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

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#### FOR ADDITIONAL PROGRAMME OR COURSE DETAILS CONTACT:

**APACE T: 236-9000 EXT. 4117/4119**

**E: [PADMIN@COLLEGE.BM](mailto:PADMIN@COLLEGE.BM)**

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

**FOR CREDIT COURSES, SEE PAGE 3**

## EXTERNAL CERTIFICATES & PROFESSIONAL DESIGNATIONS

### ACCOUNTING

#### ACCA ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

##### DIPLOMA IN FINANCIAL AND MANAGEMENT ACCOUNTING (RQF LEVEL 2)

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

##### Recording Financial Transactions (FA1)

TDS ACCA10

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

SECA1 WH W108 T 6:00PM - 9:00PM  
30 January - 30 April  
Rosina Hardtman **\$825**

##### Management Information (MA1) TDS ACCA12

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

SECA1 WH W108 W 6:00PM - 9:00PM  
31 January - 1 May  
Rosina Hardtman **\$825**

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

##### DIPLOMA IN FINANCIAL AND MANAGEMENT ACCOUNTING (RQF LEVEL 3)

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

##### Managing Financial Records (FA2)

TDS ACCA20

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

accounting records and prepare final accounts of unincorporated entities.

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

##### Managing Cost and Finance (MA2)

TDS ACCA22

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

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

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

Book exam dates at the Bermuda College Testing Centre via [exams@college.bm](mailto:exams@college.bm).

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

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

##### Accountant in Business (F3/FAB) TDS ACCA30

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

SECA1 HH G304 T 6:00PM - 9:00PM  
30 January - 30 April  
TBD **\$825**

Book exam dates at the Bermuda College Testing Centre via [exams@college.bm](mailto:exams@college.bm).

##### ACCA QUALIFICATION\*\*

##### Performance Management (F5/PM) TDS ACCA40

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

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

### Taxation (F6/TX)

### TDS ACCA42

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

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

### Financial Reporting (F7/FR)

### TDS ACCA44

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

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

### Audit and Assurance (F8/AA)

### TDS ACCA46

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

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

**\*\*Students undertaking the ACCA Qualification courses must receive prior exemption from the Diploma level course work via <http://www.accaglobal.com/en/qualifications/apply-now/exemptions.html>**  
ACCA Qualification courses are offered in rotation, in accordance to ACCA progression rules. By completing the courses as offered, students will complete the ACCA qualification requirements in 3 years.

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

## MANAGEMENT

### AMA AMERICAN MANAGEMENT ASSOCIATION

#### Certificate in General Management (Full Certificate)

#### AMA AMA70

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

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

#### First Line Supervision (Module)

#### AMA AMA15

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

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

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

#### Certificate in Human Resources (Full Certificate)

#### AMA AMA74

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

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

#### How to Manage Conflict in the Organisation (Module)

#### AMA AMA51

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

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

#### Communication Skills for Managers (Module)

#### AMA AMA10

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

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

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

## BOMI BUILDING OWNERS AND MANAGERS INSTITUTE

BOMI designations are backed by the Institute's 35 years of excellence in developing and offering advanced education programmes. They have become marks of distinction throughout the commercial property industry.

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

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

Fundamentals of Facilities Management RST 882

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

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

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

COMPLIANCE PROGRAMMES KIXKO

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

KIXKO AML ATF Orientation TDS KIXK01

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

SECA1 Distance Education  
22 January - 22 April \$55

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

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

KIXKO AML ATF Risk Based Assessment TDS KIXK02

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

SECA1 Distance Education  
22 January - 22 April \$55

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

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

KIXKO AML ATF Customer Due Diligence TDS KIXK03

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

strated. Recordkeeping and retention requirements are highlighted

SECA1 Distance Education  
18 January - 18 April \$55

SECA2 Distance Education  
18 February - 18 May \$55

SECA3 Distance Education  
25 March - 25 June \$55

KIXKO AML ATF Monitoring & Reporting TDS KIXK04

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

SECA1 Distance Education  
22 January - 22 April \$55

SECA2 Distance Education  
26 February - 22 May \$55

SECA3 Distance Education  
25 March - 25 June \$55

KIXKO AML ATF Governance & Oversight TDS KIXK05

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

SECA1 Distance Education  
22 January - 22 April \$75

SECA2 Distance Education  
26 February - 26 May \$75

SECA3 Distance Education  
25 March - 25 June \$75

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

INTERNATIONAL COMPLIANCE ASSOCIATION (ICA)

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





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## ATHORA DIVISION OF PROFESSIONAL AND CAREER EDUCATION

### REGULATION IS IN BERMUDA AND IT'S HERE TO STAY!

CAPITALISE ON THESE NEW ONLINE COMPLIANCE TRAINING  
OPPORTUNITIES OFFERED THROUGH BERMUDA COLLEGE  
**FIND YOUR LEVEL AND GET STARTED!**

## COMPLIANCE LEVELS

**KIXKO** - Anti Money  
Laundering/Counter  
Terrorist Financing Certificate

**ACAMS** - Association of  
Certified Anti-Money  
Laundering Specialists

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



**REGISTER  
NOW**

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

### ICA SPECIALIST CERTIFICATES

#### Demystifying Cryptocurrencies TDS ICA40

Length – 1 month.

Assessment type – Multiple choice exam online

SECA1 Distance Education

22 January – 22 February

**\$325**

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

**TDS ICA41**

Length – 1 month.

Assessment type – Multiple choice exam online

SECA1 Distance Education

22 January – 22 February

**\$325**

#### Investigations Using Digital Forensics

**TDS ICA42**

Length – 1 month.

Assessment type – Multiple choice exam online.

SECA1 Distance Education

22 January – 22 February

**\$325**

### ICA ANTI-MONEY LAUNDERING TRACK

Topics Include: Understanding Money Laundering,  
Terrorist Financing and Sanctions; Vulnerabilities

of Financial Institutions to Money Laundering  
and Terrorist Financing; Money Laundering and  
Terrorist Financing Vulnerabilities of Financial  
Services; Emerging Technologies and New Payment  
Methods; Anti Money Laundering and Combating  
Terrorist Financing in Practice; Management  
Obligations and the Risk-based Approach to  
Money Laundering and Terrorist Financing and  
more. Full course descriptions and course details  
can be found on: [https://www.college.bm/index.php/  
pace/pacedesignations/ica](https://www.college.bm/index.php/pace/pacedesignations/ica)

### INTRODUCTORY LEVEL Certificate in Anti-Money Laundering

**TDS ICA02**

Length – 3 months.

Assessment type – Multiple choice exam online.

SECA1 Distance Education

22 January – 22 April

**\$1,025**

SECA2 Distance Education

26 February – 22 May

**\$1,025**

SECA3 Distance Education

25 March – 25 June

**\$1,025**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### INTRODUCTORY LEVEL

#### Certificate in Financial Crime Prevention TDS ICA03

Length – 3 months.

Assessment type – Multiple choice exam online.

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

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

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

### DIPLOMA LEVEL

#### International Diploma in Financial Crime Prevention TDS ICA21

Length – 9 months.

Assessment type – 3 written assignments.

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

Visit [college.bm/pace](https://college.bm/pace) for the detailed 9-month schedule

### SPECIALIST LEVEL

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

Length – 3 months.

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

#### International Diploma in Financial Crime Prevention TDS ICA44

Length – 3 months.

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

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

Length – 3 months.

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

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

Length – 3 months.

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

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

Length – 3 months.

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

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

Length – 3 months.

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

Visit [college.bm/pace](https://college.bm/pace) for full course description.

### ASSOCIATION OF CERTIFIED ANTI-MONEY LAUNDERING SPECIALISTS (ACAMS)

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

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

SECA1 Distance Education  
4 January – 8 February **\$2,195**

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

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

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

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

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

### PROJECT MANAGEMENT AND IT TRAINING

Global Knowledge, a Skillsoft company, has partnered with Bermuda College to deliver what technology and business process can't—skills. Whether you realize it or not, skills are the key limiter to your success. Organisations are under pressure to respond rapidly to change, meet customer needs and maximise resources. As a project manager, you can help your organisation meet these challenges by establishing consistent, repeatable methodologies that reduce risk, cut waste and provide a competitive advantage. We offer training in IT project management, Microsoft Project, Project Management Professional (PMP)® certification preparation and much more. You will learn techniques to manage projects that are on time, meet specifications, on budget and result in higher quality products and services. PMP is a registered mark of the Project Management Institute, Inc. There are multiple course sections per subject. Chose the date that suits your schedule.

### PROJECT MANAGEMENT

#### Project Management Fundamentals TDS PRO1

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

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

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

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

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

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

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

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

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

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

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

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

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

## IT Project Management TDS PRO2

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

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

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

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

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

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

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

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

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

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

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

## Project Management – Leadership and Communication TDS PRO3

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

SECA1 MTW 8:00am-4:30pm  
29 January – 31 January **\$1,695**

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

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

## Project Management – Risk Management TDS PRO4

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

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

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

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

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

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





# BECOME A DJ

THERE'S NEVER BEEN A BETTER TIME!

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

**This course includes:**

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

SECA2 MTWR 11:00am-9:00pm  
16 January – 19 January **\$2,295**

SECA3 MTWR 11:00am-9:00pm  
12 February – 15 February **\$2,295**

SECA4 MTWR 8:00am-6:00pm  
20 February – 23 February **\$2,295**

SECA5 MTWR 8:00am-6:00pm  
4 March – 7 March **\$2,295**

SECA6 MTWR 11:00am-9:00pm  
18 March – 21 March **\$2,295**

SECA7 MTWR 11:00am-9:00pm  
15 April – 18 April **\$2,295**

SECA8 MTWR 8:00am-6:00pm  
22 April – 25 April **\$2,295**

SECA9 MTWR 8:00am-6:00pm  
13 May – 16 May **\$2,295**

SECA10 MTWR 11:00am-9:00pm  
20 May – 23 May **\$2,295**

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

### Architecting on AWS TDS 1395

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

you will be fully equipped to build and scale a more efficient and reliable IT solution on the AWS cloud environment.

### ALL SECTIONS ARE OFFERED THROUGH DISTANCE EDUCATION

SECA1 MTW 8:30am-4:30pm  
2 January – 4 January **\$1,195**

SECA2 MTW 11:30am-7:30pm  
23 January – 25 January **\$1,195**

SECA3 MTW 8:30am-4:30pm  
5 February – 7 February **\$1,195**

SECA4 MTW 8:30am-4:30pm  
26 February – 28 February **\$1,195**

SECA5 MTW 8:30am-4:30pm  
18 March – 20 March **\$1,195**

SECA6 MTW 11:30am-7:30pm  
25 March – 27 March **\$1,195**

SECA7 MTW 8:30am-4:30pm  
1 April – 3 April **\$1,195**

SECA8 MTW 8:30am-4:30pm  
8 April – 10 April **\$1,195**

SECA9 MTW 11:30am-7:30pm  
22 April – 24 April **\$1,195**

SECA10 MTW 8:30am-4:30pm  
6 May – 8 May **\$1,195**

SECA11 MTW 11:30am-7:30pm  
13 May – 15 May **\$1,195**

SECA12 MTW 8:30am-4:30pm  
28 May – 30 May **\$1,195**

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

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

CYBERSECURITY

Cyber Foundations TDS 9701

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

ALL SECTIONS ARE OFFERED THROUGH DISTANCE EDUCATION

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

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

INFORMATION TECHNOLOGY (IT) CERTIFICATIONS

CompTIA Security+ Prep Course TDS 3404

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

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

What is Security+ Certification?

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

ALL SECTIONS ARE OFFERED THROUGH DISTANCE EDUCATION

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

SECA6	MTWRF	8:30am-4:30pm
26 February – 1 March		\$1,895
SECA7	MTWRF	8:30am-4:30pm
4 March – 8 March		\$1,895
SECA8	MTWRF	8:30am-4:30pm
11 March – 15 March		\$1,895
SECA9	MTWRF	8:30am-4:30pm
18 March – 22 March		\$1,895
SECA10	MTWRF	11:30am-7:30pm
25 March – 29 March		\$1,895
SECA11	MTWRF	11:30am-7:30pm
1 April – 5 April		\$1,895
SECA12	MTWRF	8:30am-4:30pm
8 April – 12 April		\$1,895
SECA13	MTWRF	8:30am-4:30pm
22 April – 26 April		\$1,895
SECA14	MTWRF	8:30am-4:30pm
29 April – 3 May		\$1,895
SECA15	MTWRF	8:30am-4:30pm
6 May- 10 May		\$1,895
SECA16	MTWRF	8:30am-4:30pm
13 May – 17 May		\$1,895
SECA17	MTWRF	11:30am-7:30pm
20 May – 25 May		\$1,895

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

CEH - Certified Ethical Hacker v12 TDS 3617

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

ALL SECTIONS ARE OFFERED THROUGH DISTANCE EDUCATION

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



# MANY PATHS. DISCOVER YOURS.

## REAL ESTATE

### Course Curriculum

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

#### For more information, please contact:

Athora Division of Professional and Career Education

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



SECA6 M-F 11:30am-7:30pm  
18 March – 22 March **\$2,330**  
**For additional dates please click the following link**  
<https://enroll.globalknowledge.com/BC/en-us/>  
This course includes one exam voucher for the CEH - Certified Ethical Hacker v12 exam (312-50).

### CISSP - Certified Information Systems Security Professionals TDS 9803

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

#### Why take the CISSP Certification Prep Course?

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

#### ALL SECTIONS ARE OFFERED THROUGH DISTANCE EDUCATION

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

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

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

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

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

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

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

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

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

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

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

### CISM - Certified Information Systems Manager Prep Course TDS 9817

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

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

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

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

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

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

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

WORKFORCE DEVELOPMENT  
ENTERTAINMENT AND HOSPITALITY

Bartending FAB 815

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

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

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

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

George Hayward, Jr.

Practical sessions will be held in the bartending lab.

Introduction to the Art of DJ'ing TDS DJ1

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

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

Latoya Brangman

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

The Bermuda Blue Flag TDS CUST10  
Ambassador Course

This 4-hour course is all about our people, our culture, and our history. Dating back to the 60s, this course started out as a programme for tour drivers to provide them with the knowledge to service our visitors. After undergoing a substantial remake in the 2000s, this course examines Bermuda's engaging history since the 1500s, our unique and evolving culture, and our ever fascinating people. It only attracts participants throughout the Hospitality Industry but those just curious about what made us who we are today.

This Bermuda Tourism Authority-endorsed course can be conducted online and in-person. Join the thousands of satisfied Ambassadors who have already taken it!

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

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

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

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

C. Butterfield/C. Riley

HEALTHCARE  
Certificate for Nursing Assistants CCW 820

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

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

Shaunae Smith/Deann Trott

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

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

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

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

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

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

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

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



**Certificate for Activities Specialists**

**TDS REC1**

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

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

**Certificate for Intellectual Disability**

**TDS 1114\***

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

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

Christopher Cunningham

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

**Medical Billing and Coding**

**TDS NUR44**

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

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

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

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

**Medical Administrative Assistant**

**TDS NUR55**

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

options are available to students who complete this course.

SECA1 Distance Education  
22 January - Self Paced **\$1,799**

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

SECA3 Distance Education  
25 March - Self Paced **\$1,799**

**Spanish for Medical Professionals**

**TDS 1025**

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

SECA1 Distance Education M-F 8:00-5:00PM  
5 February – 29 March **\$290**

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

**EXERCISE SCIENCE**

**Personal Fitness Trainer FIT 820**

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

SECA1 BH B160 TR 6:00PM - 8:00PM  
6 February – 23 March **\$1,175**

TBA

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

**NURSING ASSISTANT BRIDGING COURSES**

**Professionalism, Applications, Interviews and Resume**

**TDS NABP8**

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

**Wound Care**

**TDS NABP9**

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

**Dementia Care**

**TDS NABP10**

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

**Care of the Dying Patient**

**TDS NABP11**

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

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

## Application Process with Bermuda Nursing and Midwifery Council

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

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

**TDS NABP12**

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

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

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

## ENDEAVOUR MARITIME PROGRAMME

Endeavour Maritime

**TDS BCE MS1**

### Springboard Programme

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

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

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

## HORTICULTURE

Certificate in Basic  
Horticulture (Level 1)

**AGC 990**

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

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

**Course fee does not include textbooks.**

## Marine Navigation/Seamanship NAV 850 and Inshore Navigation

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

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

## Introduction to Real Estate RST 860

The Introduction to Real Estate course provides the fundamental knowledge required for those navigating the Bermuda real estate market and

## PROFESSIONAL DEVELOPMENT WORKSHOPS

Leveraging LinkedIn In  
Your Career

**TDS LINK 1**

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

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

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

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

## BUILDING FINANCIAL LITERACY

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

**Financial Literacy Series TDS FIN**

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

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

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

## TOP PROFESSIONAL DEVELOPMENT COURSES

### Project Management Professional (PMP)

TDS PRO7

#### Certification Exam Prep Boot Camp

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

ALL SECTIONS ARE OFFERED THROUGH DISTANCE EDUCATION

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

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

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

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

#### Demystifying Cryptocurrencies TDS ICA40

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

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

#### Demystifying Environmental, Social and Governance (ESG) TDS ICA41

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

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

#### Investigations using Digital Forensics TDS ICA42

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

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

#### CEH-Certified Ethical Hacker v11 TDS 3617

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

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

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

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

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

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

This course includes one exam voucher for the CEH - Certified Ethical Hacker v11 exam (312-50).

#### Certificate in QuickBooks Online (Full Certificate) TDS 826

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

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

#### Cybersecurity Foundations TDS 9701

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

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

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

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

## Coding Certificate

**TDS 355**

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

SECA1 Distance Education

2 February – 26 April

**\$595**

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

## SQL Certificate

**TDS 380**

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

SECA1 Distance Education

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

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

## Management Certificate

**TDS 1285**

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

SECA1 Distance Education

2 February – 26 April

**\$595**

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

## Certificate in Data Analysis (Full Certificate)

**TDS1200**

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

SECA1 Distance Education

5 February – 26 April

**\$495**

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

## Bookkeeping Certificate (Full Certificate)

**TDS 829**

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

SECA1 Distance Education

5 February – 26 April

**\$495**

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

## Certificate in Mastering Excel (Full Certificate)

**TDS 1220**

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

SECA1 Distance Education

5 February – 26 April

**\$495**

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

## Power BI

### (Full Certificate)

**TDS 1215**

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

- Introduction
- Intermediate
- Advanced

SECA1 Distance Education

5 February – 26 April

**\$495**

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

## Integrated Marketing Best Practices

**TDS 533**

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

SECA1 Distance Education

1 April – 26 April

**\$495**

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





BERMUDA  
COLLEGE

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

# (ACCA) PROGRAMME

INTERESTED IN BECOMING AN  
ACCOUNTING PROFESSIONAL?

## DISCOVER ACCA!

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

- Patricia J. Gordon-Pamplin, FCCA



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

It is the ideal programme for the average working adult!

- Elective starting points
- Various study methods from which to choose
- Great options for relevant on-the-job training

## GET STARTED TODAY ON THE LEVEL THAT BEST SUITS YOUR EXPERIENCE...

### • FOUNDATIONAL

a range of certificates and diplomas providing the ideal starting point for anyone new to accounting and finance. Self-assessment required, but normal academic qualifications needed!

### • FUNDAMENTALS

GSCEs or GCE "A" level equivalency, or accounting and business diplomas qualifies you to start at this level

### • PROFESSIONAL

for graduates with relevant accredited degrees from recognised institutions, with possible eligibility for some exam exemptions

### PLUS!

Culturally inherent in the ACCA qualification is its emphasis on EXPERIENCE and ETHICS. Far from focusing only on sitting and passing exams, ACCA provides relevant, supervised, practical experience for all of its clients. It also incorporates two interactive modules for each level, teaching professionalism and ethics.

### Certificate in Project Management

TDS 560

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

SECA1 Distance Education

5 February – 26 April

**\$495**

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

### Managing Remote Workers (Full Certificate)

TDS 390

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

SECA1 Distance Education

5 February – 26 April

**\$395**

<https://www.ugotclass.net/certificate/index.cfm/Lern/Managing-Remote-Workers-Certificate>

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

## ONLINE COURSES



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

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

### BUSINESS

#### Bookkeeping Certificate (Full Certificate)

SECA1  
5 February – 26 April  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Bookkeeping-Certificate>

**TDS 829**

Distance Education  
**\$495**

#### Certificate in Accounting and Finance for Non-Financial Managers (Full Certificate)

SECA1  
5 February – 26 April  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Accounting-and-Finance-for-Non-Financial-Managers>

**TDS 830**

Distance Education  
**\$495**

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

SECA1  
5 February – 1 March  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Accounting-and-Finance-for-Non-Financial-Managers>

**TDS 834**

Distance Education  
**\$195**

#### Cash is King

SECA1  
4 March – 29 March  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Cash-is-King>

**TDS 836**

Distance Education  
**\$195**

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

SECA1  
1 April – 26 April  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Financial-Analysis-and-Planning-for-Non-Financial-Managers>

**TDS 835**

Distance Education  
**\$195**

#### Entrepreneurship Certificate (Full Certificate)

SECA1  
5 February – 26 April  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Entrepreneurship-Certificate>

**TDS 1070**

Distance Education  
**\$495**

#### Entrepreneur Boot Camp

SECA1  
5 February – 1 March  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Entrepreneur-Boot-Camp>

**TDS 1069**

Distance Education  
**\$195**

#### The Business Plan

SECA1  
4 March – 29 March  
<http://www.yougotclass.org/course/index.cfm/Bermuda/The-Business-Plan>

**TDS 1088**

Distance Education  
**\$195**

#### Entrepreneurial Marketing

SECA1  
1 April – 26 April  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Entrepreneurial-Marketing>

**TDS 1089**

Distance Education  
**\$195**

#### Certificate for Quickbooks

SECA1  
5 February – 29 March  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Quickbooks-Online>

**TDS 826**

Distance Education  
**\$395**

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

#### Technical Requirements:

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

#### QuickBooks Online Level 1

SECA1  
5 February – 29 March  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Quickbooks-Online>

**TDS 827**

Distance Education  
**\$195**

#### QuickBooks Online Level 2

SECA1  
5 February – 29 March  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Quickbooks-Online>

**TDS 828**

Distance Education  
**\$195**

#### The Basics of Bookkeeping

SECA1  
4 March – 29 March  
<http://www.yougotclass.org/course/index.cfm/Bermuda/The-Basics-of-Bookkeeping>

**TDS 831**

Distance Education  
**\$195**

#### Closing Procedures and Financial Statements

SECA1  
1 April – 26 April  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Closing-Procedures-and-Financial-Statements>

**TDS 832**

Distance Education  
**\$195**

#### General Ledger and Month End Procedures

SECA1  
4 March – 29 March  
<https://www.yougotclass.org/course/index.cfm/Bermuda/General-Ledger-and-Month-End-Procedures>

**TDS 833**

Distance Education  
**\$195**

#### Understanding Debits and Credits

SECA1  
5 February – 29 March  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Understanding-Debits-and-Credits>

**TDS 839**

Distance Education  
**\$195**

### BUSINESS COMMUNICATION

#### Certificate in Customer Service

SECA1  
5 February – 29 March  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Customer-Service>

**TDS 1101**

Distance Education  
**\$245**

#### Keys to Customer Service

SECA1  
5 February – 1 March  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Keys-to-Customer-Service>

**TDS 1102**

Distance Education  
**\$145**

#### Extraordinary Customer Service

SECA1  
3 March – 29 March  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Extraordinary-Customer-Service>

**TDS 1107**

Distance Education  
**\$145**

**Effective Copywriting**

SECA1

4 March – 29 March

<http://www.yougotclass.org/course/index.cfm/Bermuda/Effective-Copywriting>
**TDS 1155**

Distance Education

**\$195**
**Certificate in Business Writing**

SECA1

5 February – 26 April

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Business-Writing>
**TDS 1165**

Distance Education

**\$495**
**Grammar Refresher Certificate**

SECA1

5 February – 29 March

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Effective-Grammar>
**TDS 1163**

Distance Education

**\$295**
**Certificate in Workplace Communication (Full Certificate)**

SECA1

5 February – 26 April

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Workplace-Communication>
**TDS 1166**

Distance Education

**\$595**
**Writing News and Press Releases**

SECA1

1 April – 26 April

<http://www.yougotclass.org/course/index.cfm/Bermuda/Writing-News-and-Press-Releases>
**TDS 1168**

Distance Education

**\$195**
**Business Writing**

SECA1

5 February – 1 March

<http://www.yougotclass.org/course/index.cfm/Bermuda/Business-Writing>
**TDS 1170**

Distance Education

**\$195**
**Conflict Management**

SECA1

5 February – 26 April

<http://www.yougotclass.org/course/index.cfm/Bermuda/Conflict-Management>
**TDS 1271**

Distance Education

**\$245**
**Negotiation: Get What You Want**

SECA1

4 March – 29 March

<http://www.yougotclass.org/course/index.cfm/Bermuda/Negotiation-Get-What-You-Want>
**TDS 1273**

Distance Education

**\$245**
**Using Personality Profiles for Better Work Performance**

SECA1

4 March – 29 March

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Workplace-Communication>
**TDS 1279**

Distance Education

**\$245**
**Collaborative Management**

SECA1

4 March – 29 March

<http://www.yougotclass.org/course/index.cfm/Bermuda/Conflict-Management>
**TDS 1283**

Distance Education

**\$245**
**Certificate in Basic Game Design (Full Certificate)**

SECA1

5 February – 29 March

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Basic-Game-Design>
**TDS 1600**

Distance Education

**\$395**
**Introduction to Game Design**

SECA1

5 February – 1 March

<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Game-Design>
**TDS 1605**

Distance Education

**\$395**
**Intermediate Video Game Design**

SECA1

4 March – 29 March

<http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Video-Game-Design>
**TDS 1620**

Distance Education

**\$245**
**DATA SCIENCE**
**Certificate in Data Analysis**

SECA1

5 February – 26 April

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis>
**TDS 1200**

Distance Education

**\$495**
**Introduction to Data Analysis**

SECA1

5 February – 1 March

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis>
**TDS 1195**

Distance Education

**\$195**
**Intermediate Data Analysis**

SECA1

4 March – 29 March

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis>
**TDS 1205**

Distance Education

**\$195**
**Advanced Data Analysis**

SECA1

1 April – 26 April

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis>
**TDS 1210**

Distance Education

**\$195**
**Introduction to Power BI**

SECA1

5 February – 1 March

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI>
**TDS 1212**

Distance Education

**\$195**
**Intermediate Power BI**

SECA1

4 March – 29 March

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI>
**TDS 1213**

Distance Education

**\$195**
**Advanced Power BI**

SECA1

1 April – 26 April

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI>
**TDS 1214**

Distance Education

**\$195**
**Power BI (Full Certificate)**

SECA1

5 February – 26 April

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI>
**TDS 1215**

Distance Education

**\$195**
**Certificate in Mastering Excel (Full Certificate)**

SECA1

5 February – 26 April

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel>
**TDS 1220**

Distance Education

**\$495**
**Mastering Microsoft Excel**

SECA1

5 February – 1 March

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel>
**TDS 1272**

Distance Education

**\$195**

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

<b>Advanced Excel</b> SECA1 1 April- 26 April <a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel">http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel</a>	<b>TDS 1221</b> Distance Education <b>\$195</b>
<b>Intermediate Excel</b> SECA1 4 March – 29 March <a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel">http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel</a>	<b>TDS 1222</b> Distance Education <b>\$195</b>
<b>SQL Certificate</b> SECA1 Offered every month <a href="https://www.yougotclass.org/certificate/index.cfm/Bermuda/SQL-Certificate">https://www.yougotclass.org/certificate/index.cfm/Bermuda/SQL-Certificate</a>	<b>TDS 380</b> Distance Education <b>\$595</b>
<b>Introduction to SQL</b> SECA1 Offered every month <a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-SQL">https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-SQL</a>	<b>TDS 381</b> Distance Education <b>\$245</b>
<b>Intermediate SQL</b> SECA1 Offered every month <a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-SQL">https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-SQL</a>	<b>TDS 382</b> Distance Education <b>\$245</b>
<b>Advanced SQL *Introduction to SQL or Certificate option only</b> SECA1 Offered every month <a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-SQL">https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-SQL</a>	<b>TDS 383</b> Distance Education <b>\$245</b>
<b>WordPress Certificate</b> SECA1 6 February – 28 April <a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/WordPress-Certificate">http://www.yougotclass.org/certificate/index.cfm/Bermuda/WordPress-Certificate</a>	<b>TDS 1065</b> Distance Education <b>\$495</b>
<b>Statistics for Decision Making Certificate</b> SECA1 5 February – 26 April <a href="https://www.yougotclass.org/certificate/index.cfm/Bermuda/Statistics-for-Decision-Making">https://www.yougotclass.org/certificate/index.cfm/Bermuda/Statistics-for-Decision-Making</a>	<b>TDS 1550</b> Distance Education <b>\$495</b>
<b>Statistics for Decision Using Survey</b> SECA1 5 February – 1 March <a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Statistics-for-Decisions-Using-Surveys">https://www.yougotclass.org/course/index.cfm/Bermuda/Statistics-for-Decisions-Using-Surveys</a>	<b>TDS 1551</b> Distance Education <b>\$245</b>
<b>Evaluation Research</b> SECA1 4 March – 29 March <a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Evaluation-Research">https://www.yougotclass.org/course/index.cfm/Bermuda/Evaluation-Research</a>	<b>TDS 1560</b> Distance Education <b>\$195</b>
<b>Action Research</b> SECA1 1 April – 26 April <a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Action-Research">https://www.yougotclass.org/course/index.cfm/Bermuda/Action-Research</a>	<b>TDS 1561</b> Distance Education <b>\$195</b>

<b>HUMAN RESOURCES</b> <b>Spanish for Medical Professionals</b> SECA1 5 February – 29 March <a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Spanish-for-Medical-Professionals">https://www.yougotclass.org/course/index.cfm/Bermuda/Spanish-for-Medical-Professionals</a>	<b>TDS 1025</b> Distance Education <b>\$290</b>
<b>LEADERSHIP</b> <b>Certificate in Leadership Development (For GenY)</b> SECA1 5 February – 26 April <a href="https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Leadership-Development">https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Leadership-Development</a>	<b>TDS 1287</b> Distance Education <b>\$395</b>
<b>Leadership Principles</b> SECA1 5 February – 1 March <a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Leadership-Principles">https://www.yougotclass.org/course/index.cfm/Bermuda/Leadership-Principles</a>	<b>TDS 581</b> Distance Education <b>\$145</b>
<b>Developing Your Leadership Skills</b> SECA1 4 March - 29 March <a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Leadership-Skills">https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Leadership-Skills</a>	<b>TDS 1289</b> Distance Education <b>\$145</b>
<b>Developing Your Professional Career</b> SECA1 1 April – 26 April <a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Professional-Career">https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Professional-Career</a>	<b>TDS 1046</b> Distance Education <b>\$145</b>
<b>MANAGEMENT</b> <b>Remote Working and Communicating</b> SECA1 4 March – 29 March <a href="https://www.ugotclass.net/course/index.cfm/Lern/Remote-Working-and-Communicating">https://www.ugotclass.net/course/index.cfm/Lern/Remote-Working-and-Communicating</a>	<b>TDS 388</b> Distance Education <b>\$245</b>
<b>Managing Remote Workers</b> SECA1 4 March – 29 March <a href="https://www.ugotclass.net/course/index.cfm/Lern/Managing-Remote-Workers">https://www.ugotclass.net/course/index.cfm/Lern/Managing-Remote-Workers</a>	<b>TDS 387</b> Distance Education <b>\$245</b>
<b>Remote Working Manager Practicum</b> SECA1 4 March – 29 March <a href="https://www.ugotclass.net/course/index.cfm/Lern/Remote-Working-and-Communicating">https://www.ugotclass.net/course/index.cfm/Lern/Remote-Working-and-Communicating</a>	<b>TDS 389</b> Distance Education <b>\$245</b>
<b>Managing Remote Workers (Full Certificate)</b> SECA1 5 February – 26 April <a href="https://www.ugotclass.net/certificate/index.cfm/Lern/Managing-Remote-Workers-Certificate">https://www.ugotclass.net/certificate/index.cfm/Lern/Managing-Remote-Workers-Certificate</a>	<b>TDS 390</b> Distance Education <b>\$495</b>
<b>Certificate in Project Management</b> SECA1 5 February – 26 April <a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Project-Management">http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Project-Management</a>	<b>TDS 560</b> Distance Education <b>\$495</b>



**Introduction to Project Management**

SECA1

5 February – 1 March

<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Project-Management>
**TDS 561**

Distance Education

**\$195**
**Project Management Processes**

SECA1

4 March – 29 March

<http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Processes>
**TDS 562**

Distance Education

**\$195**
**Project Management Knowledge Areas**

SECA1

1 April – 26 April

<http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Knowledge-Areas>
**TDS 563**

Distance Education

**\$195**
**Leadership Principles**

SECA1

5 February – 1 March

<http://www.yougotclass.org/course/index.cfm/Bermuda/Leadership-Principles>
**TDS 581**

Distance Education

**\$145**
**Certificate in Non-Profit Administration (Full Certificate)**

SECA1

5 February – 26 April

<https://www.ugotclass.net/certificate/index.cfm/Lern/Certificate-in-Non-Profit-Administration>
**TDS 1050**

Distance Education

**\$595**
**Revenue Generation for Non-Profits**

SECA1

5 February – 29 March

<https://www.ugotclass.net/course/index.cfm/Lern/Revenue-Generation-for-Nonprofits>
**TDS 1051**

Distance Education

**\$495**
**Programme Evaluation for Non-profit Professionals**

SECA1

1 April – 26 April

<https://www.ugotclass.net/course/index.cfm/Lern/Program-Evaluation-for-Nonprofits>
**TDS 1052**

Distance Education

**\$245**
**Managing Generations in the Workplace**

SECA1

1 April – 26 April

<https://www.ugotclass.net/course/index.cfm/Lern/Managing-Generations-in-the-Workplace>
**TDS 1282**

Distance Education

**\$175**
**Collaborative Management**

SECA1

4 March – 29 March

<https://www.ugotclass.net/course/index.cfm/Lern/Collaborative-Management>
**TDS 1283**

Distance Education

**\$245**
**Management Boot Camp**

SECA1

5 February – 1 March

<https://www.yougotclass.org/course/index.cfm/Bermuda/Management-Boot-Camp>
**TDS 1284**

Distance Education

**\$295**
**Management Certificate**

SECA1

5 February – 26 April

<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Management-Certificate>
**TDS 1285**

Distance Education

**\$595**
**Supervisory & Leadership Certificate**

SECA1

6 February – 31 March

<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Supervisory-and-Leadership-Certificate>
**TDS 1286**

Distance Education

**\$395**
**Intermediate to Six Sigma Green Belt**

SECA1

4 March – 29 March

<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>
**TDS 1286**

Distance Education

**\$195**
**Introduction to Six Sigma Green Belt**

SECA1

5 February – 1 March

<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>
**TDS 1321**

Distance Education

**\$195**
**Six Sigma Green Belt (Full Certificate)**

SECA1

5 February – 26 April

<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>
**TDS 1322**

Distance Education

**\$495**
**Advanced Six Sigma Green Belt**

SECA1

1 April – 26 April

<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>
**TDS 1323**

Distance Education

**\$195**
**NEW MEDIA MARKETING**
**Certificate in Marketing**

SECA1

5 February – 1 March

<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Marketing>
**TDS 515**

Distance Education

**\$495**
**Writing Marketing Copy**

SECA1

4 March – 29 March

<https://www.yougotclass.org/course/index.cfm/Bermuda/Writing-Marketing-Copy>
**TDS 517**

Distance Education

**\$195**
**Advanced Marketing Concepts**

SECA1

5 February – 1 March

<https://www.ugotclass.net/course/index.cfm/Lern/Advanced-Marketing-Concepts>
**TDS 529**

Distance Education

**\$195**
**Integrated Marketing Best Practice**

SECA1

1 April – 26 April

<https://www.ugotclass.net/course/index.cfm/Lern/Integrated-Marketing-Best-Practices>
**TDS 533**

Distance Education

**\$195**
**Mastering Video Marketing**

SECA1

5 February – 29 March

<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate>
**TDS 551**

Distance Education

**\$395**
**Video Marketing**

SECA1

5 February – 1 March

<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate/Video-Marketing>
**TDS 541**

Distance Education

**\$245**

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

<b>YouTube for Business</b> SECA1 5 March – 29 March <a href="http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate/YouTube-for-Business">http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate/YouTube-for-Business</a>	<b>TDS 520</b> Distance Education <b>\$245</b>
<b>Digital Marketing Certificate</b> SECA1 5 February – 26 April <a href="http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate">http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate</a>	<b>TDS 1094</b> Distance Education <b>\$495</b>
<b>Improving Email Promotions</b> SECA1 5 February – 1 March <a href="http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Improving-Email-Promotions">http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Improving-Email-Promotions</a>	<b>TDS 1079</b> Distance Education <b>\$195</b>
<b>Boosting Your Website Traffic</b> SECA1 4 March – 29 March <a href="http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Boosting-Your-Web-Site-Traffic">http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Boosting-Your-Web-Site-Traffic</a>	<b>TDS 1078</b> Distance Education <b>\$195</b>
<b>Online Advertising</b> SECA1 1 April – 26 April <a href="http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Online-Advertising">http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Online-Advertising</a>	<b>TDS 1098</b> Distance Education <b>\$195</b>
<b>Podcasting</b> SECA1 5 February - 1 March <a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Podcasting">http://www.yougotclass.org/course/index.cfm/Bermuda/Podcasting</a>	<b>TDS 565</b> Distance Education <b>\$245</b>
<b>PERSONAL DEVELOPMENT</b>	
<b>Beginning Conversational Spanish</b> SECA1 5 February – 29 March <a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Beginning-Conversational-Spanish">http://www.yougotclass.org/course/index.cfm/Bermuda/Beginning-Conversational-Spanish</a>	<b>TDS 1024</b> Distance Education <b>\$290</b>
<b>Introduction to Fiction Writing</b> <b>TDS 1160</b> SECA1 5 February – 1 March <a href="https://www.yougotclass.net/course/index.cfm/Lern/Introduction-To-Fiction-Writing">https://www.yougotclass.net/course/index.cfm/Lern/Introduction-To-Fiction-Writing</a>	Distance Education <b>\$195</b>
<b>Diversity Equity and Inclusion in the Workplace (Full)</b> SECA1 5 February – 26 April <a href="https://www.yougotclass.org/certificate/index.cfm/Bermuda/Diversity-Equity-and-Inclusion-in-the-Workplace">https://www.yougotclass.org/certificate/index.cfm/Bermuda/Diversity-Equity-and-Inclusion-in-the-Workplace</a>	Distance Education <b>\$495</b>
<b>What is DEI?</b> SECA1 5 February – 1 March <a href="https://www.yougotclass.org/course/index.cfm/Bermuda/What-is-DEI">https://www.yougotclass.org/course/index.cfm/Bermuda/What-is-DEI</a>	<b>TDS 1280</b> Distance Education <b>\$195</b>
<b>Inclusive Communication</b> SECA1 4 March – 29 March <a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Inclusive-Communication">https://www.yougotclass.org/course/index.cfm/Bermuda/Inclusive-Communication</a>	<b>TDS 1281</b> Distance Education <b>\$195</b>

<b>DEI and Organisational Success</b> <b>TDS 1293</b> SECA1 1 April – 26 April <a href="https://www.yougotclass.org/course/index.cfm/Bermuda/DEI-and-Organizational-Success">https://www.yougotclass.org/course/index.cfm/Bermuda/DEI-and-Organizational-Success</a>	Distance Education <b>\$195</b>
<b>SOCIAL MEDIA FOR BUSINESS</b>	
<b>Integrating Social Media in Your Organisation</b> <b>TDS 530</b> SECA1 1 April – 26 April <a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Integrating-Social-Media-in-Your-Organisation">http://www.yougotclass.org/course/index.cfm/Bermuda/Integrating-Social-Media-in-Your-Organisation</a>	Distance Education <b>\$195</b>
<b>Marketing Using Social Media</b> <b>TDS 535</b> SECA1 4 March – 29 March <a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Marketing-Using-Social-Media">http://www.yougotclass.org/course/index.cfm/Bermuda/Marketing-Using-Social-Media</a>	Distance Education <b>\$195</b>
<b>Certificate in Social Media for Business</b> <b>TDS 545</b> SECA1 5 February – 26 April <a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/Social-Media-for-Business-Certificate">http://www.yougotclass.org/certificate/index.cfm/Bermuda/Social-Media-for-Business-Certificate</a>	Distance Education <b>\$495</b>
<b>Introduction to Social Media</b> <b>TDS 610</b> SECA1 5 February – 1 March <a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Social-Media">http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Social-Media</a>	Distance Education <b>\$195</b>
<b>TECHNOLOGY SKILLS</b>	
<b>Introduction to Web Design</b> <b>TDS 345</b> SECA1 5 February – 1 March <a href="http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Introduction-to-Web-Design">http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Introduction-to-Web-Design</a>	Distance Education <b>\$245</b>
<b>Intermediate Web Design</b> <b>TDS 346</b> SECA1 4 March – 29 March <a href="http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Intermediate-Web-Design">http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Intermediate-Web-Design</a>	Distance Education <b>\$245</b>
<b>Advanced Web Design</b> <b>TDS 347</b> SECA1 1 April – 26 April <a href="http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Advanced-Web-Design">http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Advanced-Web-Design</a>	Distance Education <b>\$245</b>
<b>Certificate in Web Design (Full Certificate)</b> <b>TDS 350</b> SECA1 5 February – 26 April <a href="http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design">http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design</a>	Distance Education <b>\$595</b>
<b>Introduction to Coding</b> <b>TDS 351</b> SECA1 5 February – 1 March <a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Coding">https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Coding</a>	Distance Education <b>\$195</b>
<b>Coding Certificate</b> <b>TDS 355</b> SECA1 5 February – 26 April <a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/Coding-Certificate">http://www.yougotclass.org/certificate/index.cfm/Bermuda/Coding-Certificate</a>	Distance Education <b>\$595</b>

### HTML Fundamentals

SECA1  
4 March – 29 March  
<http://www.yougotclass.org/courses.cfm/Lern/Coding-Certificate/HTML-Fundamentals>

### TDS 360

Distance Education  
**\$245**

### CSS Fundamentals

SECA1  
1 April – 26 April  
<http://www.yougotclass.org/courses.cfm/Lern/Coding-Certificate/CSS-Fundamentals>

### TDS 370

Distance Education  
**\$245**

### Adobe Photoshop Essentials

SECA1  
4 March – 29 March  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Photoshop-Essentials>

### TDS 1032

Distance Education  
**\$195**

### Adobe Illustrator Essentials

SECA1  
5 February – 1 March  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Illustrator-Essentials>

### TDS 1033

Distance Education  
**\$195**

### Adobe InDesign Essentials

SECA1  
1 April – 26 April  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-InDesign-Essentials>

### TDS 1034

Distance Education  
**\$195**

### Graphic Design Software Essentials Certificate

SECA1  
5 February – 26 April  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Graphic-Design-Software-Essentials-Certificate>

### TDS 1036

Distance Education  
**\$545**

### WordPress Certificate

SECA1  
5 February – 26 April  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/WordPress-Certificate>

### TDS 1065

Distance Education  
**\$495**

### Certificate in Mastering Computer Skills for the Workplace

SECA1  
6 February – 3 March  
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Computer-Skills-for-the-Workplace>

### TDS 1172

Distance Education  
**\$195**

### Mastering Microsoft Excel

SECA1  
5 February – 1 March  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Mastering-Microsoft-Excel>

### TDS 1272

Distance Education  
**\$195**

### Mastering Microsoft Word

SECA1  
4 March – 29 March  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Certificate-in-Mastering-Computer-Skills-for-the-Workplace>

### TDS 1294

Distance Education  
**\$195**

### Mastering Microsoft PowerPoint

SECA1  
1 April – 26 April  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Certificate-in-Mastering-Computer-Skills-for-the-Workplace>

### TDS 1296

Distance Education  
**\$195**

## TRAINING AND DEVELOPMENT

### Certificate in Online Teaching

SECA1  
5 February – 26 April  
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Online-Teaching>

### TDS 773

Distance Education  
**\$495**

### Advanced Teaching Online

SECA1  
5 February – 1 March  
[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Advanced-Teaching-Online](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Advanced-Teaching-Online)

### TDS 763

Distance Education  
**\$195**

### Designing Online Instruction

SECA1  
4 March – 29 March  
[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Designing-Online-Instruction](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Designing-Online-Instruction)

### TDS 764

Distance Education  
**\$195**

### Fostering Online Discussion

SECA1  
3 April – 28 April  
[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Fostering-Online-Discussion](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Fostering-Online-Discussion)

### TDS 767

Distance Education  
**\$195**

### Certificate in Teaching Adults

SECA1  
1 April – 26 April  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Teaching-Adults>

### TDS 774

Distance Education  
**\$195**

## TRAINING FOR K12 TEACHERS

### Certificate in Learning Styles

SECA1  
4 March – 26 April  
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Learning-Styles>

### TDS 769

Distance Education  
**\$329**

### Students with ASD

(Autism Spectrum Disorder)  
SECA1 Distance Education  
4 March – 29  
[http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Learning-Styles/Students-with-ASD-\(Autism-Spectrum-Disorder\)](http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Learning-Styles/Students-with-ASD-(Autism-Spectrum-Disorder))

### TDS 756

**\$145**

### Gender in the Classroom

SECA1  
6 March – 31 March  
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Learning-Styles/Gender-in-the-Classroom>

### TDS 770

Distance Education  
**\$145**

### Generational Learning Styles

SECA1  
3 April – 28 April  
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Learning-Styles/Generational-Learning-Styles>

### TDS 842

Distance Education  
**\$145**

### The Teen Brain

SECA1  
6 February – 3 March  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Learning-Styles>

### TDS 755

Distance Education  
**\$145**

### Culturally Responsive Pedagogy in the Diverse Classroom

SECA1  
5 February – 1 March  
<https://www.yougotclass.org/course/index.cfm/Lern/Culturally-Responsive-Pedagogy-in-the-Diverse-Classroom>

### TDS 758

Distance Education  
**\$145**



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**Modules:**

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- Fundamentals of Human Resources
- Performance Management\*
- How to Manage Training\*
- Communication Skills for Managers\*

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CONTACT US:

- ✉ [readytostart@college.bm](mailto:readytostart@college.bm)
- 📍 Athora PACE Division
- 📞 236-9000 ext. 4117
- 🌐 [www.college.bm](http://www.college.bm)

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## 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](http://www.college.bm/pathways)

### TRANSFER PATHWAYS AND ARTICULATION AGREEMENTS

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

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

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

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

BC Course Equivalents at Partner Institutions

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

### ONLINE OPTIONS

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

To meet a growing demand for online study after Bermuda College, we have partnerships with several institutions that will allow the Bermuda College graduate possessing an Associate's Degree to matriculate at institutions abroad from the convenience of their own surroundings. Those partnerships are described in detail at the link, "Online Options."

[www.college.bm/about/transfer-pathways/transfer-pathways-fair/1118](http://www.college.bm/about/transfer-pathways/transfer-pathways-fair/1118)

### FOUNDATION YEAR CERTIFICATES

The Foundation Year is a Certificate-granting Programme that will customise the Bermuda College experience for students who desire to study on island for one year before matriculating to North America or to the United Kingdom. For more information please refer to the 2023-2024 BC Course Catalogue.



### ■ BUSINESS SERVICE HOURS:

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

### LOCATION:

Bermuda College Centre, 2nd Floor

### ■ WAYS TO CONTACT US:

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

### ■ DETAILS FOR NON-CREDIT COURSES CONTACT:

#### ATOHRA DIVISION OF PROFESSIONAL AND CAREER EDUCATION

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

### ■ ACCREDITATION STATUS

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

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

#### New England Commission of Higher Education

3 Burlington Woods Drive, Suite 100  
Burlington, MA 01803-4514

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