

CREDIT COURSES

SUMMER SEMESTER BEGINS MAY 16

ABBREVIATIONS FOR DAYS OF THE WEEK:

■ M - MONDAY • T - TUESDAY • W - WEDNESDAY • R - THURSDAY • F - FRIDAY • S - SATURDAY

NOTE: • Summer session May 16 – July 9 • Registration is open until May 20 • All Summer 2022 course offerings are subject to change

BIOLOGY

General Human Biology **BIO 1104 4CR**
The second half of two courses for non-biology majors needing to fulfil a natural science requirement. This course will focus on basic human gross anatomy, basic physiology and some basic pathology.
Prerequisite: A grade of "C" or better in BIO 0013.
SECD1 HH H275 R 6:00 PM-9:00 PM
Alnisha Simmons

COMPUTER STUDIES

Introduction to Business Applications of Computers **CIS 1120 3CR**
Intended to provide students with an initial exposure to the main areas of software used in business: word processing, spreadsheets and presentation software. Additionally, an introduction to database management will be provided. A consideration of business application software in the context of the overall computer system will also be covered to include an overview of computer design, networking, operating systems and hardware options. This course is also suitable for those students studying programmes in the social sciences or science.
SECD1 Online TR 6:00 PM-9:00 PM
Shawn DeShields

ENGLISH AND COMMUNICATIONS

Preparatory College Writing II **ENG 0012 0CR**
This course focuses on further development of expository writing skills and the introduction of the argumentative research essay. Special attention is given to essay structure, coherence and the practices of standard written English. Research techniques are introduced and practised in the single source essay and in a short researched essay. **Prerequisite:** A grade of "C" or better in ENG 0011 or satisfactory performance on the College Placement Test.
SECD1 NH G305 MW 6:00 PM-9:00 PM
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
SECD1 NH G307 MW 6:00 PM-9:00 PM
Dwayne Thompson

Literary Analysis **ENG 1112 3CR**
An introduction to literary analysis that focuses on devices such as imagery, setting, character, point of view, theme, and figures of speech in selected works of prose, poetry, drama and short fiction. Students read works from different perspectives and prepare analytical and researched essays.
Prerequisite: ENG 1111
SECD1 NH G304 TR 10:00 AM-1:00 PM
Sajni Toloram

MATHEMATICS

Preparatory College Mathematics I **MAT 0014 0CR**
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. Successor: MAT 0015
SECD1 HH H275 MW 10:00 PM-1:00 PM
Ali Arouzi

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. Successor: MAT 1105, MAT 1107, or MAT 1131.
SECD1 NH G306 MW 6:00 PM-9:00 PM
Necheeka Trott

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 Successor: MAT 1141, MAT 1152.
SECD1 HH H275 MW 6:00 PM-9:00 PM
Ali Arouzi

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 Successor: MAT 2201.
SECD1 HH H270 TR 10:00 AM- 1:00 PM
Dana Lightbourne

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. Successor: MAT 2234
SECD1 HH H270 TR 6:00 PM-9:00 PM
Dana Lightbourne

MANAGEMENT

Introduction to Business **MGN 1114 3CR**
This course provides an introduction to business concepts and functions. Topics covered include: Ethics and social responsibility, Forms of business ownership, Small business and entrepreneurship, Management and organisation of the firm, Marketing, operations, finance, and human resources. Emphasis will be placed upon the discussion of current issues and trends relating to these topics. Case study analysis will be introduced. **Prerequisite:** A grade of "C" or better in ENG 0012
SECD1 NH G228 MW 6:00 PM-9:00 PM
Rui Desa

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 MW 6:00 PM-9:00 PM
Shawn DeShields

NCCER CORE

Basic Safety **NCC 1101 1CR**
Complies with OSHA-10 training requirements. Explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. Discusses the causes and results of accidents and the impact of accident costs. Reviews the role of company policies and OSHA regulations. Introduces common job-site hazards and identifies proper protections. Defines safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. Identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards, and confined spaces.
SECD1 TH T202 MWR 6:00 PM-9:00 PM
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.
SECD1 TH T202 MWR 6:00 PM-9:00 PM
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.
SECD1 TH T202 MWR 6:00 PM-9:00 PM
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.
SECD1 TH T202 MWR 6:00 PM-9:00 PM
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.
SECD1 TH T202 MWR 6:00 PM-9:00 PM
TBA

Basic Communication Skills **NCC 1107 1CR**
Provides trainees with techniques for communicating effectively with co-workers and supervisors. Includes practical examples that emphasise the importance of verbal and written information and instructions on the job. Also discusses effective telephone and e-mail communication skills.
SECD1 TH T202 MWR 6:00 PM-9:00 PM
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.
SECD1 TH T202 MWR 6:00 PM-9:00 PM
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.
SECD1 TH T202 MWR 6:00 PM-9:00 PM
TBA

NURSING

Introduction to Professional Nursing **NUR 1101 2CR**
This introductory nursing course examines the realms of the nursing profession. Topics to be explored cover the history of nursing, nursing leaders, healthcare delivery, ethics, legal issues, health and wellness, medical terminology, math for medications, test taking strategies, culture and ethnicity, spirituality, and the nursing process. After completion of this course the student will be prepared to progress into NUR 1150.
Prerequisite: A programme GPA 2.67, BIO 1121, BIO 1122, CSC 1110, CIS 1120, ENG 1111, ENG 1112, MAT 1100-level or higher, and PSY 1101
SECD1 Online T 6:00 PM-9:00 PM
Shaunae Smith

Pharmacology **NUR 2235 2CR**
This course provides the foundation for understanding the role of drug action, drug absorption, bioavailability, distribution, metabolism and excretion in nursing interventions. Application of pharmacologic principles in relation to nursing practice is integrated throughout this course. **Prerequisites:** A grade of "B-" or better in NUR 1150
SECD1 TH T224 T 9:00 AM-11:00 AM
Renee Faulcon

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
SECD1 HH H275 MW 6:00 PM- 9:00 PM
Stephen Notman

PSYCHOLOGY

Introduction to Psychology I **PSY 1101 3CR**
A survey of the conceptual approaches in psychology: biological bases of behaviour, perception, consciousness (sleep, dreams, hypnosis, meditation), learning, language, basic drives (hunger, thirst, sex), motivation, emotion and intelligence.
Prerequisite: A grade of "C" or better in ENG 0012
SECD1 NH G306 S 10:00 AM- 1:00 PM
T 6:00 PM- 9:00 PM
Mellisa Gibbons-Tankard

EXTERNAL CERTIFICATES & PROFESSIONAL DESIGNATIONS

Division of Professional & Career Education (PACE)

FOLLOW US ON...  

FOR FULL COURSE DESCRIPTIONS VISIT: www.college.bm/pace

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

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ACCOUNTING
ACCA ASSOCIATION OF CHARTERED
CERTIFIED ACCOUNTANTS
DIPLOMA IN FINANCIAL AND MANAGEMENT
ACCOUNTING (RQF LEVEL 2)
<http://www.accaglobal.com/gb/en/qualifications/apply-now.html#startapp>.
Management Information (MA1) TDS ACCA12
SEC A1 Online MW 6:00-9:00PM
23 May - 6 July \$725
Zaynab Brown

INTERMEDIATE DIPLOMA IN FINANCIAL
AND MANAGEMENT ACCOUNTING (RQF LEVEL 3)
This certificate is suitable for anyone looking to do an introductory qualification in accounting and finance. This includes school leavers or those already working in accounts-support roles. Before studying for this qualification, students are encouraged to complete ACCA's Introductory Certificate in Financial and Management Accounting.

Managing Cost and TDS ACCA22
Finance (MA2)
SEC A1 Online TR 6:00-9:00PM
24 May - 7 July \$725
Aziza Lovell

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 approval through the Division of Professional & Career Education (PACE) before attempting the Diploma. All new students must register for membership on <http://www.accaglobal.com/gb/en/qualifications/apply-now.html#startapp>
Visit - <https://www.college.bm/index.php/pace/pacedesignations/acca-association-of-chartered-certified-accountants> for additional programme details.

Financial Accounting (F3/FAB) TDS ACCA34
SEC A1 Online MW 6:00-9:00PM
23 May - 6 July \$725
Denis Wasswa

BOMI BUILDING OWNERS
AND MANAGERS INSTITUTE
Ethics is Good Business RST 887
SEC A1 WH W108 W 6:00-9:00PM
18 May - 8 June \$625
Henry Ming
NOTE: All new students are expected to pay a one-time only BOMI enrolment fee of **\$265.00**.
Books are included in the course fee however external examination fees are not included.

COMPLIANCE PROGRAMMES
CAMS Prep - Designation Exam TDS CAMS1
Review Course
SEC A1 Online T 12:00PM-2:00PM
4 May \$1,895
SEC A2 Online T 6:00PM-8:00PM
1 June \$1,895
NOTE: Prospective students must send a copy of their acceptance letter along with their registration form to serr@college.bm.
Click the following link for application details:
<https://www.college.bm/index.php/pace/pacedesignations/compliance-certification-programmes>

INTERNATIONAL COMPLIANCE ASSOCIATION (ICA)
SPECIALIST CERTIFICATES
Demystifying Cryptocurrencies TDS ICA40
Length - 1 months.
Assessment type - Multiple choice exam online.
SEC A1 Online 1 June -30 June \$285
Visit: <https://www.college.bm/index.php/pace/pacedesignations/ica> for additional programme details.

Investigations Using Digital TDS ICA42
Forensics
Length - 1 months.
Assessment type - Multiple choice exam online.
SEC A1 Online 1 June -30 June \$285
Visit - <https://www.college.bm/index.php/pace/pacedesignations/ica> for additional programme details.

KIXKO
KIXKO Orientation TDS KIXK01
SEC A1 Online 1 June - 31 August \$55
SEC A2 1 July - 30 September \$55

KIXKO AML ATF TDS KIXK02
Risk Based Assessment
SEC A1 Online 1 June - 31 August \$55
SEC A2 1 July - 30 September \$55

KIXKO AML ATF TDS KIXK03
Customer Due Diligence
SEC A1 Online 1 June - 31 August \$55
SEC A2 1 July - 30 September \$55

KIXKO AML ATF TDS KIXK04
Monitoring & Reporting
SEC A1 Online 1 June - 31 August \$55
SEC A2 1 July - 30 September \$55

KIXKO AML ATF TDS KIXK05
Governance & Oversight
SEC A1 Online 1 June - 31 August \$75
SEC A2 1 July - 30 August \$75
NOTE: Visit <https://www.college.bm/index.php/pace/pacedesignations/kixko> for additional details

ANTI-MONEY LAUNDERING TRACK
INTRODUCTORY LEVEL
Full details can be found on:
<https://www.college.bm/index.php/pace/pacedesignations/ica>
Certificate in Compliance TDS ICA01
Length - 3 months.
Assessment type - Multiple choice exam online.
SEC A1 Online 1 June - 31 August \$895

Certificate in Anti-Money TDS ICA02
Laundering
Length - 3 months.
Assessment type - Multiple choice exam online.
SEC A1 Online 1 June - 31 August \$895

Certificate in KYC and CDD TDS ICA03
Length - 3 months.
Assessment type - Multiple choice exam online.
SEC A1 Online 1 June - 31 August \$895

Certificate in Managing TDS ICA04
Sanctions Risk
Length - 3 months.
Assessment type - Multiple choice exam online.
SEC A1 Online 1 June - 31 August \$895

INTERMEDIATE LEVEL
International Advanced TDS ICA12
Certificate in Anti-Money
Laundering
Length - 6 months.
Assessment type - 2 written assignments.
SEC A1 Online 7 July - 14 March 2023 \$2,625
Visit college.bm/pace for the detailed 6-month schedule

REGULATORY COMPLIANCE TRACK
Full details can be found on:
<https://www.college.bm/index.php/pace/pacedesignations/ica>
Specialist Certificate in Money TDS ICA13
Laundering Risk in New Technology
Length - 3 months.
Assessment type - Multiple choice exam online
SEC A1 Online 1 June - 31 August \$895
Visit college.bm/pace for the detailed 3-month schedule

International Advanced TDS ICA16
Certificate in Regulatory
Compliance
Length - 6 months.
Assessment type - 2 written assignments.
SEC A1 Online 28 June - 29 November \$2,625
Visit college.bm/pace for the detailed 6-month schedule

New: Virtual Advanced Certificate TDS ICA18
in Customer Due Diligence
Length - 6 months. Compulsory Virtual Classrooms.
Assessment type - Exam online
SEC A1 Online 21 June - 15 November \$2,625
Visit college.bm/pace for the detailed 6-month schedule

ADVANCED LEVEL
International Diploma in TDS ICA21
Governance, Risk and
Compliance
Length - 9 months
Assessment type - 3 written assignments.
SEC A1 Online 5 July - 14 March, 2023 \$2,625
Visit college.bm/pace for the detailed 9-month schedule

International Diploma in TDS ICA22
Anti Money Laundering
Length - 9 months
Assessment type - 3 written assignments.
SEC A1 Online 12 July - 14 March, 2023 \$2,625
Visit college.bm/pace for the detailed 9-month schedule
International Diploma in Financial TDS ICA23
Crime Prevention
Length - 9 months
Assessment type - 3 written assignments.
SEC A1 Online 26 July - 14 March 2023 \$2,625
Visit college.bm/pace for the detailed 9-month schedule

FINANCIAL CRIME PREVENTION TRACK
www.college.bm/index.php/pace/pacedesignations/ica
Introductory level: Certificate in TDS ICA03
Financial Crime Prevention
Length-3 months
Assessment type-Multiple choice exam online
SEC A1 Online 1st June - 31st August \$895

GLOBAL KNOWLEDGE
PROJECT MANAGEMENT and I.T. TRAINING
Project Management TDS PRO1
Fundamentals
SEC A1 Online MTW 11:30AM-7:30PM
10 May - 12 May \$1,606.50
SEC A2 Online MTW 8:30AM-4:30PM
24 May - 26 May \$1,606.50
SEC A3 Online MTW 11:30AM-7:30PM
28 June - 30 June \$1,606.50

SEC A4 Online MTW 8:30PM-4:30PM
26 July - 28 July \$1,606.50
For additional dates please visit the following page
<https://enroll.globalknowledge.com/BC/en-us/>

IT Project Management TDS PRO2
SEC A1 Online MTW 8:30AM-4:30PM
24 May - 26 May \$1,606.50
SEC A2 Online MTW 11:30AM-7:30PM
6 June - 8 June \$1,606.50
SEC A3 Online MTW 8:30AM-4:30PM
13 July - 15 July \$1,606.50
SEC A4 Online MTW 9:30PM-5:30PM
25 July - 27 July \$1,606.50
For additional dates please visit the following page
<https://enroll.globalknowledge.com/BC/en-us/>

Project Management Leadership TDS PRO3
and Communication
SEC A1 Online MTW 8:30AM - 4:30PM
16 May-18 May \$1,676.50
SEC A2 Online MTW 8:30AM - 4:30PM
21 June-23 June \$1,676.50
SECA3 Online MTW 8:30AM - 4 :30PM
18 July - 20 July
For additional dates please click the following link
<https://enroll.globalknowledge.com/BC/en-us/>

Project Management Professional TDS PRO7
(PMP) Certification Exam
Prep Boot Camp
SEC A1 Online MTW 11:00AM - 9:00PM
16 May - 19 May \$2,236.50
SEC A2 Online MTW 8:00AM - 6:00PM
24 May - 27 May \$2,236.50
SEC A3 Online MTW 11:00AM - 9:00PM
21 June - 24 June \$2,236.50
SEC A4 Online MTW 8:00AM-6:00PM
27 June - 30 June \$2,236.50
SEC A5 Online MTW 11:00AM-9:00PM
18 July - 21 July \$2,236.50
For additional dates please visit the following page
<https://enroll.globalknowledge.com/BC/en-us/>

INFORMATION TECHNOLOGY
Architecting on AWS TDS 1395
SEC A1 Online MW 8:30AM-4:30PM
16 May - 18 May \$1,466.50
SEC A2 Online MW 8:30AM-4:30PM
13 June - 15 June \$1,466.50
SEC A3 Online MW 8:30AM-4:30PM
21 June - 23 June \$1,466.50
SEC A5 Online MW 8:30AM-4:30PM
27 June - 29 June \$1,466.60
For additional dates please visit the following page
<https://enroll.globalknowledge.com/BC/en-us/>

COMPUTER LITERACY
Microsoft Clips (ON DEMAND) TDS CLIPS 1
SEC A1 Online 1 June - 31 May 2023 \$75
12-month subscription
SEC A2 Online 1 July - 30 June 2023 \$75
12-month subscription

CYBERSECURITY
Cyber Foundations TDS 9701
SEC A1 Online MTWRF 11:30AM-7:30PM
13 June - 17 June \$2,306.50
SEC A2 Online MTWRF 8:30AM-4:30PM
11 July - 15 July \$2,306.50
For additional dates please visit the following page
<https://enroll.globalknowledge.com/BC/en-us/>

INFORMATION TECHNOLOGY (I.T) CERTIFICATIONS
CompTIA Security+ Prep Course TDS 3404
SEC A1 Online 8:30AM-4:30PM
9 May - 13 May \$2,586.50
SEC A2 Online 8:30AM-4:30PM
23 May -27 May \$2,586.50
SEC A3 Online 11:30 AM-7:30PM
13 June - 17 June \$2,586.50
SEC A4 Online 8:30AM-4:30PM
27 June - 1 July \$2,586.50
For additional dates please visit the following page
<https://enroll.globalknowledge.com/BC/en-us/>

CEH-Certified Ethical Hacker v11 TDS 3617
SEC A1 Online M-F 11:30AM-7:30PM
6 June - 10 June \$2,726.50
SEC A2 Online M-F 8:30AM-4:30PM
27 June - 1 July \$2,726.50
SEC A3 Online M-F 8:30AM-4:30PM
11 July - 15 July \$2,726.60
For additional dates please visit the following page
<https://enroll.globalknowledge.com/BC/en-us/>
This course includes one exam voucher for the CEH-Certified Ethical Hacker v11 exam(312-50)

CISM- Certified Information TDS 9817
Systems Manager
SEC A1 Online T-TH 11:00AM-8:00PM
9 May - 11 May \$1,676.50
SEC A2 Online T-TH 8:00AM-5:00PM
23 May - 25 May \$1,676.50
SEC A3 Online T-TH 8:00AM-5:00PM
27 June - 29 June \$1,676.50
For additional dates please visit the following page
<https://enroll.globalknowledge.com/BC/en-us/>

HEALTHCARE

Certificate for Nursing Assistants	CCW 810
SEC A1 Hybrid TW	4:00PM-9:00PM
17 May - 24 July	SS 9:00AM-5:00PM
Shaunae Smith	\$1,695

Nursing Assistant Practical	CCW 820
SECA1 Hybrid TW	4:00PM-9:00PM
21 June - 24 July	SS 9:00AM-5:00PM
Shaunae Smith	\$1,695

Prerequisite: CCW 810

Clinical times to be determined.

NOTE: Contact the PACE Office for full schedule and entry requirements via E:padmin@college.bm

Medical Billing and Coding	TDS NUR44
SEC A1 Online	1 June - Self Paced
	\$1,799

Medical Administrative Assistant	TDS NUR55
SEC A1 Online	1 June - Self Paced
	\$1,299

EXAM PREPARATION COURSES

Marine Navigation/Marine Engine Drivers Course	NAV 855
SEC A1 HYBRID M	6:00PM-8:30PM
16 May - 13 June	\$275

Jeffrey Patterson

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

Introduction to Real Estate	RST 860
SEC A1 Online MW	6:00PM-9:00PM
17 May - 23 June	\$525

Lawrence Sticca

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

SHORT PROFESSIONAL DEVELOPMENT WORKSHOPS

PROFESSIONAL DEVELOPMENT COURSES ONLINE

Water Quality	TDS HEA6
Drinking Water Quality Control	
SEC A1 Online M	9:00AM-5:00PM
30 May	\$315

Tarik Smith

Best Practices for Residential Water Management in Bermuda	TDS HEA7
SEC A1 Online M	5:30-9:00PM
23 May	\$295
SEC A2 Online T	5:30-9:00PM
24 May	\$295

Tarik Smith

Wastewater Management Fundamentals of Wastewater Treatment & Management	TDS HEA8
SEC A1 Online M	9:00AM-5:00PM
6 June	\$315

Tarik Smith

PROFESSIONAL DEVELOPMENT COURSES ONLINE

Coding Certificate (Full Certificate)	TDS 355
SEC A2 Online	
6 June - 26 August	\$595
http://www.yougotclass.org/certificate/index.cfm/Bermuda/Coding-Certificate	

SQL Certificate (Full Certificate)	TDS 380
SEC A1 Online	
2 May - 29 July	\$595
http://www.yougotclass.org/certificate/index.cfm/Bermuda/SQL-Certificate	

Certified Online Instructor (COI Certification)	TDS 766
SEC A1 Online	
7 June - 27 August	\$795
http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certified-Online-Instructor-(COI)	

Certificate in Data Analysis (Full Certificate)	TDS 1200
SEC A1 Online	
7 June - 27 August	\$495
http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis	

Certificate in Accounting and Finance for Non-Financial Managers (Full Certificate)	TDS 830
SEC A1 Online	
6 June - 26 August	\$495
http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Accounting-and-Finance-for-Non-Financial-Managers	

Cash is King	TDS 836
SEC A1 Online	
5 July - 28 July	\$195
http://www.yougotclass.org/course/index.cfm/Bermuda/Cash-is-King	

Financial Analysis and Planning for Non-Financial Managers	TDS 835
SEC A1 Online	
1 August - 26 August	\$195
http://www.yougotclass.org/course/index.cfm/Bermuda/Financial-Analysis-and-Planning-for-Non-Financial-Managers	

Understanding Debits and Credits	TDS 839
SEC A1 Online	
5 July - 29 July	\$195
https://www.ugotclass.net/course/index.cfm/Lern/Understanding-Debits-and-Credits	

Certificate in Effective Grammar	TDS 1163
SECA1 Online	
6 June - 26 July	\$245
http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Effective-Grammar	

General Ledger and Month End Procedures	TDS 833
SEC A1 Online	
5 July - 29 July	\$195
https://www.ugotclass.net/course/index.cfm/Lern/General-Ledger-and-Month-End-Procedures	

Accounting and Finance for Non-Financial Managers	TDS 834
SEC A1 Online	
6 June - 1 July	\$195
http://www.yougotclass.org/course/index.cfm/Bermuda/Accounting-and-Finance-for-Non-Financial-Managers	

Financial Analysis and Planning for Non-Financial Managers	TDS 835
SEC A1 Online	
1 August - 26 August	\$195
http://www.yougotclass.org/course/index.cfm/Bermuda/Financial-Analysis-and-Planning-for-Non-Financial-Managers	

Closing Procedures and Financial Statements	TDS 832
SEC A1 Online	
1 August - 26 August	\$195
https://www.ugotclass.net/course/index.cfm/Lern/Closing-Procedures-and-Financial-Statements	

Introduction to Data Analysis	TDS 1195
SEC A1 Online	
6 June - 1 July	\$195
http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Data-Analysis	

Intermediate Data Analysis	TDS 1205
SEC A1 Online	
5 July - 29 July	\$195
http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Data-Analysis	

Advanced Data Analysis	TDS 1210
SEC A1 Online	
1 August - 26 August	\$195
http://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Data-Analysis	

Entrepreneurship Certificate (Full Certificate)	TDS 1070
SEC A1 Online	
6 June - 26 August	\$495
http://www.yougotclass.org/certificate/index.cfm/Bermuda/Entrepreneurship-Certificate	

Entrepreneur Boot Camp	TDS 1069
SEC A1 Online	
6 June - 1 July	\$195
http://www.yougotclass.org/course/index.cfm/Bermuda/Entrepreneur-Boot-Camp	

The Business Plan	TDS 1088
SEC A1 Online	
5 July - 29 July	\$195
http://www.yougotclass.org/course/index.cfm/Bermuda/The-Business-Plan	

Entrepreneurial Marketing	TDS 1089
SEC A1 Online	
1 August - 26 August	\$195
http://www.yougotclass.org/course/index.cfm/Bermuda/Entrepreneurial-Marketing	

The Basics of Bookkeeping	TDS 831
SEC A1 Online	
5 July - 29 July	\$195
http://www.yougotclass.org/course/index.cfm/Bermuda/The-Basics-of-Bookkeeping	

Business Communication Adobe Photoshop Essentials	TDS 1032
SEC A1 Online	
5 July - 29 July	\$225
http://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Photoshop-Essentials	

Certificate in Basic Game Design (Full Certificate)	TDS 1600
SEC A1 Online	
6 June - 29 July	\$395
http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Basic-Game-Design	

Introduction to Game Design	TDS 1605
SEC A1 Online	
6 June - 1 July	\$245
http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Game-Design	

Intermediate Video Game Design	TDS 1620
SEC A1 Online	
5 July - 28 July	\$245
http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Video-Game-Design	

Certificate in Business Writing	TDS 1165
SEC A1 Online	
6 June - 26 August	\$495
http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Business-Writing	

Business Writing	TDS 1170
SEC A1 Online	
6 June - 1 July	\$195
http://www.yougotclass.org/course/index.cfm/Bermuda/Business-Writing	

Effective Copywriting	TDS 1155
SEC A1 Online	
5 July - 29 July	\$195
http://www.yougotclass.org/course/index.cfm/Bermuda/Effective-Copywriting	

Writing News and Press Releases	TDS 1168
SEC A1 Online	
1 August - 26 August	\$195
http://www.yougotclass.org/course/index.cfm/Bermuda/Writing-News-and-Press-Releases	

Certificate in Customer Service	TDS 1101
SEC A1 Online	
6 June - 29 July	\$245
http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Customer-Service	

Keys to Customer Service	TDS 1102
SEC A1 Online	
6 June - 1 July	\$145
http://www.yougotclass.org/course/index.cfm/Bermuda/Keys-to-Customer-Service	

Extraordinary Customer Service	TDS 1107
SEC A1 Online	
5 July - 29 July	\$145
http://www.yougotclass.org/course/index.cfm/Bermuda/Extraordinary-Customer-Service	

Certificate in Workplace Communication (Full Certificate)	TDS 1166
SEC A1 Online	
6 June -26 August	\$595
http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Workplace-Communication	

Conflict Management	TDS 1271
SEC A1 Online	
6 June - 1 July	\$245
http://www.yougotclass.org/course/index.cfm/Bermuda/Conflict-Management	

Negotiation: Get What You Want	TDS 1273
SEC A1 Online	
5 July - 29 July	\$245
http://www.yougotclass.org/course/index.cfm/Bermuda/Negotiation:-Get-What-You-Want	

Using Personality Profiles for Better Work Performance	TDS 1279
SEC A1 Online	
1 August - 26 August	\$245
http://www.yougotclass.org/course/index.cfm/Bermuda/Using-Personality-Profiles-for-Better-Work-Performance	

MANAGEMENT Managing Remote Workers Certificate	TDS 390
SEC A1 Online	
6 June - 29 July	\$495
http://www.yougotclass.org/certificate/index.cfm/Bermuda/Managing-Remote-Workers-Certificate	

Managing Remote Workers	TDS 387
SEC A1 Online	
5 July - 29 July	\$195
http://www.yougotclass.org/course/index.cfm/Bermuda/Managing-Remote-Workers	

Remote Working and Communicating	TDS 388
SEC A1 Online	
6 June - 1 July	\$195
http://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Live-Online-and-Zoom-Instructor-Training	

Certificate in Non-Profit Administration (Full Certificate)	TDS 1050
SEC A1 Online	
6 June - 26 August	\$595
http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Non-Profit-Administration	

Revenue Generation for Non-Profits	TDS 1051
SEC A1 Online	
6 June - 29 July	\$495
http://www.yougotclass.org/course/index.cfm/Bermuda/Revenue-Generation-for-Nonprofits	

Program Evaluation for Non-profit Professionals	TDS 1052
SEC A1 Online	
1 August - 26 August	\$245
http://www.yougotclass.org/course/index.cfm/Bermuda/Program-Evaluation-for-Nonprofits	

Management Certificate	TDS 1285
SEC A1 Online	
6 June - 26 August	\$595
http://www.yougotclass.org/certificate/index.cfm/Bermuda/Management-Certificate	

Management Boot Camp	TDS 1284
SEC A1 Online	
6 June - 1 July	\$295
http://www.yougotclass.org/course/index.cfm/Bermuda/Management-Boot-Camp	

Collaborative Management	TDS 1283
SEC A1 Online	
5 July - 29 July	\$245
http://www.yougotclass.org/course/index.cfm/Bermuda/Collaborative-Management	

Supervisory & Leadership Certificate	TDS 1286
SEC A1 Online	
6 June - 29 July	\$495
http://www.yougotclass.org/course/index.cfm/Bermuda/Supervisory-%26-Leadership-Certificate	

Certificate in Project Management TDS 560
SEC A1 Online
6 June – 26 August \$495
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Project-Management>

Introduction to Project Management TDS 561
SEC A1 Online
6 June – 1 July \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Project-Management>

Project Management Processes TDS 562
SEC A1 Online
5 July – 29 July \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Processes>

Project Management Knowledge Areas TDS 563
SEC A1 Online
1 August – 26 August \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Knowledge-Areas>

LEADERSHIP Certificate in Leadership Development (For Gen Y) TDS 1287
SEC A1 Online
6 June – 26 August \$395
<https://www.ugotclass.net/certificate/index.cfm/Lern/Certificate-in-Leadership-Development>

Leadership Principles TDS 581
SEC A1 Online
6 June – 1 July \$145
<https://www.ugotclass.net/course/index.cfm/Lern/Leadership-Principles>

Developing Your Leadership Skills TDS 1289
SEC A1 Online
5 July – 29 July \$145
<https://www.ugotclass.net/course/index.cfm/Lern/Developing-Your-Leadership-Skills>

Developing Your Professional Career TDS 1046
SEC A1 Online
1 August – 26 August \$145
<https://www.ugotclass.net/course/index.cfm/Lern/Developing-Your-Professional-Career>

Managing Generations in the Workplace TDS 1282
SEC A1 Online
1 August -26 August \$175
<http://www.yougotclass.org/course/index.cfm/Bermuda/Managing-Generations-in-the-Workplace>

TECHNOLOGY SKILLS Mastering Computer Skills for the Workplace TDS 1172
SEC A1 Online
6 June – 1 July \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Mastering-Computer-Skills-for-the-Workplace>

Certificate in Web Design (Full Certificate) TDS 350
SEC A1 Online
6 June – 26 August \$595
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Web-Design>

Introduction to Web Design TDS 345
SEC A1 Online
6 June – 1 July \$245
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Web-Design>

Intermediate Web Design TDS346
SEC A1 Online
5 July – 29 July \$245
<http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Web-Design>

Advanced Web Design TDS 347
SEC A1 Online
1 August – 26 August \$245
<http://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Web-Design>

Introduction to Coding TDS 351
SEC A1 Online
6 June – 1 July \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Coding>

Advanced Excel TDS 1221
SEC A1 Online
1 August – 26 August \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Excel>

Intermediate Excel TDS 1222
SEC A1 Online
5 July – 29 July \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Excel>

HTML Fundamentals TDS 360
SEC A1 Online
5 July – 29 July \$245
<http://www.yougotclass.org/course/index.cfm/Bermuda/HTML-Fundamentals>

CSS Fundamentals TDS 370
SEC A1 Online
1 August – 26 August \$245
<http://www.yougotclass.org/course/index.cfm/Bermuda/CSS-Fundamentals>

Wordpress Certificate TDS 1065
SEC A1 Online
6 June – 26 August \$495
<http://www.yougotclass.org/course/index.cfm/Bermuda/Wordpress-Certificate>

Graphic Design Software Essential Certificate TDS 1036
SEC A1 Online
6 June – 26 August \$545
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Graphic-Design-Software-Essentials-Certificate>

New Media Marketing Mastering Video Marketing Certificate TDS 551
SEC A1 Online
6 June – 29 July \$395
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Mastering-Video-Marketing-Certificate>

Digital Marketing Certificate TDS 1094
SEC A1 Online
6 June – 26 August \$495
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Digital-Marketing-Certificate>

Boosting Your Website Traffic TDS 1078
SEC A1 Online
5 July – 29 July \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Boosting-Your-Website-Traffic>

Improving Email Promotion TDS 1079
SEC A1 Online
5 July – 29 July \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Improving-Email-Promotions>

Online Advertising TDS 1098
SEC A1 Online
1 August – 26 August \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Online-Advertising>

Google Analytics Certificate TDS 1111
SEC A1 Online
6 June – 29 July \$345
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Google-Analytics-Certificate>

Google Analytics TDS 890
SEC A1 Online
6 June – 1 July \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Google-Analytics>

Advanced Google Analytics TDS 1112
SEC A1 Online
5 July – 29 July \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Google-Analytics>

Podcasting TDS 565
SEC A1 Online
6 June – 1 July \$245
<http://www.yougotclass.org/course/index.cfm/Bermuda/Podcasting>

Integrated Marketing Certificate TDS 531
SEC A1 Online
6 June – 26 August \$495

SOCIAL MEDIA FOR BUSINESS Certificate in Social Media for Business (Full Certificate) TDS 545
SEC A1 Online
6 June – 26 August \$495
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Social-Media-for-Business-Certificate>

Introduction to Social Media TDS 510
SEC A1 Online
6 June – 1 July \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Social-Media>

Marketing Using Social Media TDS 535
SEC A1 Online
5 July – 29 July \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Marketing-Using-Social-Media>

Integrating Social Media in Your Organisation TDS 530
SEC A1 Online
1 August – 26 August \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Integrating-Social-Media-in-Your-Organization>

DATA SCIENCE Introduction to SQL TDS 381
SEC A1 Online
2 May -27 May \$245
<https://www.ugotclass.net/course/index.cfm/Lern/Introduction-to-SQL>

Intermediate SQL TDS 382
SEC A1 Online
6 June – 1 June \$595
<https://www.ugotclass.net/course/index.cfm/Lern/Intermediate-SQL>

Advanced SQL TDS 383
SEC A1 Online
5 July – 29 July \$595
<https://www.ugotclass.net/course/index.cfm/Lern/Advanced-SQL>

Power BI Certificate TDS 1215
SEC A1 Online
6 June – 26 August \$495
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI>

Introduction to Power BI TDS 1212
SEC A1 Online
6 June – 1 July \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Power-BI>

Intermediate Power BI TDS 1213
SEC A1 Online
5 July – 29 July \$195
<https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Power-BI>

Advanced Power BI TDS 1214
SEC A1 Online
1 August – 26 August \$195
<https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Power-BI>

Mastering Microsoft Excel TDS 1272
SEC A1 Online
6 June – 1 July \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Mastering-Microsoft-Excel>

TRAINING AND DEVELOPMENT Certificate in Online Teaching TDS 773
SEC A1 Online
6 June – 26 August \$495
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Online-Teaching>

Advanced Teaching Online TDS 763
SEC A1 Online
6 June – 1 July \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Teaching-Online>

Designing Online Instruction TDS 764
SEC A1 Online
5 July – 29 July \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Designing-Online-Instruction>

Fostering Online Discussion TDS 767
SEC A1 Online
1 August – 26 August \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Fostering-Online-Discussion>

Advanced Live Online and Zoom Instructor Training TDS 777
SEC A1 Online
6 June – 1 July \$195
<http://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Live-Online-and-Zoom-Instructor-Training>

TRAINING FOR K12 TEACHERS Certificate in Learning Styles TDS 769
SEC A1 Online
5 July – 26 August \$395
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Learning-Styles>

Gender in the Classroom TDS 770
SEC A1 Online
5 July – 29 July \$145
<http://www.yougotclass.org/course/index.cfm/Bermuda/Gender-in-the-Classroom>

Generational Learning Styles TDS 842
SEC A1 Online
1 August – 26 August \$145
<http://www.yougotclass.org/course/index.cfm/Bermuda/Generational-Learning-Styles>

HUMAN RESOURCES Spanish For Medical Professionals TDS 1025
SEC A1 Online
6 June – 29 July \$290
<https://www.ugotclass.net/course/index.cfm/Lern/Spanish-for-Medical-Professionals>

PERSONAL DEVELOPMENT Adobe Illustrator Essentials TDS 1033
SEC A1 Online
6 June – 1 July \$225
<http://www.yougotclass.org/course/index.cfm/Lern/Adobe-Illustrator-Essentials>

Adobe InDesign Essentials TDS 1034
SEC A1 Online
1 August – 26 August \$225
<http://www.yougotclass.org/course/index.cfm/Lern/Adobe-InDesign-Essentials>

Introduction to Fiction Writing TDS 1160
SEC A1 Online
6 June – 1 July \$195
<http://yougotclass.org/course/index.cfm/Lern/Introduction-To-Fiction-Writing>

Beginning Conversational Spanish TDS 1024
SEC A1 Online
6 June – 29 July \$290
<http://www.yougotclass.org/course/index.cfm/Lern/Beginning-Conversational-Spanish>

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.

