

SPRING
2024



BERMUDA
COLLEGE

COURSE

SCHEDULE



APACE

ATHORA DIVISION OF PROFESSIONAL
AND CAREER EDUCATION

COURSE LISTINGS | P. 35 - 58



Got Questions?
Contact our new
Recruitment
Officer.



Mr. Tyson Flood



MANY PATHS.
DISCOVER YOURS.

SPRING 2024 DATES TO REMEMBER

	SPRING 2024
ONLINE REGISTRATION & PAYMENT OPEN	1 November – 19 January
Request for Funding Support application opens	1 November
ADMISSIONS DEADLINE	1 November
College Closed	22 December-7 January
Late Admissions Deadline	1 December
Deadline to Request Challenge Exams	15 December
Deadline for Application for Transfer Credit	15 December
Session Opens	8 January
Challenge Exams	8 January
Request for Funding Support application closes	8 January
New Student Orientation	1 December
Faculty Professional Development Day	10 January
Last Day for Early Registration	12 January

Final CPT before Semester Start	13 January
Late Registration	15 - 19 January
FIRST DAY OF CLASSES (Credit Courses)	15 January
Add/Drop Period	15 - 19 January

Last Day for Tuition Payment	19 January
Last Day to Submit Incomplete Grades	2 February

First Day of Professional & Career Education(PACE) classes	see course schedule
Deregistration - (withdrawal of students who have not paid)	29 January
Last Day to Withdraw from Courses Without Financial Penalty	8 February
Census Day	5 February
Payment Plan (Instalment One)	9 February
Mid-semester Grades Deadline	1 March
MID-SEMESTER BREAK	4 - 8 March
Payment Plan (Instalment Two)	8 March
Last Day to Withdraw from Courses Without Academic Penalty	15 March
Spirit Day	22 March
Student Opinion Survey Opens	18 March
Graduation Application Deadline	1 April

College Closed	29 March
Last Day of Lectures /Clinicals	28 April
Reading Days (Day Classes Only)	29 - 30 April
FINAL EXAMS	1 - 7 May
Semester Grades Deadline	8 May
In-House Awards Applications Deadline	9 May
Graduation List Posted*	10 May
COMMENCEMENT	9 May

NOTES

- Registration is open until 19 January, 2024
- Classes will be offered in one of the following formats: on-campus, online and hybrid. NOTE: Hybrid courses will consist on campus and some online classes.
- SPRING 2024 course offerings are subject to change

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

FOR ATHORA PROFESSIONAL & CAREER EDUCATION (APACE) NON-CREDIT COURSES, SEE PAGE 35

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)*

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

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

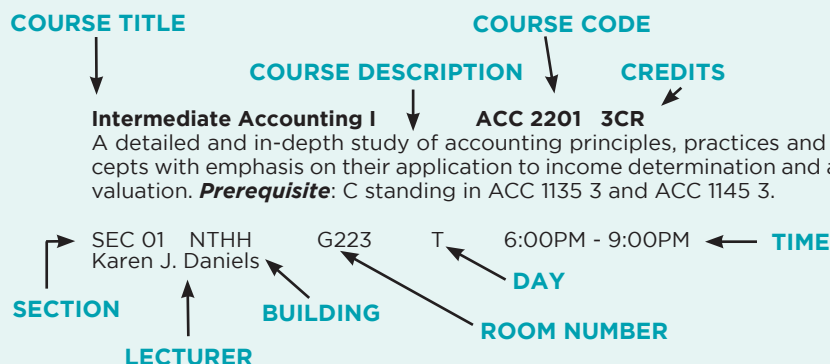
Students are responsible for fees if courses are dropped after the financial penalty date.

NOTE: Withdrawal from any course is a formal process. Non-attendance of class does not constitute an official withdrawal.

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 the Enrolment Registration and Records (SERR) office.

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

ACCOUNTING

Practical Accounting Procedures II

ACC 1042 3CR

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

Prerequisite: ACC 1041

SEC01 NH G225 TR 2:35PM-3:55PM
Gwendolyn Lawrence

Accounting and Technology ACC 1043 3CR

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

Prerequisite: CIS1120, ACC 1041 MGN1017

Corequisites: ACC 1042, MGN 1015, MGN 1016

SEC 01 NH G323 MW1:35PM-2:55PM
Gwendolyn Lawrence

Introduction to Quick Books ACC 1050 3CR

This course will draw upon the knowledge and skills students have acquired through Practical Accounting and Introduction to Computer Skills. The course is designed for anyone who wants to learn about the QuickBooks® accounting software. It can be used for almost all financial processes such as: entering receipts, tracking expenses, invoicing, payment tracking, purchase orders, preparation of reports, financial statements and bank reconciliation statements. QuickBooks® is your accounting solution for small business clients. This course is a certificate course and will not normally transfer into degree programmes.

Prerequisite: CIS 1120 Co-requisite: ACC 1042

SEC01 NH G323 MW 11:35AM-12:55PM
Gwendolyn Lawrence

Accounting I ACC 1135 3CR

An introduction to the basic theory and applications of contemporary financial accounting, including recording of transactions, measurement of income and the preparation of financial statements.

Prerequisite: MAT 0015 or ACC1041 or equivalent.

SEC 01 NH G304 TR 8:35 AM-9:55 AM
Ann Parsons

Computerised Accounting Applications

ACC 1140 3CR

This course offers an introduction to financial applications that are commonly computerised in today's business environment by providing practical training using theoretical accounting knowledge. This course takes a user perspective by illustrating how accounting information is both created, maintained and used for analysis, problem-solving and decision-making

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

SEC 01 NH G323 TR 11:35AM-12:55AM
Gwendolyn Lawrence

Accounting II ACC 1145 3CR

An introduction to managerial accounting. Topics include bonds and long-term notes payable, investments, cash flows, analysis of financial statements, cost accounting, cost-volume-profit analysis, budgeting and managerial decision-making. **Prerequisite:** ACC 1135

SEC 01 NH G304 TR 10:05 AM-11:35 AM
Ann Parsons

SECD1 T 11:35 AM-12:55 PM
Ann Parsons (Online)

ACTUARIAL SCIENCE

Introduction to Actuarial Science

ASC 1101 3CR

An introduction to various operational aspects of the insurance and reinsurance industry in the sectors of property, casualty and life. The various roles of the actuary within the insurance organisation as well as the basic methodologies of actuarial pricing and reserving are emphasised. **Prerequisite:** Six credits of mathematics, including MAT 2233

SEC01 HH H270 R 6:00PM-9:00PM
Tamar Richards

ALLIED HEALTH

Medical Terminology

ALH 1102 2CR

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

SEC01 TH T216 T 4:00PM-6:00PM
Tracey Harney



FOUNDATION YEAR DIPLOMA PROGRAMMES

Another ACCESS OPTION with SIGNIFICANT SAVINGS!

BERMUDA COLLEGE has two programmes designed for those who desire to stay on Island for one year before matriculating to the **United Kingdom** or **North America**, offering significant savings in tuition costs!

•UK bound students

A portable credential that can be fully utilised for transfer to institutions located in the United Kingdom, including the University of Southampton. Designed to be accepted for admissions to Year 1 of bachelor's degree programmes that are typically three or four years in length.

Students will still need to apply to UK institutions through UCAS and have their application reviewed. Maintain a full course load throughout the year, and achieve a minimum of a 3.0 GPA on a 4-point grading scale.

•Canada/US bound students

Facilitates a seamless transition from Bermuda College to colleges and universities in these two jurisdictions. Courses form the general education core, placing BC students on their baccalaureate pathway.

Maintain a full course load throughout the year, and achieve a minimum of a 2.0 GPA on a 4-point grading scale.

It is recommended that students declare and communicate with the intended college/university of further study.

WWW.COLLEGE.BM

Many Paths. Discover Yours.

ART & DESIGN

Introductory Drawing

ART 1101 3CR

A foundation course in drawing. Focuses on the development of the student's awareness of line, tone, proportion, spatial relationships and rhythm. Subject matter will include still life, man-made and natural objects, landscape and non-figurative themes.

SEC01 NH G204 TR 3:00PM-5:35PM
Michael Walsh

Introductory Painting

ART 1102 3CR

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

SEC01 NH G205 MW 9:35AM-11:55AM
Michael Walsh

SEC02 NH G205 TR 2:30PM-5:00PM
Edwin Smith

Introductory Sculpture

ART 1122 3CR

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

SEC01 NH G204 TR 8:30AM-10:55AM
Michael Walsh

Introduction to Media Arts

ART 1140 3CR

Introduction to media arts, using the video camera to explore the making of film. Emphasis will be placed on the basic principles of using a video camera, lighting and editing, and students will be expected to use the video to make a film presentation.

SEC01 NH G206 TR 5:30PM-8:00PM
Lara Smith

Two Accredited Programmes *One Extraordinary Experience*

ASSOCIATE OF APPLIED SCIENCE & DIPLOMA IN CULINARY ARTS

Accredited by the American Culinary Federation, these programmes provide students with the latest culinary techniques, recipes and trends, hands-on training from professional chef instructors, fully equipped professional kitchens, and real world experience to succeed in this growing industry.

90% of our graduates secure immediate employment upon completion of our programmes. Specific courses include:

- ~ Emphasis on International and Regional cuisines
- ~ Advanced Production Cookery
- ~ Nutrition
- ~ Techniques in Healthy Cooking

Plus ~ A 12-week summer internship, allowing students the opportunity to work with some of Bermuda's top chefs.

TO ENROL CONTACT OUR RECRUITMENT OFFICER TODAY!



Intermediate Drawing **ART 2211 3CR**

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

SEC01 NH G205 MW 12:35PM-2:55PM
Michael Walsh

Intermediate Colour & Composition **ART 2235 3CR**

A more detailed study of colour phenomena and its application to art, such as transparency, translucency, iridescence and luminescence. Students will be expected to apply this information to their own works of art. **Prerequisite: ART 1135**

SEC01 NH G204 MW 3:35PM-5:55PM
Edwin Smith

Figure Drawing **ART 2278 3CR**

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

SEC01 NH G205 TR 10:35AM-12:55PM
Edwin Smith

ART HISTORY

Introduction to Art **AHS 1127 3CR** History II

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

SEC01 NH G304 MWF 8:35AM-9:25AM
Edwin Smith

Postcolonial Visual Art **AHS 2290 3CR**

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

SEC01 NH G304 MWF 11:35AM-12:25PM
Edwin Smith

BIOLOGY

Preparatory Biology

BIO 0013 0CR

General concepts and principles in biology. Topics include characteristics of life, introductory chemistry and biochemistry, cell structure and function, photosynthesis, cell respiration, patterns of inheritance, human genetics and mutations. Laboratory. A grade of "C" or better will be required to advance to the 1000-level courses. **Corequisite: MAT 0014**

SEC01	HH	H270	MWF	10:35 AM-11:25AM
	HH	H154	R	9:35 AM-12:25PM

Takia Bean

SEC02	HH	H154	T	2:35 PM-5:25PM
	HH	B260	W	6:00 PM-9:00PM

Takia Bean

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	6:00 PM-7:00PM
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Alnisha Simmons

Principles of Biology I

BIO 1121 4CR

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

or better in BIO 0013 and MAT 0015, or alternative in Biology (with Lab); Corequisite: MAT 1105

SEC01	HH	H154	MWF	10:35 AM- 11:25AM
	HH	H154	R	2:35 PM- 5:25PM

Tracey Harney

SEC02	HH	H154	M	6:00 PM- 9:00PM
	HH	H154	W	6:05 PM- 8:55PM

Tracey Harney

Principles of Biology II

BIO 1122 4CR

A continuation of BIO 1121. This course will further explore variation and biological continuity through genetics, development and ecology as well as provide an introduction to basic physiological systems. Laboratory. **Prerequisite: BIO 1121**

SEC01	HH	H270	MWF	11:35AM-12:25PM
	HH	H154	F	2:35PM-5:25PM

Alnisha Simmons

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

Anatomy and Physiology I

BIO 2211 4CR

Exploration of the intricate functions of the human body with emphasis on the physiological functions of the integumentary, skeletal, muscular, nervous and the endocrine systems. Integration of the human body will be studied as a whole focusing on the major theme of homeostasis. Laboratory.

Prerequisite: BIO 1122

SEC01	HH	H270	MWF	9:35AM-10:25AM
	HH	H176	T	9:35AM-12:25PM

Alnisha Simmons

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

Anatomy and Physiology II

BIO 2212 4CR

A continuation of Anatomy and Physiology I, with emphasis on the cardiovascular system, the lymphatic system and immunity, the respiratory system,

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

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



CONVERGENCE
2023 OCTOBER 11 - 13
A Networking Experience

ABOUT ILS BERMUDA

ILS Bermuda is an industry organisation formed to promote Bermuda as the jurisdiction of choice for the development of insurance-linked solutions.

ABOUT ILS CONVERGENCE

ILS Convergence is the premier networking event for the alternative reinsurance, convergence and insurance-linked securities marketplace, supported by the most-respected organisations in the ILS sector. This event attracts investors and industry participants to Bermuda, the leading jurisdiction for ILS.



**The ABIR, Bermuda College,
St. John's University Partnership**

Bermuda College is proud to partner with St. John's University, and the Association of Bermuda Insurers and Reinsurers (ABIR) to offer this uniquely relevant and timely online series of lectures to Bermuda College students and the local community.

**WHAT IS SO SPECIAL ABOUT
THIS COURSE?**

This course is foundational to an internship programme sponsored by ABIR which provides eligible students with scholarships to complete their bachelor's degree at St. John's University.

**WHAT IS THE FORMAT OF
THE COURSE?**



The course will be remote/online using Zoom.

**WHAT WILL I NEED TO TAKE
THE COURSE?**



You will need access to a computer with a camera and microphone.

WHEN IS THE COURSE?

The 14-week course will be held Mondays from 6:00pm - 8:00 pm beginning January 15.

**CAN I EARN BERMUDA COLLEGE
CREDITS FOR THE COURSE?**

Yes, this is a 3-credit course. The course name is Special Topics in Re/Insurance—Bermuda's International Re/Insurance Industry and the course code is INS 2298. If you take the course for credit, there is a cost.

**DO I HAVE TO BE A BERMUDA
COLLEGE STUDENT TO ATTEND
THE LECTURE?**

No. If not doing the course for College credit, the lectures are open and free of charge to the community courtesy of ABIR.



FOR FURTHER INFORMATION CONTACT ONE OF THE FOLLOWING PERSONS:

Craig Simmons: cfs@college.bm | **All Arouzi:** AArouzi@college.bm | **Kayla Bridgewater:** kbridgewater@college.bm

the digestive system and metabolism, the urinary system, fluid/electrolyte and acid/base balance, and the reproductive systems. Integration of the human body will be studied as a whole focusing on the major theme of homeostasis. Case study investigations will be explored. Laboratory. **Prerequisite: BIO 2211**

SEC01	HH	H100	MWF	12:35PM-1:25PM
	HH	H170	R	9:35AM-12:25PM

Alnisha Simmons

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

Medical Nutrition **BIO 2250 4CR**

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

Prerequisites: BIO 1122

SEC01	HH	H270	MWF	1:35PM-2:25PM
	HH	H154	M	2:35PM-5:25PM

Tracey Harney

Introduction to Pathophysiology **BIO 2260 3CR**

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

Prerequisite: BIO 2212

SEC01	TH	T226	MW	12:05PM-1:25PM
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Tracey Harney

Special Topics in Biology - Animal Genetics **BIO 2298 3CR**

Conservation genomics is the application of genomic analysis to the preservation of the viability of populations and the biodiversity of living organisms. Bermuda has a plethora of flora, fauna and species that are currently critically endangered which require concentrated efforts to save them. Through the work of BIOS and CariGenetics, two locally operating research organisations, efforts are being made to help preserve them through genetics. This course focuses on the basic and advanced principles of transmission, population, and

molecular genetics with a focus on concepts and applications in species involved in Bermuda's biodiversity efforts.

SEC01	HH	H170	T	4:30PM-7:30PM
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Carika Weldon

CHEMISTRY

Preparatory Chemistry **CHM 0013 0CR**

A one semester course designed to introduce students to the language, tools and theories of chemistry. Topics included in this course are as follows: Elements; Compounds; Mixtures; Atoms; Matter; Bonding; Introductory organic chemistry and biological chemistry. Laboratory. **A grade of "C" or better will be required to advance to the 1000-level courses. Corequisite: MAT 0014**

SEC01	HH	H160	MWF	1:35PM-2:25PM
	HH	H160	M	2:35PM-5:25PM

Reignier Jeffrey

Principles of Chemistry I **CHM1111 4CR**

A survey of fundamental principles of physical and inorganic chemistry. Topics include: Atomic Theory; periodic trends; Quantum theory and electronic arrangement; Chemical bonding; Molecular geometry; Gas laws; Mass relationships and chemical reactions. **Prerequisites: A grade of "C" or better in CHM 0013 and MAT 0015. Corequisites: MAT 1105**

SEC01	HH	H160	MWF	9:35AM-10:25AM
	HH	H160	T	2:35PM-5:25PM

Reignier Jeffrey

Principles of Chemistry II **CHM 1112 4CR**

A survey of fundamental principles of organic and biological chemistry. Topics include: Chemistry of hydrocarbons; Alkanes; Alkenes; Aldehydes; Alcohols; Ketones; Carboxylic acids; esters; Amines and amides and the chemistry of biological molecules; Lipids; carbohydrates; Amino acids; Nucleic acids and enzymes.

Prerequisites: CHM 1111

SEC01	HH	H160	MWF	10:35AM-11:25AM
	HH	H160	R	2:35PM-5:25PM

Reignier Jeffrey

Organic Chemistry II **CHM 2257 4CR**

A continuation of an introduction to the behaviour of aliphatic and aromatic carbon compounds including acids, amines, amino acids, carbohydrates, proteins, nucleic acids and natural products. Laboratory.

Prerequisite: CHM 2256

SEC01	HH	H160	MWF	11:35AM - 12:25PM
	HH	H160	T	9:25AM-12:25PM

Reignier Jeffrey

COMPUTER STUDIES

Office Application Certification **CIS 1060 3CR**

This course requires independent study and practice to successfully complete at least four applications to include as a minimum word processing, spreadsheet, presentation software, web browsing and communication. Either the International Computer Drivers Licence (ICDL) or the Microsoft Office Specialist

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

(MOS) certifications will be considered acceptable. This course is a certificate course and will not normally transfer into degree programmes.

SEC01 Online T 5:30PM-8:30PM
Karmeta Hendrickson

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.

SEC01 G306 TR 11:35AM-12:55PM
Shawn DeShields

SECD1 Online S 10:00AM-1:00PM
Shawn DeShields

SECD3 Online W 6:00PM-9:00PM
Shawn DeShields

Introduction to Computers and Information Technology CIS 1125 3CR

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

SEC01 HH H276 TR 11:35AM-12:55 PM
Michael Simmons

Data Management CIS 1130 3CR

This course will feature the application of the SQL query language for managing and creating databases. A typical report and application generator will also be studied. Provides essential theoretical and practical knowledge required by those who expect to be involved in the storage and retrieval of information. Students will get an introduction to Blockchain Technology and how it is now impacting cryptocurrency, FinTech, RegTech, and overall InfoTech. Data privacy and protection will also be covered in this course, with a focus on General Data Protection Regulation (GDPR) and Bermuda's Personal Information Protection Act (PIPA). The coursework will cover the material needed for students to take the Oracle Database Certification OCA or OCP.

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

SEC01 HH H276 TR 2:35PM-3:55PM
Michael Simmons

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)
Rui De Sa

Programming for Information Systems II CIS 2255 3CR

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

Prerequisite: CIS 1155

SEC01 HH H276 W 2:00PM-5:00PM
Michael Simmons

Microcomputer Hardware & Software CIS 2278 3CR

Students study the installation, configuration, proper usage and maintenance of common hardware and software components of an IBM compatible micro-

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computer, including memory, disk drives, expansion cards, power supplies, system level software, diagnostic utilities, operating systems, and major applications. Typical I/o peripherals such as video cameras, microphones, speakers, keyboards, printers and the mouse are studied. The coursework will cover the material needed for students to take the CompTIA A+ Certification. **Prerequisite: CIS 1125**

SEC01 HH H276 W 6:00PM-9:00PM
Michael Simmons

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

This course is an introduction to concepts and algorithms incorporated in operating systems. It examines interrelationships between operating systems and computer hardware. Compares batch, real-time, and timesharing operating systems, process management techniques, interrupt, handlers, CPU scheduling algorithm, interlocks, resource allocation, deadlocks, paging, and memory systems are studied. It also introduces advanced topics in the design of operating systems, networking, device management and file management techniques, scheduling algorithms, security, queuing theories, and comparison of existing operating systems for client-server. Students will also get exposed to virtualisation and virtual environments. The coursework will cover the material needed for students to take the CompTIA Server+, Linux+, Cloud+, and Cloud Essentials+ Certifications. **Prerequisites: CIS 2278, CIS 2290 Corequisites: CIS 2297**

SEC01 HH H276 R 6:00PM-9:00PM
Michael Simmons

Security Fundamentals & Policies **CIS 2297 3CR**

This course offers in-depth coverage of the current risks and threats to an organisation's data, together with a structured way of addressing the safe guarding of these critical electronic assets. The course provides a foundation for those responsible for protecting network services, devices, traffic and data. Additionally, the course provides the broad-based knowledge necessary to prepare students for further study in other specialised security fields. The coursework will cover the material needed for students to take the CompTIA Security+ Certification and CompTIA CSA/CySA+ Cyber Security Certification. **Prerequisite: CIS 2290, CIS 2278**

SECD1 HH H276 TR 10:05AM-11:25AM
Michael Simmons

COOKERY & NUTRITION

Mathematics for Culinary Arts **CUL 1030 3CR**

This course focuses on mathematics procedures and skills that are vital to the food service industry. Topics include: Units of Measure and Unit Conversions, Recipe Scaling; Yield Percent; Purchasing and Portioning; Recipe Costing and Kitchen Ratios.

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

SEC01 NH G306 TR 3:35PM-4:55PM
Lynne Wade

Kitchen Theory and Practice 1 **CKN 1102 4CR**

Cuisine and related theory in preparation for hospitality management. Topics include: Preparation, Cooking, Presentation, and Sanitation Management. **Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension.**

SEC01 BH B157 F 8:30AM-2:30PM
Shawn Ming

Intro to Production Cookery **CUL 1111 2CR**

This course introduces students to production cooking in a real-life restaurant setting. It is designed so the student can utilise all that they have learned in the preceding culinary courses with an emphasis on cleanliness, usage of ingredients, plate presentation, and effective execution of dishes at a service quality standard. **Prerequisites: CUL 1102 and 1110 Corequisite: CUL 1104**

SEC01 BH B160 MTF 8:35AM-12:55PM
Teneika Eve

Breakfast & Short-Order Cooking **CUL 1112 1CR**

This course introduces students to the preparation and presentation of a range of breakfast items; baked goods, egg, fish and meat dishes, teas, coffees and juices, preparation and presentation of fresh fruits. Students will practice short-order cooking using a variety of cooking methods. **Prerequisite: CUL 1102 Corequisite: CUL 1104**

SEC01 BH B160 MTF 8:30AM-12:55PM
Teneika Eve

Seafood Cookery **CUL 1114 2CR**

This course will entail procuring, handling and preparation of shellfish used in professional kitchens. Product knowledge, proper handling and receiving, storing, sanitation, and nutrition will be emphasised. **Prerequisites: CUL 1102 and 1110 Corequisite: CUL 1104**

SEC01 BH B157 MTWR 8:30AM-1:00PM
Shawn Ming

Introduction to Larder (Garde Manger) **CUL 1116 2CR**

This course introduces students to basic hot and cold hors d'oeuvres, dressings, various forcemeats, chaud-froid decorating and preparation and design of modern buffet presentations including fruit, vegetable, lard and ice carving. **Prerequisite: CUL 1102**

SEC01 BH B160 MTF 8:30AM-12:55PM
Teneika Eve

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

Introduction to Baking & Pastry CUL 1117 3CR

This course introduces students to the fundamental techniques and procedures used in baking and pastry production. Includes study of baking terminology, weighing procedures, ingredients and basic mixing methods to produce a variety of yeast breads, cakes, cookies, and desserts to industry standards.

Prerequisite: CUL 1102

SEC01 BH B160 MTF 8:35AM-12:55PM
Teneika Eve

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)
Shawn DeShields

Food & Beverage Service CUL 1125 4CR

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

SEC01 BH B103 F 9:00AM-3:00PM
Rui Desa

Oriental Cuisine CUL 1127 2CR

The following skills are contained in this module: demonstrating knowledge of the history and characteristics of Chinese cuisine; identifying and preparing dishes from the four main regional Chinese cuisine: Cantonese, Hunan, Peking and Szechuan; using cutting methods associated with oriental cuisine; demonstrating stir-fry and steaming methods; demonstrating Oriental Rice cookery; preparing Japanese dishes; preparing dishes of Malaysia, Indonesia and Vietnam; preparing dishes of Singapore and Thailand.

Pre-requisites: CUL 1108, CUL 1109, CUL 1110, CUL 1114.

SEC01 BH B157 TWR 8:30AM-1:00PM
Shawn Ming

Italian Cuisine CUL 1129 2CR

The following skills are contained in this module: demonstrating knowledge of the history and development of Italian cuisine; preparing antipastos; preparing pasta dishes; preparing specialty soups and sauces; baking Italian breads and rolls; preparing Italian salads; preparing Italian desserts. **Prerequisites: CUL 1108, CUL 1109, CUL 1110, CUL 1114.**

SEC01 BH B160 MTF 8:35AM-12:55PM
Teneika Eve

Nutrition CUL 1131 2CR

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

SEC 01 BH B260 TR 2:35PM-3:25PM
Rui Desa

Menu Planning CUL 2118 3CR

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

SEC 01 BH B157 MW 2:30PM-4:00PM
Shawn Ming

Advanced Production Cookery and Innovative Techniques CUL 2127 2CR

This module incorporates the skills students have developed in the programme and provides execution of food production at a more advanced level. Students will practice innovative culinary techniques and use specialty ingredients. Food techniques include spherification, emulsification, food deconstruction, and molecular gastronomy. **Prerequisites: CUL 1108, CUL 1109, CUL 1110**

SEC01 BH B157 MTWR 8:30 AM-1:00 PM
Shawn Ming

DIAGNOSTIC IMAGING TECHNOLOGY

Radiation Physics DIT 1103 2CR

This course provides an overview of the fundamentals of radiological science and X-Ray physics. Opportunity is given to thoroughly understand the nature of X-Rays, X-Ray exposure, image formation, film processing, film processor, quality analysis and the physical phenomena associated with X-Ray production. Special methods, radiation protection and health physics are also discussed.

Prerequisites: A programme GPA of 2.67, DIT 1102
Corequisites: BIO 2211, ENG 1112, CIS 1120, DIT 1104, DIT 1105, DIT 1106

SEC01 TH T224 W 6:00 PM-8:00 PM
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,**

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- 10 You want a local career that is dynamic and challenging.
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- 7 You want a professional title, but don't want to be a doctor, lawyer or accountant.
- 6 You want a career with many opportunities that will provide you with skills that are transferrable across multiple industries.
- 5 You would like to "earn while you learn."
- 4 You want a career that you control because advancement is merit-based.
- 3 You want to be able to choose among outstanding job offers.
- 2 You want a highly competitive salary and excellent benefits.
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Adapted from a career presentation prepared by a member of the Joint CAS/SOA Actuarial Diversity Committee.

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 T226 W 6:00 PM-8:00 PM
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 S 1200 PM-2:00 PM
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 S 1200 PM-2:00 PM
TBA

EARTH & ENVIRONMENTAL SCIENCE

Discover Our World EES 1103 4CR

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

SEC01 HH H176 MWF 9:35AM-10:25AM
HH H176 F 2:35PM-5:25PM

Amy Harvey

Introduction to Oceanography EES 1105 4CR

An introduction to the history and tools of oceanography and limnology; sea water composition; ocean currents, waves and tides; marine organisms; coastal processes and development; ocean resources; and lake characteristics and processes. Laboratory.

SEC01 HH H176 MWF 10:35AM-11:25AM
HH H176 R 2:35PM-5:25PM

Amy Harvey

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

Environmental Geography **EES 2211** **3CR**
A study of the environmental framework of the Earth; its ecosystems and bioclimatic, atmospheric, and hydrologic environments; pollution patterns, trends and impacts; haardous waste production and disposal; biological diversity; land use; and environmental management. **Prerequisites:** 8 credits from **EES 1101, 1102, 1103, or 1105 or BIO 1102 and BIO 1104, or BIO 1121 or 1122.**

SEC01 HH H176 M 6:00PM-9:00PM
Amy Harvey

ECONOMICS

Principles of Micro-Economics **ECO 1101** **3CR**
An introduction to economic analysis covering the problems of scarcity and choice, the allocation of resources in market and collective economies, a detailed analysis of the price mechanism, business organisation and the theory of the firm. **Corequisite:** One mathematics course at 1100 level

SEC 01 NH G301 MWF 1:35PM-2:25PM
TBA

Principles of Macro-Economics **ECO 1102** **3CR**
An introduction to economic analysis covering national income theory, fiscal and monetary policy, international trade, inflation, unemployment and economic growth. Attention is focused on current economic issues facing the United States and Bermuda. **Corequisite:** One mathematics course at 1100-level.

SEC 01 NH G301 MWF 11:35AM-12:25PM
TBA

SEC02 NH G301 T 6:00PM-9:00PM
TBA

EDUCATION

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

SEC01 HH H270 TR 4:05PM-5:25PM
Dwayne Thompson

Exceptional Children **EDU 2204** **3CR**
The course will provide an overview of special education in relation to the inclusion policy for public schools. The historical development of special education from Roman civilisation to the 1900s will be addressed together with the various exceptionalities of children including etiologies prognosis and educational alternatives. The course includes discussions on the effect of socio-economic status, ethnic group affiliation and parental and community attitudes towards those with disabilities. The benefits of acknowledging and working with cultural diversity and its capacity to enrich

and enhance curriculum will be examined.
Prerequisite: **EDU 1102.**

SEC01 NH G307 W 6:00PM-9:00PM
Algene Maybury

Classroom Management **EDU 2251** **3CR**
Exposes students to a range of evidence-based classroom management strategies and techniques for prevention and intervention of inappropriate behaviours. Course content will explore the theoretical assumptions of various models and, through active learning, explore practical application of their strategies. While many approaches will be studied, the major emphasis in the course will be on creating safe, respectful and culturally reflective learning environments through developmental, academic and constructivist approaches. **Prerequisites:** **PSY 1102 and EDU 1102 or EDU 2201**

SEC01 HH H275 M 6:00PM-9:00PM
Trina Cariah

Early Childhood Education Experience **EDU 2265** **3CR**
A practical experience with children and/or youth to be conducted in a Bermuda College approved setting under the guidance of a professional. This practicum is undertaken on the approval of the programme advisor. **Prerequisites:** **Minimum programme GPA 2.0 and the completion of EDU 2251, EDU 2264 and EDU 2207**

SEC01 Offsite
Algene Maybury

ELECTRICAL WIRING

DC Theory: OHM'S Law **ELN 1107** **1CR**
This module introduces the student to one of the most fundamental laws in all of electricity and electronics - Ohm's Law. Other topics include: What is electricity; Electrical units and Ohm's Law; The Properties of Power in an electrical circuit; Power in DC Circuits; An introduction to electrical and electronic devices; The potential hazards of energised circuits; How to draw basic electrical circuits.

SEC01 TH T230 MW 1:30 PM-5:30 PM
Delroy Musson

The DC Series Circuit **ELN 1108** **1CR**
This module introduces the student to the DC series circuit. The topics covered are: Calculating resistance in a DC series circuit; How current reacts in DC series circuits; How voltage functions in a DC series circuit; Working with ratio and proportion; How voltage dividers work in a DC series circuit; How to calculate power in a DC series circuit. In addition to the DC theory, there are nine lab assignments that give the student hands on experience with actual DC series circuits.

SEC01 TH T230 MW 1:30 PM-5:30 PM
Delroy Musson

The DC Parallel Circuit **ELN 1109** **1CR**

This module introduces the student to the DC parallel circuit. The topics covered are: How voltage functions in a DC Parallel circuit; Calculating resistance in a DC parallel circuit; Understanding resistance in a DC parallel circuit; How current reacts in a DC parallel circuit; How current dividers work in a DC parallel circuit; How to calculate power in a DC parallel circuit. This module also includes seven lab assignments that investigate the various characteristics of the DC parallel circuit.

SEC01 TH T230 MW 1:30 PM-5:30 PM
Delroy Musson

The DC Combination Circuit **ELN 1110** **1CR**

This module introduces the student to the DC combination circuit. Topics covered are: Calculating resistance in a DC combination circuit; How to calculate current in a DC combination circuit; How voltage functions in a DC combination circuit; How to calculate power in a DC combination circuit; Understanding voltage polarity and voltage drop; Understanding the design and operation of the three wire single-phase system; Understanding the principles of magnetism and electromagnetism. Eight labs are included in this module which provides the student with a thorough understanding of the DC combination circuit.

SEC01 TH T230 MW 1:30 PM-5:30 PM
Delroy Musson

Norton's and Thevenin's Theorems and Kirchoff's Laws **ELN 1111** **1CR**

This module introduces the student to Norton's and Thevenin's theorems and Kirchoff's voltage and current laws. Topics include: How electrical generators produce electrical current; Applying the Principles of Superposition to circuit calculations; Using DC theory principles to solve real world problems; Kirchoff's voltage and current laws; Thevenin's and Norton's Theorems. Eight lab assignments provide the student with a thorough understanding of the theory and application of Thevenin's and Norton's Theorems and Kirchoff's voltage and current laws.

SEC01 TH T230 MW 1:30 PM-5:30 PM
Delroy Musson

An Introduction to the National Electrical Code **ELN 1112** **1CR**

This module is the first of twelve powerful and comprehensive courses on the understanding, structure, language and application of the National Electrical Code. Topics include: Introduction to the NEC (National Electrical Code); Understanding and applying article 110 of the NEC; Interpreting the language of NEC article 100; General building wire properties and the NEC; Understanding conductor insulation and NEC specifications; Understanding the NEC process; Introduction to wiring devices; General requirements related to wiring devices; Specific receptacle and switch installation requirements.

SEC01 TH T230 MW 1:30 PM-5:30 PM
Delroy Musson

Working with Series and Parallel RL & RC Circuits **ELN 2119** **1CR**

This module introduces the student to series and parallel RL circuits and series and parallel RC circuits; Topics include: Understanding the basic characteristics of AC circuits; Comprehending the parameters of series RL circuits; Understanding and working with parallel RL circuits; Comprehending the parameters of series RC circuits; Understanding and working with parallel RC circuits. Fifteen lab assignments give the student a thorough knowledge of series and parallel RL and RC circuits.

SEC01 TH T230 TR 8:00AM-12:00PM
Delroy Musson

Analysing and Working with Combination RLC Circuits **ELN 2120** **1CR**

This series of lessons provides the necessary information, along with twenty-one lab assignments, for the student to solve job problems for both series and parallel circuits containing resistance, inductance and capacitance. Topics include: Identifying and working with LC circuits; Comprehending and analysing series RLC circuits; Resonance in parallel circuits; Comparing series and parallel RLC circuits; Analysing and working with Combination RLC circuits; Series resonance; Parallel resonance; Clearly and accurately describe the characteristics of series and parallel resonant circuits.

SEC01 TH T230 TR 8:00AM-12:00PM
Delroy Musson

Filters, Power Factor and Power Factor Correction **ELN 2121** **1CR**

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

SEC01 TH T230 TR 8:00AM-12:00PM
Delroy Musson

Understanding the Principles of Three Phase Systems **ELN 2122** **1CR**

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

SEC01 TH T230 TR 8:00AM-12:00PM
Delroy Musson

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NEC – Branch Circuits 1 & 2 and Feeders and Services
 ELN 2123
 1CR

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

SEC01 TH T230 TR 8:00AM-12:00PM
 Delroy Musson

NEC – Requirements for Cable Assemblies & Wiring Methods
 ELN 2124
 1CR

This module focuses on the various wiring methods recognised by the NEC. In addition, the student will become acquainted with many of the terms the NEC uses in conjunction with conduit wiring methods. Topics include: How to correctly apply the NEC's conduit wiring methods; The NEC's requirements for cable assemblies; Identifying boxes and fittings as defined by the NEC; Wiring methods - general installation requirements; Wiring methods - specific; Electrical nonmetallic tubing (ENT)

SEC01 TH T230 TR 8:00AM-12:00PM
 Delroy Musson

Grounding and bonding Fundamentals
 ELN 3130
 1CR

This is the first of series of twenty-two lessons that focus on the important subject of grounding and bonding as required by the NEC. The course begins with a review of electrical theory as it relates to the grounding of systems. Topics include: Grounding and bonding fundamentals; NEC system grounding; Grounding AC Systems; Grounding electrical services; Service equipment; Main bonding jumpers.

SEC01 TH T230 TR 8:30AM-12:30PM
 Delroy Musson

Grounding Electrode System
 ELN 3131
 1CR

This module introduces the student to the Grounding Electrode System. The student will learn the function of grounding electrodes in the electrical system and describe how to install and establish a grounding system. Topics include: The grounding electrode system; The grounding electrode conductor; Bonding enclosures and equipment; Equipment grounding conductors and enclosure and equipment grounding.

SEC01 TH T230 TR 8:30PM-12:30PM
 Delroy Musson

Personnel Protection and Ground Fault Protection of Equipment
 ELN 3132
 1CR

The primary focus of this module is the protection of personnel and equipment. Topics include: Ground faults and short circuits; Separately derived systems; Grounding at separate buildings; Protection of personnel and equipment; Special location requirements for grounding and bonding.

SEC01 TH T230 TR 8:30PM-12:30PM
 Delroy Musson

Grounding and Bonding of Electronic Equipment
 ELN 3133
 1CR

This module will familiarise the student with the special grounding and bonding requirements for electronic equipment. Topics include: Requirements for grounding and bonding of electronic equipment; Low voltage intersystem grounding and bonding; Requirements for grounding and bonding systems over 1000 volts; An overview of NEC Article 250; Introduction to Earth Testing; The principles and methods used for earth testing.

SEC01 TH T230 TR 8:30PM-12:30PM
 Delroy Musson

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

This module deals with the technical or theory side of transformer connections. The student will learn how to identify the uses of different WYE and DELTA three-phase systems; list the advantages and disadvantages of three phase transformers; describe how to use a delta connection and when to use a wye

connection; how to draw wye and delta connections for three phase transformers. Three lab assignments provide the student with the training and the practical experience to work with actual transformer connections he/she will encounter in the workplace. Topics include a review of three-phase transformer theory and a review of WYE and DELTA three-phase transformers.

SEC01 TH T230 TR 8:30PM-12:30PM
Delroy Musson

NEC Overcurrent Protection ELN 3135 1CR

This NEC module focuses on the overcurrent protection devices required for branch circuits, feeders and services. In addition, the student will learn about the tap rule requirements for the different types of tap conductors. Topics include: Overloads, Short-Circuits and Ground-Faults; Selection of Overcurrent Protection devices (OPCD); Types of OPCD-Circuit Breakers; Types of OPCD-fuses; Branch Circuits, Feeders and Services; Conductor Tap Rules and Supervised Industrial Installations.

SEC01 TH T230 TR 8:30PM-12:30PM
Delroy Musson

NEC: Transformer Protection and Ground Fault Protection ELN 3136 1CR

This module focuses on three important NEC considerations: (1) Transformer Protection; (2) Ground Fault Protection; (3) Motor Overload Protection. Topics include: Transformer protection - NEC Article 450; Motor branch circuits NEC - Article 430; Ground fault protection; Component protection - NEC Article 119.10; Motor overload and single-phasing protection; Motor and group motor protection and devices - NEC Article 430.

SEC01 TH T230 TR 8:30PM-12:30PM
Delroy Musson

AC Motor Speed Control and Troubleshooting ELN 4143 1CR

This module concludes our study of DC motor controls with a close examination of the basic concepts for DC applications that incorporate dynamic braking. The student will explore the basics of variable frequency drives and the physics behind how they control the speed of AC motors. The student will learn how to install, maintain and troubleshoot various types of variable frequency drives. Manufacturing standards and troubleshooting motor control circuits complete this exhaustive study of AC motor speed control. Topics include: AC motor speed control 1, 2 and 3; Manufacturing standards 1 and 2; Troubleshooting 1, 2 and 3.

SEC01 TH T214 TR 1:30PM-5:30PM
James Manning

Introduction to Digital Electronics and Boolean Algebra ELN 4144 1CR

This module introduces the student to the interesting and exciting topics - Digital Electronics and Boolean Algebra. The student will learn that Boolean Algebra is a basic tool in understanding digital circuits and incorporates the AND, OR and NOT digital opera-

tives. The student will learn how to write the Boolean expression for a logic circuit; develop a truth table from a Boolean equation; Develop a truth table from a digital circuit; Simplify a logic circuit using the laws; Operatives and theorems of Boolean Algebra. Topics include: Introduction to Digital Electronics; Introduction to Boolean Algebra; AND Logic; OR Logic; Buffers and inverter amplifiers; NAND and NOR Logic; XOR and XNOR Logic; Digital switching circuits. Eight comprehensive lab assignments give the student the experience and capability to solve problems involving digital circuits commonly found in the workplace.

SEC01 TH T230 TR 1:30PM-5:30PM
James Manning

The Allen Bradley SLC 500 Family PLC's ELN 4145 1CR

In this module, the student will learn about the physical characteristics of Programmable Logic Controllers. Specifically, the Allen Bradley SLC 500 family of PLC's and the SLC 5/03 processor. In addition, the student will learn about the Rockwell RSLogix 500 Programming Software; the binary number system and related number systems; Ladder programming basics using the RSLogix Software; Programmable controller timers; Programmable controller counters; Shift registers and sequencers. Topics include: System components in a SLC 500 Modular PLC System; Programmable controller installation; Programmable controller fundamentals; PLC Programming software; Numbering systems; Introduction to Ladder Programming 1 & 2; Advance Programming Instructions; Timers and counters; Shift registers and sequencers.

SEC01 TH T214 TR 1:30PM-5:30PM
James Manning

Fundamentals of Air Conditioning and Refrigeration ELN 4146 1CR

This module introduces the student to the typical mechanical refrigeration components as well as the refrigeration cycle. The student will learn how to describe the function of the various components of a typical refrigeration system; trace the operating cycle of a typical refrigeration system and identify differences between ideal and realistic refrigeration cycles. In addition the student will examine various methods of troubleshooting air conditioning and refrigeration systems. This module also includes an introduction to cable faults. The student will explore some of the conditions that lead to cable failure, the types of faults along with some of the methods and equipment used to locate the cable fault. Topics include: Electrical controls for AC/R systems; Troubleshooting AC/R systems; Introduction to cable faults; Locating cable faults 1, 2 and 3.

SEC01 TH T214 TR 1:30PM-5:30PM
James Manning

Cable Tray Systems and the NEC ELN 4147 1CR

This module introduces the student to cable tray systems and the NEC Code requirements that govern their construction, installation and use. The student will also briefly examine electric welders and Phase

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

converters. Topics include: Introduction to cable trays; Cable tray applications; Cable tray systems and the NEC; Installation of cable tray systems; Electric welders; Phase converters.

SEC01 TH T214 TR 1:30PM-5:30PM
James Manning

NEC: Hazardous-Locations ELN 4148 1CR
Wiring Methods and Equipment

This module focuses on NEC Article 500-Hasardous Locations. The student will learn about the NEC classification system for hasardous substances and how they are grouped according their potential for hasard. In addition, the student will learn how to use the NEC to answer specific questions about generators, transformers and vaults, capacitors, resistors reactors and storage batteries; identify what the Code considers in special equipment; Locate information applicable to special equipment in NEC chapter 6; Calculate branch circuit conductor ampacities and sises for special equipment Topics include: Hasardous Locations-Classifications; Hasardous Location-Wiring Methods and equipment; Special occupancies; Eelectrical equipment; Special equipment.

SEC01 TH T214 TR 1:30PM-5:30PM
James Manning

Solar Power Generation ELN 5155 1CR
and Fuel Cell Basics

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

SEC01 TH T230 TR 1:30PM-5:30PM
Delroy Musson

High Voltage Testing ELN 5156 1CR

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

SEC01 TH T230 TR 1:30PM-5:30PM
Delroy Musson

Harmonics and Power ELN 5157 1CR
Quality Surveys

This module introduces the student to Power Quality. The student will review the various systems that

comprise a modern power distribution system. He or she will learn why Harmonics is considered to be one of the most significant power quality problems found in electrical distribution systems today. Topics include: Power distribution systems; Power quality terminology, Costs and concepts; Types of power problems; Harmonics; Power quality surveys; Power system troubleshooting; Mitigation equipment.

SEC01 TH T230 TR 1:30PM-5:30PM
Delroy Musson

Automation Networks ELN 5158 1CR

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

SEC01 TH T230 TR 1:30PM-5:30PM
Delroy Musson

Understanding Emergency ELN 5159 1CR
Building Installation Requirements

This module serves as a review of earlier lessons on NEC Article 230 services. In addition, it will cover items like GPPE for Services under 600 volts nominal or less and the installation requirements for services exceeding 600 volts nominal. The student will study NEC Article 725-remote control signalling and examine the significant change to the 2005 Code. Topics include: Installing electrical services; Pools, Fountains and similar locations; Understanding emergency building installation requirements; Over 600 volt installations; Remote control signalling and power limited circuits; NEC 2005 (1) & (2); Determining conductor ampacity.

SEC01 TH T230 TR 1:30PM-5:30PM
Delroy Musson

Electrical Load Calculations ELN 5160 1CR
as per the NEC

This final Code lesson concentrates on various load calculations for single and multi-family residential units. Topics include: Calculating raceway fill; Box size and fill calculations; Introduction to load calculations; Calculating range loads as per the NEC; Calculating residential loads as per the NEC; Calculating multi-family dwelling loads as per the NEC.

SEC01 TH T230 TR 1:30PM-5:30PM
Delroy Musson

ENGLISH COMMUNICATION

Preparatory College Writing I ENG 0011 OCR

A basic writing course emphasising the development, organisation and revision of paragraphs and short essays. Students receive instruction in grammar, rhetorical strategies and the practices of standard written English. **Prerequisite: Satisfactory**

REGISTRATION IS OPEN UNTIL **JANUARY 19** AND IS THE FINAL DAY FOR TUITION PAYMENT

performance on College Placement Test. Successor: ENG 0012

SEC01 NH G306 MWF 11:35AM-12:25PM
Yesha Townsend

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. Basic research techniques are introduced and practised in the single source essay and in a short researched essay.

Prerequisite: A grade of C or better in ENG 0011 or satisfactory performance on College Placement Test. **Successor:** ENG 1111

SEC01 NH G223 M 6:00PM-9:00PM
Yesha Townsend

SEC02 NH G225 MWF 12:35PM-1:25PM
Denise Simons

Preparatory College Reading I ENG 0015 OCR

Development of college-level study and reading skills. Instruction includes out-lining, summarising, increasing vocabulary, improving comprehension through reading essays and short fiction, and developing library skills and test-taking strategies.

Prerequisite: Satisfactory performance on College Placement Test. **Successor:** ENG 0016

SEC01 NH G323 W 6:00PM-9:00PM
Jeannaire Christopher

Preparatory College Reading II ENG 0016 OCR

Reinforces and builds upon skills developed in ENG 0015 through a study of selected readings from textbook abstracts, library sources and different literary genres such as poetry and drama.

Prerequisite: A grade of C or better in ENG 0015 or satisfactory performance on College Placement Test.

SEC01 NH G306 T 6:00PM-9:00PM
TBA

Communications for Industry II ENG 1045 3CR

A course emphasising comprehension and summary of industry-related materials, writing researched reports, preparing short talks, and developing different styles of letters and memos commonly required in industry. **Prerequisite:** A grade of "C" or better in ENG 1044 or satisfactory performance on the College Placement Test with a minimum score of 249 in Reading Comprehension

SEC01 NH G225 MWF 9:35AM-10:25AM
Denise Simons

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 G225 TR 11:35AM-12:55PM
Dwayne Thompson

SEC02 NH G223 MWF 9:35AM-10:25AM
Dwayne Thompson

SEC03 HH H213 R 6:00PM-9:00PM
Yesha Townsend

SEC04 HH H213 MWF 10:35AM-11:25AM
Yesha Townsend

SEC01(C)NH G223 MWF 10:35AM-11:25AM
Denise Simons

SEC01(C)NH G307 R 2:35PM-3:25PM
Denise Simons

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 G223 MWF 11:35AM-12:35PM
Denise Simons

SEC02 HH H270 MW 2:35 PM-3:55 PM
Sajni Tolaram

SEC03 NH G225 TR 11:35AM-12:55PM
Sajni Tolaram

Writing for Professionals

ENG 1115 3CR

A writing course designed for students who wish to develop the organisational techniques, style, and research skills appropriate to business and industry. Analysis will be emphasised. An investigative report is required. **Prerequisite:** ENG 1111

SEC01 NH G223 MW 2:35PM-3:55PM
Dwayne Thompson

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

SECD1 NH G307 S 10:00AM-1:00PM
 Dwayne Thompson

Oral Communication **ENG 2212 3CR**
 A study of the theory and practice of public speaking, levels of communication and their application. The focus is on preparing and delivering oral presentations. **Prerequisite: ENG*1112 or ENG*1115**

SEC01 HH H211 W 5:30 PM-8:30 PM
 Sajni Tolaram

Special Themes and Topics in English (Creative Writing) **ENG 2298 3CR**
 Designed to allow students an opportunity either for in-depth inquiry into a topic covered in another 2000-level course or for the study of a special topic or theme in English language and literature. The topics will vary from time to time.

SEC01 HH H211 M 5:30 PM-8:30 PM
 Sajni Tolaram

FOOD & BEVERAGE SERVICE

Food Service I **FAB 1100 4CR**
 Practical food, beverage and wine service skills and knowledge in a dining room, principles of merchandising and salesmanship, customer relations, forecasting and planning workloads and bar technology. Students are required to obtain the Federation of Dining Room Professionals Certified Dining Room Associate and the Associate Wine Steward certification. **Prerequisite: CUL 1104**

SEC01 BH B103 W 9:00AM-3:30PM
 Rui DeSa

FRENCH
Beginner's French II **FRE 1102 3CR**
 A continuation of FRE 1101 with increasing attention to the relationship between speaking and writing French. **Prerequisite: FRE 1101**

SEC 01 HH H273 MWF 9:35AM-10:25AM
 Tiffany L Smith-Richol

HEATING, VENTILATION & AIR CONDITIONING

Mechanical Maintenance **HVA 1102 3CR**
 The following topics are contained in this module: Analyse air properties; Select and install venting systems; Maintain mechanical components; Test AC circuits and components

SEC01 TH T085 MW 1:30PM-5:30PM
 Ornette Fough

HVAC Controls **HVA 1103 3CR**
 The following topics are contained in this module: Test electronic circuits; Test electric furnace controls; operate electric, Electronic and pneumatic control systems; Identify accessories; Install and adjust refrigerant controls.

SEC01 TH T166 MW 1:30PM-5:30PM
 Ornette Fough

Refrigeration System Service **HVA 1104 4CR**
 The following skills are contained in this module: Operate, service and install compressors; Service heat pumps; Use leak detectors, Vacuum pumps, recovery units and charging systems; Recycle refrigerants. During this module students will write the Ministry of Environment Certification exam for CFC Handling in Bermuda.

SEC01 TH T166 MW 1:30PM-5:30PM
 Ornette Fough

Senior Student Project II **HVA 2109 2CR**
 This is a continuation of Module 5. Requirements include a final report to be sent to ASHRAE at the completion of the project.

SEC01 TH T085 TR 1:30PM-5:30PM
 Ornette Fough

System Performance **HVA 2110 3CR**
 The following topics are contained in this module: Use of blueprints; Test indoor air quality; Identify energy conservation equipment.

SEC01 TH T166 TR 1:30PM-5:30PM
 Ornette Fough

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

SEC01 TH T166 TR 1:30PM-5:30PM
 Ornette Fough

System Design **HVA 2112 3CR**
 The following topics are contained in this module: Calculate heat loads; Identify cold storage equipment.

SEC01 TH T166 TR 1:30PM-5:30PM
 Ornette Fough

HISTORY

World History II **HIS 1141 3CR**
 This course analyses the development and interaction of world civilisations from the spread of Christianity to the First World War. Topics include: Scientific and Industrial Revolutions, Colonialism and imperialism. Coverage also includes development in the Americas, the Caribbean and Bermuda. **Corequisite: A grade of "C" or better in ENG 0012**

SEC 01 HH H273 T 6:00PM-9:00PM
 Lesley Wharton

HOTEL MANAGEMENT

Intro to Lodging Management **HMT 1120 3CR**
 A study of hotel organisation with particular reference to skills required for lodging management. Topics include: reservations, reception, cashiery, night audit and housekeeping. Students are required to gain practical experience shadowing supervisors in the front office, housekeeping and reservation

departments, at the Coco Reef Resort or another approved establishment.

SECD1 Online TR 10:05AM-11:25AM
Shawn Deshields

Hotel Management Internship HMT 1175 3CR

Work experience in the kitchen, service and management areas of an assigned hotel. Practical experience in culinary preparation, food and beverage management and service, housekeeping, front office reception and reservations, and hotel management is provided. Prerequisites: A minimum GPA 2.0 or higher in all Hospitality Management programme courses required as **Prerequisite: HMT 1120, CKN 1102 and FAB 1100.**

SEC01 Offsite (various)
Shawn Deshields

Hospitality Supervisory Practices HMT 2255 3CR

A study of the theory and practices relating to supervision within the hospitality industry including recruitment, motivation, discipline, communications, conflict resolution, effective change. **Prerequisite: HMT 1175**

SECD1 Online TR 4:05PM-5:25PM
Rui DeSa

Food & Beverage Management HMT 2260 3CR

A study of the art and science of managing a profitable food and beverage operation. Management structure and functions, food and beverage cost controls, prevention of theft and fraud, the management of small business operations. **Prerequisite: FAB*1100**

SECD1 Online W 1:00PM-2:30PM
TBA

INSURANCE

NEW! Property and Casualty Insurance INS 2201 3CR

Examines personal and commercial property and liability risks, crime insurance and surety bonds, along with the interpretation of insurance contracts. **Prerequisite: INS 1101**

SEC01 NH G304 R 6:00PM-9:00 PM
TBA

Special Topics in Insurance INS 2298 3CR

Course participants will learn about the international re/insurance sector in Bermuda by tracing the evolution of the insurance concept from its humble beginning as the headquarters for American International Company in 1948 to a major global player of risk management. **Prerequisite: ENG 1111**

SECD1 Online M 6:00PM-9:00PM
Craig Simmons

LAW

Business Law LAW 2203 3CR

This course gives students a working knowledge of the legal system and the law and how it affects

day-to-day operations of business. Emphasis is on the Law of Contract, the Law of Torts and Employment Law. **Prerequisite: 18 credits at the 1000-level.**

SEC01 NH G226 W 6:00PM-9:00PM
Vaughn Caines

MANAGEMENT

Accounting Assistant Work Placement MGN 1016 1CR

This course requires the student to demonstrate professional ethics, skills and knowledge required of an accounting assistant in the office environment. This course is a final course preparing the student for immediate employment. Students will be required to have a 2.0 (C) average or higher in all accounting assistant programme courses required as pre-requisites.

Prerequisites: A minimum GPA 2.0 or higher in all Accounting Assistant programme courses required as prerequisite; ACC 1041, CIS 1120 Corequisites: MGN 1015, MGN 1040

SEC01 OFFSITE (various)
TBA

Communication and Presentation Skills MGN 1040 3CR

This course provides training in oral and written communication skills necessary in the workplace. Presentation software will be utilised. This course is a certificate course and will not normally transfer into degree programmes. **Prerequisite: Basic computer skills**

SEC01 NH G323 MWF 10:35 AM-11:25 AM
Gwendolyn Lawrence

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 HH H213 TR 10:05AM-11:25AM
Erwin Lightbourne

SEC02 HH H213 M 5:00PM-8:00PM
Erwin Lightbourne

Tourism MGN 1116 3CR

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

SECD1 Online W 10:05AM-11:25AM
Shawn Deshields

Customer Service Skills MGN 1129 3CR

This course will provide students with a systematic process for developing customer service skills that are

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required to deliver “service excellence”, a term used to describe the exceptional levels of service that customers seek. In addition to learning about what makes up the twenty-first century “service economy”, students will have an opportunity to develop “service excellence” strategies that they can apply in their future careers. Emphasis will be placed learning how to become obsessed with satisfying customer needs, effectively dealing with difficult customers, consistently communicating with customers, building lasting relationships with customers and embracing emerging service-oriented technologies designed to foster brand loyalty. **Prerequisite: A grade of “C” or better in ENG 0012**

SECD1 BH B260 MW 1:30PM-3:00PM
 Rui DeSa

Intro to Human Resource Management MGN 2110 3CR

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

SEC01 NH G225 TR 5:30PM-6:50PM
 Gwendolyn Lawrence

Business Ethics MGN 2115 3CR

This course will provide students with an overview of business ethics and practices with emphasis on the process of ethical decision-making challenges faced in today’s society. Topics such as an overview of business ethics including corporations and social responsibility, and ethical issues in the workplace will be covered.

SEC01 HH H213 TR 2:35PM-3:55PM
 Erwin Lightbourne

Business Work Placement Internship MGN 2119 3CR

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

SEC01 OFFSITE (various)
 TBA

Marketing Management II MGN 2211 3CR

A continuation of MGN 2210 that looks at consumer buying behaviour, retailing, wholesaling, selling, price setting, product life cycle, market research and international marketing. **Prerequisite: MGN*2210**

SEC01 HH H213 TR 11:35AM-12:55PM
 Erwin Lightbourne

Organisational Behaviour MGN 2222 3CR

This course examines the behaviour of individuals and groups in organisations. Topics include: Perception; Motivation; Rewards; Managing inter-group conflict; Managerial functions; Power; Leadership styles and managing change. **Prerequisite: MGN 1114**

SEC01 HH H213 W 6:00PM-9:00PM
 Erwin Lightbourne

Introduction to Project Management MGN 2230 3CR

Project management is becoming increasingly more important in today’s world. Mastery of key tools and concepts gives you a significant competitive advantage in the marketplace. This course content deals with setting the scope of the project, planning, staffing, organising, directing, controlling and closing projects. The course includes major topics such as Strategy, Priorities, Organisation, Project Tools and Leadership. Primary class emphasis is on the project management process and tools. **Prerequisite: CIS*1120**

SEC01 BH B260 TR 11:35AM-12:55PM
 Rui De Sa

Finance II MGN 2241 3CR

A continuation of MGN 2240. Topics include: Present values; Cost of capital; Managing risk; Long-term financing; Dividend policies; Calculating bond and stock values. **Prerequisite: MGN 2240**

SEC01 ONLINE TBA
 Ann Parsons

SPRING 2024 MATH COURSES REQUIREMENT: PURCHASE OF A COMPUTER ACCESS CODE IS MANDATORY FOR COMPLETION OF ALL ONLINE ASSIGNMENTS

MATHEMATICS

Basic Mathematics MAT 0010 OCR

A review of foundational-level mathematics for students needing to strengthen their problem-solving skills. Topics include: Adding, Subtracting, Multiplying, and dividing fractions, Decimals, and integers.

SEC01 NH G304 MWF 10:35AM-11:25AM
 Dana Lightbourne

Preparatory College Mathematics I MAT 0014 OCR

An elementary course developing a foundation in algebra. Topics include: Linear equations and 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**

SEC01 NH G306 MWF 9:3 AM-10:25AM
 Lynne Wade

SEC02 NH G307 T 6:00PM-9:00PM
 Lynne Wade

SEC03 NH G305 MWF 11:35AM-12:25PM
 Lynne Wade

Preparatory College Mathematics II
MAT 0015 0CR

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**

SEC01 NH G226 MWF 11:35AM-12:25PM
Jennifer Ackah

SEC02 NH G228 M 6:00PM-9:00PM
Ali Arouzi

College Algebra I
MAT 1105 3CR

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**

SEC01 HH H275 MWF 1:35PM-2:25PM
Jennifer Ackah

SEC02 HH H270 M 6:00PM-9:00PM
William Ashby

SEC04 NH G307 MWF 11:35AM-12:25PM
Dana Lightbourne

SEC03(C)NH G228 TR 11:35AM-12:25PM
Ali Arouzi

SEC03(C)NH G228 M 3:35PM-4:25PM
Ali Arouzi

A Survey of Mathematics
MAT 1107 3CR

An introductory course in mathematics covering topics in set theory, Venn Diagrams, logic, consumer mathematics, as well as other selected topics including, but not limited to finite mathematical systems and graph theory. **Prerequisite: A grade of "C" or better in MAT 0015**

SEC01 NH G304 TR 3:30PM-4:55PM
William Ashby

Finite Mathematics
MAT 1131 3CR

Intended for business students needing to develop a facility with certain techniques to solve practical problems. Includes systems of linear equations and inequalities, optimisation, supply and demand analysis, linear programming, mix of constraints, matrix algebra, sinking funds, amortisation, future value of ordinary annuities. **Prerequisite: A grade of "C" or better in MAT 0015**

SEC01 NH G304 MWF 2:35PM-3:25PM
William Ashby

Pre-Calculus
MAT 1141 3CR

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.**

SEC01 NH G225 MW 1:35PM-2:55PM
Dana Lightbourne

SEC02 HH H270 TR 10:05AM-11:25AM
William Ashby

Calculus I
MAT 1152 3CR

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.**

SEC01 NH G304 MWF 9:35AM-10:25AM
Dana Lightbourne

Multivariable Calculus
MAT 2220 3CR

Intended as a continuation of MAT 2201 for students taking a concentration in science and/or mathematics. Includes quadric surfaces, limits, continuity and differentiability of functions of several variables, directional derivatives, Lagrange multipliers, line integrals, double and triple integration, surface areas. **Prerequisite: MAT*2201**

SEC01 HH H275 TR 10:05AM-11:25AM
Ali Arouzi

Statistics I
MAT 2233 3CR

Intended for students requiring a background in descriptive statistics and elementary sampling theory. Includes characteristics of frequency distributions, measures of central location and variability, probability and probability distributions, sampling theory and sampling distributions. Applications are taken from business, management, social science and science. **Prerequisite: 15 credits at the 1100-level, three of which must be an 1100-level math course**

SEC01 NH G305 T 6:00PM-9:00PM
Dana Lightbourne

Statistics II
MAT 2234 3CR

A continuation of MAT 2233 covering methods of statistical inference. Includes estimation, hypothesis testing, chi square, and analysis of variance, linear regression and correlation. Applications are taken from business, management, social science and natural science. **Prerequisite: MAT 2233**

SEC01 NH G306 MWF 10:35AM-11:25AM
Lynne Wade

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Millersville University - Pennsylvania, USA
Mount Allison University - New Brunswick, Canada
Mount Saint Vincent University - Nova Scotia, Canada
New England Institute of Technology - Rhode Island, USA
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Saint Mary's University - Nova Scotia, Canada
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Southern New Hampshire University - College of Online & Continuing Education
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Thomas College - Maine, USA
Troy University - Alabama, USA
University of New Brunswick - New Brunswick, Canada
Ontario Tech University - Ontario, Canada
University of South Carolina Upstate - South Carolina, USA
Voorhees College - South Carolina, USA
Walden University - Minnesota, USA/ONLINE
West Virginia University - West Virginia, USA
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University of Northampton - England, UK
University of Rhode Island - Rhode Island, USA
University of Southampton - England, UK



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Elementary Differential Equations
MAT 2240 3CR

Intended to provide exposure to the topics in the differential equations for the students who wish to obtain a concentration in mathematics or in the fields of science where a sound background in mathematics is required. Such topics include first order differential equations and their applications in biology, chemistry and social science, second order differential equations and their applications in mechanics and electronics, higher order equations, series solutions and matrix methods.

Prerequisite: MAT 1152

SEC01 HH H275 TR 8:35AM-9:55AM
Ali Arouzi

MOTOR VEHICLE TECHNOLOGY
Ignition Systems
MVT 1101 3CR

The following skills are contained in this module: Identify the basic ignition systems; identify different distributor systems; performing basic engine and ignition tests.

SEC01 TH T187 MTWR 1:30PM-5:30PM
Michael Thompson

Fuel/Exhaust Systems
MVT 1102 3CR

The following skills are contained in this module: Identify the various types of fuels and fuel specifications, testing and servicing the components of fuel systems, air intake systems components and replace exhaust systems.

SEC01 TH T187 MTWR 1:30PM-5:30PM
Michael Thompson

Exhaust Emissions Systems
MVT 1103 3CR

The following skills are contained in this module: Perform diagnostic testing and repair problems related to the positive crankcase ventilation system, describe the operation of gas exhaust systems and catalytic converters, perform test and repair components of spark control and idle speed control systems.

SEC01 TH T187 MTWR 1:30PM-5:30PM
Michael Thompson

Steering System
MVT 2110 3CR

The following skills are contained in this module: Identify steering systems, diagnose, test and repair steering systems.

SEC01 TH T187 MTWR 8:30PM-12:30PM
Michael Thompson

Power Steering Systems
MVT 2111 3CR

The following skills are contained in this module: Perform test and service manual and power steering service power steering pump, perform inspection on and repair of steering column.

SEC01 TH T187 MTWR 8:30PM-12:30PM
Michael Thompson

Suspension Systems
MVT 2112 3CR

The following skills are contained in this module: Diagnose wheel alignment, adjust and repair wheel alignments and perform wheel balance and implement the principles of the front and rear suspension systems.

SEC01 TH T187 MTWR 8:30PM-12:30PM
Michael Thompson

NCCER CORE
Basic Safety
NCC 1101 1CR

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

SEC01 TH T202 MWR 6:00PM-9:00PM
TBA

Mathematics
NCC 1102 1CR

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

SEC01 TH T202 MWR 6:00PM-9:00PM
TBA

Hand Tools
NCC 1103 1CR

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

SEC01 TH T202 MWR 6:00PM-9:00PM
TBA

Power Tools
NCC 1104 1CR

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

SEC01 TH T202 MWR 6:00PM-9:00PM
TBA

Introduction to Construction Drawings
NCC 1105 1CR

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

SEC01 TH T202 MWR 6:00PM-9:00PM
TBA

Karen Grant-Simmons



One of the best ways to enjoy and discuss literature is to write our own and discuss it in the company of writers who are doing the same by exploring various genres, and discovering a profound connection or calling to a particular genre for one's subject matter.

We often align ourselves with a specific genre—poetry, drama, the essay, novel, or short story, because we value or are moved by the means in which we can shape our language, images, ideas, characters, settings, and conflicts.

Learning and composing in Creative Writing is a mode of seeing, hearing, and examining compelling narratives along with complex individual and social experiences.

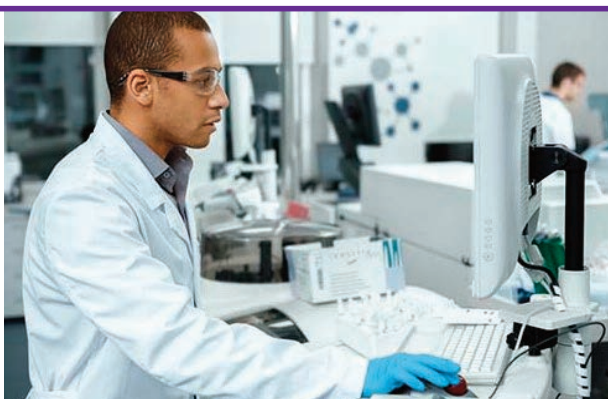
ENG 2298 CREATIVE WRITING

equips Students—who are practitioners, those who have never composed anything in the art of literature, together with students who dabble with literary compositions—with models and the resources to engage their chosen genre(s).

Students may write in a specific genre, a couple, or in each of the following: poetry, short story, the three-act play, the novella in 4 to 6 chapters.

Creative Writing is also a means of paying homage to our favorite writers and genres by building upon the well-worn canons of fine literature through publications in both hemispheres.

Students experience the joy, discipline, and freedom of shaping their own words and worlds for current and future projects—they form a set of skills and talents that last a life-time and that become enriched with use.



Division of Nursing and Allied Health

CONTACT:

KATHY SWAN, Director of Nursing Education
Tel: 239-4071 Email: kswan@college.bm

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.



MANY PATHS. DISCOVER YOURS.

“

I was young and not too interested in College, but I knew I would need some form of post-secondary education to survive in Bermuda's economy. I entered into the business programme at Bermuda College because that's what everyone else was doing, and I knew that our economy was heavily reliant on local and international business.

Once I started, I realised that I was capable of so much more than I thought I was, based on my interactions with the faculty and staff. They were communicative, empathetic and I began making meaningful connections and friendships. For me, it was more about finding myself than taking classes – and the teachers understood that. Mrs. Parsons, my accounting teacher was wonderful, and made sure I kept my head above water when I needed assistance the most.

Bermuda College helped me step outside my comfort zone and learn how to become a leader for myself, first. I recognise that you only lose once you quit.

”

MIKKAIL CROCKWELL | BC ALUMNI

Programme - Associate of Arts (Business Administration)
Thomas College - Class of 2014 - B.SC (Management)

Loyalty Transport Services | CEO



**BERMUDA
COLLEGE**

www.college.bm

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

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

SEC01 TH T202 MWR 6:00PM-9:00PM
TBA

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

SEC01 TH T202 MWR 6:00PM-9:00PM
TBA

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

SEC01 TH T202 MWR 6:00PM-9:00PM
TBA

NURSING

Psychiatric Nursing **NUR 2200** **5CR**
This course introduces concepts of nursing care for patients throughout the life span with maladaptive psychosocial and physiological responses related to mental disorders. Development of communication skills, self awareness and the therapeutic use of self in selected clinical settings is integrated throughout the course. **Prerequisites: A grade of "B-" or better in NUR 1150** **Corequisites: NUR 2201 and NUR 2235**

SEC01 TH T224 T 6:00PM-9:00PM
Practical OFFSITE W 8:00AM-1:00PM
Karen Grant-Simmons

Medical Surgical Nursing **NUR 2201** **7CR**
Students in Nursing 2201 will learn nursing care of individuals with common disease processes. The clinical experience allows students to further develop psychomotor skills such as health assessment and use critical thinking and communication skills to develop a nursing diagnosis on a stable medical or surgical patient. **Prerequisites: A grade of "B-" or better in NUR 1150** **Corequisites: NUR 2200 and NUR 2235**

SEC01 TH T088 R 8:30AM-12:30PM
TH T226 M 6:00PM-9:00PM
OFFSITE S 7:30AM-2:00PM
OFFSITE U 7:30AM-2:00PM
TBA

SEC02 TH T088 R 1:30PM-5:30PM
TBA

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 8:35AM-12:25PM
OFFSITE S 8:00AM-8:00PM
TBA

PHILOSOPHY

Introduction to Philosophy: Ethics and the Nature of Man **PHL 1104** **3CR**

This course addresses the questions, "What is Human?", "How does humanity differ from other animals?", "Are we truly free?", "What are our responsibilities and ethical obligations", or "Where do these obligations come from?" Answers to these questions are pursued through a historical and contemporary study of ethics, identity, the mind-body problem, or free will and determinism.

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

SEC01 HH H275 W 6:00PM-9:00PM
Stephen Notman

Medical Ethics **PHL 2210** **3CR**

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

Prerequisite: ENG 1112

SEC01 TH T224 F 9:35AM-12:25PM
Renee Faulcon

PHYSICS

Preparatory Physics **PHY 0013** **OCR**

A basic introduction to the fundamental principles of physics. Topics include: Measurement and units; force; work and energy; molecular motion and heat, Waves and electrical energy; The development of problem solving skills. Laboratory. A grade of "C" or better will be required to advance to the 1000-level courses.

Prerequisite: MAT 0014

SEC01 NH G228 MW 5:35PM-6:55PM
HH H170 W 2:35PM-5:25PM

Joseph Weeks

Flexible Biology Course Offerings SP/24



- **Bio 1104 General Human Biology Distance** (Asynchronous / Remote)
For Non - Science Majors
No Prerequisites
- **Bio 1122 Principles Of Biology II Hybrid** (In Person Labs)
Prerequisite - Bio 1121
- **Bio 2211 & Bio 2212 Anatomy & Physiology I & II Hybrid** (In Person Labs)
For Science Majors
Prerequisite - Bio 1122

For More information email
asimmons@college.bm

Principles of Physics II **PHY 1122 4CR**

A continuation of PHY 1121. Topics include; Vibration and waves, sound, electricity and magnetism, light and optics and modern physics. Laboratory. **Prerequisite: PHY*1121**

SEC01	HH	H170	R	5:30PM-8:30PM
	HH	H170	F	3:05PM-4:55PM

Paul Wright

PLUMBING

Fixtures and Faucets, Drain, Waste and Vent systems **PLM 1103 2CR**

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

SEC01	TH	T226	MW	1:30PM-5:30PM
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Gladwyn Trott

Commercial Drawings, Hangers and Supports, Installing DWV Piping **PLM 1104 4CR**

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

SEC01	TH	T226	MW	1:30PM-5:30PM
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Gladwyn Trott

Types of Valves, Installing Water Supply Piping, Installing Fix & Faucets **PLM 1105 3CR**

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

SEC01	TH	T226	MW	1:30PM-5:30PM
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Gladwyn Trott

Installing Water Heaters, Servicing Fixtures, Valves and Faucets **PLM 1106 3CR**

Covers the troubleshooting and repair of fixtures, valves, and faucets in accordance with code and safety guidelines.

SEC01	TH	T226	MW	1:30PM-5:30PM
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Gladwyn Trott

Business Principles for Plumbers, Water Pressure Systems **PLM 2110 3CR**

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

SEC01	TH	T226	TR	1:30PM-5:30PM
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Gladwyn Trott

Codes, Private Water Supply Well Systems **PLM 2111 3CR**

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

SEC01	TH	T226	TR	1:30PM-5:30PM
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Gladwyn Trott

Swimming Pools and Hot Tubs, Plumbing for Mobile Homes **PLM 2112 2CR**

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

SEC01	TH	T226	TR	1:30PM-5:30PM
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Gladwyn Trott

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

PSYCHOLOGY

Introduction to Psychology II PSY 1102 3CR

A survey of the basic areas of specialty and practice within the field of psychology, including human sexuality, problem solving, social psychology, human development, personality, abnormal behaviour and clinical practice. **Prerequisite: PSY 1101**

SEC01 HH H100 MWF 10:35AM-11:25AM
Mark Holder

SEC02 HH H100 T 6:00PM-9:00PM
Mark Holder

Abnormal Psychology PSY 2220 3CR

An evaluation of abnormal behaviour, including the core concepts of the differing psychopathology: Neuroses, psychoses and social disorders. Different approaches to treatment are described. **Prerequisite: PSY 1101 and PSY1102**

SEC01 HH H273 TR 8:35AM-9:55AM
Shawnee Basden

Human Development PSY 2240 3CR

An analysis of the principles of human development from conception to death. Basic biological processes that shape development including conception and heredity are described. The development of the infant as a social, cognitive and physical being is traced through childhood, adolescence and into adulthood and older adulthood. **Prerequisite: PSY 1101 and PSY 1102**

SEC01 HH H273 MWF 12:35PM-1:25PM
Mark Holder

Educational Psychology PSY 2272 3CR

The application of both learning and educational psychology theories to teaching strategies, classroom organisation and curriculum design. Instructional planning, teaching styles and classroom dynamics are also examined. **Prerequisite: PSY 2270**

SEC01 NH G226 T 6:00PM-9:00PM
Kendra Pearman

RELIGIOUS STUDIES

Intro to Religious Studies I REL 1101 3CR

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

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

SEC01 HH H273 M 6:00PM-9:00PM
Radell Tankard

SOCIAL SCIENCE

Research Methods in the Social Science I SSC 2200 3CR

An introduction to scientific methods as they are applied to the social sciences. The research process,

including formulation of research problems and hypotheses; selection of appropriate research designs and instruments; developing questionnaires; interviewing; and observation techniques are presented and discussed. **Prerequisite: 6 credits in approved 1100-level courses in Social Sciences.**

SEC01 NH G226 TR 2:35PM-3:55PM
Mark Holder

SOCIAL WORK

Introduction to Social Work SOW 1151 3CR

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

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

SEC01 NH G304 W 6:00PM-9:00PM
Lyndon Jackson

SOCIOLOGY

Introduction to Sociology II SOC 1102 3CR

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

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

SEC01 HH H100 MWF 11:35AM-12:25PM
Geoffrey Rothwell

SEC02 HH H100 R 6:00PM-9:00PM
Geoffrey Rothwell

Sociology of Marriage & Family SOC 2251 3CR

A sociological study of marriage and family life demographic trends in marriage; child bearing; divorce; theories of mate selection; marital interaction and marital dissolution; relationship of unmarried couples; alternative marriage forms; abortions; violence in the family. **Prerequisites: SOC*1101, SOC*1102 or PSY*1102**

SEC01 HH H273 TR 11:35AM-12:55PM
Geoffrey Rothwell

Sociology of Crime and Delinquency SOC 2290 3CR

A historical overview of criminological theory presenting biological, psychological, sociological, cultural, political and bisocial theories of the causes of crime and delinquency. Deviance theory, social disorganisation, labelling and delinquency sub-cultural analysis are examined and the works

of major theorists are critically explored.

Prerequisites: SOC 1101 and 1102

SEC01 HH H275 MWF 9:35AM-10:25AM
Geoffrey Rothwell

SPANISH

Beginners Spanish I

SPA 1101 3CR

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

SEC01 HH H273 MWF 11:35AM-12:25PM
Tiffany L. Smith-Richol

Beginners Spanish II

SPA 1102 3CR

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

Prerequisite: SPA 1101

SEC01 NH H270 TR 11:35AM-12:55PM
Tiffany L. Smith-Richol

Intermediate Spanish II

SPA 2202 3CR

This course is a continuation of SPA 2201 and is designed for students who have strong audio lingual and written competencies and wish to strengthen their linguistic skills. Increased attention will be placed on reading, writing and oral communication. Students will have greater cultural exposure and will continue to develop greater proficiency.

Prerequisite: SPA 2201

SEC01 HH H273 MW 2:35PM-3:55PM
Tiffany L. Smith-Richol

TECHNICAL COURSES

Introduction to Electricity and Electronics

TEC 1004 3CR

This course will provide students with a practical overview of electrical and electronic systems and its use in modern technology. Some of the topics to be covered are direct current systems, alternating cur-

rent systems, semiconductors and digital systems.

Prerequisite: TMM 1001 and TSM 1101

SEC02 TH T285 T 3:00PM-4:30PM
ONLINE R 3:00PM-4:30PM
Joseph Weeks

Introduction to Materials and Mechanics

TEC 1006 3CR

This course will provide students with a practical overview of the various classifications of materials, basic mechanical devices and the practical use in mechanical technology systems. Some topics include: Properties of materials, Material safety data sheet, Basic fabrication techniques, Basic mechanical principles, Simple machines, Pulleys, Gears and pneumatic and Hydraulic systems.

SEC01 TH T201 MW 8:35AM-9:25AM
ONLINE W 8:35AM-9:25AM
Joseph Weeks

Capstone Project for Technology and Trades

TEC 1020 3CR

In preparation for future academic and career goals, students will complete their portfolio started in college skills course CSC 1110. Also students will develop a practical project that solves a real world problem through application of their developed technical skills. **Prerequisite: Must be in last semester of CT-TECH programme.**

SEC02 TH T202 TR 9:00AM-10:25AM
Joseph Weeks

Technical Math II

TMM 1002 3CR

This course is a continuation of TMM 1001 where students further explore practical math concepts. Some of the topics include: Exponential functions, Statistical methods, Complex numbers, Analytic geometry, Higher degree equations, Systems of equation and inequalities, Matrices, Sequences and Trigonometric formulas. **Prerequisite: TMM 1001**

SEC02 TH T202 MW 1:30PM-3:00PM
Joseph Weeks

SEC02 TH T201 M 6:00PM-9:00PM
Sergio Pitcher

TECHNICAL SCIENCE

Technical Science II

TSM 1102 4CR

The following skills are contained in this module: Coplanar forces, distance, time, velocity and acceleration, mechanical energy and power, heat and temperature. **Prerequisite: TSM*1101**

SEC02 TH T202 TR 6:00AM-9:00PM
Derreck Bean

SEC03 TH T202 TWR 11:00AM-12:50PM
Joseph Weeks



ATHORA DIVISION OF PROFESSIONAL CAREER EDUCATION **HEALTHCARE CAREER OPPORTUNITIES** Certified Training in One Year or Less!

This is an exciting time for healthcare! It's changing and growing more rapidly than almost any other field! There's a tremendous need for new healthcare workers in healthcare support areas.

COURSES!

MEDICAL BILLING AND CODING (ONLINE)

One of the fastest growing and undersubscribed careers in the healthcare industry

- Distance education – self-paced
- Requires high school diploma or GED
- Provides skillsets to provide insurance billing and coding services
- Options for additional topics
- Option for US National certification

MEDICAL ADMINISTRATIVE ASSISTANT (ONLINE)

Ideal for career goals in administrative or clerical positions in the healthcare industry

- Distance education – self-paced
- Requires high school diploma or GED
- Option for US National Certification

CPR

Ideal for first-time or refresher students

- Required skill set for most healthcare careers
- Evening or weekend classes available

CERTIFICATE FOR NURSING ASSISTANTS

- Evening course – twice per week
- Two-semester programme
- Prepares participants to become registered Nursing Assistants

SPANISH FOR MEDICAL PROFESSIONALS (ONLINE)

- Frustrated by the communication barrier with Spanish speaking patients?
- Learn basic, practical language skills to help communicate effectively!
- Designed specifically for healthcare professionals

EMERGENCY MEDICAL TECHNICIAN (EMT) PROGRAMME

Emergency Medical Technicians (EMTs) function as part of a comprehensive emergency team by beginning initial assessment of an ill or injured person at the scene or onsite.

- In person classes
- 18 years and older and physically fit

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FOR ADDITIONAL PROGRAMME OR COURSE DETAILS CONTACT:

APACE T: 236-9000 EXT. 4117/4119

E: PADMIN@COLLEGE.BM

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

FOR CREDIT COURSES, SEE PAGE 3

EXTERNAL CERTIFICATES & PROFESSIONAL DESIGNATIONS

ACCOUNTING

ACCA ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

DIPLOMA IN FINANCIAL AND MANAGEMENT ACCOUNTING (RQF LEVEL 2)

This diploma is suitable for anyone looking to do 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 on <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 WH W108 T 6:00PM - 9:00PM
30 January - 30 April **\$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 WH W108 W 6:00PM - 9:00PM
31 January - 1 May **\$825**
Rosina Hardtman

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

DIPLOMA IN FINANCIAL AND MANAGEMENT ACCOUNTING (RQF LEVEL 3)

This diploma is suitable for anyone looking to do an introductory qualification in accounting and finance. This includes school leavers or those already working in accounts-support roles. Before studying for this qualification, students are encouraged to complete the ACCA Diploma in Financial and Management Accounting (RQF Level 2). **All new students must register for membership on <http://www.accaglobal.com/gb/en/qualifications/apply-now.html#startapp>.**

Managing Financial Records (FA2)

TDS ACCA20

This course will develop your knowledge and understanding of the techniques used to maintain

accounting records and prepare final accounts of unincorporated entities.

SECA1 WH W106 M 6:00PM - 9:00PM
29 January - 29 April **\$825**
TBD

Managing Cost and Finance (MA2)

TDS ACCA22

This course will develop your knowledge and understanding of the principles and techniques used in recording, analysing and reporting costs and revenues for internal management purposes. To demonstrate and develop applicable cost concepts in making short-term decisions, and the application of spreadsheets in management accounting.

SECA1 HH G228 T 6:00PM - 9:00PM
30 January - 30 April **\$825**
TBD

**Both courses are required for completion of the RQF Level 3. It is highly recommended that students take both FA2 and MA2 during the same semester.*

Book exam dates at the Bermuda College Testing Centre via exams@college.bm.

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.

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 HH G304 T 6:00PM - 9:00PM
30 January - 30 April **\$825**
TBD

Book exam dates at the Bermuda College Testing Centre via exams@college.bm.

ACCA QUALIFICATION**

Performance Management (F5/PM) TDS ACCA40

This course is designed to develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation and control.

SECA1 HH H211 R 6:00PM - 9:00PM
1 February - 2 May **\$1,125**
TBD

Taxation (F6/TX)

TDS ACCA42

This course will develop knowledge and skills relating to the tax system as applicable to individuals, single companies, and groups of companies.

SECA1 HH H102 W 6:00PM - 9:00PM
31 January – 1 May
TBD **\$1,125**

Financial Reporting (F7/FR)

TDS ACCA44

The course is designed to develop knowledge and understanding of International Financial Reporting Standards (IFRS). Students will also learn how to apply these standards and the concepts and principles which underpin them.

SECA1 HH H275 R 6:00PM - 9:00PM
1 February – 2 May
TBD **\$1,125**

Audit and Assurance (F8/AA)

TDS ACCA46

This course will develop knowledge and skills in the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework.

SECA1 HH H273 W 6:00PM - 9:00PM
31 January – 1 May
TBD **\$1,125**

****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 examination and book fees are not included. <https://yourfuture.accaglobal.com/global/en/getting-started/taking-exams.html> for external examination dates and fees

MANAGEMENT

AMA AMERICAN MANAGEMENT ASSOCIATION

Certificate in General Management (Full Certificate)

AMA AMA70

This certificate focuses on developing the skills which enable managers to increase competitive advantage, improve customer service, nurture a diverse workplace and meet business challenges.

SECA1 WH W108 MR 6:00PM - 9:00PM
11 January – 13 May
Malika Cartwright/Meisha Medford **\$1,425**

First Line Supervision (Module)

AMA AMA15

This course walks students through the transition from staff to supervisor and is the ideal resource for the new supervisors. Learn to get more done by motivating staff and turning your direct reports into team players. Students will increase their confidence, leadership skills,

and job satisfaction by identifying the roles, competencies, and qualities of effective supervisors. Learn to build personal credibility and commitment from others, understand how to build a positive work environment and motivate employees, and practice delivering positive and instructional feedback

SECA1 WH W108 R 6:00PM - 9:00PM
11 January – 15 February
Malika Cartwright **\$795**

Certificate in Human Resources (Full Certificate)

AMA AMA74

This certificate provides the know-how needed to succeed: whether you are an HR manager, new to HR or in a non-HR profession with HR responsibilities. It is a guide to every aspect of human resources management; from understanding the basic HR functions to using the Web for recruiting and selecting the latest Human Resources Information System (HRIS).

SECA1 WH W108 M 6:00PM - 9:00PM
15 January – 13 May
Meisha Medford **\$1,425**

How to Manage Conflict in the Organisation (Module)

AMA AMA51

This course will show you how to develop, implement, and maintain departmental budgets.

SECA1 WH W108 M 6:00PM - 9:00PM
19 February – 25 March
Meisha Medford **\$795**

Communication Skills for Managers (Module)

AMA AMA10

This course is a to business communication that delivers the message by providing a solid overview of all facets of business communications.

SECA1 WH W108 M 6:00PM-9:00PM
1 April – 13 May
Meisha Medford **\$795**

NOTE: The AMA Certificate and fees above represent payment for the current semester; AMA Certificates require 2 semesters for completion. Textbooks are included in the fee.

BOMI BUILDING OWNERS AND MANAGERS INSTITUTE

BOMI designations are backed by the Institute's 35 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.

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

Fundamentals of Facilities Management RST 882

This course provides the base from which to build a career in facilities management

SEC A1 WH W108 W 6:00PM - 9:00PM
13 January - 1 May \$2075
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.

COMPLIANCE PROGRAMMES 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.

KIXKO AML ATF Orientation TDS KIXK01

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

SECA1 Distance Education
22 January - 22 April \$55

SEC A2 Distance Education
26 February - 26 May \$55

SEC A3 Distance Education
25 March - 25 June \$55

KIXKO AML ATF Risk Based Assessment TDS KIXK02

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

SECA1 Distance Education
22 January - 22 April \$55

SEC A2 Distance Education
26 February - 26 May \$55

SEC A3 Distance Education
25 March - 25 June \$55

KIXKO AML ATF Customer Due Diligence TDS KIXK03

Course Description: The course introduces processes for monitoring and reporting unusual or suspicious transactions. Methods of how to detect and report unusual and suspicious transactions are demon-

strated. Recordkeeping and retention requirements are highlighted

SECA1 Distance Education
18 January - 18 April \$55

SECA2 Distance Education
18 February - 18 May \$55

SECA3 Distance Education
25 March - 25 June \$55

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. Record keeping and retention requirements are highlighted.

SECA1 Distance Education
22 January - 22 April \$55

SECA2 Distance Education
26 February - 22 May \$55

SECA3 Distance Education
25 March - 25 June \$55

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
22 January - 22 April \$75

SECA2 Distance Education
26 February - 26 May \$75

SECA3 Distance Education
25 March - 25 June \$75

Visit <https://www.college.bm/index.php/pace/pacedesignations/kixko> for more details.

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.



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ATHORA DIVISION OF PROFESSIONAL AND CAREER EDUCATION

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OPPORTUNITIES OFFERED THROUGH BERMUDA COLLEGE
FIND YOUR LEVEL AND GET STARTED!

COMPLIANCE LEVELS

KIXKO - Anti Money
Laundering/Counter
Terrorist Financing Certificate

ACAMS - Association of
Certified Anti-Money
Laundering Specialists

ICA - International Compliance
Association Certificates
(Various levels available – from
introductory to advanced)



**REGISTER
NOW**

LEARN MORE:
www.college.bm/pace
TO GET STARTED EMAIL:
readytostart@college.bm

ICA SPECIALIST CERTIFICATES

Demystifying Cryptocurrencies TDS ICA40

Length – 1 month.

Assessment type – Multiple choice exam online

SECA1 Distance Education

22 January – 22 February

\$325

Demystifying Environmental, Social and Governance (ESG) TDS ICA41

Length – 1 month.

Assessment type – Multiple choice exam online

SECA1 Distance Education

22 January – 22 February

\$325

Investigations Using Digital Forensics TDS ICA42

Length – 1 month.

Assessment type – Multiple choice exam online.

SECA1 Distance Education

22 January – 22 February

\$325

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 course descriptions and course details
can be found on: [https://www.college.bm/index.php/
pace/pacedesignations/ica](https://www.college.bm/index.php/pace/pacedesignations/ica)

INTRODUCTORY LEVEL Certificate in Anti-Money Laundering

TDS ICA02

Length – 3 months.

Assessment type – Multiple choice exam online.

SECA1 Distance Education

22 January – 22 April

\$1,025

SECA2 Distance Education

26 February – 22 May

\$1,025

SECA3 Distance Education

25 March – 25 June

\$1,025

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

Certificate in Managing Sanctions Risk TDS ICA04
Length – 3 months.
Assessment type – Multiple choice exam online.
SECA1 Distance Education
22 January – 22 April **\$1,025**

SECA2 Distance Education
26 February – 26 May **\$1,025**

SECA3 Distance Education
25 March – 25 June **\$1,025**

Certificate in KYC and CDD TDS ICA05
Length – 3 months.
Assessment type – Multiple choice exam online.
SECA1 Distance Education
22 January – 22 April **\$1,025**

SECA2 Distance Education
26 February – 26 May **\$1,025**

SECA3 Distance Education
25 March – 25 June **\$1,025**

ADVANCED LEVEL
International Advanced Certificate in Anti-Money Laundering TDS ICA12
Length – 6 months.
Assessment type – 2 written assignments.
SECA1 Distance Education
11 January – 3 June **\$3,025**
Visit college.bm/pace for the detailed 6-month schedule

DIPLOMA LEVEL
ICA International Diploma in Anti Money Laundering TDS ICA22
Length – 9 months.
Assessment type – 3 written assignments.
SECA1 Distance Education
5 January – 5 August **\$5,692.50**
Visit college.bm/pace for the detailed 9-month schedule

SPECIALIST LEVEL
ICA Specialist Certificate in Money Laundering Risk in Betting & Gaming TDS ICA45
Length – 3 months
SECA1 Distance Education
12 February – 12 May **\$895**

ICA Specialist Certificate in Trade Based Money Laundering TDS ICA48
Length – 3 months
SECA1 Distance Education
12 February – 12 May **\$895**

ICA Specialist Certificate in Anti Money Laundering and Art TDS ICA52
Length – 3 months
SECA1 Distance Education
12 February – 12 May **\$895**
Visit college.bm/pace for the detailed course description.

ICA REGULATORY COMPLIANCE TRACK
Topics include: Understanding the Regulatory Environment; Regulation in Practice; Compliance in Practice, Other Key Compliance Areas; Anti-money Laundering; Financial Crime Prevention; Market Abuse; Managing Risk; Enforcement and more. Full course descriptions and details can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>

INTRODUCTORY LEVEL
Certificate in Compliance TDS ICA01
Length – 3 months.
Assessment type – Multiple choice exam online.
SECA1 Distance Education
22 January – 22 April **\$1,025**
SECA2 Distance Education
26 February – 26 May **\$1,025**
SECA3 Distance Education
25 March – 25 June **\$1,025**

INTERMEDIATE LEVEL
ICA Advanced Certificate in Governance, Risk, & Compliance TDS ICA16
Length – 6 months.
Assessment type – 2 written assignments.
SECA1 Distance Education
15 January – 17 June **\$5,692.50**
Visit college.bm/pace for the detailed 6-month schedule

ADVANCED LEVEL
Advanced Certificate in Practical Customer Due Diligence TDS ICA18
Length – 6 months.
Compulsory Virtual Classrooms. Assessment type – Exam online
SECA1 Distance Education
22 January – 22 July **\$3,025**
Visit college.bm/pace for the detailed 6-month schedule

SPECIALIST LEVEL
ICA Specialist Certificate in Corporate Governance TDS ICA49
Length – 3 months
SECA1 Distance Education
12 February – 12 May **\$895**

ICA Specialist Certificate in Conduct Risk TDS ICA50
Length – 3 months
SECA1 Distance Education
12 February – 12 May **\$895**

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

Certificate in Financial Crime Prevention TDS ICA03

Length – 3 months.

Assessment type – Multiple choice exam online.

SECA1 Distance Education
22 January – 22 April **\$895**

SECA2 Distance Education
26 February – 22 May **\$895**

SECA3 Distance Education
25 March – 25 June **\$895**

DIPLOMA LEVEL

International Diploma in Financial Crime Prevention TDS ICA21

Length – 9 months.

Assessment type – 3 written assignments.

SECA1 Distance Education
11 January – 29 July **\$5,692.50**

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

SPECIALIST LEVEL

ICA Specialist Certificate Combating the Financing of Terrorism TDS ICA43

Length – 3 months.

SECA1 Distance Education
12 February – 12 May **\$895**

International Diploma in Financial Crime Prevention TDS ICA44

Length – 3 months.

SECA1 Distance Education
12 February – 12 May **\$895**

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

Length – 3 months.

SECA1 Distance Education
12 February – 12 May **\$895**

ICA Specialist Certificate Financial Crime in Global Banking & Markets TDS ICA47

Length – 3 months.

SECA1 Distance Education
12 February – 12 May **\$895**

ICA Specialist Certificate Trade Based Money Laundering TDS ICA48

Length – 3 months.

SECA1 Distance Education
12 February – 12 May **\$895**

ICA Specialist Certificate Financial Crime Risk in Mobil Financial Services TDS ICA51

Length – 3 months.

SECA1 Distance Education
12 February – 12 May **\$895**

Visit college.bm/pace for full course description.

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
4 January – 8 February **\$2,195**

SECA2 Distance Education
5 February – 11 March **\$2,195**

SECA3 Distance Education
14 March – 18 April **\$2,195**

SECA4 Distance Education
15 April – 20 May **\$2,195**

NOTE: Prospective students must send a copy of their acceptance letter along with their registration form to serr@college.bm at least 7 days prior to the start date. Click the following link for application details:

<https://www.college.bm/index.php/pace/pacedesignations/compliance-certification-programmes>

PROJECT MANAGEMENT AND IT TRAINING

Global Knowledge, a Skillsoft company, has partnered with Bermuda College to deliver what technology and business process can't—skills. Whether you realize 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. Chose the date that suits your schedule.

PROJECT MANAGEMENT

Project Management Fundamentals TDS PRO1

In this course, you will learn the fundamentals and best practices of project management through hands-on, real-world exercises. Ensure that you are delivering business value by assessing a project's business case, identifying stakeholders and their relationship to your project, capturing product requirements, and establishing quality metrics to

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

guide the development of your product and reassess the business case. Define product scope to provide clarity for project delivery and create a work breakdown structure to define project scope for the team. Manage your project within the planned budget and schedule by managing change and identifying and managing risks, assumptions, and constraints. You will learn to track the delivery of business value and close projects out cleanly.

SECA1 MTW 8:30am-4:30pm
3 January – 5 January **\$1,620**

SECA2 MTW 11:00am-7:30pm
17 January – 19 January **\$1,620**

SECA3 MTW 8:30am-4:30pm
5 February – 7 February **\$1,620**

SECA4 MTW 11:30am-7:30pm
26 February – 28 February **\$1,620**

SECA5 MTW 8:30am-4:30pm
11 March – 13 March **\$1,620**

SECA6 MTW 11:30am-7:30pm
25 March – 27 March **\$1,620**

SECA7 MTW 8:30am-4:30pm
15 April – 17 April **\$1,620**

SECA8 MTW 11:30am-7:30pm
22 April – 24 April **\$1,620**

SECA9 MTW 8:30am-4:30pm
5 May – 8 May **\$1,620**

SECA10 MTW 11:30am-7:30pm
20 May – 22 May **\$1,620**
For additional dates please click the following link
<https://enroll.globalknowledge.com/BC/en-us/>

IT Project Management TDS PRO2

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

SECA1 MTW 11:30am-7:30pm
10 January – 12 January **\$1,620**

SECA2 MTW 8:30am-4:30pm
24 January – 26 January **\$1,620**

SECA3 MTW 11:30am-7:30pm
5 February – 7 February **\$1,620**

SECA4 MTW 8:30am-4:30pm
21 February – 23 February **\$1,620**

SECA5 MTW 11:30am-7:30pm
11 March – 13 March **\$1,620**

SECA6 MTW 8:30am-4:30pm
25 March – 29 March **\$1,620**

SECA7 MTW 8:30am-4:30pm
15 April – 17 April **\$1,620**

SECA8 MTW 11:30am-7:30pm
29 April – 1 May **\$1,620**

SECA9 MTW 11:30am-7:30pm
13 May – 15 May **\$1,620**

SECA10 MTW 8:30am-4:30pm
29 May – 31 May **\$1,620**
For additional dates please click the following link
<https://enroll.globalknowledge.com/BC/en-us/>

Project Management – Leadership and Communication TDS PRO3

The skills you will 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 MTW 8:00am-4:30pm
29 January – 31 January **\$1,695**

SECA2 MTW 8:30am-4:30pm
12 February – 14 February **\$1,695**

SECA3 MTW 8:30am-4:30pm
11 March – 13 March **\$1,695**
For additional dates please click the following link
<https://enroll.globalknowledge.com/BC/en-us/>

Project Management – Risk Management TDS PRO4

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

SECA1 MTW 8:30am-4:30pm
25 March – 27 March **\$1,620**

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

Project Management Professional (PMP) Certification Exam Prep Boot Camp TDS PRO7

In this training course, you will 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.

ALL SECTIONS ARE OFFERED THROUGH DISTANCE EDUCATION-
SECA1 MTWR 8:00am-6:00pm
8 January – 24 January **\$2,295**



BECOME A DJ

THERE'S NEVER BEEN A BETTER TIME!

Virtual parties, sets or clashes...be at the top of your game, and in demand with this new skill!

This course includes:

- choosing a DJ name
- livestreaming your mixes
- creating drops
- videos
- competitions & more

SECA2 16 January – 19 January	MTWR	11:00am-9:00pm \$2,295
SECA3 12 February – 15 February	MTWR	11:00am-9:00pm \$2,295
SECA4 20 February – 23 February	MTWR	8:00am-6:00pm \$2,295
SECA5 4 March – 7 March	MTWR	8:00am-6:00pm \$2,295
SECA6 18 March – 21 March	MTWR	11:00am-9:00pm \$2,295
SECA7 15 April – 18 April	MTWR	11:00am-9:00pm \$2,295
SECA8 22 April – 25 April	MTWR	8:00am-6:00pm \$2,295
SECA9 13 May – 16 May	MTWR	8:00am-6:00pm \$2,295
SECA10 20 May – 23 May	MTWR	11:00am-9:00pm \$2,295

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

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.

ALL SECTIONS ARE OFFERED THROUGH DISTANCE EDUCATION

SECA1 2 January – 4 January	MTW	8:30am-4:30pm \$1,195
SECA2 23 January – 25 January	MTW	11:30am-7:30pm \$1,195
SECA3 5 February – 7 February	MTW	8:30am-4:30pm \$1,195
SECA4 26 February – 28 February	MTW	8:30am-4:30pm \$1,195
SECA5 18 March – 20 March	MTW	8:30am-4:30pm \$1,195
SECA6 25 March – 27 March	MTW	11:30am-7:30pm \$1,195
SECA7 1 April – 3 April	MTW	8:30am-4:30pm \$1,195
SECA8 8 April – 10 April	MTW	8:30am-4:30pm \$1,195
SECA9 22 April – 24 April	MTW	11:30am-7:30pm \$1,195
SECA10 6 May – 8 May	MTW	8:30am-4:30pm \$1,195
SECA11 13 May – 15 May	MTW	11:30am-7:30pm \$1,195
SECA12 28 May – 30 May	MTW	8:30am-4:30pm \$1,195

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

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

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.

ALL SECTIONS ARE OFFERED THROUGH DISTANCE EDUCATION

SECA1	M-F	8:30am-4:30pm
29 January – 2 February		\$2,220
SECA2	M-F	11:30am-7:30pm
26 February – 1 March		\$2,220
SECA3	M-F	11:30am-7:30pm
4 March – 8 March		\$2,220
SECA4	M-F	8:30am-4:30pm
11 March – 15 March		\$2,220

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

INFORMATION TECHNOLOGY (IT) CERTIFICATIONS

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.

ALL SECTIONS ARE OFFERED THROUGH DISTANCE EDUCATION

SECA1	MTWRF	8:30am-4:30pm
8 January – 12 January		\$1,895
SECA2	MTWRF	8:30am-4:30pm
23 January – 26 January		\$1,895
SECA3	MTWRF	8:30am-4:30pm
29 January – 2 February		\$1,895
SECA4	MTWRF	8:30am-4:30pm
5 February – 9 February		\$1,895
SECA5	MTWRF	11:30am-7:30pm
19 February – 23 February		\$1,895

SECA6	MTWRF	8:30am-4:30pm
26 February – 1 March		\$1,895

SECA7	MTWRF	8:30am-4:30pm
4 March – 8 March		\$1,895

SECA8	MTWRF	8:30am-4:30pm
11 March – 15 March		\$1,895

SECA9	MTWRF	8:30am-4:30pm
18 March – 22 March		\$1,895

SECA10	MTWRF	11:30am-7:30pm
25 March – 29 March		\$1,895

SECA11	MTWRF	11:30am-7:30pm
1 April – 5 April		\$1,895

SECA12	MTWRF	8:30am-4:30pm
8 April – 12 April		\$1,895

SECA13	MTWRF	8:30am-4:30pm
22 April – 26 April		\$1,895

SECA14	MTWRF	8:30am-4:30pm
29 April – 3 May		\$1,895

SECA15	MTWRF	8:30am-4:30pm
6 May – 10 May		\$1,895

SECA16	MTWRF	8:30am-4:30pm
13 May – 17 May		\$1,895

SECA17	MTWRF	11:30am-7:30pm
20 May – 25 May		\$1,895

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

CEH - Certified Ethical Hacker v12 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.

ALL SECTIONS ARE OFFERED THROUGH DISTANCE EDUCATION

SECA1	M-F	8:30AM - 4:30PM
22 January – 26 January		\$2,330
SECA2	M-F	11:30AM – 7:30PM
29 January – 2 February		\$2,330
SECA3	M-F	8:30AM – 4:30PM
5 February – 9 February		\$2,330
SECA4	M-F	11:30AM-7:30PM
12 February – 16 February		\$2,330
SECA5	M-F	8:30am-4:30pm
11 March – 15 March		\$2,330

MANY PATHS. DISCOVER YOURS.

REAL ESTATE

Course Curriculum

- Principles and practice of real estate
- General aspects of Bermuda Property Laws
- Navigating Bermuda's market
- Real estate transactions and much more...

For more information, please contact:

Athora Division of Professional and Career Education

Recruitment Officer T: 236-9000 • E: readytostart@college.bm



SECA6 M-F 11:30am-7:30pm
18 March – 22 March **\$2,330**
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 v12 exam (312-50).

CISSP - Certified Information Systems Security Professionals TDS 9803

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

Why take the CISSP Certification Prep Course?

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

ALL SECTIONS ARE OFFERED THROUGH DISTANCE EDUCATION

SECA1	M-F	8:00AM - 5:30PM
8 January – 12 January \$1,995		
SECA2	M-F	11:00AM-8:30PM
29 January – 2 February \$1,995		
SECA3	M-F	8:00AM - 5:30PM
12 February – 16 February \$1,995		
SECA4	M-F	11:00AM-8:30PM
26 February – 1 March \$1,995		

SECA5	M-F	11:00AM – 8:30PM
4 March – 8 March \$1,995		

SECA6	M-F	8:00AM - 5:30PM
11 March – 15 March \$1,995		

SECA7	M-F	18:00AM - 5:30PM
25 March – 29 March \$1,995		

SECA8	M-F	8:00AM - 5:30PM
1 April – 5 April \$1,995		

SECA9	M-F	8:00AM - 5:30PM
8 April – 12 April \$1,995		

SECA10	M-F	11:00AM – 8:30PM
29 April – 3 May \$1,995		

SECA11	M-F	11:00AM – 8:30PM
6 May – 10 May \$1,995		

SECA1	M-F	8:00AM - 5:30PM
13 May – 17 May \$1,995		

SECA2	M-F	8:00AM - 5:30PM
20 May – 24 May \$1,995		

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

CISM - Certified Information Systems Manager Prep Course 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

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

accredited the CISM certification programme under ISO/IEC 17024:2003, General Requirements for Bodies Operating Certification Systems of Persons.

SECA1 MTWR 8:00AM - 5:00PM
16 January – 19 January **\$1,750**

SECA2 MTWR 8:00AM - 5:00PM
5 February – 8 February **\$1,750**

SECA3 MTWR 8:00AM - 5:00PM
21 March – 24 March **\$1,750**

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

WORKFORCE DEVELOPMENT
ENTERTAINMENT AND HOSPITALITY

Bartending FAB 815

Bar-Train BDA is a fast paced, intense bartending workout; Designed to develop Students Bar-Ready! The focus is on the basics of bartending and so much more. Examine classic cocktails alongside their contemporary variations, and then use this knowledge to create unique cocktails!

Learn the on techniques, tools, glassware, both classic and contemporary, and host a few Master Classes within to develop a well-rounded insight into what the world of bartending used to be and what it is developing into today! Such Master Classes include Infusions, Rum, and Wine!

Upon completion of this course, students often are hired either that week or shortly thereafter.

SECA1 BH B264 MTW 6:00PM - 9:00PM
22 January – 13 March **\$775**

George Hayward, Jr.

Practical sessions will be held in the bartending lab.

Introduction to the Art of DJ'ing TDS DJ1

This introductory programme is an ideal way to jump start your dreams! Students will work with a team of all-star DJ instructors to learn DJ history, the basics of mixing theory and song structure, beat matching, blending and DJ technology. The curriculum is designed to accommodate all styles of music and includes both theory and practical components.

SEC A1 S115 MRS 6:00PM - 8:30PM
6 February – 30 March **\$895**

Latoya Brangman

Course fee does not include DJ Bundle sets. Practical sessions will be held in the BC radio studio.

The Bermuda Blue Flag TDS CUST10
Ambassador Course

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 examines Bermuda's engaging history since the 1500s, our unique and evolving culture, and our ever fascinating people. It 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!

SECA1 HH H211 T 9:00-1:00PM
30 January **\$105**

SECA2 HH H211 T 9:00-1:00PM
27 February **\$105**

SECA3 HH H211 T 9:00-1:00PM
26 March **\$105**

SECA4 HH H211 T 9:00-1:00PM
30 April **\$105**

C. Butterfield/C. Riley

HEALTHCARE
Certificate for Nursing Assistants CCW 820

The Certificate for Nursing Assistants was developed in collaboration with the Bermuda Nursing Council. It prepares participants with the prerequisites needed to become registered with the Bermuda Nursing Council as nursing assistants in the healthcare industry. Participants will cover topics such as: Vital Signs; Medical Terminology; Caring for Seniors and Others in Need of Medical Care; Professional Regulations; Legal and Ethical Issues in the Healthcare Industry. Those entering this programme must be proficient in English and mathematics. Potential students will be assessed. Please visit www.college.bm/pace/certificate-for-nursing-assistants for entry requirements.

SECA1 TECH T226 MW 6:00-9:00PM
15 January – 18 April **\$1,795**

Shaunae Smith/Deann Trott

NOTE: Dates and fees above represent the second semester of the two-semester programme.

Certificate for Nursing Assistant Bridging Programme TDS NABP1,2,3,4

The Bermuda College Workforce Development Certificate for Nursing Assistants Bridging Programme will prepare individuals who have earned a Certificate in Continuing Care Worker, Geriatric Aide or completed Bermuda Hospitals Board's Auxiliary Training Course. This programme will upgrade their skill sets and competencies to support the 21st century health care industry needs. Students in this programme will complete a twenty-one hour internship in an approved clinical setting.

Workshop 1 TDS NABP 1
Thursday, March 14 9:00 am -5:00 pm

Workshop 2 TDS NABP2
Friday, March 15 9:00 am -5:00 pm

Workshop 3 TDS NABP 3
Thursday, April 18 9:00 am -5:00 pm

Workshop 4 TDS NABP 4
Friday April 19 9:00 am - 5:00pm
TBD **\$150** per workshop

Students are required to complete all 4 workshops in order to receive the certificate. Contact the APACE Office for the full schedule.

Certificate for Activities Specialists
TDS REC1

The Certificate for Activities Specialists prepares participants to develop and deliver activities in a supportive manner with seniors. At the end of the courses students will be prepared to take the NCCAP MEPAP exam. Students will also complete an internship in an approved clinical setting. Students entering this programme must be proficient in English and Microsoft Word.

SECA1 HH G225 T 6:00-9:00PM
13 February – 21 May **\$TBD** per semester

Certificate for Intellectual Disability
TDS 1114*

The Certificate in Intellectual Disability will provide the healthcare team with the necessary skills to support and deliver the highest quality of client centred care to those impacted by Intellectual Disability. The goal of the certification is to provide the knowledge, practical skills, to advance the care, become experts in the field, and to enhance the quality of life of those with Intellectual Disability.

SECA1 HH H211 W 6:00-9:00PM
14 February – 15 May **\$765**

Christopher Cunningham

***Prerequisite: Must be a Nurse, Nursing Assistant, Educator or Paraprofessional**

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 or GED.

SECA1 Distance Education
22 January - Self Paced **\$1,299**

SECA2 Distance Education
26 February - Self Paced **\$1,299**

SECA3 Distance Education
25 March - Self Paced **\$1,299**

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
22 January - Self Paced **\$1,799**

SECA2 Distance Education
26 February - Self Paced **\$1,799**

SECA3 Distance Education
25 March - Self Paced **\$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 M-F 8:00-5:00PM
5 February – 29 March **\$290**

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

EXERCISE SCIENCE
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 BH B160 TR 6:00PM - 8:00PM
6 February – 23 March **\$1,175**

TBA

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

NURSING ASSISTANT BRIDGING COURSES
Professionalism, Applications, Interviews and Resume
TDS NABP8

SECA1 TBC R 6:00PM-9:00PM
20 February **\$50**

Wound Care
TDS NABP9

SECA1 TBC R 6:00PM-9:00PM
22 February **\$50**

Dementia Care
TDS NABP10

SECA1 TBC R 6:00PM-9:00PM
22 March **\$50**

Care of the Dying Patient
TDS NABP11

SECA1 TBC R 6:00PM-9:00PM
12 April **\$50**

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

Application Process with Bermuda Nursing and Midwifery Council

SECA1 TBC R 6:00PM-9:00PM
1 May \$50

Note: This programme is strictly for experienced Nursing Assistants. Persons must receive approval from the Director of Nursing prior to registering for the programme via Email: Kswan@college.bm

TDS NABP12

those entering the real estate industry. The content for the course is designed around the requirements for the Bermuda Real Estate Exam.

SECA1 HH H102 M 6:00PM-9:00PM
5 February – 29 April
Lawrence Sticca

Note: Course fee does not include textbook and examination fees.

ENDEAVOUR MARITIME PROGRAMME

Endeavour Maritime

TDS BCE MS1

Springboard Programme

The Endeavour Maritime Careers Springboard will run from Monday through Friday over 6 weeks commencing January 10 through February 25. Participants who successfully complete the intensive hands-on course will gain sailing and powerboat instruction, VHF radio training, marine first aid training, maritime industry knowledge, boat maintenance training, and a Dinghy Sailing Instructor qualification. These qualifications and experience will provide course participants with the fundamental skills to jumpstart their careers into this ever-growing industry!

The application process requires interested students to submit a cover letter outlining why they are a strong candidate for the course, and a resume outlining their skill sets and experience. Spaces are extremely limited and shortlisted candidates will be invited to participate in an interview.

SECA1 Dockyard M-F 9:00AM-5:00PM
8 January – 23 February \$1,200

HORTICULTURE

Certificate in Basic
Horticulture (Level 1)

AGC 990

This foundational, competency-based programme is designed to prepare students with the skills and knowledge to prepare them for careers in the landscape and horticulture industries. Upon completion, students will be qualified to work in grounds maintenance, plant nurseries, and landscaping, garden centres.

SECA1 TECH T214 TR 6:00PM-9:00PM
30 January – 2 May
Judith Welch

Course fee does not include textbooks.

Marine Navigation/Seamanship NAV 850 and Inshore Navigation

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

SECA1 NH G305 M 6:00PM-8:30PM
19 February – 29 April
Jeffrey Patterson

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

PROFESSIONAL DEVELOPMENT WORKSHOPS

Leveraging LinkedIn In
Your Career

TDS LINK 1

LinkedIn is the number one social media platform for finding a job as well as advancing your career. At the same time, it is a vital networking platform that allows you to connect and communicate with other professionals on a global scale.

In this 4-week course you will learn how to leverage the platform in order to:

- Brand yourself as a professional whether you are just entering the job market or you're looking to advance your career.
- Connect with other professionals the correct way to grow your network as well as your reach and opportunities.
- Communicate and engage with your network to explore opportunities and alliances.
- Take your networking from the digital space to the face-to-face. We'll discuss how to network and seek introductions that could lead to your next and best opportunity.

SECA1 Online T 6:00-7:00PM
6 February – 27 February \$325

BUILDING FINANCIAL LITERACY

An introduction to basic money and financial concepts to help you build practical financial skills and begin to take control of and manage your financial future. This four-part series is designed for all adults who are looking to learn more about personal finance and basic financial literacy concepts. Registration is for the full four session programme.

Financial Literacy Series TDS FIN

Financial Literacy is the first step to building financial resilience and reducing stress around money. Begin to think about your goals, both now and for the future, and the role that your values play in achieving your financial goals. Learn how to figure out your current financial situation. Determine your starting point by identifying your values and goals, learning key terms and concepts to begin budgeting.

SECA1 H100 W 6:00PM-9:00PM
17 January – 7 February \$80

Chartered Financial Analysts (CFA) Society Bermuda In partnership with HSBC Bermuda, funding is available. To apply, visit the grant section on <https://www.college.bm/index.php/resources/financial-assistance-and-awards>

TOP PROFESSIONAL DEVELOPMENT COURSES

Project Management Professional (PMP)

TDS PRO7

Certification Exam Prep Boot Camp

In this training course, you'll gain the essential preparation needed to pass the PMP and CAPM® exams. This course includes a wide variety of learning tools, practice questions, study aids, and post-learning resources all using Project Management Institute (PMI) terminology.

ALL SECTIONS ARE OFFERED THROUGH DISTANCE EDUCATION

SECA1 MTWR 8:00am-6:00pm
8 January - January 24 **\$2,295.00**

SECA2 MTWR 11:00am-9:00pm
16 January - January 19 **\$2,295.00**

SECA3 MTWR 11:00am-9:00pm
12 February - February 15 **\$2,295.00**

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

Demystifying Cryptocurrencies TDS ICA40

Take this course to discover how the relationship between financial services and technology has evolved over time, understand the benefits of Distributed Ledger Technologies (DLT), explore what blockchain means and how they are used, learn about cryptocurrencies, Fiat currencies and the key features of Bitcoin. Understand the risks associated with cryptocurrencies and how technology can be used to reduce financial crime.

SEC A1 Distance Education
22 January - 22 February **\$285**
<https://www.college.bm/index.php/pace/pacedesignations/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.

SECA1 Distance Education 8:00AM-6:00PM
23 January - 23 February **\$285**
<https://www.college.bm/index.php/pace/pacedesignations/ica>

Investigations using Digital Forensics TDS ICA42

This course will help build your understanding of digital data and how digital forensics and eDiscovery technologies can be used to assist compliance investigations.

SECA1 Distance Education
22 January - 22 February **\$285**
<https://www.college.bm/index.php/pace/pacedesignations/ica>

CEH-Certified Ethical Hacker v11 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.

SECA1 Distance Education M-F 8:30am-4:30pm
22 January - 26 January **\$2,330**

SECA2 Distance Education M-F 11:30am-7:30pm
29 January - 2 February **\$2,330**

SECA3 Distance Education M-F 8:30am-4:30pm
5 February - 9 February **\$2,330**

SECA4 Distance Education M-F 11:30am-7:30pm
12 February - 16 February **\$2,330**

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 v11 exam (312-50).

Certificate in QuickBooks Online (Full Certificate) TDS 826

Save time, track money, and get important insights with QuickBooks Online. QuickBooks Online is the leading online accounting platform. It is the preferred choice for small business managers, owners, bookkeepers and accounting professionals. Get a comprehensive understanding of QuickBooks Online. Then learn how to work with more advanced QuickBooks Online topics.

SECA1 Distance Education
5 February - 29 March **\$395**
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Quickbooks-Online>

Cybersecurity Foundations TDS 9701

In this cybersecurity course, students will gain a global perspective of the challenges of designing a secure system, touching on all the cyber roles needed to provide a cohesive security solution. Through lecture, labs, and breakout discussion groups, learn about current threat trends across the Internet and their impact on organisational security. In a contained lab environment, students will work with live viruses, including botnets, worms, and Trojan.

SECA1 Distance Education M-F 8:30AM-4:30PM
29 January - 2 February **\$2,200**

SECA2 Distance Education M-F 8:30am-4:30pm
26 February - 1 March **\$2,200**

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

Coding Certificate

TDS 355

Coding is becoming one of the most in-demand skills in the workplace today. As a result, coding has become a core skill that bolsters one's chances for contributing higher value to organisations. The highest demand is for programming languages with broad applicability.

SECA1 Distance Education

2 February – 26 April

\$595

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

SQL Certificate

TDS 380

Structured Query Language (SQL) is the industry standard database programming language. It is one of the most in demand skills in occupations that require interaction with data and analysing data. Through your knowledge of Structured Query Language, you will become more marketable in computer-related career fields that pertain to database administration. Learning SQL can also lead to a job that is specific to analysing data such as a data analyst, a quality assurance analyst, or a business analyst.

SECA1 Distance Education

Offered once a month each month **\$595**

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

Management Certificate

TDS 1285

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

SECA1 Distance Education

2 February – 26 April

\$595

<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Management-Certificate>

Certificate in Data Analysis (Full Certificate)

TDS1200

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

SECA1 Distance Education

5 February – 26 April

\$495

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

Bookkeeping Certificate (Full Certificate)

TDS 829

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage the financial health of your business

SECA1 Distance Education

5 February – 26 April

\$495

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

Certificate in Mastering Excel (Full Certificate)

TDS 1220

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. This Certificate will help you discover how to attractively visualise your data into meaningful information with confidence.

SECA1 Distance Education

5 February – 26 April

\$495

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

Power BI

(Full Certificate)

TDS 1215

Gain insights into your data using business intelligence software – Power Business Intelligence. Power BI is a widely used business analytics service offered by Microsoft. Power BI Desktop is a complete data analysis and report creation tool that you install for free. This certificate will enhance your skills in data analysis, giving you greater insight into your organisation's performance and allowing you to make more informed decisions. This Certificate must be taken in the following order:

- Introduction
- Intermediate
- Advanced

SECA1 Distance Education

5 February – 26 April

\$495

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI>

Integrated Marketing Best Practices

TDS 533

Discover advanced and new best practices in Integrated Marketing, the growing field that integrates traditional print marketing with digital marketing for even greater marketing success. Find out how digital marketing and print complement and enhance each other. Come away with a new marketing expertise to make your value in the workplace even stronger.

SECA1 Distance Education

1 April – 26 April

\$495

<https://www.ugotclass.net/certificate/index.cfm/Lern/Integrated-Marketing-Certificate>



BERMUDA
COLLEGE

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

(ACCA) PROGRAMME

INTERESTED IN BECOMING AN
ACCOUNTING PROFESSIONAL?

DISCOVER ACCA!

The relevance of an Accounting degree qualification is heightened by the financial environment in which we live. The A.C.C.A. provides the opportunity to pursue this such a degree right here in Bermuda at the Bermuda College. A student can achieve examination success and therefore commence earning before embarking on further studies toward a Bachelor's or Master's. This route can enable a student to minimise education debt, while holding a qualification that is recognised. As Vice President and Chief Accountant of an International Business company, and a Fellow of the Association, my degree ACCA designation has been invaluable in allowing me to move up the corporate ladder."

- Patricia J. Gordon-Pamplin, FCCA



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

GCSEs 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.

Certificate in Project Management

TDS 560

Project management is one of the fastest paths to promotion by increasing your network through greater exposure. Gain the skills, tools and templates to confidently develop and maintain a project

SECA1 Distance Education

5 February – 26 April

\$495

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

Managing Remote Workers (Full Certificate)

TDS 390

Discover the keys to communicating with and managing remote workers, one of the fastest growing sectors of the workforce. Some 80% of employers are keeping some or many of their employees working from home part of the week. People working from home are 25% more productive. Working from home is here to stay.

SECA1 Distance Education

5 February – 26 April

\$395

<https://www.ugotclass.net/certificate/index.cfm/Lern/Managing-Remote-Workers-Certificate>

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

ONLINE COURSES



Course details: WWW.COLLEGE.BM/PACE

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

BUSINESS

Bookkeeping Certificate (Full Certificate)

SECA1
5 February – 26 April
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Bookkeeping-Certificate>

TDS 829

Distance Education
\$495

Certificate in Accounting and Finance for Non-Financial Managers (Full Certificate)

SECA1
5 February – 26 April
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Accounting-and-Finance-for-Non-Financial-Managers>

TDS 830

Distance Education
\$495

Accounting and Finance for Non-Financial Managers

SECA1
5 February – 1 March
<https://www.yougotclass.org/course/index.cfm/Bermuda/Accounting-and-Finance-for-Non-Financial-Managers>

TDS 834

Distance Education
\$195

Cash is King

SECA1
4 March – 29 March
<http://www.yougotclass.org/course/index.cfm/Bermuda/Cash-is-King>

TDS 836

Distance Education
\$195

Financial Analysis and Planning for Non-Financial Managers

SECA1
1 April – 26 April
<http://www.yougotclass.org/course/index.cfm/Bermuda/Financial-Analysis-and-Planning-for-Non-Financial-Managers>

TDS 835

Distance Education
\$195

Entrepreneurship Certificate (Full Certificate)

SECA1
5 February – 26 April
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Entrepreneurship-Certificate>

TDS 1070

Distance Education
\$495

Entrepreneur Boot Camp

SECA1
5 February – 1 March
<http://www.yougotclass.org/course/index.cfm/Bermuda/Entrepreneur-Boot-Camp>

TDS 1069

Distance Education
\$195

The Business Plan

SECA1
4 March – 29 March
<http://www.yougotclass.org/course/index.cfm/Bermuda/The-Business-Plan>

TDS 1088

Distance Education
\$195

Entrepreneurial Marketing

SECA1
1 April – 26 April
<http://www.yougotclass.org/course/index.cfm/Bermuda/Entrepreneurial-Marketing>

TDS 1089

Distance Education
\$195

Certificate for Quickbooks

SECA1
5 February – 29 March
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Quickbooks-Online>

TDS 826

Distance Education
\$395

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.

QuickBooks Online Level 1

SECA1
5 February – 29 March
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Quickbooks-Online>

TDS 827

Distance Education
\$195

QuickBooks Online Level 2

SECA1
5 February – 29 March
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Quickbooks-Online>

TDS 828

Distance Education
\$195

The Basics of Bookkeeping

SECA1
4 March – 29 March
<http://www.yougotclass.org/course/index.cfm/Bermuda/The-Basics-of-Bookkeeping>

TDS 831

Distance Education
\$195

Closing Procedures and Financial Statements

SECA1
1 April – 26 April
<https://www.yougotclass.org/course/index.cfm/Bermuda/Closing-Procedures-and-Financial-Statements>

TDS 832

Distance Education
\$195

General Ledger and Month End Procedures

SECA1
4 March – 29 March
<https://www.yougotclass.org/course/index.cfm/Bermuda/General-Ledger-and-Month-End-Procedures>

TDS 833

Distance Education
\$195

Understanding Debits and Credits

SECA1
5 February – 29 March
<https://www.yougotclass.org/course/index.cfm/Bermuda/Understanding-Debits-and-Credits>

TDS 839

Distance Education
\$195

BUSINESS COMMUNICATION

Certificate in Customer Service

SECA1
5 February – 29 March
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Customer-Service>

TDS 1101

Distance Education
\$245

Keys to Customer Service

SECA1
5 February – 1 March
<http://www.yougotclass.org/course/index.cfm/Bermuda/Keys-to-Customer-Service>

TDS 1102

Distance Education
\$145

Extraordinary Customer Service

SECA1
3 March – 29 March
<http://www.yougotclass.org/course/index.cfm/Bermuda/Extraordinary-Customer-Service>

TDS 1107

Distance Education
\$145

Effective Copywriting

SECA1

4 March – 29 March

<http://www.yougotclass.org/course/index.cfm/Bermuda/Effective-Copywriting>
TDS 1155

Distance Education

\$195
Certificate in Business Writing

SECA1

5 February – 26 April

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Business-Writing>
TDS 1165

Distance Education

\$495
Grammar Refresher Certificate

SECA1

5 February – 29 March

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Effective-Grammar>
TDS 1163

Distance Education

\$295
Certificate in Workplace Communication (Full Certificate)

SECA1

5 February – 26 April

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Workplace-Communication>
TDS 1166

Distance Education

\$595
Writing News and Press Releases

SECA1

1 April – 26 April

<http://www.yougotclass.org/course/index.cfm/Bermuda/Writing-News-and-Press-Releases>
TDS 1168

Distance Education

\$195
Business Writing

SECA1

5 February – 1 March

<http://www.yougotclass.org/course/index.cfm/Bermuda/Business-Writing>
TDS 1170

Distance Education

\$195
Conflict Management

SECA1

5 February – 26 April

<http://www.yougotclass.org/course/index.cfm/Bermuda/Conflict-Management>
TDS 1271

Distance Education

\$245
Negotiation: Get What You Want

SECA1

4 March – 29 March

<http://www.yougotclass.org/course/index.cfm/Bermuda/Negotiation-Get-What-You-Want>
TDS 1273

Distance Education

\$245
Using Personality Profiles for Better Work Performance

SECA1

4 March – 29 March

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Workplace-Communication>
TDS 1279

Distance Education

\$245
Collaborative Management

SECA1

4 March – 29 March

<http://www.yougotclass.org/course/index.cfm/Bermuda/Conflict-Management>
TDS 1283

Distance Education

\$245
Certificate in Basic Game Design (Full Certificate)

SECA1

5 February – 29 March

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Basic-Game-Design>
TDS 1600

Distance Education

\$395
Introduction to Game Design

SECA1

5 February – 1 March

<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Game-Design>
TDS 1605

Distance Education

\$395
Intermediate Video Game Design

SECA1

4 March – 29 March

<http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Video-Game-Design>
TDS 1620

Distance Education

\$245
DATA SCIENCE
Certificate in Data Analysis

SECA1

5 February – 26 April

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis>
TDS 1200

Distance Education

\$495
Introduction to Data Analysis

SECA1

5 February – 1 March

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis>
TDS 1195

Distance Education

\$195
Intermediate Data Analysis

SECA1

4 March – 29 March

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis>
TDS 1205

Distance Education

\$195
Advanced Data Analysis

SECA1

1 April – 26 April

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis>
TDS 1210

Distance Education

\$195
Introduction to Power BI

SECA1

5 February – 1 March

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI>
TDS 1212

Distance Education

\$195
Intermediate Power BI

SECA1

4 March – 29 March

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI>
TDS 1213

Distance Education

\$195
Advanced Power BI

SECA1

1 April – 26 April

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI>
TDS 1214

Distance Education

\$195
Power BI (Full Certificate)

SECA1

5 February – 26 April

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI>
TDS 1215

Distance Education

\$195
Certificate in Mastering Excel (Full Certificate)

SECA1

5 February – 26 April

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel>
TDS 1220

Distance Education

\$495
Mastering Microsoft Excel

SECA1

5 February – 1 March

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel>
TDS 1272

Distance Education

\$195

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

Advanced Excel SECA1 1 April- 26 April http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel	TDS 1221 Distance Education \$195
Intermediate Excel SECA1 4 March – 29 March http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel	TDS 1222 Distance Education \$195
SQL Certificate SECA1 Offered every month https://www.yougotclass.org/certificate/index.cfm/Bermuda/SQL-Certificate	TDS 380 Distance Education \$595
Introduction to SQL SECA1 Offered every month https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-SQL	TDS 381 Distance Education \$245
Intermediate SQL SECA1 Offered every month https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-SQL	TDS 382 Distance Education \$245
Advanced SQL *Introduction to SQL or Certificate option only SECA1 Offered every month https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-SQL	TDS 383 Distance Education \$245
WordPress Certificate SECA1 6 February – 28 April http://www.yougotclass.org/certificate/index.cfm/Bermuda/WordPress-Certificate	TDS 1065 Distance Education \$495
Statistics for Decision Making Certificate SECA1 5 February – 26 April https://www.yougotclass.org/certificate/index.cfm/Bermuda/Statistics-for-Decision-Making	TDS 1550 Distance Education \$495
Statistics for Decision Using Survey SECA1 5 February – 1 March https://www.yougotclass.org/course/index.cfm/Bermuda/Statistics-for-Decisions-Using-Surveys	TDS 1551 Distance Education \$245
Evaluation Research SECA1 4 March – 29 March https://www.yougotclass.org/course/index.cfm/Bermuda/Evaluation-Research	TDS 1560 Distance Education \$195
Action Research SECA1 1 April – 26 April https://www.yougotclass.org/course/index.cfm/Bermuda/Action-Research	TDS 1561 Distance Education \$195

HUMAN RESOURCES Spanish for Medical Professionals SECA1 5 February – 29 March https://www.yougotclass.org/course/index.cfm/Bermuda/Spanish-for-Medical-Professionals	TDS 1025 Distance Education \$290
LEADERSHIP Certificate in Leadership Development (For GenY) SECA1 5 February – 26 April https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Leadership-Development	TDS 1287 Distance Education \$395
Leadership Principles SECA1 5 February – 1 March https://www.yougotclass.org/course/index.cfm/Bermuda/Leadership-Principles	TDS 581 Distance Education \$145
Developing Your Leadership Skills SECA1 4 March - 29 March https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Leadership-Skills	TDS 1289 Distance Education \$145
Developing Your Professional Career SECA1 1 April – 26 April https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Professional-Career	TDS 1046 Distance Education \$145
MANAGEMENT Remote Working and Communicating SECA1 4 March – 29 March https://www.ugotclass.net/course/index.cfm/Lern/Remote-Working-and-Communicating	TDS 388 Distance Education \$245
Managing Remote Workers SECA1 4 March – 29 March https://www.ugotclass.net/course/index.cfm/Lern/Managing-Remote-Workers	TDS 387 Distance Education \$245
Remote Working Manager Practicum SECA1 4 March – 29 March https://www.ugotclass.net/course/index.cfm/Lern/Remote-Working-and-Communicating	TDS 389 Distance Education \$245
Managing Remote Workers (Full Certificate) SECA1 5 February – 26 April https://www.ugotclass.net/certificate/index.cfm/Lern/Managing-Remote-Workers-Certificate	TDS 390 Distance Education \$495
Certificate in Project Management SECA1 5 February – 26 April http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Project-Management	TDS 560 Distance Education \$495

Introduction to Project Management

SECA1
5 February – 1 March
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Project-Management>

TDS 561

Distance Education
\$195

Project Management Processes

SECA1
4 March – 29 March
<http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Processes>

TDS 562

Distance Education
\$195

Project Management Knowledge Areas

SECA1
1 April – 26 April
<http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Knowledge-Areas>

TDS 563

Distance Education
\$195

Leadership Principles

SECA1
5 February – 1 March
<http://www.yougotclass.org/course/index.cfm/Bermuda/Leadership-Principles>

TDS 581

Distance Education
\$145

Certificate in Non-Profit Administration (Full Certificate)

SECA1
5 February – 26 April
<https://www.ugotclass.net/certificate/index.cfm/Lern/Certificate-in-Non-Profit-Administration>

TDS 1050

Distance Education
\$595

Revenue Generation for Non-Profits

SECA1
5 February – 29 March
<https://www.ugotclass.net/course/index.cfm/Lern/Revenue-Generation-for-Nonprofits>

TDS 1051

Distance Education
\$495

Programme Evaluation for Non-profit Professionals

SECA1
1 April – 26 April
<https://www.ugotclass.net/course/index.cfm/Lern/Program-Evaluation-for-Nonprofits>

TDS 1052

Distance Education
\$245

Managing Generations in the Workplace

SECA1
1 April – 26 April
<https://www.ugotclass.net/course/index.cfm/Lern/Managing-Generations-in-the-Workplace>

TDS 1282

Distance Education
\$175

Collaborative Management

SECA1
4 March – 29 March
<https://www.ugotclass.net/course/index.cfm/Lern/Collaborative-Management>

TDS 1283

Distance Education
\$245

Management Boot Camp

SECA1
5 February – 1 March
<https://www.yougotclass.org/course/index.cfm/Bermuda/Management-Boot-Camp>

TDS 1284

Distance Education
\$295

Management Certificate

SECA1
5 February – 26 April
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Management-Certificate>

TDS 1285

Distance Education
\$595

Supervisory & Leadership Certificate

SECA1
6 February – 31 March
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Supervisory-and-Leadership-Certificate>

TDS 1286

Distance Education
\$395

Intermediate to Six Sigma Green Belt

SECA1
4 March – 29 March
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

TDS 1286

Distance Education
\$195

Introduction to Six Sigma Green Belt

SECA1
5 February – 1 March
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

TDS 1321

Distance Education
\$195

Six Sigma Green Belt (Full Certificate)

SECA1
5 February – 26 April
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

TDS 1322

Distance Education
\$495

Advanced Six Sigma Green Belt

SECA1
1 April – 26 April
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

TDS 1323

Distance Education
\$195

NEW MEDIA MARKETING

Certificate in Marketing

SECA1
5 February – 1 March
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Marketing>

TDS 515

Distance Education
\$495

Writing Marketing Copy

SECA1
4 March – 29 March
<https://www.yougotclass.org/course/index.cfm/Bermuda/Writing-Marketing-Copy>

TDS 517

Distance Education
\$195

Advanced Marketing Concepts

SECA1
5 February – 1 March
<https://www.ugotclass.net/course/index.cfm/Lern/Advanced-Marketing-Concepts>

TDS 529

Distance Education
\$195

Integrated Marketing Best Practice

SECA1
1 April – 26 April
<https://www.ugotclass.net/course/index.cfm/Lern/Integrated-Marketing-Best-Practices>

TDS 533

Distance Education
\$195

Mastering Video Marketing

SECA1
5 February – 29 March
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate>

TDS 551

Distance Education
\$395

Video Marketing

SECA1
5 February – 1 March
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate/Video-Marketing>

TDS 541

Distance Education
\$245

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

YouTube for Business SECA1 5 March – 29 March http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate/YouTube-for-Business	TDS 520 Distance Education \$245
Digital Marketing Certificate SECA1 5 February – 26 April http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate	TDS 1094 Distance Education \$495
Improving Email Promotions SECA1 5 February – 1 March http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Improving-Email-Promotions	TDS 1079 Distance Education \$195
Boosting Your Website Traffic SECA1 4 March – 29 March http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Boosting-Your-Web-Site-Traffic	TDS 1078 Distance Education \$195
Online Advertising SECA1 1 April – 26 April http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Online-Advertising	TDS 1098 Distance Education \$195
Podcasting SECA1 5 February - 1 March http://www.yougotclass.org/course/index.cfm/Bermuda/Podcasting	TDS 565 Distance Education \$245
PERSONAL DEVELOPMENT	
Beginning Conversational Spanish SECA1 5 February – 29 March http://www.yougotclass.org/course/index.cfm/Bermuda/Beginning-Conversational-Spanish	TDS 1024 Distance Education \$290
Introduction to Fiction Writing TDS 1160 SECA1 5 February – 1 March https://www.yougotclass.net/course/index.cfm/Lern/Introduction-To-Fiction-Writing	Distance Education \$195
Diversity Equity and Inclusion in the Workplace (Full) SECA1 5 February – 26 April https://www.yougotclass.org/certificate/index.cfm/Bermuda/Diversity-Equity-and-Inclusion-in-the-Workplace	Distance Education \$495
What is DEI? SECA1 5 February – 1 March https://www.yougotclass.org/course/index.cfm/Bermuda/What-is-DEI	TDS 1280 Distance Education \$195
Inclusive Communication SECA1 4 March – 29 March https://www.yougotclass.org/course/index.cfm/Bermuda/Inclusive-Communication	TDS 1281 Distance Education \$195

DEI and Organisational Success TDS 1293 SECA1 1 April – 26 April https://www.yougotclass.org/course/index.cfm/Bermuda/DEI-and-Organizational-Success	Distance Education \$195
SOCIAL MEDIA FOR BUSINESS	
Integrating Social Media in Your Organisation TDS 530 SECA1 1 April – 26 April http://www.yougotclass.org/course/index.cfm/Bermuda/Integrating-Social-Media-in-Your-Organisation	Distance Education \$195
Marketing Using Social Media TDS 535 SECA1 4 March – 29 March http://www.yougotclass.org/course/index.cfm/Bermuda/Marketing-Using-Social-Media	Distance Education \$195
Certificate in Social Media for Business TDS 545 SECA1 5 February – 26 April http://www.yougotclass.org/certificate/index.cfm/Bermuda/Social-Media-for-Business-Certificate	Distance Education \$495
Introduction to Social Media TDS 610 SECA1 5 February – 1 March http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Social-Media	Distance Education \$195
TECHNOLOGY SKILLS	
Introduction to Web Design TDS 345 SECA1 5 February – 1 March http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Introduction-to-Web-Design	Distance Education \$245
Intermediate Web Design TDS 346 SECA1 4 March – 29 March http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Intermediate-Web-Design	Distance Education \$245
Advanced Web Design TDS 347 SECA1 1 April – 26 April http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Advanced-Web-Design	Distance Education \$245
Certificate in Web Design (Full Certificate) TDS 350 SECA1 5 February – 26 April http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design	Distance Education \$595
Introduction to Coding TDS 351 SECA1 5 February – 1 March https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Coding	Distance Education \$195
Coding Certificate TDS 355 SECA1 5 February – 26 April http://www.yougotclass.org/certificate/index.cfm/Bermuda/Coding-Certificate	Distance Education \$595

HTML Fundamentals

SECA1
4 March – 29 March
<http://www.yougotclass.org/courses.cfm/Lern/Coding-Certificate/HTML-Fundamentals>

TDS 360

Distance Education
\$245

CSS Fundamentals

SECA1
1 April – 26 April
<http://www.yougotclass.org/courses.cfm/Lern/Coding-Certificate/CSS-Fundamentals>

TDS 370

Distance Education
\$245

Adobe Photoshop Essentials

SECA1
4 March – 29 March
<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Photoshop-Essentials>

TDS 1032

Distance Education
\$195

Adobe Illustrator Essentials

SECA1
5 February – 1 March
<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Illustrator-Essentials>

TDS 1033

Distance Education
\$195

Adobe InDesign Essentials

SECA1
1 April – 26 April
<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-InDesign-Essentials>

TDS 1034

Distance Education
\$195

Graphic Design Software Essentials Certificate

SECA1
5 February – 26 April
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Graphic-Design-Software-Essentials-Certificate>

TDS 1036

Distance Education
\$545

WordPress Certificate

SECA1
5 February – 26 April
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/WordPress-Certificate>

TDS 1065

Distance Education
\$495

Certificate in Mastering Computer Skills for the Workplace

SECA1
6 February – 3 March
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Computer-Skills-for-the-Workplace>

TDS 1172

Distance Education
\$195

Mastering Microsoft Excel

SECA1
5 February – 1 March
<https://www.yougotclass.org/course/index.cfm/Bermuda/Mastering-Microsoft-Excel>

TDS 1272

Distance Education
\$195

Mastering Microsoft Word

SECA1
4 March – 29 March
<https://www.yougotclass.org/certificate/index.cfm/Lern/Certificate-in-Mastering-Computer-Skills-for-the-Workplace>

TDS 1294

Distance Education
\$195

Mastering Microsoft PowerPoint

SECA1
1 April – 26 April
<https://www.yougotclass.org/certificate/index.cfm/Lern/Certificate-in-Mastering-Computer-Skills-for-the-Workplace>

TDS 1296

Distance Education
\$195

TRAINING AND DEVELOPMENT

Certificate in Online Teaching

SECA1
5 February – 26 April
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Online-Teaching>

TDS 773

Distance Education
\$495

Advanced Teaching Online

SECA1
5 February – 1 March
[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)

TDS 763

Distance Education
\$195

Designing Online Instruction

SECA1
4 March – 29 March
[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)

TDS 764

Distance Education
\$195

Fostering Online Discussion

SECA1
3 April – 28 April
[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)

TDS 767

Distance Education
\$195

Certificate in Teaching Adults

SECA1
1 April – 26 April
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Teaching-Adults>

TDS 774

Distance Education
\$195

TRAINING FOR K12 TEACHERS

Certificate in Learning Styles

SECA1
4 March – 26 April
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Learning-Styles>

TDS 769

Distance Education
\$329

Students with ASD

(Autism Spectrum Disorder)
SECA1 Distance Education
4 March – 29
[http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Learning-Styles/Students-with-ASD-\(Autism-Spectrum-Disorder\)](http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Learning-Styles/Students-with-ASD-(Autism-Spectrum-Disorder))

TDS 756

\$145

Gender in the Classroom

SECA1
6 March – 31 March
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Learning-Styles/Gender-in-the-Classroom>

TDS 770

Distance Education
\$145

Generational Learning Styles

SECA1
3 April – 28 April
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Learning-Styles/Generational-Learning-Styles>

TDS 842

Distance Education
\$145

The Teen Brain

SECA1
6 February – 3 March
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Learning-Styles>

TDS 755

Distance Education
\$145

Culturally Responsive Pedagogy in the Diverse Classroom

SECA1
5 February – 1 March
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FROM WITHIN TO
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BERMUDA COLLEGE has partnered with the American Management Association to offer two certificates, ideal for aspiring or new managers in your organisation.

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GENERAL MANAGEMENT**

Modules:

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- Finance & Accounting for Non-Financial Managers
- Communication Skills for Managers*
- First Line Supervision*
- How to Manage Conflict in the Organisation*

**Certificate in
HUMAN RESOURCES**

Modules:

- The Legal Side of HR
- Fundamentals of Human Resources
- Performance Management*
- How to Manage Training*
- Communication Skills for Managers*

*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:

- ✉ readytostart@college.bm
- 📍 Athora PACE Division
- 📞 236-9000 ext. 4117
- 🌐 www.college.bm

MANY PATHS. DISCOVER YOURS.

ARTICULATION AGREEMENTS AND PARTNERSHIPS

TRANSFER PATHWAYS AND PARTNERSHIPS

Bermuda College has established over 30 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

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

BC Course Equivalents at Partner Institutions

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's 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

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 2023-2024 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
3. EMAIL: admissions@college.bm
4. MAIL: P.O. Box HM 2718,
Hamilton HMLX, Bermuda

■ DETAILS FOR NON-CREDIT COURSES CONTACT:

ATOHRA DIVISION OF PROFESSIONAL AND CAREER EDUCATION

1. TEL: 236-9000 ext. 4117/4119
2. FAX: 239-4028
3. EMAIL: 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

3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514

T: (781) 425-7785 • Web: www.neche.org



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**To learn more about academic opportunities contact:
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