



BERMUDA
COLLEGE

CATALOGUE

2020
2021

**MANY PATHS.
DISCOVER YOURS.**





MANY PATHS. DISCOVER YOURS.



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 Commission of Higher Education (NECHE).

Inquiries regarding the accreditation status should be directed to the administrative staff of the institution.

Individuals may also contact:

New England Commission of Higher Education

3 Burlington Woods Drive, Suite 100

Burlington, MA 01803-4514

■ Tel: (781) 425-7785 ■ Web: www.neche.org



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Bermuda College Class of 2020

Instead of the traditional Commencement ceremony, the Graduation Event saw 107 new graduates queue along College Road to collect their robes, degrees, diplomas and certificates from cheering College officials. Everyone was masked and practiced physical distancing, as a result of the COVID-19 virus guidelines.



President's Welcome Message

Welcome to the 2020-2021 academic year!

No doubt this has been a singular year for you – adapting and adjusting to a new environment and new challenges brought about through this corona virus pandemic. It was easy to focus on the negatives when it first arrived on our shores: it shut down our businesses and establishments, and closed our campus, sending everyone home or online. It was disruptive and unnerving, and it chipped away at what had become comfortable and traditional. But it also opened our eyes to new possibilities of engaging and instructing students, and to new opportunities of reaching out to those who may have always wanted to take College courses, but could never find the time nor the resources.

Let me encourage you to discover your path in the pages ahead. The events over the last several months have proven that life is unpredictable. Why not use this time to invest in yourself and embark on a journey of self-discovery! There's always been access and opportunities at Bermuda College. Now, it's even more within your reach. Grab it and prepare for a journey of a lifetime.

Through the generous support of the Government of Bermuda and private donors, Bermuda College can also provide financial assistance and funding to help you start or continue your educational dreams, and get you onto your path to success.

In short, this pandemic has changed our world. Use the opportunity it has created, to change yours.

Sincerely,

Dr. Duranda Greene

President

Class of 1981



Accreditation, Vision and Mission Statements, Core Values

ACCREDITATION

Bermuda College is accredited by the New England Commission of Higher Education (NECHE). Accreditation status is a testament to the College's commitment and capacity to deliver a level of education to students that meet 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

Transforming lives through innovative education.

MISSION STATEMENT

Bermuda College is committed to providing its community with innovative programmes, training, support services and access to partnerships that lead to local and global success.

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 student learning
- 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 www.college.bm/admissions. The application fee of \$50.00 can be paid online 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 \$50.00 (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 www.college.bm/admissions.

The application fee of \$100.00 must be paid online 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
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**

Application Procedure

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 Accessibility Services on pg. 135](#))
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
2. Official transcripts for studies outside Bermuda College since last enrolled, if applicable
3. Verification of Citizenship; Bermuda Passport with Registered Status, proof of Bermudian status or Entry Visa
4. Application fee of \$50.00 (non-refundable)
5. Students who have been away from Bermuda College for two years or more may be eligible for the Fresh Start programme ([see pg. 9](#))
6. 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 Associate Degree 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.

For further details contact:

Dr. Lisa Osborne | Director, Academic Resource Centre

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

To be eligible for the Bermuda College Dual Enrolment Programme within the Diploma in Culinary Arts DP-CUART, Diploma in Hospitality Management DP-HSMGT and the Certificate in Applied Science Technology CT-TECH, 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 2.00.
3. Submit the Bermuda College Application with a senior school transcript.

Application Procedure

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) or having meet the requirements for ENG 0012 and MAT 0010.
7. Have not 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:

Ms. L'Tanya Roberts | Dean of Business, Hospitality and Technical Education

■ Tel: 236-9000 ext. 4242 ■ E-mail: lroberts@college.bm

or

Mr. Delroy Musson

■ Tel: 236-9000 ■ E-mail: dmusson@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:

(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.

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

Application Procedure

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:

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

INTERNATIONAL BACCALAUREATE HIGHER LEVEL	BERMUDA COLLEGE COURSE
Biology	BIO 1121 and 1122
Chemistry	CHM 1111 and CHM 1112
Economics	ECO 1101 and ECO 1102
English	ENG 1111

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

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 his or her 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 his or her 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



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Sessional Dates/Academic Calendar 2020-2021

	FALL 2020	SPRING 2021	SUMMER 2021
Online Registration and Payment Opens	1 April - 4 September	1 November - 15 January	1 April - 21 May
Admissions Deadline	1 June	1 November	-----
Financial Support Application Deadline	1 June	1 December	-----
Late Admissions Deadline	1 August	1 December	-----
College Closed	30 - 31 July	24 December - 1 January	2 April
Deadline to Request Challenge Exams	21 August	18 December	-----
Deadline for Application for Transfer Credit	21 August	18 December	3 May
Session Opens	24 August	4 January	-----
Registration Day	24 August	4 January	-----
Challenge Exams	24 August	4 January	-----
Government Grant Application Deadline (pending approval)	26 August	-----	-----
New Student Orientation	26 August	6 January	-----
Faculty Professional Development Day	27 August	7 January	6 May
Last Day for Early Registration	28 August	8 January	14 May
College Development Day (College Closed)	28 August	-----	-----
Final CPT before Semester Start	29 August	9 January	15 May
Late Registration	31 August - 4 September	11 - 15 January	17 - 21 May
First Day of Classes (Credit Courses)	31 August	11 January	17 May
Add/Drop Period	31 August - 4 September	11 - 15 January	17 - 21 May
Convocation	3 September	-----	-----
Last Day for Tuition Payment	4 September	15 January	-----
Last Day to Submit Incomplete Grades	30 August (extended 21 October)	31 January	-----
College Closed	7 September	-----	28 May
First Day of Professional & Career Education(PACE) classes	see course schedule	see course schedule	see course schedule
Deregistration - (withdrawal of students who have not paid)	14 September	25 January	1 June
Last Day to Withdraw from Courses Without Financial Penalty	16 September	1 February	2 June
Census Day	23 September	2 February	-----
Payment Plan (Instalment One)	28 September	26 January	-----
Mid-semester Grades Deadline	21 October	26 February	-----
Mid-semester Break	22 - 25 October	1 - 7 March	-----
Payment Plan (Instalment Two)	28 October	26 February	-----
Last Day to Withdraw from Courses Without Academic Penalty	30 October	12 March	9 June
Spirit Day	30 October	19 March	-----
Student Opinion Survey Opens	9 November	22 March	-----
Graduation Application Deadline	1 November	1 April	-----
Admissions Deadline (Nursing)	1 November	-----	-----
College Closed	11 November	2 April	21 June
Last Day of Lectures /Clinicals	6 December	25 April	3 July
Reading Days (Day Classes Only)	7 - 8 December	26 - 27 April	-----
FINAL EXAMS	7 - 15 December	26 April - 4 May	5 - 10 July
Semester Grades Deadline	16 December	5 May	12 July
In-House Awards Applications Deadline	-----	8 May	-----
Graduation List Posted*	17 December	13 May	-----
Commencement	7 January*	20 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 authorisation 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
- Institutionally mandated course reduction
- Students with documented disabilities*

*Requests must be submitted to the attention of the Coordinator of Accessibility Services prior to the registration period. The credit threshold will be determined on a case-by-case basis according to the student's 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 NECHE 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, 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 his or her 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. 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. 33)*

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 the registration process completed, 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	EXCELLENT Demonstrates qualities of excellence, comprehensive knowledge, mastery of the subject, marked perception, and originality.
B+ 87-89% B 84-86% B- 80-83%	3.33 3.00 2.67	VERY GOOD 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	SATISFACTORY Demonstrates satisfactory comprehension of course material and skills needed, and meets basic course requirements and activities.
D 60-69%	1.00	PASS Demonstrates unsatisfactory work that reflects minimal competence and participation in course requirements and activities.
F <60%	0.00	FAIL Does not demonstrate the required minimal competence to achieve course completion.

Academic Regulations

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 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 to earn a higher grade, once*. The Dean of the respective Division, 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 under 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. 14*)

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 authorised 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 www.college.bm/alumni/transcripts. 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.

Academic Regulations

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, certificate, or diploma programme. The student must have completed at least 24 credits of the programme, within no more than three years of having enrolled in a programme, with a cumulative GPA of 3.5-4.00 for the President's list or 3.0-3.49 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;
 - 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.
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 the 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.
5. Late applications for graduation will be accepted up to 48 hours after the graduation list has been posted. Applications submitted and/or accepted after that time will be confirmed for graduation at a meeting of Academic Council. Those persons will be included on the next graduation list and their academic transcript will show that their degree will be conferred at the following Commencement.

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 his or her academic advisor, their Division Dean, or a representative 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. 26 for details.)

I.T. HELPDESK SUPPORT

GET CONNECTED

- **BC username & password** - This will be received when your registration is complete. Please refer to your acceptance letter for the format. You will be prompted to change your password the first time you login.
NOTE: Login to your email FIRST to change your password. Your username and password is required when accessing ALL BC network services (noted below).
- **Email** - All students are assigned a BC email address (username@college.bm). Once you are registered you MUST use this e-mail address for ALL BC correspondence, particularly with your lecturers.
- **Printing** - The student colour printer is PR-G328 directly across from the IT Helpdesk. There are also printers in the computer labs. Printing is also available via print.college.bm by logging in with your username and password. The print quota is 100 pages per month.
- **Moodle** - The majority of your classes will be offered through the Learning Management System (LMS) Moodle. Your lecturer will provide you with all information relating to your class in Moodle. Moodle is available 24/7. Additional campus guidelines and useful information, technical tutorials, etc. are also available in Moodle. **Consider Moodle your one-stop-shop.**

Academic Regulations

- **Wireless access** – To access the BC wireless network you must authenticate with your username and password on any device – i.e. phone, tablet, laptop, computer lab, etc.

Computer Lab Locations

North Hall (G); G305, G306, G307, G223, G323

Mac Lab: G206

Tech Hall (T): T224 & T226

Brock Hall (B): B266 (Open lab)

The College Library – there are several workstations available for use

Laptop Policy

- Laptops are available only to BC registered students for \$250 per semester. (*see pg. 23 for fees*)
- Students can also apply for a laptop through the Career & Counselling Centre (CCC) based on need.
- Technical support is NOT provided for personal devices.

	WINDOWS PC	APPLE MACINTOSH
OPERATING SYSTEM	MINIMUM Windows 10 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)	

IT Policies & Guidelines

- All users of BC computers facilities and information must comply with the BC Information Technology policies.
- These policies protect BC's computer systems, networks, data and other information resources.
- It is the responsibility of students and employees of Bermuda College to familiarise themselves with the IT policies and procedures.
- The IT policies are located on the BC website (www.college.bm) and in Moodle (moodle.college.bm).

IT Help and Support

- The IT Helpdesk is located in North Hall (G328) on the third floor.
- To create a ticket for support, login to helpdesk.college.bm
- Helpdesk support is also available via telephone, email or in person.
- The Helpdesk is the central point of contact for campus computing.

Contact Information: Telephone: (441) 239-4357 (help)
Email: support@college.bm

Hours of Operation: Monday-Friday 8:30am-7:30pm
Friday 8:30am-5:30pm
Closed Weekends

NOTE: Hours of operations are reduced during semester breaks.

STUDENT EMPLOYMENT & ONLINE SERVICES

- Student employment is available and encouraged at the IT Helpdesk.
- Key skills are developed at the Helpdesk that can be beneficial for future employment.
- Students are allowed to work 20 hours per week when classes are in and more during breaks depending upon need.
- All applications must go through the Career & Counselling Centre (CCC).
- Download the BC App TODAY! Just visit the App store or Google Play to download.
- Hoonuit (Who New It) eLearning Resources – with your BC username & password gain access to hundreds of online tutorials on hundreds of various applications! Once you log into Moodle scroll down until you see the link. Keep eLearning!

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.

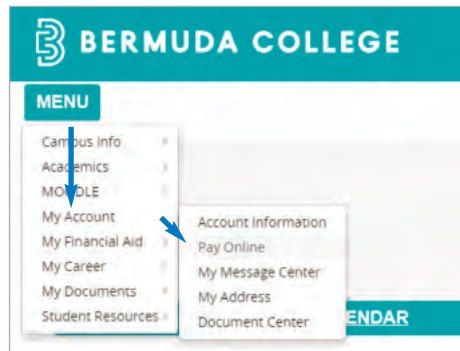
PAYMENT METHODS

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

COLLEGE WEBSITE

www.college.bm/payment

STUDENT PORTAL (MY BC)



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 may receive up to 80% 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, the Division of Business, Hospitality & Technical Education, or the 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 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 semesters) 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. Holds will be applied after deadlines have passed.

TRANSCRIPT FEES

www.college.bm/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> <i>*(Courier option available only online.)</i>

I.D. REPLACEMENT LOST/STOLEN

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

ID REPLACEMENT	\$15.00 <i>(Student)</i>
	\$20.00 <i>(Faculty & Staff)</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'.

Tuition

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 Withdrawal Form must be submitted to Student Enrolment 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: Withdrawal from any course is a formal process. Non-attendance of class does not constitute an official withdrawal.

OTHER

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

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

BERMUDIAN STUDENTS

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, e.g. CSC and lab courses.

The below fees also apply 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

19+ CREDITS: \$155 X TOTAL CREDITS = TOTAL COST

Tuition

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, e.g. CSC 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

19+ CREDITS: \$155 X TOTAL CREDITS + \$1500 = TOTAL COST

INTERNATIONAL STUDENTS

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, e.g. CSC 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

19+ CREDITS: \$155 X TOTAL CREDITS + \$1500 = TOTAL COST

LAB FEES

+ eye protection



+ head protection



+ ear protection



TECHNICAL EDUCATION

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

- 2020-2021 \$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

Lab Fees

TECHNICAL EDUCATION

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

- 2020-2021 \$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 lab fees for the following courses in Technical Education:

- 2020-2021 \$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	Floor, Wall, Ceiling and Roof Framing
WTC 1104	Drawings; Cold Steel Framing; Exterior Framing and Roof Applications
WTC 1105	Drywall Installation; Drywall Finishing; Suspended Ceilings.
WTC 1106	Doors & Amp; Hardware; Windows, Door-ceiling Trims; Cabinets
WTC 2107	Properties of Concrete, Reinforcing, Handling and Placing Concrete
WTC 2108	Rigging Equipment, Rigging Practices; Trenching and Excavating
WTC 2109	Foundations and On Grade Slabs, Vertical and Horizontal Formwork
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:

- 2020-2021 **\$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 lab fees for the following courses in Culinary Arts will be applied as follows:

- 2020-2021 **\$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

Lab Fees

SCIENCE

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

- 2020-2021 \$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	Climate and Our Future
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:

- 2020-2021 \$175.00

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 Instructional Formats

Bermuda College subscribes to the notion that not all learning does or needs to occur within a brick-and-mortar classroom environment. Bermuda College affords students flexible approaches to course completion including the use of twenty-first century technologies via the Internet and e-learning adaptive learning support. Students who enrol in courses at Bermuda College can expect course formats to be offered using a variety of methodologies and instructional delivery approaches. Bermuda College also acknowledges that students process information in a variety of ways. Students should expect varied learning modalities to be addressed via course delivery methodologies utilised by faculty in teaching their respective courses. Therefore, instructional approaches that address students' auditory, tactile/kinesthetic, sensory, and visual modalities are emphasised in the delivery of course content. Course descriptions listed within the College Catalogue and Course Schedule indicate the instructional delivery approach(es) that will be utilised in the course.

FACE-TO-FACE INSTRUCTION

Traditional face-to-face classroom time is the dominant form of instruction. Some course content is accessible online. A course management system may serve as a repository for accessing online course content.

BLENDED/HYBRID INSTRUCTION

These are face-to-face class formats with more online instruction substituting traditional lecture time. Faculty will designate face-to-face lecture hours and online instructional time periods to be specified in the course syllabus. A notation blended/hybrid will be listed under the lecturer's name.

DISTANCE INSTRUCTION

Most of the instructional content is delivered online. Such courses have the designation D (Distance) in their section code. Face-to-face campus meetings may vary from three per semester to zero for fully online formats. Fully online course formats will conduct a traditional face-to-face Final Exam to be held on campus upon completion of the course content.

Area of Concentration

NOTE ON PREPARATION FOR PROFESSIONAL PROGRAMMES

Certain overseas professional associations and institutes recognise specific 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 and SSC.

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 and SSC.

Concentration in the Associate in Arts: SOC 1101, SOC 1102, SSC 2200, 9 credits in SOC at the 2000-level.

Bermuda College
utilises traditional and
innovative instructional
approaches to deliver
course content.



MANY PATHS.
DISCOVER YOURS.

ASSOCIATE DEGREE PROGRAMMES

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

ASSOCIATE DEGREE PROGRAMMES:

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Associate of Arts

Art and Design.....	34
Arts	35
Arts and Science.....	36
Business Administration.....	37
Early Childhood Education	38

Associate of Science

Actuarial Science	39
Computer Information Systems	40
Education	41
Marine Science.....	42
Nursing	43
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Pre-Health Science (Pre-Med).....	45
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Associate of Applied Science

Culinary Arts.....	47
Heating, Ventilation & Air Conditioning.....	48
Hospitality Management	49
Motor Vehicle Technology	50
Plumbing Technology.....	51

GENERAL EDUCATION COMPONENTS:

Humanities

Art and Design	Art History
Education	Film
French	History
Music	Philosophy
Religious Studies	Spanish
English Literature at 2000-level (excluding ENG 2212)	

Social Sciences

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

Natural Sciences

Biology	Chemistry
Earth & Environmental Studies	Physics

NOTE: The following are the suggested pathways for completing the programmes in two years; the actual time to completion may vary according to the student's individual needs.

SEE PAGES 75 - 113 FOR COURSE DESCRIPTIONS.

Associate of Arts (Art and Design) AA-ARDGN

PROGRAMME OVERVIEW

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

CURRICULUM

TOTAL CREDITS: 61-63

YEAR 1

First Semester - 16 credits

		Credits
AHS 1126	Introduction to Art History I	3
ART 1101	Introductory Drawing	3
ART 1120	Two-dimensional Design	3
ART 1135	Introduction to Colour and Composition	3
CSC 1100	Learning Strategies for Student Success	1
ENG 1111	Freshman Composition	3

Second Semester - 15 credits

AHS 1127	Introduction to Art History II	3
ART 1102	Introductory Painting	3
ART 1122	Introductory Sculpture	3
ART 2235	Intermediate Colour and Composition	3
ENG 1112 or ENG 1115	Literary Analysis Writing for Professionals	3

YEAR 2

First Semester - 15 credits

ART 2221	Intermediate Sculpture	3
ART 2230	Intermediate Painting	3
ART 2250	Introduction to Graphic Design	3
Elective	Art History (2000-level)*	3
Elective	Mathematics or Computer Information Systems or Social Sciences or Natural Sciences elective or ECM 1110*	3 or 4

Second Semester - 15 credits

ART 2278	Figure Drawing	3
ART 2211	Intermediate Drawing	3
ART 1140	Introduction to Media Arts	3
Elective	Art History (2000-level) elective*	3
Elective	Mathematics or Computer Information Systems or Social Sciences or Natural Sciences elective or ECM 1110*†	3 or 4

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

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

FOR A LIST OF COURSE CONCENTRATIONS, SEE PAGE 31.

Associate of Arts AA-ARTS

TOTAL CREDITS: 61-63

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

YEAR 1

First Semester - 16-17 credits

		Credits
CSC 1100	Learning Strategies for Student Success	1
ENG 1111	Freshman Composition	3
Elective	Humanities course (1100-level) elective*	3
Elective	Mathematics or Computer Information Systems (1100-level) elective*†	3
Elective	Natural Sciences (1100-level) elective*	3 or 4
Elective	Social Sciences (1100-level) elective*	3

Second Semester - 15-16 credits

ENG 1112	Literary Analysis	3
Elective	Humanities course (1100-level) elective*	3
Elective	Mathematics or Computer Information Systems (1100-level) elective*†	3
Elective	Natural Sciences (1100-level) elective*	3 or 4
Elective	Social Sciences (1100-level) elective*	3

YEAR 2

First Semester - 15 credits

	A second year course in your subject of concentration. **	3
	A second year course in your subject of concentration. **	3
Elective	(2000-level) of your choice.*	3
Elective	Humanities or Social Sciences (2000-level) elective*	3
Elective	(1100-level) elective*	3

Second Semester - 15 credits

	A second year course in your subject of concentration. **	3
	A second year course in your subject of concentration. **	3
Elective	(2000-level) elective*	3
Elective	Humanities or Social Sciences (2000-level) elective*	3
Elective	(1100-level) elective*	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.

FOR A LIST OF COURSE CONCENTRATIONS, SEE PAGE 31.

Associate of Arts and Science AA-ARTSC

PROGRAMME OVERVIEW

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

In this programme, students do not concentrate on one subject. Rather, they take a variety of courses in the Humanities, 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: 64-77

YEAR 1

First Semester - 16-17 credits

		Credits
CSC 1110	Learning Strategies for Student Success	1
ENG 1111	Freshman Composition	3
Elective	Humanities (1100-level) elective*	3
Elective	Social Sciences (1100-level) elective*	3
Elective	Mathematics or Computing (1100-level) elective*†	3
Elective	Natural Sciences (1100-level) elective*	3 or 4

Second Semester - 15-16 credits

ENG 1112	Literary Analysis	3
Elective	Humanities (1100-level) elective*	3
Elective	Social Sciences (1100-level) elective*	3
Elective	Mathematics or Computing (1100-level) elective*†	3
Elective	Natural Sciences (1100-level) elective*	3 or 4

YEAR 2

First Semester - 12-22 credits

Elective	Your choice*	3 or 4
Elective	Two to three courses at the 2000-level in a single subject of study from the Arts and Sciences disciplines**	6-12
Elective	One to two courses at the 2000-level in a different Arts and Science discipline**	3-6

Second Semester - 12-22 credits

Elective	Your choice*	3 or 4
Elective	Two to three courses at the 2000-level in a single subject of study from the Arts and Sciences disciplines**	6-12
Elective	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 COURSE CONCENTRATIONS, 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 - 16 credits

	Credits
MAT 1100 and above (excluding 1107)	3
ENG 1111 Freshman Composition	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 - 15 credits

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

YEAR 2

First Semester - 15-18 credits

Elective Business (ACC, MGN, INS, LAW, CIS or HMT) elective	3
Elective Business (ACC, MGN, INS, LAW, CIS or HMT) elective	3
Elective Humanities or Natural Sciences or Social Sciences elective	3 or 4
Elective Your choice	3 or 4
Elective Your choice	3 or 4

Second Semester - 15-17 credits

Elective Business (ACC, MGN, INS, LAW, CIS or HMT) elective	3
Elective Business (ACC, MGN, INS, LAW, CIS or HMT) elective	3
Elective Humanities or Natural Sciences or Social Sciences elective	3 or 4
Elective Business (MGN or LAW)	3
Elective Your choice	3 or 4

**Before one can be enrolled in any course one must satisfy the prerequisites. Concentration in ACC, MGN, INS, CIS or HMT Courses > 2000*

Associate of Arts (Early Childhood Education) AA-ECE

PROGRAMME OVERVIEW

This programme is designed for those students who wish to pursue a career in Early Childhood Education, in addition to teaching as a paraprofessional.

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

As the Programme includes opportunities for observations in private and public educational settings, students entering their second year 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: 61-62

YEAR 1

First Semester - 16 credits

		Credits
CSC 1110	Learning Strategies for Student Success	1
EDU 1102	Foundations of Early Childhood Education	3
ENG 1111	Freshman Composition	3
Elective	MAT (1100-level) elective	3
PSY 1101	Introduction to Psychology	3
SOC 1101	Introduction to Sociology	3

Second Semester - 15 credits

EDU 1103	Introduction to Child Development	3
EDU 1104	Nutrition, Health and Safety in Early Childhood Education	3
ENG 1112	Literary Analysis or ***	
ENG 1115	Writing for Professionals	3
MAT 2233	Statistics I	3
PSY 1102	Introduction to Psychology II	3

YEAR 2

First Semester - 15-16 credits

EDU 2264	Observation and Participation Seminar in Early Childhood Education*	3
EDU 2207	Methods and Instructional Techniques in Early Childhood Education*	3
EDU 2251	Classroom Management	3
ENG 2212	Oral Communications	3
Elective	Natural Science elective	3 or 4

Second Semester - 15 credits

Elective	Humanities/Social Science elective**	3
EDU 2204	Exceptional Children	3
Elective	Education elective	3
EDU 2265	Early Childhood Education Experience*	6

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

**SOC 2251 Sociology of Marriage and the Family is recommended.

***ENG1112 is strongly recommended for students who intend to obtain a Bachelor's degree.

Application deadline for EDU 2265 is at the end of 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

		Credits
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 Composition	3
MAT 1141	Pre-Calculus	3
Elective	Humanities (1100 or higher) elective*	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	
ENG 1115	Writing for Professionals	3
MAT 1152	Calculus I	3

YEAR 2

First Semester - 15 credits

Elective	Accounting, Mathematics, Management, Computer Information Systems, Insurance or Law elective**	3
Elective	Accounting, Mathematics, Management, Computer Information Systems, Insurance or Law elective**	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
Elective	Accounting, Mathematics, Management, Computer Information Systems, Insurance or Law elective**	3
Elective	Accounting, Mathematics, Management, Computer Information Systems, Insurance or Law elective**	3
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.

Associate of Science (Computer Information Systems) AS-CIS

PROGRAMME OVERVIEW

Computer technology is updated and improved upon on a daily, even hourly, basis in the 21st century. Bermuda College's Associate of Science (Computer Information Systems) is reviewed regularly to incorporate the changes and updates in the technology field. IT specialisation and e-commerce courses have been added to the core curriculum. Further, the programme's curriculum equips students with the same level of competency as demonstrated by the internationally recognised certifications of A+, Network+, iNet+, CCNA, GIAC/GSEC, MCP and MOUS.

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

CURRICULUM

TOTAL CREDITS: 64-66

YEAR 1

First Semester - 16 credits

		Credits
CSC 1120	Learning Strategies for Student Success	1
ENG 1111	Freshman Composition	3
MAT 1105 or	College Algebra	
MAT 1131	Finite Mathematics	3
CIS 1120	Introduction to Business Applications of Computers	3
CIS 1125	Introduction to Computer & Information Technology	3
ECM 1110	Generating Web Pages	3

Second Semester - 15 credits

ENG 1112 or	Literary Analysis	
ENG 1115	Writing for Professionals	3
Elective	Business (ACC, MGN, INS, LAW, CIS or HMT) elective	3
MAT 1141 or	Pre-Calculus	
MAT 2233	Statistics I	3
CIS 1130	Data Management	3
CIS 2278	Microcomputer Hardware and Software	3

CIS 1180	COMPUTER INFORMATION SYSTEMS INTERNSHIP*	3
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YEAR 2

First Semester - 15-16 credits

Elective	Humanities or Natural Science or Social Sciences elective	3 or 4
MAT 1152 or	Calculus I	
MAT 2234 or	Statistics II	
MAT 1132	Business Calculus	3
CIS 1155	Programming for Information System I	3
CIS 2231	System Analysis and Design	3
CIS 2290	Networking Technologies	3

Second Semester - 15-16 credits

Elective	Humanities or Natural Science or Social Sciences elective	3 or 4
MGN 2230	Introduction to Project Management	3
CIS 2255	Programming for Information Systems II	3
CIS 2297	Security Fundamentals and Policies	3
CIS 2295	Operating Systems & Infrastructure	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.

The 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

		Credits
CSC 1110	Learning Strategies for Student Success	1
ENG 1111	Freshman Composition	3
HIS 1140 or HIS 1141	World History I World History II	3
Elective	Mathematics (1100-level) elective*	3
Elective	Natural Sciences (1100-level) elective.*	3 or 4
PSY 1101	Introduction to Psychology I	3

Second Semester – 15-16 credits

ENG 1112	Literary Analysis	3
Elective	Your choice**	3
MAT 2233	Statistics I	3
Elective	Natural Sciences (1100-level) elective*	3 or 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	Your choice**	3
Elective	Your choice**	3
PSY 2270	Learning Theory	3

Second Semester – 15 credits

EDU 2202	Children and Their Environment	3
EDU 2251	Classroom Management	3
Elective	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 SCIENCES, SEE PAGE 33.

Associate of Science (Marine Science) AS-MARSCI

PROGRAMME OVERVIEW

Marine Science is an interdisciplinary field, and therefore requires training in many of the basic sciences. The Marine Science Programme is designed to prepare a student for entrance into this field or industry.

CURRICULUM

TOTAL CREDITS: 78-80

		Credits	
YEAR 1			
SUMMER SESSION - 4 credits			
BIO 1121	Principles of Biology I	4	
First Semester - 18 credits			
CSC 1100	Learning Strategies for Student Success	1	
ENG 1111	Freshman Composition	3	
MAT 1105	College Algebra	3	
CHM 1111	Principles Chemistry I	4	
BIO 1122	Principles of Biology II	4	
Elective	Humanities (1100 level) elective	3	
Second Semester - 18 credits			
ENG 1112	Literary Analysis	3	
MAT 1141	Pre-Calculus	3	
CHM 1112	Principles of Chemistry II	4	
PHY 1121	Principles of Physics	4	
EES 1105	Introduction to Oceanography	4	
SUMMER SESSION - 7-8 credits			
NSC 2200	Research Diving Methods	4	
Elective	Natural Science elective	3 - 4	
YEAR 2			
First Semester - 25-26 credits			
MAT 2233	Statistics I	3	
Stream I 23 credits		Stream II 22-23 credits	
EES 1101	Environmental Science 4	CHM 2256	Organic Chemistry I 4
EES 2211	Environmental Geography 3	CHM 2257	Organic Chemistry II 4
Environmental Science course (2000-level)	4	BIO 2210	Cellular Biology 4
Environmental Science course (2000-level)	4	Biology course (2000-level)	4
Biology course (2000-level)	4	Chemistry course (2000-level)	3 or 4
Biology course (2000-level)	4	Computer Science Elective	3
Stream III 23 credits			
BIO 2210	Cellular Biology 4		
Biology course (2000-level)	4		
Biology course (2000-level)	4		
Chemistry course (2000-level)	4		
Biology course (2000-level)	4		
Computer Science Elective	3		
Second Semester - 6 credits			
MAT 2234	Statistics II	3	
Elective	Social Sciences elective	3	
SUMMER SESSION - 8 credits			
Internship (Honours degree student)		4	
Elective	Natural Sciences (2000-level) elective	4	

FOR A LIST OF HUMANITIES AND NATURAL SCIENCES, SEE PAGE 33.

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 Basic Life Support (CPR & AED)
- SCARS Certification
- Moving and Handling completion card
- Hair Folicle 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 Session – 2 credits

NUR 1101	Introduction to Professional Nursing	2
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First semester – 15 credits

NUR 1150	Nursing Fundamentals	8
SOC 1101 or	Introduction to Sociology I	
SOC 1102	Introduction to Sociology II	3
BIO 2211	Anatomy and Physiology I*	4

Second semester – 16 credits

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

Summer Session – 2 credits

NUR 2235	Pharmacology	2
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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
Elective	Humanities (1100-level) elective	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.

FOR A LIST OF HUMANITIES, SEE PAGE 33.

PROGRAMME OVERVIEW

The Pre-Health Science Programme was developed in conjunction with key stakeholders, and is designed to provide a foundation for those interested in allied health professions. It provides a concentrated education pathway that leads to a specific allied health profession. Initial areas of concentration will include, Pre-Medical Science, Medical Laboratory Technician, and Diagnostic Imaging with many other allied health professions evolving.

CURRICULUM

TOTAL CREDITS: 62-63

YEAR 1

First Semester - 16 credits

BIO 1121	Principles of Biology I	4
CSC 1110	Learning Strategies for Student Success	1
MAT 1105	College Algebra	3
ALH 1101	Introduction to Health Care	2
ENG 1111	Freshman Composition	3
Elective	Social Sciences (1100-level) elective	3

Second Semester - 16-17 credits

ENG 1112	Literary Analysis	3
BIO 1122	Principles of Biology II	4
MAT 2233	Statistics I	3
Elective	Social Sciences (1100-level) elective	3
Elective	Natural Sciences (1100-level) elective	3 or 4

YEAR 2

First Semester - 16 credits

BIO 2211	Anatomy and Physiology I	4
ENG 2212	Oral Communication	3
Elective	Foreign Language (1100-level) elective	3
BIO 2222	Medical Microbiology	4
ALH 1102	Medical Terminology	2

Second Semester - 14 credits

BIO 2212	Anatomy and Physiology II	4
PHL 2210	Medical Ethics	3
BIO 2250	Medical Nutrition	4
CIS 1120	Introduction to Business Applications of Computers	3

FOR A LIST OF NATURAL SCIENCES AND SOCIAL SCIENCES, SEE PAGE 33.

PROGRAMME OVERVIEW

The Pre-Health Science Programme with a concentration in Medical Science has been developed for those interested in a career in medicine. The focused programme is designed to prepare students for admission to a medical programme overseas.

CURRICULUM

TOTAL CREDITS: 79

YEAR 1

First Semester - 18 credits

		CREDITS
BIO 1121	Principles of Biology I	4
CSC 1110	Learning Strategies for Student Success	1
MAT 1105	College Algebra	3
CHM 1111	Principles of Chemistry I	4
ENG 1111	Freshman Composition	3
Elective	Social Sciences (1100-level) elective	3

Second Semester - 18 credits

CHM 1112	Principles of Chemistry II	4
BIO 1121	Principles of Biology II	4
BIO 2211	Anatomy and Physiology I	4
ENG 1112	Literary Analysis	3
Elective	Social Sciences (1100-level) elective	3

Summer Session - 11 credits

MAT 2233	Statistics I	3
BIO 2250	Medical Nutrition	4
BIO 2222	Medical Microbiology	4

YEAR 2

First Semester - 18 credits

BIO 2212	Anatomy and Physiology II	4
ENG 2212	Oral Communication	3
MAT 1141	Pre-Calculus	3
CHM 2256	Organic Chemistry I	4
PHY 1121	Principles of Physics I	4

Second Semester - 14 credits

PHL 2210	Medical Ethics	3
CHM 2257	Organic Chemistry II	4
PHY 1122	Principles of Physics II	4
BIO 2260	Pathophysiology	3

FOR A LIST OF SOCIAL SCIENCES, SEE PAGE 33.

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

CSC 1110	Learning Strategies for Student Success	1
ENG 1111	Freshman Composition	3
MAT 1105	College Algebra	3
Elective	Natural Sciences (1100-level) 2 electives in BIO, CHM, EES or PHY	8

Second Semester - 18 credits

ENG 1112	Literary Analysis	3
MAT 1141	Pre-Calculus	3
Elective	Natural Sciences (1100-level) 2 electives in BIO, CHM, EES or PHY	8
Elective	Natural Sciences (1100-level) 1 elective*	4

YEAR 2

First Semester - 18 credits

MAT 1152 or	Calculus I	
MAT 2233	Statistics I	3
Elective	Natural Sciences (2000-level) 2 electives in area of concentration**	8
Elective	Natural Sciences (2000-level) 1 elective	4
Elective	Humanities (1100 or higher) elective	3

Second Semester - 17-19 credits

Elective	Natural Sciences (2000-level) 1 elective in area of concentration	4
Elective	Natural Sciences (2000-level) 1 elective not in your area of concentration	4
Elective	(1100 or higher) 1 elective***	3 or 4
Elective	(2000) 1 elective***	3 or 4
Elective	Social Sciences (1100 or higher) elective	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 on page 31.

***Prerequisites must be met for all courses.

FOR A LIST OF HUMANITIES, NATURAL SCIENCES AND SOCIAL SCIENCES, SEE PAGE 33.

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: 73-77

YEAR 1

First Semester - 18 credits

		Credits
CIS 1120	Introduction to Business Applications of Computers	3
ENG 1111	Freshman Composition	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	
ENG 1115	Writing for Professionals	3

CULINARY ARTS INTERNSHIP - 3 credits

CUL 1119		3
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YEAR 2

First Semester - 19-21 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
Elective	Humanities, Social Sciences or Natural Sciences elective*	3 or 4
Elective	Humanities, Social Sciences or Natural Sciences elective*	3
MAT 1107	Survey of Mathematics	3 or 4

Second Semester - 18-20 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
Elective	Humanities, Social Sciences or Natural Sciences elective*	3 or 4
Elective	Humanities, Social Sciences or Natural Sciences elective*	3 or 4

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

FOR A LIST OF HUMANITIES, NATURAL SCIENCES AND SOCIAL SCIENCES, SEE PAGE 33.

Associate of Applied Science (Heating, Ventilation & Air Conditioning) AAS-HVAC

PROGRAMME OVERVIEW

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

Prerequisite: NCCER Core (8CR)

(Please see NCCER Courses starting on pg. 104)

CURRICULUM

TOTAL CREDITS: 69

YEAR 1

First Semester - 15 credits

CSC 1110	Learning Strategies for Student Success	1
CIS 1120	Introduction to Business Applications of Computers	3
ENG 1111	Freshman Composition	3
MAT 1105	College Algebra I	3

Career Concentration:

HVA 1101	Fundamentals of Heating and Cooling	5
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Second Semester - 16 credits

ENG 1115	Writing for Professionals	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	Social Sciences elective	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: 67-71

YEAR 1

First Semester - 16 credits

		Credits
CSC 1110	Learning Strategies for Student Success	1
ENG 1111	Freshman Composition	3
FAB 1100 or	Food Service I	
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 Professionals	3
FAB 1100 or	Food Service I	
CKN 1102	Kitchen Theory and Practice	4
CUL 1131	Nutrition	2

HMT 1175 SUMMER INTERNSHIP

3

YEAR 2

First Semester - 15-17 credits

ACC 1145	Accounting II	3
MAT 1107	A Survey of Mathematics	3
HMT 1265	Hospitality and Sales Marketing	3
Elective	Humanities, Social Sciences or Natural Sciences elective*	3 or 4
Elective	Humanities, Social Sciences or Natural Sciences elective*	3 or 4

Second Semester - 15-17 credits

HMT 2255	Hospitality Supervisory Practices	3
HMT 2260	Food and Beverage Management	3
MGN 1116	Tourism	3
Elective	Humanities, Social Sciences or Natural Sciences elective*	3 or 4
Elective	Humanities, Social Sciences or Natural Sciences elective*	3 or 4

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

FOR A LIST OF HUMANITIES, NATURAL SCIENCES AND SOCIAL SCIENCES, SEE PAGE 33.

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

PROGRAMME OVERVIEW

The Associate of Applied Science in Motor Vehicle Technology programme at Bermuda College has been developed by the Bermuda College, the National Training Board (NTB), and the auto-motive 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.

Prerequisite: NCCER Core (8CR)

(Please see NCCER Courses starting on pg. 104)

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 Composition	3
MAT 1105	College Algebra I	3

Career Concentration:

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

Second Semester - 12 credits

ENG 1115	Writing for Professionals	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 - 13 credits

MGN 1114	Introduction to Business	3
PHY 1121	Principles of Physics I	4
Elective	Social Sciences elective	3

Career Concentration:

MVT 2107	Braking Systems	1
MVT 2108	Hydraulic Brake Systems	1
MVT 2109	Anti-lock Brake Systems	1

Second Semester - 10 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

FOR A LIST OF SOCIAL SCIENCES, SEE PAGE 33.

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.

Prerequisite: NCCER Core (8CR)
(Please see NCCER Courses starting on pg. 104)

CURRICULUM

TOTAL CREDITS: 70

YEAR 1

First Semester - 19 credits

		CREDITS
CSC 1110	Learning Strategies for Student Success	1
ENG 1111	Freshman Composition	3
MAT 1105	College Algebra I	3
CIS 1120	Introduction to Business Applications of Computers	3

Career Concentration:

PLM 1101	Introduction to the Plumbing Profession, Safety and Tools	4
PLM 1102	Plastic Pipe, Copper, Cast Iron, Steel Pipe and Fittings	3
PLM 1103	Fixtures and Faucets, Drain, Waste and Vent Systems, Water Distribution Systems	2

Second Semester - 16 credits

ENG 1115	Writing for Professionals	3
MAT 1141	Pre-Calculus	3

Career Concentration:

PLM 1104	Commercial Drawings, Hangers and Supports, Installing DWV Piping	4
PLM 1105	Types of Valves, Installing Water Supply Piping, Installing Fixtures and Faucets	3
PLM 1106	Installing Water Heaters, Servicing Fixtures, Valves, and Faucets	3

YEAR 2

First Semester - 20 credits

MGN 1114	Introduction to Business	3
PED or RSO	Physical Education or Registered Student Organisation	1
PHY 1121	Principles of Physics I	4
Elective	Social Sciences elective	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

FOR A LIST OF SOCIAL SCIENCES, SEE PAGE 33.

Our commitment

- Innovative Education
- Quality Instruction
- Unparalleled Student Support



DIPLOMA PROGRAMMES

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

DIPLOMAS:

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SEE PAGES 75 - 113 FOR COURSE DESCRIPTIONS.

Diploma in Computer Network Technology DP-CNTEC

PROGRAMME OVERVIEW

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

ENTRY REQUIREMENTS

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

CURRICULUM

TOTAL CREDITS: 18

YEAR 1

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

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

PROGRAMME OVERVIEW

This diploma is designed for persons who are presently involved in programming but have not received formal training; those seeking international certification (CompTIA, A+, Network +, and OCA/OCP); 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

		Credits
CIS 1155	Programming Information Systems I	3
CIS 2255	Programming Information Systems II	3
CIS 2278	Microcomputer Hardware and System Software	3
CIS 2295	Operating Systems & Infrastructure	3
CIS 2297	Security Fundamentals and Policies	3
MGN 2230	Project Management	3

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

TOTAL CREDITS: 18

Diploma in Culinary Arts DP-CUART

PROGRAMME OVERVIEW

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

CURRICULUM

TOTAL CREDITS: 66

YEAR 1

First Semester - 18 credits

		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 - 15 credits

CUL 1030	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 credits**

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

Diploma in Food & Beverage Management DP-FBMGT

PROGRAMME OVERVIEW

This diploma has been developed to provide persons working in the food and beverage industry the opportunity to receive academic qualifications. It is designed for persons who have joined the industry without any formal certification in the field and requires work experience in the field for a minimum of five (5) years, or approval from the Dean, or that the person possesses an associate degree or higher. This diploma will allow students to formalise their training and experience.

CURRICULUM

YEAR 1

		Credits
CUL 1104	Sanitation and Safety	2
CUL 1106	Purchasing and Product Identification	3
FAB 1100	Food Service	4
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 one can be enrolled in any course, one must satisfy the prerequisites.*

TOTAL CREDITS: 18

Diploma in Heating, Ventilation & Air Conditioning Technology DP-HVAC

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.

Prerequisite: NCCER Core (8CR)

(Please see NCCER Courses starting on pg. 104)

CURRICULUM

TOTAL CREDITS: 36

YEAR 1

First Semester - 5 credits

HVA 1101 Fundamentals of Heating and Cooling

Credits

5

Second Semester - 10 credits

HVA 1102 Mechanical Maintenance

3

HVA 1103 HVAC Controls

3

HVA 1104 Refrigeration System Service

4

YEAR 2

First Semester - 10 credits

HVA 1105 Senior Student Project I

2

HVA 1106 Troubleshooting Heating

3

HVA 2107 Troubleshooting Cooling

3

HVA 2108 Hydronics

2

Second Semester - 11 credits

HVA 2109 Senior Student Project II

2

HVA 2110 System Performance

3

HVA 2111 Energy Management

3

HVA 2112 System Design

3

Diploma in Hospitality Management DP-HSMGT

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: 55

YEAR 1

First Semester - 13 credits

		Credits
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 I	4

Second Semester - 15 credits

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
MGN 1129	Customer Service Skills	3

HMT 1175 **SUMMER INTERNSHIP - 3 credits**

3

YEAR 2

First Semester - 12 credits

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

Second Semester - 12 credits

MGN 1116	Tourism	3
HMT 2255	Hospitality Supervisory Practice	3
HMT 2260	Food and Beverage Management	3
CIS 1120	Intro to Business Applications of Computers	3

Diploma in Motor Vehicle Technology DP-MVTEC

PROGRAMME OVERVIEW

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

Prerequisite: NCCER Core (8CR)
(Please see NCCER Courses starting on pg. 104)

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

Diploma in Plumbing Technology DP-PLUMB

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 degree or higher. 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.

Prerequisite: NCCER Core (8CR)

(Please see NCCER Courses starting on pg. 104)

CURRICULUM

TOTAL CREDITS: 35

YEAR 1

First Semester - 8 credits

PLM 1101	Introduction to the Plumbing Profession, Safety & Tools	4
PLM 1102	Plastic Pipe, Copper, Cast Iron, Steel Piping and Fittings	2
PLM 1103	Fixtures and Faucets, Drains, Waste & Vent Systems, Water Distribution Systems	2

Second Semester - 10 credits

PLM 1104	Commercial Drawings, Hangers and Supports, Installing DWV piping	4
PLM 1105	Types of Valves, Installing Water Supply Piping, Installing Fixtures & Faucets	3
PLM 1106	Installing Water Heaters, Servicing Fixtures, Valves and Faucets	3

YEAR 2

First Semester - 9 credits

PLM 2107	Sizing Water Supply Piping, Potable Water Treatment	3
PLM 2108	Backflow Preventers, Types of Venting, Sizing DWV Systems	4
PLM 2109	Sewage Pumps, Compressed Air	2

Second Semester - 8 credits

PLM 2110	Business Principles for Plumbing, Water Pressure Systems	3
PLM 2111	Codes, Private Water Supply Well systems	3
PLM 2112	Swimming Pools and Hot Tubs, Plumbing for Mobile Homes	2

Diploma in Wood Technology DP-WDTEC

PROGRAMME OVERVIEW

This programme has been designed to meet both the needs of the local carpentry industry and the requirements for the National Training Board (NTB) and the National Centre for Construction Education and Research (NCCER). This course requires that individuals have five (5) years or more experience in the trade or possess an associate 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 starting on pg. 104)

CURRICULUM

TOTAL CREDITS: 38

YEAR 1

First Semester - 9 credits

		Credits
WTC 1101	Orientation, Materials, Fasteners, Hand and Power Tools	1
WTC 1102	Floor, Wall, Ceiling and Roof Framing	4
WTC 1103	Windows and Exterior Doors	4

Second Semester - 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

CERTIFICATE PROGRAMMES

The **Certificate Programme** is designed to provide the graduate with the opportunity for immediate employment in his or 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.

CERTIFICATES:

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Accounting Technician	64
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Electrical Wiring Technology	66
Heating, Ventilation & Air Conditioning Technology	67
Motor Vehicle Technology	68
Plumbing Technology	69
Wood Technology	70

SEE PAGES 75 - 113 FOR COURSE DESCRIPTIONS.

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

		Credits
ENG 1044	Communication for Industry I	3
MAT 1034	Business Mathematics	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 two-year foundational programme is designed primarily for students who require technical core subjects to be successful in technical programmes. This unique programme allows students to complete core courses while exploring the various technical disciplines. It also affords students the opportunity to enhance their knowledge and skills in mathematics, science, communication and computers.

The exposure received in this programme is especially useful for students who may be unsure of their career choice. Upon completion of this foundational Certificate in Applied Science, students may then choose to earn a Certificate, or an Associate's Degree, in a specific trade/discipline (e.g. Plumbing, HVAC, Electrical Wiring Technology, Wood Technology, Motor Vehicles Technology, or Computer Information Systems).

CURRICULUM

TOTAL CREDITS: 50

YEAR 1

First Semester - 13 credits

		Credits
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

First 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, MVT, HVA, CIS)		4

Second Semester - 11 credits

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

**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, 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

Each module is one (1) credit

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

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.

Prerequisite: NCCER Core (8CR)

(Please see NCCER Courses on pg. 104)

CURRICULUM

TOTAL CREDITS: 59

YEAR 1

First Semester - 14 credits

		Credits
CSC 1100	Learning Strategies for Student Success	1
ENG 1044	Communications for Industry I	3
MAT 0014 or	Preparatory College Mathematics I	3
TMM 1001	Technical Math I	
CSM 1101	Computer Skills Module	2
HVA 1101	Fundamentals of Heating and Cooling	5

Second Semester - 16 credits

ENG 1045	Communications for Industry II	3
MAT 0015 or	Preparatory College Mathematics II	3
TMM 1002	Technical Math II	
HVA 1102	Mechanical Maintenance	3
HVA 1103	HVAC Controls	3
HVA 1104	Refrigeration System Service	4

YEAR 2

First Semester - 14 credits

HVA 1105	Senior Student Project I	2
HVA 1106	Troubleshooting Heating	3
HVA 2107	Troubleshooting Cooling	3
HVA 2108	Hydronics	2
TSM 1101	Technical Science I	4

Second Semester - 15 credits

HVA 2109	Senior Student Project II	2
HVA 2110	System Performance	3
HVA 2111	Energy Management	3
HVA 2112	System Design	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.

Prerequisite: NCCER Core (8CR)
(Please see NCCER Courses starting on pg. 104)

CURRICULUM

TOTAL CREDITS: 44

YEAR 1

First Semester - 18 credits

		Credits
CSC 1100	Learning Strategies for Student Success	1
CSM 1101	Computer Skills Module	2
ENG 1044	Communications for Industry I	3
MAT 0014 or	Preparatory College Mathematics I	3
TMM 1001	Technical Math I	
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 or	Preparatory College Mathematics II	3
TMM 1002	Technical Math II	
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 National Training Board (NTB) and National Centre for Construction Education and Research (NCCER) standards for entering the plumbing trade.

Prerequisite: NCCER Core (8CR)
(Please see NCCER Courses starting on pg. 104)

CURRICULUM

TOTAL CREDITS: 58

YEAR 1

First Semester - 17 credits

		Credits
CSC 1110	Learning Strategies for Student Success	1
CSM 1101	Computer Skill Module	2
ENG 1044	Communications for Industry I	3
MAT 0014 or TMM 1001	Preparatory College Mathematics I Technical Math I	3
PLM 1101	Introduction to the Plumbing Profession, Safety and Tools	4
PLM 1102	Plastic Pipe, Copper, Cast Iron, Steel Pipe and Fittings	2
PLM 1103	Fixtures and Faucets, Drain, Waste and Vent Systems, Water Distribution Systems	2

Second Semester - 1 credits

ENG 1045	Communications for Industry II	3
MAT 0015 or TMM 1002	Preparatory College Mathematics II Technical Math II	3
PLM 1104	Commercial Drawings, Hangers and Supports, Installing DWV Piping	4
PLM 1105	Types of Valves, Installing Water Supply Piping, Installing Fixtures and Faucets	3
PLM 1106	Installing Water Heaters, Servicing Fixtures, Valves, and Faucets	3

YEAR 2

First Semester - 13 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
TSM 1101	Technical Science I	4

Second Semester - 12 credits

TSM 1102	Technical Science II	4
PLM 2110	Business Principles for Plumbers, Water Pressure Systems	3
PLM 2111	Codes, Private Water Supply Well Systems	3
PLM 2112	Swimming Pools and Hot Tubs, Plumbing for Mobile Homes	2

Certificate in Wood Technology CT-WDTEC

PROGRAMME OVERVIEW

This programme has been designed to meet both the needs of the local carpentry industry and the requirements of the National Training Board and the National Centre for Construction Education and Research (NCCER). Students in the programme can expect to experience practical assignments, lecturers 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.

Prerequisite: NCCER Core (8CR)

(Please see NCCER Courses starting on pg. 104)

CURRICULUM

TOTAL CREDITS: 61

YEAR 1

First Semester - 18 credits

		Credits
CSC 1100	Learning Strategies for Student Success	1
CSM 1101	Computer Skills Module	2
MAT 0014 or	Preparatory College Mathematics I	3
TMM 1001	Technical Math I	
ENG 1044	Communications for Industry I	3
WTC 1101	Orientation, Materials, Fasteners, Hand and Power Tools	1
WTC 1102	Floor, Wall, Ceiling and Roof Framing	4
WTC 1103	Windows and Exterior Doors	4

Second Semester - 18 credits

ENG 1045	Communications for Industry II	3
MAT 0015 or	Preparatory College Mathematics II	3
TMM 1002	Technical Math II	
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 - 13 credits

TSM 1101	Technical Science I	4
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	3

Second Semester - 12 credits

TSM 1102	Technical Science II	4
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 Introduction to Project Management and Supervision	3



TRANSFER PATHWAYS

Bermuda College has established a number of pathways so that you can earn a bachelor's degree. You can transfer all your credits from your Bermuda College associate degree, study two additional years at an institution abroad, and complete your bachelor's degree.

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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, Bermuda College course transfers must be worked out, case 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:

www.college.bm/pathways

University Programmes Offered in Bermuda

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.



University Programmes Offered in Bermuda

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:

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

Contact:

Bermuda College Recruitment Officer

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

COURSE DESCRIPTIONS

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

CREDIT COURSE DESCRIPTIONS

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Course Descriptions - Credit Courses

All Bermuda College courses are listed below in alphabetical order.

Codes for Courses usually offered:

FA - Fall Semester • SP - Spring Semester • SM - Summer Session
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 in Evidence-Based Reading and Writing and 530 in 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, book-keeping 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 SP

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

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

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

Course Descriptions - Credit Courses

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

ALLIED HEALTH

Introduction to Healthcare

ALH 1101 2 FA

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

Medical Terminology

ALH 1102 2 SM

This course is designed to give students interested in healthcare professions an overview of the principles of medical wording that would assist the student in developing the extensive medical vocabulary used in healthcare occupations. Students will receive a medical terminology foundation through the use of root words, prefixes and suffixes. This course will focus on correct pronunciations, spelling and use of medical terms while providing the students with the knowledge needed to excel at their chosen healthcare profession. It is a required course for all students in the Pre-Health Science Programme. **Prerequisite:** A grade of "C" or better in ENG 0012 or satisfactory performance on the College Placement Test.

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 1122 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

Intermediate Drawing

ART 2211 3 SP

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 FA

A continuation of ART 1122 Introductory Sculpture with opportunity for more individual expression and refinement while focusing on contemporary sculpting practices (fabrication, installation art, public art,

Course Descriptions - Credit Courses

performance art, etc.). The investigation of various materials and tools, including the computer, so as to establish a framework in which students can solve various design problems also occurs. **Prerequisite:** ART 1122

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

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. **Prerequisites:** ART 1120 and 1135

Figure Drawing **ART 2278 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

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. **Prerequisites:** AHS 1126 and AHS 1127

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.

Special Topics in Art History **AHS 2298 3**

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

BIOLOGY

Exclusions: Students cannot receive credit for both BIO 1102 and 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 appro-

Course Descriptions - Credit Courses

ropriate for mature students or persons with post-secondary or broad general experience but without formal science preparation).

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

General Human Biology

BIO 1104 4 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 intercellular 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. Laboratory. **Prerequisite:** BIO1122

Introduction to Pathophysiology

BIO 2260 3

This course offers an introduction to the foundation of pathophysiology and is designed for students who are interested in a career in medicine and allied health. This course is presented as a general overview of the functional changes that result in disease, and selected prevalent diseases are explored by way of the systems of the human body. Throughout the course, an emphasis will be placed on the underlying cellular and molecular mechanism of the physiological abnormalities occurring in clinically prevalent disease states resulting from the regulatory mechanism of the body becoming out of balance. The body systems are covered at different stages of life and case-based exercises allow for the application of the course material to real-life practice in the healthcare context. BIO 2260 students will also have the opportunity to explore current trends in literature regarding the prevention, management and treatment of disease from the functional perspective. An excellent foundation in anatomy and physiology is essential. **Prerequisite:** BIO 2212

Course Descriptions - Credit Courses

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. **Prerequisites:** 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

Principles of Chemistry I

CHM 1111 4 FA

A survey of fundamental principles of physical and inorganic chemistry. Topics include: atomic theory, periodic trends, quantum theory and electronic arrangement, chemical bonding, molecular geometry, gas laws, mass relationships and chemical reactions. **Prerequisites:** A grade of "C" or better in CHM 0013 and MAT 0015. **Corequisite:** MAT 1105

Principles of Chemistry II

CHM 1112 4 SP

A survey of fundamental principles of organic and biological chemistry. Topics include: Chemistry of hydrocarbons; alkanes, alkenes, aldehydes, alcohols, ketones, carboxylic acids, esters, amines and amides and the chemistry of biological molecules; lipids, carbohydrates, amino acids, nucleic acids and enzymes. **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.

COLLEGE SKILLS

Learning Strategies for Student Success

CSC 1110 1 FA/SP/SM

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 SKILLS

Computer Skills Module

CSM 1101 2 FA

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

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 soft-

Course Descriptions - Credit Courses

ware including data representation, data structures, operating systems, application programmes and database management systems; introduction to programming and programming languages; computer communications including the Internet, the world-wide web and e-mail; a brief history of computing; computer security, privacy and ethics. The coursework will cover the material needed for students to take the CompTIA IT Fundamental Certification. **Prerequisite:** A grade of a “C” or better in ENG 0012. Fundamental Computer Literacy or CIS 1120 as a corequisite.

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. Students will get an introduction to Blockchain Technology and how it is now impacting cryptocurrency, FinTech, RegTech, and overall InfoTech. Data privacy and protection will also be covered in this course, with a focus on General Data Protection Regulation (GDPR) and Bermuda’s Personal Information Protection Act (PIPA). The coursework will cover the material needed for students to take the Oracle Database Certification OCA or OCP. **Prerequisites:** CIS 1120 or CIS 1125 and ENG 0012 and MAT 0015.

Programming for Information Systems I **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 and Java. Students learn to develop graphical user interfaces (GUI’s) and use basic programming language structures to develop algorithms for solving various kinds of problems. The coursework will cover the material needed for students to take the Oracle Java Programmer Certification OCA or OCP.

Prerequisites: MAT 0015 and CIS 1125

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

Programming for Information Systems II **CIS 2255 3 FA**

This course is a continuation of Programming for Information Systems I. It focuses on advance programing techniques in Visual Basic and Java. Students will advance their knowledge of programming and using the graphical user interfaces (GUI’s) and use advanced programming language structures to develop algorithms for solving various kinds of problems. The coursework will cover the material needed for students to take the Oracle Java Programmer Certification OCA or OCP.

Prerequisite: CIS 1155

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. The coursework will cover the material needed for students to take the CompTIA A+ Certification. **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. The coursework will cover the material needed for students to take the CompTIA Network+ Certification. **Prerequisite:** CIS 2278

Operating Systems & Infrastructure **CIS 2295 3 FA**

This course is an introduction to concepts and algorithms incorporated in operating systems. It examines interrelationships between operating systems and computer hardware. Compares batch, real-time, and time-sharing operating systems, process management techniques, interrupt, handlers, CPU scheduling algorithm, interlocks, resource allocation, deadlocks, paging, and memory systems are studied. It also introduces advanced topics in the design of operating systems, networking, device management and file management techniques, scheduling algorithms,

Course Descriptions - Credit Courses

security, queuing theories, and comparison of existing operating systems for client-server. Students will also get exposed to virtualisation and virtual environments. The coursework will cover the material needed for students to take the CompTIA Server+, Linux+, Cloud+, and Cloud Essentials+ Certifications. **Prerequisites:** CIS 2278, CIS 2290

Corequisites: CIS 2297

Security Fundamentals and Policies **CIS 2297 3 SP**

This course 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. The coursework will cover the material needed for students to take the CompTIA Security+ Certification and CompTIA CSA/CySA+ Cyber Security Certification. **Prerequisite:** CIS 2290, CIS 2278

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 249 in Reading Comprehension.

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 resumé and a cover letter; developing interviewing and speaking skills. **This course is a certificate course and will not normally transfer into degree programmes.** **Prerequisite:** Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension.

Culinary Mathematics **CUL 1030 3**

This course focuses on mathematics procedures and skills that are vital to the food service industry. Topics include units of measure and unit conversions, recipe scaling, yield percent, purchasing and portioning, recipe costing, kitchen ratios. **This course is a certificate course and will not normally transfer into degree programmes.** **Prerequisite:** Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension.

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 249 in Reading Comprehension.

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 249 in Reading Comprehension.

Introduction to the Preparation of Stocks, Soups & Sauces **CUL 1108 2 FA**

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

Course Descriptions - Credit Courses

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, 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 prerequisites; CUL 1108, CUL 1109, CUL 1110, CUL 1112, CUL 1117

Introduction to Caribbean and Bermudian Cuisine

CUL 1122 2 FA

Introduction to Caribbean and Bermudian Cuisine will expose the student to various commodities that are indigenous to Bermuda and the Caribbean region. This course begins by explaining the history and characteristics of these cuisines, followed by identifying the ingredients used in preparing traditional meat, seafood and vegetarian dishes. This course also covers the preparation of soups, sauces, breads, pastries, and even special Bermudian and Caribbean holiday dishes. Upon completion of this course, the student should understand the culture and common practices of cooking in Bermuda and the Caribbean. **Prerequisites:** A minimum GPA 2.0 or higher in all culinary arts programme courses required as a prerequisite; 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

Course Descriptions - Credit Courses

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 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 249 in Reading Comprehension.

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.

Climate and Our Future **EES 1102 4 FA**

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

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.

Introduction to Oceanography **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, 1102, 1103, or 1105 or BIO 1102 and BIO 1104, or BIO 1121 or 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

Course Descriptions - Credit Courses

and countries; international relations, environmental problems and global social problems. Analysis of thematic and topographic maps.

Prerequisites: 8 credits from EES 1101, 1102, 1103, or 1105 or 6 credits from SOC 1101 and 1102

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

Generating Web Pages

ECM 1110 3 FA

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

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

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 Early Childhood Education

EDU 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 in ENG 0012

Introduction to Child Development

EDU 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 in ENG 0012

Nutrition, Health and Safety in Early Childhood Education

EDU 1104 3

This course will provide the student with a variety of safety concepts. The relationship between nutrition, health and safety will be explored, as well as strategies for communicating wellness concepts to children and families. **Prerequisite:** A grade of "C" or better in ENG 0012

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

Course Descriptions - Credit 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 multicultural, multilingual, and multiracial families. The influence of communities and policies on family functioning is examined.

Prerequisite: EDU 2201

Learning, Cognition & Behaviour

EDU 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:** EDU 1102 and EDU 1103

Exceptional Children

EDU 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:** EDU 1102

Individual Differences in Learning

EDU 2205 3 FA

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

Prerequisite: EDU 1102

Personal, Social-Emotional Development of Children & Adolescents

EDU 2206 3 FA

An examination of the personal, social-emotional and personality development of children and adolescents. **Prerequisites:** EDU 1102 and EDU 1103

Methods and Instructional Techniques in Early Childhood Education

EDU 2207 3

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

Interventions and Support Services for Children and Adolescents

EDU 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:** EDU 1102

Classroom Management

EDU 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.

Prerequisites: PSY 1102 and EDU 1102 or EDU 2201

Observation and Participation Seminar in Early Childhood Education

EDU 2264 3

This course will focus on the role of the learning environment and teacher/child interaction in the Early Childhood Education programme. Students will observe and assist with documenting, planning, evaluating and developing the curriculum in a Bermuda College approved setting under the direction of an experienced educator. **Prerequisites:** EDU 1102 and EDU 1103

Course Descriptions - Credit Courses

Early Childhood Education Experience EDU 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 programme GPA 2.0 and the completion of EDU 2251, EDU 2264 and EDU 2207

Special Themes and Topics in Early Childhood Education EDU 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 Early Childhood Education. The course is offered periodically depending on student interest. **Prerequisite:** A 2000-level course in the subject area.

ELECTRICAL WIRING

How to Study This Course and Achieve

Your Personal Goals

ELN 1101 1 FA

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 overcurrent 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

Course Descriptions - Credit Courses

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 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.

Course Descriptions - Credit Courses

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

Advanced Blueprint Reading: Industrial Specifications

ELN 3126 1 FA

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

Course Descriptions - Credit Courses

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: Require-

ments 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 or she will encounter in the workplace. Topics include: A review of three-phase transformer theory; Review of WYE and DELTA three-phase transformers.

NEC: Overcurrent Protection

ELN 3135 1 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 OPCD-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 Lightning Protection Systems

ELN 4137 1 FA

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

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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 or she will be able to explain automatic vs. semiautomatic control and draw ladder diagrams from a written description of process operation. In addition, the student will examine and study solid state timing devices and describe the special construction, sizing and operation of DC motor starters. Topics include: Control diagrams and drawings 4; Timing devices 1, 2 and 3; Special techniques and components 1, 2 and 3; DC motor controls 1 and 2.

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 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

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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 Methods and Equipment **ELN 4148 1 SP**

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

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. 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 (Parts 1 and 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; Glassbreak 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

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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 or 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.

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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 FA

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 photo-electric 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.

Course Descriptions - Credit Courses

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 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.

Course Descriptions - Credit Courses

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:** Satisfactory performance on the 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 the 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 the 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 the 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 prac-

tices of standard written English. This course is a certificate course and will not normally transfer into degree programmes.

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

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

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

Writing for Professionals

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

Course Descriptions - Credit Courses

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

Women Writers

ENG 2239 3

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

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 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

Course Descriptions - Credit Courses

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.

FRENCH

Beginners French I

FRE 1101 3

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

Beginners French II

FRE 1102 3

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

Intermediate French I

FRE 2211 3

A study of the techniques French composition. Emphasis on grammatical analysis of extended readings, class discussion, translation and essay writing, in French. **Prerequisite:** FRE 1111

Intermediate French II

FRE 2212 3

A continuation of the studies developed in FRE 2211.

Prerequisite: FRE 2211

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.

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 of 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 of blueprints; Test indoor air quality; Identify energy conservation equipment.

Course Descriptions - Credit Courses

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

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 emancipation; Conflict and change during the inter-war years; Genesis of the labour movement; Universal suffrage. The methodology of family history will also be examined. **Prerequisites:** HIS 1140 and HIS 1141

Special Topics in History

HIS 2298 3

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

HOTEL MANAGEMENT

Introduction to Lodging Management

HMT 1120 3 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

Course Descriptions - Credit Courses

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 SP

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

Course Descriptions - Credit Courses

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

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

Special Topics in Management MGN 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 management.

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.

Course Descriptions - Credit Courses

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

Some courses may require the use of computer software.

Basic Mathematics

MAT 0010 0 FA/SP

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

Successor: MAT 0014

College Preparatory Mathematics I

MAT 0014 0 FA/SP/SM

An elementary course developing a foundation in algebra. Topics include linear equations & inequalities, equations of lines, exponents and polynomials. **Prerequisite:** A grade of "C" or better in MAT 0010, or satisfactory performance on the College Placement Test. **Successor:** MAT 0015

College Preparatory Mathematics II

MAT 0015 0 FA/SP/SM

An intermediate algebra course preparing students for entry to college level mathematics. Topics include polynomials with emphasis on factoring and solving quadratic equations, solving rational and radical equations, simplifying complex expressions, and performing basic operations on rational and radical expressions. **Prerequisite:** A grade of "C" or better in MAT 0014, or satisfactory performance on the College Placement Test. **Successor:** MAT 1105, MAT 1107, or MAT 1131

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

Course Descriptions - Credit Courses

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

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.

Course Descriptions - Credit Courses

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.

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 anti-lock brake systems; Service anti-lock 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

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.

Course Descriptions - Credit Courses

Mathematics

NCC 1102 1

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

Hand Tools

NCC 1103 1

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

Power Tools

NCC 1104 1

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

Introduction to Construction Drawings

NCC 1105 1

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

Basic Communication Skills

NCC 1107 1

Provides trainees with techniques for communicating effectively with 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

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

Introduction to Materials Handling

NCC 1109 1

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

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, healthcare 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, 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 SP

This course introduces nursing 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 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

Course Descriptions - Credit Courses

Pharmacology

NUR 2235 2 SM

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

Family Health Nursing

NUR 2240 5 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, NUR 2201 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, NUR 2201 and NUR 2235. **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 encompass multiple systems. Information presented will be synthesized 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 the course.

Prerequisite: A grade of "B-" or better is required to pass this course.

OFFICE ASSISTANTS

Word Processing I

OFA 1011 3

This course will develop touch typing skills and will introduce students to current word processing software applications. Topics will include: Formatting of memos; Letters; Short reports; Basic tables. **This course is a certificate course and will not normally transfer into degree programmes.**

Word Processing II

OFA 1012 3

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

Office Technology Procedures I

OFA 1025 3

This course, which integrates office knowledge and skills, applies an understanding of the roles of administrative support personnel and their activities. Organisational skills and time management are discussed and practiced. Topics include: Telephone techniques; Electronic filing and calendaring; Mail handling. The use of the calculating machines, copiers and fax machines will be practiced. **This course is a certificate course and will not normally transfer into degree programmes.**

Office Technology Procedures II

OFA 1026 3

This course develops critical thinking and problem solving skills necessary in today's business world. Topics include: Business strategies; Meetings and conferences; Travel arrangements; Use of transcription equipment; Oral and written communications; Business etiquette; Ethical behaviour. Voice recognition skills are learned and practiced. Human relations skills will be developed through case studies. Hardware and software technologies that support information creation, storage, retrieval, manipulation and distribution are emphasised. **Prerequisites:** OFA 1011 and OFA 1025. **This course is a certificate course and will not normally transfer into degree programmes.**

Speedwriting Theory and Speed Building

OFA 1030 3

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

Speed Development in Keyboarding

OFA 1035 1

This course requires a previous knowledge of touch keyboarding techniques and provides practice in speed building to a minimum speed of

Course Descriptions - Credit Courses

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

Medical Ethics PHL 2210 3 SP

This course will provide an introduction to ethical principles that increase awareness and provide skills to comprehend and manage ethical dilemmas in healthcare. When values and beliefs differ this can lead to conflict and poor health outcomes. The learner will examine moral principles that regulate standards and codes of conduct which guide decisions and the behaviours of healthcare professionals. Analysis and reflection on concepts of ethics, human rights and social issues, related to healthcare, are essential to promote clinical competence and sensitivity to the needs of the healthcare consumer.

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

PLM 1102 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

PLM 1103 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

PLM 1104 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

PLM 2110 3 SP

Introduces trainees to concepts and practices that are essential for competitive, successful plumbing businesses. Covers basic business accounting and project estimating.

Codes, Private Water Supply Well Systems

PLM 2111 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

PLM 2112 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 authori-

Course Descriptions - Credit Courses

tarian 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 ENG 0012

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.

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, (e.g. Zoroastrianism), to modern day politics and ethnic conflicts, this course will examine critically the history and global impact of Abrahamic monotheism. **Prerequisite:** A grade of “C” or better in ENG 0012

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.

Course Descriptions - Credit Courses

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

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

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.

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 Bermuda. **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

A historical overview of criminological theory presenting biological, psychological, sociological, cultural, political and bisocial theories of the causes of crime and delinquency. Deviance theory, social disorganisation, labelling and delinquency sub-cultural analysis are examined and the works of major theorists are critically explored. **Prerequisites:** SOC 1101 and SOC 1102

Sociology of Punishment and Correction

SOC 2291 3

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

Special Topics in Sociology

SOC 2298 3

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

SPANISH

Beginners Spanish I

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

Course Descriptions - Credit Courses

Spanish for Healthcare Professionals

SPA 1103 2

This foundational course is designed for students in diverse fields of healthcare who have had little or no Spanish previously and who desire effective communication with Spanish speaking populations on matters of health. Students will develop a working knowledge of career-specific terminologies, expressions and practices uniquely applicable to healthcare settings. Students will also gain an appreciation of Hispanic culture to strengthen real-life connections. **Prerequisite:** Satisfactory performance on the College Placement Test with a minimum score of 249 in Reading Comprehension.

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.

Prerequisites: 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. **Prerequisites:** 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

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.

Underwater Robotics

TEC 1135 3

This course offered in conjunction with the annual Bermuda Institute of Ocean Sciences (BIOS) remotely operated vehicle (ROV) challenge will explore the design underwater vehicles as students develop their science technology engineering math and business skills. **Corequisites:** TEC 1004 and TEC 1006

Course Descriptions - Credit Courses

Special Topics in Applied Technology

TEC 2298 3

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

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 (Core)

Technical Math II

TMM 1002 3 SP

This course is a continuation of TMM 1001 were 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

Introduction to Aquaponics

TSM 1103 3

In this course students will explore basic aquaponics systems, plant science, nutrition, physiology and care; nutrient and pH testing, nitrification, denitrification, fish anatomy and nutrition as well as high-tech agriculture.

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.

Course Descriptions - Credit Courses

Flux-Cored ARC Welding

WLD 3112 4

A module that provides the technique of arc welding involving flux to weld pipe.

Gas Tungsten ARC Welding

WLD 3113 4

A module that uses the techniques of joining pipes using the tungsten arc welder.

Gas Tungsten ARC Welding Low Alloy Metals

WLD 3114 4

A module that introduces the more advanced techniques to join low alloy metals and stainless steel.

WOOD TECHNOLOGY

Orientation, Materials, Fasteners, Hand & Power Tools

WTC 1101 1

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

Floor, Wall, Ceiling and Roof Framing

WTC 1102 4

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

Windows and Exterior Doors

WTC 1103 4

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

Drawings; Cold Steel Framing; Exterior Framing and Roof Applications

WTC 1104 4

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

Drywall Installation; Drywall Finishing; Suspended Ceilings

WTC 1105 4

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

Doors & Hardware; Windows, Door-ceiling Trims; Cabinets

WTC 1106 4

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

Properties of Concrete, Reinforcing, Handling and Placing Concrete

WTC 2107 3

The following topics are contained in this module: Identifying materials that form different types of concrete; Constructing basic footing and edge forms; Cutting, bending and tie reinforcing steel; Safety procedures for handling concrete.

Rigging Equipment, Rigging Practices; Trenching and Excavating

WTC 2108 3

The following topics are contained in this module: Performing site layout tasks of distance measuring and differential leveling; Understanding on-site communications.

Foundations and On Grade Slabs, Vertical and Horizontal Formwork

WTC 2109 3

The following topics are contained in this module: Constructing job-built forms; Identifying various manufacturers forms; Studying history; Procedure for erecting tilt-up wall panels.

Advanced Roof, Floor and 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 II: Angular Measurement, Advanced Stair Systems & Introduction to Project Management & Supervision

WTC 2112 3

The following topics are contained in this module: Using geometry and right angle trigonometry to perform calculations related to angular measurements; Identifying techniques to finish wooden staircases; Learning project planning; Scheduling estimating and management.

Bermuda College is dedicated to offering the highest standards of academic and professional excellence



MANY PATHS.
DISCOVER YOURS.

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.

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EXTERNAL CERTIFICATES & PROFESSIONAL DESIGNATIONS

ACCOUNTING

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:

- Diploma in Financial and Management Accounting (RFQ Level 2)
- Diploma in Financial and Management Accounting (RFQ Level 3)
- Diploma in Accounting and Business (RFQ Level 4)

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 RFQ Level 4.

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

Diploma in Financial and Management Accounting (RFQ Level 2)

This diploma 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.

ACCA Diploma in Financial and Management Accounting (RFQ Level 3)

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 Diploma in Financial and Management Accounting RFQ Level 2, 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 Diploma in Financial and Management Accounting, one is not required to complete this a second time.

Diploma in Accounting and Business (RFQ Level 2)

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 Diploma RFQ Level 2 and/or the Intermediate Diploma RFQ Level 3 in Financial and Management Accounting, before attempting the diploma RFQ Level 4. This diploma represents the first three exams of the ACCA Qualification.

CURRICULUM

- F1/FAB TDS ACCA30 Accounting in Business
- F2/FMA TDS ACCA32 Management Accounting
- F3/FFA TDS ACCA34 Financial Accounting
- Foundations in Professionalism***

EXEMPTION:

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

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 on this page*). Students study for the

Division of Professional and Career Education (PACE)

ACCA Qualification after they have completed the Diploma in Accounting and Business RFQ Level 4, but one may wish to complete Diploma in Financial and Management Accounting RFQ Level 2 and/or Diploma in Financial and Management Accounting RFQ Level 3, before attempting RFQ Level 4.

CURRICULUM[†]

Fundamentals Papers

- F1/FAB TDS ACCA30 Accountant in Business
- F2/FMA TDS ACCA32 Management Accounting
- F3/FFA TDS ACCA34 Financial Accounting
- F4/LW TDS ACCA38 Corporate and Business Law
- F5/PM TDS ACCA40 Performance Management
- F6/TX TDS ACCA42 Taxation
- F7/FR TDS ACCA44 Financial Reporting
- F8/AA TDS ACCA46 Audit and Assurance
- F9/FM 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)

[†]Individuals with Accounting or Business degrees may be eligible for exemptions. Visit www.accaglobal.com for exemption details.

CHARTERED PROFESSIONAL ACCOUNTANT (CPA) - CANADA 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
- Intermediate /Advanced Financial Accounting
- Corporate Finance
- Audit and Assurance
- Tax
- Intermediate /Advanced Management Accounting
- Strategy and Governance
- Business Law
- Information Technology

NOTE: See www.cpabermuda.bm for details or contact aburridge@cpaatlantic.ca

CHARTERED PUBLIC ACCOUNTANT (CPA) - U.S.A. 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

Division of Professional and Career Education (PACE)

COMPLIANCE

ASSOCIATION OF CERTIFIED ANTI-MONEY LAUNDERING SPECIALISTS (ACAMS)

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

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

NOTE: Prospective students must bring a copy of their letter of acceptance to the PACE Office prior to registration. Access application details here: www.college.bm/pace/pacedesignations/compliance-certification-programmes

INTERNATIONAL COMPLIANCE ASSOCIATION (ICA)

ANTI-MONEY LAUNDERING TRACK

Topics Include: Understanding Money Laundering, Terrorist Financing and Sanctions; Vulnerabilities of Financial Institutions to Money Laundering and Terrorist Financing; Money Laundering and Terrorist Financing Vulnerabilities of Financial Services; Emerging Technologies and New Payment Methods; Anti-Money Laundering and Combating Terrorist Financing in Practice; Management Obligations and the Risk-based Approach to Money Laundering and Terrorist Financing and more. Full details can be found on: www.college.bm/pace/pacedesignations/ica

Introductory level: Certificate in Anti-Money Laundering **TDS ICA02**

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

Introductory level: Certificate in KYC and CDD **TDS ICA 03**

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

Introductory level: Certificate in Managing Sanctions Risk **TDS ICA04**

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

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

Length - 6 months. Assessment type - 2 written assignments

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

Intermediate level: Advanced Certificate in Managing Sanctions Risk **TDS ICA14**

Length - 6 months. Assessment type - 2 written assignments

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

REGULATORY COMPLIANCE TRACK

Topics include: Understanding the Regulatory Environment; Regulation in Practice; Compliance in Practice, Other Key Compliance Areas; Anti-Money laundering; Financial Crime Prevention; Market Abuse; Managing Risk; Enforcement and more. Full details can be found on: www.college.bm/pace/pacedesignations/ica

Introductory level: Certificate in Compliance **TDS ICA01**

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

Intermediate level: International Advanced Certificate in Regulatory Compliance **TDS ICA16**

Length - 6 months. Assessment type - 2 written assignments

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

Intermediate level: International Advanced Certificate in Business Compliance **TDS ICA17**

Length - 6 months. Assessment type - 2 written assignments

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

Advanced level: International Diploma in Governance, Risk and Compliance **TDS ICA21**

Length - 9 months. Assessment type - 3 written assignments

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

FINANCIAL CRIME PREVENTION TRACK

Topics include: What is Financial Crime? What are the Financial Crime Risks? Fraud Controls Banking - Fraud Typologies; Identity Theft and Cybercrime; Bribery and Corruption; Fraud Response Policy; The English Legal System and more. Full details can be found on:

www.college.bm/pace/pacedesignations/ica

Introductory level: Certificate in Financial Crime Prevention **TDS ICA03**

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

Division of Professional and Career Education (PACE)

Intermediate level: Advanced Certificate in Managing Fraud

TDS ICA15

Length – 6 months. Assessment type – 2 written assignments

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

Advanced level: International Diploma in Financial Crime Prevention

TDS ICA23

Length – 9 months. Assessment type – 3 written assignments

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

KIXKO

KIXKO Orientation

TDS KIXK01

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

KIXKO AML/ATF Risk Based Assessment

TDS KIXK02

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

KIXKO AML/ATF Customer Due Diligence

TDS KIXK03

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

KIXKO AML/ATF Monitoring & Reporting

TDS KIXK04

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

KIXKO AML/ATF Governance & Oversight

TDS KIXK05

Course Description: This course provides senior managers, directors and officers with best practice governance and oversight knowledge to enable compliance with Bermuda Anti-Money Laundering legislation, and to protect the entity and individuals against the threat of money laundering and terrorist financing.

FACILITIES MANAGEMENT

BUILDING OWNERS AND MANAGERS INSTITUTE (BOMI) PROGRAMME OVERVIEW

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

Facilities Management Administrator

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

CURRICULUM*

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

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

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

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

HEALTH AND BEAUTY

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

Health and Safety
Working Relationships
Client Consultations
Preparing the Work
Shampoo, Blow Dry, Cutting

HBP 002 A1

Second Semester

Hair Care

Colouring
Bleaching
Relaxing

HBP 003 A1

Third Semester

Practicum

Open Salon Services

HBP 004 A1

*Students must be 16 years or older

INFORMATION TECHNOLOGY

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 levels
- 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

CDL 1110

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

Division of Professional and Career Education (PACE)

Advanced Modules:

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

LAW

CHARTERED INSTITUTE OF LEGAL EXECUTIVES (CILEx) PROGRAMME OVERVIEW

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

Level 3 Certificate in Law and Practice

The Level 3 Certificate in Law and Practice was developed to recognise the growing number of students who are either interested in a short but rounded introduction to Law and Practice or have a specific learning need within an area of Law and Legal Practice.

This qualification consists of five units, which are individually accumulated. The units are chosen from a suite of 19 units in accordance with the qualification rules (see below). Each unit is regarded as a worthwhile achievement in its own right, and certification is available at unit level. Students can complete the Level 3 Certificate in Law and Practice en-route to the larger (10 unit) Level 3 Professional Diploma in Law and Practice.

Qualification Rules

You can choose from a suite of 19 units to build up your Certificate qualification. To achieve the Level 3 Certificate in Law and Practice, you must achieve five units in accordance with the following rules:

- Law 840 Introduction to Law and Practice
- Law 855 Client Care Skills
- Law 856 Legal Research Skills
- Plus one Practice unit (chosen from the nine Practice units options)
- The Law unit linked to the Practice unit you have chosen.

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

- LAW 840 Introduction to Law & Practice
- LAW 841 Contract Law

- LAW 842 Criminal Law
- LAW 843 Land Law
- LAW 844 Law of Tort
- LAW 845 **Criminal Litigation Practice (Linked to Criminal Law)
- LAW 855 Client Care Skills
- LAW 856 Legal Research Skills
- LAW 890 **Civil Litigation Practice (Linked to Contract Law & Law of Tort)

PLUS 1 Elective Courses (Choice module from the selection below)

- LAW 846 **Family Law (Linked to the Practice of Family Law)
- LAW 892 **Employment Law (Linked to Practice of Employment Law)
- LAW 893 Law of Wills and Succession

Prerequisite: College Placement Test English Reading & Comprehension score of 249 or above.

*Students must be 16 years or older

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

MANAGEMENT

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.

Division of Professional and Career Education (PACE)

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

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

Electives

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

INSTITUTE OF LEADERSHIP AND MANAGEMENT DEVELOPMENT (ILM)

The Institute of Leadership and 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 against UK national VRQ standards. One can register to undertake a qualification through the ILM Centre in 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). This course utilises blended/hybrid instruction.

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.

Division of Professional and Career Education (PACE)

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.

INFORMATION TECHNOLOGY

Microsoft Clips

TDS CLIPS 1

Are you making the most of your recent Office 365 investment? Sure, you're using Excel, Word and Outlook but are you using all of those products' features? Are you taking advantage of Teams, OneDrive and SharePoint to collaborate and communicate efficiently? With an Office 365 license, you will have the tools to succeed. This 12-month subscription gives you access to 300+ courses to ensure that you are prepared to better adopt and utilise Microsoft Office and Windows 10.

BlockChain Technology

TDS 7881

This course provides a general overview of the BlockChain technology in simple English without using technical jargon. It's specifically designed to answer the following questions: What is BlockChain? (What exactly is it?) Non-Technical Technology Overview (How does it work?) Benefits of BlockChain (Why should anyone consider this?) Use Cases (Where and for what apps is it appropriate?) Adoption (Who is using it and for what?) Implementation (How do I get started?) Future of BlockChain (What is its future?)

BlockChain in Healthcare

TDS 6275

This course reviews how BlockChain is being applied in the Healthcare industry. As the industry faces many critical issues, healthcare professionals are turning to, and implementing BlockChain solutions to improve privacy, data integrity, cost reductions, and regulatory compliance. The course will discuss current and new industry use cases, as well as detailed coverage of the regulatory environment. This course focuses on how BlockChain is being used to improve and resolve many of the current and future healthcare industry problems.

Intro to Cybersecurity

TDS 4277

In this training course, you will discover the importance of cybersecurity in information technology. The objective is to understand cyber attacks and the techniques used to take control of an unsecure system.

Division of Professional and Career Education (PACE)

This course also presents the defensive measures security teams can take to prevent attacks, and provides an overview of the malicious software types used in computer networks.

Cyber Foundations

TDS 9701

In this cybersecurity course, you will gain a global perspective of the challenges of designing a secure system, touching on all the cyber roles needed to provide a cohesive security solution. Through lecture, labs, and breakout discussion groups, you will learn about current threat trends across the Internet and their impact on organisational security. You will review standard cybersecurity terminology and compliance requirements, examine sample exploits, and gain hands-on experience mitigating controls. In a contained lab environment, you will work with live viruses, including botnets, worms, and Trojans.

CompTIA Security + Prep Course

TDS 3404

The *Security+ Certification Prep Course* provides the basic knowledge needed to plan, implement, and maintain information security in a vendor-neutral format. This includes risk management, host and network security, authentication and access control systems, cryptography, and organisational security. This course maps to the CompTIA Security+ certification exam (SY0-501). Objective coverage is marked throughout the course. Our Security+ courseware has received the CompTIA Approved Quality Content (CAQC) validation, assuring that all test objectives are covered in the training material.

What is Security+ Certification?

The Security+ certification is considered to be the minimum level of certification for all IT security positions beyond entry-level. This course delivers the core knowledge required to pass the exam and the skills necessary to advance to an intermediate-level security job.

CEH-Certified Ethical Hacker v10

TDS 3617

The goal of this course is to help you master an ethical hacking methodology that can be used in penetration testing to lawfully assess the security of a system. This course delivers in-demand ethical hacking skills while preparing you for the internationally-recognised Certified Ethical Hacker certification exam (312-50) from EC-Council. EC Council security experts have designed over 140 labs, which mimic real-time scenarios to help you “live” through an attack as if it were real. You’ll also be given access to over 2,200 commonly used hacking tools to immerse you into the hacker world.

NOTE: This course includes one exam voucher for the CEH - Certified Ethical Hacker v10 exam (312-50).

SANS GIAC Security Essentials

TDS 100373

With the rise in advanced persistent threats, it is almost inevitable that organisations will be targeted. Whether the attacker is successful in penetrating an organisation’s network depends on the effectiveness of the organisation’s defense. Defending against attacks is an ongoing challenge, with new threats emerging all of the time, including the next generation of threats. Organisations need to understand what really works in cybersecurity. What has worked, and will always work, is taking a risk-based approach to cyber defense. Before your organisation spends a dollar of its IT budget or allocates any resources or time to anything in the name of cybersecurity, three questions must be answered: What is the risk? Is it the highest priority risk? What is the most cost-effective way to reduce the risk? You will learn the language and underlying theory of computer and information security. You will gain the essential and effective security knowledge you will need if you are given the responsibility for securing systems and/or organisations.

CISSP-Certified Information Systems Security Professionals

TDS 9803

This course is the most comprehensive review of information security concepts and industry best practices, and focuses on the eight domains of the CISSP CBK (Common Body of Knowledge) that are covered in the CISSP exam. You will gain knowledge in information security that will increase your ability to successfully implement and manage security programs in any organisation or government entity.

Why take the CISSP Certification Prep Course?

The CISSP exam is challenging, but the benefits are immense. Due to its comprehensive breadth, CISSP is the de facto certification to show competence in cyber roles. It’s also one of the top-paying certifications in IT.

CISM-Certified Information Systems Manager

TDS 9817

The CISM certification program was developed by ISACA for experienced information security management professionals who have experience developing and managing information security programmes and who understand the programmes relationship to the overall business goals. The CISM exam consists of 200 multiple-choice questions that cover the four CISM domains. The American National Standards Institute (ANSI) has accredited the CISM certification programme under ISO/IEC 17024:2003, General Requirements for Bodies Operating Certification Systems of Persons.

Division of Professional and Career Education (PACE)

Architecting on AWS TDS 1395

In this authorized Amazon Web Services (AWS) course, you will learn all the essential skills to architect your IT solutions on AWS. Gain in-depth knowledge of the AWS platform and how to leverage AWS services for your specific cloud-based application. This 3-day, hands-on training provides current AWS cloud best practices and AWS architecture principles covering the entire process of designing IT infrastructure from beginning to end. Since AWS introduces an average of 200 new features and services annually, it is critical that you study the most recent innovations. To reinforce this material, you will also explore case studies with a variety of AWS infrastructure designs and strategies. After the course, you will be fully equipped to build and scale a more efficient and reliable IT solution on the AWS cloud environment.

PROJECT MANAGEMENT

GLOBAL KNOWLEDGE PROJECT MANAGEMENT TRAINING COURSES

Global Knowledge delivers what technology and business process can't—skills. Whether you realise it or not, skills are the key limiter to your success. Organisations are under pressure to respond rapidly to change, meet customer needs and maximise resources. As a project manager, you can help your organisation meet these challenges by establishing consistent, repeatable methodologies that reduce risk, cut waste and provide a competitive advantage.

Project Management Fundamentals

TDS PRO1

In this course, you will learn the fundamentals and best practices of project management through hands-on, real-world exercises. Ensure that you are delivering business value by assessing a project's business case, identifying stakeholders and their relationship to your project, capturing product requirements, and establishing quality metrics to guide the development of your product and reassess the business case. Define product scope to provide clarity for project delivery and create a work breakdown structure to define project scope for the team. Manage your project within the planned budget and schedule by managing change and identifying and managing risks, assumptions, and constraints. You will learn to track the delivery of business value and close projects out cleanly.

I.T. Project Management

TDS PRO2

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

Project Management - Leadership and Communication TDS PRO3

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

Project Management - Risk Management

TDS PRO4

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

Project Management Professional (PMP) Certification Exam Prep Boot Camp

TDS PRO7

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

WORKFORCE DEVELOPMENT

CHILDCARE

CERTIFICATE FOR CHILDCARE ASSISTANCE

The Certificate for Childcare Assistants is a part-time programme which prepares students to work as childcare assistants in nursery schools and preschool settings. The Certificate for Childcare Assistants has been designed and developed to address the growing need for skill and knowledge development in the area of childcare services. The courses provide the opportunity for students to explore a range of child development theories while developing a practical understanding of their applications. Students are required to undertake a practicum.

NOTE: Contact the Division of Professional & Career Education for full course curriculum details.

HEALTHCARE

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 healthcare 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 Healthcare Industry. Those entering this programme must be proficient in English and mathematics. Potential students will be assessed.

CURRICULUM

First Semester

Fundamentals of Healthcare Delivery

CCW 810

This course is designed to provide a fundamental understanding of the requirements and nature of working in a healthcare setting with professionals who are responsible for patient care. Topics covered include: Medical terminology; Professional regulations; Legal and ethical issues governing healthcare 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

The clinical provides practical, hands-on experiences in a diverse group of approved healthcare 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

Once accepted, 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 Association Cardiopulmonary Resuscitation (CPR) for Healthcare Providers (CPR & AED)
- Police Vetting Report
- Proof of valid health insurance
- Moving and Handling completion card

CERTIFICATE IN EMERGENCY MEDICAL TECHNICIAN (EMT) PROGRAMME OVERVIEW

TDS EMT 1

The Certificate 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

Division of Professional and Career Education (PACE)

- 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.

Once accepted into the EMT programme students must submit the following:

- Tuberculosis (TB) Test
- Hepatitis B Test and/or Shot as Required
- Tetanus Shot
- Hair Follicle Drug Screening (Bermuda Hospitals Board only)
- CPR Certificate (American Heart Association)
- Criminal Record Check
- Proof of valid health insurance

MEDICAL ADMINISTRATIVE ASSISTANT TDS NUR55

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

MEDICAL BILLING AND CODING TDS NUR44

Medical billing and coding is one of the fastest growing careers in the 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.

EXERCISE SCIENCE

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
Theory Assessment
Practical assessment

PART 2 FIT 821

Internship
CPR/AED Certification

Division of Professional and Career Education (PACE)

VOCATIONAL

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. This course also covers the requirements for the national standards.

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.

CERTIFIED RESTAURANT SERVER PROGRAMME OVERVIEW **FAB 821**

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.

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.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) 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.

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.

Marine Engine Drivers **NAV 855**

The five-week, Engine Drivers course will cover material required to sit the Bermuda Government Marine & Ports - Engine Drivers Exam. The course will cover, in depth, General Mechanics, Electrical, Boat Safety, Hull & Fittings, Theory of Combustion Engine, Diesel and Gasoline Engines.

Division of Professional and Career Education (PACE)

ONLINE COURSES

COURSE DETAILS: WWW.COLLEGE.BM/PACE

BUSINESS

Advanced Data Analysis	TDS 1210
3D Printing for Educators	TDS 772
Bookkeeping Certificate	TDS 829
Business Research Certificate *Only as a Certificate	TDS 1105
Cash is King	TDS 836
Certificate in Accounting and Finance for Non-Financial Managers	TDS 830
Certificate in Customer Research	TDS 1100
Certificate in Data Analysis	TDS 1200
Certificate in Office Operations	TDS 555
Certificate in Sales	TDS 400
Closing Procedures and Financial Statements	TDS 832
Cyber Security for Managers	TDS 1005
Entrepreneur Boot Camp	TDS 1069
Entrepreneurial Marketing	TDS 1089
Entrepreneurship Certificate	TDS 1070
Entrepreneurship Finance Certificate	TDS 837
Financial Analysis and Planning for Non-Financial Managers	TDS 835
Foundations of Supply Chain Management	TDS 780
General Ledger and Month End Procedures	TDS 833
Identity Theft	TDS 1006
Intermediate Data Analysis	TDS 1205
Legal Office Administration	TDS 455
New 21st Century Strategies for Productivity & Time Management	TDS 804
Office Operations	TDS 556
Practical Math for the Workplace	TDS 1250

Product Prototyping on a Budget Certificate	TDS 1106
Productivity & Time Management Certificate	TDS 1072
Productivity e-Tools	TDS 1074
The Basics of Bookkeeping	TDS 831
The Business Plan	TDS1088
Understanding Debits and Credits	TDS 839

BUSINESS COMMUNICATION

Certificate in Basic Game Design	TDS 1600
Certificate in Business Writing	TDS 1165
Certificate in Customer Service	TDS 1101
Certificate in Presentation Media	TDS 1055
Certificate in Workplace Communication	TDS 1166
Customer Service Leadership	TDS 1103
Effective Copywriting	TDS 1155
Extraordinary Customer Service	TDS 1107
Infographics	TDS 570
Intermediate Video Game Design	TDS 1620
Introduction to Game Design	TDS 1605
Keys to Customer Service	TDS 1102
Negotiation: Get What You Want	TDS 1273
Neuro-Linguistic Programming (NLP) Fundamentals	TDS 1260
Self-Publishing eBooks	TDS 1156
Using Personality Profiles for Better Work Performance	TDS 1279
Writing News and Press Releases	TDS 1168

CAREER SKILLS

Advanced Excel	TDS 1221
Intermediate Excel	TDS 1222
Management Certificate in Non-Profit Administration	TDS 1050

Division of Professional and Career Education (PACE)

Managing Generations in the Workplace	TDS 1372
Mastering Computer Skills for the Workplace	TDS 1172
Mastering Microsoft Excel	TDS 1272

HEALTHCARE

Dementia Care	TDS 1115
Dementia for Family Care Givers	TDS 1116
Key Elements of Elder Care	TDS 1015
Spanish for Medical Professionals	TDS 1025
Spanish for Medical Professionals II	TDS 1026

HUMAN RESOURCES

Business Coaching Certificate	TDS 575
Key Essentials for Conducting Workplace Investigations	TDS 1266
Strategic Project Management Skills for Human Resource Professionals	TDS 564

LEED GREEN WORKPLACE

Leed AP+ Building Design and Construction	TDS 1290
Leed v4 Accredited Professional for Existing Buildings Operation	TDS 1291

MANAGEMENT

Certificate in Non-Profit Administration	TDS 1050
Certificate in Project Management	TDS 560
Certificate in Time and Productivity Management	TDS 1072
Change in the Workplace	TDS 1410
Creating Community & Social Change	TDS 1415
Dealing with Difficult People in the Workplace	TDS 1276
Lean Six Sigma	TDS 1310

Management Certificate	TDS 1285
Managing Generations in the Workplace	TDS 1282
Managing Social Change Certificate	TDS 505
New Strategies for Time and Productivity Management	TDS 1300
Six Sigma Green Belt Certificate	TDS 1320
Strategic Project Management Skills for Human Resource Professionals	TDS 564
Stress Management	TDS 1420
Supervisory & Leadership Certificate	TDS 1286
Workplace Conflict Solutions Certificate	TDS 1275

NEW MEDIA MARKETING

Google Analytics	TDS 1112
Google Apps for Business	TDS 1110
Marketing Essentials Certificate	TDS 1060
Mobile Marketing Certificate	TDS 1090
Podcasting	TDS 565
Video Marketing Certificate	TDS 540
YouTube for Business	TDS 520

PROFESSIONAL DEVELOPMENT FOR TRAINERS & EDUCATORS

Advanced Teaching Online	TDS 763
Certificate in Designing Webinars	TDS 1085
Certificate in Online Teaching	TDS 762
Certificate in Teaching Adults	TDS 774
Certified Online Instructor	TDS 766
Designing Online Instruction	TDS 764
Designing Successful Webinars	TDS 1086
Fostering Online Discussion	TDS 767
Managing & Marketing Webinars	TDS 1087

Division of Professional and Career Education (PACE)

SOCIAL MEDIA FOR BUSINESS

Instagram for Business	TDS 775
Managing Social Media Platforms Certificate	TDS 1080
Social Media for Business Certificate	TDS 545
TWITTER for Business	TDS 500

TECHNOLOGY SKILLS

Advanced Web Design	TDS 347
Certificate in Mastering Excel	TDS 1272
Certificate in Web Design	TDS 350
Coding Certificate	TDS 355
Intermediate Web Design	TDS 346
Introduction to Coding	TDS 351
Introduction to Web Design	TDS 345
Mastering Computer Skills for the Workplace	TDS 1172
WordPress Certificate *Only as a Certificate	TDS 1065

Bermuda College
welcomes everyone
who has ever held the
dream of further
education...and the
desire to learn.

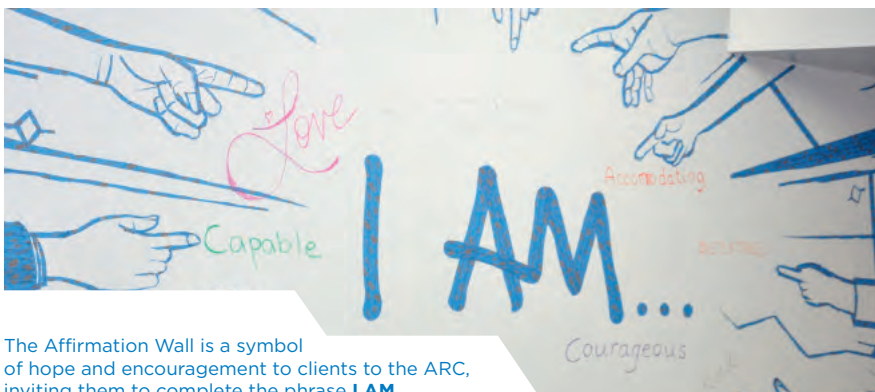


MANY PATHS.
DISCOVER YOURS.

STUDENT RESOURCES

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

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The Affirmation Wall is a symbol of hope and encouragement to clients to the ARC, inviting them to complete the phrase **I AM...**

ACADEMIC RESOURCE CENTRE

The Academic Resource Centre (ARC) 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. Lecturers often direct students to use the ARC. Such referrals should be taken seriously, in order to ensure success.

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

The ARC supports the successful transition and success of students in their first year by offering the College Skills Course (CSC 1110) and Freshmen Orientation.

College Skills Course 1110-Learning Strategies for Student Success

This course is designed to help students improve their college readiness; enhance their college experience; and improve learning skills. Students will master strategies and practice skills that will enable them to learn effectively. Topics include but are not limited to campus resources, campus policies, time management, learning styles, reading strategies, library research, note-taking and study techniques. See the course catalogue for more information about CSC 1110. Students are expected to take CSC 1110 in their first semester of enrollment at Bermuda College.

Freshmen Orientation

The purpose of the orientation is to introduce students to Bermuda College; learn about academic expectations and become familiar with the college campus and its resources. It is an opportunity for you to get to know other students while getting a jump start on your new academic journey. Once you apply to the College and receive your acceptance letter, you will then be invited to register for orientation.

For information, contact:

Dr. Lisa Osborne | Director

■ T: 239-4102 ■ E: losborne@college.bm

COUNSELLING & CAREER CENTRE

Located on the second level of the Library Building, the Counselling & Career Centre (CCC) 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.

We aim to:

- 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.

Student Resources

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!

Accessibility Services

Students who have a mild to moderate documented disability are encouraged to disclose during the admission process to support an early connection with the Coordinator of Accessibility Services. This activates the opportunity to have a supportive transition into the College environment, including discussion of reasonable accommodations based on the student's individual needs. Accommodations may include extended time (assignments/testing), individualised settings for test-taking, reduced course-load, physical access plans, etc. Any information shared is managed with the strictest of confidence and used solely to identify the necessary resources to facilitate student success. See www.college.bm/resources/counselling-career-centre/accessibility-services.

For information, contact:

Ms. Algene Maybury | Coordinator of Accessibility Services
■ Tel: 239-4059 ■ Email: amaybury@college.bm

STUDENT LIFE ACTIVITIES

Student Life cultivates opportunities for personal and professional growth by facilitating a variety of campus activities. Students are encouraged to create and participate in student clubs, Student Government Council (SGC) and the special events sponsored by both. Affiliation and involvement in student clubs provides students with the opportunity to gain hands-on leadership experience, enriching their college learning experience and providing them with the ability to explore personal and career-related interests. Student Life also works to engage our students, faculty and staff in the local community through participation in charity events and other community-based activities. See www.college.bm/life.

STUDENT GOVERNMENT COUNCIL

Student Government Council (SGC)

- Serves as an advocate of student concerns
- Enhances student life on campus with social and other activities
- Fosters stronger bonds within the campus and the external community

SGC is made up of student representatives and strives to have at least one representative from each academic division to raise awareness and speak to the variety of student interests and concerns.

For information, contact:

Mr. Terryn Fray | Student Life Coordinator

■ T: 239-4020 ■ E: tfray@college.bm

STUDENT EMPLOYMENT

Students wishing to work part-time on and off campus may register with the Student Employment Office located in the Counselling & 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 facilitates financial support programmes to offset the educational cost of enrolment at 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 & 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. Cree Watson | Intake Financial Aid Administrator
■ Tel: 239-4018 ■ Email: financialaid@college.bm

Ms. Nikkita Scott | Director, Counselling & Student Activities
Financial Support Committee

■ Tel: 239-4084 ■ Email: nscott@college.bm

Student Resources

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 p.m. - 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:** www.college.bm/resources/library
- **Facebook page:** Bermuda College Library
- Tel: 239-4033
- Email: circulation@college.bm or reference@college.bm

BOOKSTORE

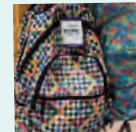
BOOKS AND SUPPLIES THAT WORK AS HARD AS YOU DO!



Stationery



Specialty Gifts



Knapsacks



Art Supplies



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

OPENING HOURS

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

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

FALL SEMESTER EXTENDED HOURS

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

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

SPRING SEMESTER EXTENDED HOURS

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

SUMMER HOURS

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

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

LOCATION: 1st Floor College Centre
CALL FOR MORE INFORMATION 239-4012

SECURITY & SAFETY

Location: 1st Floor College Centre (Room C107)

Hours of Operation:

Monday to Thursday	7:00 a.m. – 9:30 p.m.
Friday	7:00 a.m. – 6:30 p.m.
Saturday	7:00 a.m. – 5 p.m.
Sunday	9:00 a.m. – 5 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

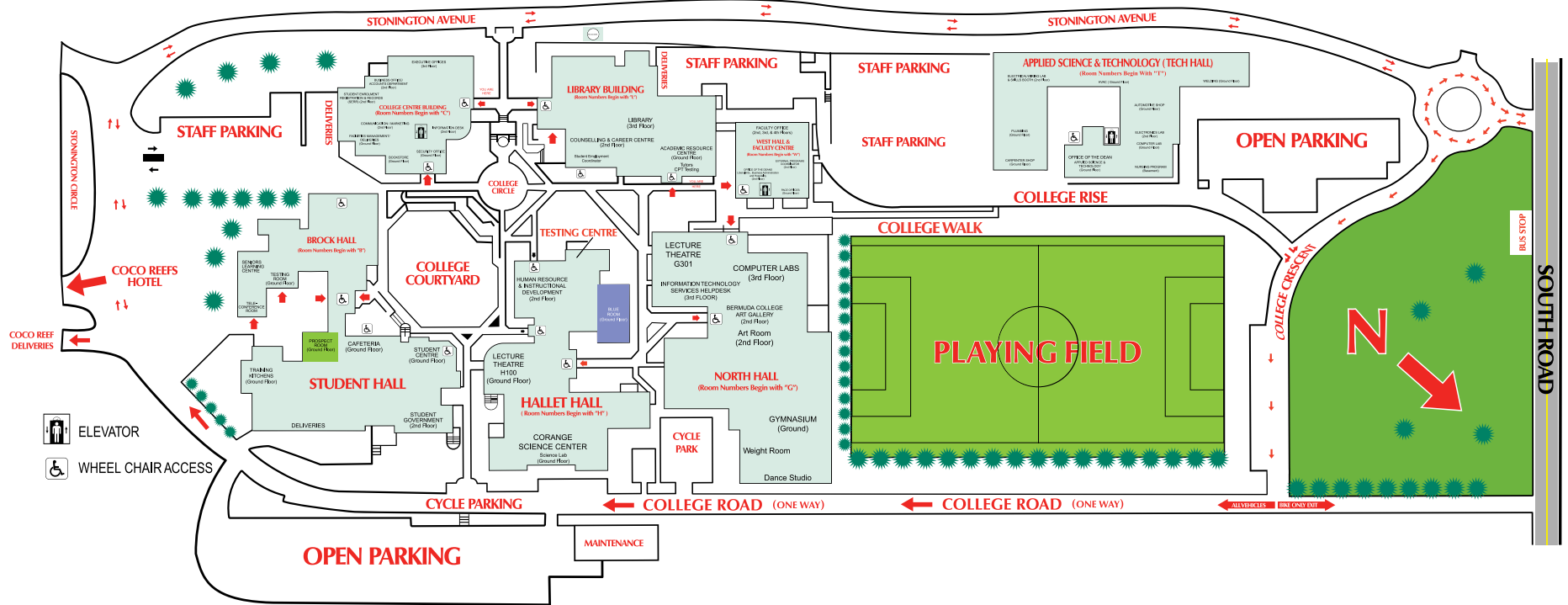
A few pointers: Every one has a right to feel safe on campus. You can help make the campus safe for everyone by:

- 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.



MANY PATHS. DISCOVER YOURS.

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 AND SUPPORT STAFF DIRECTORY

FACULTY comprise both full-time and part-time (adjunct) teaching staff at Bermuda College, whose subject areas are usually housed within one of the Divisions of the College.

SUPPORT STAFF are usually non-teaching employees whose responsibilities and areas of expertise are found in various Departments of the College.

FACULTY AND SUPPORT STAFF:

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Faculty and Support Staff Directory

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