully through this programme.

Pre-requisite: NCCER Core **(8CR)**

(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 59

		CREDITS
YEAR 1		
First Semester - 11 credits		
WLD 1101	Introduction to Welding	3
WLD 1102	Sheet Metal ARC 1	8
Second Semester - 8 credits		
WLD 1103	Sheet Metal ARC 2	8
YEAR 2		
First Semester - 6 credits		
WLD 1104	Sheet Metal ARC 3	6
Second Semester - 17 credits		
WLD 2105	Welding Symbols and Detail Drawings	6
WLD 2106	Air Carbon and Plasma Arc Cutting	1
WLD 2107	GMAC AND FCAW	6
WLD 2108	GTAW Equipment Filler Materials & Plate	1
WLD 2109	Aluminium Plate	3
YEAR 3		
First Semester - 17 credits		
WLD 3110	Physical Heat Treatment & Metals	1
WLD 3111	Gas Metal ARC Weld Pipe	4
WLD 3112	Flux Cored ARC Welding	4
WLD 3113	Gas Tungsten ARC Welding	4
WLD 3114	Gas Tungsten ARC Welding Low Alloy Metals	4

Diploma in Wood Technology DP-WDTEC

PROGRAMME OVERVIEW

This programme has been designed to meet both the needs of the local carpentry industry and the requirements for the National Training Board and the National Centre for Construction Education and Research (NCCER). This course requires that individuals have 10 years or more experience in the trade or possess an associate's degree or higher. 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 **(8CR)**

(Please see NCCER Courses on page 98)

CURRICULUM

TOTAL CREDITS: 38

YEAR 1		**CREDITS**
First Semester - 9 credits		
WTC 1101	Orientation, Materials, Fasteners, Hand and Power Tools	1
WTC 1102	Floor, Wall, Ceiling and Roof Framing	4
WTC 1103	Windows and Exterior Doors	4
Second Semester - 9 credits		
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
YEAR 2		
First Semester - 12 credits		
WTC 2107	Exterior Finishing, Roofing Applications, Thermal and Moisture Protection	4
WTC 2108	Framing with Metal Studs, Drywall Installation, Drywall Finishing, Interior Finish II: Suspended Ceilings	4
WTC 2109	Stairs, Interior Finish I, Interior Finish III and Interior Finish IV	4
Second Semester - 8 credits		
WTC 2110	Advanced Roof Systems; Advanced Floor Systems and Advanced Wall Systems	4
WTC 2111	Introduction to Light Equipment, Welding and Metal Buildings	1
WTC 2112	Site Layout II – Angular Measurement, Advanced Stair Systems and Introduction to Project Management and Supervision	3

2014 Bachelor Degree Graduates ~ Mount Saint Vincent University in Association with Bermuda College

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 adviced 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

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 2110. 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.

Agreements that have been signed include the following:

CANADA

Acadia University	Business Business Administration General
Brock University	Collabrative 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
Berkeley College	Business Fashion Marketing and Management Health Services Management
Bryant College	Business Administration
Illinois State	Business Administration
Georgia State University Robinson College of Business	Business Administration Finance and/or Risk Management and Insurance
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 Nursing
Tuskegee University	General
University of Hartford	Business Administration
University of South Carolina Upstate	Secondary Education
West Virginia University	Social Work

UNITED KINGDOM

Bradford College	General

WEST INDIES

St. George's University	Science/Medicine

MOUNT SAINT VINCENT UNIVERSITY BACHELOR OF BUSINESS ADMINISTRATION IN ASSOCIATION WITH BERMUDA COLLEGE

The Bachelor of Business Administration (BBA) in association with Bermuda College is an articulated degree arrangement between Bermuda College and Mount Saint Vincent University of Halifax, Nova Scotia. Majors are available in accounting, management, marketing and strategic human resource management.

This accredited BBA degree programme is intended for students who have completed the Associate of Arts (Business Administration) or the Associate of Applied Science (Business Administration) at Bermuda College but graduates of a two-year Associate Degree or Diploma programme from other accredited institutions may also be eligible to apply.

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

THE LAST INTAKE FOR THE CHILD AND YOUTH STUDY WAS IN FALL 2012.

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.

For more information regarding these programmes contact:
Dr. Ameenah Ahad | External Programmes Coordinator
■ Tel: 239-4041 ■ Email: aahad@college.bm

GEORGIA STATE UNIVERSITY BACHELOR OF BUSINESS ADMINISTRATION

Bermuda College has extended its articulation agreement with Georgia State University's J. Mack Robinson College of Business to include two Bachelor of Business Administration majors that can be completed entirely in Bermuda - Finance and/or Risk Management & Insurance. Out-of-state tuition waivers and scholarship opportunities apply.

Applicants must have a GPA of 2.8 in core business courses and an overall 2.5 GPA, although 3.0 is required to be eligible for scholarship opportunities.

UNIVERSITY OF THE WEST INDIES, Mona, Jamaica

Postgraduate Diploma in Education for teacher certification in Mathematics
This pilot online programme is currently in progress
(February – December 2014).

Students must hold a baccalaureate degree in mathematics or related disciplines.

MIAMI UNIVERSITY
M.Ed Special Education Online Hybrid (SEOH)

Offered in collaboration with the Bermuda Department of Education, this graduate programme offers courses leading to licensure and/or a Master of Education degree in Special Education. Beginning in Fall 2014, courses are offered on a cohort basis for two years. Students may choose one of three pathways:

- **M.Ed. in Special Education with licensure + initial certification**
  This programme is designed for individuals who do not currently hold a teaching credential and who wish to become licensed in Ohio as a Special Education Intervention Specialist.

- **M.Ed. in Special Education with licensure**
  This programme is designed for individuals who hold a current teaching credential and who wish to add Special Education licensure while pursuing a Master of Education degree.

- **Licensure in Special Education (non-degree)**
  This programme is designed for individuals who hold a current teaching credential and who wish to add Special Education licensure.

For more information regarding these 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 his or her degree, certificate or diploma.

Painting by Art and Design Student ~ Khalid Muhammad

All Bermuda College 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.

ACCOUNTING

Practical Accounting Procedures I **ACC 1041 3**
This course is designed as an introduction to analysis, classification, and recording of business transactions in a manual environment with emphasis on the complete accounting cycle for a service business. Includes preparation of financial statements and bank reconciliations. This course is a certificate course and will not normally transfer into degree programmes.

Practical Accounting Procedures II **ACC 1042 3**
An advanced practical bookkeeping course that encompasses prepaid assets, uncollectible accounts receivable, plant assets and depreciation, notes payable and receivable, accrued revenues and expenses, bookkeeping for Corporations, cost volume profit analysis, and budgeting. The course also gives students real-life experience with accounting business simulation and working papers. This course is a certificate course and will not normally transfer into degree programmes. ***Prerequisite:*** ACC 1041

Accounting and Technology **ACC 1043 3**
This course is a lab oriented learning course designed especially to empower the student with the skills needed to provide technical support for the financial administration of the organisation. The course is made up of four modules: word processing, spreadsheet, presentation and file management practices. It is strongly focused on the use of spreadsheets in accounting functions. To complete the course, the student will have to demonstrate his or her competency with lab work that addresses the fusion between real-world accounting and current software applications. This course is a certificate course and will not normally transfer into degree programmes. ***Prerequisite***: CIS1120, ACC 1041 MGN1017. ***Corequisites:*** ACC 1042, MGN1015, MGN1016

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 ACC1041 or equivalent.

Computerised Accounting **ACC 1140 3**
This course offers an introduction to financial applications that are commonly computerised in today's business environment by providing practical training using theoretical accounting knowledge. This course takes a user perspective by illustrating how accounting infomation is both created, maintained and used for analysis, problem-solving and decision-making.
Prerequisite: CIS 1120. ***Corequisite:*** ACC 1145.

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.

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. ***Prerequisite***: Six credits of mathematics, including MAT 2233

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 1101is 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 2178 3**
A study of the proportions and anatomy of the human form from the model. Emphasis on line and contour in short poses. ***Prerequisite***: ART 1101 or permission of the lecturer

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

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.
Prerequisites: 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 realist, Goya.
Prerequisites: 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.
Prerequisites: 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 none 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 or better will be required to advance to the 1000-level courses. ***Corequisite:*** MAT 0014

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***: A grade of C or better in BIO 0013.

General Human Biology **BIO 1104 4**
The second half of two 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 grade of C or better in BIO 0013.

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.
Prerequisites: A grade of C or better in BIO 0013 and MAT 0015, or alternative in Biology (with Lab.); ***Corequisite Required:*** 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. ***Prerequisites***: BIO 1122 and CHM 0013;
Corequisite Required: MAT 1141

Anatomy and Physiology I **BIO 2211 4**
Exploration of the intricate functions of the human body with emphasis on the physiological functions of the integumentary, skeletal, muscular, nervous and the endocrine systems. Integration of the human body will be studied as a whole focusing on the major theme of homeostasis. Laboratory.
Prerequisite: BIO 1122

Anatomy and Physiology II **BIO 2212 4**
A continuation of Anatomy and Physiology I, with emphasis on the cardio-vascular 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:*** 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.

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 or better 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.
Prerequisites: A grade of C or better 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

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 & 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. A minimum grade of B is required.
Corequisite: A grade of C or better ENG 0012.

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. A minimum grade of B is required.
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. ***Prerequisites:*** 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). ***Prerequisites:*** 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; break-down; error analysis; and the use of compensatory strategies. The environment will be viewed as existing beyond the immediate setting and extended to learners' availability for learning. Discussion will focus on "the most facilitative environment" (particularly as it relates to inclusion) and adapting the environment to learner strengths and weaknesses.
Prerequisite: CYS 1102.

Interventions and Support Services for Children and Adolescents **CYS 2231 3**
A survey of the learning and behaviour difficulties that children and adolescents may experience. Assessment and identification of these difficulties during infancy, early childhood and adolescence will be discussed. Students will learn ways to prevent learning and behaviour problems and diffuse disruptions in the classroom. Recommendations, strategies, techniques and interventions for implementation will be offered. Additionally, students will become familiar with the support services provided in schools and in the community for children and adolescents. ***Prerequisite:*** CYS 1102.

Classroom Management **CYS 2251 3**
Identification of the educator's role in the behavioural, social/ecological, developmental, academic, biophysical and psychodynamic approaches to classroom management. The analysis and implementation of classroom management techniques, using least intrusive and appropriate interventions in order to facilitate instructional strategies and individual learning within the least restrictive environment, will constitute a major emphasis in the course. The significance of behaviour as a means of communication and the development of parental awareness and involvement are targeted as significant aspects in the prevention and reduction of inappropriate behaviours.
Prerequisite: CYS 1102 or EDU 2201.

Child and Youth Studies Practical Experience **CYS 2260 3**
A practical experience with children and/or youth to be conducted in a Bermuda College approved setting under the guidance of a professional.

Early Childhood Education Experience **CYS 2265 6**
A practical experience with children and/or youth to be conducted in a Bermuda College approved setting under the guidance of a professional. This practicum is undertaken on the approval of the programme advisor. ***Prerequisites:*** Minimum GPA 2.0 as well as a minimum of a B grade in CYS 1102 and CYS 1103; completion of CYS 2231, CYS 2251 and CYS 2204 or CYS 2205.

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

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.
Prerequisites: CIS 1120 or CIS 1125 and ENG 0012 and MAT 0015.

Programming for Information Systems **CIS 1155 3**
This course is an introduction to the basic principles of computer programming. It focuses on developing problem solving skills through writing programmes in Visual Basic. Students learn to develop graphical user interfaces (GUI's) and use basic programming language structures to develop algorithms for solving various kinds of problems.
Prerequisites: MAT 0015 and CIS 1125

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. ***Prerequisites***: A minimum GPA 2.0 or higher in all computer information technology programme courses necessary as prerequisites; CIS 1120, CIS 1125, CIS 1130, CIS 2278 and ECM 1101.

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 ***Corequisites*** CIS 1130 and ENG 0012 and MAT 0015.

Microcomputer Hardware and System Software **CIS 2278 3**
Students study the installation, configuration, proper usage and maintenance of common hardware and software components of an IBM compatible microcomputer, including memory, disk drives, expansion cards, power supplies, system level software, diagnostic utilities, operating systems, and major applications. Typical I/O peripherals such as video cameras, microphones, speakers, keyboards, printers and the mouse are studied.
Prerequisite: CIS 1125.

Networking Technologies **CIS 2290 3**
This course covers the technology underlying data-communications systems such as transmission media, modulation and demodulation, multiplexing, packet switching, hardware, software and network operations. Topics 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 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.

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.

COOKERY & 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. This course is a certificate course and will not normally transfer into degree programmes.

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. ***Prerequisite***: CUL 1102 ***Corequisite*****:** CUL 1104

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 recognised 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.
Prerequisite: CUL 1102 ***Corequisite*:** CUL 1104

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.
Prerequisite: CUL 1102 ***Corequisite*:** CUL 1104

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. ***Prerequisite***: CUL 1102 ***Corequisite*:** CUL 1104

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 utilise 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. ***Prerequisites***: CUL 1102 and 1110 ***Corequisite*:** CUL 1104

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.
Prerequisite: CUL 1102 ***Corequisite*:** CUL 1104

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.
Prerequisites: CUL 1102 and 1110 ***Corequisite*:** CUL 1104

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.
Prerequisite: CUL 1102 ***Corequisite:*** CUL 1104

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. ***Prerequisite***: CUL 1102 ***Corequisite:*** CUL 1104

Culinary Arts 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 and necessary documentation to prepare for the workplace.
Prerequisites: A minimum GPA 2.0 or higher in all Culinary Arts programme courses required as pre-requisites; CUL 1104, CUL 1108, CUL 1109, CUL 1110, CUL 1112, CUL 1117

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.
Prerequisites: A minimum GPA 2.0 or higher in all culinary arts programme-courses required as a pre-requisite 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 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 and Innovative Techniques **CUL 2127 2**
This module incorporates the skills students have developed in the programme and provides execution of food production at a more advanced level. Students will practice innovative culinary techniques and use specialty ingredients. Food techniques include spherification, emulsification, food deconstruction, and molecular gastronomy. ***Prerequisites***: CUL 1104, CUL 1108, CUL 1109, CUL 1110

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; environmental policy and decision making. Laboratory.

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.

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; the development and production of thematic maps. Practical and field activities.

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.

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. ***Prerequisites***: 8 credits from EES 1101 - EES 1105 or BIO 1102 - BIO 1122.

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.
Prerequisites: 8 credits from EES 1101 - EES 1105 or SOC 1101and 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. These topics may be materials that have been initially explored at the 1000-level or new materials for which development and exploration was provided as an appropriate base at the 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 e-business. ***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.
Prerequisites: 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.
Prerequisites: 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 or to assist a local charity in developing a website. The precise nature of the experience will be agreed upon after discussion between the college and management of the business.
Prerequisites: A minimum GPA 2.0 or higher in all e-commerce programme courses necessary as prerequisites; 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. ***Prerequisites***: 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. ***Prerequisites***: 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). ***Prerequisites***: CIS 1130 and 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. ***Corerequisite***: One mathematics 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.
Corerequisite: One mathematics 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.

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; The contributions of local educators to the teaching profession. The course will provide an orientation to the teaching profession.
Prerequisite: 18 credits in Liberal Arts courses.

Children and their Environment **EDU 2202 3**
An examination of the environmental issues that shape the lives of children and their families. The course focuses on the experience of children in multicultural, multilingual, and multiracial families. The influence of communities and policies on family functioning is examined. ***Prerequisite***: EDU 2201.

ELECTRICAL WIRING

How to Study This Course and Achieve Your Personal Goals **ELN 1101**
The following topics are contained in this module: How to study this course and achieve your personal goals; The attributes of an IBEW/NECA apprenticeship; Knowing your apprenticeship and your responsibilities; The IBEW and its history; The structure of NECA and its heritage; Your job and the future it holds for you; Sexual harassment; Electrical safety.

Introduction to Test Instruments and Overcurrent Protection Devices **ELN 1102 1**
The following topics are contained in this module: Identifying some basic tools of the trade; The workplace of an electrical worker; The proper care and use of ladders; The installation and use of fastening devices; Reality of electrical shock; Introduction to test instruments; Introduction to overcurrent protection devices; Understanding the design and function of ground fault interrupters.

Building Wire Construction and Insulation Properties **ELN 1103 1**
The following topics are contained in this module: Learning to tie basic knots; Using hand signals; Hoisting loads properly; How wire connectors are made and installed; Building wire construction and insulation properties.

Conduit Fabrication – Theory and Practice **ELN 1104 1**
The following topics are contained in this module: How building wire is sized; How to work with fractions; Review of basic trigonometric functions; How to fabricate ninety degree stubs, kicks and offsets in electrical conduit; How to fabricate 3 & 4 bend saddles in electrical conduit.

The Metric System and Metrication Changes **ELN 1105 1**
The following topics 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 topics are contained in this module: The fundamentals of blueprint drawing and sketching; Understanding architectural views and how to draw them; Understanding common scales used on blueprints; Working with blueprint specifications, elevations, and schedules; Understanding and drawing electrical and mechanical symbols used on blueprints; Reading and analysing a residential blueprint.

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 energised 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 (National Electrical Code); Understanding and applying article 110 of the NEC; Interpreting the language of NEC article 100; General building wire properties and the NEC; Understanding conductor insulation and NEC specifications; Understanding the NEC process; Introduction to wiring devices; General requirements related to wiring devices; Specific receptacle and switch installation requirements.

Testing and Measuring with the Analog and Digital Multimeter **ELN 2113 1**
This module introduces the student to test instruments. In addition, the student is given the training that will enable him or her to measure electrical properties safely and efficiently. Seven intense labs provide the necessary hands on training for this very important module. Topics include: Avoiding the hazards of drug abuse; The IBEW Constitution; Understanding your local

union by-laws; Parliamentary procedure and how it works; Introduction to the Comet Programme; Getting acquainted with Electrical Test instruments; Understanding and Using Multimeters.

Developing NEC Code Book Skills **ELN 2114 1**
This module continues to build and strengthen the student's knowledge of the NEC and also requires the student to solve code related job problems in the classroom setting under the guidance of a Code Certified Instructor. Topics include: Developing code book skills; Development of the NEC: The table of contents; The arrangement, structure, and language of the NEC; Codeology fundamentals; NEC article 90 introduction; Applying the NEC's "General Chapter". Included are twenty class participation workshops that enable the student to apply this knowledge to solving "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 topics are contained in this module: Reviewing the basic fundamentals of blueprints; Analysing and laying-out residential circuits; Understanding job costs and how to do an actual quantity takeoff; Understanding, interpreting and evaluating blueprint specifications; Interpreting blueprint schedules and locating components on the print; Becoming familiar with blueprint systems integration; Learning how to effectively use blueprints; Understanding and using ratchet type benders; The fundamentals of segment and concentric bending; Understanding how to install wire and cable.

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

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.

Analysing 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 analysing series RLC circuits; Resonance in parallel circuits; Comparing series and parallel RLC circuits; Analysing and working with Combination RLC circuits; Series resonance; Parallel resonance; Clearly and accurately describe the characteristics of series and parallel resonant circuits.

Filters, Power Factor and Power Factor Correction **ELN 2121 1**
This module introduces the student to the theory and operation of various types of filters and their application. In addition, the student will examine power factor and power factor correction. Topics include: An examination of the four classifications for filters; Power factor; Power factor correction. Six labs give the student the training and the confidence to solve problems involving filters and power factor on the job.

Understanding the Principles of Three Phase Systems **ELN 2122 1**
This module introduces the student to the fundamental design and function of single and three phase transformers. Topics include: Understanding the fundamental design and function of transformers; Learning how to identify

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

NEC – Branch Circuits 1 & 2 and Feeders and Services **ELN 2123 1**
This module allows the student to make use of Table 8 in chapter 9 of the NEC to investigate the properties of various conductor sizes. The student will use his/her knowledge of the NEC to work with branch circuits, services and feeders. Topics include: The principles involved in sizing building wire; Calculating conductor ampacity; Branch circuits 1 & 2; Outside branch circuits and feeders; Services 1; Lighting and receptacles.

NEC – Requirements for Cable Assemblies & Wiring Methods **ELN 2124 1**
This module focuses on the various wiring methods recognised 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; 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; Main bonding jumpers.

The Grounding Electrode System **ELN 3131 1**
This module introduces the student to the Grounding Electrode System. The student will learn the function of grounding electrodes in the electrical system and describe how to install and establish a grounding system. Topics include: The grounding electrode system; The grounding electrode conductor; Bonding enclosures and equipment; Equipment grounding conductors; Enclosure; 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 familiarise the student with the special grounding and bonding requirements for electronic equipment. Topics include: Requirements for grounding and bonding of electronic equipment; Low voltage intersystem grounding and bonding; Requirements for grounding and bonding systems over 1000 volts; An overview of NEC Article 250; Introduction to Earth Testing; The principles and methods used for earth testing.

Review of the Theory of Three Phase Transformers **ELN 3134 1**

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

NEC: Overcurrent Protection **ELN 3135 1**

This NEC module focuses on the overcurrent protection devices required for branch circuits, feeders and services. In addition, the student will learn about the tap rule requirements for the different types of tap conductors. Topics include: Overloads, short-circuits and ground-faults; Selection of overcurrent protection devices (OPCD); Types of OPCD-Circuit Breakers; Type of OCPD-Fuses; Branch circuits; Feeders and services; Conductor tap rules; 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 analyse the various applications of the design and construction of polyphase motors with code letters A through F. Topics include: AC alternators; The rotating field in the polyphase motor; Polyphase motors; Wound-rotor motors; Synchronous motors; Alternating field in a single-phase motor.

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

This module provides the student with detailed information about the design, construction and operating characteristics of a single phase motor. The split-phase, capacitor start, capacitor-start and run, shaded pole and repulsion type motors are given detailed attention. In addition, the student will study the principles of electronic variable speed motor control for AC motors and describe voltage-voltage and variable-frequency speed control methods. Topics include: Single-phase motors; DC motors; Principles of electronic variable-speed control; Electronic variable-speed drives; Other motors; Installing motors, pulleys and couplings.

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

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

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; Glass-break sensors; Basic telephone wiring; Safety codes; TIA/EIA Standards and codes; Structured cabling systems.

Structured Cabling Systems **ELN 5154 1**
This module introduces the student to Structured Cabling Systems with special emphasis on TIA/EIA Standards. Topics include: Structured cabling system overview; Cabling system performance; Unshielded twisted pair cables; Unshielded twisted pair connecting hardware; Pathways and spaces; Telecommunications cabling administration; Telecommunications grounding and bonding; Residential telecommunications cabling.

Solar Power Generation and Fuel Cell Basics **ELN 5155 1**
This course focuses on two very important alternative energy topics: Solar Power and Fuel Cell Technology. The student will study the provisions of NEC Article 690 and how they apply to Solar Photovoltaic energy systems and the Array Circuits. Topics include: NEC requirements for solar power generation; Information technology sites and critical loads; Uninterruptible power supplies; Infrastructure components; Critical UPS systems design configurations; Solar photovoltaic systems-recommended practices (1), (2) and (3); Fuel cell basics; Fuel cell applications (1) and (2).

High Voltage Testing **ELN 5156 1**
This module introduces the student to high voltage testing. The student will learn what high voltage testing is and why it is used; list the types of high voltage tests and describe when they are used; describe the types of leakage currents that are present during these tests; describe the advantages of AC and DC testing; describe the different types of test instruments used in conducting high voltage tests. Topics include: Introduction to high voltage testing; High voltage testing safety; Preparing for high voltage testing; Insulation quality testing; Acceptance and maintenance testing; Insulation testing using the megohmmeter.

Harmonics and Power Quality Surveys **ELN 5157 1**
This module introduces the student to Power Quality. The student will review the various systems that comprise a modern power distribution system. He/she will learn why Harmonics is considered to be one of the most significant power quality problems found in electrical distribution systems today. Topics include: Power distribution systems; Power quality terminology, Costs and concepts; Types of power problems; Harmonics; Power quality surveys; Power system troubleshooting; Mitigation equipment.

Automation Networks **ELN 5158 1**
In this module the student will learn what automation networks are and how they are different from traditional wiring systems in buildings. In addition, the student will study about the advantages of a network infrastructure over dedicated wiring systems. Topics include: Introduction to automation net-

works; 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

Introduction to the Trade **ELT 1109 2**

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 non-metallic 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, 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.

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 include: 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 also covered.

Telecommunications Principles ELT 2108 3
This module introduces the student into the telecommunications field. Topics covered: Voice and data communications; 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; 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: The operation of satellite, broadcast, Closed circuit and master antenna systems; Determining the correct grounding scheme; 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; 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; 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; 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; 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; 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 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 familiarisation with and use of the National Electrical Code (NEC). Laboratory included.

Computer Applications and Advanced Test Equipment ELT 2116 3
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; RF analysers 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; Performance testing.
Laboratory Included.

Video Systems and Wireless Communication ELT 2118 2
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 emphasises integration issues. Topics covered are as follows: Introductions and overviews; Video displays; Video processing and distribution; Laboratories; Review; Module examination; 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, component-level trouble shooting and 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 organisation; 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. 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 5**
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; and 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

Preparatory College Writing I **ENG 0011 3**
A basic writing course emphasising the development, organisation and revision of paragraphs and short essays. Students receive instruction in grammar, rhetorical strategies and the practices of standard written English. ***Prerequisite***: A grade of C or better 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 grade of C or better 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***: 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 grade of C or better in ENG 0015 or satisfactory performance on College Placement Test.

Communications for Industry I **ENG 1044 3**
A course emphasising communication skills for industry, including reading and comprehension of printed material used in industry, interpreting graphs and charts, writing short reports, instructions and memos, and giving a short presentation. Students receive reinforcement in the practices of standard

written English. ***Prerequisite***: ENG 0002 with a grade of C or better or CPT scores in reading comprehension and sentence skills of 60 or higher. This course is a certificate course and will not normally transfer into degree programmes.

Communications for Industry II **ENG 1045 3**
A course emphasising comprehension and summary of industry-related material, writing researched reports, preparing short talks, and developing different styles of letters and memos commonly required in industry. ***Prerequisite***: ENG 0044 with a grade of C or better or CPT scores in reading comprehension and sentence skills of 80 or higher. This course is a certificate course and will not normally transfer into degree programmes.

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.***Prerequisite***: A grade of C or better in ENG0011 or satisfactory performance on the College Placement Test or by permission of the lecturer. This course is a certificate course and will not normally transfer into degree programmes.

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 grade of C or better in ENG 0012 and a grade of C or better in ENG 0016.

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 or ENG 1115.

Argumentative Writing **ENG 2213 3**
Analysis, development, and application of practical and logical reasoning, essential to all disciplines, are emphasised. The course covers a range of argumentative styles with special focus on organisational techniques and overall principles of writing. ***Prerequisite***: ENG 1112 or 1115 or permission of the lecturer.

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 Carribbean, Africa, Asia and Bermuda. ***Prerequisite:*** ENG 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 1112 or permission of the lecturer.

Studies in Bermudian Literature **ENG 2260 3**
Bermuda's unique cultural and literary landscape will be explored through a study of fiction, poetry and drama by early and contemporary writers. The course will start by looking at the role in world literature played by the discovery of Bermuda and will go on to investigate the realities of the slave society. The complexities of twentieth and twenty-first century Bermuda will be the basis of the rest of the course that will feature the work of Brian Burland. ***Prerequisite:*** ENG 1112

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 film-making. 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. ***Prerequisites:*** FLM 1101, ENG at the 1000-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.

Mechanical Maintenance **HVA 1102 3**
The following topics 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 topics 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 4**
The following topics 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 2**
This module will consist of a hands-on project in the workshop to develop students' practical application of theory learned in the first two semesters of the programme. The project will vary each year according to grants received from ASHRAE. Requirements include a progress report to be sent to ASHRAE at the end of the semester.

Troubleshooting Heating **HVA 1106 3**
The following topics 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 topics are contained in this module: Troubleshoot cooling equipment, heat pumps and accessories.

Hydronics **HVA 2108 2**
The following topics are contained in this module: Service commercial hydronic systems; Balance air and water systems; Maintain steam systems.

Senior Student Project II **HVA 2109 2**
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 topics are contained in this module: Use blueprints; Test indoor air quality; Identify energy conservation equipment.

Energy Management **HVA 2111 3**
The following topics are contained in this module: Explain energy management; Maintain water quality; Start-up and shutdown commercial systems.

System Design **HVA 2112 3**
The following topics 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 20th Century. ***Prerequisites***: 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.
Prerequisites: HIS 1140 and HIS 1141. HIS 2203 is highly recommended.

Modern Bermuda 1834-1963 **HIS 2230 3**
This course focuses on the economic and social changes occurring in Bermuda between the abolition of slavery and the introduction of universal adult suffrage. Topics to be considered include: Social structure of post-emancipation society; Bermuda's economic development since emancipation; Conflict and change during the inter-war years; Genesis of the labour movement; Universal suffrage. The methodology of family history will also be examined. ***Prerequisites***: 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 Lodging Management **HMT 1120 3**
A study of hotel organisation with particular reference to skills required for lodging management. Topics include: Reservations, Reception; Cashiering; Night Audit; Housekeeping. Students are required to gain practical experience shadowing supervisors in the front office, housekeeping and reservation departments, at the Coco Reef Resort or another approved establishment.

Introduction to the Hospitality Industry **HMT 1155 3**
This course is designed to provide an overview, 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 and labour costs, and sales in food and 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; 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, and The management of small business operations will be covered. ***Prerequisite***: FAB 1100.

Hotel Management Internship **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 is provided.
Prerequisites: A minimum GPA 2.0 or higher in all Hospitality Management programme courses required as prerequisite; ACC 1135, HMT 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 are taught. Government regulations and the social and economic significance of the insurance industry are also explored.

Property and Casualty Insurance **INS 2201 3**
Examines personal and commercial property and liability risks, crime insurance and surety bonds, along with 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 are explored. ***Prerequisite***: INS 1101.

Risk Management **INS 2203 3**
Assesses business and personal risk and looks at the development of risk control methods, financing techniques for risk exposures and effective risk management alternatives. ***Prerequisite***: INS 2201.

LAW

Business Law **LAW 2203 3**
This course gives students a working knowledge of the legal system and the law and how it affects day-to-day operations of business. Emphasis is on the Law of Contract, the Law of Torts and Employment Law.
Prerequisite: 18 credits at the 1000-level.

MANAGEMENT

Accounting in Action **MGN 1015 3**
This course will draw upon the knowledge and skills students have acquired throughout the Accounting Assistants 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: ACC 1042. This course is a certificate course and will not normally transfer into degree programmes.

Accounting Assistant Work Placement **MGN 1016 1**
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. ***Prerequisites***: A minimum GPA 2.0 or higher in all Accounting Assistant programme courses required as prerequisite; ACC 1041, CIS 1120,
Corequisite: MGN 1015, OFA 1040, OFA 1025 and ACC 1042.
This course is a certificate course and will not normally transfer into degree programmes.

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. This course is a certificate course and will not normally transfer into degree programmes.

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.

Customer Service Skills **MGN 1129 3**
This course will provide students with a systematic process for developing customer service skills that are required to deliver "service excellence;" a term used to describe the exceptional levels of service that customers seek. In addition to learning about what makes up the twenty first century "service economy," students will have an opportunity to develop "service excellence" strategies that they can apply in their future careers. Emphasis will be placed learning how to become obsessed with satisfying customer needs, effectively dealing with difficult customers, consistently communicating with customers, building lasting relationships with customers and embracing emerging service oriented technologies designed to foster brand loyalty.
Prerequisite: A grade of C or better in ENG 0012 or satisfactory performance on the College Placement Test.

Introduction to Human Resource Management **MGN 2110 3**
This course will expose students to the diverse area of human resource management and the theory and practice in areas such as recruitment and selection of staff, training and development and performance appraisal. Relevant legislation,current and future trends will also be explored.
Prerequisites: MGN 1114 and ENG 1111.

Business Work Placement **MGN 2119 3**
An academic practicum designed to provide an opportunity to apply knowledge gained in the classroom to a work environment. The practicum is a minimum of eighty hours of unpaid work experience.
Prerequisites: A minimum GPA 2.0 or higher in all Business Management programme courses required as prerequisite; ACC 1140 or CIS 1130 as well as ACC 1135, ACC 1145, CIS 1120, CSC 1100 and MGN 1114 or permission from the Practicum Coordinator.

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. ***Prerequisites:*** 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 provides a significant competitive advantage in the marketplace. This course content deals with setting the scope of the project, planning, staffing, organising, directing, controlling and closing projects. The course includes major topics such as strategy, priorities, organisation, project tools and leadership. Primary class emphasis is on the project management process and tools. ***Prerequisite***: CIS 1120.

Finance I **MGN 2240 3**
The course provides an in-depth study of the techniques required for managerial decision-making in the financial area. Topics include: Mathematics of finance; Financial analysis; Financial management; Interest rate theories; Working capital management; Short-term financing and capital markets. ***Prerequisites***: 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; 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 4**
Students will learn the methods and procedures used in masonry unit installation and also the properties and mixture make-up of mortar.

Residential Masonry **MAS 1111 2**
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 1**
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 5**
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 2**
The unit describes the standard format for specifications and content for the use of 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 2**
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 unit also covers: Responsibilities of individuals on site; Understanding and using methods of job site communication; Basic leadership skills; 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. ***Prerequisite***: A grade of C or better or satisfactory performance on College Placement Test.

Preparatory College Mathematics I **MAT 0014 0**
A review of elementary algebra at the developmental level for students preparing for college entry.
Prerequisite: A grade of C or better in MAT 0010 or satisfactory performance on College Placement Test. ***Successor:*** MAT 0015.

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 grade of C or better in MAT 0014 or satisfactory performance on College Placement Test. ***Successor:*** MAT 1105, MAT 1107, MAT 1131. A grade of C or better is required. This course is a certificate course and will not normally transfer into degree programmes.

Business Mathematics **MAT 1034 3**
Topics include bank services, payroll calculations, mathematics of buying and selling, simple and compound interest, business and consumer loans, depreciation. ***Prerequisite***: A grade of C or better in MAT 0010 or satisfactory performance on College Placement Test. This course is a certificate course and will not normally transfer into degree programmes.

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 grade of C or better 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 grade of C or better 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 grade of C or better 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 polynomial equations, the Remainder Theorem, exponential and logarithmic functions and equations, graphs of trigonometric functions, trigonometric equations, compound angles, sine and cosine formulae.
Prerequisite: MAT 1105 or satisfactory performance on College Placement Test. ***Successor:*** MAT 1152.

Introductory Calculus **MAT 1151 3**
Intended as a theoretically-intuitive, application-rich first exposure to differential and integral calculus, especially suited for students pursuing careers in engineering or pure science. Includes velocity and acceleration, rates of change, maxima and minima, implicit functions, areas and volumes.
Prerequisite: MAT 1105, or satisfactory performance on College Placement Test. ***Successor***: MAT 1152, MAT 2210.

Calculus I **MAT 1152 3**
Intended as a theoretically-rich advanced approach to the fundamental concepts of calculus, particularly useful for students wishing to pursue further university-level work in this or related fields. Includes limits, continuity, differentiability, Rolle's Theorem, the Mean Value Theorem, Riemann sums, Fundamental Theorem of Calculus. ***Prerequisite***: MAT 1141. ***Successor***: MAT 2201.

Calculus II **MAT 2201 3**
Intended as a continuation of MAT 1152 for students taking a concentration in science and/or mathematics. Includes inverse trigonometric and hyperbolic functions, techniques of integration, indeterminate forms, tests for convergence of series, Taylor series. ***Prerequisite***: MAT 1152. ***Successor***: MAT 2220.

Discrete Mathematics **MAT 2206 3**
An introduction to concepts such as maps, relations, groups, graphs and Boolean algebra. This course is recommended for those wishing to transfer to a four-year college or university computer programme. ***Prerequisite***: 6 Credits in MAT at 1000 level.

Linear Algebra **MAT 2210 3**
Intended to provide a comprehensive understanding of the theory and applications of matrices, particularly for the aspiring scientist and mathematician. Includes systems of linear equations, vector spaces, Gram-Schmidt process, linear transformations, matrices, determinants, eigen-values and eigen-vectors, real quadratic forms. ***Prerequisites***: MAT 1141 and MAT 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, series solutions and matrix methods. ***Prerequisite:*** *MAT 1152.*

MOTOR VEHICLE TECHNOLOGY

Ignition Systems **MVT 1101 2**
The following topics 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 2**
The following topics 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 2**
The following topics 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 topics 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 topics are contained in this module: Perform diagnosis and service of batteries; Testing charging systems.

Starting Systems **MVT 1106 3**
The following topics are contained in this module: Identify starter systems; Inspect testing and disassemble of starter systems; Perform repairs on starter systems.

Braking Systems **MVT 2107 1**
The following topics 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 1**
The following topics are contained in this module: Perform repairs on hydraulic brake systems; Adjust hydraulic brake systems.

Anti-Lock Brake Systems **MVT 2109 1**
The following topics are contained in this module: Perform diagnostic test and repairs on power assisted and antilock brake systems; Service antilock brake systems.

Steering Systems **MVT 2110 1**
The following topics are contained in this module: Identify steering systems; Diagnose, Test and repair steering systems.

Power Steering Systems **MVT 2111 1**
The following topics 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 1**
The following topics 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). ***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

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 courses. ***Prerequisite:*** Appropriate 1000-level courses and/or a 2000-level course relevant to the topic.

NCCER CORE

Basic Safety **NCC 1101 1**
Complies with OSHA-10 training requirements. Explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. Discusses the causes and results of accidents and the impact of accident costs. Reviews the role of company policies and OSHA regulations. Introduces common job-site hazards and identifies proper protections. Defines safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. Identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards, and confined spaces.

Mathematics **NCC 1102 1**
Reviews basic mathematical functions such as adding, subtracting, dividing, and multiplying whole numbers, fractions and decimals, and explains their applications to the construction trades. Explains how to use and read various length measurement tools, including standard and metric rulers and tape measures, and the architect's and engineer's scales. Explains decimal-fraction conversions and the metric system, using practical examples. Also reviews basic geometry as applied to common shapes and forms.

Hand Tools **NCC 1103 1**
Introduces trainees to hand tools that are widely used in the construction industry, such as hammers, saws, levels, pullers, and clamps. Explains the specific applications of each tool and shows how to use them properly. Also discusses important safety and maintenance issues related to hand tools.

Power Tools **NCC 1104 1**
Provides detail descriptions of commonly used power tools, such as drills, saws, grinders, and sanders. Reviews applications, proper use, safety, and maintenance. Many illustrations show power tools used in on-the-job settings.

Introduction to Construction Drawings **NCC 1105 1**
Familiarises trainees with basic terms for construction drawings, components, and symbols. Explains the different types of drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical, and fire protection) and instructs trainees on how to interpret and use drawing dimensions. Four oversized drawings are included.

Basic Communication Skills **NCC 1107 1**
Provides trainees with techniques for communicating effectively with coworkers and supervisors. Includes practical examples that emphasise the importance of verbal and written information and instructions on the job. Also discusses effective telephone and e-mail communication skills.

Employability Skills **NCC 1108 1**
Identifies the roles of individuals and companies in the construction industry. Introduces trainees to critical thinking and problem solving skills and computer systems and their industry applications. Also reviews effective relationship skills, effective self-presentation and key workplace issues such as sexual harassment, stress and substance abuse.

Introduction to Materials Handling **NCC 1109 1**
Recognises hazards associated with materials handling and explains proper materials handling techniques and procedures. Also introduces materials handling equipment and identifies appropriate equipment for common job-site tasks.

NURSING

Introduction to Professional Nursing **NUR 1101 2**
This introductory nursing course examines the realms of the nursing profession. Topics to be explored cover the history of nursing, nursing leaders, health care delivery, ethics, legal issues, health and wellness, medical terminology, math for medications, test taking strategies, culture and ethnicity, spirituality, and the nursing process. After completion of this course the student will be prepared to progress into NUR 1150. ***Prerequisites:*** A cumulative GPA 2.6, CSC 1100, ENG 1111, BIO 2211(C+ or higher), CIS 1120

Nursing Fundamentals **NUR 1150 8**
Students in Nursing 1150 will acquire fundamental psychomotor, critical thinking and communication skills through student participation in classroom, skills lab, and clinical activities. Students learn basic assessment skills and nursing procedures utilising values and ethics necessary for practice focusing on gerontological nursing care.
Prerequisites: A cumulative GPA 2.6, NUR 1101 ***Corequisites:*** CIS 1120 and BIO 2222

Psychiatric Nursing **NUR 2200 4**
This course introduces concepts of nursing care for patients throughout the life span with maladaptive psychosocial and physiological responses related to mental disorders. Development of communication skills, self awareness and the therapeutic use of self in selected clinical settings is integrated throughout the course. ***Prerequisites:*** A cumulative GPA 2.6, NUR 1150
Corequisites: NUR 2201 and SOC 1101

Medical Surgical Nursing **NUR 2201 4**
Students in Nursing 2201 will learn nursing care of individuals with common disease processes. The clinical experience allows students to further develop psychomotor skills such as health assessment and use critical thinking and communication skills to develop a nursing diagnosis on a stable medical or surgical patient. ***Prerequisites:*** A cumulative GPA 2.6, NUR 1150
Corequisites: NUR 2200 and SOC 1101

Maternal Child Health Nursing **NUR 2210 4**
This course continues the synthesis and refinement of the nursing process in the provision of contemporary maternity nursing care. Application and analysis of the therapeutic management of complex health issues are applied to clients across the lifespan, specifically childbearing families pre- and post-delivery. A focus is on family education, cultural competency and sensitivity to values and ethical concerns of the childbearing family.
Prerequisites: A cumulative GPA 2.6, NUR 2201and NUR 2200
Corequisites: NUR 2235, NUR 2250 and PSY 1101

Pediatrics **NUR 2230 4**
This is a portion of the capstone course of the entry level nursing programme. Students are introduced to the health care of the pediatric population, with increased focus on family-centered care across the lifespan. In the clinical setting, students demonstrate an ability to apply the nursing process to the care of individuals and families. Skill development reflects those psychomotor skills necessary for technical nursing care and skills necessary for critical thinking, therapeutic communication and teaching/learning, with an introduction to leadership skills. In this course, students are introduced to the practice of nursing in the home and community based settings. At the completion of this course, students are poised to become caring and reflective members of the profession of nursing. ***Prerequisites:*** A cumulative GPA 2.6, NUR 2210 and NUR 2235, NUR 2250 ***Corequisite:*** NUR 2251

Pharmacology **NUR 2235 2**
This course provides the foundation for understanding the role of drug action, drug absorption, bioavailability, distribution, metabolism and excretion in nursing interventions. Application of pharmacologic principles in relation to nursing practice is integrated throughout this course.
Prerequisites: A cumulative GPA 2.6, NUR 2200 and NUR 2201
Corequisites: NUR 2210 NUR 2250 and PSY 1101.

Adult Health **NUR 2250 4**
This course focuses on the etiologic, symptomatologic and pathologic aspects of selected human diseases across the life span. Concepts of health promotion, disease prevention, disease progression, and treatment are approached from a cellular and multisystem perspective.
Influences of genetic, ethnic, and cultural variables on human diseases is analysed. Application and analysis of the therapeutic management of complex health issues are applied to clients across the lifespan. A focus is on family education, cultural competency and sensitivity to values and ethical concerns. 2 credit hours of classroom and 2 credit hours of clinical (90 hours of clinical per semester) are required.
Prerequisites: A cumulative GPA 2.6, NUR 2200 and NUR 2201
Corequisites: NUR 2210, NUR 2235 and PSY 1101.

Adult Health Practicum **NUR 2251 4**
This is the capstone course of the ADN, entry level nursing programme. Students in this course examine health issues that are complex and encompass multiple systems. Information presented will be synthesised with knowledge gained in previous courses, specifically pathophysiology, pharmacology and medical surgical nursing. In the clinical setting, students will demonstrate the ability to apply the nursing process to the care of individuals with complex needs. Current evidence-based research and implications will be incorporated throughout. ***Prerequisites:*** A cumulative GPA 2.6, NUR 2210 and NUR 2235, NUR 2250 ***Corequisite:*** NUR 2230

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; Basic tables. This course is a certificate course and will not normally transfer into degree programmes.

Word Processing II **OFA 1012 3**
This course is a continuation of OFA 1011 and will introduce more advanced processing concepts including formatting of tables and reports, specialised business correspondence, and mail merge. Emphasis will be placed on keyboarding from rough draft and proofreading. ***Prerequisite:*** OFA 1011. This course is a certificate course and will not normally transfer into degree programmes.

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; Mail handling. The use of the calculating machines, copiers and fax machines will be practiced. This course is a certificate course and will not normally transfer into degree programmes.

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 transcription equipment; Oral and written communications; Business etiquette; Ethical behaviour. Voice recognition skills are learned and practiced. Human relations skills will be developed through case studies. Hardware and software technologies that support information creation, storage, retrieval, manipulation and distribution are emphasised. ***Prerequisites:*** OFA 1011 and OFA 1025. This course is a certificate course and will not normally transfer into degree programmes.

Speedwriting Theory and Speed Building **OFA 1030 3**
Intensive speedwriting theory and speed development leading to a minimum of 80 wpm with 97% accuracy. Content of dictated matter will be a combination of business and literary passages. Correct spelling and punctuation in transcription are emphasised. ***Prerequisites:*** OFA 1055 and ENG 1050. This course is a certificate course and will not normally transfer into degree programmes.

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. This course is a certificate course and will not normally transfer into degree programmes.

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. This course is a certificate course and will not normally transfer into degree programmes.

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. This course is a certificate course and will not normally transfer into degree programmes.

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. This course is a certificate course and will not normally transfer into degree programmes.

Office Applications Certification **OFA 1060 1**
This course requires independent study and practice to successfully complete at least four applications to include as a minimum word processing, spreadsheet, presentation software, web browsing and communication. Either the International Computer Drivers Licence (ICDL) or the Microsoft Office Specialist (MOS) certifications will be considered acceptable. ***Prerequisite:*** CIS 1120. This course is a certificate course and will not normally transfer into degree programmes.

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. ***Prerequisites:*** CIS 1120 and OFA 1055. This course is a certificate course and will not normally transfer into degree programmes.

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:*** A minimum GPA 2.0 or higher in all Office Assistant programme courses required as prerequisite, CIS 1120, OFA 1011, OFA 1025 ***Corequisite:*** OFA 1040. This course is a certificate course and will not normally transfer into degree programmes.

PHYSICAL EDUCATION

Aerobics **PED 1100 1**
Designed for a wide range of students. Students will apply the basic principles of aerobic exercise through a variety of sustained movement, exercise and activities.

Basketball **PED 1102 1**
Designed to develop students in this activity. Emphasis will be placed on continued skill development, knowledge of rules, strategies and principles of the game.

Badminton **PED 1103 1**
Designed for a wide range of students. This course will introduce students to basic skills, knowledge of rules and principles of the game.

Soccer **PED 1104 1**
Designed to further the development of soccer skills. Emphasis will be placed on continuous skill development, knowledge of rules, strategies and priciples of the game.

Zumba **PED 1107 1**
Zumba is a Latin dance that blends international music to create an exhilarating, effective, easy-to-follow, calorie-burning fitness programme.

Body Combat **PED 1108 1**
This 60-minute PED session will offer 30 minutes of self-defense where students will learn and master a variety of martial arts moves from the disciplines of Taekwondo, Karate, Kickboxing, Muay Thai, and Jiu-Jitsu, In the second half of the class students will apply and perform these moves in Les Mills Body Combat routines, a non-contact, high intense cardio workout to the latest hard-hitting tunes.

Archery **PED 1110 1**
Designed to develop students in this activity. Emphasis will be placed on continuous skill development (Static/Dynamic Stages), knowledge of rules, safety, technique, optimum practice conditions and equipment maintenance.

Weight Training **PED 1111 1**
Emphasis will be placed on knowledge, principles, technique, optimum practice conditions, physical conditioning, proper use of equipment/facility and equipment maintenance.

Intermediate Badminton **PED 1115 1**
This course will develop advanced skills, knowledge of rules, strategies and principles of the game.

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. ***Prerequisite:*** 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; Transnational and rotational equilibrium; Work; Energy; Momentum; Heat, Kinetic gas theory; The gas laws. Suitable for students intending to pursue other scientific studies or wishing to specialise in physics and its related technologies. Laboratory. ***Prerequisite***: C grade in PHY 0013, or alternatives in Physics and Mathematics. ***Corequisite:*** 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 4
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 2
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, PLM 1103 2
Water Distribution Systems
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, PLM 1104 4
Installing DWV Piping
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, PLM 1105 3
Installing Fixtures and Faucets
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, PLM 1106 3
Valves and Faucets
Covers the troubleshooting and repair of fixtures, valves, and faucets in accordance with code and safety guidelines.

Sizing Water Supply Piping, Potable Water Treatment PLM 2107 3
Explains how to disinfect, filter, and soften water supply systems. Discusses how to troubleshoot water supply problems, flush out visible contaminants from a plumbing system, and disinfect a potable water plumbing system.

Backflow Preventers, Types of Venting, PLM 2108 4
Sizing DWV Systems
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 2
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, PLM 2112 2
Plumbing for Mobile Homes
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.

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. ***Prerequisite***: ENG0012 with a grade of C or higher

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. ***Prerequisites***: 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.
Prerequisites: 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. ***Prerequisites***: 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.
Prerequisites: PSY 1101 and PSY 1102.

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**
Enjoy acting and performing? Join to develop and showcase your performing arts talents.

Bermuda College Ministry **RSO 1202 1**
A non-denominational Christian campus ministry. Participants will engage in open discussions on topics of the bible. Social gatherings and fun events are held monthly.

Photography **RSO 1203 1**
Is there a prize winning photographer within you? Learn how to take fantastic photos and have the opportunity to host and exhibit on campus.

International Association of Administrative Professionals **RSO 1205 1**
Network with others in the administrative fields as you prepare for employment. Participate in workshops and meet future employers, making the transition to the office, effortless.

Bermuda College Literary Society **RSO 1206 1**
If you have been inspired by great writers and poets, this is for you. Whether you enjoy creating or critiquing, this organisation will allow you to explore your talents and interests.

Hospitality Club **RSO 1209 1**
This Club strives to promote and perform quality service in Bermuda by networking with local and international organisations in the hospitality industry.

Model United Nations Club **RSO 1211 1**
A passion for debating, travelling and international affairs? Travel to exotic locations as you engage in a 'model' on assembly.

Real Talk **RSO 1215 1**
This is an on-campus e-newsletter produced by and for Bermuda College Students. It seeks to inform and entertain, inspire and challenge students with a variety of articles and features, engaging them fully in the College community atmosphere. We welcome those with or without previous experience to "get the scoop"!

Spanish Club **RSO 1216 1**
Food, costumes and Latin culture are explored. Learn the language and have an opportunity to travel to Spanish-speaking destinations.

Bermuda College Music Group **RSO 1218 1**
Familiarity with an instrument is preferred but a love of music and a willingness to learn, essential.

Bermuda College Radio **RSO 1219 1**
Live 4.0 is an online radio station designed to provide a source of quality radio programming for the BC Community. This is an opportunity to DJ and produce live talk shows and commercials.

Volunteer Action **RSO 1221 1**
Students can volunteer their time at local organisations and receive credit. A total of 14 hours need to be accomplished before credit can be given.

Men's Speak - Male Forum **RSO 1222 1**
Participants can expect to engage in open dialogue about issues that affect males, organise and take part in activities that raise awareness of key issues and contribute to their own and other's personal development.

Women's Speak - Female Forum (WOMYN) **RSO 1223 1**
Build a future of empowerment, knowledge and respect for sisterhood. This is about women building positive relationships and encouraging development in other women.

Choir **RSO 1226 1**
If you have a love for singing, love to performing, or want an to improve vocals, this is the perfect opportunity.

Bermuda College Art Gallery (BCAG) Club **RSO 1227 1**
An opportunity to create and submit artwork that will be displayed in the BC Art Gallery. Available only to Art and Design students.

Bermuda College Environmental Club **RSO 1228 1**
Think Green! This is your opportunity to become more environmentally aware and active. We will look at the application of environmental concepts and develop activities to promote environmental awareness on campus and in the community.

"Cura Te Ipsum" (Heal thyself) **RSO 1231 1**
Explores holistic alternatives for healthy living and much more.

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.
Prerequisite*:*: ENG0012 with a grade of C or higher.

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.
Prerequisite*:*: ENG0012 with a grade of C or higher. SOC 1101 is strongly recommended.

Introduction to Criminology **SOC 1160 3**
An examination of the theory and practice of criminology. Included is a discussion of terms and concepts commonly used; the subject matter of criminology and its relationship to other sciences; the history and evolution of criminology and its role in present day societies. ***Corequisite:*** ENG 1111

Law and Society **SOC 1180 3**
An examination of the history, growth, role and purpose of law in society with special attention on criminal law. A study of fundamental legal concepts such as the rule of law, mens rea, negligence, liability and criminal responsibility. Critical examination of the laws enforceable in Bermuda and the legal institutions that enforce them. ***Prerequisites:*** SOC 1101 and 1102

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. ***Prerequisites***: SOC 1101 and SOC 1102.

Sociology of Work **SOC 2235 3**
This course examines the sociological dimensions of work and occupations with a particular emphasis on the relationships between individuals, work and society. Specific topics may include: The experience and meaning of work; Jobs satisfaction; Work and family balance; Scientific, bureaucratic and organic management; McDonaldization; Discrimination and control at work; Social organisation of labour markets and occupations. ***Prerequisites***: 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. ***Prerequisites***: 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 explored. ***Prerequisites***: SOC 1101 and SOC 1102.

Sociology of Punishment and Correction **SOC 2291 3**
An overview of the sociological literature on punishment and correction through which the enforcement of criminal justice is examined. The areas for consideration include the performance of the police and the courts; the effectiveness of the correctional system, including the unintended consequences of imprisonment; and the results of probation, parole, and correctional experiences in the United States and Britain. ***Prerequisites***: SOC 1101 and SOC 1102. SOC 2290 is recommended.

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

Beginners Spanish II **SPA 1102 3**
This course is a continuation of Beginners Spanish 1 (SPA 1101). It is designed for students who have had at least two years of Spanish at the secondary school level without any gaps in their Spanish educational experience, or for students who are competent in the basic linguistic skills and who can minimally converse in Spanish, but who desire increased competency in the fundamentals of the language. The course is designed to build on the basics of the language and aims to increase audio-lingual development through vocabulary building, reading, speaking, and writing to prepare students for the intermediate level. ***Prerequisite***: SPA 1101 or permission of the lecturer.

Intermediate Spanish I **SPA 2201 3**
This course focuses on intermediate-level Spanish and is designed for students who have studied Spanish for a minimum of three years at the senior

school level or for students who have a command of the basics of the language and who desire to strengthen their reading, writing and audio lingual skills. Students will learn more complex verb forms and idiomatic expressions to develop greater linguistic fluency and will strengthen their skills through the study of authentic text.
Prerequisite: SPA 1102, or at least three (3) consecutive years in senior school Spanish or permission from the lecturer

Intermediate Spanish 2 **SPA 2202 3**
This course is a continuation of SPA 2201 and is designed for students who have strong audio lingual and written competencies and wish to strengthen their linguistic skills. Increased attention will be placed on reading, writing and oral communication. Students will have greater cultural exposure and will continue to develop proficiency and fluency.
Prerequisite: SPA 2201 or permission from the lecturer.

Conversational Spanish **SPA 2222 3**
This course is designed to give students linguistic competencies for everyday situations. Students will further develop audio-lingual, listening and writing skills and vocabulary for life settings. ***Prerequisite***: Intermediate Spanish 1 (SPA 2201) or permission of the lecturer

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: Coplanar forces; Distance; Time; Velocity and acceleration; Mechanical energy and power; Heat and temperature. ***Prerequisite***: TSM 1101 with a minimum grade of C.

WELDING TECHNOLOGY

Introduction to Welding **WLD 1101 3**
A module that provides the basic understanding of welding operations and processes.

Sheet Metal ARC 1 **WLD 1102 8**
A module that provides the basic understanding of metal and the knowledge of joining metal together.

Sheet Metal ARC 2 **WLD 1103 8**
A module that provides the understanding of how to work with thicker metal.

Sheet Metal ARC 3 **WLD 1104 6**
A module that provides the processes of welding pipes and heavier metals.

Welding Symbols and Detail Drawings **WLD 2105 6**
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 6**
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.

Aluminium Plate **WLD 2109 3**
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 4**
A module that provides another method of gas metal arc welding for pipe.

Flux Cored ARC Welding **WLD 3112 4**
A module that provides the technique of arc welding involving flux to weld pipe.

Gas Tungsten ARC Welding **WLD 3113 4**
A module that uses the techniques of joining pipes using the tungsten arc welder.

Gas Tungsten ARC Welding Low Alloy Metals **WLD 3114 4**
A module that introduces the more advanced techniques to join low alloy metals and stainless steel.

WOOD TECHNOLOGY

Orientation, Materials, Fasteners, Hand & Power Tools **WTC 1101 1**
The following topics 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 4**
The following topics are contained in this module: Laying out and constructing a wood floor; Framing walls and ceilings; Describing various kinds of roofs; Building gable and hip roofs.

Windows and Exterior Doors **WTC 1103 4**
The following topics are contained in this module: Recognising various types of windows; Skylights and exterior doors; Installing windows and exterior doors; Fitting locksets and weather-stripping.

Reading Plans, Site Layout I: Distance Measurement & Leveling **WTC 1104 3**
The following topics 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 topics 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 topics are contained in this module: Constructing job-built forms; Identifying various manufacturers forms; Studying history; Procedure for erecting tilt-up wall panels.

Exterior Finishing, Roofing Applications, Thermal and Moisture Protection **WTC 2107 4**
The following topics 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 4**
The following topics 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 4**
The following topics 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 4**
The following topics 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 1**
The following topics are contained in this module: Recognising various light construction equipment; Understanding safety practices with welding equipment; Learning components of a metal building.

Site Layout Two: Angular Measurement, Advanced Stair Systems & Introduction to Project Management & Supervision **WTC 2112 3**
The following topics 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 with access to training and qualifications to national and international standards.

Division of Professional and Career Education
2013 Institute of Leadership and Management Graduates from Department of Works and Engineering

EXTERNAL CERTIFICATES & PROFESSIONAL DESIGNATIONS

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS ACCA PROGRAMME OVERVIEW

Foundations in Accountancy

ACCA's Foundations in Accountancy is an entry-level suite of awards, including certificates and diplomas. It contains the following qualifications:

- Introductory Certificate in Financial and Management Accounting
- Intermediate Certificate in Financial and Management Accounting
- Diploma in Accounting and Business

Foundations in Accountancy provides flexible entry points with certification awarded at each level and gives students the flexibility to progress onto the ACCA qualification after completion of the Diploma in Accounting and Business.

High school graduates, mature students and working professionals without formal academic qualification can undertake any level* within Foundations in Accountancy.

** Students will be assessed to assist in determining the most appropriate level at which they should start. Additionally, ACCA has developed optional self-check modules in English and math to aid prospective students in gauging their general level of ability in English and math. These self-check modules are optional to complete, free of charge and can be accessed from the ACCA website* ***www.accaglobal.com***

Introductory Certificate in Financial and Management Accounting

This certificate is suitable for anyone looking to do an introductory qualification in accounting and finance. This includes senior high school leavers, people already working in accounts support roles as well as current high school students enrolled in a business class. Previous academic qualifications are not required.

CURRICULUM

Fall Semester

- Recording Financial Transactions
- Management Information
- *Foundations in Professionalism

* Foundations in Professionalism is an online ethics module.

Intermediate Certificate in Financial and Management Accounting

This certificate is suitable for anyone looking to do an introductory qualification in accounting and finance. This includes school leavers or those already working in accounts support roles. No previous academic qualifications are required to study for this qualification. However, you may wish to complete ACCA's Introductory Certificate in Financial and Management Accounting before attempting the intermediate certificate.

CURRICULUM

Spring Semester

- Maintaining Financial Records

Summer Semester

- Managing Costs and Finance
- Foundations in Professionalism*

EXEMPTION:

*If one has already completed this module to gain the Introductory Certificate in Financial and Management Accounting, one is not required to complete this a second time.

Diploma in Accounting and Business

This diploma is suitable for anyone looking to do an introductory qualification in accounting and finance. The ability level is broadly equivalent to the first year of a degree programme. If one does not possess previous academic qualifications, it is suggested that they complete the ACCA's Introductory Certificate and/or the Intermediate Certificate in Financial and Management Accounting before attempting the diploma. This diploma represents the first three exams of the ACCA Qualification.

CURRICULUM

- Accountant in Business
- Management Accounting
- Financial Accounting
- Foundations in Professionalism*

EXEMPTION:

*If one has already completed this module one does not have to complete it again.

ACCA Qualification

You should choose this qualification if you want to become a professional accountant. If you do not have the minimum qualifications of a Bachelor's degree, you should register for one or more of the introductory level qualifications (see Foundations in Accountancy pg. 110). You can study for the ACCA Qualification after you have completed the Diploma in Accounting and Business, but you may wish to complete ACCA's Introductory Certificate and/or the Intermediate Certificate in Financial and Management Accounting before attempting the Diploma.

CURRICULUM**

Fundamentals Papers

- Accountant in Business (F1/FAB)
- Management Accounting (F2/FMA)
- Financial Accounting (F3/FFA)
- Corporate and Business Law (F4)
- Performance Management (F5)
- Taxation (F6)
- Financial Reporting (F7)
- Audit and Assurance (F8)
- Financial Management (F9)

Professional Papers

- Governance, Risk and Ethics (P1)
- Corporate Reporting (P2)
- Business Analysis (P3)
- Advanced Financial Management (P4)
- Advanced Performance Management (P5)
- Advanced Taxation (P6)
- Advanced Audit and Assurance (P7)

EXEMPTION:

*If one has already completed this module one does not have to complete it again.

**Individuals with Accounting Business degrees may be eligible for exemptions.

AMERICAN MANAGEMENT ASSOCIATION AMA

PROGRAMME OVERVIEW

Certificate programmes by the 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.

Certificates are earned over two semesters. Entrance is accepted in the Fall (September) and Spring (January) semesters. Candidates interested in earning their AMA certificates must successfully complete 10 Continuing Education Units. Each module completed is equivalent to 2 CEUs earned. Delegates must complete the core course and select any of the elective offered in any given semester to make up the 10 CEUs.

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 one's decision-making, communication, people and time management skills.

CURRICULUM

Core Module

- Skills for Success: A Guide for Secretaries and Administrative Professionals

Electives

- Delivering Knock Your Socks off Service
- How to Sharpen Your Business Writing Skills
- Interpersonal Communication Skills in the Workplace
- How to Manage your Priorities
- Practical Problem Solving in the Workplace
- Taking Control of your Time Management

Certificate in Human Resource Management **AMA 74**

The Certificate in Human Resources 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

- Fair Square and Legal: A Managers Guide to Safe Hiring
- Fundamentals of Human Resources

Electives

- Performance Management
- Successful Interviewing: Techniques for Hiring Coaching and Performance Management Meetings
- Communication Skills for Managers
- Performance Appraisals: Strategies for Success

Certificate in General Management **AMA 70**

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 competitive advantage, improve customer service, nurture a diverse workplace and meet global, ethical, and business challenges.

CURRICULUM

- Fair Square and Legal: A Managers Guide to Safe Hiring
- Finance and Accounting for Non-Financial Managers

Elective Courses

- Communication Skills for Managers
- How to Plan and Manage your Company Budget
- A Managers Guide to Human Behavior
- How to Write a Business Plan
- Project Management

BUILDING OWNERS AND MANAGERS INSTITUTE BOMI

PROGRAMME OVERVIEW

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.

Facilities Management Administrator

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

CURRICULUM*

- RST 880 The Design, Operations and Maintenance of Building Systems PART I
- RST 881 The Design, Operations and Maintenance of Building Systems PART II
- RST 882 Fundamentals of Facilities Management
- RST 884 Facilities Planning and Project Management
- RST 886 Environmental Health and Safety
- RST 887 Ethics is Good Business

Elective Courses (*Two of these courses must be completed)*

- RST 885 Real Estate Investment and Finance
- RST 888 Asset Management
- RST 889 Managing the Organisation

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

CERTIFIED ADMINISTRATIVE PROFESSIONAL CAP

PROGRAMME OVERVIEW*

The CAP designation provides administrative professionals with the knowledge of office systems, technology, office administration and management, and expertise they need to apply the principles of good human relations and communications.

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

CURRICULUM

- Communication
- Organisation and Planning
- Information Distribution
- Records Management
- Physical and Information Resources
- Document Production
- Financial Functions
- Human Resources

CHARTERED PROFESSIONAL ACCOUNTANT (CANADA) CPA
PROGRAMME OVERVIEW
The new Chartered Professional Accountant (CPA) designation demonstrates leadership, inspires confidence, and commands respect, while reaffirming the reputation and influence of Canada's accounting profession in the global financial community.

CPA Prerequisite Education Programme (CPA PREP)
If your baccalaureate degree does not include the necessary subject area coverage, you will be able to meet requirements through the individual modules in the new (CPA PREP). Delivered on a part-time basis; the modularised programme requires that students complete only those modules that they require.

Modules include:

- Introductory Financial Accounting
- Introductory Management Accounting
- Economics
- Statistics
- Inter. /Adv. Financial Accounting
- Corporate Finance
- Audit and Assurance
- Tax
- Inter. /Adv. Management Accounting
- Strategy and Governance
- Business Law
- Information Technology

~ see www.cpabermuda.ca for details or contact mcadue@bermudacpa.ca

CHARTERED PUBLIC ACCOUNTANT (U. S. A.) CPA
PROGRAMME OVERVIEW
The traditional role of a 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.

Becker CPA Review Programme
Becker CPA Review has been preparing students to take the CPA Exam for 50 years. The Becker approach is intensive and the results are impressive. Becker offers flexibility with live, online, and self-study CD options to choose from and offers a format that works for your learning style. Becker has a proven record with over 400,000 candidates successfully passing the exam — 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

- TDS 940 Business
- TDS 945 Audit
- TDS 950 Regulation
- TDS 955 Finance

INTERNATIONAL COMPUTER DRIVING LICENSE ICDL
PROGRAMME OVERVIEW
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.

CURRICULUM (*Certificates are earned over 2 semesters)*

- Concepts of Information and Communication Technology
- Using the Computer and Managing Files
- Word Processing (Word)
- Spreadsheet (Excel)
- Using Databases (Access)
- Presentation (PowerPoint)
- Web Browsing and Communication (Internet/Outlook)

CHARTERED INSTITUTE OF LEGAL EXECUTIVES CILEX

PROGRAMME OVERVIEW

The Chartered Institute of Legal Executives (CILEX) is the governing membership body for legal executives.

Certificate for Legal Secretaries

This qualification is aimed at those who work or want to work as administrators/secretaries and who already possess a basic knowledge and understanding of administration but not necessarily the legal skills required. CILEx Legal Secretaries Certificate can be earned in one academic year or 3 full semesters.

CURRICULUM*

- LAW800 Legal Word Processing
- LAW801 Working in the Legal Environment

*__Prerequisite__: College Placement Test English score of 89 or above.

Certificate in Legal Studies

The Certificate in Legal Studies provides you with the underpinning knowledge to help those working in a legal environment with the day-to-day work obligations. The Certificate also allows participants to progress onto the Level 3 Professional Diploma.

CURRICULUM

First Semester

- LAW820 The Legal Environment

Second Semester

- LAW821 Principles of Criminal Liability
  Principles of Contract Liability
  Principles of Negligence

Third Semester

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

- LAW823 Family Law
- LAW826 Criminal Law
- LAW828 Law in the Workplace

Prerequisite: College Placement Test English score of 89 or above.

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. Individuals with no previous academic qualification should complete the Certificate in Legal Studies prior to entering the Professional Diploma.

CURRICULUM

Required Courses

- LAW840 Introduction to Law & Practice
- LAW841 Contract Law
- LAW842 Criminal Law
- LAW843 Land Law
- LAW844 Law of Tort
- LAW845 **Criminal Litigation Practice
  (Linked to Criminal Law)
- LAW855 Client Care Skills
- LAW856 Legal Research Skills
- LAW890 **Civil Litigation Practice
  (Linked to Contract Law & Law of Tort)

PLUS 1 - Elective Courses

(Choice module from the selection below)

- LAW846 **Family Law
  (Linked to the Practice of Family Law)
- LAW892 **Employment Law
  (Linked to Practice of 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.

**Each level 3 unit provides a foundation for the study of it related practice unit so one must take the relevant combination of linked units.

SUPPLY CHAIN MANAGEMENT ASSOCIATION (formerly PMAC)

PROGRAMME OVERVIEW

Supply Management Training

Supply management training consists of introductory technical courses, soft skill seminars and business management seminars. Participants can access either a single course or seminar, or can complete the entire package and earn a document of completion (Diploma/Certificate).

The supply management training courses and seminars replace the Certificate in Purchasing, which was phased out in 2009.

NOTE: The supply management training cannot be applied towards C.P.P. accreditation

CURRICULUM

Introduction to Procurement **BUS 610**

This course introduces the opportunities and challenges of international versus domestic procurement. It covers a variety of procurement scenerios: Repetitive purchases of production materials; One-time low-cost items; Large capital goods acquisition; Long-term supply contracts.

Introduction to Transportation **BUS 611**

Participants will learn the advantages and limitations of the modes of transportation. Topics covered include: The role of freight forwarders; Brokers and integrated transportation companies. This course will introduce participants to transportation documentation; Basic load planning; Contracts; Insurance; Customs clearance; Letters of credit.

Introduction to Logistics **BUS 612**

Participants will discuss how to balance the pressures for large order sizes to achieve low unit costs with the competing pressures to minimise warehouse space and inventory obsolescence. Topics covered include: Forecasting; Safety stocks; Customer service requirements.

Introduction to Operations Management **BUS 613**

This course will familiarise participants with operations in manufacturing, distribution and services organisations. Topics covered: Capacity planning and scheduling; PLUS concepts of JIT/Lean, OPT/TOC and MRP; Forecasting techniques; Demand planning; Inventory ordering.

Communication and Relationship Skills (Seminar) **BUS 620**

Principles and guidelines for effective communications in a business environment are the focus of this seminar.

Negotiation Skills (Seminar) **BUS 621**

This seminar begins with an exploration of the nature and causes of conflict, and the barriers to resolving conflict. Various conflict resolution approaches are then introduced.

Competitive Bidding, Contract Preparation and Contract Law (Seminar) **BUS 622**

Participants will learn the basics of effective contract management. Contract basics such as types of contracts, characteristics of good contracts and the contract management lifecycle are topics covered. Participants will also gain a familiarity with managing service level agreements and mitigating risk.

Introduction to Accounting and Finance (Seminar) **BUS 623**

This seminar provides a comprehensive overview of how finance impacts supply management. Participants learn how to read financial statements and understand how make a business case for an investment and evaluate investment opportunities.

Introduction to Marketing (Seminar) **BUS 624**

Participants will learn the role and purpose of marketing and how marketing affects supply management, the differences between marketing and sales, marketing products and services, in addition to B2B and B2C marketing.

Introduction to Business Planning (Seminar) **BUS 625**

This seminar provides an overview of strategic planning in an organisation and the basic elements of a strategic analysis (SWOT). Topics covered include: Porter 5-forces model; Critical success factors; Strategic maps and company positioning; Strategic models.

CITY & GUILDS INTERNATIONAL QUALIFICATIONS

PROGRAMME OVERVIEW

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

City and Guilds Certificate in Hairdressing is a UK-based programme which enjoys international recognition. This part-time programme will be delivered over three semesters in both practical and traditional classroom settings. The programme is suited for people new to the profession and those currently working in the profession who require certification.

Certificate in Hairdressing LEVEL 2
CURRICULUM

First Semester
Introduction to Hairdressing **HBP 002 A1**
Health and Safety
Working Relationships
Client Consultations
Preparing the Work
Shampoo, Blow Dry, Cutting

Second Semester
Hair Care **HBP 002 A1**
Colouring
Bleaching
Relaxing

Third Semester
Practicum **HBP 002 A1**
Open salon services

NATIONAL CERTIFICATION COUNCIL FOR ACTIVITY PROFESSIONALS NCCAP

CERTIFICATE FOR ACTIVITIES SPECIALISTS

The National Certification Council for Activity Professionals (NCCAP) is a US certifying body that exclusively certifies activity professionals who work with the elderly. The Certificate for Activities Specialist is the first of the three levels. It will prepare participants with the skills and competencies to develop and deliver interactive activities programmes for seniors. Students entering this programme must be proficient in English and Microsoft Word. Graduates will be eligible to sit the National Certificate for Activities Professionals (NCCAP) exam. This is a six-month programme.

CURRICULUM

First Semester
Behavioural Science and Adult Client Populations **TDS REC1**
Students will be introduced to the continuum of care settings in Bermuda and review the demographics and characteristics of Bermuda's aging population. They will learn the basic functions and duties of the activities professional: to design, deliver and evaluate activity services for seniors across the continuum of care.

Second Semester
Professional Approach to Care and Care Planning Practices **TDS REC2**
Students will identify the different levels of programming for low, moderate, and high functioning clients and create activity protocols for each level. They will apply principles of management in their role as an activity professional: the principles of planning, organising, staffing, directing and controlling.

The programme will culminate in a one week full-time clinical experience in an approved caregiving setting under the supervision of a recreational therapist. ***Prerequisite:*** TDS REC 1 & TDS REC 2

CISCO ACADEMY

CISCO Networking Academy **CIS 850**

The CISCO Networking Academy is an e-learning programme. This curriculum helps students prepare for the CCNA certification. It also helps students develop the skills necessary to fulfill the job responsibilities of network technicians, network administrators, and network engineers. It provides a theoretically-rich, hands-on introduction to networking and the internet.

The 4 module course will be completed over a 12-month period.

- CIS 850 Introduction to Networks
- CIS 860 Routing and Switching
- CIS 865 Scaling and Networks
- CIS 870 Connecting Networks

WORKFORCE DEVELOPMENT CERTIFICATES

CERTIFICATE FOR CHILDCARE ASSISTANTS

The Certificate for Childcare Assistants is a part-time programme which prepares students to work as childcare assistants in nursery schools and preschool settings. The Certificate for Childcare Assistants has been designed and developed to address the growing need for skill and knowledge development in the area of childcare services. 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 a practicum.

CURRICULUM

First Semester

Stages of Child Development **CCP 815**

This course explores the range of issues and stages of child development from birth through age eight. Students will focus on the emotional, intellectual, physiological, social, and cultural factors, and how they impact care-giving and instructional practices

Interpersonal Communications **CCP 810**

This course aims to promote the development of the communications skills required to build effective relationships with children, parents, and colleagues. The course seeks to promote a range of core competencies in the areas of effective communication skills, positive discipline, and personal awareness.

Second Semester

Introduction to Health and Safety **CCP 820**

This course introduces students to health and safety issues affecting children. Students will develop an understanding of childhood physical and developmental health; child abuse and neglect; safe play environments; special needs; and the public health regulations governing care facilities.

Learning Environments **CCP 825**

This is a comprehensive competency-based course focusing on developmentally appropriate activities and programming. Students will examine the range of activities suited to children from birth through age eight.

Practicum **CCP 826**

Students will engage in practical experiences working with children for a two-week period in an approved setting under the guidance of a teacher while applying the skills and competencies learned throughout the programme.

CERTIFICATE IN DENTAL ASSISTING

The Certificate in Dental Assisting was developed in collaboration with the Bermuda Dental Association. It prepares participants with the prerequisites to become registered with the Bermuda Dental Association as Dental Assistants. Students entering this course must have strong skills in English, mathematics and Microsoft Office.

CURRICULUM

First Semester

The Dental Assisting Profession **TDS DENT1**

This module is designed to provide an overview of the dental profession. It also covers the science of dentistry and the legal and ethical standards expected in the dental profession.

Second Semester

Radiation Health and Safety **TDS DENT2**

At the end of this module students will understand radiation; and how to use it safely in the dental office to produce radiographs that are of the best possible diagnostic quality. The topics are covered with a balance of theory and technique.

Third Semester
Infection Control **TDS DENT3**
Students will study the rationale for proper infection control and learn how to implement the policies and procedures necessary to protect themselves and their patients. Students will also learn the CDC guidelines and the OSHA requirements of the dental industry.

Fourth Semester
General Chairside Assisting 1 **TDS DENT4**
Students will learn how to support the dentist or hygienist. They will learn how to handle equipment and instruments; prepare work stations; assist during dental procedures; and engage in administrative functions.

Fifth Semester
General Chairside Assisting 2 **TDS DENT5**
This module is the continuation of TDS DENT 4.

CERTIFICATE IN BASIC HORTICULTURE
This foundational, competency-based programme is designed to prepare students with the skills and knowledge to engage in careers in the horticulture industry. Upon completion, students will be qualified and ready to work in grounds maintenance, plant nurseries, landscaping, garden centres, golf courses, lawn care, and parks and recreation departments.

CURRICULUM

First Semester
Science of Horticulture **AGC 990**
Topics include: Horticulture and the environment; Plant structures and functions; Plant propagation; Soil science and nutrients; Plant identification and pruning.

Second Semester
Technology in Horticulture **AGC 991**
Topics include: Operation and Maintenance of Horticulture Equipment including power and hand tools.

Third Semester
Turf Management & Landscaping **AGC 992**
Topics include: Turf Management; Weeds; Pests and Diseases; Landscape Maintenance.

CERTIFICATE FOR NURSING ASSISTANTS
The Certificate in Nursing Assistants was developed in collaboration with the Bermuda Nursing Council. It prepares participants with the prerequisites to become registered with the Bermuda Nursing Council as nursing assistants in the health care industry. Participants will cover topics such as: Vital signs; Medical terminology; Caring for seniors and others in need of medical care; Professional regulations; Legal and ethical issues around the health care industry. Those entering this programme must be proficient in English and mathematics. Potential students will be assessed.

CURRICULUM

First Semester
Fundamentals of Health Care Delivery **CCW 810**
This course is designed to provide a fundamental understanding of the requirements and nature of working in a health care setting with professionals responsible for patient care. Topics covered include: Medical terminology; Professional regulations; Legal and ethical issues governing health care in Bermuda.

Second Semester
Clinical Care Assistant **CCW 820**
This course blends the practical and theoretical activities of nursing assisting covering topics such as Administering vital signs, CPR, Manual handling etc. ***Prerequisite*:** CCW 810

Clinical Practicum **CCW 821**
The clinical provides practical, hands on experiences in a diverse group of approved health care settings under the supervision of a certified nurse. This takes place one weekend each month and then a one week full-time clinical near the end of the programme. ***Prerequisite*** CCW 810 & CCW 820

PERSONAL FITNESS TRAINER CERTIFICATION
Bermuda College in collaboration with the World Instructor Training Schools (W.I.T.S.), a leader in fitness training and certification in the U.S. is delivering the **Personal Fitness Trainer Certification**. This programme consists of three essential components: a strong theoretical foundation taught through classroom lecture and discussion; a hands-on practical where students develop professional skills and techniques through observation and practice; and an internship which provides additional practical experiences in a real world setting. This is a nine-week intensive course ending with an internship in a local fitness centre.

CURRICULUM

Semester 1 **FIT 820**
Theory of Personal Fitness Training
Anatomy and Biomechanics
Assessing Body Composition
Rx for Cardiovascular Fitness and Muscular Fitness
Exercise Physiology

Semester 2 **FIT 820**
Internship
Practical assessment
Group Exercise Instructor

Bermuda College in collaboration with the World Instructor Training Schools (W.I.T.S.), a leader in fitness training and certification in the U.S. is delivering a **Group Exercise Instructor Certification** programme. Participants will learn the fundamentals of how to lead groups in safe and effective exercise activities using a variety of leadership techniques that will foster group camaraderie, support, and motivation. Participants will develop the skills, knowledge and competencies regarding how to enhance muscular strength and endurance, flexibility, cardiovascular fitness, body composition, and any of the motor skills related to the domains of health-related physical fitness. This is a nine-week intensive course ending with an internship in a local fitness centre.

CURRICULUM

Semester 1 **FIT 821**
Theory of Group Fitness Training
Principles of Exercise Science
The Essentials of Group Exercise Music and Choreography
Management of Group Exercise Classes
Developing Programmes for Diverse Populations
Assessing Body Composition
Rx for Cardiovascular Fitness and Muscular Fitness
Exercise Physiology

Semester 2 **FIT 821**
Internship
Practical assessment

CERTIFICATE IN NAIL TECHNOLOGY
Learn the art and science of nail technology. This programme will provide you with the latest training required for the nail technology industry today. You will learn everything from basic nail care to spa manicures and pedicures, artificial nails, electric nail drill filing techniques and nail art. Students will engage in learning the right skills, knowledge, and competencies required to work as nail technicians. This is a booming industry, and the right attitude and competencies are what will keep you employed. By the completion of this programme, graduates will be ready to join the industry as highly skilled nail technicians. The eleven-month part-time programme involves a combination of theory and practical experience in the classroom and salon settings.

CURRICULUM

First Semester
Introduction to Nail Technology **TDS NAT1 A1**
Life Skills/Work Ethic
Communication for Success
Infection Control
General Anatomy and Physiology
Nail Diseases and Disorders
Basics of Electricity

Second Semester
Nail Care **TDS NAT2 A1**
Manicuring
Pedicuring
Electric Filing
Nail Tips
UV Gels
Nail Art

Third Semester
Internship **TDS NAT3 A1**
Practical Procedures
Business Skills
Internships

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 - Waiter Training **FAB 820**
The Certified Dining Room Associate course covers the basics of food, wine and beverage service and is designed for those with little or no 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, but 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. **NOTE:** Students must have solid computer skills.

Introduction to Breads & Pastry **CUL 800**
The Introduction to Breads & Pastry course introduces the fundamental techniques and procedures used in baking and pastry production. The course also serves as a precursor to those who may be considering entering the Bermuda College Culinary Arts programmes.

Introduction to Real Estate **RST 860**
The Introduction to Real Estate course provides the fundamental knowledge required for those thinking of entering, or have just entered the real estate industry. Additionally, it is designed to assist those undertaking the Bermuda Real Estate exam.

Marine Navigation **NAV 851**
Navigation is a comprehensive course designed to aquaint one with all the tools and skills required for successful coastal navigation. **NOTE**: This course covers the requirement for Marine and Ports local licenses.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

PROGRAMME OVERVIEW

English as a Second Language offers up-to-date English language instruction to adult learners seeking to communicate with English speakers, acquire basic literacy skills, learn about the culture and customs of Bermuda and fulfill their goals as family members, workers, community participants, and lifelong learners. Applicants will be assessed to determine placement.

English for Speakers of Other Languages - Beginners **ESL 800**
This course is ideal for individuals with very little experience communicating in English. The participants will explore communicative English and develop conversation skills.

English for Speakers of Other Languages -Intermediate **ESL 801**
Students must have some fluency in speaking and reading English. The course will focus on all four skill areas: listening, speaking, reading, and writing. Students will work to improve their grammar, use of idioms, reading, and writing. Discussions will be related to various topics of student interest.

Student Resources

Student Resources are those areas and functions of Bermuda College that directly contribute to a successful learning environment for the student.

Student Government Council ~ Spring Spirit Day

STUDENT RESOURCES: **P. 121 - 132**

ACADEMIC RESOURCE CENTRE

The Academic Resource Centre serves all Bermuda College students in their quest for academic excellence. The ARC provides academic support, enhances student learning and assists in the development of independent learning in a friendly comfortable environment. The tutors provide individual and small group tutoring. Throughout the year, workshops are offered on a variety of topics including time management, test-taking skills, study strategies, writing skills, etc.

The ARC has an open door policy. It is advisable, however, to make appointments to see individual tutors when deadlines for research papers and exams are approaching.

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.

Bermuda College also offers SMARTHINKING, a 24/7 online tutoring service accessible through the student portal.

For information, contact:
Dr. Lisa Osborne | Director ▪ T: 239-4102 ▪ E: losborne@college.bm

COUNSELLING AND CAREER CENTRE

Located on the second level of the Library Building, the Counselling & Career Centre team facilitates opportunities for goal achievement with respect to academic, career, and personal development. Members of staff provide individual and group services to students, alumni and members of the community.

- Explore and evaluate the variety of transfer abroad options supporting continuing education including online and traditional options.
- Develop effective admission essays and personal statements to support university and scholarship applications.
- Understand and select the appropriate financing options to support continuing education goals.
- Facilitate workforce development through assessment of interests, skills, and abilities.
- Prepare effective job search/career transition strategies by developing an effective toolkit – resume writing, cover letter writing, interview skills, and networking skills.

By appointment or walk-in the Counselling & Career Centre is ready to work with students as they consider, assess and develop their goals. A timely visit equals a strong foundation for future success!

SPORTS AND RECREATION ACTIVITIES & REGISTERED STUDENT ORGANISATIONS

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, BC Ministry, International Association of Administrative Professionals (IAAP – Student Chapter), Newsletter, Bermuda College Art Gallery (BCAG) 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 (student representatives) and executive members (president, vice-president, treasurer and secretary). Senatorial appointments are made in September allowing 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 several scholarships and awards available to students entering and currently attending Bermuda College. A visit to bermudascholarships.com provides a broad perspective of all the awards available to students studying at the Certificate, Associate, and Bachelor Degree levels. Contact the Counselling & Career Centre for information and paper applications specific to financial aid, entry scholarships, and In-House awards administered by Bermuda College.

For information, contact:
Ms. Nikkita Scott | Director, Counselling and Student Activities
▪ Tel: 239-4084 ▪ Email: nscott@college.bm

LIBRARY

The Bermuda College Library subscribes to thousands of journals and magazines via an academic database, and new titles are added monthly to the book shelves. The Library also has subject related e-books to complement the curriculum.

Professionally trained librarians and skilled staff are here to provide patron's information needs whether as a student, faculty, staff, or member of the community.

The Library provides quiet spaces where students can work with laptops, conduct research, or study. The Library also has computer workstations and group meeting rooms which patrons may use. There is a lounge for relaxation and quiet socialisation – all in the building under the Clocktower.

OUR MISSION *is to successfully facilitate and support the teaching and learning objectives of the College.*

OPENING HOURS: **Monday - Thursday**: 9 a.m. - 8 p.m.
Friday: 9 a.m. - 5 p.m.
Sunday: 1- 5 p.m.

NOTE: Opening hours are extended during final exam periods.
Opening hours are reduced during semester breaks.

- **All hours are subject to change.**

For information visit our:

- **Webpage at:** http://www.college.bm/services/library
- **FACEBOOK**
- Tel: 239-4033
- Email: circulation@college.bm or 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: 8:45 a.m. - 4:30 p.m.

LOCATION:
1st Floor College Centre

CALL FOR MORE INFORMATION
239-4012

FIRST TWO WEEKS OF CLASS
Fall Session - 8:45 a.m. to 7 p.m.

FIRST WEEK OF CLASS
Spring - 8:45 a.m. to 7 p.m.

THE CAFETERIA

Location: Student Hall, Ground Floor

HOURS OF OPERATION:
(Fall/Spring Semesters)

Monday to Thursday:
8:30 a.m. – 3 p.m.
5 p.m. - 8:30 p.m.

Friday:
8:30 a.m. – 3 p.m.

Saturday and Sunday
CLOSED

SECURITY & SAFETY

Location: 1st Floor College Centre (Room C107)

Hours of Operation:
Monday to Friday 7 a.m. – 10 p.m.
Saturday 7:00 a.m. – 7 p.m.
Sunday 7:00 a.m. – 7 p.m.

These are the normal hours of operation for Bermuda College. There is a Security & Safety Officer and telephone operator on duty Monday through Friday. A Security & Safety Officer is on duty Saturdays and Sundays. At least one Security & Safety Officer will be on duty during all after-hour events as arranged by the Rooms Co-ordinator.

Contact Numbers: (441) 535-0388 – Emergency Cell
(441) 239-4053 – Fax

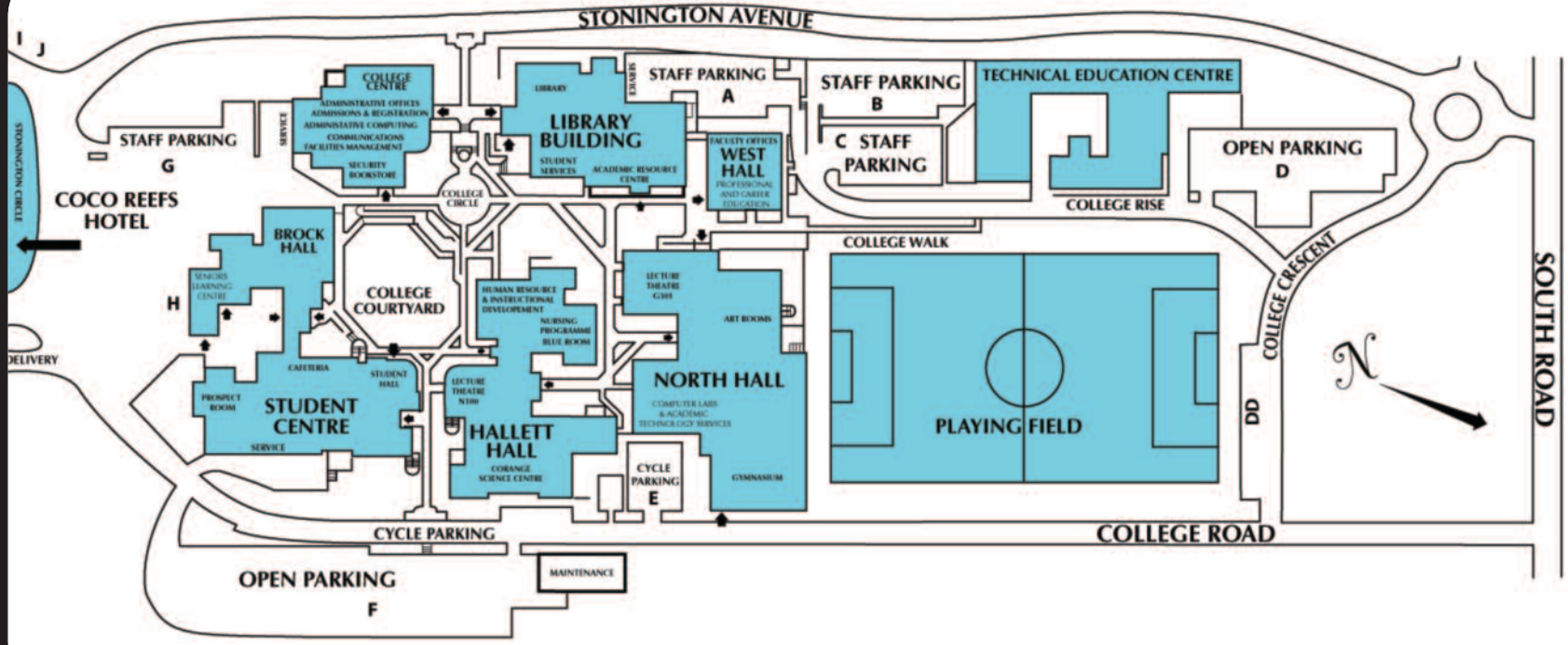
- **Locker queries directed to: lockers@college.bm**
- **Lost and found queries directed to: lostandfound@college.bm**

Department Responsibilities: Mail Services, Security Monitoring (CCTV), Card Access, Fire & Intrusion Alarms, Lost & Found, Student/Employee ID's, Campus Key Cutting and Parking

A few pointers: Every one has a right to feel safe on campus. You can help make the campus safe for everyone by:

- Recognising risks and taking steps to avoid potentially hazardous situations.
- Making use of the College's team of Security & Safety Officers by reporting any suspicious activity or behaviour to Security.
- Avoiding lonely places, especially at night. If you require an escort contact Security at ext. 4911.
- Changing direction and going to an area where there are other people if you think you are being followed.
- Parking your car or cycle in designated areas; they are well lit and observed by CCTV.
- Walking confidently to or from your car or bike, with your keys in your hand ready to unlock your vehicle.
- If you see something suspicious, say something.

BERMUDA COLLEGE CAMPUS MAP



CLASS ROOMS

NORTH HALL -	Rooms beginning with Gymnasium	G
HALLET HALL -	Rooms beginning with Corange Science Centre	H
BROCK HALL -	Rooms beginning with Cafeteria	B
TECH HALL -	Rooms beginning with Tech Education Centre	T

PARKING

A -	24 cars
B -	24 cars & 26 cycles
C -	18 cars
D -	28 cars & 26 cycles
DD -	20 cars
E -	Cycle Parking (Students - 20 cycles)
F -	85 cars
G -	34 cars & 48 cycles
H -	21 cars
I -	14 cycles
J -	40 cycles

DEPARTMENT OF CAMPUS SECURITY AND SAFETY • TEL: (441) 239-4052 • FAX: (441) 239-4053 • EMAIL:info@college.bm
Bermuda College P. O. BOX PG 297, Paget PG BX Bermuda • WEBSITE: www.college.bm

TUITION AND FEES

QUALIFY FOR DISCOUNTED TUITION?

Students qualify for discounted 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, including preparatory course grades, since Fall 2009.
- Must not have a Bachelor's degree or higher
- Must pay all prior semester student account balances in full prior to enrolment

FINANCIAL AID/PAYMENT AGREEMENTS

Financial aid and/or payment agreements are available to Bermuda College students. Please visit or call the Business Office for details.

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.

INCIDENTALS *(non-refundable)*

Incidental fees cover the following:

- **Technology fee** *(includes online services, Smarthinking, Blackboard, wireless access, 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 are to be paid for separately.

MISCELLANEOUS FEES *(non-refundable)*

- Application fees **$ 50.00***
- Graduation fees **$ 90.00**
- Laptop rental fees **$250.00**
- Transcript fees **$ 15.00** *(**Free transcript** with graduation packet)*
- Transcript Courier fees **$ 60.00**
- Admissions Deposit Fee **$200.00**

*** The application fee is valid for two academic years (four semester) only.**

LATE REGISTRATION FEES

Apply after last day of registration as follows:
(1 Course - $100.00, 2 Courses - $150.00, 3+ Courses - $200.00)

LAPTOP POLICY

Students can rent a laptop per semester on a first-come, first-served basis. Students may bring their own laptop provided that the laptop meets the minimum requirements stipulated by the Information Technology Services department. All students are required to complete an online technology tutorial.

PAYMENT INFORMATION

Cheques should be made payable in Bermuda or US funds to Bermuda College. All major credit cards are accepted. *Fees can also be paid directly to Bermuda College through merchant banking at any local bank*. 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, withdraw 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 day of classes of each semester.
- TUITION REFUND ONLY between the first and tenth day of classes of each semester
- NO REFUND after the tenth day of classes of each semester.

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

OTHER

Students will be charged for damages to Bermuda College property.

BERMUDIAN STUDENTS

WHO QUALIFY FOR DISCOUNTED TUITION

TUITION SCHEDULE *(per semester)*: Fees are made up of 75% tuition and **incidentals**. The total is based on the number of credits for which students are registered. Most courses are 3 credits, however, there are some exceptions; for example: CSC, PED and science lab courses.

Add $22.50 for each additional credit above 18 credits if discounted tuition applies.

NOTE: Students who qualify for discounted tuition pay the amounts in the TOTAL COST column.
(Refer to the columns shaded in gray.)

# CREDITS	TUITION	INCIDENTALS	TOTAL
1	$86.25	$45.00	$131.25
2	$172.50	$90.00	$262.50
3	$258.75	$135.00	$393.75
4	$345.00	$180.00	$525.00
5	$431.25	$225.00	$656.25
6	$517.50	$270.00	$787.50
7	$573.75	$315.00	$888.75
8	$630.00	$360.00	$990.00
9	$686.25	$405.00	$1091.25
10	$723.75	$450.00	$1173.75
11	$761.25	$495.00	$1256.25
12	$798.75	$540.00	$1338.75
13	$832.50	$540.00	$1372.50
14	$866.25	$540.00	$1406.25
15	$892.50	$540.00	$1432.50
16	$915.00	$540.00	$1455.00
17	$937.50	$540.00	$1477.50
18	$960.00	$540.00	$1500.00

BERMUDIAN STUDENTS

WHO DO NOT QUALIFY FOR DISCOUNTED 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, PED and science lab courses.

Add $30 for each additional credit above 18 credits if full tuition applies.

NOTE: Students who DO NOT qualify for discounted tuition pay tuition and incidentals in full.
(Refer to the columns shaded in pink.)

# CREDITS	TUITION	INCIDENTALS	TOTAL
1	$115.00	$45.00	$160.00
2	$230.00	$90.00	$320.00
3	$345.00	$135.00	$480.00
4	$460.00	$180.00	$640.00
5	$575.00	$225.00	$800.00
6	$690.00	$270.00	$960.00
7	$765.00	$315.00	$1080.00
8	$840.00	$360.00	$1200.00
9	$915.00	$405.00	$1320.00
10	$965.00	$450.00	$1415.00
11	$1015.00	$495.00	$1510.00
12	$1065.00	$540.00	$1605.00
13	$1110.00	$540.00	$1650.00
14	$1155.00	$540.00	$1695.00
15	$1190.00	$540.00	$1730.00
16	$1220.00	$540.00	$1760.00
17	$1250.00	$540.00	$1790.00
18	$1280.00	$540.00	$1820.00

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, PED and science lab courses.

NOTE: Resident International Students are not eligible for discounted 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 above 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 and science lab courses. Students must pay for the FULL academic year.

NOTE: International Students are not eligible for discounted 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 above 18 credits

LAB FEES - TECHNICAL EDUCATION

Please note new lab fees for the following courses in Technical Education:

- **2014 -** $35.00

COURSE CODE	ELECTRICAL WIRING DESCRIPTION
ELN 1104	Conduit Fabrication
ELN 1107	DC Theory: OHM's Law
ELN 1108	The DC Series Circuit
ELN 1109	The DC Parallel Circuit
ELN 1110	The DC Combination Circuit
ELN 1111	Norton's and Thevenin's Theorems and Kirchoff's laws
ELN 2115	Understanding the Design and Function of AC and DC Generators
ELN 2116	Laying-Out Residential Circuits and Basic Estimating
ELN 3128	BJTs, MOSFETs & Other Transistor Types
ELN 3129	Differential & Operational Amplifiers
ELN 4145	The Allen Bradley SLC 500 Family PLC's
ELN 5150	Fire Alarm Systems
ELN 5154	Structured Cabling Systems
ELN 5155	Solar Power Generation and Fuel Cell Basics
COURSE CODE	**ELECTRONICS TECHNOLOGY**
ELT 1110	Pathways and Spaces, Fasteners and Anchors
ELT 1112	Hand Bending of Conduit and Low Voltage Cabling
ELT 2116	Computer Applications and Advanced Test Equipment
ELT 2117	Cable Selection, Buses & Networks and Fiber Optics
ELT 2118	Video Systems and Wireless Communications
ELT 2119	Site Survey, Project Planning, Maintenance and Repair
ELT 2120	Introductory Skills for the Crew Leader and Rack Systems
ELT 3121	Fire Alarm and Intrusion Detection Systems
ELT 3122	Audio, Nurse Call and Signalling Systems
ELT 3123	CCTV and Broad Band Systems
ELT 3124	Access Control Systems and Systems Integration
ELT 3125	System Commissioning, User Training and Media Management

COURSE CODE	HEATING, VENTILATION & AIR CONDITIONING
HVA 1101	Fundamentals of Heating and Cooling
HVA 1102	Mechanical Maintenance
HVA 1103	HVAC Controls
HVA 1104	Refrigeration Systems Service
HVA 1105	Senior Student Project I
HVA 1106	Troubleshooting Heating
HVA 2107	Troubleshooting Cooling
HVA 2108	Hydronics
HVA 2109	Senior Student Project II
HVA 2110	System Performance
HVA 2111	Energy Management
HVA 2112	System Design
COURSE CODE	**MASONRY**
MAS 1110	Masonry Techniques I
MAS 1111	Residential Masonry
MAS 1112	Methods of Masonry Reinforcement
MAS 2113	Masonry Techniques II
MAS 2114	Masonry Techniques III
COURSE CODE	**MOTOR VEHICLE TECHNOLOGY**
MVT 1104	Electrical Systems
MVT 1105	Battery/Charging Systems
MVT 1106	Starting Systems
MVT 1101	Ignition Systems
MVT 1102	Fuel/Exhaust Systems
MVT 1103	Exhaust Emissions Systems
MVT 2107	Braking Systems
MVT 2108	Hydraulic Brake Systems
MVT 2109	Anti-Lock Brake Systems
MVT 2110	Steering Systems
MVT 2111	Power Steering Systems

LAB FEES - TECHNICAL EDUCATION

Please note new lab fees for the following courses in Technical Education:

- **2014 -** $35.00

COURSE CODE	PLUMBING
PLM 1102	Conduit Fabrication
PLM 1103	DC Theory: OHM's Law
PLM 1104	The DC Series Circuit
COURSE CODE	**WELDING TECHNOLOGY**
WLD 1102	Sheet Metal ARC 1
WLD 1103	Sheet Metal ARC 2
WLD 1104	Sheet Metal ARC 3
WLD 2105	Welding Symbols and Detail Drawings
WLD 2106	Air Carbon and Plasma ARC Cutting
WLD 2107	GMAC and FCAW
WLD 2108	GTAW Equipment Filler Materials & Plate
WLD 2109	Aluminum Place
WLD 3110	Physical Heat Treatment & Metals
WLD 3111	Gas Metal ARC Weld Pipe
WLD 3112	Flux Cored ARC Welding
WLD 3113	Gas Tungsten ARC Welding
WLD 3114	Gas Tungsten ARC Welding Low Alloy Metals
COURSE CODE	**WOOD TECHNOLOGY**
WTC 1101	Orientation, Materials, Fasteners, Hand and Power Tools
WTC 1102	Cable Selection, Buses & Networks and Fiber Optics
WTC 1106	Concrete Forms, Patented Form & Tilt-Up Wall Systems
WTC 2107	Exterior Finishing, Roofing Applications, Thermal and Moisture Protection
WTC 2108	Framing with Metal Studs, Drywall Installation, Drywall Finishing, Interior Finish II: Suspended Ceilings
WDT 2109	Stairs, Interior Finish I, III & IV
WTC 2110	Advanced Roof Systems, Floor Systems and Wall Systems
WTC 2112	Site Layout II

LAB FEES - CULINARY ARTS

Please note: Lab fees for the Introduction to Culinary Arts (CUL 1102) will be applied as follows:-

- **2014 -** (to be assessed)*

COURSE CODE	CULINARY PROGRAMME
CUL 1102	Introduction to Culinary Arts *

* Fire Safety/CPR/First Aid component for students entering the programme

Please note new lab fees for the following courses in Culinary Arts:

- **2014 -** $80.00

COURSE CODE	CULINARY PROGRAMME
CUL 1105	Meat ID and Fabrication
CUL 1108	Introduction to Preparation of Stocks, Soups, Sauces
CUL 1109	Introduction to Vegetable and Starch Cookery
CUL 1110	Introduction to Cooking Methods
CUL 1111	Introduction to Production Cookery
CUL 1112	Breakfast and Short Order Cookery
CUL 1114	Seafood Cookery
CUL 1116	Introduction to the Larder (Garde Manger)
CUL 1117	Introduction to Baking and Pastry
CUL 1122	Introduction to Caribbean and Bermudian Cuisine
CUL 1127	Oriental Cuisine
CUL 1128	International Cuisine
CUL 1129	Italian Cuisine
CUL 1130	American Regional Cuisine
CUL 2124	Techniques in Healthy Cooking
CUL 2126	Advanced Food Preparation

LAB FEES - DIVISION OF LIBERAL ARTS

Please note lab fees for the following courses in the Division of Liberal Arts:

- **2014 -** $50.00

COURSE CODE	BIOLOGY
BIO 0013	Preparatory Biology
BIO 1121	Principles of Biology I
BIO 1122	Principles of Biology II
BIO 2210	Cellular Biology
BIO 2211	Anatomy and Physiology I
BIO 2212	Anatomy and Physiology II
BIO 2222	Medical Microbiology
BIO 2298	Special Topics
COURSE CODE	**CHEMISTRY**
CHM 0013	Preparatory Chemistry
CHM 1111	Principles of Chemistry I
CHM 1112	Principles of Chemistry II
CHM 2256	Organic Chemistry I
CHM 2257	Organic Chemistry II
CHM 2298	Special Topics
COURSE CODE	**EARTH & ENVIRONMENTAL SCIENCE**
EES 1101	Environmental Science
EES 1102	The Atmosphere: Weather & Climate
EES 1103	The Lithosphere: Cartography and Geomorphology
EES 1105	The Hydrosphere: Oceanography and Limnology
EES 2298	Special Topics
COURSE CODE	**PHYSICS**
PHY 0013	Preparatory Physics
PHY 1121	Principles of Physics I
PHY 1122	Principles of Physics II
PHY 2298	Special Topics

LAB FEES - NURSING EDUCATION

Please note below the lab fees for the following courses in Nursing Education

- **2014 -** $125.00

COURSE CODE	NURSING
NUR 1101	Introduction to Professional Nursing
NUR 1150	Nursing Fundamentals
NUR 2200	Psychiatric Nursing
NUR 2201	Medical/Surgical Nursing
NUR 2210	Maternal Child Health Nursing
NUR 2250	Adult Health
NUR 2230	Pediatrics
NUR 2251	Adult Health Practicum

Faculty and Support Staff Directory

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.

Faculty and Staff Employees at 2014 Commencement

FACULTY AND SUPPORT STAFF: **p. 133 - 137**

Faculty and Support Staff Directory

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Brown, Che, *Custodian*
Darrell, Jamel, *Custodian*
Dyer, Stephen, *Security Officer;* CPSM
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Hart, Wendall, *Maintenance*
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