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ATHORA DIVISION OF PROFESSIONAL & CAREER EDUCATION (APACE)

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

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

FOR CREDIT COURSES, SEE PAGE 3



TRAIN AND PROMOTE FROM WITHIN TO MAXIMISE YOUR ROI!

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

CERTIFICATE IN GENERAL MANAGEMENT

Modules:

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

1 evening classes per week

CERTIFICATE IN HUMAN RESOURCES

Modules:

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

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

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

1 evening class per week

Full certificate can be completed within a year.



CONTACT US:
ATHORA DIVISION OF PACE
✉ readytostart@college.bm
📞 236-9000 ext. 4117
🌐 www.college.bm

MANY PATHS. DISCOVER YOURS.

EXTERNAL CERTIFICATES & PROFESSIONAL DESIGNATION

ACCOUNTING

ACCA ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

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

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

Recording Financial Transactions (FA1)

TDS ACCA10

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

SECA1 HH H275 T 6:00PM-9:00PM
28 January – 29 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 HH H211 R 6:00PM-9:00PM
30 January – 1 May **\$825**
Rosina Hardtman

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

DIPLOMA IN FINANCIAL AND MANAGE- MENT 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>.

MANY PATHS.
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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 NH G323 M 6:00-9:00PM
27 January – 28 April **\$825**
Zaynab Brown

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. Also demonstrates and develops applicable cost concepts in making short-term decisions, and the application of spreadsheets in management accounting.

SECA1 HH H270 T 6:00PM-9:00PM
28 January – 29 April **\$825**
Zaynab Brown

**Both courses are required for completion of the Diploma in Financial and Management Accounting (RQF Level 3). It is highly recommended that students take both FA2 and MA2 during the same semester.*

DIPLOMA IN ACCOUNTING AND BUSINESS (RQF LEVEL 4)

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

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 H273 T 6:00PM-9:00PM
28 January – 29 April **\$825**
TBD

ACCA QUALIFICATION**

Performance Management (F5)

TDS ACCA 40

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 NH G226 R 6:00PM-9:00PM
30 January – 1 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 H275 W 6:00-9:00PM
29 January - 30 April
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 NH G305 R 6:00-9:00PM
30 January - 1 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 H213 W 6:00PM-9:00PM
29 January - 30 April
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.

ARTIFICIAL INTELLIGENCE

Artificial Intelligence (AI) Foundations TDS 1240

In this in person course, you will take away a practical strategy and techniques for implementing a generative AI strategy for your organisation or business. Learn the top five considerations when starting with generative AI as well as tips to manage AI-driven projects. Discover how to leverage popular generative AI platforms for your business needs. Discuss the top tools to use to manage your generative AI projects and build integration into your existing workflows. See how generative AI tools work and how to use them to further your business goals. See what trends are on the horizon and where your goals fit with those new trends. Hear about applications of generative AI in various industries and how companies are using AI to enhance their operations. Discuss how business processes can change with AI integra-

tion and get feedback on cutting edge AI strategy while discovering best practices for user experience and ethical considerations. Learn how to manage the influx of data and outputs created by generative AI. Develop a manageable workflow and get productivity tips to be more efficient.

SECA1 HH H213 T 6:00PM-9:00PM
21 January - 18 February
Michelle Grant **\$795**

SECA2 HH H213 R 6:00PM-9:00PM
6 February - 5 March
Michelle Grant **\$795**

SECA3 HH H213 R 6:00PM-9:00PM
27 March - 24 April
Michelle Grant **\$795**

Advanced Generative AI and Prompt Engineering for Industry Applications

TDS 1245

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

Throughout five weeks of in-depth sessions, you'll explore how to refine prompts for precision, integrate generative AI models into existing workflows via APIs, and automate complex business functions with Copilot. You will also delve into data analysis techniques, develop custom AI models, and address ethical considerations such as bias and data privacy.

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

SECA1 HH H213 T 6:00PM-9:00PM
11 March - 8 April
Clarity Institute **\$895**

MANY PATHS.
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ATHORA DIVISION OF PROFESSIONAL AND CAREER EDUCATION

ARTIFICIAL INTELLIGENCE

NEW
ARTIFICIAL
INTELLIGENCE
(AI) FOUNDATIONS
COURSE is your
wake-up call!

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



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



AI Learning.

This is **YOUR OPPORTUNITY**
to awaken new career possibilities!



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

COMPLIANCE PROGRAMMES

ASSOCIATION OF CERTIFIED ANTI-MONEY LAUNDERING SPECIALISTS (ACAMS)

CAMS Prep - Designation Exam Review Course

TDS CAMS1

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

SECA1 Distance Education 8 January – 12 February	\$2,195
SECA2 Distance Education 6 February – 13 March	\$2,195
SECA3 Distance Education 5 March – 9 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 21 days prior to the start date. Click the following link for application details: <https://www.college.bm/index.php/pace/pacedesignations/compliance-certification-programmes>

INTERNATIONAL COMPLIANCE ASSOCIATION (ICA)

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

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

ICA SHORT COURSES

ICA Demystifying Environmental, Social and Governance (ESG)

TDS ICA41

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

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

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

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

SECA1 Distance Education 13 January – 13 February	\$285
SECA2 Distance Education 10 February – 10 March	\$285
SECA3 Distance Education 10 March – 10 April	\$285

ICA Investigations Using Digital Forensics

TDS ICA42

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

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

SECA1 Distance Education 13 January – 13 February	\$285
SECA2 Distance Education 10 February – 10 March	\$285
SECA3 Distance Education 10 March – 10 April	\$285

ICA Demystifying Cryptocurrencies

TDS ICA40

SECA1 Distance Education 13 January – 13 February	\$285
SECA2 Distance Education 10 February – 10 March	\$285
SECA3 Distance Education 10 March – 10 April	\$285

ICA ANTI-MONEY LAUNDERING TRACK

Topics Include: Understanding Money Laundering, Terrorist Financing and Sanctions; Vulnerabilities of Financial Institutions to Money Laundering and Terrorist Financing; Money laundering and terrorist financing vulnerabilities of financial services; Emerging technologies and new payment methods; Anti Money Laundering and Combating Terrorist Financing in Practice; Management Obligations and the Risk-based Approach to Money Laundering and Terrorist Financing and more. Full details and course descriptions can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>

INTRODUCTORY LEVEL

Introductory Level: Certificate in Anti Money Laundering TDS ICA02

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

SECA1 Distance Education
13 January – 13 March **\$895**

SECA2 Distance Education
17 February – 17 March **\$895**

SECA3 Distance Education
17 March – 19 May **\$895**

DIPLOMA LEVEL

ICA Advanced Level: Diploma in Anti Money Laundering TDS ICA22

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

SECA1 Distance Education
6 January – 2 June **\$5,692.50**

SPECIALIST CERTIFICATES

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

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

SECA1 Distance Education
13 January – 13 March **\$895**

SECA2 Distance Education
10 March – 10 May **\$895**

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

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

SECA1 Distance Education
13 January – 13 March **\$895**

SECA2 Distance Education
10 March – 10 May **\$895**

ICA Specialist Certificate in Combating the Financing of Terrorism TDS ICA43

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

SECA1 Distance Education
13 January – 13 March **\$895**

SECA2 Distance Education
10 March – 10 May **\$895**

ICA Specialist Certificate in Trade Based Money Laundering TDS ICA48

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

SECA1 Distance Education
13 January – 13 March **\$895**

SECA2 Distance Education
10 March – 10 May **\$895**

ICA Specialist Certificate in Anti Money Laundering and Art TDS ICA52

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

SECA1 Distance Education
13 January – 13 March **\$895**

SECA2 Distance Education
10 March – 10 May **\$895**

ICA GOVERNANCE RISK AND COMPLIANCE TRACK

Topics include: Understanding the Regulatory Environment; Regulation in Practice; Compliance in Practice, Other Key Compliance Areas; Anti money laundering; Financial crime prevention; Market abuse; Managing risk; Enforcement and more. Full details can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>

INTRODUCTORY LEVEL

Introductory Level: Certificate in Compliance TDS ICA01

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

SECA1 Distance Education
13 January – 13 March **\$895**

SECA2 Distance Education
17 February – 17 April **\$895**

SECA3 Distance Education
17 March – 19 May **\$895**

SPECIALIST CERTIFICATES

ICA Specialist Certificate in Conduct Risk TDS ICA50

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

SECA1 Distance Education
13 January – 13 March **\$895**

SECA2 Distance Education
10 March – 10 May **\$895**

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

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

SECA1 Distance Education
13 January – 13 March **\$895**

SECA2 Distance Education
10 March – 10 May **\$895**

ICA Specialist Certificate in Corporate Governance TDS ICA49

SECA1 Distance Education
13 January – 13 March **\$895**

SECA2 Distance Education
10 March – 10 May **\$895**

ADVANCED LEVEL

ICA Advanced Certificate in Governance, Risk, and Compliance Corporate Governance

TDS ICA16

SECA1 Distance Education
13 January – 16 June

\$3,025

ICA FINANCIAL CRIME PREVENTION TRACK

Topics include: What is financial Crime? What are the Financial Crime Risks? Fraud Controls Banking - Fraud Typologies; Identity Theft and Cybercrime; Bribery and Corruption; Fraud Response Policy; The English Legal System and more. Full details can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>

INTRODUCTORY LEVEL

Introductory Level: Certificate in Financial Crime Prevention

TDS ICA03

Length – 2 months.

Assessment type – Multiple choice exam online

SECA1 Distance Education
13 January – 13 March

\$895

SECA2 Distance Education
17 February – 17 March

\$895

SECA2 Distance Education
17 March – 19 May

\$895

SPECIALIST CERTIFICATES

ICA Specialist Certificate in Money Laundering Risk in New Technology

TDS ICA13

Length – 2 months.

Assessment type – Multiple choice exam online

SECA1 Distance Education
13 January – 13 March

\$895

SECA2 Distance Education
10 March – 10 May

\$895

ICA Specialist Certificate in Anti-Corruption

TDS ICA44

Length – 2 months.

Assessment type – Multiple choice exam online

SECA1 Distance Education
13 January – 13 March

\$895

SECA2 Distance Education
10 March – 10 May

\$895

ICA Specialist Certificate in Anti-Corruption

TDS ICA51

Length – 2 months.

Assessment type – Multiple choice exam online

SECA1 Distance Education
13 January – 13 March

\$895

SECA2 Distance Education
10 March – 10 May

\$895

CUSTOMER DUE DILIGENCE/ KNOW YOUR CUSTOMER (KYC) TRACK

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

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

INTRODUCTORY LEVEL

Introductory Level: Certificate in KYC and CDD

TDS ICA05

Length – 2 months.

Assessment type – Multiple choice exam online

SECA1 Distance Education
13 January – 13 March

\$895

SECA2 Distance Education
17 February – 17 March

\$895

SECA3 Distance Education
17 March – 19 May

\$895

ADVANCED LEVEL

ICA Advanced Certificate in Practical Customer Due Diligence

TDS ICA18

SECA1 Distance Education
13 January – 16 June

\$3,025

ICA MANAGING SANCTIONS TRACK

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

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

INTRODUCTORY LEVEL

ICA Certificate in Managing Sanctions Risk

TDS ICA04

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

SECA1 Distance Education
13 January – 13 March

\$895

SECA2 Distance Education
17 February – 17 March

\$895

SECA3 Distance Education
17 March – 19 May

\$895

ADVANCED LEVEL

ICA Advanced Certificate in Managing Sanctions Risk

TDS ICA14

SECA1 Distance Education
13 January – 16 June

\$3,025

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 Orientation

TDS KIXK01

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

SECA1 Distance Education
27 January – 27 April

\$55

SECA2 Distance Education
24 February – 24 May

\$55

SECA3 Distance Education
24 March – 24 June

\$55

SECA4 Distance Education
28 April – 28 July

\$55

KIXKO AML ATF Risk Based Assessment

TDS KIXK02

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

SECA1 Distance Education
27 January – 27 April

\$55

SECA2 Distance Education
24 February – 24 May

\$55

SECA3 Distance Education
24 March – 24 June

\$55

SECA4 Distance Education
28 April – 28 July

\$55

KIXKO AML ATF Customer Due Diligence

TDS KIXK03

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

SECA1 Distance Education
27 January – 27 April

\$55

SECA2 Distance Education
24 February – 24 May

\$55

SECA3 Distance Education
24 March – 24 June

\$55

SECA4 Distance Education
28 April – 28 July

\$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. Recordkeeping and retention requirements are highlighted.

SECA1 Distance Education
27 January – 27 April

\$55

SECA2 Distance Education
24 February – 24 May

\$55

SECA3 Distance Education
24 March – 24 June

\$55

SECA4 Distance Education
28 April – 28 July

\$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
27 January – 27 April

\$75

SECA2 Distance Education
24 February – 24 May

\$75

SECA3 Distance Education
24 March – 24 June

\$75

SECA4 Distance Education
28 April – 28 July

\$75

ENTERTAINMENT AND HOSPITALITY

Bartending

FAB 815

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

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

SECA1 BH B264 M-W 6:00PM-9:00PM
17 February – 16 April
George Hayward, Jr. **\$775**

Practical sessions will be held in the bartending lab.

The Bermuda Blue Flag Ambassador Course

TDS CUST10

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

SECA1	H211	R	9:30AM-1:30PM	
30 January				\$105
SECA2	H211	T	9:30AM-1:30PM	
22 February				\$105
SECA3	H211	R	12:30PM-4:30PM	
25 March				\$105
SECA4	H211	T	12:30PM-4:30PM	
22 February				\$105
SECA4	H211	R	12:30PM-4:30PM	
25 March				\$105
C. Butterfield/ C. Riley				

FITNESS TRAINING

Personal Fitness Trainer

FIT 820

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

SECA1	ONLINE	T	7:30PM-10:30PM	
	NH S128	S	1:00PM-4:00PM	
4 February – 29 March				\$1,175

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

HEALTHCARE

The Certificate in 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	NH	G223	W	6:00PM-9:00PM	
29 January – 30 April					\$765
Dr. Renee Simons					

Electronic Health Record Management Certificate

TDS NUR43

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

SECA1	Distance Education			20 January 2025 – January 20 2026	\$1,999
SECA2	Distance Education			17 February 2025 – 17 February 2026	\$1,999
SECA3	Distance Education			17 March 2025 – 17 March 2026	\$1,999
SECA4	Distance Education			28 April 2025 – 28 April 2026	\$1,999

Health Information Technology Certificate

TDS NUR35

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

SECA1	Distance Education			20 January 2025 – 20 January 2026	\$2,450
SECA2	Distance Education			17 February 2025 – 17 February 2026	\$2,450
SECA3	Distance Education			17 March 2025 – 17 March 2026	\$2,450
SECA4	Distance Education			28 April 2025 – 28 April 2026	\$2,450

**MANY PATHS.
DISCOVER YOURS.**

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	
20 January 2025 – 20 January 2026		\$1,299
SECA2	Distance Education	
17 February 2025 – 17 February 2026		\$1,299
SECA3	Distance Education	
17 March 2025 – 17 March 2026		\$1,299
SECA4	Distance Education	
28 April 2025 – 28 April 2026		\$1,299

Medical Billing and Coding TDS NUR44

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

SECA1	Distance Education	
0 January 2025 – 20 January 2026		\$1,799
SECA2	Distance Education	
17 February 2025 – 17 February 2026		\$1,799
SECA3	Distance Education	
17 March 2025 – 17 March 2026		\$1,799
SECA4	Distance Education	
28 April 2025 – 28 April 2026		\$1,799

Spanish for Medical Professionals TDS 1025

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

you will need to effectively communicate with your Spanish-speaking patients.

SECA1	Distance Education	
3 February – 28 March		\$290

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

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	BH B263	MW 6:00PM-9:00PM	
27 January – 30 April			\$1895
Judith Welch			

Course fee does not include textbooks.

Certificate in Basic Horticulture (Level2) AGC 991

This foundational, competency-based programme is an extension of the Level 1 programme. This course offers a breadth and depth of study and equips students with applied knowledge and associated practical skills. Upon completion, students will be qualified to work in grounds maintenance, plant nurseries, and landscaping, garden centres. This course is aimed at individuals who have either successfully completed the Certificate in Basic Level or who have been assessed at Level 1 for National Certification.

Pre-requisite AGC 990

SECA1	BH B263	TR 6:00PM-9:00PM	
28 January – 1 May			\$1,895
Judith Welch			

MANAGEMENT

AMA AMERICAN MANAGEMENT ASSOCIATION

Certificate in General Management* 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	NH G323	MR 6:00-9:00PM	
9 January – 5 May			\$1,425
Ervin Lightbourne			

Certificate in Human Resources* 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 HH H211 M 6:00-9:00PM
13 January – 5 May **\$1,425**
Meisha Medford

NOTE: The AMA 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 40 years of excellence in developing and offering advanced education programmes. They have become marks of distinction throughout the commercial property industry.

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

The Design, Operation, and Maintenance of Building Systems Part I RST 880

Understanding the intentional design and construction of buildings and how they function daily is a primary need in property and facilities management. The Design, Operation, and Maintenance of Building Systems courses are designed to equip property and facilities managers with the well-rounded background needed to excel in the industry; you will learn about building design, construction considerations, structural systems, and air and water distribution systems. You will have the opportunity to become acquainted with contemporary advances in the industry including energy benchmarking, efficient design, automated building systems, building filtration, efficiency credits, and improved sewer systems.

SECA1 HH H273 W 6:00-9:00PM
29 January – 30 April **\$2,075**
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.

ILM INSTITUTE OF LEADERSHIP & MANAGEMENT

ILM Level 3 Certificate in Leadership & Management* TDS ILM 815A

The Institute of Leadership and Management offers a wide range of qualifications covering all aspects of leadership and management. The Level 3 qualifications in Leadership and Management are ideal for people who have management responsibilities but no formal training and who are serious about developing their abilities. The qualifications particularly support practicing team leaders seeking to move up to the next level of management, and managers who need to lead people through organisational change, budget cuts or other pressures.

SECA1 HH H211 TR 6:00-9:00PM
4 February – 1 May **\$2,890**
Dr. Melvin Dickinson

PROJECT MANAGEMENT AND IT TRAINING

Skillsoft Global Knowledge delivers what technology and business process can't—skills. Whether you realise it or not, skills are the key limiter to your success. Organisations are under pressure to respond rapidly to change, meet customer needs and maximise resources. As a project manager, you can help your organisation meet these challenges by establishing consistent, repeatable methodologies that reduce risks, cuts waste and provides 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, meets specifications, on budget and result in higher quality products and services. *PMP is a registered trademark of the Project Management Institute, Inc.* There are multiple course sections per subject. Choose the date that suits your schedule.

Project Management Fundamentals TDS PRO1

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

SECA1 Distance Education M-W 11:30AM-7:30PM
6 January – 8 January **\$1,620**

SECA2 Distance Education M-W 8:30AM-4:30PM
30 September – 2 October **\$1,620**



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

FINANCIAL LITERACY

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

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

THROUGH GENEROUS DONATION,
FROM HSBC FUNDING IS AVAILABLE.



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

SECA3 Distance Education	M-W 8:30AM-4:30PM	
21 October – 23 October		\$1,620
SECA4 Distance Education	M-W 11:30AM-7:30PM	
28 October – 30 October		\$1,620
SECA5 Distance Education	M-W 11:30AM-7:30PM	
18 November – 20 November		\$1,620
SECA6 Distance Education	M-W 8:30AM-4:30PM	
23 September – 25 September		\$1,620
SECA7 Distance Education	M-W 11:30AM-7:30PM	
30 September – 2 October		\$1,620
SECA8 Distance Education	M-W 8:30AM-4:30PM	
21 October – 23 October		\$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 Distance Education	M-W 8:30AM-4:30PM	
13 January – 15 January		\$1,620

SECA2 Distance Education	M-W 11:30AM-7:30PM	
21 January – 23 January		\$1,620
SECA3 Distance Education	M-W 8:30AM-4:30PM	
10 February – 12 February		\$1,620
SECA4 Distance Education	M-W 11:30AM-7:30PM	
18 February – 20 February		\$1,620
SECA5 Distance Education	M-W 11:30AM-7:30PM	
24 March – 26 March		\$1,620
SECA6 Distance Education	M-W 8:30AM-4:30PM	
31 March – 2 April		\$1,620
SECA7 Distance Education	M-W 11:30AM-7:30PM	
7 April – 9 April		\$1,620
SECA8 Distance Education	M-W 8:30AM-4:30PM	
14 April – 16 April		\$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'll learn in this course will enable you to apply effective leadership strategies, improve your interpersonal communication, become more influential, help guide your staff through change, deal with conflict and practice ethical principles during the entire project management process.

SECA1 Distance Education	M-W 8:30AM-4:30PM	
27 January – 29 January		\$1,695

SECA2 Distance Education	M-W 11:30AM-7:30PM	
3 February – 5 February		\$1,695
SECA3 Distance Education	M-W 8:30AM-4:30PM	
10 February – 12 February		\$1,695
SECA4 Distance Education	M-W 8:30AM-4:30PM	
10 March – 12 March		\$1,695
SECA5 Distance Education	M-W 11:30AM-7:30PM	
17 March – 19 March		\$1,695

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 PR07

In this training course, you'll gain the essential preparation needed to pass the PMP and CAPM® exams. Concentrating on exam content from A Guide to the Project Management Body of Knowledge, (PM-BOK®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.

SECA1 Distance Education	M-R 8:00AM-6:00PM	
6 January – 9 January		\$2,295
SECA2 Distance Education	M-R 11:00AM-9:00PM	
13 January – 16 January		\$2,295
SECA3 Distance Education	T-F 8:00AM-6:00PM	
18 February – 21 February		\$2,295
SECA4 Distance Education	M-R 11:00AM-9:00PM	
24 February – 27 February		\$2,295
SECA5 Distance Education	M-R 8:00AM-6:00PM	
3 March – 6 March		\$2,295
SECA6 Distance Education	M-R 11:00AM-9:00PM	
10 March – 13 March		\$2,295
SECA7 Distance Education	M-W 8:00AM-6:00PM	
7 April – 10 April		\$2,295
SECA8 Distance Education	M-R 11:00AM-9:00PM	
14 April – 17 April		\$2,295

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

Programme Management

TDS 622

This course is designed for anyone involved in the development and execution of organisational strategy. It is for programme managers as well as people whose role interacts with programmes, including portfolio managers, project managers, operational managers, and executives. You will learn to employ programme management as a tool for ensuring the delivery of organisational benefits. You will also learn to use proven approaches and techniques specific to programme management in complex, multi-project environments. Students pursuing a university-recognised and/or ac-

credited certificate in Canada or continuing education units in the US must attend at least 90% of class time, participate in class exercises and section-knowledge checks, and score at least 70% on an end-of-class, multiple-choice assessment.

SECA1 Distance Education	M-R 12:00PM-6:00PM	
3 February – 6 February		\$1,620
SECA2 Distance Education	M-R 3:00PM-9:00PM	
10 February – 13 February		\$1,620
SECA3 Distance Education	T-F 12:00PM-6:00PM	
27 May – 30 May		\$1,620

LEADING HYBRID AND VIRTUAL TEAMS

Leading Virtual Teams

TDS 624

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

SECA1 Distance Education	W 10:00AM-4:00PM	
5 February – 5 February		\$595
SECA2 Distance Education	F 10:00AM-4:00PM	
4 April – 4 April		\$595
SECA3 Distance Education	W 10:00AM-4:00PM	
4 June – 4 June		\$595

AMAZON WEB SERVICES (AWS)

Architecting on AWS

TDS 1395

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

SECA1 Distance Education	M-W 8:30AM-4:30PM	
6 January – 8 January		\$1,195

PROJECT MANAGEMENT AND IT TRAINING

INTERESTED IN A GLOBALLY
RECOGNISED CERTIFICATION?
EXCITING project management programmes and IT
courses recognised internationally as the 'GOLD STANDARD'
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THE CERTIFICATE IN BASIC HORTICULTURE

Designed in collaboration with the Department of Workforce Development



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

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

Topics Covered:

~ Introduction and Overview of the Landscaping and Horticultural Industry
~ Bermuda Plant Knowledge and Identification
~ Plant Anatomy, Physiology, and Soil Science
~ Natural History, Conservation, and Biodiversity

~ Operation and Maintenance of Horticulture Equipment
~ Plant Maintenance and Pruning
~ Plant Propagation
~ Ground Preparation and Plant Installation
~ Turf Management, Weeds, Pests, and Diseases

SECA2 Distance Education M-W 11:30AM-7:30PM
27 January – 29 January **\$1,195**

SECA3 Distance Education M-W 8:30AM-4:30PM
18 February – 20 February **\$1,195**

SECA4 Distance Education M-W 8:30AM-4:30PM
10 March – 12 March **\$1,195**

SECA5 Distance Education M-W 11:30AM-7:30PM
17 March – 19 March **\$1,195**

SECA6 Distance Education M-W 8:30AM-4:30PM
14 April – 16 April **\$1,195**

SECA7 Distance Education M-W 8:30AM-4:30PM
5 May – 7 May **\$1,195**

SECA8 Distance Education M-W 11:30AM-7:30PM
19 May – 21 May **\$1,195**

SECA9 Distance Education M-W 8:30AM-4:30PM
9 June – 11 June **\$1,195**

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

CYBERSECURITY

Cyber Foundations

TDS 9701

In this cybersecurity course, you will gain a global perspective of the challenges of designing a secure system, touching on all the cyber roles needed to provide a cohesive security solution. Through lectures, labs, and breakout discussion groups, you will learn about current threat trends across the Internet and their impact on organisational security. You will

review standard cybersecurity terminology and compliance requirements, examine sample exploits, and gain hands-on experience mitigating controls. In a contained lab environment, you will work with live viruses, including botnets, worms, and Trojans.

SECA1 Distance Education M-F 8:30AM-4:30PM
27 January – 31 January **\$2,220**

SECA2 Distance Education M-F 8:30AM-4:30PM
24 March – 28 March **\$2,220**

SECA3 Distance Education M-F 8:30AM-4:30PM
5 May – 9 May **\$2,220**

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

CompTIA Security+ Prep Course

TDS 3404

The Security+ Certification Prep Course provides the basic knowledge needed to plan, implement, and maintain information security in a vendor-neutral format. This includes risk management, host and network security, authentication and access control systems, cryptography, and organisational security. This course maps to the CompTIA Security+ certification exam (SY0-501). Objective coverage is marked throughout the course.

Our Security+ courseware has received the CompTIA Approved Quality Content (CAQC) validation, assuring that all test objectives are covered in the training material.

What is Security+ Certification?

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

SECA1	Distance Education	M-F	11:30AM-7:30PM	6 January – 10 January	\$1,895
SECA2	Distance Education	M-F	8:30AM-4:30PM	13 January – 17 January	\$1,895
SECA3	Distance Education	M-F	11:30AM-7:30PM	3 February – 7 February	\$1,895
SECA4	Distance Education	M-F	8:30AM-4:30PM	10 February – 14 February	\$1,895
SECA5	Distance Education	M-F	8:30AM-4:30PM	24 February – 28 February	\$1,895
SECA6	Distance Education	M-F	11:30AM-7:30PM	24 March – 28 March	\$1,895
SECA7	Distance Education	M-F	8:30AM-4:30PM	31 March – 4 April	\$1,895
SECA8	Distance Education	M-F	8:30AM-4:30PM	7 April – 11 April	\$1,895
SECA9	Distance Education	M-F	11:30AM-7:30PM	21 April – 25 April	\$1,895
SECA10	Distance Education	M-F	8:30AM-4:30PM	5 May – 9 May	\$1,895
SECA11	Distance Education	M-F	11:30AM-7:30PM	12 May – 16 May	\$1,895
SECA12	Distance Education	M-F	8:30AM-4:30PM	2 June – 6 June	\$1,895

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

CEH - Certified Ethical Hacker v13 TDS 3617

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

SECA1	Distance Education	M-F	8:30AM-4:30PM	6 January – 10 January	\$2,330
SECA2	Distance Education	M-F	8:30AM-4:30PM	3 February – 7 February	\$2,330
SECA3	Distance Education	M-F	11:30AM-7:30PM	3 March – 7 March	\$2,330
SECA4	Distance Education	M-F	8:30AM-4:30PM	10 March – 14 March	\$2,330
SECA5	Distance Education	M-F	8:30AM-4:30PM	14 April – 18 April	\$2,330

SECA6	Distance Education	M-F	8:30AM-4:30PM	12 May – 16 May	\$2,330
SECA7	Distance Education	M-F	8:30AM-4:30PM	23 June – 27 June	\$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 v13 exam (312-50).

CISSP - Certified Information Systems Security Professionals TDS 9803

Why take the CISSP Certification Prep Course?

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

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

SECA1	Distance Education	M-F	8:00AM-5:30PM	6 January – 10 January	\$1,995
SECA2	Distance Education	M-F	8:00AM-5:30PM	13 January – 17 January	\$1,995
SECA3	Distance Education	M-F	11:00AM-8:30PM	27 January – 31 January	\$1,995
SECA4	Distance Education	M-F	11:00AM-8:30PM	10 February – 14 February	\$1,995
SECA5	Distance Education	M-F	8:00AM-5:30PM	24 February – 28 February	\$1,995
SECA6	Distance Education	M-F	8:00AM-5:30PM	24 March – 28 March	\$1,995
SECA7	Distance Education	M-F	11:00AM-8:30PM	31 March – 4 April	\$1,995
SECA8	Distance Education	M-F	11:00AM-8:30PM	7 April – 11 April	\$1,995
SECA9	Distance Education	M-F	8:00AM-5:30PM	14 April – 18 April	\$1,995

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

CISM - Certified Information Systems Manager TDS 9817

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

Requirements for Bodies Operating Certification Systems of Persons.

SECA1 Distance Education T-F 8:00AM-5:00PM
21 January – 24 January **\$1,750**

SECA2 Distance Education T-F 8:00AM-5:00PM
18 February – 21 February **\$1,750**

SECA3 Distance Education M-R 8:00AM-5:00PM
3 March – 6 March **\$1,750**

SECA4 Distance Education M-R 8:00AM-5:00PM
21 April – 24 April **\$1,750**

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

MARITIME PROGRAMME

Endeavour Maritime Career Springboard Programme TDS BCE MS1

The Endeavour Maritime Careers Springboard will run from Monday through Friday over 6 weeks commencing January 6 through February 21. 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 covering letter outlining why they are a strong candidate for the course and a resume outlining their skills set and experience. Spaces are extremely limited and shortlisted candidates will be invited to participate in an interview. Visit <https://www.endeavour.bm/our-programmes/maritime-careers-springboard-programme/> for application details.

SECA1 Dockyard/St.George M-F 8:00AM-5:00PM
6 January – 21 February **\$1,200**

EXAM PREPARATION COURSES

MARINE LICENSE

MARINE NAVIGATION – Seamanship and Inshore Navigation NAV 850

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

SECA1 NH G305 M 6:00PM -9:00PM
10 February – 16 April **\$595**
Jeffrey Patterson

Note: Course fee does not include materials and examination fees

REAL ESTATE LICENSE

Introduction to Real Estate RST 860

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

SECA1 NH G304 M 6:00PM-9:00PM
10 February – 7 April **\$595**
Frederica Forth

Note: Course fee does not include materials and examination fees

PROFESSIONAL DEVELOPMENT WORKSHOP

FINANCIAL LITERACY

Financial Literacy TDS FIN

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 three-part series is designed for all adults who are looking to learn more about personal finance and basic financial literacy concepts. Registration is for all three sessions.

SECA1 HH H100 W 6:00PM-9:00PM
TBD **\$80**
Chartered Financial Analyst (CFA) Society Bermuda
E: apace@college.bm for exact dates.

TOP ONLINE PROFESSIONAL DEVELOPMENT COURSES

Bookkeeping 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. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business.

SECA1 Distance Education
3 February – 2 May **\$495**

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

**MANY PATHS.
DISCOVER YOURS.**

Certificate for Quickbooks

TDS 826

You will 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. A free trial version of the software is provided to use during the class

SECA1 Distance Education
3 February – 28 March

\$395

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

Certificate in Non-Profit Administration (Full Certificate)

TDS 1050

You will learn to run Non-profits today like a business in many respects. You have competition, a need to generate income and a surplus, and staff need to be even more productive. Get the best training on revenue generation for non-profits, and programme evaluation for non-profits, with our Certificate in Non-Profit Administration. You will come away with the latest best information from instructors who train people in non-profits.

SECA1 Distance Education
3 February – 2 May

\$595

<https://www.ugotclass.net/certificate/index.cfm/Lern/Certificate-in-Non-Profit-Administration>

Cyber Foundations

TDS 9701

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

SECA1 Distance Education M-R 12:00PM-6:00PM
3 February – 6 February **\$2,220**

SECA2 Distance Education M-R 3:00PM-9:00PM
10 February – 13 February **\$2,220**

SECA3 Distance Education T-F 12:00PM-6:00PM
27 May – 30 May **\$2,220**

5+ convenient class options. Choose dates that suit your schedule! Visit <https://enroll.globalknowledge.com/BC/en-us/Product/Listing/7547/cybersecurity>

Diversity Equity and Inclusion in the Workplace (Full Certificate)

TDS 1267

You will gain a better understanding of DEI. 75% of the world's major conflicts have a cultural dimension and the culture sector now accounts for 6.1% of the global economy. The United Nations reports that creative and cultural industries (CCI) generate annual revenues of US\$ 2,250 billion and nearly 30 million jobs worldwide, employing more people aged 15 to 29 than any other sector. To improve diversity, achieve equity, and foster inclusion one must be intentional, consistent, and courageous.

SECA1 Distance Education
3 February – 2 May

\$495

<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Diversity-Equity-and-Inclusion-in-the-Workplace>

Managing Generations in the Workplace

TDS 1282

You will discover what motivates each generation at work, what incentives they respond to, and what messages they value. Generations X and Y are significantly different than the Boomer generation. Each generation has different expectations and styles of work in the workplace. Identify practical, how-to tips and techniques for managing Boomers, Gen Xers, and Gen Yers in the workplace

SECA1 Distance Education
7 April – 2 May

\$175

<https://www.ugotclass.net/course/index.cfm/Lern/Managing-Generations-in-the-Workplace>

Mastering Microsoft Excel

TDS 1272

You will learn this must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Stay current with this class, as it is always up-to-date and will change as the features of Excel change over time.

SECA1 Distance Education
3 February – 28 February

\$195

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

Power BI

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. Discover the process of creating interactive reports. Integrate financial, marketing, or any other source data in your accounting system, Excel, or on the Web. Streamline the data to what is needed using Power Query. Create charts, maps, and other visuals to see your data in real time.

SECA1 Distance Education
3 February – 2 May

\$495

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



Course details: WWW.COLLEGE.BM/PACE

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ONLINE COURSES

NEW!

ONLINE PROFESSIONAL DEVELOPMENT COURSES

HR for Non-HR Managers Certificate

TDS 1018

You as a manager are on the front lines of human resources (HR) for your organisation. Upskill your knowledge about HR. Conquer one of the essential competencies for a successful manager, moving up, and contributing to the productivity of your organisation. Crush it with your people. Whether you work with a small organisation or a large one with HR specialists, you play a critical role in creating a positive HR environment. Know what every manager needs to know about HR

SECA1 Distance Education
3 February – 2 May

\$195

Introduction to ChatGPT

TDS 1242

Unlock the power of Artificial Intelligence (AI) with ChatGPT, the fastest-growing app in the world. With over 100 million users within the first two months of

launch, and 180.5 million now, discover why everyone is talking about this revolutionary platform. In this course, you'll learn how AI tools can dramatically increase your productivity and provide you with a competitive advantage in the workplace. Designed for anyone seeking to acquire new skills, you'll gain an understanding of the capabilities of AI tools and how to leverage them to achieve your goals faster and easier than ever before.

SECA1 Distance Education
3 February – 28 February

\$195

Strategic Planning Certificate

TDS 1044

Strategic planning is an activity that all leaders do, and only leaders do. It is an essential skill to acquire for emerging and developing leaders. As some 70% of strategic plans fail or are not implemented fully, unearth the secrets and tactics for the successful strategic planning. Solidify your skill set and conquer this challenging and exciting area of leadership.

SECA1 Distance Education
3 February – 2 May

\$495



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SHORT ONLINE PROFESSIONAL DEVELOPMENT COURSES

BUSINESS

Bookkeeping Certificate (Full Certificate)

TDS 829

SECA1 Distance Education
3 February – 2 May

\$495

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

Understanding Debits and Credits

TDS 839

SECA1 Distance Education
3 February – 28 February

\$195

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

General Ledger and Month End Procedures

TDS 833

SECA1 Distance Education
3 March – 28 March

\$195

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

Closing Procedures and Financial Statements

TDS 832

SECA1 Distance Education
7 April – 2 May

\$195

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

Certificate in Accounting and Finance for Non-Financial Managers

TDS 830

SECA1 Distance Education
3 February – 2 May

\$495

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

Accounting and Finance for Non-Financial Managers

TDS 834

SECA1 Distance Education
3 February – 28 February

\$195

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

Cash is King

TDS 836

SECA1 Distance Education
3 March – 28 March

\$195

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

Financial Analysis and Planning for Non-Financial Managers

TDS 835

SECA1 Distance Education
7 April – 2 May

\$195

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

Entrepreneurship Certificate

TDS 1070

SECA1 Distance Education
3 February – 2 May

\$495

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

Entrepreneur Boot Camp

TDS 1069

SECA1 Distance Education
3 February – 28 February

\$195

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

The Business Plan

TDS 1088

SECA1 Distance Education
3 March – 28 March

\$195

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

Entrepreneurial Marketing

TDS 1089

SECA1 Distance Education
7 April – 2 May

\$195

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

Certificate for QuickBooks

TDS 826

SECA1 Distance Education
3 February – 28 February

\$395

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

QuickBooks Level 1

TDS 827

SECA1 Distance Education
3 February – 28 February

\$195

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

QuickBooks Level 2

TDS 828

SECA1 Distance Education
3 March – 28 March

\$195

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

The Basics of Bookkeeping

TDS 831

SECA1 Distance Education
3 March – 28 March

\$195

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

BUSINESS COMMUNICATION

Certificate in Basic Game Design

TDS 1600

SECA1 Distance Education
3 February – 28 March

\$395

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

Introduction to Game Design TDS 1605

SECA1 Distance Education
3 February – 28 February **\$245**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-GAME-Design>

Intermediate Video Game Design TDS 1620

SECA1 Distance Education
3 March – 28 March **\$245**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Video-GAME-Design>

Certificate in Business Writing TDS 1165

SECA1 Distance Education
3 February – 2 May **\$495**
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Business-Writing>

Business Writing TDS 1170

SECA1 Distance Education
3 February – 28 February **\$195**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Business-Writing>

Effective Copywriting TDS 1155

SECA1 Distance Education
3 March – 28 March **\$195**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Effective-Copywriting>

Writing News and Press Releases TDS 1168

SECA1 Distance Education
7 April – 2 May **\$195**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Writing-News-and-Press-Releases>

Certificate in Customer Service TDS 1101

SECA1 Distance Education
3 February – 28 March **\$245**
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Customer-Service>

Keys to Customer Service TDS 1102

SECA1 Distance Education
3 February – 28 February **\$145**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Keys-to-Customer-Service>

Extraordinary Customer Service TDS 1107

SECA1 Distance Education
3 March – 28 March **\$145**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Extraordinary-Customer-Service>

Certificate in Workplace Communication TDS 1166

SECA1 Distance Education
3 February – 2 May **\$595**
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Workplace-Communication>

Conflict Management TDS 1271

SECA1 Distance Education
3 February – 28 February **\$245**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Conflict-Management>

Collaborative Management TDS 1283

SECA1 Distance Education
3 March – 28 March **\$245**
<https://www.ugotclass.net/course/index.cfm/Lern/Collaborative-Management>

Using Personalities Profiles for Better Work Performance TDS 1279

SECA1 Distance Education
7 April – 2 May **\$245**
<https://www.yougotclass.org/course/index.cfm/Bermuda/Using-Personality-Profiles-for-Better-Work-Performance>

DATA SCIENCE

Certificate in Data Analysis TDS 1200

SECA1 Distance Education
3 February – 2 May **\$495**
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis>

Introduction to Data Analysis TDS 1195

SECA1 Distance Education
3 September – 28 September **\$195**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Data-Analysis>

Intermediate Data Analysis TDS 1205

SECA1 Distance Education
3 March – 28 March **\$195**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Data-Analysis>

Advanced Data Analysis TDS 1210

SECA1 Distance Education
7 April – 2 May **\$195**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Data-Analysis>

Certificate in Mastering Excel TDS 1220

SECA1 Distance Education
3 February – 2 May **\$495**
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel>

Mastering Microsoft Excel **TDS 1272**
SECA1 Distance Education
3 February – 28 February **\$195**
<https://www.yougotclass.org/course/index.cfm/Bermuda/Mastering-Microsoft-Excel>

Intermediate Excel **TDS 1222**
SECA1 Distance Education
3 March – 28 March **\$195**
<https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Excel>

Advanced Excel **TDS 1221**
SECA1 Distance Education
7 April – 2 May **\$195**
<https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Excel>

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

Introduction to Power BI **TDS 1212**
SECA1 Distance Education
3 February – 28 February **\$195**
<https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Power-BI>

Intermediate Power BI **TDS 1213**
SECA1 Distance Education
3 March – 28 March **\$195**
<https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Power-BI>

Advanced Power BI **TDS 1214**
SECA1 Distance Education
7 April – 2 May **\$195**
<https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Power-BI>

SQL Certificate **TDS 380**
SECA1 Distance Education
3 February – 2 May **\$595**
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/SQL-Certificate>

Introduction to SQL **TDS 381**
SECA1 Distance Education
3 February – 28 February **\$245**
<https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-SQL>

Intermediate SQL **TDS 382**
SECA1 Distance Education
3 March – 28 March **\$245**
<https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-SQL>

Advanced SQL **TDS 383**
SECA1 Distance Education
7 April – 2 May **\$245**
<https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-SQL>

HUMAN RESOURCES

Spanish for Medical Professionals **TDS 1025**
SECA1 Distance Education
3 February – 28 February **\$290**
<https://www.yougotclass.org/course/index.cfm/Bermuda/Spanish-for-Medical-Professionals>

LEADERSHIP

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

Leadership Principles **TDS 581**
SECA1 Distance Education
3 February – 28 February **\$145**
<https://www.yougotclass.org/course/index.cfm/Bermuda/Leadership-Principles>

Developing Your Leadership Skills **TDS 1289**
SECA1 Distance Education
3 March – 28 March **\$145**
<https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Leadership-Skills>

Developing your Professional Career **TDS 1046**
SECA1 Distance Education
7 April – 2 May **\$145**
<https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Professional-Career>

MANAGEMENT

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

Introduction to Project Management TDS 561

SECA1 Distance Education
3 February – 28 February **\$195**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Project-Management>

Project Management Processes TDS 562

SECA1 Distance Education
3 March – 28 March **\$195**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Processes>

Project Management Knowledge Areas TDS 563

SECA1 Distance Education
7 April – 2 May **\$195**
<http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Knowledge-Areas>

Certificate in Non-Profit Administration TDS 1050

SECA1 Distance Education
3 February – 2 May **\$595**
<https://www.ugotclass.net/certificate/index.cfm/Lern/Certificate-in-Non-Profit-Administration>

Revenue Generation for Non-Profits TDS 1051

SECA1 Distance Education
3 February – 28 March **\$495**
<https://www.ugotclass.net/course/index.cfm/Lern/Revenue-Generation-for-Nonprofits>

Program Evaluation for Non-Profit Professionals TDS 1052

SECA1 Distance Education
7 April – 2 May **\$245**
<https://www.ugotclass.net/course/index.cfm/Lern/Program-Evaluation-for-Nonprofits>

Management Certificate TDS 1285

SECA1 Distance Education
3 February – 2 May **\$595**
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Management-Certificate>

Management Boot Camp TDS 1284

SECA1 Distance Education
3 February – 28 February **\$295**
<https://www.yougotclass.org/course/index.cfm/Bermuda/Management-Boot-Camp>

Collaborative Management TDS 1283

SECA1 Distance Education
3 March – 28 March **\$245**
<https://www.ugotclass.net/course/index.cfm/Lern/Collaborative-Management>

Managing Generations in the Workplace TDS 1282

SECA1 Distance Education
7 April – 2 May **\$175**
<https://www.ugotclass.net/course/index.cfm/Lern/Managing-Generations-in-the-Workplace>

Supervisory and Leadership Certificate TDS 1286

SECA1 Distance Education
3 February – 28 March **\$395**
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Supervisory-and-Leadership-Certificate>

Six Sigma Green Belt TDS 1320

SECA1 Distance Education
3 February – 2 May **\$395**
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

Introduction to Six Sigma Green Belt TDS 1321

SECA1 Distance Education
3 February – 28 February **\$195**
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

Intermediate to Six Sigma Green Belt TDS 1322

SECA1 Distance Education
3 March – 28 March **\$195**
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

Advanced Six Sigma Green Belt TDS 1323

SECA1 Distance Education
7 April – 2 May **\$195**
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

Managing Remote Workers Certificate TDS 390

SECA1 Distance Education
3 February – 28 March **\$395**
<https://www.ugotclass.net/certificate/index.cfm/Lern/Managing-Remote-Workers-Certificate>

Remote Working and Communicating TDS 388

SECA1 Distance Education
3 February – 28 February **\$245**
<https://www.ugotclass.net/course/index.cfm/Lern/Remote-Working-and-Communicating>

Managing Remote Workers TDS 387

SECA1 Distance Education
3 March – 28 March **\$245**
<https://www.ugotclass.net/course/index.cfm/Lern/Managing-Remote-Workers>

NEW MEDIA MARKETING

Mastering Video Marketing Certificate TDS 551

SECA1 Distance Education
3 February – 28 March **\$395**

<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate>

Video Marketing TDS 541

SECA1 Distance Education
3 February – 28 February **\$245**

<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate/Video-Marketing>

YouTube for Business TDS 520

SECA1 Distance Education
3 March – 28 March **\$245**

<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate/YouTube-for-Business>

Digital Marketing Certificate TDS 1094

SECA1 Distance Education
3 February – 2 May **\$495**

<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate>

Improving Email Promotions TDS 1079

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

<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Improving-Email-Promotions>

Boosting Your Website Traffic TDS 1078

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

<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Boosting-Your-Web-Site-Traffic>

Online Advertising TDS 1098

SECA1 Distance Education
7 April – 2 May **\$195**

<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Online-Advertising>

Podcasting TDS 565

SECA1 Distance Education
3 February – 28 February **\$245**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Podcasting>

Certificate in Marketing TDS 515

SECA1 Distance Education
3 February – 2 May **\$495**

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

Advanced Marketing Concepts TDS 516

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

<https://www.yougotclass.net/course/index.cfm/Lern/Advanced-Marketing-Concepts>

Writing Marketing Copy TDS 517

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

<https://www.yougotclass.org/course/index.cfm/Bermuda/Writing-Marketing-Copy>

Integrated Marketing Best Practices TDS 533

SECA1 Distance Education
7 April – 2 May **\$195**

<https://www.yougotclass.net/course/index.cfm/Lern/Integrated-Marketing-Best-Practices>

PERSONAL DEVELOPMENT

Beginning Conversational Spanish TDS 1024

SECA1 Distance Education
3 February – 28 March **\$290**

<https://www.yougotclass.org/course/index.cfm/Bermuda/Beginning-Conversational-Spanish>

Introduction to Fiction Writing TDS 1160

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

<https://www.yougotclass.net/course/index.cfm/Lern/Introduction-To-Fiction-Writing>

Diversity Equity and Inclusion in the Workplace TDS 1267

SECA1 Distance Education
3 February – 2 May **\$495**

<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Diversity-Equity-and-Inclusion-in-the-Workplace>

What is DEI? TDS 1280

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

<https://www.yougotclass.org/course/index.cfm/Bermuda/What-is-DEI>

Inclusive Communication TDS 1297

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

<https://www.yougotclass.org/course/index.cfm/Bermuda/Inclusive-Communication>

DEI and Organisational Success TDS 1293

SECA1 Distance Education
7 April – 2 May **\$195**

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

SOCIAL MEDIA FOR BUSINESS

Certificate in Social Media for Business TDS 545

SECA1 Distance Education
3 February – 2 May **\$495**

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

Introduction to Social Media TDS 610

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

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

Marketing Using Social Media TDS 535

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

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

Integrating Social Media in Your Organisation TDS 530

SECA1 Distance Education
7 April – 2 May **\$195**

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

TECHNOLOGY SKILLS

Certificate in Mastering Computer Workplace Skills for the TDS 1172

SECA1 Distance Education
3 February – 2 May **\$495**

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

Coding Certificate TDS 355

SECA1 Distance Education
3 February – 2 May **\$595**

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

Introduction to Coding TDS 351

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

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

HTML Fundamentals TDS 360

SECA1 Distance Education
3 March – 28 March **\$245**

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

CSS Fundamentals TDS 370

SECA1 Distance Education
7 April – 2 May **\$245**

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

Graphic Design Software Essentials Certificate TDS 1036

SECA1 Distance Education
3 February – 2 May **\$545**

<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Graphic-Design-Software-Essentials-Certificate>

Certificate in Web Design TDS 350

SECA1 Distance Education
3 February – 2 May **\$595**

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

Introduction to Web Design TDS 345

SECA1 Distance Education
3 February – 28 February **\$245**

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

Intermediate Web Design TDS 346

SECA1 Distance Education
3 March – 28 March **\$245**

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

Advanced Web Design TDS 347

SECA1 Distance Education
7 April – 2 May **\$245**

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

Mastering Microsoft Excel TDS 1272

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

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

Mastering Microsoft Word TDS 1294

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

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

Mastering Microsoft PowerPoint TDS 1296

SECA1 Distance Education
7 April – 2 May **\$195**

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

WordPress Certificate

TDS 1065

SECA1 Distance Education
3 February – 2 May

\$495

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

Adobe Illustrator Essentials

TDS 1033

SECA1 Distance Education
3 February – 28 February

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Illustrator-Essentials>

Adobe Photoshop Essentials

TDS 1032

SECA1 Distance Education
3 March – 28 March

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Photoshop-Essentials>

Adobe InDesign Essentials

TDS 1034

SECA1 Distance Education
7 April – 2 May

\$195

<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-InDesign-Essentials>

TRAINING AND DEVELOPMENT

Certificate in Online Teaching

TDS 773

SECA1 Distance Education
3 February – 2 May

\$495

<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Online-Teaching>

Advanced Teaching Online

TDS 763

SECA1 Distance Education
3 February – 28 February

\$195

[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Advanced-Teaching-Online](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Advanced-Teaching-Online)

Designing Online Instruction

TDS 764

SECA1 Distance Education
3 March – 28 March

\$195

[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Designing-Online-Instruction](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Designing-Online-Instruction)

Fostering Online Discussion

TDS 767

SECA1 Distance Education
7 April – 2 May

\$195

[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Fostering-Online-Discussion](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Fostering-Online-Discussion)



BARTENDING FAB 815

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

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

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

Technical Requirements:

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

ATHORA DIVISION OF PROFESSIONAL AND CAREER EDUCATION

Marine Navigation

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

SUMMER SEMESTER (MAY START)

MARINE ENGINE DRIVERS

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

FALL SEMESTER (SEPTEMBER START)

CHART TO ELECTRONIC NAVIGATION

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

SPRING SEMESTER (FEBRUARY START)

SEAMANSHIP AND INSHORE NAVIGATION

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



CONTACT US:

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

MANY PATHS. DISCOVER YOURS.



A CYBER-ATTACK CAN BE DEVASTATING

WHETHER FROM VIRUS THREATS, BOTNETS, WORMS OR TROJANS!

SOLUTION!

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

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

Cyber Foundations TDS 9701

Monday - Friday • 8:30AM-4:30PM

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.



CONTACT US: ATHORA DIVISION OF PACE

✉ readytostart@college.bm ☎ 236-9000 ext. 4117 🌐 www.college.bm

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 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 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

CONTACT FOR PROGRAMME AND CREDIT COURSES

RECRUITMENT OFFICER

1. TEL: 239-4099
2. EMAIL: readytostart@college.bm

CONTACT FOR NON-CREDIT COURSES

ATHORA DIVISION OF PROFESSIONAL AND CAREER EDUCATION (APACE)

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

ACCREDITATION STATUS

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

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

New England Commission of Higher Education

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



MANY PATHS. DISCOVER YOURS.

Visit our website: www.college.bm

To learn more about academic opportunities contact:
Recruitment Officer at T: 239-4099 or E: readytostart@college.bm

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