



# SUMMER 2025 COURSE SCHEDULE



**APACE**

ATHORA

DIVISION OF PROFESSIONAL AND CAREER EDUCATION

SEE COURSE LISTINGS ON PAGE 11

## DATES TO REMEMBER

	SUMMER 2025
<b>ONLINE REGISTRATION &amp; PAYMENT OPEN</b>	<b>1 April - 16 May</b>
Request for Funding Support Application Opens	-----
<b>ADMISSIONS DEADLINE</b>	-----
College Closed	18 April
Late Admissions Deadline	-----
Deadline to Request Challenge Exams	-----
Deadline for Application for Transfer Credit	-----
Session Opens	-----
Faculty Professional Development Day	-----
Challenge Exams	-----
New Student Orientation	-----
Last Day for Early Registration	9 May
College Development Day (College Closed @ Noon)	-----
Final CPT Before Semester Start	10 May
Late Registration	12 - 16 May
<b>FIRST DAY OF CLASSES (Credit Courses)</b>	<b>12 May</b>
Add/Drop Period	12 - 16 May
Convocation	-----
Last Day for Tuition Payment	16 May
Last Day to Submit Incomplete Grades	-----
College Closed	23 May
First Day of Professional & Career Education (APACE) Classes	see course schedule
Last Day to Withdraw from Courses Without Financial Penalty	27 May
Census Day	2 June
Payment Plan (Instalment One)	-----
Request for Funding Support Application Closes	-----
Mid-semester Grades Deadline	-----
<b>MID-SEMESTER BREAK</b>	-----
Payment Plan (Instalment Two)	-----
Last Day to Withdraw from Courses Without Academic Penalty	-----
Spirit Day	-----
Student Opinion Survey Opens	-----
Graduation Application Deadline	-----
Admissions Deadline (Nursing)	-----
College Closed	16 June
Last Day of Lectures/Clinicals	29 June
Reading Days (Day Classes Only)	-----
<b>FINAL EXAMS</b>	<b>30 June - 6 July</b>
Semester Grades Deadline	8 July
Faculty Professional Development Day	-----
Graduation Notifications Posted* (5:00 PM)	-----
<b>COMMENCEMENT</b>	-----

**Got Questions?**  
Contact our  
Recruitment  
Officer.



Mr. Tyson Flood

**CONTENTS:**  
**CREDIT COURSES 2025**

Tuition Schedule/Information .....4  
How to Read the Course Listings .....5  
Biology .....6  
Computer Studies .....6  
Cookery & Nutrition .....6  
Diagnostic Imaging .....6  
English Communication.....7  
Management .....7  
Mathematics.....7  
Nursing.....8  
Psychology .....9

**COURSES ARE SUBJECT TO CANCELLATION AND/OR DAY/TIME CHANGES.**

**FOR ATHORA DIVISION OF PROFESSIONAL & CAREER EDUCATION (APACE) NON-CREDIT COURSES, SEE PAGE 11**

# FLAT RATE PER CREDIT

## CREDIT COURSES TUITION SCHEDULE PER SEMESTER

### BERMUDIAN STUDENTS

**TUITION SCHEDULE** (*per semester*): The tuition total is based on the number of credits for which students register. Most courses are 3 credits, however, there are some exceptions. For example: CSC, PED and lab courses.

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

# CREDITS	TOTAL
1	170.00
2	340.00
3	510.00
4	680.00
5	850.00
6	1,020.00
7	1,190.00
8	1,360.00
9	1,530.00
10	1,700.00
11	1,870.00
12	2,040.00
13	2,210.00
14	2,380.00
15	2,550.00
16	2,720.00
17	2,890.00
18	3,060.00

**TOTAL COST FOR 19+ CREDITS =  
TOTAL CREDITS X \$170**

### RESIDENT INTERNATIONAL

**RESIDENT INTERNATIONAL STUDENTS** - Students who are not Bermudian and have been on the Island for less than five years will have to pay the resident international fees.

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

# CREDITS	TUITION PER CREDIT	DIFFERENTIAL FEE	TOTAL
1	170.00	125.00	295.00
2	340.00	250.00	590.00
3	510.00	375.00	885.00
4	680.00	500.00	1180.00
5	850.00	625.00	1475.00
6	1020.00	750.00	1770.00
7	1190.00	875.00	2065.00
8	1360.00	1000.00	2360.00
9	1530.00	1125.00	2655.00
10	1700.00	1250.00	2950.00
11	1870.00	1375.00	3245.00
12	2040.00	1500.00	3540.00
13	2210.00	1500.00	3710.00
14	2380.00	1500.00	3880.00
15	2550.00	1500.00	4050.00
16	2720.00	1500.00	4220.00
17	2890.00	1500.00	4390.00
18	3060.00	1500.00	4560.00

**TOTAL COST FOR 19+ CREDITS =  
TOTAL CREDITS X \$170 + \$1,500**

*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.*

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

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

\* The application fee is valid for two academic years (four semesters) only. Students must reapply after two years.

**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](http://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.

**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.

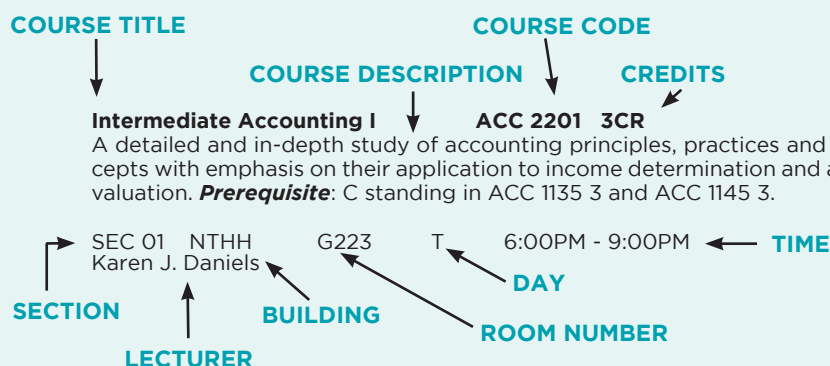
**NO REFUND** after the 10th day of class for each semester.

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.**

**LAB FEES** Check Bermuda College Catalogue for details @ [www.college.bm](http://www.college.bm)**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 class(es) 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 waitlists. The Drop and Withdrawal Form must be submitted to Student Enrolment Registration and Records (SERR).

**HOW TO READ THE COURSE LISTINGS**

**NOTE:** ABBREVIATIONS FOR DAYS OF THE WEEK:

**M** - MONDAY • **T** - TUESDAY • **W** - WEDNESDAY • **R** - THURSDAY • **F** - FRIDAY • **S** - SATURDAY • **U** - SUNDAY

**NOTE:** ABBREVIATIONS FOR BUILDINGS:

**NH** - North Hall • **BH** - Brock Hall • **HH** - Hallett Hall • **TH** - Tech Hall • **WH** - West Hall



## BIOLOGY

### General Human Biology BIO 1104 4CR

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.

SECD1 ONLINE M 6:00PM-7:00PM  
Alnisha Simmons

## COMPUTER STUDIES

### Introduction to Business Applications of Computers CIS 1120 3CR

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.

SECD1 Online  
L'Tanya Roberts

### CIS Internship CIS 1180 3CR

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

SEC01 OFFSITE (various)  
Michael Simmons

## COOKERY & NUTRITION

### Culinary Internship CUL 1119 3CR

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.

SEC01 OFFSITE (various)  
TBA

## DIAGNOSTIC IMAGING

### Introduction to Diagnostic Imaging Technology DIT 1101 2CR

This course provides an overview of the fields of Diagnostic Imaging Technology and its role in health care delivery. Students are introduced to the academic and administrative structures of the profession. Topics include: the history of the development of the field, an introduction to radiation protection, the legal and ethical challenges of the profession, and medical terminology. The importance of communication between the radiographer and the patient is emphasised. **Prerequisites:** BIO 1121, MAT 1105

SEC01 OFFSITE M 6:00PM-8:00PM  
TBA

### Diagnostic Imaging Equipment DIT 1104 2CR

This course provides a basic knowledge of radiographic, fluoroscopic and mobile diagnostic imaging equipment requirements and design. It also provides a review of the quality management component of the radiographic process. Emergency precautions are also discussed throughout the course. **Prerequisites:** A programme GPA of 2.67, BIO 1122, ENG 1111, PSY 1101, CSC 1110, ALH 1102 and a grade of "B-" or better in DIT 1102. **Corequisites:** ENG 1112, BIO 2211, CIS 1120, DIT 1103, DIT 1105, DIT 1106

SEC01 TH T224 W 6:00PM-8:00PM  
TBA

### Principles of Imaging Technology I DIT 1105 2CR

This course provides the basic knowledge of the nature and science of radiation and the factors that govern diagnostic image production. The importance of quality control as it relates to image exposure is also discussed. **Prerequisites:** A programme GPA of 2.67, BIO 1122, ENG 1111, PSY 1101, CSC 1110, ALH 1102 and a grade of "B-" or better in DIT 1102. **Corequisites:** ENG 1112, BIO 2211, CIS 1120, DIT 1103, DIT 1104, DIT 1106

SEC01 TH T224 U 8:30AM-10:30AM  
TBA

### Radiographic Procedures I DIT 1106 2CR

This course provides the knowledge necessary to perform standard imaging procedures to ensure the highest quality of diagnostic images. The student will learn the basic principles of patient positioning as applied to Diagnostic Imaging Radiography. Areas of the body emphasised will be chest, abdomen, upper and lower extremities. **Prerequisites:** A programme GPA of 2.67, BIO 1122, ENG 1111, PSY 1101, CSC 1110, ALH 1102 and a grade of "B-" or better in DIT 1102. **Corequisites:** ENG 1112, BIO 2211, CIS 1120, DIT 1103, DIT 1104, DIT 1105

SEC01 TH T224 T 6:00PM-8:00PM  
TBA

**Clinical Practice I****DIT 1107 4CR**

This course introduces students to the clinical practice in the Radiology Department. It centres around observation and assisting with basic radiographic procedures. Concentration is on radiographic examinations of the chest, abdomen, upper and lower extremities, examination of the basic equipment used and various tests in Radiology. Students will develop the skills to measure outcomes that ensure the well-being of the patient prior to, during and following a radiological procedure. **Prerequisites:** *A programme GPA 2.67, ENG 1112, BIO 2211, CIS 1120, a grade of "B-" or better in DIT 1103, DIT 1104, DIT 1105, DIT 1106. Corequisites:* *DIT 1108*

SEC01 OFFSITE (various)  
TBA

**Clinical Practice II****DIT 2207 2CR**

This course is a continuation of clinical experiences. Students will assist and observe additional radiographic examinations of urinary, upper and lower gastrointestinal tract and gall bladder. **Prerequisites:** *A programme GPA of 2.67, grade of "B-" or better in DIT 1107, DIT 1108 Corequisites:* *BIO 2212, DIT 2201, DIT 2205, DIT 2206, DIT 2208*

SEC01 OFFSITE (Varies)  
TBA

**ENGLISH COMMUNICATION****Preparatory College Writing II** **ENG 0012** **OCR**

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*

SEC01 NH G306 MW 5:30PM-8:30PM  
TBA

**Freshman Composition****ENG 1111** **3CR**

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.*

SEC01 NH G223 MW 5:30PM-8:30PM  
Dwayne Thompson

**Literary Analysis****ENG 1112** **3CR**

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*

SEC01 NH G301 MW 10:00AM-1:00PM  
Sajni Tolaram

**MANAGEMENT****Introduction to Business****MGN 1114 3CR**

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.*

SEC01 Online MW 6:00PM-9:00PM  
Rui De Sa

**Business Analysis and Communication****MGN 2217 3CR**

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*

SEC01 Online TR 6:00PM-9:00PM  
Erwin Lightbourne

**Introduction to Business Analytics****MGN 2260 3CR**

This course introduces the basic concepts and applications of business analytics. Topics include an overview of the analytical process and the role of the analysis. Upon completion students will be able to demonstrate an understanding of analytics for decision-making in business.

**Prerequisites:** *MGN 1114 and ENG 1111.*

SEC01 NH G323 MW 6:00PM-9:00PM  
Erwin Lightbourne

**MATHEMATICS****Preparatory College Mathematics I****MAT 0014** **OCR**

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*

SEC01 NH G307 MW 3:00PM-6:00PM  
Sergio Pitcher

### Preparatory College Mathematics II

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

SEC01 NH G305 MW 6:00PM-9:00PM  
Sergio Pitcher

### College Algebra I

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

SEC03 HH H275 TR 6:00PM-9:00PM  
William Ashby

### Pre-Calculus

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

SEC02 NH G304 TR 6:00PM-9:00PM  
Dana Lightbourne

### Calculus I

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

SEC01 NH G304 TR 10:00AM-1:00PM  
Dana Lightbourne

### Statistics I

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

### MAT 0015 OCR

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

SEC01 HH H275 MW 6:00PM-9:00PM  
William Ashby

## NURSING

### Introduction to Professional Nursing

### NUR 1101 2CR

This introductory nursing course examines the realms of the nursing profession. Topics to be explored cover the history of nursing, nursing leaders, health-care delivery, ethics, legal issues, health and wellness, medical terminology, math for medications, test taking strategies, culture and ethnicity, spirituality, and the nursing process. After completion of this course the student will be prepared to progress into NUR 1150. **Prerequisites:** A programme GPA 2.67, BIO 1121, BIO 1122, CSC 1110, CIS 1120, ENG 1111, ENG 1112, MAT 1100-level or higher, and PSY 1101.

SECD1 Online TR 6:00PM-8:00PM  
Shaunae Smith

### Pharmacology

### NUR 2235 2CR

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. **Prerequisite:** A grade of "B-" or better in NUR 1150.

SEC01 Online W 6:00PM-8:00PM  
TH T224 S 10:00AM-12:00PM  
Shaunae Smith

\*The section is a hybrid, consisting of online and some face-to-face time.

### Adult Health Practicum

### NUR 2251 8CR

This is the capstone course of the ADN, entry level nursing programme. Students in this course examine health issues that are complex and encompass multiple systems. Information presented will be synthesised with knowledge gained in previous courses, specifically pathophysiology, pharmacology, and medical-surgical nursing. In the clinical setting, students will demonstrate the ability to apply the nursing process to the care of individuals with complex needs. Current evidence-based research and implications will be incorporated throughout the course. **Prerequisite:** A grade of "B-" or better is required to pass this course.

SEC01 TH T224 M 8:35AM-12:25PM  
TH T226 T 9:35AM-12:25PM  
OFFSITE S 8:00AM-8:00PM  
Renee Faulcon



## PSYCHOLOGY

### Introduction to Psychology I PSY 1101 3CR

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.**

SEC01	NH	G225	T	6:00PM-9:00PM
	NH	G225	S	10:00AM-1:00PM
Mellisa Gibbons-Tankard				

**REGISTRATION IS OPEN UNTIL MAY 16,**  
**ALSO THE FINAL DAY FOR TUITION PAYMENTS**

## NEED AN ELECTIVE OR HUMANITY?

Elevate your communication skills today  
in **SPANISH** and/or **FRENCH**!

SPA 1101 | SPA 1102 | SPA 1103 | SPA 2201  
FRE 1101 | FRE 2211

Contact Foreign Language Lecturer, Mrs. Tiffany Smith-Richol  
or your Advisor.

ASSOCIATE OF ARTS STUDENTS...  
Concentration in Spanish or French is offered!



## BOOKS AND SUPPLIES THAT WORK AS HARD AS YOU DO!



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

**Monday - Thursday:** 8:45 am - 5:30 pm

**Friday:** 8:45 am - 4:30 pm

### FALL SEMESTER EXTENDED HOURS

**FIRST TWO WEEKS Monday - Thursday:** 8:45 am - 6:30 pm

**First Saturday before semester begins:** 10 am - 2 pm

### SPRING SEMESTER EXTENDED HOURS

**FIRST WEEK:** 8:45 am - 6:30 pm

### SUMMER HOURS

**Monday - Thursday:** 8:45 am - 4:30 pm

**Friday:** 8:45 am - 4:30 pm (subject to change)

**LOCATION:** 1st Floor College Centre  
**CALL FOR MORE INFORMATION** 236-9000 ext. 4310

**BOOKS • BERMUDA COLLEGE APPAREL • SCHOOL SUPPLIES • BAGS • ART SUPPLIES • GIFT ITEMS • SNACKS**

# Division of Nursing and Allied Health

The Division of Nursing & Allied Health is supported and endorsed by the Bermuda Hospitals Board community, and the Bermuda Nursing Council. It offers greater options in healthcare careers on Island. Students have the choice of:

- GENERAL PRE-HEALTH TRACK** for careers in health science, such as occupational therapy, physical therapy and physician assistant; or
- PRE-MEDICAL TRACK** providing pathways in more traditional medical fields such as pre-med, nursing, and veterinary science.

**CONTACT:**  
**RENEE FAULCON**  
Senior Nursing Lecturer  
Tel: 239-4115 Email: rfaulcon@college.bm



## ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA) PROGRAMME

INTERESTED IN BECOMING AN ACCOUNTING PROFESSIONAL?



The Association of Chartered Certified Accountants (ACCA) is a global body for professional accountants. The qualification is relevant to every area of accountancy and finance, and provides options to various financial roles at senior levels within an organisation.

- It is the ideal programme for the average working adult!
- Elective starting points
  - Various study methods from which to choose
  - Great options for relevant on-the-job training

- GET STARTED TODAY ON THE LEVEL THAT BEST SUITS YOUR EXPERIENCE...**
- FOUNDATIONAL**  
a range of certificates and diplomas providing the ideal starting point for anyone new to accounting and finance. Self-assessment required, but normal academic qualifications needed!
  - FUNDAMENTALS**  
GSCSEs or GCE "A" level equivalency, or accounting and business diplomas qualifies you to start at this level

- PROFESSIONAL**  
for graduates with relevant accredited degrees from recognised institutions, with possible eligibility for some exam exemptions
- PLUS!**  
Culturally inherent in the ACCA qualification is its emphasis on EXPERIENCE and ETHICS. Far from focusing only on sitting and passing exams, ACCA provides relevant, supervised, practical experience for all of its clients. It also incorporates two interactive modules for each level, teaching professionalism and ethics.



## CONTENTS: NON-CREDIT COURSES 2025

### ATHORA DIVISION OF PROFESSIONAL & CAREER EDUCATION (APACE)

How to Read the Course Listings .....	5
---------------------------------------	---

#### EXTERNAL CERTIFICATES & PROFESSIONAL DESIGNATION

##### ACCOUNTING

ACCA: Association of Chartered Certified Accountants .....	13
--	----

Artificial Intelligence .....	13
-------------------------------	----

##### COMPLIANCE PROGRAMMES

Association of Certified Anti-Money Laundering Specialists (ACAMS) .....	14
International Compliance Association (ICA) .....	14
KIXKO .....	17

Entertainment and Hospitality .....	18
-------------------------------------	----

Fitness Training .....	18
------------------------	----

Healthcare .....	19
------------------	----

Water Management .....	20
------------------------	----

#### MANAGEMENT

BOMI: Building Owners and Managers Institute .....	20
Project Management and IT Training .....	20
Leading Virtual Teams .....	22
Amazon Web Services (AWS) .....	22
Cyber Security .....	22

Maritime Programme .....	24
Exam Preparation Courses .....	24

#### SHORT ONLINE PROFESSIONAL DEVELOPMENT COURSES

Business .....	26
Business Communication .....	26
Data Science .....	27
Human Resources .....	28
Leadership .....	28
Management .....	29
New Media Marketing .....	30
Personal Development .....	30
Social Media for Business .....	31
Technology Skills .....	31
Training and Development .....	32

**FOR COURSE CODES NOT INDICATED IN THIS SCHEDULE, PLEASE CONTACT THE APACE OFFICE AT 236-9000 EXT. 4117/4119.**

**To secure enrolment, payment must be completed in full prior to the first day of class.**  
**For information on available payment plans,**  
**Please email: [bcaccountsreceivable@college.bm](mailto:bcaccountsreceivable@college.bm)**

**COURSES ARE SUBJECT TO CANCELLATION AND/OR DAY/TIME CHANGES.**

**FOR CREDIT COURSES, SEE PAGE 3**



## A CYBER-ATTACK CAN BE DEVASTATING

WHETHER FROM VIRUS THREATS, BOTNETS, WORMS OR TROJANS!

### SOLUTION!

**Four, day-long sessions, online,  
between September and December**

The Cyber Foundations course at the Athora Division of PACE covers current Internet threat trends, the impact on organisational security, compliance requirements, and provides hands-on experience in a controlled environment.

### 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 lectures, 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.



## EXTERNAL CERTIFICATES & PROFESSIONAL DESIGNATION

### ACCOUNTING

#### ACCA ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

##### DIPLOMA IN FINANCIAL AND MANAGE- MENT ACCOUNTING (RQF LEVEL 2)

This diploma is suitable for anyone looking to pursue an introductory qualification in accounting and finance. This includes school leavers or those already working in supportive roles in the field of accounting. Previous academic qualifications are not required to study this qualification. **All new students must register for membership online** <http://www.accaglobal.com/gb/en/qualifications/apply-now.html#startapp>

##### Recording Financial Transactions (FA1)

TDS ACCA10

This course develops a knowledge and understanding of the operational aspects of maintaining accounting records and procedures relating to invoicing, receipts and payments, recording income and expenditure, the preparation of ledger accounts and the preparation of an initial trial balance. **Corequisite: TDS ACCA12**

SECA1 MW 6:00PM-9:00PM  
12 May – 25 June **\$825**  
Rosina Hardtman

##### Management Information (MA1)

TDS ACCA12

This course develops knowledge and an understanding of how organisations provide basic management information for decision-making, planning and control. **Corequisite: TDS ACCA10**

SECA1 TR 6:00PM-9:00PM  
13 May – 26 June **\$895**  
Rosina Hardtman

*\*Both courses are required for completion of the RFQ Level 2. It is highly recommended that students take both FA1 and MA1 during the same semester.*

##### DIPLOMA IN ACCOUNTING AND BUSINESS (RQF LEVEL 4)

This Diploma is suitable for anyone looking to obtain qualification in accounting and finance. If students do not have any previous academic qualifications, they must seek advisement and approval through the Athora Division of Professional & Career Education (APACE) before attempting the Diploma. This diploma represents the first three exams of the ACCA qualification.

MANY PATHS.  
DISCOVER YOURS.

##### Accountant in Business (F3/FAB)

TDS ACCA30

This module will develop knowledge and understanding of the basic principles of effective management, the business environment and its influence on the operation, the role of the accountant and other key business functions which contribute to an efficient, effective and ethical organisation.

SECA1 TR 6:00PM-9:00PM  
13 May – 26 June **\$895**  
TBD

##### Management Accounting (FMA)

TDS ACCA 32

This module will develop knowledge and understanding of how to prepare and process basic cost and quantitative information to support management in planning and decision-making in a variety of business contexts. **Prerequisite/Corequisites TDS ACCA30 and TDS ACCA34**

SECA1 MW 6:00PM-9:00PM  
12 May – 25 June **\$895**  
TBD

**\*\*Students undertaking the ACCA Qualification courses must receive prior exemption from the Diploma level course work via** <http://www.accaglobal.com/en/qualifications/apply-now/exemptions.html>

ACCA Qualification courses are offered in rotation, in accordance to ACCA progression rules. By completing the courses as offered, students will complete the ACCA qualification requirements in 3 years.

**NOTE:** ACCA textbook fees are included in the course fee. ACCA exam fees are NOT included.

### ARTIFICIAL INTELLIGENCE

#### AI for Administrative Professionals

TDS 1246

In today's fast-paced world, staying ahead means working smarter, not harder. Join us for an engaging Lunch & Learn Workshop where we'll explore how Artificial Intelligence (AI) is revolutionizing administrative roles, boosting productivity, planning events, streamlining workflows, and elevating your impact in the workplace. Don't miss this opportunity to gain valuable insights, network with peers, and discover how AI can be your ultimate efficiency partner!

SECA1 T 12:00PM-4:00PM  
22 April **\$195**  
Clarity Institute

#### Advanced Generative AI and Prompt Engineering for Industry Applications

TDS 1245

Take your knowledge of generative AI to the next level with this advanced course designed for professionals seeking to specialise in AI-driven solutions across industries. Building on foundational skills, this course will focus on advanced prompt engineering, workflow automation, and the customisation of AI models for specific business needs. You'll gain hands-on experience with both ChatGPT and Microsoft Copilot, learning how to leverage the strengths of each tool to optimise business processes, generate insights, and create tailored AI applications.

Throughout five weeks of in-depth sessions, you'll explore how to refine prompts for precision, integrate

generative AI models into existing workflows via APIs, and automate complex business functions with Copilot. You will also delve into data analysis techniques, develop custom AI models, and address ethical considerations such as bias and data privacy.

This course culminates in a final project where you'll design an AI solution tailored to a specific industry, which you will pitch and present in the last session. Graduates will leave with a strong portfolio of work, demonstrating advanced skills in AI implementation and strategic AI project management, making them highly competitive in this rapidly evolving field.

SECA1 T 6:00PM-9:00PM  
13 May – 10 June \$895  
Clarity Institute

## COMPLIANCE PROGRAMMES

### 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. The three course options are as follows:

SECA1 Distance Education	
21 May – 25 June	\$2,195
SECA2 Distance Education	
22 July – 26 August	\$2,195
SECA3 Distance Education	
20 August – 24 September	\$2,195

**NOTE: Prospective students must send a copy of their acceptance letter along with their registration form to [serr@college.bm](mailto:serr@college.bm) at least 21 days prior to the start date. Click the following link for application details: <https://www.college.bm/index.php/pace/pacedesignations/compliance-certification-programmes>**

### INTERNATIONAL COMPLIANCE ASSOCIATION (ICA)

ICA is the leading professional body for the global regulatory and financial crime compliance community. Since 2001, ICA has enhanced the knowledge, skills and behaviour of over 150,000 professionals in 152 countries through their internationally recognised portfolio of professional qualifications awarded in association with Alliance Manchester Business School, the University of Manchester. Visit <https://www.college.bm/index.php/pace/pacedesignations/ica> for course descriptions.

**New ICA students must register for student membership prior to taking a course.**

### ICA SHORT COURSES

#### ICA Demystifying Environmental, Social and Governance (ESG)

TDS ICA41

Environmental, Social and Governance (ESG) is a set of principles that assist a firm in becoming socially responsible. Applied across a number of industries, its popularity has grown rapidly, with an ESG framework now considered essential for many businesses.

Embedding ESG in your organisation helps identify risks and opportunities, maintain regulatory compliance, gain the trust of stakeholders, invite investment and attract and retain talent.

This timely short course, written by subject matter experts, will help you to:

- understand ESG and its importance globally;
- apply key lessons learned from those firms neglecting ESG;
- identify where ESG fits within your organisation; and
- develop best practice to promote strong ESG engagement.

SECA1 Distance Education  
16 June – 16 July \$285

#### ICA Investigations Using Digital Forensics

TDS ICA42

Understanding how digital data is stored, secured and retrieved is particularly important during investigations and when gathering evidence.

- Build your understanding of digital data
- Get to grips with digital forensics and how eDiscovery technologies can be used to assist compliance investigations.

SECA1 Distance Education  
16 June – 16 July \$285

#### ICA Demystifying Cryptocurrencies

TDS ICA40

SECA1 Distance Education  
16 June – 16 July \$285

MANY PATHS.  
DISCOVER YOURS.



ATHORA DIVISION OF PROFESSIONAL AND CAREER EDUCATION

# ARTIFICIAL INTELLIGENCE



**Ready to upskill?  
Needing a skill?  
Or simply curious?**

Partnering with  
**BERMUDA CLARITY  
INSTITUTE** the  
**AI Foundations Course**  
will give you the tools to  
harness the power of this  
amazing new technology.



**AI Learning.**  
This is **YOUR OPPORTUNITY**  
to awaken new career possibilities!



For more information contact:  
ATHORA DIVISION OF PROFESSIONAL & CAREER EDUCATION  
Recruitment Officer T: 239-4099 • E: [readytostart@college.bm](mailto:readytostart@college.bm)

## 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 and course descriptions can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>

### INTRODUCTORY LEVEL

#### Introductory Level: Certificate in Anti Money Laundering TDS ICA02

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
16 June - 16 August **\$895**

### SPECIALIST CERTIFICATES

#### ICA Specialist Certificate in Money Laundering Risks in Correspondent Banking TDS ICA46

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
16 June - 16 August **\$895**

#### ICA Specialist Certificate in Money Laundering Risk in Betting & Gaming TDS ICA45

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
16 June - 16 August **\$895**

#### ICA Specialist Certificate in Combating the Financing of Terrorism TDS ICA43

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
16 June - 16 August **\$895**

#### ICA Specialist Certificate in Trade Based Money Laundering TDS ICA48

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
16 June - 16 August **\$895**

#### ICA Specialist Certificate in Anti Money Laundering and Art TDS ICA52

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
16 June - 16 August **\$895**

## ICA GOVERNANCE RISK AND 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: <https://www.college.bm/index.php/pace/pacedesignations/ica>

### INTRODUCTORY LEVEL

#### Introductory Level: Certificate in Compliance TDS ICA01

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
16 June - 16 August **\$895**

### SPECIALIST CERTIFICATES

#### ICA Specialist Certificate in Conduct Risk TDS ICA50

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
16 June - 16 August **\$895**

#### ICA Specialist Certificate in Artificial Intelligence (AI) for Compliance Professionals TDS ICA 54

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
16 June - 16 August **\$895**

#### ICA Specialist Certificate in Corporate Governance TDS ICA49

SECA1 Distance Education  
16 June - 16 August **\$895**

### ADVANCED LEVEL

#### ICA Advanced Certificate in Governance, Risk, and Compliance Corporate Governance TDS ICA16

SECA1 Distance Education  
13 January - 16 June **\$3,025**



## ICA 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: <https://www.college.bm/index.php/pace/pacedesignations/ica>

### INTRODUCTORY LEVEL

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

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
16 June – 16 August **\$895**

### SPECIALIST CERTIFICATES

**ICA Specialist Certificate in Money Laundering Risk in New Technology** **TDS ICA13**

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
16 June – 16 August **\$895**

**ICA Specialist Certificate in Anti-Corruption** **TDS ICA44**

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
16 June – 16 August **\$895**

**ICA Specialist Certificate in Anti-Corruption** **TDS ICA51**

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
16 June – 16 August **\$895**

## CUSTOMER DUE DILIGENCE/ KNOW YOUR CUSTOMER (KYC) TRACK

Effective KYC or CDD doesn't simply mean taking a copy of a passport to prove identity. CDD checks include analysing the customer lifecycle from on-boarding through to recognising key changes over time and undertaking regular reviews.

Understanding your customer makes great business sense as you respond to their needs, but it is also a hugely effective tool in anti-money laundering, to prevent terrorist financiers and other criminals from exploiting your organisation and the wider financial system. Full details can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>

### INTRODUCTORY LEVEL

**Introductory Level: Certificate in KYC and CDD** **TDS ICA05**

Length – 2 months.  
Assessment type – Multiple choice exam online

SECA1 Distance Education  
16 June – 16 August **\$895**

### ICA MANAGING SANCTIONS TRACK

Understanding the intricacies and challenges of meeting sanctions obligations and implementing a framework to manage sanctions risks is vital for regulatory and financial crime compliance professionals. Sanctions remain a complex yet fascinating topic and crucial for developing a well-rounded strategy in combating financial crime. We have a wide breadth of courses and qualifications that are designed to suit learners of all levels.

Full details can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>

### INTRODUCTORY LEVEL

**ICA Certificate in Managing Sanctions Risk** **TDS ICA04**

Length – 2 months. Assessment type – Multiple choice exam online

SECA1 Distance Education  
16 June – 16 August **\$895**

### KIXKO

Bermuda College has partnered with KIXKO to bring you the AML/ATF Certificate programme. The online programme is designed to enhance the skills of persons pursuing opportunities in the Financial Services Compliance field.

*Students must complete registration for all KIXKO courses no later than 3 business days prior to the course start date.*

**KIXKO Orientation** **TDS KIXK01**

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.

SECA1 Distance Education  
2 June – 2 September **\$55**

SECA2 Distance Education  
7 July – 2 October **\$55**

SECA3 Distance Education  
4 August – 7 November **\$55**

### KIXKO AML ATF Risk Based Assessment

TDS KIXK02

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.

SECA1 Distance Education 2 June – 2 September	<b>\$55</b>
SECA2 Distance Education 7 July – 2 October	<b>\$55</b>
SECA3 Distance Education 4 August – 7 November	<b>\$55</b>

### KIXKO AML ATF Customer Due Diligence

TDS KIXK03

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.

SECA1 Distance Education 2 June – 2 September	<b>\$55</b>
SECA2 Distance Education 7 July – 2 October	<b>\$55</b>
SECA3 Distance Education 4 August – 7 November	<b>\$55</b>

### KIXKO AML ATF Monitoring & Reporting

TDS KIXK04

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.

SECA1 Distance Education 2 June – 2 September	<b>\$55</b>
SECA2 Distance Education 7 July – 2 October	<b>\$55</b>
SECA3 Distance Education 4 August – 7 November	<b>\$55</b>

### KIXKO AML ATF Governance & Oversight

TDS KIXK05

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.

SECA1 Distance Education 2 June – 2 September	<b>\$75</b>
SECA2 Distance Education 7 July – 2 October	<b>\$75</b>
SECA3 Distance Education 4 August – 7 November	<b>\$75</b>

## ENTERTAINMENT AND HOSPITALITY

### Bartending

FAB 815

Bartending is a fast paced, intense course; designed to develop Bar-Ready students! We focus on the basics of bartending and so much more. Students learn about classic cocktails alongside their contemporary variations and then use this knowledge to create unique cocktails! A few Master Classes will be hosted to develop a well-rounded insight into the world of Bartending. Such Master Classes include Infusions, Rum, and Wine!

SECA1 BH B264	M-W 6:00PM-9:00PM	<b>\$775</b>
19 May - 16 July		
George Hayward, Jr.		

**Practical sessions will be held in the bartending lab.**

### The Bermuda Blue Flag Ambassador Course

TDS CUST10

This 4-hour course is all about our people, our culture, and our history. Dating back to the 60s, this course started out as a programme for tour drivers to provide them with the knowledge to service our visitors. After undergoing a substantial remake in the 2000s, this course on Bermuda's engaging history since the 1500s, our unique and evolving culture, and our ever fascinating people, not only attracts participants throughout the Hospitality Industry but those just curious about what made us who we are today. This Bermuda Tourism Authority-endorsed course can be conducted online and in-person. Join the thousands of satisfied Ambassadors who have already taken it!

SECA2	W	5:15AM-9:00PM	<b>\$105</b>
21 May			
C. Riley			
SECA3	S	9:30AM-1:30PM	<b>\$105</b>
28 June			
C. Riley			

## FITNESS TRAINING

### Personal Fitness Trainer

FIT 820

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

SECA1 ONLINE	T	7:30PM-10:30PM	
	S	1:00PM-4:00PM	
3 June – 8 July			<b>\$1,175</b>

**NOTE: Course fee does not include external examination fees and textbooks.**

## HEALTHCARE

### Electronic Health Record Management Certificate

#### TDS NUR43

This programme prepares learners to understand and use electronic records in a medical practice. Learners will review the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

SECA1 Distance Education  
26 May 2025 – 26 May 2026 **\$1,999**

SECA2 Distance Education  
30 June 2025 – 30 June 2026 **\$1,999**

SECA3 Distance Education  
28 July 2025 – 28 July 2026 **\$1,999**

### Health Information Technology Certificate

#### TDS NUR35

This programme will train aspiring healthcare and information technology professionals to be part of the country's emerging health IT industry. Elements of the programme include: a comprehensive overview of human body systems, health information terminology; communication in healthcare, privacy laws, ethical issues, and the role of HIPPA in the digital electronic health record (EHRs). Students will review basic computing, computer architecture, data organisation, programming languages, networking, hardware components, software applications, the HITECH Act, and the concept of "meaningful use". Students will document system interfaces and integration requirements, databases, applications, and operating systems. Includes approaches to assess, select and configure EHRs, how to conduct workflow analysis, functions of all layers of the ISO OSI models, data standards; components of health IT standards (including HL7 and TC215) for health information exchange, and a review of enterprise architecture models. Students will review project management principles, tools, and techniques.

SECA1 Distance Education  
26 May 2025 – 26 May 2025 **\$2,450**

SECA2 Distance Education  
30 June 2025 – 30 June 2026 **\$2,450**

SECA3 Distance Education  
28 July 2025 – 28 July 2026 **\$2,450**

### 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.

SECA1 Distance Education  
26 May 2025 – 26 May 2026 **\$1,299**

SECA2 Distance Education  
30 June 2025 – 30 June 2026 **\$1,299**

SECA3 Distance Education  
28 July 2025 – 28 July 2026 **\$1,299**

### Medical Billing and Coding TDS NUR44

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

SECA1 Distance Education  
26 May 2025 – 26 May 2026 **\$1,799**

SECA2 Distance Education  
30 June 2025 – 30 June 2026 **\$1,799**

SECA3 Distance Education  
28 July 2025 – 28 July 2026 **\$1,799**

### Spanish for Medical Professionals TDS 1025

Students will practice the basic, practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

SECA1 Distance Education  
2 June – 1 August **\$290**

For additional course details please click the following link <http://www.yougotclass.org/course/index.cfm/Bermuda/Spanish-for-Medical-Professionals>

MANY PATHS.  
DISCOVER YOURS.

## WATER MANAGEMENT

### Sustainable Water Management for Small Buildings and Residential Units

TDS HEA7

This course is for every homeowner or maintenance staff member concerned about the quality of your water supply and the management and general upkeep of the water and wastewater installations in your home and /or commercial establishment in Bermuda. This three-session (9-hour) course will equip you with essential skills for safe and sustainable water management, based on national guidelines, international best practices, as well as the latest developments in the sector.

SECA1 T 9:00-5:00PM  
13 May – 27 May **\$315**  
Tarik Smith

### Fundamentals of Drinking Water Treatment and Management

TDS HEA6

This full day workshop delves into the field of drinking water treatment and quality control and the safe and sustainable management of drinking water resources in Bermuda. The blend of interactive lectures and hands-on practical sessions are designed to enhance the knowledge and skills of maintenance personnel, facility managers, educators, students, and specialists in the field.

SECA1 M 9:00-5:00PM  
19 May **\$315**  
Tarik Smith

### Fundamentals of Wastewater Treatment and Management

TDS HEA8

This full day interactive course is geared to maintenance personnel, facility managers as well as educators, students, and specialists in the field of wastewater management. Through a blend of interactive lectures and hands-on practical sessions, this course will provide you with knowledge of the concepts and tools essential for operating small-building, municipal and industrial scale wastewater treatment facilities.

SECA1 M 9:00-5:00PM  
9 June **\$315**  
Tarik Smith

## BOMI BUILDING OWNERS AND MANAGERS INSTITUTE

BOMI designations are backed by the Institute's 40 years of excellence in developing and offering advanced education programmes. They have become marks of distinction throughout the commercial property industry.

The Facilities Management Administrator (FMA) designation benefits new and experienced facilities professionals. The FMA programme helps position facilities managers as key strategic contributors within their organisations 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.

### Ethics is Good Business

RST 887

Ethics Is Good Business® helps you understand the impact that ethical behaviour can have on your professional performance and your property's bottom line.

SECA1 HH W 6:00-9:00PM  
28 May – 2 July **\$795**  
Sheridan Ming

**NOTE: All new students are expected to pay a one-time BOMI enrolment fee of \$265.00 at the BC Business Office. Textbooks are included in the course fee however, external examination fees are not included.**

## PROJECT MANAGEMENT AND IT TRAINING (GLOBAL KNOWLEDGE)

Global Knowledge, a Skillsoft company, has partnered with Bermuda College to deliver 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. We offer training in IT project management, Microsoft Project, Project Management Professional (PMP)® certification preparation and much more. You will learn techniques to manage projects that are on time, meet specifications, on budget and result in higher quality products and services. *PMP is a registered mark of the Project Management Institute, Inc. There are multiple course sections per subject. Choose the date that suits your schedule.*

### Project Management Fundamentals TDS PR01

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

MANY PATHS.  
DISCOVER YOURS.



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.

SECA1 Distance Education M-W 11:30AM-7:30PM  
21 April - 23 April **\$2,385**

SECA2 Distance Education M-W 8:30AM-4:30PM  
28 April - 30 April **\$2,385**

SECA3 Distance Education M-W 11:30AM-7:30PM  
5 May - 7 May **\$2,385**

SECA3 Distance Education M-W 11:30AM-7:30PM  
5 May - 7 May **\$2,385**

SECA4 Distance Education M-W 8:30AM-4:30PM  
12 May - 14 May **\$2,385**

SECA5 Distance Education M-W 11:30AM-7:30PM  
2 June - 4 June **\$2,385**

SECA6 Distance Education M-W 8:30AM-4:30PM  
9 June - 11 June **\$2,385**

SECA7 Distance Education M-W 8:30AM-4:30PM  
21 July - 23 July **\$2,385**

SECA8 Distance Education M-W 8:30AM-4:30PM  
8 August - 6 August **\$2,385**

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

### IT Project Management TDS PR02

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.

SECA1 Distance Education M-W 11:30AM-7:30PM  
7 April - 9 April **\$2,385**

SECA2 Distance Education M-W 8:30AM-4:30PM  
14 April - 16 April **\$2,385**

SECA3 Distance Education M-W 11:30AM-7:30PM  
19 May - 21 May **\$2,385**

SECA4 Distance Education M-W 8:30AM-4:30PM  
27 May - 29 May **\$2,385**

SECA5 Distance Education M-W 11:30AM-7:30PM  
23 June - 25 June **\$2,385**

SECA6 Distance Education M-W 8:30AM-4:30PM  
30 June - 2 July **\$2,385**

SECA7 Distance Education M-W 8:30AM-4:30PM  
14 July - 16 July **\$2,385**

SECA8 Distance Education M-W 8:30AM-4:30PM  
21 July - 23 July **\$2,385**

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

### Project Management - Leadership and Communication TDS PR03

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.

SECA1 Distance Education M-W 8:30AM-4:30PM  
21 April - 23 April **\$2,385**

SECA2 Distance Education M-W 8:30AM-4:30PM  
28 May - 30 May **\$2,385**

SECA3 Distance Education M-W 8:30AM-4:30PM  
23 June - 25 June **\$2,385**

SECA4 Distance Education M-W 8:30AM-4:30PM  
21 July - 23 July **\$2,385**

SECA5 Distance Education M-W 11:30AM-7:30PM  
28 July - 30 July **\$2,385**

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

### Project Management - Risk Management TDS PR04

This course is designed for project managers who want to proactively reduce the probability of project failure. 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 and 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.

SECA1 Distance Education M-W 8:30AM-4:30PM  
16 June - 18 June **\$2,385**

### Project Management Professional (PMP) Certification Exam Prep Boot Camp TDS PR07

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.

SECA2 Distance Education M-R 8:00AM-6:00PM  
19 May - 22 May **\$3,195**

SECA3 Distance Education T-F 11:00AM-9:00PM  
27 May - 30 May **\$3,195**

SECA4 Distance Education M-R 8:00AM-6:00PM  
2 June - 5 June **\$3,195**

SECA5 Distance Education M-R 11:00AM-9:00PM  
9 June - 12 June **\$3,195**

SECA6 Distance Education M-R 8:00AM-6:00PM  
7 July - 10 July **\$3,195**

SECA7 Distance Education M-W 11:00AM-9:00PM  
14 July - 17 July **\$3,195**

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

**Programme Management****TDS 622**

This course is designed for anyone involved in the development and execution of organisational strategy. It is for programme managers as well as people whose role interacts with programmes, including portfolio managers, project managers, operational managers, and executives. You will learn to employ programme management as a tool for ensuring the delivery of organisational benefits. You will also learn to use proven approaches and techniques specific to programme management in complex, multi-project environments. Students pursuing a university-recognised and/or accredited certificate in Canada or continuing education units in the US must attend at least 90% of class time, participate in class exercises and section-knowledge checks, and score at least 70% on an end-of-class, multiple-choice assessment.

SECA2 Distance Education T-F 12:00PM-6:00PM  
27 May – 30 May **\$3,180**

SECA3 Distance Education M-R 12:00PM-6:00PM  
19 August – 21 August **\$3,180**

**LEADING HYBRID AND VIRTUAL TEAMS****Leading Virtual Teams****TDS 624**

The Leading Virtual Teams training course is a one-day interactive class that positions managers of a remote workforce for success. Today's workforce is spread all over the globe. No longer is everyone under one roof, and the benefits are immense. For employers there is decreased turnover and absenteeism, improved retention, cost reduction, and access to a larger pool of talent. For the individual, there is increased flexibility, more independence, and a better work-life balance. But with these perks come challenges.

SECA1 Distance Education W 10:00AM-4:00PM  
4 June **\$745**

**AMAZON WEB SERVICES (AWS)****Architecting on AWS****TDS 1395**

In this authorised 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.

SECA2 Distance Education M-W 8:30AM-4:30PM  
5 May – 7 May **\$2,095**

SECA3 Distance Education M-W 11:30AM-7:30PM  
19 May – 21 May **\$2,095**

SECA4 Distance Education M-W 8:30AM-4:30PM  
9 June – 11 June **\$2,095**

SECA5 Distance Education M-W 11:30AM-7:30PM  
7 July – 9 July **\$2,095**

SECA6 Distance Education M-W 8:30AM-4:30PM  
21 July – 23 July **\$2,095**

SECA7 Distance Education M-W 11:30AM-7:30PM  
4 August – 6 August **\$2,095**

**CYBERSECURITY****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 lectures, 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.

SECA1 Distance Education M-F 8:30AM-4:30PM  
5 May – 9 May **\$3,395**

SECA2 Distance Education M-F 8:30AM-4:30PM  
12 May – 16 May **\$3,395**

SECA3 Distance Education M-F 8:30AM-4:30PM  
7 July – 11 July **\$3,395**

SECA4 Distance Education M-F 8:30AM-4:30PM  
21 July – 25 July **\$3,395**

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

**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.

SECA5 Distance Education M-F 8:30AM-4:30PM  
5 May – 9 May **\$2,970**

SECA6 Distance Education M-F 11:30AM-7:30PM  
12 May – 16 May **\$2,970**



ATHORA DIVISION OF PROFESSIONAL AND CAREER EDUCATION  
IN PARTNERSHIP WITH THE  
CHARTERED FINANCIAL ANALYST (CFA) SOCIETY (BERMUDA)

## FINANCIAL LITERACY

It's never too soon, nor  
too late to learn how  
to save, manage your  
income with a budget  
or plan for retirement.

**ONE night a week  
for THREE weeks,  
and you'll discover  
how to have a  
BRIGHTER  
FINANCIAL FUTURE.**

THROUGH GENEROUS DONATION,  
FROM HSBC FUNDING IS AVAILABLE.



TO REGISTER, OR TO APPLY FOR FUNDING CONTACT  
ATHORA DIVISION OF PROFESSIONAL & CAREER EDUCATION  
Recruitment Officer T: 239-4099 • E: readytostart@college.bm  
[www.college.bm](http://www.college.bm)

SECA7	Distance Education	M-F	8:30AM-4:30PM	<b>\$2,970</b>
2 June – 6 June				
SECA8	Distance Education	M-F	11:30AM-7:30PM	<b>\$2,970</b>
9 June – 13 June				
SECA9	Distance Education	M-F	8:30AM-4:30PM	<b>\$2,970</b>
14 July – 18 July				
SECA10	Distance Education	M-F	11:30AM-7:30PM	<b>\$2,970</b>
21 July – 25 July				
SECA11	Distance Education	M-F	11:30AM-7:30PM	<b>\$2,970</b>
4 August – 8 August				
SECA12	Distance Education	M-F	8:30AM-4:30PM	<b>\$2,970</b>
11 August – 15 August				

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

### CEH - Certified Ethical Hacker v13

**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.

SECA2	Distance Education	M-F	8:30AM-4:30PM	<b>\$3,595</b>
12 May – 16 May				
SECA3	Distance Education	M-F	11:30AM-7:30PM	<b>\$3,595</b>
23 June – 27 June				
SECA4	Distance Education	M-F	8:30AM-4:30PM	<b>\$3,595</b>
14 July – 18 July				
SECA5	Distance Education	M-F	8:30AM-4:30PM	<b>\$3,595</b>
28 July – 1 August				
SECA6	Distance Education	M-F	8:30AM-4:30PM	<b>\$3,595</b>
11 August – 15 August				

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

**This course includes one exam voucher for the CEH - Certified Ethical Hacker v13 exam (312-50)**

### CISSP - Certified Information Systems Security Professionals

**TDS 9803**

#### 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**.



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 programmes in any organisation or government entity.

SECA5 Distance Education M-F 12:00PM-9:30PM  
12 May – 16 May **\$3,095**

SECA6 Distance Education M-F 8:00AM-5:30PM  
19 May – 23 May **\$3,095**

SECA7 Distance Education M-F 8:00AM-5:30PM  
6 June – 13 June **\$3,095**

SECA8 Distance Education M-F 11:00AM-8:30PM  
23 June – 27 June **\$3,095**

SECA9 Distance Education M-F 11:00AM-8:30PM  
7 July – 11 July **\$3,095**

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

### CISM - Certified Information Systems Manager TDS 9817

The CISM certification programme was developed by ISACA for experienced information security management professionals who have experience developing and managing information security programmes and who understand the programme's 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.

SECA1 Distance Education T-F 8:00AM-5:00PM  
21 April – 24 April **\$2,695**

SECA2 Distance Education T-F 8:00AM-5:00PM  
5 May – 8 May **\$2,695**

SECA3 Distance Education M-R 8:00AM-5:00PM  
7 July – 10 July **\$2,695**

SECA4 Distance Education M-R 8:00AM-5:00PM  
14 July – 17 July **\$2,695**

For additional dates please click the following link  
<https://enroll.globalknowledge.com/BC/en-us/>

## EXAM PREPARATION COURSES

### MARINE LICENSE

#### Marine Engine Drivers Course NAV 855

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

SECA1 M  
19 May – 16 June **\$595**  
Jeffrey Patterson

**Note: Course fee does not include materials and examination fees**

### REAL ESTATE LICENSE

#### Introduction to Real Estate RST 860

The Introduction to Real Estate course provides the fundamental knowledge required for those navigating the Bermuda real estate market and those entering the real estate industry. The content for the course is designed around the requirements for the Bermuda Real Estate Exam.

SECA1 NH G304 M 6:00PM-9:00PM  
19 May – 7 July **\$595**  
Frederica Forth

**Note: Course fee does not include materials and examination fees**

### PROJECT MANAGEMENT AND IT TRAINING

INTERESTED IN A GLOBALLY  
RECOGNISED CERTIFICATION?  
EXCITING project management programmes and IT  
courses recognised internationally as the 'GOLD STANDARD'  
in IT training are available at Bermuda College.



LEARN MORE:  
[www.college.bm/pace](http://www.college.bm/pace)  
TO GET STARTED EMAIL:  
[readytostart@college.bm](mailto:readytostart@college.bm)







Course details: [WWW.COLLEGE.BM/PACE](http://WWW.COLLEGE.BM/PACE)

ALL STUDENTS REGISTERING FOR ONLINE COURSES MUST BE PROFICIENT WITH COMPUTERS.

## THE CERTIFICATE IN BASIC HORTICULTURE

Designed in collaboration with the Department of Workforce Development



- **PREPARES STUDENTS** with the skills and knowledge required for careers in the landscaping and horticulture industries.

- **QUALIFIES STUDENTS** to work in grounds maintenance, plant nurseries, landscaping, garden centres, golf courses, lawn care, and parks and recreation areas.

### Topics Covered:

- ~ Introduction and Overview of the Landscaping and Horticultural Industry
- ~ Bermuda Plant Knowledge and Identification
- ~ Plant Anatomy, Physiology, and Soil Science
- ~ Natural History, Conservation, and Biodiversity
- ~ Operation and Maintenance of Horticulture Equipment
- ~ Plant Maintenance and Pruning
- ~ Plant Propagation
- ~ Ground Preparation and Plant Installation
- ~ Turf Management, Weeds, Pests, and Diseases



## SHAPE UP AND STEP IT UP...

You like to work out and it shows!  
Now consider something more challenging  
and financially rewarding...

### BECOME A NATIONALLY CERTIFIED PERSONAL FITNESS TRAINER IN BERMUDA!

With the widely acclaimed and accredited

**WORLD INSTRUCTOR TRAINING SCHOOLS  
(W.I.T.S) PROGRAMME**

Learn what it takes to become a Personal Fitness Trainer.  
"Educational Excellence for Fitness Professionals"

**APPROVED FOR - Massage Therapists, Occupational  
Therapists and Athletic Trainers**

## SHORT ONLINE PROFESSIONAL DEVELOPMENT COURSES

### BUSINESS

#### Bookkeeping Certificate (Full Certificate)

TDS 829

SECA1 Distance Education  
2 June – 29 August

\$495

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Bookkeeping-Certificate>

#### Understanding Debits and Credits

TDS 839

SECA1 Distance Education  
2 June – 27 June

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/Understanding-Debits-and-Credits>

#### General Ledger and Month End Procedures

TDS 833

SECA1 Distance Education  
7 July – 1 August

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/General-Ledger-and-Month-End-Procedures>

#### Closing Procedures and Financial Statements

TDS 832

SECA1 Distance Education  
4 August – 29 August

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/Closing-Procedures-and-Financial-Statements>

#### Certificate in Accounting and Finance for Non-Financial Managers

TDS 830

SECA1 Distance Education  
2 June – 29 August

\$495

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Accounting-and-Finance-for-Non-Financial-Managers>

#### Accounting and Finance for Non-Financial Managers

TDS 834

SECA1 Distance Education  
2 June – 27 June

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/Accounting-and-Finance-for-Non-Financial-Managers>

#### Cash is King

TDS 836

SECA1 Distance Education  
7 July – 1 August

\$195

<http://www.yougotclass.org/course/index.cfm/Bermuda/Cash-is-King>

#### Financial Analysis and Planning for Non-Financial Managers

TDS 835

SECA1 Distance Education  
4 August – 29 August

\$195

<http://www.yougotclass.org/course/index.cfm/Bermuda/Financial-Analysis-and-Planning-for-Non-Financial-Managers>

#### Entrepreneurship Certificate

TDS 1070

SECA1 Distance Education  
2 June – 29 August

\$495

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Entrepreneurship-Certificate>

#### Entrepreneur Boot Camp

TDS 1069

SECA1 Distance Education  
6 June – 27 June

\$195

<http://www.yougotclass.org/course/index.cfm/Bermuda/Entrepreneur-Boot-CAMP>

#### The Business Plan

TDS 1088

SECA1 Distance Education  
7 July – 1 August

\$195

<http://www.yougotclass.org/course/index.cfm/Bermuda/The-Business-Plan>

#### Entrepreneurial Marketing

TDS 1089

SECA1 Distance Education  
4 August – 29 August

\$195

<http://www.yougotclass.org/course/index.cfm/Bermuda/Entrepreneurial-Marketing>

#### Certificate for QuickBooks

TDS 826

SECA1 Distance Education  
2 June – 1 August

\$395

<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Quickbooks-Online>

#### QuickBooks Level 1

TDS 827

SECA1 Distance Education  
2 June – 27 June

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/QuickBooks-Online--Level-1>

#### QuickBooks Level 2

TDS 828

SECA1 Distance Education  
7 July – 1 August

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/QuickBooks-Online--Level-2>

#### The Basics of Bookkeeping

TDS 831

SECA1 Distance Education  
7 July – 1 August

\$195

<http://www.yougotclass.org/course/index.cfm/Bermuda/The-Basics-of-Bookkeeping>

### BUSINESS COMMUNICATION

#### Certificate in Basic Game Design

TDS 1600

SECA1 Distance Education  
2 June – 1 August

\$395

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Basic-GAME-Design>

### Introduction to Game Design TDS 1605

SECA1 Distance Education  
2 June – 27 June **\$245**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-GAME-Design>

### Intermediate Video Game Design TDS 1620

SECA1 Distance Education  
7 July – 1 August **\$245**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Video-GAME-Design>

### Certificate in Business Writing TDS 1165

SECA1 Distance Education  
2 June – 29 August **\$495**

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Business-Writing>

### Business Writing TDS 1170

SECA1 Distance Education  
2 June – 27 June **\$195**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Business-Writing>

### Effective Copywriting TDS 1155

SECA1 Distance Education  
7 July – 1 August **\$195**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Effective-Copywriting>

### Writing News and Press Releases TDS 1168

SECA1 Distance Education  
4 August – 29 August **\$195**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Writing-News-and-Press-Releases>

### Certificate in Customer Service TDS 1101

SECA1 Distance Education  
2 June – 1 August **\$245**

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Customer-Service>

### Keys to Customer Service TDS 1102

SECA1 Distance Education  
7 July – 1 August **\$145**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Keys-to-Customer-Service>

### Extraordinary Customer Service TDS 1107

SECA1 Distance Education  
7 July – 1 August **\$145**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Extraordinary-Customer-Service>

### Certificate in Workplace Communication TDS 1166

SECA1 Distance Education  
2 June – 29 August **\$595**

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Workplace-Communication>

### Conflict Management TDS 1271

SECA1 Distance Education  
2 June – 27 June **\$245**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Conflict-Management>

### Collaborative Management TDS 1283

SECA1 Distance Education  
2 June – 27 June **\$245**

<https://www.ugotclass.net/course/index.cfm/Lern/Collaborative-Management>

### Using Personalities Profiles for Better Work Performance TDS 1279

SECA1 Distance Education  
4 August – 29 August **\$245**

<https://www.yougotclass.org/course/index.cfm/Bermuda/Using-Personality-Profiles-for-Better-Work-Performance>

## DATA SCIENCE

### Certificate in Data Analysis TDS 1200

SECA1 Distance Education  
2 June – 29 August **\$495**

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis>

### Introduction to Data Analysis TDS 1195

SECA1 Distance Education  
2 June – 27 June **\$195**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Data-Analysis>

### Intermediate Data Analysis TDS 1205

SECA1 Distance Education  
7 June – 1 August **\$195**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Data-Analysis>

### Advanced Data Analysis TDS 1210

SECA1 Distance Education  
4 August – 29 August **\$195**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Data-Analysis>

### Certificate in Mastering Excel TDS 1220

SECA1 Distance Education  
2 June – 29 August **\$495**

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel>



**Mastering Microsoft Excel** **TDS 1272**  
SECA1 Distance Education  
2 June – 29 August **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Mastering-Microsoft-Excel>

**Intermediate Excel** **TDS 1222**  
SECA1 Distance Education  
7 June – 1 August **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Excel>

**Advanced Excel** **TDS 1221**  
SECA1 Distance Education  
4 August – 29 August **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Excel>

**Power BI** **TDS 1215**  
SECA1 Distance Education  
2 June – 29 August **\$495**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI>

**Introduction to Power BI** **TDS 1212**  
SECA1 Distance Education  
2 June – 27 June **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Power-BI>

**Intermediate Power BI** **TDS 1213**  
SECA1 Distance Education  
7 July – 1 August **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Power-BI>

**Advanced Power BI** **TDS 1214**  
SECA1 Distance Education  
4 August – 29 August **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Power-BI>

**SQL Certificate** **TDS 380**  
SECA1 Distance Education  
5 May – 1 August **\$595**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/SQL-Certificate>

**Introduction to SQL** **TDS 381**  
SECA1 Distance Education  
5 May – 30 May **\$245**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-SQL>

**Intermediate SQL** **TDS 382**  
SECA1 Distance Education  
2 June – 27 June **\$245**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-SQL>

**Advanced SQL** **TDS 383**  
SECA1 Distance Education  
7 July – 1 August **\$245**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-SQL>

## HUMAN RESOURCES

**Spanish for Medical Professionals** **TDS 1025**  
SECA1 Distance Education  
2 June – 1 August **\$290**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Spanish-for-Medical-Professionals>

## LEADERSHIP

**Certificate in Leadership Development (for Gen Y)** **TDS 1287**  
SECA1 Distance Education  
2 June – 29 August **\$395**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Leadership-Development>

**Leadership Principles** **TDS 581**  
SECA1 Distance Education  
2 June – 27 June **\$145**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Leadership-Principles>

**Developing Your Leadership Skills** **TDS 1289**  
SECA1 Distance Education  
7 July – 1 August **\$145**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Leadership-Skills>

**Strategic Planning Certificate** **TDS 1044**  
SECA1 Distance Education  
2 June – 29 August **\$495**  
<https://ugotclass.org/certificate/index.cfm/Bermuda/Strategic-Planning-Certificate>

**Introduction to Strategic Planning** **TDS 391**  
SECA1 Distance Education  
2 June – 27 June **\$195**  
<https://ugotclass.org/course/index.cfm/Bermuda/Introduction-to-Strategic-Planning>

**Communicating Your Vision** **TDS 1263**  
SECA1 Distance Education  
7 July – 1 August **\$195**  
<https://ugotclass.org/course/index.cfm/Bermuda/Communicating-Your-Vision>



**Implementing Your Strategic Plan** **TDS 566**  
SECA1 Distance Education  
4 August – 29 August **\$195**  
<https://ugotclass.org/course/index.cfm/Bermuda/Implementing-Your-Strategic-Plan>

## MANAGEMENT

**Certificate in Project Management** **TDS 560**  
SECA1 Distance Education  
2 June – 29 August **\$495**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Project-Management>

**Introduction to Project Management** **TDS 561**  
SECA1 Distance Education  
2 June – 27 June **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Project-Management>

**Project Management Processes** **TDS 562**  
SECA1 Distance Education  
7 July – 1 August **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Processes>

**Project Management Knowledge Areas** **TDS 563**  
SECA1 Distance Education  
4 August – 29 August **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Knowledge-Areas>

**Certificate in Non-Profit Administration** **TDS 1050**  
SECA1 Distance Education  
2 June – 29 August **\$595**  
<https://www.ugotclass.net/certificate/index.cfm/Lern/Certificate-in-Non-Profit-Administration>

**Revenue Generation for Non-Profits** **TDS 1051**  
SECA1 Distance Education  
2 June – 1 August **\$495**  
<https://www.ugotclass.net/course/index.cfm/Lern/Revenue-Generation-for-Nonprofits>

**Program Evaluation for Non-Profit Professionals** **TDS 1052**  
SECA1 Distance Education  
4 August – 29 August **\$245**  
<https://www.ugotclass.net/course/index.cfm/Lern/Program-Evaluation-for-Nonprofits>

**Management Certificate** **TDS 1285**  
SECA1 Distance Education  
2 June – 29 August **\$595**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Management-Certificate>

**Management Boot Camp** **TDS 1284**  
SECA1 Distance Education  
2 June – 29 August **\$295**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Management-Boot-CAMP>

**Collaborative Management** **TDS 1283**  
SECA1 Distance Education  
2 June – 27 June **\$245**  
<https://www.ugotclass.net/course/index.cfm/Lern/Collaborative-Management>

**Managing Generations in the Workplace** **TDS 1282**  
SECA1 Distance Education  
7 July – 1 August **\$175**  
<https://www.ugotclass.net/course/index.cfm/Lern/Managing-Generations-in-the-Workplace>

**Supervisory and Leadership Certificate** **TDS 1286**  
SECA1 Distance Education  
4 August – 29 August **\$395**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Supervisory-and-Leadership-Certificate>

**Six Sigma Green Belt** **TDS 1320**  
SECA1 Distance Education  
4 August – 29 August **\$395**  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

**Introduction to Six Sigma Green Belt** **TDS 1321**  
SECA1 Distance Education  
2 June – 27 June **\$195**  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

**Intermediate to Six Sigma Green Belt** **TDS 1322**  
SECA1 Distance Education  
7 July – 1 August **\$195**  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

**Advanced Six Sigma Green Belt** **TDS 1323**  
SECA1 Distance Education  
4 August – 29 August **\$195**  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

**Managing Remote Workers Certificate** **TDS 390**  
SECA1 Distance Education  
2 June – 1 August **\$395**  
<https://www.ugotclass.net/certificate/index.cfm/Lern/Managing-Remote-Workers-Certificate>

**Remote Working and Communicating** **TDS 388**  
SECA1 Distance Education  
2 June – 27 June **\$245**  
<https://www.ugotclass.net/course/index.cfm/Lern/Remote-Working-and-Communicating>

**Managing Remote Workers** TDS 387  
SECA1 Distance Education  
7 July – 1 August **\$245**  
<https://www.ugotclass.net/course/index.cfm/Lern/Managing-Remote-Workers>

## NEW MEDIA MARKETING

**Mastering Video Marketing Certificate** TDS 551  
SECA1 Distance Education  
2 June – 1 August **\$395**  
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate>

**Video Marketing** TDS 541  
SECA1 Distance Education  
2 June – 27 June **\$245**  
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate/Video-Marketing>

**YouTube for Business** TDS 520  
SECA1 Distance Education  
7 July – 1 August **\$245**  
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate/YouTube-for-Business>

**Digital Marketing Certificate** TDS 1094  
SECA1 Distance Education  
2 June – 29 August **\$495**  
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate>

**Improving Email Promotions** TDS 1079  
SECA1 Distance Education  
2 June – 27 June **\$195**  
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Improving-Email-Promotions>

**Boosting Your Website Traffic** TDS 1078  
SECA1 Distance Education  
7 July – 1 August **\$195**  
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Boosting-Your-Web-Site-Traffic>

**Online Advertising** TDS 1098  
SECA1 Distance Education  
4 August – 29 August **\$195**  
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Online-Advertising>

**Podcasting** TDS 565  
SECA1 Distance Education  
2 June – 27 June **\$245**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Podcasting>

**Certificate in Marketing** TDS 515  
SECA1 Distance Education  
2 June – 29 August **\$495**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Marketing>

**Advanced Marketing Concepts** TDS 516  
SECA1 Distance Education  
2 June – 29 August **\$195**  
<https://www.ugotclass.net/course/index.cfm/Lern/Advanced-Marketing-Concepts>

**Writing Marketing Copy** TDS 517  
SECA1 Distance Education  
7 July – 1 August **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Writing-Marketing-Copy>

**Integrated Marketing Best Practices** TDS 533  
SECA1 Distance Education  
4 August – 29 August **\$195**  
<https://www.ugotclass.net/course/index.cfm/Lern/Integrated-Marketing-Best-Practices>

## PERSONAL DEVELOPMENT

**Beginning Conversational Spanish** TDS 1024  
SECA1 Distance Education  
2 June – 1 August **\$290**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Beginning-Conversational-Spanish>

**Introduction to Fiction Writing** TDS 1160  
SECA1 Distance Education  
2 June – 27 June **\$195**  
<https://www.ugotclass.net/course/index.cfm/Lern/Introduction-To-Fiction-Writing>

**Diversity Equity and Inclusion in the Workplace** TDS 1267  
SECA1 Distance Education  
2 June – 29 August **\$495**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Diversity-Equity-and-Inclusion-in-the-Workplace>

**What is DEI?** TDS 1280  
SECA1 Distance Education  
2 June – 27 June **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/What-is-DEI>

**Inclusive Communication** TDS 1297  
SECA1 Distance Education  
7 July – 1 August **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Inclusive-Communication>

**DEI and Organisational Success TDS 1293**

SECA1 Distance Education  
4 August – 29 August **\$195**

<https://www.yougotclass.org/course/index.cfm/Bermuda/DEI-and-Organizational-Success>

**SOCIAL MEDIA FOR BUSINESS****Certificate in Social Media for Business TDS 545**

SECA1 Distance Education  
2 June – 29 August **\$495**

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Social-Media-for-Business-Certificate>

**Introduction to Social Media TDS 610**

SECA1 Distance Education  
2 June – 27 June **\$195**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Social-Media>

**Marketing Using Social Media TDS 535**

SECA1 Distance Education  
3 March – 28 March **\$195**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Marketing-Using-Social-Media>

**Integrating Social Media in Your Organisation TDS 530**

SECA1 Distance Education  
4 August – 29 August **\$195**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Integrating-Social-Media-in-Your-Organization>

**TECHNOLOGY SKILLS****Coding Certificate TDS 355**

SECA1 Distance Education  
2 June – 29 August **\$595**

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Coding-Certificate>

**Introduction to Coding TDS 351**

SECA1 Distance Education  
2 June – 27 June **\$195**

<https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Coding>

**HTML Fundamentals TDS 360**

SECA1 Distance Education  
7 July – 1 August **\$245**

<http://www.yougotclass.org/courses.cfm/Lern/Coding-Certificate/HTML-Fundamentals>

**CSS Fundamentals TDS 370**

SECA1 Distance Education  
4 August – 29 August **\$245**

<http://www.yougotclass.org/courses.cfm/Lern/Coding-Certificate/CSS-Fundamentals>

**Certificate in Web Design TDS 350**

SECA1 Distance Education  
2 June – 29 August **\$595**

<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design>

**Introduction to Web Design TDS 345**

SECA1 Distance Education  
2 June – 27 June **\$245**

<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Introduction-to-Web-Design>

**Intermediate Web Design TDS 346**

SECA1 Distance Education  
7 July – 1 August **\$245**

<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Intermediate-Web-Design>

**Advanced Web Design TDS 347**

SECA1 Distance Education  
4 August – 29 August **\$245**

<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Advanced-Web-Design>

**Certificate in Mastering Computer Workplace Skills for the TDS 1172**

SECA1 Distance Education  
2 June – 29 August **\$495**

<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Computer-Skills-for-the-Workplace>

**Mastering Microsoft Excel TDS 1272**

SECA1 Distance Education  
2 June – 27 June **\$195**

<https://www.yougotclass.org/course/index.cfm/Bermuda/Mastering-Microsoft-Excel>

**Mastering Microsoft Word TDS 1294**

SECA1 Distance Education  
7 July – 1 August **\$195**

<https://www.yougotclass.org/certificate/index.cfm/Lern/Certificate-in-Mastering-Computer-Skills-for-the-Workplace>

**Mastering Microsoft PowerPoint TDS 1296**

SECA1 Distance Education  
4 August – 29 August **\$195**

<https://www.yougotclass.org/certificate/index.cfm/Lern/Certificate-in-Mastering-Computer-Skills-for-the-Workplace>

**WordPress Certificate TDS 1065**

SECA1 Distance Education  
2 June – 29 August **\$495**

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/WordPress-Certificate>

### Graphic Design Software Essentials Certificate TDS 1036

SECA1 Distance Education  
2 June – 29 August **\$545**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Graphic-Design-Software-Essentials-Certificate>

### Adobe Illustrator Essentials TDS 1033

SECA1 Distance Education  
2 June – 27 June **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Illustrator-Essentials>

### Adobe Photoshop Essentials TDS 1032

SECA1 Distance Education  
7 July – 1 August **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Photoshop-Essentials>

### Adobe InDesign Essentials TDS 1034

SECA1 Distance Education  
4 August – 29 August **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-InDesign-Essentials>

## TRAINING AND DEVELOPMENT

### Certificate in Online Teaching TDS 773

SECA1 Distance Education  
2 June – 29 August **\$495**  
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Online-Teaching>

### Advanced Teaching Online TDS 763

SECA1 Distance Education  
2 June – 27 June **\$195**  
[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Advanced-Teaching-Online](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Advanced-Teaching-Online)

### Designing Online Instruction TDS 764

SECA1 Distance Education  
7 July – 1 August **\$195**  
[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Designing-Online-Instruction](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Designing-Online-Instruction)

### Fostering Online Discussion TDS 767

SECA1 Distance Education  
4 August – 29 August **\$195**  
[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Fostering-Online-Discussion](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Fostering-Online-Discussion)



## BARTENDING FAB 815

Bartending is a fast paced, intense course; designed to develop Bar-Ready students! We focus on the basics of bartending and so much more. Students learn about classic cocktails alongside their contemporary variations and then use this knowledge to create unique cocktails!

**A few Master Classes will be hosted to develop a well-rounded insight into the world of Bartending. Such Master Classes include Infusions, Rum, and Wine.**

**NOTE: All students registering for online courses must be proficient with computers.**

#### Technical Requirements:

- Internet access with Internet Explorer; Firefox Mozilla; or Safari web browser.
- Audio software such as Windows Media, Real, or Flash.
- Speakers to listen to audio.



ATHORA DIVISION OF PROFESSIONAL AND CAREER EDUCATION

# Marine Navigation

"Discover the art and science of Navigating Bermuda's Waters"

## SUMMER SEMESTER (MAY START)

### MARINE ENGINE DRIVERS

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.

## FALL SEMESTER (SEPTEMBER START)

### CHART TO ELECTRONIC NAVIGATION

This basic course covers the syllabus for the Marine and Ports Local Licenses to "C" Class covering coastal navigation in local and international waters.

## SPRING SEMESTER (FEBRUARY START)

### SEAMANSHIP AND INSHORE NAVIGATION

This introductory course will cover all areas of general boating knowledge including Bermuda Rules and Regulations, Understanding Ropes and Knots, Rules of the Road, Docking, Anchoring, Aids to Navigation as well as all in-shore channel marks and lights for the Marine and Ports "A & B" navigation license.



CONTACT US:

readytostart@college.bm  
Athora PACE Division  
236-9000 ext. 4117  
www.college.bm

MANY PATHS. DISCOVER YOURS.





## TRAIN AND PROMOTE FROM WITHIN TO MAXIMISE YOUR ROI!

**BERMUDA COLLEGE** has partnered with the American Management Association to offer two certificates, ideal for aspiring or new managers in your organisation.

### **CERTIFICATE IN GENERAL MANAGEMENT**

#### **Modules:**

- A Manager's Guide to HR Law
- Finance & Accounting for Non-Financial Managers
- A Manager's Guide to Human Behaviour
- First Line Supervision\*
- How to Manage Conflict in the Organisation\*

**1 evening classes per week**

### **CERTIFICATE IN HUMAN RESOURCES**

#### **Modules:**

- A Manager's Guide to HR Law
- Fundamentals of Human Resources
- Performance Management\*

- How to Manage Conflict in the Organisation
- A Manager's Guide to Human Behaviour

\*Elective course – only one is required to add and complete the full certificate. Or, each module can be selected as a stand-alone, however certification will not be earned unless the full suite is completed.

**1 evening class per week**

**Full certificate can be completed within a year.**



CONTACT US:

ATHORA DIVISION OF PACE

✉ [readytostart@college.bm](mailto:readytostart@college.bm)

☎ **236-9000 ext. 4117**

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

**MANY PATHS. DISCOVER YOURS.**

## ARTICULATION AGREEMENTS AND PARTNERSHIPS

### TRANSFER PATHWAYS AND PARTNERSHIPS

Bermuda College has established over 35 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, with completion of the bachelor's degree in just 2 years after completion of the BC Associate's degree. Students are encouraged to make an appointment with the Bermuda College Career & Counselling Centre to ensure that they meet the requirements for transfer to the partner school selected. 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. Information can be found at: [www.college.bm/pathways](http://www.college.bm/pathways)

### TRANSFER PATHWAYS AND ARTICULATION AGREEMENTS

Use our Transfer Pathways web pages to view these partnerships, browse by area of study, and to see the course comparison charts between BC and partner institutions:

Learn more about our Transfer Pathways programme. View a Quick List of partner institutions and transfer programmes from the BC Associate's Degree to the Bachelor's Degree at the partner institution: <https://www.college.bm/pathways>

Visit our Virtual Transfer Pathways Fair main page which shows all of our partner institutions and who to contact. You can also browse by academic discipline (subject area):

[www.college.bm/about/transfer-pathways/transfer-pathways-fair](http://www.college.bm/about/transfer-pathways/transfer-pathways-fair)

BC Course Equivalents at Partner Institutions

[www.college.bm/about/transfer-pathways/transfer-pathways-fair](http://www.college.bm/about/transfer-pathways/transfer-pathways-fair)

### ONLINE OPTIONS

**View Options to Earn your Bachelor's Degree Online, without leaving Bermuda**

To meet a growing demand for online study after Bermuda College, we have partnerships with several institutions that will allow the Bermuda College graduate possessing an associate degree to matriculate at institutions abroad from the convenience of their own surroundings. Those partnerships are described in detail at the link, "Online Options." [www.college.bm/about/transfer-pathways/transfer-pathways-fair/1118](http://www.college.bm/about/transfer-pathways/transfer-pathways-fair/1118)

### FOUNDATION YEAR CERTIFICATES

The Foundation Year is a Certificate-granting Programme that will customise the Bermuda College experience for students who desire to study on island for one year before matriculating to North America or to the United Kingdom. For more information please refer to the BC Course Catalogue.



### BUSINESS SERVICE HOURS

**Monday - Friday 8:45AM - 5:00PM**

#### LOCATION:

Bermuda College Centre, 2nd Floor

#### WAYS TO CONTACT US:

1. TEL: 236-9000
2. ONLINE: [www.college.bm](http://www.college.bm)
3. EMAIL: [admissions@college.bm](mailto:admissions@college.bm)
4. MAIL: P.O. Box HM 2718,  
Hamilton HMLX, Bermuda

### CONTACT FOR PROGRAMME AND CREDIT COURSES

#### RECRUITMENT OFFICER

1. TEL: 239-4099
2. EMAIL: [readytostart@college.bm](mailto:readytostart@college.bm)

### CONTACT FOR NON-CREDIT COURSES

#### ATHORA DIVISION OF PROFESSIONAL AND CAREER EDUCATION (APACE)

1. TEL: 236-9000 ext. 4117/4119
2. FAX: 239-4028
3. EMAIL: [padmin@college.bm](mailto:padmin@college.bm)

### ACCREDITATION STATUS

Bermuda College is accredited by the New England Commission of Higher Education (NECHE).

Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

#### New England Commission of Higher Education

301 Edgewater Place, Suite 210,  
Wakefield, MA 01880  
T: (781) 425-7785 • E: [info@neche.org](mailto:info@neche.org)  
Web: [www.neche.org](http://www.neche.org)



# MANY PATHS. DISCOVER YOURS.

**Visit our website: [www.college.bm](http://www.college.bm)**

To learn more about academic opportunities contact:

**Recruitment Officer at T: 239-4099 or E: [readytostart@college.bm](mailto:readytostart@college.bm)**

**Bermuda College is accredited by the New England Commission of Higher Education (NECHE)**

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

PRINTED BY **BERMUDA COLLEGE**