
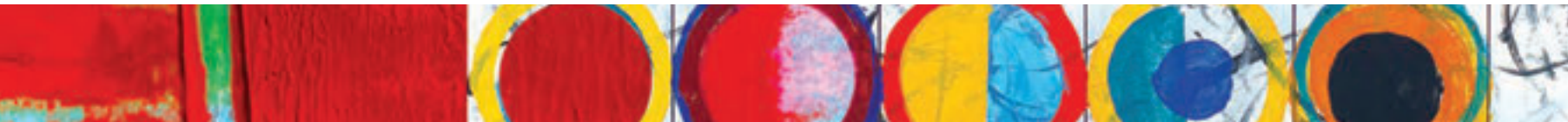




■ ■ ■ ■ **BERMUDA COLLEGE**

"Setting Bermuda's Students on the Paths to Success"
2018/2019 CATALOGUE



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

President's Welcome Message	p. 3	Associate of Applied Science	p. 43-48
Accreditation, Vision and Mission Statements, Core Values	p. 4	Culinary Arts	p. 43
Application Procedure	p. 5	Heating, Ventilation & Air Conditioning	p. 44
Advance Placement (AP) Guidelines	p. 7	Hospitality Management	p. 45
International Baccalaureate (IB) Guidelines	p. 8	Human Services	p. 46
College Examination Programme	p. 8	Motor Vehicle Technology	p. 47
Academic Fresh Start Policy	p. 9	Plumbing Technology	p. 48
Sessional Dates/Academic Calendar 2018-2019	p. 10	CERTIFICATES:	p. 49-56
Academic Regulations	p. 11	Accounting Technician	p. 50
Full-Time Student	p. 11	Applied Science Technology	p. 51
Making Changes to Your Programme	p. 14	Electrical Wiring Technology	p. 52
Programme Selection	p. 13	Heating, Ventilation & Air Conditioning Technology	p. 53
Grading	p. 14	Motor Vehicle Technology	p. 54
Academic Integrity	p. 16	Plumbing Technology	p. 55
Academic Standing	p. 16	Wood Technology	p. 56
Examinations	p. 17	DIPLOMAS:	p. 57-66
Academic Records	p. 18	Computer Network Administration	p. 58
Academic Records Policy	p. 19	Computer Network Technology	p. 59
President's & Vice-President's List	p. 19	Culinary Arts	p. 60
Graduation	p. 19	Food & Beverage Management	p. 61
Awarding Multiple Degrees	p. 20	Heating, Ventilation & Air Conditioning Technology	p. 62
Minor Students and Parents/Guardians at Bermuda College	p. 20	Hospitality Management	p. 63
Parent/Guardian Information	p. 20	Motor Vehicle Technology	p. 64
Laboratory Fees	p. 20	Plumbing Technology	p. 65
I.T. Helpdesk Support	p. 21	Wood Technology	p. 66
Laptop Policy	p. 21	Course Concentration	p. 68
Tuition & Lab Fees	p. 22-29	Articulation Agreements and Partnerships	p. 69
Associate Degree Programmes	p. 31-48	University Programmes Offered in Bermuda	p. 70-71
Associate of Arts	p. 32-36	Mount Saint Vincent University - B.B.A. Business Administration	p. 70
Art and Design	p. 32	University of the West Indies - Postgraduate Diploma in Education	p. 70
Arts	p. 33	Miami University - M.Ed	p. 71
Arts and Science	p. 34	Course Descriptions - Credit Courses	p. 73-114
Business Administration	p. 35	DIVISION OF PROFESSIONAL AND CAREER EDUCATION	P.115-134
Human Services	p. 36	External Certificates and	
Associate of Science	p. 37- 41	Professional Designations	p. 116
Actuarial Science	p. 37	Workforce Development	p. 123
Computer Information Systems	p. 38	Online Courses	p. 125
Education	p. 39	Short Training and Exam Review Courses	p. 134
Science	p. 40	Student Resources	p. 135
Nursing	p. 41	Directory: Executives, Faculty, Support Staff, Adjunct Faculty	p. 141



Bermuda College Class of 2018 Graduates

President's Welcome Message

Welcome to the 2018-2019 academic year at Bermuda College!

You have made a wise and economical choice by choosing to attend Bermuda College, as it provides cost effective opportunities for all individuals to improve their job skills, prepare for transfer to universities or just pursue life-long learning.

Here at BC you will find a student-centred environment where learning and student success are our top priorities. So, I would encourage you to take advantage of the many support services provided – faculty office hours, tutorials, the Academic Resource Centre and the Career and Counselling Centre. Our highly qualified faculty and staff are ready to serve you to help set you on your path to success.

At the end of this part of your journey you will be ready to transfer to the third year of a four-year degree programme or join the workforce as long as you do your part. Your success will depend on you attending and being prepared for every class. Your success will require you to utilise the support services as soon as you start having difficulty – don't wait until the challenges overwhelm you, your success ultimately will depend on you!

For those of you who are still deciding if you should attend BC, as an alumnus, I can personally attest to the solid foundation you will receive here as you embark upon your journey in to higher education. I encourage you to make the wise and economical choice and enrol.

It's an exciting time to be a student at BC and we want you to become a part of our BC family. Contact our Recruitment Office at 239-4099 today to investigate the many learning opportunities that are available.

We look forward to welcoming you to our campus.

Sincerely,

Dr. Duranda Greene

President

Class of 1981



■ ■ ■ ■ 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.

American Culinary Federation

Bermuda College is accredited by the Commission of the American Culinary Federation Education Foundation to offer the Associate degree of Applied Science (Culinary Arts) and the Diploma in Culinary Arts.

■ ■ ■ ■ 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

APPLICATION PROCEDURE

To apply to Bermuda College, create an account and complete the online application <https://www.college.bm/index.php/admissions>. The application fee of \$50 can be paid online <https://www.college.bm/payment/> or submitted to Business Office, College Centre Building, 2nd Floor, 21 Stonington Avenue, Paget PG 04, Bermuda

Deadlines for Admission:

	STANDARD	LATE (\$75 application fee)
SPRING SEMESTER	1 November*	2 November – 1 December*
FALL SEMESTER	1 June*	2 June – 1 August*

*Applications and complete documentation (see checklist below) must be submitted prior to the published deadlines; applications received after the deadline may be processed for the next available semester.

IMPORTANT: We cannot guarantee financial support for applicants who complete their file after the standard deadline.

ADMISSIONS CHECKLIST

1. Completed application form
2. Verification of Citizenship; Bermuda Passport with Registered Status, proof of Bermudian status or Entry Visa
3. Official transcripts and external examination results
4. Application fee of \$50 (non-refundable)
5. Completed Medical Disclosure Form

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

INTERNATIONAL STUDENTS

International students wishing to be admitted to Bermuda College, must apply to <https://www.college.bm/index.php/admissions>. The application fee of \$100 must be paid online <https://www.college.bm/payment/>

INTERNATIONAL ADMISSIONS CHECKLIST

1. Completed Application Form
2. Official transcripts and external examination results (translated in English)
3. Where applicable, proof of English Proficiency via Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS).
4. Letter of recommendation from school official, employer or an otherwise suitable source letting us know why s/he thinks you would be a successful student.
5. Entry Visa Application
<https://www.gov.bm/online-services/apply-residence>
6. Application fee of **US \$100.00** payable to Bermuda College (non-refundable)
7. Department of Immigration Application fee (non-refundable), in a bank draft payable to the Accountant General
8. Completed Medical Disclosure Form

NOTE: International student Entry Permits will be issued only to persons who are pursuing a full-time course of study at Bermuda College. International students cannot seek employment off campus without immigration approval.
International students must apply on or before the standard deadline.

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

Alternatively:

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

ADMISSIONS GUIDELINES

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 Computerised Placement Test (CPT)*, ACT or SAT test. 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 Computerised Placement Test (CPT)* or SAT test.

NOTE:

1. Students wishing to transfer overseas may be required to obtain a high school diploma or GED.
2. The CPT 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.
3. Students requiring special accommodations are required to submit test results and assessments to the Academic Resource Centre ([see complete Policy on Students with Disabilities on pg. 140](#)). Students who knowingly and willfully misrepresent and/or omit required information on official Bermuda College submissions shall be subject to disqualification from admission.

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:

1. Completed application form
1. Official transcripts for studies outside Bermuda College since last enrolled, if applicable
2. Verification of Citizenship; Bermuda Passport with Registered Status, proof of Bermudian status or Entry Visa
3. Application fee of \$50 (non-refundable)
4. Students who have been away from Bermuda College for two years or more may be eligible for the Fresh Start programme ([see pg. 8](#))
5. Completed Medical Disclosure Form

Admission Notification

Bermuda College practices rolling admissions which means it reviews each application as it is submitted. Students will receive an admission decision within approximately four (4) weeks of receiving all the required documents. (see Admissions Checklist).

Students who are enrolled in high school at the time of admission to Bermuda College must submit final high school transcript to the Student Enrolment, Registration and Records (SERR) Office as soon as possible after graduation.

DUAL ENROLMENT

To be eligible for the Bermuda College Dual Enrolment Programme, in partnership with the Bermuda Ministry of Education, a student must:

1. Be enrolled in a Bermuda public senior school.
2. Have completed all of the academic requirements of S2 and be classified as an S3 student with a minimum of B grades in the chosen course of study and an overall GPA of 3.00.
3. Submit the Bermuda College Application with a senior school transcript.
4. Submit a recommendation letter from his/her school.
5. Sign an agreement to release student record information to their respective senior school, and for use by Bermuda College.
6. Be college ready based on appropriate sections of the College Placement Test (CPT)
7. Not have already received a senior school diploma or General Education Development (GED) diploma.

NOTE: Fulfilling the above requirements does not guarantee admission to the Dual Enrolment Programme.

FOR FURTHER DETAILS CONTACT:

Director of Academic Resource Centre

- Tel: 239-4102
- E-mail: losborne@college.bm

Recruitment Officer

- Tel: 236-9000 ext. 4099
- E-mail: tdill@college.bm

ASSESSMENT AND PLACEMENT WITH THE COMPUTERISED PLACEMENT TEST (CPT)

Student Assessment

Students are required to take the Computerised 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, ACT and any other tests taken, students will, with the assistance of an advisor, select appropriate courses to start them on their path to success. Placement in preparatory courses may be required depending on a student's 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) approved the high school as an "Approved High School" and the specific course has been accepted by the agency.
- The student submits an official transcript of the AP results to the Student Enrolment Registration and Records office (SERR).
- The student receives 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:

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

(This list will be updated as additional courses are evaluated and approved)

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) approved the high school as an “Approved High School” and the specific course has been accepted by the **IB as a Higher Level IB course.**
- The student submits an official transcript of the Higher Level IB results to the Student Enrolment Registration and Records office (SERR)
- The student receives 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:

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

(This list will be updated as additional courses are evaluated and approved)

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

COLLEGE LEVEL EXAMINATION PROGRAMME (CLEP) GUIDELINES

The Bermuda College will award college credit to students who meet the requirements of a class through CLEP examinations provided they are in good academic standing and are registered in a programme of study. The following conditions apply:

- The student submits an official transcript of the CLEP results to the Student Enrolment Registration and Records Office (SERR)
- The student received a score of 50 or above on the course exam
- The CLEP course aligns with an equivalent course currently offered at Bermuda College
- A maximum of five (5) courses may be awarded credit

LIST OF CLEP COURSES APPROVED:

(This list will be updated as additional courses are evaluated and approved)

CLEP	BERMUDA COLLEGE
Financial Accounting	ACC 1135
Information Systems	CIS 1120
Principles of Macroeconomics	ECO 1102
Principles of Microeconomics	ECO 1101
Principles of Management	MGN 1114

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

ACADEMIC FRESH START POLICY

Bermuda College recognises that students who have previously enrolled at the institution may not have performed at a level that reflects their true academic ability. In recognition of this, the College has adopted an Academic Fresh Start policy which is offered to students who re-enrol at the institution to complete a programme of study after two (2) years' absence.

Prior to applying for Academic Fresh Start, students should 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. The student must be in good financial standing with Bermuda College when he/she applies for Academic Fresh Start.

NOTE: Academic Fresh Start applies only to courses taken at Bermuda College prior to re-admission.

- 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.
- The original GPA will not be included in any subsequent computation of the new GPA. If the Academic Fresh Start option is approved, the student will receive credit for courses in line with the current transfer credit policy. Students must understand that all grades earned at Bermuda College will remain on the official transcript. 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.
- 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, within 10 business days. This decision will be final.

NOTE: Academic Fresh Start Forms can be downloaded from www.college.bm

Sessional Dates/Academic Calendar 2018-2019

	FALL 2018	SPRING 2019	SUMMER 2019
Online Registration Open	1 April – 31 August	1 November–18 January	1 April - 17 May
Admissions Deadline	1 June	1 November	-----
Walk-in Student Registration Opens	1 May	1 December	1 May
Financial Support Applications	1 June	3 December	-----
College Closed	2 - 3 August	21 December-1 January	19 April
Deadline to Request Challenge Exams	16 August	20 December	-----
Deadline for Application for Transfer Credit	16 August	20 December	2 May
Session Opens	20 August	7 January	-----
Registration Day	20 August	7 January	-----
Challenge Exams	20 August	7 January	-----
New Student Orientation	22 August	9 January	-----
Last Day for Registration	24 August	11 January	9 May
Late Registration	27 – 31 August	14 - 18 January	10 – 17 May
Faculty Professional Development Day	23 August	11 January	10 May
College Development Day (College Closes for employee developmnet)	24 August	-----	-----
Final CPT before Semester Start	25 August	12 January	11 May
First Day of Classes (Credit Courses)	27 August	14 January	13 May
Add/Drop Period	27 - 31 August	14 - 18 January	13 – 17 May
Convocation	30 August	-----	-----
Last Day for Tuition Payment	31 August	18 January	-----
Last Day to Submit Incomplete Grades	31 August	1 February	-----
College Closed	3 September	-----	24 May
First Day of PED/RSO classes	4 September	14 January	-----
First Day of Professional & Career Education (PACE) classes	10 September	see course schedule	see course schedule
Deregistration – (withdrawal of students who have not paid)	10 September	27 January	23 May
Last Day to Withdraw from Courses Without Financial Penalty (Tuition Refund Only) – Credit Courses	11 September	25 January	27 May
Census Day	28 September	28 January	-----
Payment Plan (Instalment One)	28 September	31 January	-----
Mid-semester Grades Deadline	17 October	1 March	-----
Mid-semester Break	18 – 19 October	4 - 8 March	-----
Last Day to Withdraw from Courses Without Academic Penalty (Withdrawal Deadline) – Credit Courses	25 October	14 March	4 June
Spirit Day	26 October	22 March	-----
Payment Plan (Instalment Two)	31 October	28 February	-----
Student Opinion Survey Opens	29 October	25 March	-----
Graduation Application Deadline	1 November	1 April	-----
College Closed	12 December	19 April	17 June
Last Day of Lectures	1 December	27 April	29 June
Reading Days (Day Classes Only)	3 – 4 December	29 – 30 April	-----
FINAL EXAMS	3 – 11 December	29 April – 7 May	1 - 6 July
Semester Grades Deadline	12 December	8 May	8 July
Graduation List Posted*	14 December	9 May	-----
In-House Awards Applications	-----	11 May	-----
Commencement	10 January*	16 May	-----

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

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.

FULL-TIME STUDENT

A full-time student will ordinarily carry 12 or more credit hours in a Fall or Spring semester. Under certain circumstances, students may receive authorization for a Reduced Course Load (RCL), which gives them permission to enroll in less than 12 credit hours and still maintain valid full-time status.

Acceptable Reasons for a Reduced Course Load:

- Illness or medical condition (up to 12 months with appropriate documentation)*
- Initial difficulty with English language (1st and 2nd semester) reflected in CPT scores:
 - Reading comprehension- 75 or lower
 - Sentence skills- 59 or lower
 - Writing- 2 or lower
- Initial difficulty with reading requirements (1st and 2nd semester) reflected in CPT scores:
 - Reading comprehension- 75 or lower
 - Improper course level placement
- To complete course of study in current term
- Students with documented disabilities*

*Requests must be submitted to the attention of the Director of the Academic Resource Centre prior to the registration period. The credit threshold will be determined on a case-by-case basis according to student needs.

TRANSFER OF CREDIT FROM ANOTHER SCHOOL

Bermuda College will grant transfer credit for course work successfully completed at an accredited institution of higher education. When applying to receive credit for work completed at another institution, the following standards and guidelines will apply:

1. Official transcripts are required.
2. Credit is awarded for college level courses in which a grade of C or better (4.00 = A) is earned.
3. Coursework considered for transfer must have been completed within the last 7 years (4 years for subjects in IT).
4. A maximum of 50% of the credit hours required for graduation will be accepted.
5. Academic credits earned at institutions based on a unit of credit other than the one prescribed by Bermuda College are subject to conversion before being transferred.
6. Credit will not be granted for duplication of existing courses.
7. Coursework successfully completed at other colleges and universities recognised by NEASC or similar accrediting associations will be considered for transfer credit. Other colleges and universities will be evaluated on a case by case basis.
8. Students may obtain credit through the Challenge for Credit/Admission by Credit Policy. For alternative methods of earning credit, also see Advanced Placement and International Baccalaureate Guidelines.

To apply for transfer credit:

1. To obtain a Transfer Credit Application, contact the Student Enrolment, Registration and Records (SERR) Office.

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; (please note that some programmes may require a grade higher than "C" when used as a prerequisite);
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 the Registrar 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 re-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.

Academic Regulations

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 as follows:

- 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/Director 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.

PROGRAMME SELECTIONS *(Refer to pg. 31)*

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.

Undeclared Programme (UND)

The undeclared programme is designated for students who have not selected a programme. After completion of 12 credits, a student must declare a programme; students must declare a programme in order to graduate.

Declaring a Programme

Students without a programme are strongly encouraged to explore their options through the Career & Counselling Centre in their first semester. All students intending to graduate from Bermuda College are required to select a programme before or upon completion of 12 credits – registration holds will be placed on the record of undecided students who reach 12 credits, in order to have this hold removed and complete the registration process, undecided students are required to meet with a counsellor in the Career & Counselling Centre.

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

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. All course changes are the responsibility of the student and filled on a first come, first served basis, space permitting. (*Refer to pg. 23 for Financial penalty.*)

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:

Unit of Credit

A credit hour is the unit of credit students earn at Bermuda College. It is based on the number of in-class (online or physical) contact hours per week for the duration of one semester. One credit hour generally corresponds with a session of instruction lasting for a minimum of 50 minutes. Please note that lab hours are calculated differently.

Grade Symbols and Numerical Range	Grade Point	Description
A 94-100 % A- 90-93%	4.00 3.67	Demonstrates qualities of excellence, comprehensive knowledge, mastery of the subject, marked perception, and originality.
B+ 87-89% B 84-86%	3.33 3.00	Demonstrates solid comprehension of course material, good command of necessary skills, and sound engagement with course requirements and activities.
C+ 77-79% C 74-76% C- 70-73%	2.33 2.00 1.67	Demonstrates satisfactory comprehension of course material and skills needed, and meets basic course requirements and activities.
D 60-69%	1.00	Demonstrates unsatisfactory work that reflects minimal competence and participation in course requirements and activities.
F <60%	0.00	Does not demonstrate the required minimal competence to achieve course completion.

GPA Calculations

The grade point average (GPA) is computed by multiplying the point value of each grade earned by the number of credit hours of the course for which the grade is received, and then dividing by the total number of hours of work attempted.

- Only grades achieved for college level courses, courses numbered with 1000 and above, should be used to calculate a student's programme GPA.
- The Financial Aid Office calculates a "financial" GPA which includes preparatory and college level course work completed in the semester.

Students can access grade reports by logging on to the student portal. Only final grades, grades issued at the completion of a module or at the end of the semester, are recorded on the student's permanent record.

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 on pg.16*)

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". A grade of 'I' will not be included in the computation of the Grade Point Average.

Grade Appeals

Students wishing to appeal a grade awarded by the lecturer should first approach the lecturer. If the matter is not resolved at this level, the student may refer the matter to the Division Dean who can assign another lecturer to review the work submitted. The final decision on this matter rests with the Division Dean. Under no circumstances will grades be changed after two consecutive semesters.

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.

The following is a hypothetical example:

GRADES		GRADE POINT VALUE		ATTEMPTED HOURS		GRADE POINT HOURS
C+	=	2.33	x	3	=	6.99
D	=	1.0	x	3	=	3.0
A	=	4.0	x	4	=	16.0
F	=	0.0	x	3	=	0.0
B-	=	2.67	x	3	=	8.01
Total				16		34.0

34.0 grade points ÷ 16 attempted hours = 2.125 GPA.

ACADEMIC INTEGRITY

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.

ACADEMIC STANDING

Bermuda College (BC) requires that all students achieve Satisfactory Academic Progress (SAP) by maintaining a minimum cumulative grade point average (GPA) of 2.00. The academic standing of each student is assessed at the end of each semester/session of enrolment. This policy applies to all credit students at BC regardless of his/her programme (associate, diploma, certificate, or undeclared). Students in specific programmes, and students receiving financial aid, must also meet the specific academic requirements that determine continuation for these programmes. Students who have attempted at least 12 (cumulative) credit hours and fail to achieve SAP will be placed on academic probation.

Academic Warning

Students will receive an academic warning when they have attempted 11 credit hours or less at BC and have failed to achieve SAP (minimum cumulative GPA of 2.00). These students will be notified of the following via the College communication systems:

- Students must achieve the minimum SAP standard by the end of the warning period.
- Students who do not meet the minimum SAP standard will have a status of Academic Probation.

Academic Probation

Students are placed on Academic Probation when they have attempted at least 12 credit hours at BC and have failed to meet the minimum SAP standard. As a part of the assessment process the Probation Committee reviews the student's contact history with his/her academic advisor/counsellor for relevant information and can exercise discretion with respect to the application of this policy. When the assessment results in academic probation, the student will be notified of his/her probation status via the College communication systems.

Students on Academic Probation are required:

- To meet with an academic advisor/counsellor prior to the financial penalty deadline of the semester/session during which the probation status has been applied. A registration hold will be placed on his/her account until s/he has met with an academic advisor/counsellor.
- To complete a Contract for Improved Academic Performance (located on the student portal/college website) in collaboration with the academic advisor/counsellor. It should detail his/her academic goals for the semester, identify potential challenges as well as possible resources to address potential challenges. The plan may also include limitations on enrolment and other mandated forms of academic assistance such as academic support via the Academic Resource Centre (ARC).
- To achieve a minimum semester GPA of 2.00 for each semester going forward. Failure to achieve SAP in the subsequent Fall or Spring semester will result in being Required to Withdraw. Academic Probation is removed when the minimum SAP standard is met.

Required to Withdraw

A student on Academic Probation who does not achieve a minimum semester GPA of 2.00 in the subsequent Fall or Spring semester will be required to withdraw. S/he is not permitted to enrol in credit classes at BC for one subsequent Fall or Spring semester upon suspension from the college.

Petitions

Students should note that the regulations governing academic 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.

Academic Regulations

A student who believes s/he has an extenuating set of circumstances may petition the withdrawal using the Petition Probation Status form (located on the student portal/college website) to his/her Dean without waiting one semester. Extenuating circumstances may include, but are not limited to:

- Serious Illness
- Unexpected Economic Hardship
- Death in the Family

Acceptance of a student's petition is not automatically guaranteed and may in fact be denied if the Dean determines insufficient grounds to lift the Academic Probation status.

Appeals

In any case where students are required to withdraw, they may complete and submit the Required to Withdraw Appeal form (located on the student portal/college website) which will be reviewed and processed by the Vice-President, Academic & Student Affairs, whose decision shall be final.

Return from Required to Withdraw

Students may request a return to active status after being required to withdraw following one semester (Fall or Spring) of non-attendance at the College. As a condition of return, students must meet with an academic advisor/counsellor prior to initiating registration and follow these guidelines:

- Enrolment limit of 9 total credits for the return semester
- Participate in at least two meetings with an academic advisor/counsellor or designate from the Academic Resource Centre for the provision of academic support within the semester of return:
 - Initial meeting to complete an assessment: course planning and resource needs
 - Mid-semester check-in
 - Additional meetings/workshops/mandated resource use as necessary

Additionally, students returning from being required to withdraw will be placed on Academic Probation and will be expected to maintain a semester GPA of 2.00 or higher for subsequent semesters/sessions.

Course Repeat Policy

Students at Bermuda College will be permitted to repeat a course, which they have failed, or in order to earn a higher grade, once*. 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.

* Dual Enrolment students, who fail or wish to earn a higher grade, should consult the Director of the Academic Resource Centre as permission must be granted by the Ministry of Education.

EXAMINATIONS

An examination shall be held for each course upon its conclusion under authority of the Registrar. Students who fail to write the final exam are deemed to have not completed the course and therefore will receive a grade of "F"; **as such it is the student's responsibility to report exam conflicts.** Exam conflicts must be reported to the Registrar before the end of mid-semester break.

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. The examination cannot be written later than the first day of classes after the mid-semester break.
4. Division will contact student with necessary exam details
5. Lecturers will submit grade to Division Dean
6. 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.
- 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:

- Incapacity due to illness or accident;
- Death in the immediate family;
- 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 pg. 15*)

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:

- Successfully completed/passed the course work;
- 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 released by the Bermuda College Registrar only upon written request from the student or other persons authorized by the student. Exceptions may be made in response to a subpoena, court order, or as indicated during the admissions process.

Transcripts of Academic Records

Official transcripts of academic records may be requested online through <https://www.college.bm/index.php/alumni>. Official transcripts will not be issued for students who have a financial obligation or other outstanding commitment to Bermuda College until the obligation is cleared.

Transcripts from other institutions submitted to Bermuda College become property of Bermuda College and cannot be reproduced or mailed to other institutions, agencies or individuals as an unofficial or official transcript.

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)
- TR** (Transfer Credit Granted)
- 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, 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 be admitted and enrolled in an associate degree, a certificate or diploma programme. The student must have completed during his/her first year of study at least 24 credits of the 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. Graduation is not automatic. Students must submit an Application for Graduation to the Registrar in anticipation of graduating from a programme of study in the ensuing commencement. This application, along with a non-refundable graduation fee (\$90.00), must be submitted by the date indicated in the Sessional Dates in the year in which they expect to graduate. This application ensures that the applicant's academic record will be reviewed by the Division responsible for the programme of study to determine that all requirements have been completed.
2. To graduate, students must:
 - a) Follow the catalogue in effect when s/he enrolled in a programme of study. If a student changes their programme of study, he/she will be required to follow the catalogue for the year in which one made the change. If programme requirements change during a student's course of study then s/he may opt to complete the new requirements.
 - b) Students who have returned to the College after two or more academic years of absence must follow the programme requirements at the time of re-admission to the College.
 - c) Notify the Registrar if completing requirements at another institution.
 - d) Submit official transcripts from other institutions to the Admissions Office for transfer of credit.
 - e) Successfully complete each of the requirements described under the Programme Requirements for the particular associate degree, certificate or diploma programme;
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 fulfilment 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 Programme GPA in the range of 3.00 to 3.49 will be designated as having Graduated with Merit. Those with a Programme 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.
 - f) Obtain a final programme GPA of at least 2.00;
 - g) Graduation requirements in professional programmes (such as Nursing) will be determined by the course requirements stated in the catalogue under which the student was officially admitted into the professional programme of study.
 - h) Discharge all financial obligations to the College.
 - i) Discharge all library obligations to the College.

- 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.

AWARDING MULTIPLE DEGREES

A student who already holds a Bermuda College degree may earn additional degrees in a different programme. The student will be required to meet all the programme requirements and earn at least 24 credits under the new programme.

NOTE: Completion of the requirements of an additional degree does not automatically constitute conferral of such degree, students must submit an Application to Graduate.

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 the Counselling & Career Centre.

MINOR STUDENTS AND PARENTS/GUARDIANS AT BERMUDA COLLEGE

Students under the age of 18 who are enrolled in courses with Bermuda College are classified as minor students. This includes those students formally enrolled in the Dual Enrolment programme. When a minor student registers for courses or accepts admission into a programme of study at Bermuda College he or she elects to enter an environment designed for adult learners.

MINOR STUDENT RESPONSIBILITIES

- Dual enrolment students should work with the Dual Enrolment Coordinator to develop an approved course plan to support registration for classes. All other minor students should work with their academic advisor, their Division Dean, or a representa-

tive from SERR for this purpose.

- Minor students shall conform to the College's Academic Rules and Regulations and the Code of Conduct expected of all College students.
- Minor students are responsible for reviewing and abiding by all academic policies as listed in Bermuda College Catalogue, Student Handbook, all other College publications, and the College website.

PARENT/GUARDIAN INFORMATION

Minor students are treated like every other Bermuda College student. This includes the application of privacy with respect to his/her student record. Please note that academic information is only released with the written consent of the student.

The college environment is designed for adult learners and as such:

- Your son/daughter will be exposed to a diverse population in education programmes which may also involve sensitive topics that might be considered controversial or offensive to some.
- College-level course work is much more rigorous and much less guided than secondary education course work.
- Instructors cannot discuss students' attendance, grades or progress with parents over the phone and/or in person without written consent of the student.
- Parents will not be included in the initial meetings held by faculty and/or a counselor with a student.
- Instructors will not inform parents when classes are cancelled at the last minute or when class ends prior to the scheduled time.
- In the case of grade appeal, students must adhere to the general policy published in Bermuda College Catalogue and/or Student Handbook.

LABORATORY FEES

Some courses with labs at Bermuda College have lab fees attached to them.

Please refer to pg. 23 for details.

I.T. HELPDESK SUPPORT

The Information Technology Services (ITS) Department and Support Centre (Helpdesk) is located in North Hall on the 3rd Floor. The Helpdesk is responsible for the maintenance of all technology equipment in the computer labs, classrooms, and meeting spaces around campus. Locations of the computer labs and classrooms are listed as follows. Most computer labs have printers and are available based upon the room schedule and availability.

LOCATION OF COMPUTER LABS:

North Hall (G): G305, G306, G307, G323, G223, G206

Tech Hall (T): T226

Brock Hall (B): B266 – Open Lab

Library (L): There are several workstations available in the library for use. Availability and printing are at the discretion of the library staff.

ACCESSING THE WIRELESS NETWORKS AT THE BERMUDA COLLEGE

Connecting Your Laptop, Tablet or Phone to the Wireless Network

To connect to the new network, simply select "Bermuda College" from your list of wireless networks. A browser window should automatically open (if not, open any browser such as Chrome, IE, Firefox or Safari). You will see the following page:



STUDENT PRINTING POLICY:

The student default printer for all students is PR-G328 located directly across from the Helpdesk counter. Students may use BC printers to print 100 pages per month each semester at no charge. After that, students will be charged \$0.05 per page. Unused printing does not rollover and is not transferrable to other accounts.

HELPDESK SUPPORT:

The Technology Support Centre (Helpdesk) is the central point of contact for your computing needs at Bermuda College and provides first-level technology support for faculty, staff, and students. Whether the problem is email, issues with your network account, or another technical issue, the Help-desk is available to support and troubleshoot. The Helpdesk staff are available to answer questions by telephone, email, or on a walk-in basis.

CONTACT INFORMATION: 239-4357 (HELP) or helpdesk@college.bm

OPENING HOURS: Monday – Thursday 8 a.m. – 6:30 p.m.
Friday 8:30 a.m. – 5:30 p.m.
CLOSED Weekends

NOTE: Hours of operations are reduced during semester breaks.

LAPTOP POLICY

Laptops can be rented only to Bermuda College students for \$250 per semester. Alternatively, based on need, students can apply for assistance through the Career & Counselling Centre (CCC). Personal laptops/devices must meet the minimum requirements stipulated by the Information Technology Services Department as shown in the grid below. Technical support is not provided for personal devices. The BC laptop policy may be found on the Bermuda College's Moodle Learning Management System (LMS)

<http://moodle.college.bm> under Campus Computing. (see pg 23 for fees)

	WINDOWS PC	APPLE MACINTOSH
OPERATING SYSTEM	MINIMUM Windows 8 or 8.1 or higher RECOMMENDED Windows 10 Home or Pro	Macintosh OS 10.10.5 or higher
PRODUCTIVITY TOOLS	Microsoft Office 2013 or 2016	Microsoft Office 2016
PROCESSOR TYPE	MINIMUM Core i5 Processor RECOMMENDED Core i7 Processor	MINIMUM Core i5 Processor RECOMMENDED Core i7 Processor
MEMORY	MINIMUM 8 GB RAM or higher	MINIMUM 8 GB RAM or higher
HARD DRIVE	MINIMUM 250 GB *Do not purchase a 128 GB HD* RECOMMENDED 500 GB or higher	MINIMUM 250 GB *Do not purchase a 128 GB HD* RECOMMENDED 500 GB or higher
GRAPHICS CARD	MINIMUM 512 MB Video Memory or higher	MINIMUM 512 MB Video Memory or higher
WARRANTY	4 year parts and labor (on-site strongly recommended)	3 year parts and labor AppleCare
INSURANCE	Comprehensive breakage, theft, liquid spill, hazard (strongly recommended)	

TUITION AND FEES

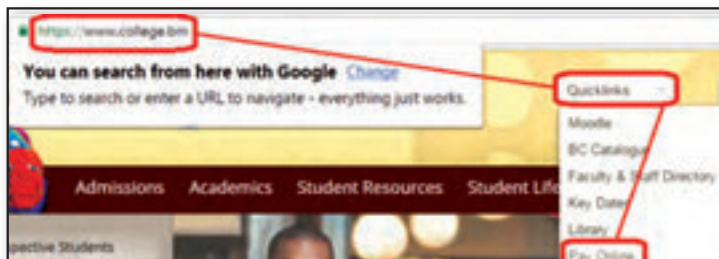
PAYMENT INFORMATION

- All tuition is payable in advance. Students whose accounts are in arrears for any reason, will be denied grade reports, transcripts, personal recommendations, withdrawal in good standing, permission to register for further courses and the right to graduate, until all obligations have been settled.
- If your fees change for any reason after your initial payment is made (i.e. lab fees, change in schedule, etc.), it is the student's responsibility to ensure prompt payment of the balance.
- All statements are available through the Student Portal. Students can login using their user ID and password. The online bill reflects the student's current registration and billing information. The statement system is 'live' and students can verify that all fees are satisfied before the payment deadline.

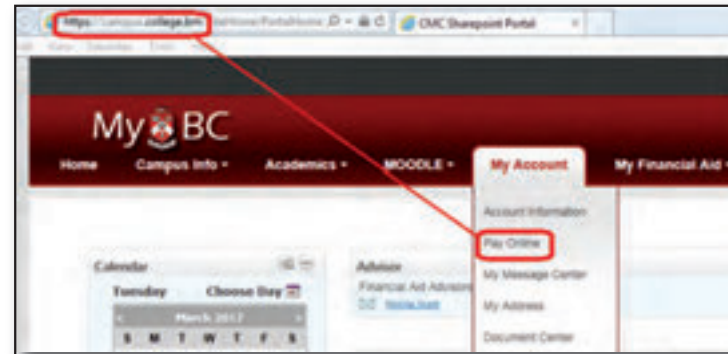
PAYMENT METHODS

- **Bermuda College Online Payments** (using credit cards)
(*American Express not accepted*)
 - On the College website (<https://www.college.bm>), under Quicklinks.
 - On the portal (<https://campus.college.bm>), under My Account
 - On the College App
- **Local Banks Bill Payments** through (HSBC, Butterfield Bank and Clarien Bank).
- **Business Office Front Desk**, College Centre 2nd floor.
All major credit cards are accepted. (*American Express not accepted*)
Cheques should be made payable in Bermuda or US funds to Bermuda College.

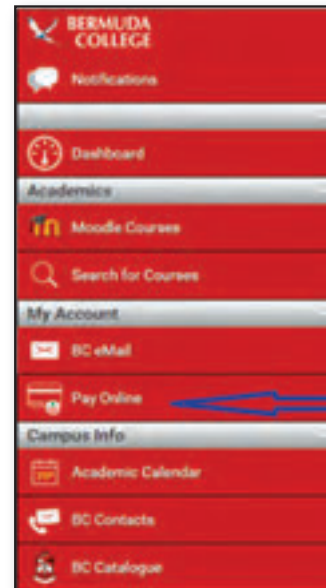
COLLEGE WEBSITE



COLLEGE PORTAL (MY BC)



COLLEGE APP



Tuition and Lab Fees

PAYMENT AGREEMENTS

Payment agreements are available to Bermuda College students. Please visit or email the Business Office for details: b-services@college.bm

FINANCIAL AID

Bermuda College Financial Aid (BCFA) is a financial needs-based programme that provides support for enrolment during the Fall and Spring semesters. A successful applicant can receive an award value from 25% to 50% of his/her educational costs (tuition and lab fees).

APPLICANTS MUST:

1. Hold Bermuda Status ["Citizen" in CampusNexus] (the College Database)
2. Be enrolled in a programme of study offered by the Division of Arts & Science or the Division of Business Hospitality & Technical Education, or Division of Nursing & Allied Health
3. Be registered for a minimum of six (6) credit hours
4. Have a minimum semester GPA of 2.00 (current students)

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

MISCELLANEOUS FEES *(non-refundable)*

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

* The application fee is valid for two academic years (four semester) only, student must reapply after two years.

COURSE AUDIT FEES

50% of full cost per credit course

LATE REGISTRATION FEES

Applied after last day of registration as follows:

1 COURSE	\$100.00
2 COURSES	\$150.00
3+ COURSES	\$200.00

LATE PAYMENT FEE

A late payment fee of **\$100** applies to all outstanding balances after the agreed payment deadline dates.

TRANSCRIPT FEES

<https://www.college.bm/index.php/alumni/transcripts>

ELECTRONIC FEES	\$15.00 (<i>Free transcript with graduation packet</i>)
MAILED	\$17.50 (<i>inside USA</i>) \$20.00 (<i>outside USA</i>)
PICK UP	\$25.00
COURIER FEES*	\$40.00 (<i>inside USA</i>) \$62.50 (<i>outside USA</i>)

*(This courier option available only online.)

I.D. REPLACEMENT LOST/STOLEN

In the event that one's ID Card is lost or damaged as a result of your own neglect, the following fees shall apply for replacement of the card:

ID REPLACEMENT	\$ 10.00 (<i>Student without Access Function</i>)
LOST/STOLEN	\$ 15.00 (<i>Student with Access Function</i>)
	\$ 20.00 (<i>Faculty & Staff Without Access Function</i>)
	\$ 25.00 (<i>Faculty & Staff With Access Function</i>)

Any ID card that may require replacement as a result of normal wear and tear will be replaced at no cost to the bearer. NOTE: The Security Office will be the sole judge of normal.

DROPPING, WITHDRAWAL & REFUND POLICY

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

WITHDRAWALS & REFUNDS

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

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

NO REFUND after the tenth day of class for each semester.

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

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

OTHER

Students will be charged for damages occurring to Bermuda College property.

BERMUDIAN STUDENTS

TUITION SCHEDULE (*per semester*): The tuition 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 lab courses.

The below fees also applies to non-Bermudians who have resided in Bermuda for at least 5 consecutive years.

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

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

RESIDENT INTERNATIONAL

RESIDENT INTERNATIONAL STUDENTS - 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 and an international differential. The total is based on the number of credits for which students register. Most courses are 3 credits, however there are some exceptions; for example; CSC, PED and lab courses.

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

INTERNATIONAL STUDENTS

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

# CREDITS	TUITION PER CREDIT	DIFFERENTIAL FEE	TOTAL
12	1860.00	1500.00	3360.00
13	2015.00	1500.00	3515.00
14	2170.00	1500.00	3670.00
15	2325.00	1500.00	3825.00
16	2480.00	1500.00	3980.00
17	2635.00	1500.00	4135.00
18	2790.00	1500.00	4290.00

LAB FEES



TECHNICAL EDUCATION

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

- 2018-2019 \$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

TECHNICAL EDUCATION

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

- 2018-2019 \$35.00

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	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

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

- 2018-2019 \$35.00

COURSE CODE	PLUMBING
PLM 1102	Conduit Fabrication
PLM 1103	DC Theory: OHM's Law
PLM 1104	The DC Series Circuit
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

CULINARY ARTS

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

- 2018-2019 \$80.00

COURSE CODE	CULINARY PROGRAMME
CUL 1102	Introduction to Culinary Arts *

* Fire Safety/CPR/First Aid component for students in this course

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

- 2018-2019 \$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 2127	Advanced Production Cookery and Innovative Techniques

SCIENCE

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

- 2018-2019 \$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 2250	Medical Nutrition
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	Discover Our World
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

NURSING AND ALLIED HEALTH

Please note lab fees for the following courses in the Division of Nursing & Allied Health

- 2018-2019 \$150.00

COURSE CODE	NURSING
NUR 1101	Introduction to Professional Nursing
NUR 1150	Nursing Fundamentals
NUR 2200	Psychiatric Nursing
NUR 2201	Medical/Surgical Nursing
NUR 2235	Pharmacology
NUR 2240	Family Health
NUR 2250	Adult Health
NUR 2251	Adult Health Practicum



Bermuda College Class of 2018 Graduates



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

ASSOCIATES

p. 31 - 48

Associate of Arts

p. 32 - 36

Art and Design	32
Arts	33
Arts and Science	34
Business Administration	35
Human Services	36

Associate of Science

p. 37 - 41

Actuarial Science	37
Computer Information Systems	38
Education	39
Science	40
Nursing	41

Associate of Applied Science

p. 43 - 48

Culinary Arts	43
Heating, Ventilation & Air Conditioning	44
Hospitality Management	45
Human Services	46
Motor Vehicle Technology	47
Plumbing Technology	48

GENERAL EDUCATION COMPONENTS:

Humanities

Art and Design	Art History
Education	Film
History	Music
Philosophy	Spanish
Religious Studies	
English Literature at 2000 level (<i>excluding ENG 2212</i>)	

Social Sciences

Economics	Political Science
Sociology	Psychology
Social Work	
Earth & Environmental Studies at 2000 level	

Natural Sciences

Biology	Chemistry
Earth & Environmental Studies	Physics

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 courses, such as Introduction to Drawing and Two- and Three-Dimensional Design, now include computer components.

CURRICULUM

TOTAL CREDITS: 61

YEAR 1

CREDITS

First Semester - 19 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 1110	Learning Strategies for Student Success	1
ENG 1111	Freshman English	3
Mathematics or Computer Information Systems or Social Science or Natural Sciences course of your choice or ECM 1110, ECM 1120 or ECM 2210**		3 or 4

Second Semester - 18 Credits

AHS 1127	Introduction to Art History II	3
ART 1102	Introductory Painting	3
ART 1221	Introductory Sculpture	3
ART 2235	Intermediate Colour and Composition	3
ENG 1112 or	Literary Analysis or	
ENG 1115	Professional Writing	3
Mathematics or Computer Information Systems or Social Science 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 2221	Intermediate Sculpture	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	3
ART 1140	Introduction to Media Arts	3
Art History (2000-level) course of your choice.*		3

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

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

PROGRAMME OVERVIEW

In the academic world, Arts refer mainly to the disciplines of Humanities and Social Sciences.*

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 specialised non-arts degrees, such as Georgia State University's articulated Bachelor of Business Administration degree.

CURRICULUM

TOTAL CREDITS: 61

YEAR 1

First Semester - 19 Credits

	<u>CREDITS</u>
CSC 1110 Learning Strategies for Student Success	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 - 18 Credits

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 one can be enrolled in any course one must satisfy the prerequisites.

**See page 68 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 31.

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, Social Sciences, mathematics and Sciences. 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 specialised non-arts degrees, such as Georgia State University's articulated Bachelor of Business Administration degree.

CURRICULUM

TOTAL CREDITS: 61

YEAR 1

First Semester – 16 credits

	<u>CREDITS</u>
CSC 1110 Learning Strategies for Student Success	1
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

Second Semester – 15 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

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 one can be enrolled in any course one must satisfy the prerequisites.*

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

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

For a list of Humanities, Social Sciences and Natural Science options, see page 31.

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 students 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 students on their way to becoming key players in Bermuda's thriving business environment!

The following mathematics course selections are recommended for students transferring to:

Mount Saint Vincent University:

2 MAT Courses required in the first two years BBA
 MAT 1105 College Algebra or MAT 1131 Finite Mathematics or MAT 1152 Calculus I
 MAT 2233 Statistics I

Georgia State University:

2 MAT courses required in the first two years of BBA:
 Risk Management and Accounting
 MAT 1132 Business Calculus
 (requires at BC MAT 1131 as pre-req.)
 or MAT 1152 Calculus I (or higher), MAT 2233 Statistics I

Georgia State University:

2 MAT courses required in the first two years of BBA:
 Accounting
 MAT 1105 College Algebra (or higher)
 MAT 2233 Statistics I

Georgia State University:

4 MAT courses required in the first two years of BBA:
 Actuarial Science
 MAT 1141 Pre-Calculus I
 MAT 1152 Calculus I
 MAT 2211 Calculus II
 MAT 2220 Multivariable Calculus

For details contact:

Bermuda College Recruitment Officer
 ■ Tel: 239-4099 ■ Email: info@college.bm

CURRICULUM

TOTAL CREDITS: 61- 66

YEAR 1

First Semester - Credits 16

	<u>CREDITS</u>
MAT 1100 and above (excluding 1107)	3
ENG 1111 Freshman English	3
ACC 1135 Accounting I	3
MGN 1114 Introduction to Business	3
CIS 1120 Introduction to Business Applications of Computers	3
CSC 1110 Learning Strategies for Student Success	1

Second Semester - Credits 15

MAT 1100 and above (excluding 1107)	3
ENG 1112 or Literary Analysis	
ENG 1115 Professional Writing	3
ACC 1145 Accounting II	3
Elective Course of your choice	3
ECO 1101 or Principles of Micro Economics	3
ECO 1102 Principles of Macro Economics	

YEAR 2

First Semester - Credits 15-18

Elective Business (ACC, MGN, INS, LAW, CIS or HMT) of your choice	3
Elective Business (ACC, MGN, INS, LAW, CIS or HMT) of your choice	3
Humanities or Natural Sciences or Social Science	3-4
Elective Course of your choice	3-4
Elective Course of your choice	3-4

Second Semester - Credits 15-17

Elective Business (ACC, MGN, INS, LAW, CIS or HMT) of your choice	3
Elective Business (ACC, MGN, INS, LAW, CIS or HMT) of your choice	3
Humanities or Natural Sciences or Social Science	3-4
Elective Business (MGN or LAW)	3
Elective Course of your choice	3-4

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

Concentration in ACC, MGN, INS, CIS or HMT Courses > 2000

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.

As the Programme includes opportunities for observations in private and public educational settings, students must submit the following:

- SCARS Certification
- Police Record Check
- Proof of Health Insurance
- Completed Medical Form
- Completed Ministry of Education Staff in Confidence Form

CURRICULUM

TOTAL CREDITS: 61

YEAR 1

First Semester – 16 Credits

	<u>CREDITS</u>
CSC 1110 Learning Strategies for Student Success	1
CYS 1102 Foundations of Early Childhood Education**	3
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 – 15 Credits

CYS 1103 Introduction to Child Development**	3
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 one can be enrolled in any course one must satisfy the prerequisites.*

For a list of Humanities and Natural Science options, see page 31.

***There is a minimum B grade requirement for CYS 1102 and 1103; completion of CYS 2231, CYS 2251 and CYS 2204 or CYS 2205 in order to qualify for CYS 2265. Application deadline is at the Second Semester break for Fall Semester and First Semester break for Spring Semester.*

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 Chubb and the Chubb 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: 64

YEAR 1

First Semester- 16 Credits

		<u>CREDITS</u>
CIS 1125	Introduction to Computers and Information Technology	3
CSC 1110	Learning Strategies for Student Success	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 - 15 Credits

ACC 1135	Accounting I	3
CIS 1130	Data Management	3
ECO 1102	Principles of Macroeconomics	3
ENG 1112 or	Literary Analysis or	
ENG 1115	Professional Writing	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 Actuarial 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 one can be enrolled in any course one must satisfy the prerequisites.*

†CIS 1120 cannot be used to fulfill this requirement.

For a list of Humanities options, see page 31.

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: 61

YEAR 1

First Semester - 16 Credits

		<u>CREDITS</u>
CIS 1120	Introduction to Business Applications of Computers	3
CIS 1125	Introduction to Computers and Information Technology	3
CSC 1110	Learning Strategies for Student Success	1
ENG 1111	Freshman English	3
MAT 1131	Finite Mathematics	3
ECM 1110	Generating Web Pages	3

Second Semester - 15 Credits

CIS 1130	Data Management	3
ECM 1101	Introduction to E-commerce	3
CIS 2278	Microcomputer Hardware and System Software	3
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 - 12 Credits

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

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

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.

As the programme includes opportunities for observations in private and public educational settings, students must submit the following:

- SCARS Certification
- Police Record Check
- Proof of Health Insurance
- Completed Medical Form
- Completed Ministry of Education Staff in Confidence Form

CURRICULUM

TOTAL CREDITS: 61/63

YEAR 1

First Semester - 16/17 Credits

	<u>CREDITS</u>
CSC 1110 Learning Strategies for Student Success	1
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.*	3/4
PSY 1101 Introduction to Psychology I	3

Second Semester - 15/16 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.*	3/4
PSY 1102 Introduction to Psychology II	3

YEAR 2

First Semester - 15 Credits

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 - 15 Credits

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 one can be enrolled in any course one 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 31.

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: 68/70

YEAR 1

First Semester - 15 Credits

	<u>CREDITS</u>
CSC 1110 Learning Strategies for Student Success	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 - 18 Credits

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

Second Semester - 17 or 19 Credits

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

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

**See the notes for area of concentration page 68.

***Prerequisites must be met for all courses.

(For a list of Humanities, Social Science and Natural Science options, see page 31.)

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 Accreditation Commission for Education in Nursing (ACEN) standards. It integrates a strong liberal arts core, and 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. Students must possess the appropriate travel documents and identification required for the overseas clinical experience.

Students will be admitted into the first nursing course Introduction to Professional Nursing (NUR 1101) upon completion of the Arts and Science requirements for the nursing programme if they have met the following:

- Programme (Enrolment) GPA of not less than 2.67 or higher in the Arts and Science prerequisites.

Once accepted into the Nursing Programme students must submit the following:

- Current Health Insurance and Travel Insurance
- Current American Heart Association Healthcare Providers Basic Life Support (CPR & AED)
- SCARS Certification
- Moving and Handling completion card
- Hair follicle Drug Screening results (to be provided annually)
- Current Immunisation Record
- Bermuda Police Record Check
- Completed Medical Form

To satisfy requirements for graduation students must achieve a final programme (enrolment) GPA of at least 2.67 in the 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: 64

Please note: Admission to the nursing programme requires successful completion of CIS 1120, CSC 1110, ENG 1111, ENG 1112, MATH at 1100 level or higher+, PSY 1101, BIO 1121 AND BIO 1122 under the AA-ARTSC programme.

YEAR 1

Summer semester – 2 credits

NUR 1101	Introduction to Professional Nursing	2
----------	--------------------------------------	---

First semester – 15 credits

NUR1150	Nursing Fundamentals	8
SOC 1101 or	Sociology	
SOC 1102		3
BIO 2211	Anatomy and Physiology I*	4

Second semester – 18 credits

NUR 2200	Psychiatric Nursing	5
NUR 2201	Medical Surgical Nursing	7
NUR 2235	Pharmacology	2
BIO 2212	Anatomy and Physiology II*	4

YEAR 2

First semester – 14 credits

NUR 2240	Family Health Nursing	5
NUR 2250	Adult Health	5
BIO 2222	Medical Microbiology*	4

Second semester – 15 credits

NUR 2251	Adult Health Practicum	8
BIO 2250	Medical Nutrition*	4
	Humanities course (1100-level) of your choice	3

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

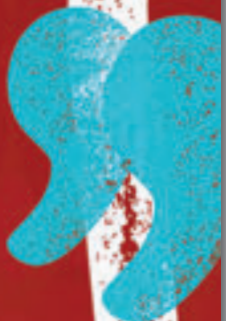
+MAT 1107 cannot be used to fulfil this requirement

A grade of C or better is required in all non-nursing courses to transfer credits to a Bachelor of Science Degree in Nursing.

A grade of B- or better is required in nursing courses (NUR).

Nursing (NUR) courses can only be repeated once.

**THE SECRET
OF GETTING
AHEAD
IS GETTING
STARTED**



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

First Semester - 18 credits

		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 1110	Learning Strategies for Student Success	1

Second Semester - 15 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
CUL 1119	CULINARY ARTS INTERNSHIP	3

YEAR 2

First Semester - 19 credits

CUL 1128	International Cuisine	2
CUL 2124	Techniques in Healthy Cooking	2
CUL 1106	Purchasing & Product Identification	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 one's choice*	3
	Humanities, Social Science or Natural Science of one's choice*	3

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

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 103.)

CURRICULUM

TOTAL CREDITS: 69

YEAR 1

First Semester - 15 credits

		<u>CREDITS</u>
CSC 1110	Learning Strategies for Student Success	1
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 - 20 credits

MGN 1114	Introduction to Business	3
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 - 18 credits

MGN 2245	Introduction to Small Business Management	3
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

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: 67

YEAR 1

First Semester - 16 Credits

		<u>CREDITS</u>
CSC 1110	Learning Strategies for Student Success	1
ENG 1111	Freshman English	3
FAB 1100 or	Food Service I, or	
CKN 1102	Kitchen Theory and Practice	4
CUL 1104	Sanitation & Safety	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 1175 **SUMMER INTERNSHIP**

3

YEAR 2

First Semester - 15 Credits

ACC 1145	Accounting II	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

Second Semester - 15 Credits

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 one can be enrolled in any course one must satisfy the prerequisites.*

PROGRAMME OVERVIEW

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

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

The Programme includes opportunities for observations in private and public educational settings, hence, students must submit the following:

- SCARS Certification
- Police Record Check
- Proof of Health Insurance
- Completed Medical Form
- Completed Ministry of Education Staff in Confidence Form

CURRICULUM

TOTAL CREDITS: 61

YEAR 1

First Semester – 19 Credits

	<u>CREDITS</u>
CSC 1110 Learning Strategies for Student Success	1
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 Professional Writing	3
MAT 2233 Statistics I	3
PSY 1102 Introduction to Psychology II	3
SOC 1102 Introduction to Sociology II	3

YEAR 2

First Semester – 12 Credits

PSY 2240 Human Development	3
Three (2000-level) Child and Youth Studies courses.	9

Second Semester – 15 Credits

CYS 2260 Child & Youth Studies Practical Experience **	3
Three (2000-level) Child and Youth Studies courses.	9
Elective course of your choice (1100 level) (excluding CIS 1120)	3

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

***Application deadline is at the Second Semester break for Fall Semester and First Semester break for Spring Semester.*

PROGRAMME OVERVIEW

The Associate in Applied Science in Motor Vehicle Technology at Bermuda College has been developed by the Bermuda College, the 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 103.)

CURRICULUM

TOTAL CREDITS: 54

YEAR 1

First Semester - 19 credits

CSC 1110	Learning Strategies for Student Success	1
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	Professional Writing	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
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
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

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 103.)

CURRICULUM

TOTAL CREDITS: 69

YEAR 1

First Semester - 19 credits

	<u>CREDITS</u>
CSC 1110 Learning Strategies for Student Success	1
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 Professional Writing	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 - 19 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 - 15 credits

MGN 2245 Introduction to Small Business Management	3
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

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.

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



Open Wednesdays - Presentation given by Applied Science Technology Dual Enrolment Students

CERTIFICATES:

p. 49 - 55

Accounting Technician	50
Applied Science Technology	51
Electrical Wiring Technology	52
Heating, Ventilation & Air Conditioning Technology	53
Motor Vehicle Technology	54
Plumbing Technology	55
Wood Technology	56

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 stock taking 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: 32

YEAR 1

First Semester - 16 Credits

ENG 1044	Communication for Industry 1	3
MAT 1034	Business Mathematic	3
MGN 1017	Foundations of Business	3
CIS 1120	Intro to Business Applications of Computers	3
ACC 1041	Practical Accounting Procedures I	3
CSC 1110	Learning Strategies for Student Success	1

Second Semester - 16 Credits

ENG 1045	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 Applied Science Technology CT-TECH

PROGRAMME OVERVIEW

This programme is designed primarily for students who require technical core subjects to be successful in the various technical programmes. This unique programme allows students to complete core courses while exploring the various technical disciplines and enhancing their mathematics, science, communication and computer skills.

CURRICULUM

TOTAL CREDITS: 50

YEAR 1

First Semester - 13 Credits

		<u>CREDITS</u>
CSC 1110	Learning Strategies for Student Success	1
TMM 1001	Technical Math I	3
TSM 1101	Technical Science I	4
NCC 1110	Intro to Construction Technology and Trades/Technical Job Skills	5

Second Semester - 13 credits

TSM 1102	Technical Science II	4
TEC 1004	Intro to Electricity and Electronics	3
TEC 1006	Intro to Materials and Mechanics	3
ENG 1044	Communications for Industry	3

YEAR 2

Third Semester - 13 Credits

TEC 1000	Intro to Computer Aided Technical Drawing	3
TEC 1002	Intro to Programming for Technicians	3
TEC 1010	Intro to Engineering and Design	3
Technical Electives* (choose any 1100 level course from PLM, ELN, MVC, HVA, CIS)		4

Fourth Semester - 11 Credits

TEC 1020**	Capstone Project for Technology and Trades	3
Technical Electives* (choose any 1100 level course from PLM, ELN, MVC, HVA, CIS)		8

**Before taking technical electives one must have satisfactorily completed TMM 1101, TSM 1101, NCC 1110, TEC 1100, ENG 1044*

***One must be in the final semester of this programme*

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 has 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

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

TOTAL CREDITS: 60

Each module is one (1) credit.

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 103.)

CURRICULUM

TOTAL CREDITS: 59

YEAR 1

First Semester - 14 credits

		<u>CREDITS</u>
CSC 1110	Learning Strategies for Student Success	1
ENG 1044	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 1045	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 - 14 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
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 103.)

CURRICULUM

TOTAL CREDITS: 44

YEAR 1

First Semester - 18 credits

	<u>CREDITS</u>
CSC 1110 Learning Strategies for Student Success	1
CSM 1101 Computer Skills Module	2
ENG 1044 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 1045 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 - 7 credits

MVT 2107 Braking Systems	1
MVT 2108 Hydraulic Brake Systems	1
MVT 2109 Anti-Lock Brake Systems	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 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 103.)

CURRICULUM

TOTAL CREDITS: 58

YEAR 1

First Semester - 17 credits

	<u>CREDITS</u>
CSC 1110	1
CSM 1101	2
ENG 1044	3
MAT 0014	3
PLM 1101	4
PLM 1102	2
PLM 1103	2

Second Semester - 16 credits

MAT 0015	3
ENG 1045	3
PLM 1104	4
PLM 1105	3
PLM 1106	3

YEAR 2

First Semester - 13 credits

PLM 2107	3
PLM 2108	4
PLM 2109	2
TSM 1101	4

Second Semester - 12 credits

TSM 1102	4
PLM 2110	3
PLM 2111	3
PLM 2112	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, lecturers and field trips to local building sites and industries. The self-directed activities and supervised assistance will enable student to progress successfully through this programme.

(Please see NCCER Courses on page 103.)

CURRICULUM

TOTAL CREDITS: 62

YEAR 1

First Semester - 18 credits

		<u>CREDITS</u>
CSC 1110	Strategies for Student Success	1
CSM 1101	Computer Skills Module	2
MAT 0014	Preparatory College Mathematics I	3
ENG 1044	Communication for Industry	3
WTC 1101	Orientation, Materials, Fasteners, Hand and Power Tools	1
WTC 1102	Floors, Wall, Ceiling and Roof Framing	4
WTC 1103	Windows and Exterior Doors	4

Second Semester - 15 credits

ENG 1045	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

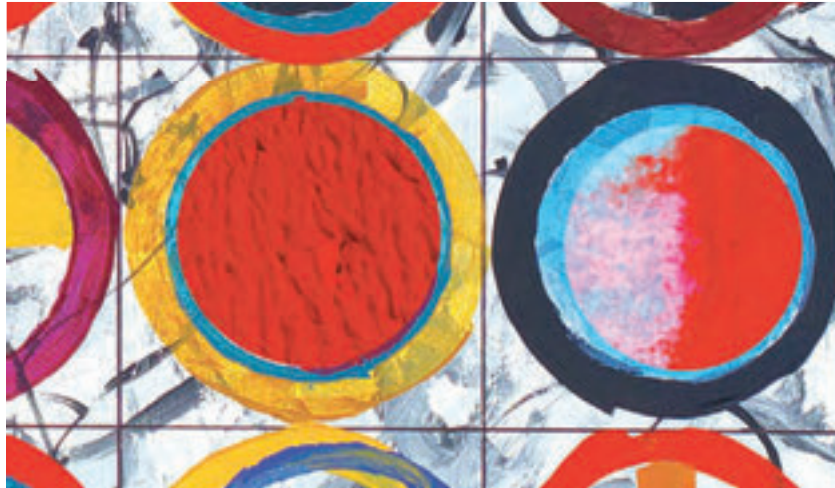
YEAR 2

First Semester - 17 credits

TSM 1101	Technical Science I	4
PED or RSO	Physical Education or Registered Student Organisation	1
WTC 2107	Exterior Finishing, Roofing Application, 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



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 Student

DIPLOMAS:

p. 57 - 66

Computer Network Administration	58
Computer Network Technology	59
Culinary Arts	60
Food & Beverage Management	61
Heating, Ventilation & Air Conditioning Technology	62
Hospitality Management	63
Motor Vehicle Technology	64
Plumbing Technology	65
Wood Technology	66

PROGRAMME OVERVIEW

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

ENTRY REQUIREMENTS

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

CURRICULUM

YEAR 1

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

TOTAL CREDITS: 18

CREDITS

3
3
3
3
3
3

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

YEAR 1

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

TOTAL CREDITS: 18

CREDITS

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: 63

YEAR 1

CREDITS

First Semester - 18 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 1110	Learning Strategies for Student Success	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 - 14 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

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

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 associate degree or higher. This diploma will allow students to formalise their training and experience.

CURRICULUM

TOTAL CREDITS: 20

		<u>CREDITS</u>
CUL 1104	Sanitation and Safety	2
CUL 1106	Purchasing and Product Identification	3
CUL 2118	Menu Planning	3
FAB 1100	Food Service	3
CUL 2118 or	Menu Planning	
HMT 1265	Hospitality Sales and Marketing	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 five (5) years or possess a relevant associate 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 103.)

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 3

Recovery and Charging, Hydronic Systems and Air Quality Equipment
HVA 1103 Alternating Current, Basic Electronics. Troubleshooting Gas Heat 3
Introduction to Control Circuit Troubleshooting

HVA 1104 Troubleshooting Heat Pumps and Cooling Systems. Basic Installation and 4
Maintenance Practices. Sheet Metal & Fibreglass Duct Systems

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 3
Water Treatment

HVA 2108 Troubleshooting Electronic Controls, Troubleshooting Oil Heating 2
Troubleshooting Heat Pumps, Troubleshooting Accessories

Second Semester - 11 credits

HVA 2109 Completion of Lab Assignment Workshop 2

HVA 2110 Construction Drawings Specifications, Indoor Air Quality 3
Energy Conservation Equipment

HVA 2111 Building Management Systems, Water Treatment System Start-Up 3
& Shutdown

HVA 2112 Heating & Cooling Design, Commercial and Industrial Refrigeration 3

PROGRAMME OVERVIEW

This programme provides students with the basic education and training in hospitality management and is designed for students who want to enter the workforce directly after graduation. Students will complete a 12-week internship programme in hospitality organisations where they will rotate through the front and back of the house departments.

CURRICULUM

TOTAL CREDITS: 52

YEAR 1

First Semester - 13 credits

		<u>CREDITS</u>
CSC 1110	Learning Strategies for Student Success	1
ENG 1044	Communications for Industry I	3
HMT 1155	Intro to the Hospitality Industry	3
CUL 1104	Sanitation & Safety	2
FAB 1100	Food Service 1	4

Second Semester - 15 Credits

CIS 1120	Intro to Business Applications of Computers	3
ENG 1045	Communications for Industry II	3
HMT 1120	Intro to Lodging Management	3
CKN 1102	Kitchen Theory and Practice I	4
CUL 1131	Nutrition	2

HMT 1175 **SUMMER INTERNSHIP**

3

Year 2

First Semester - 12 Credits

MAT 1034	Business Mathematics	3
ACC 1041	Practical Accounting Procedures I	3
MGN 1017	Foundations in Business	3
HMT 1265	Hospitality Sales & Marketing	3

Second Semester - 12 Credits

MGN 1116	Tourism	3
MGN 1129	Customer Service Skills	3
HMT 2255	Hospitality Supervisory Practice	3
HMT 2260	Food and Beverage Management	3

PROGRAMME OVERVIEW

This programme has been developed by the Bermuda College to provide persons working in the automotive industry the opportunity to receive technical training. The course requires that persons be working in the field for a minimum of five (5) years or possess a relevant 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 103.)

CURRICULUM

TOTAL CREDITS: 21

YEAR 1

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

CREDITS

PROGRAMME OVERVIEW

The course requires that persons be working in the field continuously for a minimum of five (5) years or possess a relevant 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 103.)

CURRICULUM

TOTAL CREDITS: 35

YEAR 1

First Semester - 8 credits

		<u>CREDITS</u>
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

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 5 years or more experience in the trade or possess an Associates 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.

(Please see NCCER Courses on page 103.)

CURRICULUM

TOTAL CREDITS: 38

YEAR 1

First Semester - 9 credits

	<u>CREDITS</u>
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 - 12 credits

WTC 1104 Drawings; cold steel framing; Exterior framing and Roof Applications	4
WTC 1105 Drywall installation; Drywall finishing; Suspended Ceilings.	4
WTC 1106 Doors & Hardware; windows, Door-ceiling Trims; Cabinets	4

YEAR 2

First Semester - 9 credits

WTC 2107 Properties of Concrete, Reinforcing, Handling and Placing concrete	3
WTC 2108 Rigging Equipment, Rigging Practices; Trenching and Excavating	3
WTC 2109 Foundations and On Grade Slabs, Vertical and Horizontal formwork; Tilt up panels	3

Second Semester - 8 credits

WTC 2110 Advanced Roof, Floor and 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 Fundamentals of Crew Leadership	3

NOTE ON PREPARATION FOR PROFESSIONAL PROGRAMMES

Certain overseas professional associations and institutes recognise certain Bermuda College courses in the areas of accounting and business administration and grant exemptions from courses in their own professional training programmes. Students are advised to contact the organisation.

CONCENTRATIONS AND SUBJECTS OF STUDY

NOTE: Candidates should note that the approved courses indicated under each of the following subjects of study are those described under the heading COURSE DESCRIPTIONS: Associate Degree Courses.

These courses will earn general and elective credits in an associate degree programme, unless otherwise specified.

ACCOUNTING

Approved Courses: all coded ACC.

Concentration in the Associate in Business Administration:

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

ART HISTORY

Approved Courses: all coded AHS.

Concentration in the Associate in Arts:

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

BIOLOGY

Approved Courses: all coded BIO.

Note exclusions in the course descriptions.

Concentration in the Associate in Science:

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

CHEMISTRY

Approved Courses: all coded CHM.

Note exclusions in the course descriptions.

Concentration in the Associate in Science:

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

EARTH & ENVIRONMENTAL STUDIES

Approved Courses: all coded EES.

Note exclusion in the course descriptions.

Environmental Science Concentration in the Associate in Science:

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

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.

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.

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.

TRANSFER CREDIT AGREEMENTS AND PARTNERSHIPS

Bermuda College has established a number of agreements with colleges and universities in Canada, the United Kingdom, the United States of America, and the Caribbean Islands/West Indies. The purpose of these agreements is to formalise the pathways for Bermuda College students to continue their studies abroad. Transfer Credit Agreements facilitate a seamless transfer to baccalaureate programmes for Bermuda College graduates, often with a course-for-course template. Partnerships may indicate that the two institutions have agreed to collaborate, exchange students, faculties, and programmes, and share research. In the case of a partnership, BC course transfers must be worked out, by case.

To facilitate a smooth transition to the transfer school, students are encouraged to make an appointment with the Bermuda College Career and Counselling Centre to ensure that the appropriate agreement or partnership has been negotiated with the school they have selected, and that they meet the requirements for transfer.

Visit the Bermuda College website to view the list of schools and to determine whether the proposed course of study is covered by the existing agreements. You can find this information at:

<https://www.college.bm/index.php/about/transfer-agreements>

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.

THE UNIVERSITY OF THE WEST INDIES, Mona, Jamaica

The Postgraduate Diploma in Education for teacher certification is a virtual face-to-face programme that prepares students to teach one of several content areas at middle or secondary school level. The programme is completed within one calendar year. A practicum and a research project are required. Applicants must hold a baccalaureate degree in their chosen teaching discipline.

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 in Special Education. Offered on a cohort basis, each programme runs for two academic 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:

- The University of the West Indies, Mona, Jamaica,
- Miami University M.Ed Special Education Online Hybrid (SEOH)
- Mount Saint Vincent University Bachelors of Business Administration

Contact:

Bermuda College Recruitment Officer

- Tel: 239-4099
- Email: info@college.bm

Plan

Creativity

Design

sketch





Trashion Show 2018

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

CREDIT COURSE DESCRIPTIONS

	p. 73 - 114
Accounting	p. 74
Actuarial Science	p. 75
Art & Design	p. 75
Art History	p. 76
Biology	p. 77
Chemistry	p. 78
Childhood & Youth Studies	p. 79
College Skills	p. 79
Computer Studies	p. 80
Cookery & Nutrition	p. 78
Earth & Environmental Science	p. 83
E-Commerce	p. 83
Economics	p. 84
Education	p. 85
Electrical Wiring	p. 85
Electronics Technology	p. 92
English & Communications	p. 94
Film Studies	p. 96
Food & Beverage Service	p. 96
Food Science	p. 96
Heating, Ventilation & Air Conditioning	p. 96
History	p. 97
Hotel Management	p. 98
Insurance	p. 98
Law	p. 98
Management	p. 99
Masonry	p. 100
Mathematics	p. 101
Motor Vehicle Technology	p. 102
Music	p. 103
NCCER Core	p. 103
Nursing	p. 103
Office Assistants	p. 105
Philosophy	p. 106
Physical Education	p. 106
Physics	p. 107
Plumbing	p. 108
Political Science	p. 109
Psychology	p. 109
Registered Student Organisations	p. 109
Religious Studies	p. 110
Social Science	p. 110
Sociology	p. 110
Social Work	p. 111
Spanish	p. 112
Technical Courses	p. 112
Technical Science	p. 113
Welding Technology	p. 113
Wood Technology	p. 114

Course Descriptions - Credit Courses

All Bermuda College courses are listed below in alphabetical order.

Codes for Courses offered: FA - Fall Semester • SP - Spring Semester • SM - Summer Semester
All other courses are offered on rotation.

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. BIO 1102 of which BIO 0013 is the stated prerequisite) or an acceptable alternative, other qualifications will also be considered for satisfaction of the prerequisite, as follows:

- at least a “C” standing in the same subject at Ordinary level or equivalent in the GCE, GCSE, IGCSE (Extended) or CXC examining systems;
- a SAT score of at least 480 on Evidence-Based Reading and Writing and 530 on Mathematics;
- a ACT score of at least 21 in English, 20 in Reading, 20 in Mathematics and 23 in Science
- good standing in a course in the same subject in a Canadian or American university preparatory programme leading to graduation at the Grade 12 level;
- good standing in a course in the same subject in any other programme as determined to be acceptable on an individual basis by the College;
- permission of the lecturer.

ACCOUNTING

Practical Accounting Procedures I ACC 1041 3 FA/SP

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 SP

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 SM

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 FA/SP/SM

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 SP

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 information is both created, maintained and used for analysis, problem-solving and decision-making.

Prerequisite: CIS 1120 **Corequisite:** ACC 1145

Accounting II ACC 1145 3 FA/SP

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 FA

A detailed and in-depth study of accounting principles, practices and concepts with emphasis on their application to income determination and asset valuation.

Prerequisite: A grade of C or better in ACC 1135 and ACC 1145

Course Descriptions - Credit Courses

Intermediate Accounting II

ACC 2202 3 SP

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 FA

A detailed study of cost accounting to include a study of job order accounting, budgeting and standard costing.

Prerequisite: A grade of C or better in ACC 1145.

Management Accounting II

ACC 2254 3 SP

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 FA/SP

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 SP

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

Two-dimensional Design

ART 1120 3 FA

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.

Introduction to Colour and Composition

ART 1135 3 FA

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

Introduction to Media Arts

ART 1140 3 SP

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.

Introductory Sculpture

ART 1221 3 FA

A theoretical and practical exploration of the principles of three-dimensional design (line, shape, form, mass, space and composition) focusing on traditional sculpting methods (clay, carving, mould making, assemblage, etc.). The investigation of various materials and tools, including the computer, so as to establish a framework in which students can solve various design problems, also occurs. **Prerequisite:** ART 1120

Figure Drawing

ART 2178 3 SP

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

Intermediate Drawing

ART 2211 3 FA

Drawing as a means to express and explore form, space, tone, texture and composition in a variety of drawing media, with opportunity for individual expression and refinement. **Prerequisite:** ART 1101

Intermediate Sculpture

ART 2221 3 SP

A continuation of ART 1221 Introductory Sculpture with opportunity for more individual expression and refinement while focusing on contemporary sculpting practices (fabrication, installation art, public art, performance art, etc.). The investigation of various materials and tools, including the computer, so as to establish a framework in which students can solve various design problems also occurs. **Prerequisite:** ART 1221 Introductory Sculpture

Intermediate Painting

ART 2230 3 FA

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

Course Descriptions - Credit Courses

Intermediate Colour and Composition

ART 2235 3 SP

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 FA

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 FA

An historical survey of the development of western art and architecture from the earliest times to the Renaissance. **Prerequisite:** A grade of C or better in ENG 0012

Introduction to Art History II

AHS 1127 3 SP

An historical survey of the development of western art and architecture from the Renaissance to the Modern Era. **Prerequisite:** AHS 1126

Nineteenth Century Art

AHS 2280 3 FA

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.

Modern Art

AHS 2285 3

As the second part of a year-long study of nineteenth and twentieth century Western art, the course examines the roots and emergence of modernism in Europe, tracing this development in painting, sculpture, architecture and the

decorative arts ending with a focus on late and post-modernism.

Prerequisite: AHS 1126 and AHS 1127

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.

Postcolonial Visual Art

AHS 2290 3

This is a course of study on contemporary cross-cultural visual art in relation to its colonial heritage. Responses to the colonial archive are a significant current in late 20th and early 21st century culture. In many different contexts visual artists have critiqued and deconstructed dominant Western myths and stereotypes. In this course we will address such responses, and the issues that they raise about relationships between cultures.

BIOLOGY

Exclusions: Students cannot receive credit for both BIO 1102, BIO 1121.

Students that receive credit for BIO 2211 and/or BIO 2212, cannot receive credit for BIO 1104.

Preparatory Biology

BIO 0013 0 FA/SP

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 FA

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.

Course Descriptions - Credit Courses

General Human Biology

BIO 1104 4 SP

The second half of two courses for non-biology majors needing to fulfil 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 FA/SP

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

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

Principles of Biology II

BIO 1122 4 FA/SP

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: MAT 1141

Anatomy and Physiology I

BIO 2211 4 FA

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 SP

A continuation of Anatomy and Physiology I, with emphasis on the cardiovascular system, the lymphatic system and immunity, the respiratory system, the digestive system and metabolism, the urinary system, fluid/electrolyte and acid/base balance, and the reproductive systems. Integration of the human

body will be studied as a whole focusing on the major theme of homeostasis. Case study investigations will be explored. Laboratory.

Prerequisite: BIO 2211

Medical Microbiology

BIO 2222 4 FA

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

Medical Nutrition

BIO 2250 4 SP

This course offers an introduction to the foundations of nutritional medicine. It is designed for students interested in health science. In this course the introduction and discussion of current trends in clinical nutrition as well as nutritional analysis and assessment are explored. Also covered are the general biochemistry and function of nutrients. Selected diseases prevented or managed by nutrition will be explored as well. Course topics in nutritional medicine include weight management, cancer support, cardiovascular disease, diabetes mellitus, food intolerances and allergies. This course is highly recommended for students that are registered in the nursing programme. This is a laboratory course. **Prerequisite:** BIO1122

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 FA/SP

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: MAT 0014

Course Descriptions - Credit Courses

Principles of Chemistry I

CHM 1111 4 FA

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

Corequisite: MAT 1105

Principles of Chemistry II

CHM 1112 4 SP

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 FA

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 SP

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 FA

This introductory course explores the historical, philosophical and social foundations of early childhood education. Theories, conceptual frameworks and supporting research in areas of child development and education are critically evaluated and their implications for practices are assessed.

Students are encouraged to examine the forces that shape the future of early childhood education and the roles that the activities of teachers and

caregivers play in that future. A minimum grade of B is required.

Prerequisite: A grade of C or better ENG 0012.

Introduction to Child Development

CYS 1103 3 SP

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.

Prerequisite: A grade of C or better ENG 0012.

Personal, Social-Emotional Development of Children & Adolescents

CYS 2201 3 FA

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 FA

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 SP

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 FA

Understanding of achievement as a function of the interactions between

Course Descriptions - Credit Courses

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 SP

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 SP

Exposes students to a range of evidence based classroom management strategies and techniques for prevention and intervention of inappropriate behaviours. Course content will explore the theoretical assumptions of various models and, through active learning, explore practical application of their strategies. While many approaches will be studied, the major emphasis in the course will be on creating safe, respectful and culturally reflective learning environments through developmental, academic and constructivist approaches.

Prerequisite: PSY 1102 and 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 FA/SP

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 subject area.

COLLEGE SKILLS

Learning Strategies for Student Success

CSC 1110 1 FA/SP

This course is designed to help students improve their college readiness, enhance their college experience, and improve learning skills. Students will master strategies and practical skills that will enable them to learn effectively. Topics include but are not limited to campus resources, time management, emotional intelligence, learning styles, reading strategies, library research, note-taking and study techniques. This course is intended to be completed in the first semester.

COMPUTER STUDIES

Introduction to Business Applications of Computers CIS 1120 3 FA/SP/SM

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

Introduction to Computers and Information Technology

CIS 1125 3 FA

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 program-

Course Descriptions - Credit Courses

ming 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 SP

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: ENG 0012, MAT 0015 and CIS1120 or CIS 1125.

Programming for Information Systems CIS 1155 3 FA

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 (GUIs) 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 FA/SP/SM

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 FA

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 SP

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 FA

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 fibre optics, the Integrated Services Digital Network (ISDN), T-1 and T-3 multiplex, the open system interconnection (OSI) model, and integrated voice-data equipment. **Prerequisite:** CIS 2278.

Security Fundamentals and Policies CIS 2297 3 SP

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 SP

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 FA

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

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

English for Culinary Arts CUL 1020 3 FA

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. **Prerequisite:** Satisfactory performance on

Course Descriptions - Credit Courses

College Placement Test with a minimum score of 50 in Reading Comprehension and 50 in Sentence Skills.

Introduction to Culinary Arts

CUL 1102 1 FA

This course introduces students to the history of culinary arts. Students will study kitchen equipment, organisation, chef's tools, terminology, sanitation and conform to the industry standard of personal grooming, hygiene and professional presentation. Students must complete first aid and fire safety training. **Prerequisite:** Satisfactory performance on College Placement Test with a minimum score of 50 in Reading Comprehension and 50 in Sentence Skills.

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

Sanitation & Safety

CUL 1104 2 FA

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 FA

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

Purchasing & Product Identification

CUL 1106 3 FA

Students will learn methods for controlling costs as they apply to the selection and procurement of food, beverages, equipment, contract services and supplies with primary focus on product identification, supplier selection, ordering, receiving, storing and issuing processes. This course prepares students to write an internationally recognised test. **Prerequisite:** Satisfactory performance on College Placement Test with a minimum score of 50 in Reading Comprehension and 50 in Sentence Skills.

Introduction to the Preparation

CUL 1108 2 FA

of Stocks, Soups & Sauces

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 FA

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 FA

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 SP

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 SP

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 SP

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

Course Descriptions - Credit Courses

storing, sanitation, and nutrition will be emphasised.

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

Introduction to the Larder (Garde Manger) CUL 1116 2 SP

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 SP

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 FA/SP/SM

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 1108, CUL 1109, CUL 1110, CUL 1112, CUL 1117

Introduction to Caribbean and Bermudian Cuisine CUL 1122 2 FA

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 1108, CUL 1109, CUL 1110, CUL 1114.

Introduction to Food & Beverage Service CUL 1125 4 FA

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.

Oriental Cuisine CUL 1127 2 SP

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 Szechuan; 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 1108, CUL 1109, CUL 1110, CUL 1114.

International Cuisine CUL 1128 3 FA

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

Italian Cuisine CUL 1129 2 SP

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 1108, CUL 1109, CUL 1110, CUL 1114.

American Regional Cuisine CUL 1130 2 FA

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

Nutrition CUL 1131 2 SP

An introduction to the functions of food sources of nutrients and their utilisation in human metabolic processes. Students will be required to list

Course Descriptions - Credit Courses

the primary functions and best sources of each of the major vitamins and minerals and evaluate diets in terms of the recommended dietary allowances.

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

Menu Planning

CUL 2118 3 SP

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. **Prerequisite:** CUL 1102

Techniques in Healthy Cooking

CUL 2124 2 FA

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

Advanced Production Cookery and Innovative Techniques

CUL 2127 2 SP

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 1108, CUL 1109, CUL 1110

EARTH & ENVIRONMENTAL SCIENCE

Environmental Science

EES 1101 4 FA/SP

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 FA

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.

Discover Our World

EES 1103 4 FA

An introduction to Earth's lithospheric formations. Exploration of the ever-shifting face of the Earth focusing on plate tectonics, earthquake activity, volcanic eruptions, mountain building and the succession of complex ecosystems that form around our planet. Practical and field activities around Bermuda help students to understand our formation and our own unique ecosystems.

The Hydrosphere: Oceanography and Limnology

EES 1105 4 SP

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 SP

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 FA

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 1101 and 1102.

Special Topics in Earth & Environmental Science

EES 2298 3

Provides an opportunity for in-depth study at the 2000-level of a topic available as a special offering. 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 FA/SP

This course allows students to better understand the opportunities created by e-commerce. Students will develop and implement winning strategies

Course Descriptions - Credit Courses

for today's Internet economy. Students will also learn about hardware, software, telecommunications, products, etc.; components that make up a modern e-business. **Prerequisite:** A grade of a C or better in ENG 0012.

Generating Web Pages ECM 1110 3 FA/SP

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

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

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

E-Commerce Internship ECM 1180 3

Work experience in a selected local business. The experience will be in an 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.

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

Multi-Media Environment ECM 2220 3

This course deals with still image processing (digitising) and manipulating (editing). Students will learn to use select computerised image editors and become familiar with select image formats. This course will also deal with audio usage and select attendant formats. Students will study video usage emphasising select formats. **Prerequisite:** A grade of C or better in ENG 0012 and MAT 0015

ECONOMICS

Principles of Micro-Economics ECO 1101 3 FA/SP

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

Principles of Macro-Economics ECO 1102 3 FA/SP

An introduction to economic analysis covering national income theory, fiscal and monetary policy, international trade, inflation, unemployment and economic growth. Attention is focused on current economic issues facing the United States and Bermuda.

Corequisite: One mathematics course at 1100 level.

Intermediate Micro-Economics ECO 2201 3 FA

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 SP

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

Course Descriptions - Credit Courses

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 FA

A study of the historical, philosophical, and social foundations of education. Topics include: Educational reform movements; Teacher ethics, Multi-culturalism; 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 SP

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

ELECTRICAL WIRING

How to Study This Course and Achieve

ELN 1101 1 FA

Your Personal Goals

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 FA

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 over-current protection devices; Understanding the design and function of ground fault interrupters.

Building Wire Construction and Insulation Properties

ELN 1103 1 FA

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 FA

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 FA

The following topics are contained in this module: Working with aluminium 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 the square root.

Fundamentals of Blueprint Reading and Sketching

ELN 1106 1 FA

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 SP

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 SP

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 SP

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 SP

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 SP

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 SP

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 FA

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 FA

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 FA

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 FA

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

Course Descriptions - Credit Courses

ratchet type benders; The fundamentals of segment and concentric bending; Understanding how to install wire and cable.

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

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 FA

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 SP

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 SP

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 SP

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 SP

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 FA

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 FA

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 FA

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

Course Descriptions - Credit Courses

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: ELN 3126 1 FA

Industrial Specifications

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 FA

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 FA

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 FA

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 FA

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 SP

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 SP

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 SP

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 SP

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.

Course Descriptions - Credit Courses

NEC: Overcurrent Protection

ELN 3135 1 SP

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 SP

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

ELN 4137 1 FA

Lightning Protection Systems

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 FA

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 FA

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 FA

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

Manual and Automatic Operating Devices

ELN 4141 1 FA

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 FA

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 SP

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 SP

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 SP

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 SP

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 SP

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

ELN 4148 1 SP

Methods and Equipment

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 FA

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 FA

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

Introduction to Instrumentation

ELN 5151 1 FA

This module introduces the student to the fundamentals of instrumentation which is the first step in learning the measurement and controls fields.

Course Descriptions - Credit Courses

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 FA

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 FA

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 FA

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 SP

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 SP

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 SP

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 SP

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

Understanding Emergency Building Installation Requirements ELN 5159 1 SP

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 signalling 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 signalling and power limited circuits; NEC 2005 (1) & (2); Determining conductor ampacity.

Electrical Load Calculations as per the NEC

ELN 5160 1 SP

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 FA

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 FA

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 FA

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 vapours; 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 FA

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 fibre 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.

Fundamentals of Electric Circuits

ELT 2113 2 SP

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 SP

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 SP

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 fibre 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 SP

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 FA

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 fibre-optic installation. Topics covered are as follows: Introduction; Theory and components; Transmitters and receivers; Connectors, couplers and splices; Working with Fibre-Optics; Splicing; Testing; Review; Module examination; Performance testing. Laboratory Included.

Video Systems and Wireless Communication ELT 2118 2 FA

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 FA

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 FA

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

Course Descriptions - Credit Courses

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 SP

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 Signalling Systems ELT 3122 5 SP

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 SP

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 SP

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 SP

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 0 FA/SP

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 0 FA/SP

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 FA/SP

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 FA/SP

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 FA

A course emphasising communication skills for industry, including reading and comprehension of printed material used in industry, interpreting graphs and charts, writing short reports, instructions and memos, and giving a short presentation. Students receive reinforcement in the practices of standard written English. This course is a certificate course and will not normally

Course Descriptions - Credit Courses

transfer into degree programmes. **Prerequisite:** Satisfactory performance on College Placement Test with a minimum score of 60 in Reading Comprehension and 60 in Sentence Skills.

Communications for Industry II

ENG 1045 3 SP

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. This course is a certificate course and will not normally transfer into degree programmes. **Prerequisite:** A grade of C or better in ENG 1044 or CPT scores in Reading Comprehension and Sentence Skills of 80 or higher.

Writing in Business I

ENG 1050 3 FA

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

Freshman Composition

ENG 1111 3 FA/SP

A course intended to prepare students for college writing and beyond. There is a focus on composition that includes writings such as essays (exemplification, cause-effect, process analysis, compare and contrast, division and classification etc.) editorials, manifestos, blogs etc. Students develop research and documentation skills (MLA) and apply them to required research papers and assignments. **Prerequisites:** A grade of C or better in ENG 0012 and ENG 0016 or satisfactory performance on the College Placement Test

Literary Analysis

ENG 1112 3 FA/SP

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

Professional Writing

ENG 1115 3 FA/SP

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

Prerequisite: ENG 1111

Survey of English Literature I

ENG 2203 3

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

Survey of English Literature II

ENG 2204 3

A critical and appreciative study of major British authors and types of literature including poetry, prose and drama from the Romantic period to the present. The works studied may vary from year to year. There will be some attention given to the historical context. **Prerequisite:** ENG 1112

Oral Communication

ENG 2212 3 FA/SP

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 ENG 1115

Studies in African Literature

ENG 2236 3

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

Studies in Caribbean Literature

ENG 2238 3

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

Course Descriptions - Credit Courses

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 Carriibbean, Africa, Asia and Bermuda.

Prerequisite: ENG 1112

American Literature: The Beginnings to 1865

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

American Literature: 1865 to The Present

ENG 2255 3

An overview of American literary history from the Civil War to the Present. While some attention is given to historical context, the course primarily focuses on representative works by selected writers of the respective periods, on the growth of literary forms, and on changes in literary tastes.

Prerequisite: ENG 1112

Studies in Bermudian Literature

ENG 2260 3 SP

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

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.

Genre Studies

FLM 2201 3

This course concentrates on Genre Studies whereby students study the major classifications of film genres and respective iconography through representative films. Classic, contemporary, and international films are considered as they express meanings (themes) to which the audience responds by engaging with cinema in its function as an art, a science, and as a global enterprise.

Prerequisites: ENG 1111

FOOD AND BEVERAGE SERVICE

Food Service I

FAB 1100 4 FA/SP

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

Prerequisite: CUL 1104

FOOD SCIENCE

Nutrition and Sanitation

FSC 1100 3 FA

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 FA

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 SP

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

Course Descriptions - Credit Courses

HVAC Controls

HVA 1103 3 SP

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 SP

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 FA

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 FA

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 FA

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

Hydronics

HVA 2108 2 SP

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 SP

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 SP

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

Energy Management

HVA 2111 3 FA

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 FA

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

HISTORY

World History I

HIS 1140 3 FA/SP

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:** A grade of C or better in ENG 0012

World History II

HIS 1141 3 FA/SP

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 FA

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 SP

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 SP

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 emancipa-

Course Descriptions - Credit Courses

tion; 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 SP

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 FA

This course is designed to provide an overview, and a fundamental understanding of the basic principles, practices and concepts of the hospitality industry. **Prerequisite:** Satisfactory performance on College Placement Test with a minimum score of 50 in Reading Comprehension and 50 in Sentence Skills.

Hotel Management Internship HMT 1175 3 FA/SP/SM

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; HMT 1120, CKN 1102 and FAB 1100.

Hospitality Sales and Marketing HMT 1265 3 FA

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: HMT 1175

Hospitality Supervisory Practices HMT 2255 3 SP

A study of the theory and practices relating to supervision within the hospitality industry including recruitment, motivation, discipline, communications, conflict resolution, effective change.

Prerequisite: HMT 1175

Food and Beverage Management HMT 2260 3 SP

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

INSURANCE

Introduction to Risk and Insurance INS 1101 3 FA

Key concepts and legal principles in risk management and insurance are taught. Government regulations and the social and economic significance of the insurance industry are also explored. **Prerequisite:** A grade of C or better in ENG 0012.

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 examines 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 SP

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 SP

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. This course is a certificate course and will not normally transfer into degree programmes. **Prerequisite:** CIS 1120. **Corequisite:** ACC 1042

Accounting Assistant Work Placement

MGN 1016 1 SP

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

Foundations of Business

MGN 1017 3 FA

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. **Prerequisite:** A grade of C or better in ENG 1044

Introduction to Business

MGN 1114 3 FA/SP/SM

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

Tourism

MGN 1116 3 SP

An introduction to tourism, including tourism supply components, marketing and the social and economic impact of tourism development both internationally and in Bermuda. **Prerequisite:** A grade of C or better in ENG 0012

Customer Service Skills

MGN 1129 3 FA

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

Introduction to Human Resource Management

MGN 2110 3 SP

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 FA/SP/SM

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 FA

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 SP

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

Course Descriptions - Credit Courses

Business Analysis and Communication

MGN 2217 3 SP

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 SP

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 SP

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 FA

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 SP

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 FA

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 FA

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 FA

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 FA

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 SP

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 SP

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 SP

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 FA

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 SP

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 SP

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 FA/SP

A review of basic mathematics for students needing to strengthen their computational skills. **Successor:** MAT 0014.

Preparatory College Mathematics I

MAT 0014 0 FA/SP/SM

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 **Successor:** MAT 0015.

Preparatory College Mathematics II

MAT 0015 0 FA/SP/SM

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 **Successor:** MAT 1105, MAT 1107, MAT 1131. A grade of C or better is required.

Business Mathematics

MAT 1034 3 FA

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

College Algebra I

MAT 1105 3 FA/SP

Intended to provide exposure to a number of mathematical topics at college level for those students who do not wish a concentration in mathematics but who need to improve their competency in intermediate algebra. Such topics will include absolute values, domain and range of functions, symmetry, graphs, horizontal and vertical translations and the study of roots of polynomials. **Prerequisite:** A grade of C or better in MAT 0015

Successor: MAT 1141, MAT 1152.

A Survey of Mathematics

MAT 1107 3 FA/SP

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.

Finite Mathematics

MAT 1131 3 FA/SP

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

Successor: MAT 1132.

Business Calculus

MAT 1132 3 FA/SP

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 FA/SP

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

Prerequisite: MAT 1105 or satisfactory performance on College Placement Test. **Successor:** MAT 1152.

Course Descriptions - Credit Courses

Calculus I

MAT 1152 3 FA/SP/SM

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 SP/SM

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.

Linear Algebra

MAT 2210 3 FA

Intended to provide a comprehensive understanding of the theory and applications of matrices, particularly for the aspiring scientist and mathematician. Includes systems of linear equations, vector spaces, Gram-Schmidt process, linear transformations, matrices, determinants, eigenvalues and eigen-vectors, real quadratic forms. **Prerequisites:** MAT 1141 and MAT 1152.

Multivariable Calculus

MAT 2220 3 SP

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 FA/SP

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 FA/SP

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 SP

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 SP

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 SP

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 SP

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 FA

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 FA

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

Starting Systems

MVT 1106 3 FA

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

Course Descriptions - Credit Courses

Braking Systems

MVT 2107 1 FA

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 FA

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 FA

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 SP

The following topics are contained in this module: Identify steering systems; Diagnose, Test and repair steering systems.

Power Steering Systems

MVT 2111 1 SP

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 SP

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 FA/SP

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.

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 FA/SP

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 SP/SM

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 SP/SM

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.

Course Descriptions - Credit Courses

Hand Tools

NCC 1103 1 SP/SM

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 SP/SM

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 SP/SM

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 SP/SM

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

Employability Skills

NCC 1108 1 SP/SM

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 SP/SM

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.

Introduction to Construction Technology and Trades/Technology Job Skills

NCC 1110 5 FA

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

NURSING

Introduction to Professional Nursing

NUR 1101 2 SM

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 2.67, BIO 1121, BIO 1122, CSC 1110, CIS 1120, ENG 1111, ENG 1112, MAT 1100 level or higher, PED/RSO and PSY 1101

Nursing Fundamentals

NUR 1150 8 FA

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 2.67 and a grade of B- or better in NUR 1101

Psychiatric Nursing

NUR 2200 5 FA

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 grade of B- or better in NUR 1150

Corequisites: NUR 2201 and NUR 2235

Medical Surgical Nursing

NUR 2201 7 SP

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

Course Descriptions - Credit Courses

communication skills to develop a nursing diagnosis on a stable medical or surgical patient. **Prerequisites:** A grade of B- or better in NUR 1150
Corequisites: NUR 2200 and NUR 2235

Pharmacology

NUR 2235 2 FA

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 grade of B- or better in NUR 1150

Corequisites: NUR 2200 and NUR 2201

Family Health Nursing

NUR 2240 8 FA

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

Adult Health

NUR 2250 5 FA

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. Focus is on family education, cultural competency and sensitivity to values and ethical concerns. 2 credit hours of classroom and 2 credit hours of clinical (90 hours of clinical per semester) are required. **Prerequisites:** A grade of B- or better in NUR 2200 and NUR 2201. **Corequisite:** NUR 2240

Adult Health Practicum

NUR 2251 8 SP

This is the capstone course of the ADN, entry level nursing programme. Students in this course examine health issues that are complex and encom-

pass 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 grade of B- or better in NUR 2240 and 2250

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

Course Descriptions - Credit Courses

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.

PHILOSOPHY

Introduction to Philosophy **PHL 1104 3 FA/SP**
This course addresses the questions, “What is Human?”, “How does humanity differ from other animals?”, “Are we truly free?”, “What are our responsibilities and ethical obligations”, or “Where do these obligations come from?” Answers to these questions are pursued through a historical and contemporary study of ethics, identity, the mind-body problem, or free will and determinism. **Prerequisite:** A grade of C or better in ENG 0012

PHYSICAL EDUCATION

Aerobics **PED 1100 1 FA/SP**
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.

Course Descriptions - Credit Courses

Basketball

PED 1102 1 FA/SP

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 FA/SP

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 FA/SP

Designed to further the development of soccer skills. Emphasis will be placed on continuous skill development, knowledge of rules, strategies and principles of the game.

Zumba

PED 1107 1 FA/SP

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 FA/SP

This 60-minute PED session will offer 30 minutes of self-defence 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 FA/SP

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 FA/SP

Emphasis will be placed on knowledge, principles, technique, optimum practice conditions, physical conditioning, proper use of equipment/facility and equipment maintenance.

Table Tennis

PED 1113 1 FA/SP

The course will enable students to acquire the basic principles of the game so that they can participate successfully in recreational games.

Intermediate Badminton

PED 1115 1 FA/SP

This course will develop advanced skills, knowledge of rules, strategies and principles of the game.

Softball

PED 1118 1 FA/SP

This course will enable students to acquire the basic principles of the game so that they can participate successfully in recreational games.

Volleyball

PED 1119 1 FA/SP

This course will enable students to acquire the basic principles of the game so that they can participate successfully in recreational games.

Body Pump

PED 1121 1 FA/SP

Using light to moderate weights with lots of repetition, BODYPUMP is a total body workout. It will burn up to 430 calories. A licensed Les Mills Instructor will coach you through the scientifically proven moves and techniques pumping out encouragement, motivation and great music – helping you achieve much more than on your own.

Health & Wellness

PED 1198 1 FA/SP

This course is designed to provide opportunities for students and employees to participate in a variety of health and wellness activities

PHYSICS

Preparatory Physics

PHY 0013 0 SP

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 FA

A course in fundamental principles and applications of physics, introducing the basic concepts and principles of mechanics and thermodynamics. Topics include: Equations of motion; Newton's Laws of motion; Transnational and rotational equilibrium; Work; Energy; Momentum; Heat, Kinetic gas theory; The gas laws. Suitable for students intending to pursue other scientific studies or wishing to specialise in physics and its related technologies. Laboratory. **Prerequisite:** A grade of C or better in PHY 0013
Corequisite: MAT 1141

Course Descriptions - Credit Courses

Principles of Physics II

PHY 1122 4 SP

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 FA

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

PLMO1102 2 FA

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

Fixtures and Faucets, Drain, Waste and Vent systems, Water Distribution Systems

PLMO1103 2 FA

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

Commercial Drawings, Hangers and Supports, Installing DWV Piping

PLMO1104 4 SP

Introduces trainees to methods for attaching and running DWV and water supply piping in relation to structural elements, including pipe hangers and supports.

Types of Valves, Installing Water Supply Piping, Installing Fixtures and Faucets

PLM 1105 3 SP

Covers the installation of basic plumbing fixtures, including bathtubs, shower stalls, lavatories, sinks, toilets, and urinals. Also reviews the installation of valves and faucets.

Installing Water Heaters, Servicing Fixtures, Valves and Faucets

PLM 1106 3 SP

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 FA

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

Backflow Preventers, Types of Venting, Sizing DWV Systems

PLM 2108 4 FA

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 FA

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

Business Principles for Plumbers, Water Pressure Systems

PLMQ2110 3 SP

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

PLMQ2111 3 SP

Explains the operation of pumps and well components. Reviews the qualities of good wells and how to assemble and disassemble pumps and components.

Swimming Pools and Hot Tubs, Plumbing for Mobile Homes

PLMQ2112 2 SP

Introduces trainees to plumbing systems in swimming pools, hot tubs, and spas. Trainees will learn how to install and troubleshoot water supply systems and drains.

POLITICAL SCIENCE

Introduction to Political Science Structures

POL 1101 3 FA

An introduction to the major political ideologies and forms of government. The course examines the meaning of politics, the role of political language, liberalism, Marxism, as well as liberal democratic and authoritarian governments. Numerous country case studies, including Bermuda, will be used for illustrative purposes. **Prerequisite:** A grade of C or better in ENG 0012

PSYCHOLOGY

Introduction to Psychology I

PSY 1101 3 FA

A survey of the conceptual approaches in psychology: biological bases of behaviour, perception, consciousness (sleep, dreams, hypnosis, meditation), learning, language, basic drives (hunger, thirst, sex), motivation, emotion and intelligence. **Prerequisite:** A grade of C or better in ENG0012

Introduction to Psychology II

PSY 1102 3 SP

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 FA

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 SP

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 SP

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 FA

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 SP

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

Photography

RSO 1203 1 FA/SP

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

Bermuda College Literary Society

RSO 1206 1 FA/SP

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 FA/SP

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

Course Descriptions - Credit Courses

Bermuda College Radio

RSO 1219 1 FA/SP

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 FA/SP

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 FA/SP

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 FA/SP

Build a future of empowerment, knowledge and respect for sisterhood. This is about women building positive relationships and encouraging development in other women.

Bermuda College Art Gallery (BCAG) Club

RSO 1227 1 FA/SP

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 FA/SP

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 FA/SP

Explores holistic alternatives for healthy living and much more.

Healthcare in the Community

RSO 1234 1 FA/SP

Here is an opportunity for students to gain exposure to a career in healthcare through service-learning opportunities. Students will develop a knowledge of career paths in healthcare by volunteering at various healthcare agencies in the community.

Tech Maker Faire Club

RSO 1235 1 FA/SP

Are you a maker or an inventor? Do you have ideas to build something? Participants will work together to brainstorm ideas for a technology project and work as a team to bring their ideas to reality.

Nursing Registered Student Organization

RSO 1236 1 FA/SP

Nursing students will participate in healthcare volunteer opportunities and complete required certifications for the clinical experiences in the nursing education programme.

RELIGIOUS STUDIES

Introduction to Religious Studies I

REL 1101 3 SP

A comparative study of religious traditions from all over the world, past and present. Explores religion with thematic topics such as nature conservation; varieties of religious experience; the paranormal; and human sexuality. The goal is to build bridges between humanity by understanding our shared community with the sacred aspects of existence.

Prerequisite: A grade of C or better in ENG 0012

Introduction to Religious Studies II

REL 1102 3 FA

A comparative study of the dominant monotheistic religions from the Middle East: Judaism, Christianity and Islam. From early doctrinal development in ancient precursors, (ex. Zoroastrianism), to modern day politics and ethnic conflicts, this course will examine critically the history and global impact of Abrahamic monotheism. **Prerequisite:** A grade of C or better in ENG 0012

SOCIAL SCIENCE

Research Methods in the Social Sciences I

SSC 2200 3 SP

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 FA

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

Prerequisite: A grade of C or better in ENG0012

Course Descriptions - Credit Courses

Introduction to Sociology II

SOC 1102 3 FA/SP

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

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

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 FA

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 Marriage and the Family

SOC 2251 3 SP

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 biosocial 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.

SOCIAL WORK

Introduction to Social Work

SOW 1151 3

Designed for students wishing to explore interest in and capacity providing a comprehensive overview of the ways that social workers respond to a wide range of societal problems, as well as the agencies that administer the services to those in need. This course emphasises students own interests and abilities in relation to social work values, their capacity to interact in a caring and non-judgmental manner with others who have diverse lifestyles and different socio-economic backgrounds, and the ability to critically examine major social problems and issues. Adoption from University of West Virginia. **Prerequisite:** A grade of C or better in ENG 0012

SPANISH

Beginners Spanish I

SPA 1101 3 FA/SP

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 FA/SP

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

Intermediate Spanish I

SPA 2201 3 FA

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.

Intermediate Spanish 2

SPA 2202 3 SP

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

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:** SPA 2201

TECHNICAL COURSES

Introduction to Computer Aided Technical Drawing TEC 1000 3 SP

An introduction to computer aided drafting software applications, two dimensional and three dimensional drawing. Students will develop two and three dimensional drafting design techniques, using CAD software for creating designing and printing, various designs, shapes, parts and functional objects. **Prerequisite:** TMM 1001

Introduction to Programming for Technicians TEC 1002 3 SP

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

Introduction to Electricity and Electronics TEC 1004 3 SP

This course will provide students with a practical overview of electrical and electronic systems and its use in modern technology, some of the topics to be covered are direct current systems, alternating current systems, semiconductors and digital systems. **Prerequisite:** TMM 1101 and TSM 1101

Introduction to Materials and Mechanics TEC 1006 3 SP

This course will provide students with a practical overview of the various classifications of materials, basic mechanical devices and the practical use in mechanical technology systems. Some topics include properties of materials, material safety data sheet, basic fabrication techniques, basic mechanical principles, simple machines, pulleys, gears and pneumatic and hydraulic systems.

Introduction to Engineering and Design TEC 1010 3 FA

This is an introductory course to engineering technology that provides students with an appreciation of the various engineering disciplines, problem-solving and technical design processes. Students will develop practical solutions to real world problems. **Prerequisite:** TEC 1000

Course Descriptions - Credit Courses

Capstone Project for Technology and Trades

TEC 1020 3 SP

In preparation for future academic and career goals, in this course students will complete their portfolio started in college skills course CSC 1100. Also students will develop a practical project that solves a real world problem through application of their developed technical skills. **Prerequisite:** Must be in last semester of CT-TECH programme.

Technical Math I

TMM 1001 3 FA

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

Prerequisite: NCC1102 or IGCSE Math

Technical Math II

TMM 1002 3 SP

This course is a continuation of TMM 1001 where students further explore practical math concepts. Some of the topics include exponential functions, statistical methods, complex numbers, analytic geometry, higher degree equations, systems of equation and inequalities, matrices, sequences and trigonometric formulas.

Prerequisite: TMM 1001

TECHNICAL SCIENCE

Technical Science I

TSM 1101 4 FA

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 SP

The following skills are contained in this module: Coplanar forces; Distance; Time; Velocity and acceleration; Mechanical energy and power; Heat and temperature. **Prerequisite:** A grade of C or better in TSM 1101

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 aluminium.

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.

Course Descriptions - Credit Courses

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,

WTC 1101 1

Hand & Power Tools

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

WTC 1104 3

Measurement & Leveling

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, WTC 1105 3

Reinforcing Concrete, Handling and Placing Concrete

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

WTC 1106 3

Tilt-Up Wall Systems

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,

WTC 2107 4

Thermal and Moisture Protection

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,

WTC 2108 4

Drywall Finishing, Interior Finish Two: Suspended Ceilings

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

WTC 2109 4

Finish Three and Interior Finish Four

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,

WTC 2112 3

Advanced Stair Systems & Introduction to

Project Management & Supervision

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)



Professional Designation and 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 - Drinking Water Quality Control Workshop

DIVISION OF PROFESSIONAL AND CAREER EDUCATION

P.115 -134

External Certificates and Professional Designations	116
Workforce Development	123
Online Courses	125
Short Training and Exam Review Courses	134

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

- FA1 TDS ACCA10 Recording Financial Transactions
- MA1 TDS ACCA12 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

- FA2 TDS ACCA20 Maintaining Financial Records
- MA2 TDS ACCA22 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

- F1 TDS ACCA30 Accounting in Business
- F2 TDS ACCA32 Management Accounting
- F3 TDS ACCA34 Financial Accounting
- Foundations in Professionalism♦

EXEMPTION:

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

Division of Professional and Career Education (PACE)

ACCA Qualification

ACCA is one option if one wants to work in the accounting profession. If one does not have the minimum qualifications of a bachelor's degree, one should register for one or more of the introductory level qualifications (see Foundations in Accountancy pg. 114). Students study for the ACCA Qualification after they have completed the Diploma in Accounting and Business, but one 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

- (F1/FAB) TDS ACCA30 Accountant in Business
- (F2/FMA) TDS ACCA32 Management Accounting
- (F3/FFA) TDS ACCA34 Financial Accounting
- (F4) TDS ACCA38 Corporate and Business Law
- (F5) TDS ACCA40 Performance Management
- (F6) TDS ACCA42 Taxation
- (F7) TDS ACCA44 Financial Reporting
- (F8) TDS ACCA46 Audit and Assurance
- (F9) TDS ACCA48 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 or 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 electives offered in any given semester to make up the 10 CEUs.

Certificate in Human Resource Management **AMA AMA 74**

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

CURRICULUM

- AMA 12 The Legal Side of HR
- AMA 18 Fundamentals of Human Resources

Electives

- AMA 49 Performance Management
- AMA 38 How to Manage Training
- AMA 10 Communication Skills for Managers

Division of Professional and Career Education (PACE)

Certificate in General Management

AMA 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

- AMA 12 The Legal Side of HR
- AMA 13 Finance and Accounting for Non-Financial Managers

Elective Courses

- AMA 10 Communication Skills for Managers
- AMA 15 First Line Supervision
- AMA 51 How to Manage Conflict in the Organisation

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.*

CHARTERED INSTITUTE OF LEGAL EXECUTIVES CILEX

PROGRAMME OVERVIEW

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

Professional Diploma in Law and Practice CILEX Level 3

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

CURRICULUM

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

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

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 its related practice unit requiring one to take the relevant combination of linked units.

FOR DETAILS VISIT: cilex.org.uk

NOTE: CILEX Level 2 certificate programmes are available online via distance learning

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.

CURRICULUM

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

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.

HAIRDRESSING QUALIFICATION 3002

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 who are new to the profession and those currently working in the profession who require certification.

Diploma 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 003 A1

Colouring
Bleaching
Relaxing

Third Semester

Practicum

HBP 004 A1

Open salon services

Division of Professional and Career Education (PACE)

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.cpa bermuda.bm for details or contact aburridge@cpaatlantic.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 the world's leading computer skills certification that promotes digital literacy as a key factor for the proficient use of Information and Communication Technology (ICT). The ICDL programme defines the skills and competencies necessary to use a computer and common computer applications. It is composed of modules covering different skills and knowledge areas, each possessing a standardised Syllabus and certification test.

CURRICULUM

ICDL Base Profile

CDL 1101

- Digital literacy base
- Essential set of ICT skills that are crucial for all
- Key concepts which enable people to develop competencies in more specialised areas

Base Modules:

- Computer Essentials
- Online Essentials
- Word Processing
- Spreadsheets

ICDL Standard Profile

CDL 1101

- International standard of digital competence
- Develop and certify the digital competencies of an individual offering flexibility to choose the more relevant areas
- 7 modules: 4 ICDL Base + 3 additional modules

Intermediate Modules:

- Presentation
- Using Databases
- IT Security
- Online Collaboration
- Project Management
- Web Editing
- Image Editing

ICDL Advanced Profile

- Higher-level modules
- Certification of skills and knowledge to an expert level
- 4 modules: single module or any combination

Advanced Modules:

- Advanced Word Processing
- Advanced Spreadsheets
- Advanced Database
- Advanced Presentation

ILM LEADERSHIP AND MANAGEMENT DEVELOPMENT

The Institute of Leadership & Management is the UK's number one awarding organisation for leadership and management. With over 2,500 approved centres and registering 90,000 learners each year ILM offers a wide range of qualifications designed to give practicing or aspiring managers a solid foundation in their formal development in their role, with the courses leaving a positive impact on learner's confidence and career progression.

The Division of Professional and Career Education (PACE) provides a number of ILM accredited courses. The following courses are available:

- TDS ILM 816 ILM Level 3 Award in Leadership and Management
- TDS ILM 815A Level 3 Certificate in Leadership and Management
- TDS ILM 817 ILM Level 4 Award in Leadership and Management

All leadership and management programmes are accredited by the Institute of Leadership and Management (ILM) against UK national VRQ standards. One can register to undertake a qualification through the ILM Centre in PACE.

NATIONAL CERTIFICATION COUNCIL FOR ACTIVITY

PROFESSIONALS NCCAP

PROGRAMME OVERVIEW

CERTIFICATE FOR ACTIVITIES SPECIALISTS

The National Certification Council for Activity Professionals (NCCAP) is a U.S. certifying body that exclusively certifies activity professionals who work with the elderly. The Certificate for Activities Specialists is the first of the three levels. It will prepare participants with the skills and competencies needed to develop and deliver interactive activities programmes for seniors. Students entering this programme must be proficient in the English language and competent in the use of 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 RECA 1

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 RECA 2

Students will identify the different levels of programming for low-, moderate-, and high-functioning clients and will create activity protocols for each level. They will apply principles of management, in the role of an activities 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 RECA 1 & TDS RECA 2

Division of Professional and Career Education (PACE)

SUPPLY CHAIN MANAGEMENT ASSOCIATION **SCMA**

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).

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 scenarios: 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 to 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.

PERSONAL FITNESS TRAINER CERTIFICATION

PROGRAMME OVERVIEW

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 four essential components: a strong theoretical foundation taught through classroom lecture and discussion; hands-on practice during which students develop professional skills and techniques through observation and practice; an internship which provides additional practical experiences in a real world setting; and CPR/AED Certification which must be sought externally. This is a nine-week, intensive course ending with an internship in an approved local fitness centre.

CURRICULUM

PART 1

FIT 820

Theory of Personal Fitness Training
Anatomy and Biomechanics
Assessing Body Composition
Rx for Cardiovascular Fitness and Muscular Fitness
Exercise Physiology

PART 2

FIT 821

Internship
Practical assessment
CPR/AED Certification

CERTIFIED RESTAURANT SERVER

FAB 821

PROGRAMME OVERVIEW

The Restaurant Server training will cover the art of table service, effective techniques, and dealing with difficult customers. The American Hotel and Lodging Association has been a primary source of these certifications. The certification requires a certain level of knowledge and experience. Practical knowledge and theoretical knowledge both are important phases of learning in the restaurant industry. This programme offers a perfect combination of both practical and theoretical methods.

WORKFORCE DEVELOPMENT

CERTIFICATE IN BASIC HORTICULTURE

PROGRAMME OVERVIEW

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.

Division of Professional and Career Education (PACE)

THE EMERGENCY MEDICAL TECHNICIAN (EMT) PROGRAMME

TDS EMT 1

PROGRAMME OVERVIEW

The Emergency Medical Technician Programme prepares graduates to initiate assessment and care of the ill or injured patient. After successful completion of the programme, each graduate must succeed at the National Registry of Emergency Medical Technicians (NREMT) practical and computer based knowledge examinations. This programme provides opportunity to prepare for entry-level positions in the Emergency Medical Services profession for possible employment in a variety of pre-hospital, hospital, Fire and Rescue Services and industrial settings.

CURRICULUM

Educational focus is on personal safety, safety of the crew, patient and bystanders, patient assessment, patient care, lifting and moving, transport, transfer of care and patient advocacy. Emergency Medical Technicians function as part of a comprehensive emergency team. The EMT course is a 15 week course with theoretical and practical components.

All persons applying to the EMT Programme must:

- Be 18 years and older
- Be physically fit
- Have completed college level math and English or meet the required level on the Computerised Placement Test (CPT) at the Bermuda College. (Must provide proof to the PACE Division before you can submit your registration form)

The following screenings and certificates are mandatory for all students in the programme. Screenings are available at the Health Department, King Edward Memorial Hospital or your private doctor:

- Tuberculosis (TB) Test
- Hepatitis B Test and/or Shot as Required
- Tetanus Shot
- Hair Follicle Drug Screening (King Edward Memorial Hospital only)
- CPR Certificate (American Heart Association)
- Criminal Record Check

CERTIFICATE FOR NURSING ASSISTANTS

PROGRAMME OVERVIEW

The Certificate for Nursing Assistants was developed in collaboration with the Bermuda Nursing Council. It prepares participants with the prerequisites needed 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 in 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 who are 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 assistance 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 followed by a one-week, full-time clinical near the end of the programme. **Prerequisite:** CCW 810 & CCW 820

Those entering this programme must demonstrate proficiency in English and Math with proof of one of the following:

- CPT Scores meeting the minimum requirement
- College Level English and Math
- An Associate Degree or higher

Division of Professional and Career Education (PACE)

Students will be required to submit the following prior to the programme commencing:

- Current Immunisation Record
- Hair Follicle Drug Screening (Bermuda Hospitals Board only)
- American Heart Foundation Cardiopulmonary Resuscitation (CPR) for Healthcare Providers (CPR & AED)
- Police Vetting Report
- Proof of valid Health Insurance

CERTIFICATE IN NAIL TECHNOLOGY

PROGRAMME OVERVIEW

Learn the art and science of nail technology. This programme will provide 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 in 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
Applied Chemistry
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

ONLINE COURSES

BUSINESS

Certificate in Customer Research

TDS 1100

Your customers hold the key to the future success of your organisation. With low- and no-cost methods of customer research, you will discover new techniques for collecting information that will improve your organisation's products or services, promotion and marketing, and even bottom-line finances.

Cyber Security for Managers

TDS 1005

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. At the end of this course, you will have the knowledge needed to safeguard your business and work information.

Entrepreneurship Certificate

TDS 1070

Boost your chances of success for your new or small business and reduce your risks. Get the latest on planning your business, brainstorming business ideas and a checklist for going into business. Then learn how to create a business plan, including assessing business feasibility.

Certificate in Data Analysis

TDS 1200

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyse that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference

Division of Professional and Career Education (PACE)

in the success of your organisation by acquiring data analysis skills. Begin with getting a basic understanding of how to analyse data in a business setting. Then learn how many of your business decisions involve comparing groups for differences.

Practical Math for the Workplace

TDS 1250

For anyone interested in acquiring the skills needed to understand and perform common business activities such as payroll, banking, invoice and purchasing.

Certificate in Office Operations

TDS 555

Discover strategies for focusing on specific office outcomes and operating a high-functioning office. Office operations refer to the administration and management of office business practices to support the highest level of efficiency and productivity within an organisation. Course includes Cyber Security for Managers and Embracing Sustainability in the Workplace

Office Operations

TDS 556

Discover strategies for focusing on specific office outcomes and operating a high-functioning office. Office operations refer to the administration and management of office business practices to support the highest level of efficiency and productivity within an organisation. Learn how to design, implement, evaluate, and maintain the process of work within your office. Come away understanding how to supervise or manage a team of administrators, allocating roles, recruiting and training, and issuing assignments and projects.

Legal Office Administration

TDS 455

This course seeks to enable students to acquire the necessary knowledge and skills needed toward the goal of becoming an exceptional legal practitioner in an administrative capacity. It is a bridge course designed to provide students with the tools to develop a thorough understanding of legal office procedures including database management, the preparation of legal documentation including research, legal accounting methods, legal analysis, communications and ethics. At the conclusion of the course, you will be able to improve communication methods, improve the productivity within the legal office by obtaining effective tools that promote a smoother operation. You will also get a better understanding of the importance of competency, confidentiality and the administration of ethics in a legal office environment.

3D Printing for Educators

TDS 772

3D printing has been hailed as a solution to all manufacturing problems. Obviously that is exaggerated, but what is it good for (and when is traditional manufacturing still the better choice?) In this course you will learn how to separate the real promise of the technology from the hype, and understand the workflow for a consumer-level 3D printer. You will become familiar with some typical online databases of objects available to print, and get a bit of experience with free or open-source software for all stages of the process. This class will be primarily focused to introduce you to the tools of the open 3D printer ecosystem, but the principles will apply to consumer 3D printers in general.

Certificate in Accounting and Finance for Non-Financial Managers

TDS 830

Every successful person in the workplace utilises financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career.

Certificate in Data Analysis

TDS 1200

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyse that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organisation by acquiring data analysis skills. Begin with getting a basic understanding of how to analyse data in a business setting. Then learn how many of your business decisions involve comparing groups for differences

Certificate in Sales

TDS 400

Gain a better understanding of the importance of the sales function and learn new skills in relationship management, prospecting, customer management, and delivering a compelling sales presentation. Move yourself or your sales team to increased success.

Entrepreneurship Finance Certificate

TDS 837

Finance is a key to entrepreneurial success. The lack of financial knowledge about business and business start-ups is also one of the leading causes of failure for entrepreneurial ventures. After successfully completing the Entrepreneurial Finance Certificate, you will have exponentially increased your knowledge about entrepreneurial finance, and how to maximise the chances of success and minimise the risks for your new venture.

Division of Professional and Career Education (PACE)

Identity Theft

TDS 1006

Identity theft continues to grow. Now more than 50 percent of identity theft occurs in the workplace. Learn to address both private and workplace concerns. You will receive information about the basic, common sense steps necessary to protect your identity and assets. Then develop comprehensive expertise in how to deter data theft, detect fraud, and minimise the impact of any damage inflicted.

Product Prototyping on a Budget Certificate

TDS 1106

Creating a prototype of a product used to be a very expensive proposition. Now, however, with the availability of consumer-level 3D printers and relatively easy-to-programme custom electronics controlled by processors like the Arduino, it is possible to prototype many types of products yourself. This certificate consists of two classes; either one can be taken first.

Productivity & Time Management Certificate

TDS 1072

Maximizing productivity and the use of time is the primary way to increase profitability and organisational success for a growing number of people and their organisations. Successful businesses and work organisations are moving from counting hours sitting in a chair to outcomes and results. Boost your productivity by managing your time better. Discover the Top Ten most effective time management techniques to increase your work outcomes without spending more time.

The Basics of Bookkeeping

TDS 831

How do you keep track of the day-to-day financial transactions of a business? Whether you are looking to advance in your career, or you're an entrepreneur, (or maybe you are a part of a family business), this course will help you if you are looking to understand the numbers. The Basics of Bookkeeping course will help you understand, and know how to record, every penny that comes into your business and every penny that goes out of your business. This course shows you how to create a chart of accounts that meet your needs.

Business Research Certificate

TDS 1105

*Only as a Certificate

Discover the specific knowledge needed to succeed in researching and utilising the best and most appropriate data for decision making for your work organisation. Get the skills needed to effectively communicate research results to a specific audience for maximum impact and effective decision making. For business professionals, entrepreneurs, and anyone who needs specific information about a business; or who is in business

and needs specific information about a particular topic such as market potential, competitive intelligence, standard industry practice, productivity improvement, etc. This course will give you the specific knowledge you need to succeed in your research quest.

BUSINESS COMMUNICATION

Certificate in Presentation Media

TDS 1055

Learn how to use Prezi, the new slide software that goes beyond one-dimensional presentations, and the finer points of Photoshop for presentations. Discover the design elements to creating visual presentations for success using any media.

Certificate in Business Writing

TDS 1165

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill. Begin with understanding the format, construction, and successful techniques of writing good business reports and proposals. Then improve your skills with editing and proofreading. Finally, discover what good journalists know. Learn how to write a news story, press release or other publicity notice that zings. Help your organisation stand out with your new skills in business writing. This certificate will take you to the next level where business writing is a skill for personal and organisational success.

Neuro-Linguistic Programming (NLP) Fundamentals

TDS 1260

This course will enable you to manage your states of consciousness to eliminate negative emotions and limiting decisions that affect career and personal life. You will learn how to effectively use language to enhance communication.

Certificate in Basic Game Design

TDS 1600

Games are increasingly recognised as a tool that can serve many business purposes beyond entertainment. This Certificate provides you with a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. By successfully completing this Certificate in Basic Game Design, you will have taken the first steps into understanding game design, and being able to create your own games.

Division of Professional and Career Education (PACE)

Certificate in Customer Service

TDS 1101

Customer service is now essential for business and all work organisations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organisational success. Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organisation's success. You will also take away some extraordinary customer service techniques you won't find anywhere else.

Customer Service Leadership

TDS 1103

Discover the keys to lead customer service with your team. From selecting customer service oriented employees to developing the best processes, you'll find simple ways to increase your bottom line with outstanding customer service. By saving time and building lifelong customers you will develop lifelong customers.

Keys to Customer Service

TDS 1102

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course, you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organisation and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous.

Extraordinary Customer Service

TDS 1103

Transform your customer service into something extraordinary. As a result, more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You'll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success.

Certificate in Workplace Communication

TDS 1166

Good communication in the workplace is more important than ever and critical to your career advancement and success. Get a comprehensive and intensive preparation with skills and techniques you can put to use on Monday morning.

Introduction to Game Design

TDS 1605

Games are increasingly recognised as a tool that can serve many business purposes beyond entertainment. This course provides a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. By completing this course, you can take the first steps into understanding game design, and how it can be applied in your field.

Intermediate Video Game Design

TDS 1620

Worldwide, video game sales including consoles, and online and mobile games are projected to reach \$111 billion dollars this year. Mobile games are the fastest-growing segment of the market as more and more people play casual games. By 2019 Price Warehouse predicts social and casual game sales will exceed traditional game sales. In this intermediate introductory course you will learn the basics of video game design process, learn about the main video game genres, and use a game development application to begin your journey of making games.

Self-Publishing eBooks

TDS 1156

EBooks are becoming more popular than ever, especially with the release of the iPad and other tablet computers. In addition to publishing fiction and non-fiction books individuals and companies are using eBook publishing as a way to market products, services, and ideas. Come discover what makes a great eBook and how you go about creating, formatting and publishing your eBook.

Infographics

TDS 570

After taking this course in "Infographics", students will be exposed to a powerful, concise way to present information. The course begins with a history of Infographics and the types of infographics used in Business, Education and Industry. Students will be exposed to Pinterest and other web-based sources of infographics. The course proceeds to an exposure to various user-friendly infographic creation websites. Students will learn the basics of designing infographics and be able to make their own simple infographic.

CAREER SKILLS

Mastering Computer Skills for the Workplace

TDS 1172

Must-have skills to succeed in the workplace include the ability to create, edit and manage presentations in MS PowerPoint, documents in MS Word, email and calendars in MS Outlook, and spreadsheets in MS Excel. Master the most common uses so that you can work faster and more efficiently.

Division of Professional and Career Education (PACE)

Mastering Microsoft Excel

TDS 1272

A must-have skill to succeed in business is the ability to create, edit and manage spreadsheets. Examine the life of an Excel worksheet and workbook, from creation to presentation. Learn how an Excel worksheet is constructed, populated with content, and edited for delivery. You will leave class with a set of skills that are in high demand and will be a deciding factor in your future success.

Management Certificate in Non-Profit Administration

TDS 1050

Get the best training on revenue generation for non-profits, and programme evaluation for non-profits.

Managing Generations in the Workplace

TDS 1372

Get an understanding of managing workers of different generations in the workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value.

HEALTHCARE

Medical Billing and Coding

TDS NUR44

Medical billing and coding is one of the fastest growing careers in healthcare industry. This programme delivers the skills students need to solve insurance billing and coding problems. This course will also provide a high level overview of ICD-10CM. Additional topics include introduction to international classification of diseases, clinical medication and coding guidelines, basics of diagnostic and procedural coding to coding for general surgery and radiology and more. National certification exams are available for students who complete this course including the American Academy of Professional Coders. Students may be required to have a minimum of 6 months of practical work experience prior to pursuing the national certification exams. Students entering this programme must have a high school diploma or GED.

Medical Administrative Assistant

TDS NUR55

This programme prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. The courses cover areas and topics such as interpersonal skills, medical ethics and basic medical law, medical terminology and basics of insurance billing and coding, medical records management and management of practice finances. Students entering this programme must have a high school diploma or GED.

Dementia Care

TDS 1115

The 21st century workforce is challenged to care for an exponentially growing population of persons with dementia. This course provides essential

knowledge and understanding about neurological diseases that affect cognition and memory, and practical application of effective skills for supporting persons with dementia. Expertise in this growing area of human services also enhances your resume.

Dementia for Family Care Givers

TDS 1116

Designed for family caregivers dealing with Alzheimer's disease, vascular dementia, Lewy-Body Dementia or other conditions which cause significant memory problems. This four-week course will cover essential elements to address throughout the illness, common health complications, and tips from professional care providers who deliver person-centered care.

Spanish for Medical Professionals

TDS 1025

This Spanish class is designed specifically for healthcare professionals. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn how to ask the questions crucial to quality healthcare.

Spanish for Medical Professionals II

TDS 1026

This Spanish class is designed specifically for healthcare professionals. You will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn how to ask the questions crucial to quality healthcare.

Key Elements of Elder Care

TDS 1015

Learn how to prepare for changes in personal relationships when taking on caregiving roles. Come away with a developed confidence in techniques in assisting others with variety of needs.

LEED GREEN WORKPLACE

Leed AP+ Building Design and Construction

TDS 1290

Discover the real world application of Green Building Design and Construction practices on LEED projects. Prepare yourself for the LEED AP+BD&C accreditation exam.

Leed v4 Accredited Professional for

TDS 1291

Existing Buildings Operation
This study group covers the concepts and strategies of the LEED for Existing Building Operations & Maintenance Rating System and is intended for design, construction and real estate professionals building owners and anyone who wants to develop their knowledge in this area.

Division of Professional and Career Education (PACE)

MANAGEMENT

Certificate in Non-Profit Administration

TDS 1050

Get the best training on revenue generation for non-profits, and programme evaluation for non-profits.

Certificate in Time and Productivity Management

TDS 1072

Time is even more valuable in this century than in the last. You'll get tips and techniques for managing time and increasing productivity.

Managing Generations in the Workplace

TDS 1372

Get an understanding of managing workers of different generations in the workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value.

New Strategies for Time and Productivity Management

TDS 1300

How you effectively manage your time and productivity can affect your business in many ways. This course gives you tips and techniques for managing time and increasing productivity.

Certificate in Project Management

TDS 560

Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancelation. This basic information will assist you in learning the beginnings of Project Management.

Change in the Workplace

TDS 1410

Most people do not like change even when they know that change is inevitable and will happen with or without your consent. They perceive changes in careers to be too difficult to accomplish or they are too old, not skilled enough and may lack the funds to change their skill set. The good news is that those who are willing to embrace change are much more likely to thrive under new conditions. Take home strategies on how to deal with changes in your work environment and even how to introduce changes to your workplace culture.

Lean Six Sigma

TDS 1310

In today's world, Lean is a part of the business environment. Lean Six Sigma attacks inefficiencies, non-value added wastes caused by defects, non-value-added flow of information or materials, non-productive time, data storage,

stacks of inventory, overproduction and extra processing. With Lean Six Sigma techniques you will have the skills to lead successfully in both service and manufacturing industries. No pre-requisites required!

Management Certificate

TDS 1285

Enhance your management skills through this programme for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Then you will explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organisation. Finally, get the keys to manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value.

Six Sigma Green Belt Certificate

TDS 1320

Six Sigma professionals are in strong demand by organisations around the world. On the front-lines of Six Sigma efforts are Green Belts. LERN's Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyse, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organisations as a trained specialist able to work on Six Sigma projects that benefit the organisation. Although not required, participants are strongly encouraged to have a project during the course. The instructors and mentors work closely with the class to not only teach the material, but to guide candidates as they work projects.

Stress Management

TDS 1420

Stress isn't the enemy. It is our perceptions of stress that amp our anxiety and use up all our steam. Events happen every day. How we interpret those events can set the stage for how we feel and how we react to others. Reducing stress is as easy as understanding what stress is, understanding what stress is to you, and using that knowledge to restructure your thoughts. Turn stress into a stepping stone, not a stumbling block!

Supervisory & Leadership Certificate

TDS 1286

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews.

Division of Professional and Career Education (PACE)

Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately.

NEW MEDIA MARKETING

Marketing Essentials Certificate

TDS 1060

Learn the fundamentals yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, search engine optimisation, and how to successfully employ online advertising. Relevant for any type of organisation including businesses, companies, non-profits, and government agencies.

Google Apps for Business

TDS 1110

Google has variety of web based applications and tools to help you become more productive, including Gmail, Google Calendar, Drive, Hangouts, Documents, Spreadsheets, Presentations, and more. You will also learn how to manage online meetings and webinars.

Google Analytics

TDS 1112

This course, aimed at non-technical users, will take you through all the key techniques and how to use website analytics using the world-standard Google Analytics. You'll also learn how to calculate return on investment (ROI) for your online advertising, and how to get more conversions and sales from your website visitors.

Mobile Marketing Certificate

TDS 1090

The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Students will learn about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. They will also learn step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across android, iPhone and Blackberry platforms. Get the knowledge needed to implement a mobile marketing plan for your organisation.

Video Marketing Certificate

TDS 540

Sight, sound and motion are much more compelling than static words on a page. In this course you will discover how to use simple online video to bond with your viewer, drive traffic to your website, boost business and build brand awareness. Learn how to use Google and YouTube to market your business

You Tube for Business

TDS 520

Increase your business with YouTube, the online video site and now the second largest search engine. Discover the power of video for your organisation.

Podcasting

TDS 565

Businesses are turning to podcasting to grow their brand. The intimate nature of the audio medium allows potential clients to get to know who you are and determine if you are the kind of company with which they to do business.

Video Marketing Certificate

TDS 540

Sight, sound and motion are much more compelling than static words on a page. In this course you will discover how to use simple online video to bond with your viewer, drive traffic to your website, boost business and build brand awareness. Learn how to use Google and YouTube to market your business

SOCIAL MEDIA FOR BUSINESS

TWITTER for Business

TDS 500

Twitter is a hot social media platform for business and organisations. Learn the best way to take advantage of the unique opportunities Twitter offers. Discover the best ways to create relationships and network with your key constituents.

Managing Social Media Platforms Certificate

TDS 1080

Social networks have distinct characteristics, different features, and are used to develop a two-way communication and marketing strategy for your organisation. Come away with both an understanding of these social networks and practical, how-to techniques to integrate social networks into your organisation or business.

Instagram for Business

TDS 775

With over 100million users, Instagram is a marketing gold mine. Lead your business to unending exposure. An android or iOS device is needed to take full advance of the exercises in this class.

Social Media for Business Certificate

TDS 545

Get in on this exciting and growing way to communicate, market, and serve your customers and clients. For businesses, non-profits, government, and other organisations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more.

Division of Professional and Career Education (PACE)

TECHNOLOGY SKILLS

Certificate in Mastering Excel

TDS 1272

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of Excel change over time. Examine the life of an Excel worksheet and workbook, from creation to presentation. Learn how an Excel worksheet is constructed, populated with content, and edited for delivery. Master the options that can take your Excel worksheet from plain, drab numbers to exciting and engaging multimedia. You will leave class with a set of skills that are in high demand and will be a deciding factor in your future success.

Certificate in Web Design

TDS 350

Online users say a website's design is the number one criteria for deciding whether a company is credible or not, according to recent research. Understanding what it takes to produce effective web design is essential in today's market of highly saturated digital competition. First discover the basics of web design using HTML and CSS. The No prior knowledge of HTML or web design is required. After the first course you will have the info you need to plan and design effective web pages. Then find out how to create effective and dynamic websites/applications. Take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimised. Finally, learn about responsive design process, advanced layout and design features using the Bootstrap framework. Plus explore CMS frameworks and industry standard technologies and frameworks.

Introduction to Coding

TDS 351

After taking this course in "Introduction to Coding", you will be introduced to the basics of computer programming and various programming languages. New technologies allow people outside of the computer science field to be able to create their own web pages using code. Students will learn the basics of HTML, CSS, and Java Script in this course, as well as the practical uses for each.

WordPress Certificate

TDS 1065

*Only Available as a Certificate

WordPress is the most popular content management system (CMS) for website and blog design. During the first week you will learn or refresh your knowledge of all the initial steps and the required elements for having a website. Then find out how to build a simple WordPress website or blog. Topics include introduction to CMS, WordPress installation and setup, page

and content creation, administration, themes (selection, purchase, installation and setup), working with widgets and plugins, and more. Finally, acquire advanced knowledge about WordPress options and features. You will learn how to modify WordPress web pages by hand-coding, learn about simple yet effective search engine optimisation (SEO) techniques that improve your website ranking, and much more. After successfully completing the WordPress Certificate you will know how to build a WordPress website or blog, customize your WordPress site by hand-coding HTML, CSS, and PHP, know necessary regular WordPress maintenance, create WordPress website backup, and know how to apply SEO techniques in WordPress

PROFESSIONAL DEVELOPMENT FOR TRAINERS & EDUCATORS

Certificate in Designing Webinars

TDS 1085

Finally, you can acquire the best professional development in webinar design, presentations, planning, and marketing. Webinars are a popular format for delivering information. They can be very successful for your organisation. If you have good webinar presentations and good management and marketing. Discover the power of successful webinars for your business organisation. Then learn the 4 key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences. Then acquire the webinar planning skills involved in budgeting, pricing, and marketing webinar meetings. Take back a certificate in designing webinars that provides you with the latest and best information about presenting webinars, as well as managing and marketing them. You will be learning from two of the foremost authorities on webinars.

Designing Successful Webinars

TDS 1086

Webinars are a hot meeting format that save money and reach more people than in-person meetings. Use them for customer education, staff meetings and training, presentations, virtual seminars and much more. The technology is simple, but good webinar presentation techniques are critical. Discover the power of successful webinars for your business organisation. Then learn the 4 key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences.

Managing & Marketing Webinars

TDS 1087

Boost your success with webinars by getting the most advanced and latest information on managing and marketing webinars. Find out when and how often to promote webinars, how to do follow up promotion to those who click-through on your initial emails, and how to generate more leads and inquiries. Discover our unique needs assessment model, and take back our

Division of Professional and Career Education (PACE)

5 secrets to creating high response surveys. Market research can be simple, no-cost and effective, lowering your risks. Then take home our webinar planning timeline with the ideal timeframe for planning and marketing webinars for maximum success.

Certificate in Online Teaching

TDS 762

For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training in teaching online. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, the programme will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business. Your instructors are authors, speakers and consultants in online learning and teaching.

Advanced Teaching Online

TDS 763

In the 21st century, half of all learning will be online. The opportunities are tremendous for teaching online. Discover how to plan, develop and teach an online course. Take home a ten step model for developing your online course. Experience one of the most advanced online classrooms for teachers. Learn how to create online audio lectures with slide shows. Find out how self quizzes enhance learning.

Designing Online Instruction

TDS 764

Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, and more. Discover the principles behind the adoption of technology innovation and the nature of the online learning environment. Then get tips for planning your online course, identifying resources and design guidelines. Discuss the phases of design and development and models, motivating student-student interaction, and managing interaction. Get the latest information on copyright issues, assessment and

Fostering Online Discussion

TDS 767

Being engaged with your online learners throughout the course is one of the three biggest weaknesses of online teachers. It is also one of the three biggest ways to take your online course to the next level, making it a superior learning experience for your learners. Come experience how to do it from the creator of the concept and practice of 'continual engagement' in teaching. Discover how to build student success through your interaction, how to give online learners feedback, communicating with them about

everything from subject matter to delicate issues to grading. You will come away with advanced, practical, how-to tips from one of the foremost authorities on fostering online discussion. And you will see how your instructor models great interaction and engagement in the online environment.

Certificate in Teaching Adults

TDS 774

This is your invitation to teach others in-person and join in one of the more important functions in life - passing on knowledge and skills to others. It is both an opportunity and a responsibility. Whether you want to teach others or currently teach others, in any setting, either formally or informally, this course is for you. We will give you both the fundamental and advanced information to improve your teaching. Your lead instructor is author of How to Teach Adults, the best-selling book on the subject. The ebook version is included in the course.

Certified Online Instructor

TDS 766

For those new to teaching online, or those already teaching online. Get the best instruction from the foremost authorities in online learning. Thousands of people have taken this fundamental yet advanced training in teaching online. From building an online course to improving an online course, from fostering online discussion to encouraging student interaction, from traditional assessment to online tests, the programme will give you both the fundamentals of teaching online, as well as the most advanced tips and techniques in the business.

SHORT TRAINING AND EXAM REVIEW 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.

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 acquaint one with all the tools and skills required for successful coastal navigation. **NOTE:** This course covers the requirement for Marine and Ports local Class C license.

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



Determined to Achieve Excellence

STUDENT RESOURCES:

P. 135 - 140

Academic Resource Centre	136
Counselling and Career Centre	137
Student Life Activities	137
Student Government Council	137
Student Employment	137
Financial Aid, Scholarships and Awards	137
Library/Bookstore	138
Cafeteria/Security & Safety	139
College Map	140

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 SMARTTHINKING, a 24/7 online tutoring service accessible through the student portal.

Disabilities Support Services

Students who have a documented disability are encouraged to discuss their challenges with the ARC Director early in the application process and by disclosure on the application form. Students can be assured that all such information is treated with the strictest of confidence and is used to address student needs in a timely manner. Testing accommodations (extended time) are provided for students who qualify based on their documented disability.

BERMUDA COLLEGE POLICY ON STUDENTS WITH DISABILITIES

- Bermuda College will make reasonable efforts to provide an academic environment that is accessible to students with disabilities so that they can benefit from a college experience that recognises their right to dignity and self-esteem.
- Every student attending Bermuda College has the right to inform the College as to her or his disability. Only enrolled students who identify themselves can be assured of full protection and support outlined in this document. Failure to provide the College with this information will preclude the student from receiving support.
- Bermuda College will make reasonable efforts to accommodate students with disabilities.

Types of Disabilities (mild to moderate) include but are not limited to:

- Learning Disabilities-deficit in processing information (includes dyslexia, dysgraphia, dyscalculia)
- Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder (ADD/ADHD)
- Autism (including Asperger Syndrome which is a high functioning form of autism)
- Visual Impairment
- Hearing Impairment
- Mobility Impairment
- Mental Health Disorder
- Speech Disorder
- Traumatic Brain Injury

Applying to the College and Requesting Services

Applications to the College will be considered if the student discloses the disability on the application form. Students must complete Section 5 which addresses special needs. The student must contact the Director of the Academic Resource Centre to discuss disability details. Parents are welcome, however, the student must be able to clearly articulate his or her educational goals. All documentation and requests for accommodations will be assessed in order for college acceptance to be considered. Students can be assured that all such information is treated with the strictest of confidentiality. Factors that determine college acceptance and the granting of reasonable accommodations include the following:

1. Documentation provided by a qualified professional accompanies college application.
2. Student must meet programme or course placement score requirements in mathematics and English.
3. The academic and technical standards required for admission in a college programme or course are not substantially altered.
4. The effects of the disability can be overcome with reasonable accommodations.
5. The nature and cost of the accommodation must not create an undue financial burden to the College.

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 – resumé 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!

STUDENT LIFE ACTIVITIES

The College offers students the opportunity to participate in a variety of co-curricular activities. This includes membership in Registered Student Organisations, such as: W.O.M.Y.N., Well-Educated, Open-Minded, Modern, Young and Noble, - Young Women's Forum), MENSPEAK (Male Forum), Literary Society, Teachers of Tomorrow, Photography, Hospitality Club, Cura Te Ipsum (Heal Thyself), (IAAP – Student Chapter), Bermuda College Art Gallery (BCAG) and Volunteer Action. Students may also participate in more physical activities that include Zumba, 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.

For information, contact:

Ms. Elisha Miller | Student Employment Coordinator
■ Tel: 236-9000 ext.4393 ■ Email: emiller@college.bm

FINANCIAL SUPPORT PROGRAMMES

The Counselling & Career Centre (CCC) facilitates financial support programmes to offset the educational cost of enrolment with Bermuda College. Options include entry scholarships, awards and financial aid grants. Financial Aid grants were recently diversified to include the following options: tuition/fees grants, the Book loan programme, tuition/fee waivers for Ex-Foster Care recipients, and work study grants.

A visit to www.bermudascholarships.com provides summary information describing all of the awards administered by the Counselling and Career Centre. Alternatively, we invite prospective and current students to contact the Financial Aid Committee directly via financialaid@college.bm for more information on financial support options, application criteria and application deadlines.

For information, contact:

Ms. Nikkita Scott | Director
■ 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 patrons' 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 known as the "Chill Zone" all in the building under the Clocktower.

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

SEMESTER 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 reduced during semester breaks and during the summer session

- All hours are subject to change.

For information visit our:

- **Webpage at:** <http://www.college.bm>
- **Facebook page:** Bermuda College Library
- 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.

(Additional hours as needed.)

LOCATION:

1st Floor College Centre

CALL FOR MORE INFORMATION

239-4012

FIRST TWO WEEKS OF FALL SEMESTER

Fall Session - 8:45 a.m. to 7 p.m.

FIRST WEEK OF SPRING SEMESTER

Spring Session - 8:45 a.m. to 7 p.m.

THE CAFETERIA

Location: Student Hall, Ground Floor

HOURS OF OPERATION: TBA

SECURITY & SAFETY

Location: 1st Floor College Centre (Room C107)

Hours of Operation:

Monday to Thursday	7:00 a.m. – 10:00 p.m.
Friday	7:00 a.m. – 6:30 p.m.
Saturday	7:00 a.m. – 4 p.m.
Sunday	9:00 a.m. – 4 p.m.

These are the normal hours of operation for Bermuda College. During the hours stated above security will be available to perform regular duties. Any events scheduled outside of regular operating hours will need to be pre-approved to ensure the presence of required facilities and security personnel.

Contact Numbers: 236-9000 ext.4911 – Security Office
239-4053 – Fax

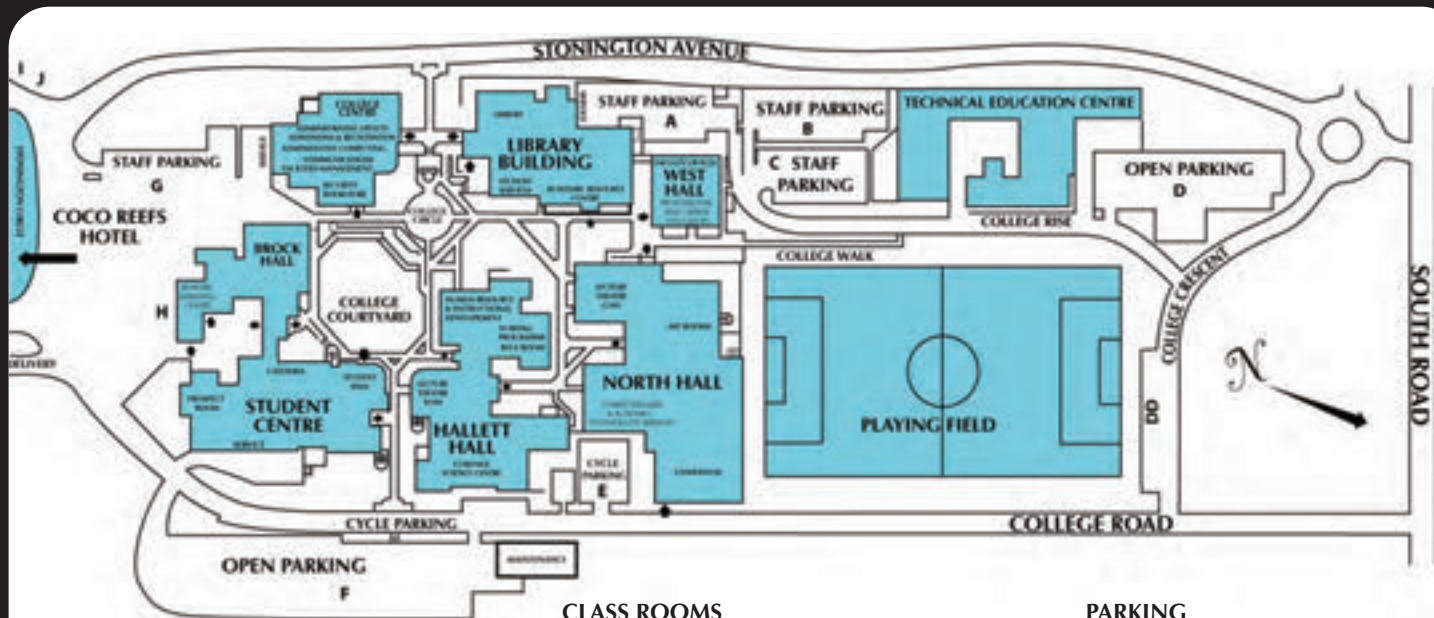
- **Locker queries directed to: lockers@college.bm**
- **Lost and found queries directed to: lostandfound@college.bm**

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 isolated 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 via CCTV.
- Walking confidently to or from your car or bike, with your keys in your hand ready to unlock your vehicle.
- Saying something if you see something suspicious.

BERMUDA COLLEGE CAMPUS MAP



CLASS ROOMS

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

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
Stonington Avenue Paget, PG.04 Bermuda • WEBSITE: www.college.bm



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 SUPPORT STAFF:

p. 141 - 144

Executive Offices	142
Academic Resource Centre	142
Bookstore	142
Business Services	142
Counselling and Career Centre	142
Centre for Human Resource Development	142
Communications	142
Division of Arts & Science	142
Division of Business, Hospitality & Technical Education	143
Division of Nursing & Allied Health	144
Division of Professional and Career Education	144
Facilities & Security Management	144
Information Technology Services	144
Library	144
Student Enrolment Registration and Records	144

EXECUTIVE OFFICE

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

Curtis-Tweed, Phyllis, *Vice President; Academic and Student Affairs*; Ph.D., (Educational Studies, Psychology), Emory Univ. M.Ed. (Foreign Language) University of Maryland

Furbert, Dwight, *Vice President Finance and Operations*; CPA; BA, (Hons) York Univ.; Diploma, (Accounting), Univ. of Alabama

Darrell, Belinda, *Senior Executive Assistant, President*

Hardtman, Paul, *Executive Assistant,*

Vice President, Academic and Student Affairs

Riley, Cordell, *Institutional Research and Planning Coordinator*; M.Sc., (Tourism Marketing), Univ. of Surrey; B.Sc., (Hotel & Management), Univ. of New Haven

Swan, Carol, *Executive Assistant, Vice President, Finance & Operations*; Assoc., (Business Administration); Diploma, (Web Development), Bermuda College

ACADEMIC RESOURCE CENTRE

Osborne, Lisa, *Director of ARC*; Ed.D., (Adult Education/Professional Development), Regent Univ.; M.Ed., Howard Univ.; B.A., Clark Univ.; Assoc., (Arts & Science), Bermuda College

Ackah, Jennifer, *Mathematics Lecturer/Tutor*; B.A., Georgia State Univ.; B.A., Oakwood College

Ashby, Troy, *Mathematics Lecturer/Tutor*; M.S., Dalhousie Univ.; B.S., (Hons), Acadia Univ.

Brangman, Joanne, *English/Faculty Tutor*; B.A., Univ. of Windsor; B.Ed., Univ. of Windsor

Martin, Taktia, *Science/Faculty Tutor*; B.A., (Biology), Kean Univ.

Maybury, Algene, *Reading/Faculty Tutor*; M.A., (Varying Exceptionalities), Univ. of Central Florida; B.A., (Criminology), Univ. of Miami, Florida

BOOKSTORE

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

Dill, Leonie, *Bookstore & Purchasing Assistant*

BUSINESS SERVICES

Hassell, Thomasina, *Controller*; CPA, CMA, Mount Saint Vincent Univ.; BBA, (Concentration in Accounting and Management) Mount Saint Vincent Univ.

Eve, Wendy, *Purchasing Agent*

Grant, Laverne, *Accounts Payable & Payroll*

Peniston, Caitlin, *Accounts Receivable Assistant*

Stowe, Renika, *Accounts Receivable*; Assoc., (Business Administration), Bermuda College

CENTRE FOR HUMAN RESOURCE

DEVELOPMENT

Tucker, Lorrita, *Director, Human Resource & Development*; Diploma, (Law & Practice), Chartered Institute of Legal Executives, A.CInst.L.Ex.; Human Resource Studies and Labour Relations Certificates, Cornell Univ.

Franklin, Marie, *Benefit Specialist/Administrative Assistant*

Alleyne, Lauren, *Human Resource Officer*; HR & General-Management, American Management Association Certification

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

COMMUNICATIONS

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

Dill, Thaa, *Recruitment Officer*

Howes, Sharrel, *Switchboard/Rooms Coordinator*

Richards, Duane, *Marketing Assistant*; B.S., (Business Administration, Marketing), American International College

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

COUNSELLING AND CAREER CENTRE

Scott, Nikkita, *Director of Counselling and Student Activities*; Ed.M., M.A., Columbia Univ.; B.S., Dalhousie Univ.

Fray, Terryn, *Student Life Coordinator, B.S., (Hon) Sports Coaching and Management, Cardiff Metropolitan Univ.*

Gibson, Glenda, *Administrative Assistant*; BBA, (Business Management), Mount Saint Vincent Univ.; Assoc., (Business Administration), Bermuda College

Jackson, Lyndon, *Counsellor*; CQSW, Certificate in Qualifications in Social Work, Bath Univ.; B.S., (Sociology & Social Work), Bath Univ.

Latham, Lisa, *Counsellor*; Ed.M., M.A., Columbia Univ.; B.A., (Cum Laude), Spelman College; CPC, Institute for Professional Excellence in Coaching

Mallory, Janea, *Counsellor*; MSW, B.A., Temple Univ.

Miller, Elisha, *Student Employment Coordinator, M.Sc., B.Sc., Univ. of Guelph*

Perry, Kennita, *Counsellor*; MSW, Univ. of Toronto; B.A. (Psychology), Acadia Univ.; Professional Development Certificate in Online Teaching, Univ. of Wisconsin, Madison

DIVISION OF ARTS & SCIENCE

Richardson, Tammy, *Dean*; M.Ed., (Educational Admin.), Univ. of West Indies; B.S., (Mathematics), Central State Univ.; B.Ed., (Secondary Education), Central State Univ.

Anderson, Jeanne, *Administrative Assistant to the Dean*; CPS, CPA, International Association of Administrative Professionals (IAAP); Assoc., Business Administration, Palmer Business School

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

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

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

Faculty and Support Staff Directory

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

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

Hinton, Lee-ann, *Lab Technician*; MSc. (Organisation and Management), Capella Univ., BA (Biology), North-eastern Univ.

Jeffrey, Reigner, *Chemistry Lecturer*; PhD, (Chemistry) Univ. of West Indies, BSc. (Chemistry and BioChemistry), Univ. of West Indies

Lightbourne-Webster, Andrea, *Spanish Senior Lecturer*; Ed.D., (Educational Leadership), Univ. of Arizona; MA, Univ. of Western Ontario; B Ed., (Hons), Univ. of Western Ontario; BA, (Spanish Language and Literature), McMaster Univ.

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

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

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

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

Simons, Denise, *English Lecturer, English Department Chair*; M.A.Ed/AET, (Master of Arts in Education/Adult Education and Training), Univ. of Phoenix; B.A., (English), Mount St. Vincent Univ.; Teachers Certificate, Wheelock College

Simmons, Alnisha, *Biology Senior Lecturer*; M.A., (Education & Human) Development, George Washington Univ.; M.A., (Educational Technology Leadership & E-Learning), George Washington Univ.; M.S., Georgia State Univ.; B.S., Clark Atlanta Univ.

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

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

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

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

Trott, Necheeka, *Mathematics Senior Lecturer*; MBA, Keller Graduate School of Management; M.A., Univ. of Central Florida; B.S., (Mathematics), Stetson Univ.

Virgil, Sharon, *English Senior Lecturer*; Ph.D., (Composition & TESOL), Indiana Univ. of Pennsylvania, M.A., B.A., Univ. of North Carolina

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

Walsh, Michael, *Arts Lecturer*; MFA, Dundee Univ.; BFA, Mount Allison Univ.

ADJUNCT

Genevieve-Tweed, Rev. Nicholas, *Religious Studies Lecturer*; Master of Divinity (Hons) – Interdenominational Theological Center, Atlanta, Georgia; B.A. (Hons) Middlesex Polytechnic Univ. Barnet

Gibbons-Tankard, Mellisa, *Educational Psychology Lecturer*; Ph.D., M.Ed., Howard Univ.; B.A., Mount Allison Univ.

Haziza, Arie, *Actuarial Science Lecturer*; MA, BA in Actuarial Sciences, with application to Risk Theory and Stochastic Modeling, Univ. of Montreal

Marshall, Lisa, *History Lecturer*; M.A., (Human Resource Development), Webster University, M.Ed, American Institute College; B.A. History, St. Mary's Univ.

Smith, Lara, *Media Arts Lecturer*; MA, (Media Arts), Emerson College; BA, Ryerson Univ.

Wharton, Lesley, *History Lecturer*; Postgraduate Certificate in Education (PGCE), Institute of Education, University of London, England; B.A., Advanced History, Dalhousie University

DIVISION OF BUSINESS, HOSPITALITY & TECHNICAL EDUCATION

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

Musson, Delroy, *Technical Education Department Chair, Electrical Wiring Instructor*; B.S., (Electrical Engineering), Howard Univ.

Blackwood, Trevor, *General Workshop Technician*; Assoc., (Arts & Design); Certificate, (Heat Ventilation & Air Conditioning) (HVAC), Bermuda College

DeSa, Rui, *Hospitality Lecturer*; M.Ed., (Technology in Education), Lesley Univ.; MBA, Nova Southern Univ.; B.A., Mount Saint Vincent Univ.

De Shields, Shawn, *CIS & Hospitality Senior Lecturer*; MBA, Univ. of Guelph; B.S., (Business Administration), West Indies College, Mandeville, Jamaica; Professional Development Certificate, (Distance Education), Univ. of Wisconsin, Madison; C.H.E., (Certified Hospitality Educator)

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

Lawrence, Gwendolyn, *Bookkeeping/Management Senior Lecturer*; MSc, HRD, Univ. of Leicester; MBA, Univ. of Leicester; B.Ed., (Business Studies) Univ. of Thames

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

O'Shaughnessy, Barbara, *Business Management Senior Lecturer*; Ph.D., (Organisation and Management), Capella Univ.; M.A., George Washington Univ.; B.A., (Commerce) (Hons), Univ. of Guelph; C.H.E., (Certified Hospitality Educator); Professional Certificate, (Online Teaching) (PCOT), Univ. of Wisconsin-Madison

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

Roberts, Cannoth, *HVAC Instructor, NCCER Instructor*; Linc Serv. Prof. Maint. Training Programme, Pittsburg Liebert Computer Room Air Cond. Sys., Middlesex Community College

Roberts, L'Tanya, *Administrative Sciences Senior Lecturer*; MBA, (Human Resources), Keller Graduate

Faculty and Support Staff Directory

School of Management; M.Ed., Alabama A&M Univ.; B.S., Alabama A&M Univ.

Symonds, Tiara, *Administrative Assistant to the Dean*; CT-OFSKL, Bermuda College

Trott, Gladwyn, *Plumbing Instructor*; (NCCER) *Core Curricula Instructor*, B.S., (Industrial Arts), Loma Linda Univ.

Weeks, Joseph, *Technical Education Instructor*; MBA Univ. of Phoenix, B.Sc. (Electrical Engineering) Howard Univ.

ADJUNCT

Bean, Derreck, *Technical Science Mathematics*

Lecturer; M.Sc., (Engineering Management) Univ. of South Florida; B.S., (Construction Engineering Technology) (Summa Cum Laude), Florida A & M Univ.

Laws, Craig, *Electrical Wiring Instructor*; NJATC Journeyman Wireman Certificate, (NECA, IBEW, BCJATC), Certificate, (Electrical Wiring), Bermuda College

Sutton, Henry, *Insurance Lecturer*; M.A., (Management and Human Resource Development), Webster Univ.; CPCU, Aie, Reinsurance; BBA, (Marketing and Finance), Acadia Univ.

DIVISION OF NURSING AND ALLIED HEALTH

Swan, Kathy-Anne, *Director of Nursing Education*; MA, (Management), Webster Univ.; BScN, Dalhousie Univ.; RN, Fanshawe College

Falcon, Renee Y., *Nursing Lecturer*; RN, MSN, (Nursing Education), Queen's Univ. of Charlotte; BSN, Towson State Univ.

Frith, Martha, *Administrative Assistant*; A.A., Bermuda College; BA., (English Lit., History), Acadia Univ.

ADJUNCT

Ball, Kim, *Clinical Instructor*; MSN, Walden University; B.ScN, Jersey City State University; Diploma, Mountainside Hospital School of Nursing

Blyden, Lisa, *Clinical Instructor*; BSc., (Hons), (Midwifery, Middlesex), Univ. London; B.Sc., (Nursing), Syracuse Univ.

Burrows, Deon, *Clinical Instructor*; RN, BSN, Northern Caribbean Univ.; MSN, (Healthcare Administration)

Chow, Kirsten, *Nursing Lecturer*; RN, MSN, Univ. of

British Columbia; B.ScN, Univ. of Alberta

Jarrett-Simons, Tammoi, *Clinical Instructor*; RN, BSN Atlantic Union College

Raynor, Karen, *Clinical Instructor*; RN, BSN, Univ. of New Brunswick; Nursing Diploma, Mountainside Hospital of Nursing; MSN, Duquesne Univ.

Simmons, Maxine, *Clinical Instructor*; RN, BSN Univ. of West Indies; Nursing Diploma, Kingston School of Nursing

Stowe, Sonya, *Nursing Lecturer*; M.S., (Nursing Research and Practice Development), Univ. of Manchester; B.Sc., (Hons.), (Nursing Studies Psychiatric Nursing), Horton Hospital, Epsom, Surrey; Diploma, (Health Care Law), Univ. of Salford

DIVISION OF PROFESSIONAL AND CAREER EDUCATION

Flood, Tawana D., *Director*; CMA, Society of Management Accountants of Canada; MTA, BBA, (Cum Laude), George Washington Univ.

Miller, Theresa, *Administrative Assistant*; CT-OFSKL, Bermuda College

Ruddock, Romeo, Programme Coordinator; M.Ed. in Organisational Management; Endicott College B.Sc. in Criminal Justice Administration, Univ. of Phoenix

Smith, Karen D., Programme Coordinator; B.Sc. (Finance), West Virginia Wesleyan College

FACILITIES & SECURITY MANAGEMENT

Gaiton, Cleun, *Plant Operations and Facilities Manager*; MPM, (Project Management), Keller Graduate School of Management; BEET (Electronic Engineering Technology) DeVry Univ.; Certificate (Operations and Maintenance), IFMA

Darrell, Jamel, *Security Officer*

Flood, Delroi, *Custodian*

Furbert, Williston, *Security Officer*

Hart, Wendall, *Maintenance*

Ingham, Robin, *Receiving & Administrative Assistant*

Lowe, Troy, *Custodian*

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

Philpott, Keith, *Facilities Service Technician*

Blackwood, Trevor, *Security Officer*; Assoc., (Arts &

Design); Certificate, (Heat Ventilation & Air Conditioning) (HVAC), Bermuda College

INFORMATION TECHNOLOGY SERVICES

Nwasike, Ben Ike, *Director*; M.S., (Computer Science), New York Institute of Technology; M.Ed., B.Ed., Univ. of New Brunswick; Diploma, (Electronics Computer Engineering), Sir. Sanford Fleming College

Hendrickson, Karmeta, *Assistant Director*; MBA, Nova Southeastern; B.A., Spelman College

Darrell, Jamel, *Audio Visual Technician*

Filson, Mary Jane, *Web/Data Analyst*; M.S., (Computer Information Systems), Boston Univ.; B.A., (Library and Info. Studies), Lakehead Univ.; B.A., (Anthropology), Univ. of Saskatchewan

Norville, Jeanne, *Curriculum & Institutional Technology Designer*, M.A., (Education Curriculum & Technology), Univ. of Phoenix; B.Ed., (Magna Cum Laude), Univ. of Ottawa; B.A., (English as a Second Language) (Magna Cum Laude), Univ. of Ottawa

LIBRARY

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

Kelsey Burgess, *Library Resource Technician*; MLIS, University of South Florida; B.A., (English, minor Communications and Spanish), Florida Southern College

Liles, Lee-Ann, *Research and Instructional Librarian*; MLIS, San Jose State Univ.; B.A., (English), Univ. of Notre Dame of Maryland

Riley, Shelley, *Administrative Assistant*

STUDENT ENROLMENT REGISTRATION AND RECORDS

Place, Carleen, *Registrar*; B.Sc., (Business Management), Univ. of Phoenix

Francis, Ahisha, *Registration & Records Administrator*

Smith, Jalinta, *Test Centre Administrator*

Symonds, Vernicka, *Admissions Administrator*; Assoc., (Arts), Bermuda College; CAP, International Association of Administrative Professional (IAAP), Bermuda College

Directory

BERMUDA COLLEGE SWITCHBOARD

441-236-9000

Bermuda College Website ■ www.college.bm

EXECUTIVE OFFICE

Dr. Duranda Greene

President

441-239-4044 ■ dgreene@college.bm

Dr. Phyllis Curtis-Tweed

Vice President, Academic and Student Affairs

441-239-4002 ■ pctweed@college.bm

Mr. Dwight Furbert

Vice President, Finance and Operations

441-239-4004 ■ dfurbert@college.bm

Mr. Cordell Riley

Institutional Research and Planning Coordinator

441-239-4356 ■ criley@college.bm

ACADEMIC RESOURCE CENTRE (ARC)

Dr. Lisa Osborne

Director

441-239-4102 ■ losborne@college.bm

BOOKSTORE

Ms. Jacqueline Wade

Bookstore and Purchasing Manager

441-239-4078 ■ jwade@college.bm

BUSINESS SERVICES

Ms. Thomasina Hassell

Controller

441-239-4096 ■ thassell@college.bm

CENTRE FOR HUMAN RESOURCES & DEVELOPMENT

Ms. Lorrita Tucker

Director

441-239-4005 ■ ljtucker@college.bm

COLLEGE LIBRARY

Mr. Robert Masters

Director

441-239-4034 ■ rmasters@college.bm

Library Desk

441-236-9000/ext. 4385

COMMUNICATIONS DEPARTMENT

Mrs. Evelyn James Barnett

Director

441-239-4006 ■ ebarnett@college.bm

COUNSELLING & CAREER CENTRE

Ms. Nikitta Scott

Director

441-239-4084 ■ nscott@college.bm

DIVISIONS

BUSINESS, HOSPITALITY & TECHNICAL
EDUCATION

Dr. Trescot Wilson

Dean

441-239-4088 ■ twilson@college.bm

ARTS & SCIENCE

Ms. Tammy Richardson

Dean

441-236-9000 ext.4089 ■ trichardson@college.bm

NURSING AND ALLIED HEALTH

Mrs. Kathy-Anne Swan

Director

441-239-4071 ■ kswan@college.bm

PROFESSIONAL AND CAREER EDUCATION

Ms. Tawana Flood

Director

441-239-4075 ■ tflood@college.bm

FACILITIES & SECURITY MANAGEMENT

Mr. Cleun Gaiton

Director

441-239-4015 ■ cgaiton@college.bm

INFORMATION TECHNOLOGY SERVICES AND HELP DESK

Mr. Ben Nwasike

Director

441-239-4031 ■ bin@college.bm

STUDENT ENROLMENT REGISTRATION AND RECORDS

Mrs. Carleen Place

Registrar

441-239-4049 ■ cplace@college.bm



BERMUDA COLLEGE

FIRST / FIRST

CHOICE - STEPS



21 Stonington Avenue, South Road, Paget, PG 04 Bermuda
P.O. Box HM2718, Hamilton, HMBX
www.college.bm • T: 441-236-9000