



**BERMUDA
COLLEGE**

SPRING 2020
COURSE SCHEDULE

FOLLOW US ON...   

SPRING 2020 DATES TO REMEMBER

Online Registration Open	1 November–17 January
Admissions Deadline	1 November
Financial Support Application Deadline	6 December
Late Admissions Deadline	1 December
College Closed	24 December–3 January
Deadline to Request Challenge Exams	19 December
Deadline for Application for Transfer Credit	19 December
Session Opens	6 January
Registration Day	6 January
Challenge Exams	6 January
New Student Orientation	8 January
Faculty Professional Development Day	9 January
Government Grant Application Deadline	-----
Last Day for Registration	10 January
College Development Day (College Closes @ 12PM)	-----
Final CPT before Semester Start	11 January
Late Registration	13 - 17 January
First Day of Classes (Credit Courses)	13 January
Add/Drop Period	13 - 17 January
Convocation	-----
Last Day for Tuition Payment	17 January
Last Day to Submit Incomplete Grades	31 January
College Closed	-----
First Day of Professional & Career Education (PACE) classes	see course schedule
Deregistration - (withdrawal of students who have not paid)	27 January
Last Day to Withdraw from Courses Without Financial Penalty	28 January
Census Day	4 February
Payment Plan (Instalment One)	31 January
Mid-semester Grades Deadline	28 February
Mid-semester Break	2-6 March
Last Day to Withdraw from Courses Without Academic Penalty	12 March
Spirit Day	20 March
Student Opinion Survey Opens	16 March
Payment Plan (Instalment Two)	28 February
Graduation Application Deadline	1 April

College Closed	10 April
Last Day of Lectures	25 April
Reading Days (Day Classes Only)	27 - 28 April
FINAL EXAMS	27 April - 5 May
Semester Grades Deadline	6 May
In-House Awards Applications	8 May
Graduation List Posted*	14 May
Commencement	21 May

NOTE

- Students are encouraged to submit their application for SPRING 2020 financial aid application by Dec. 6, 2019.
- Registration for new students is ongoing. Payment is due at time of registration.



**MANY PATHS.
DISCOVER YOURS.**

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Courses are subject to cancellation and/or day/time changes.

**For Professional & Career Education (PACE)
Non-Credit Courses, see page 35**

FLAT RATE PER CREDIT

CREDIT COURSES TUITION SCHEDULE PER SEMESTER

BERMUDIAN STUDENTS

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

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

# CREDITS	TOTAL
1	155.00
2	310.00
3	465.00
4	620.00
5	775.00
6	930.00
7	1085.00
8	1240.00
9	1395.00
10	1550.00
11	1705.00
12	1860.00
13	2015.00
14	2170.00
15	2325.00
16	2480.00
17	2635.00
18	2790.00

**TOTAL COST FOR 19+ CREDITS =
TOTAL CREDITS X \$155**

RESIDENT INTERNATIONAL

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

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

# CREDITS	TUITION PER CREDIT	DIFFERENTIAL FEE	TOTAL
1	155.00	125.00	280.00
2	310.00	250.00	560.00
3	465.00	375.00	840.00
4	620.00	500.00	1120.00
5	775.00	625.00	1400.00
6	930.00	750.00	1680.00
7	1085.00	875.00	1960.00
8	1240.00	1000.00	2240.00
9	1395.00	1125.00	2520.00
10	1550.00	1250.00	2800.00
11	1705.00	1375.00	3080.00
12	1860.00	1500.00	3360.00
13	2015.00	1500.00	3515.00
14	2170.00	1500.00	3670.00
15	2325.00	1500.00	3825.00
16	2480.00	1500.00	3980.00
17	2635.00	1500.00	4135.00
18	2790.00	1500.00	4290.00

**TOTAL COST FOR 19+ CREDITS =
TOTAL CREDITS X \$155 + \$1500**

As a member of the Bermuda Credit Association (BCA), all overdue accounts are referred to the BCA. The student will agree to pay all agency charges, legal costs and other expenses incurred by Bermuda College in attempting to recover overdue amounts.

MISCELLANEOUS FEES *(non-refundable)*

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

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

PAYMENT INFORMATION

All tuition is payable in advance. Students whose accounts are in arrears for any reason, will be denied grade reports, transcripts, personal recommendations, withdrawal in good standing, permission to register for further courses and the right to graduate, until all obligations have been settled.

If your fees change for any reason after your initial payment is made (i.e. lab fees, change in schedule, etc.), it is the student's responsibility to ensure prompt payment of the balance.

All statements are available through the Student Portal. Students can login using their user ID and password. The online bill reflects the student's current registration and billing information. The statement system is 'live' and students can verify that all fees are satisfied before the payment deadline.

PAYMENT METHODS

Bermuda College Online Payments (using credit cards) (American Express not accepted)

- On the College website (<https://www.college.bm>), under **Quicklinks**.
- On the portal (<https://campus.college.bm>), under **My Account**
- On the **College App**

Local Banks Bill Payments through HSBC, Butterfield Bank and Clarien Bank.

Business Office Front Desk, College Centre 2nd floor
All major credit cards are accepted. (American Express not accepted).

Cheques should be made payable in Bermuda or US funds to Bermuda College.

WITHDRAWALS & REFUNDS

FULL REFUND prior to the first day of class for each semester.

PARTIAL TUITION REFUND of 30% on or before the financial penalty date.

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

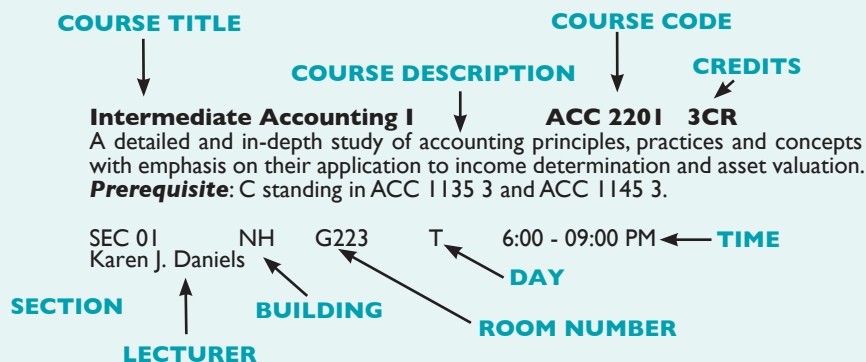
Students are responsible for fees if courses are dropped after the financial penalty date.

NOTE: Non-attendance of class does not constitute an official withdrawal.

DROPPING, WITHDRAWAL & REFUND POLICY

Students are responsible for any fees incurred. Dropping or withdrawing from a class(es) is not an automatic process. It is the student's responsibility to officially drop the classes he/she is not attending or no longer wishes to be enrolled. Unwanted classes should be dropped as early as possible before the start of the term in order to receive a full refund and release seats for students on the wait lists. The Drop and Withdrawal Form must be submitted to Student Enrolment Registration and Records (SERR).

HOW TO READ THE COURSE LISTINGS



NOTE: ABBREVIATIONS FOR DAYS OF THE WEEK:

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

NOTE: ABBREVIATIONS FOR BUILDINGS:

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

Courses are subject to cancellation and/or day/time changes.

BLENDING LEARNING

Statistics I MAT 2233

Enjoy the benefits of this blended course of classwork and independent study. Students spend 1.5 hours per week of classroom instruction, with the remaining hour's work completed by the weekly due date.*

FACE-TO-FACE INSTRUCTION

TUESDAY 6:00 – 7:30pm

*REMAINING HOUR – Independent learning experience of content, supplemented by multiple learning strategies delivered ONLINE.

NOTE: All homework and quizzes are completed online; the final exam and most tests are face-to-face.

Statistics II MAT 2234

Enjoy a combination of independent learning and face-to-face instruction. Spend less than an hour in the classroom on Mondays and Wednesdays, with Fridays reserved for independent study of course content.*

FACE-TO-FACE INSTRUCTION

MONDAY & WEDNESDAY 9:35 – 10:25am

*FRIDAY – Independent learning experience of content, supplemented by multiple learning strategies delivered ONLINE.

NOTE: All homework and quizzes are completed online; the final exam and most tests are face-to-face.

FACE-TO-FACE ONLINE

ACCOUNTING

Practical Accounting

Procedures II

ACC 1042 3CR

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

Prerequisite: ACC 1041.

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

Accounting and Technology **ACC 1043 3CR**

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

Prerequisite: CIS1120, ACC 1041 MGN1017

Corequisites: ACC 1042, MGN 1015, MGN 1016

SEC 01 NH G223 TR 11:35AM-12:55PM
Gwendolyn Lawrence

Accounting I

ACC 1135 3CR

An introduction to the basic theory and applications of contemporary financial accounting, including recording of transactions, measurement of income and the preparation of financial statements. **Prerequisite:** MAT 0015 or ACC1041 or equivalent.

SEC01 NH G226 TR 10:05AM-11:25AM
Gwendolyn Lawrence

Computerised Accounting Applications

ACC 1140 3CR

This course offers an introduction to financial applications that are commonly computerised in today's business environment by providing practical training using theoretical accounting knowledge. This course takes a user perspective by illustrating how accounting information is both created, maintained and used for analysis, problem-solving and decision-making. **Prerequisite:** CIS 1120 **Corequisite:** ACC 1145

SEC01 NH G223 TR 11:35AM-12:55PM
Gwendolyn Lawrence

Accounting II

ACC 1145 3CR

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

SEC01 NH G304 TR 10:05AM-11:25AM
Ann Parsons
SEC02 NH G304 TR 11:35AM-12:55PM
Ann Parsons

CREDIT COURSES

Culinary Mathematics CUL 1103

After a long day in the kitchen, enjoy a combination of independent learning and face-to-face instruction. Spend 1.25 hours per week in the classroom on Tuesdays, with Thursdays reserved for independent study of course content.*

FACE-TO-FACE INSTRUCTION

TUESDAY 3:35 – 4:55pm

*THURSDAY – Independent learning experience of content, supplemented by multiple learning strategies delivered online AND offline.

NOTE: Homework is completed in textbook, (some online); all quizzes are completed online; the final exam and most tests are face-to-face.



HYBRID
ACCESS
FACE-TO-FACE

E-LEARNING
KNOWLEDGE



Two Accredited Programmes *One Extraordinary Experience*

ASSOCIATE OF APPLIED SCIENCE & DIPLOMA IN CULINARY ARTS

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

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

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

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

To Enrol Contact Our Recruitment Officer Today!

Recruitment Officer: T: 239-4099 • E: tdill@college.bm

SECDI NH G304 T 5:00PM-8:00PM
Ann Parsons
**The section is a hybrid, consisting of online and some face to face time.*

Intermediate Accounting II ACC 2202 3CR
A continuation of ACC 2201 to include the accounting for liabilities, leases, shareholders' equity accounts, consolidations and equity accounting.
Prerequisite: ACC 2201

SEC01 TBA
Ann Parsons

ART & DESIGN

Introductory Drawing ART 1101 3CR
A foundation course in drawing. Focuses on the development of the student's awareness of line, tone, proportion, spatial relationships and rhythm. Subject matter will include still life, man-made and natural objects, landscape and non-figurative themes.

SEC 01 NH G204 TR 3:05PM-5:25PM
Michael Walsh

Introductory Painting ART 1102 3CR
A foundation course in painting. Focuses on the development of the student's awareness of tone, colour, composition, and spatial relationships. Subject matter will include still life, natural objects, landscape and non-figurative themes. *ART 1101 is highly recommended.*

SEC01 NH G205 MW 9:35AM-11:55AM
Michael Walsh
SEC02 NH G205 TR 2:35PM-5:00PM
Edwin Smith

Introductory Sculpture ART 1122 3CR
A theoretical and practical exploration of the principles of three-dimensional design (line, shape, form, mass, space and composition) focusing on traditional sculpting methods (clay, carving, mould making, assemblage, etc.). The investigation of various materials and tools, including the computer, so as to establish a framework in which



"The CIS programme gave me a theoretical and practical exposure to Information Systems. It has prepared me for the ever changing field of information technology. The programme has given me a strong foundation to build upon."

~ Diogo Mota ~

COMPUTER INFORMATION SYSTEMS

Computer technology will continue to evolve, especially as companies switch to newer, faster, and more mobile networks. Added to this, cyber safety will become more of a concern. Critical industries such as healthcare, finance, retail and manufacturing continue to invest more into IT departments as their technology and equipment become more advanced. This means good employment opportunities for those seeking careers in Computer Information Systems. Bermuda College offers an accredited Computer Information Systems degree.

+ eye protection



+ head protection



+ ear protection



LAB FEES

Check Bermuda College Catalogue for details @

www.college.bm

students can solve various design problems, also occurs.
Prerequisite: ART 1120

SEC01 NH G204 TR 8:30AM-10:55AM
Michael Walsh
SEC02 NH G204 TR 12:35PM-2:55PM
Michael Walsh

Introduction to Media Arts ART 1140 3CR

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

SEC01 NH G206 TR 5:30PM-8:00PM
TBA

Intermediate Drawing ART 2211 3CR

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

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

Intermediate Colour & Composition ART 2235 3CR

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

SEC01 NH G204 MW 3:35PM-5:55PM
Edwin Smith
SEC02 NH G205 MW 4:35PM-6:55PM
Louisa Bermingham

Figure Drawing ART 2278 3CR

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

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

ACTUARIAL SCIENCE

Introduction to Actuarial Science ASC 1101 3CR

An introduction to various operational aspects of the insurance and reinsurance industry in the sectors of property, casualty and life. The various roles of the actuary within the insurance organisation as well as the basic methodologies of actuarial pricing and reserving

are emphasised. **Prerequisite:** Six credits of mathematics, including MAT 2233

SEC01 HH H270 R 6:00PM-9:00PM
Arie Haziza

ART HISTORY

Introduction to Art History II AHS 1127 3CR

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

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

Postcolonial Visual Art AHS 2290 3CR

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

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

BIOLOGY

Preparatory Biology BIO 0013 4CR

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

SEC 01 HH H102 MWF 10:35 AM - 11:25 AM
HH H154 R 9:30 AM - 12:30 PM
Takia Martin
SEC 02 HH H102 W 6:00 PM - 9:00 PM
HH H154 T 2:30 PM - 5:30 PM
Takia Martin

General Human Biology BIO 1104 4CR

The second half of two courses for non-biology majors needing to fulfil a natural science requirement. This course will focus on basic human gross anatomy, basic physiology and some basic pathology. **Prerequisite:** A grade of "C" or better in BIO 0013.

SECD1 HH H106 M 6:00PM-9:00PM
Simmons, Alnisha

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



BOOKSTORE HOURS DURING REGISTRATION

MONDAY, JANUARY 13
TO
THURSDAY, JANUARY 16, 2020
8:30 AM - 700 PM

BOOKS AND SUPPLIES THAT WORK AS HARD AS YOU DO!

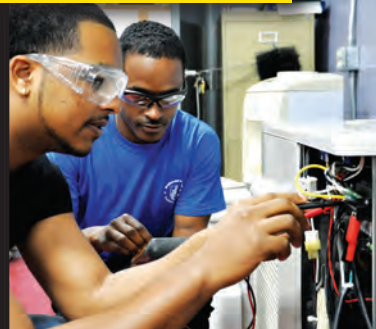
We are not just any bookstore.
We offer all the tools you need
to make your college experience
A SUCCESS!

LOCATION: 1st Floor College Centre
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TECHNICAL EDUCATION

“Using your hands and your head...”



NCCER CORE

Offered through the Division of Business, Hospitality & Technical Education

Major construction projects are on the horizon.
Are you qualified to work on them?

This is an intense course covering basic construction:

- Basic Safety
- Introduction to Hand Tools
- Introduction to Construction Drawings
- Basic Employability Skills
- Introduction to Construction Math
- Introduction to Power Tools
- Basic Communication Skills
- Introduction to Materials Handling

REGISTRATION IS UNDERWAY NOW!

- NO PREVIOUS EXPERIENCE REQUIRED!
- AN EXCELLENT WORK ETHIC EXPECTED!

REGISTRATION NOW UNDERWAY.

FOR MORE INFORMATION CONTACT: **Thaao Dill T: 239-4099 • E: info@college.bm**

Principles of Biology I **BIO 1121** **4CR**

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

Prerequisites: A grade of "C" or better in *BIO 0013* and *MAT 0015*, or alternative in *Biology (with Lab)*; **Corequisite:** *MAT 1105*.

SEC01	HH	H106	MWF	10:35AM-11:25PM
	HH	H154	R	2:30PM-5:30PM

Tracey Harney

SEC02	HH	H154	M	6:00PM-9:00PM
	HH	H154	W	6:00PM-9:00PM

Tracey Harney

Principles of Biology II **BIO 1122** **4CR**

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

Prerequisite: *BIO 1121*

SEC01	HH	H273	MWF	11:35AM-12:25AM
	HH	H154	F	2:30PM-5:30PM

Alnisha Simmons

Cellular Biology **BIO 2210** **4CR**

A comprehensive survey of the structure and function of the unit of life. Emphasis is placed on molecular constituents and inter-cellular components. Cellular modifications and the cellular nature of organisms will be examined. Laboratory. **Prerequisites:** *BIO 1122* and *CHM 0013*; **Corequisite:** *MAT 1141*

SEC01	HH	H276	MWF	12:35PM-1:25PM
	HH	H160	T	2:30PM-5:30PM

Tracey Harney

Anatomy and Physiology I **BIO 2211** **4CR**

Exploration of the intricate functions of the human body with emphasis on the physiological functions of the integumentary, skeletal, muscular, nervous and the endocrine systems. Integration of the human body will be studied as a whole focusing on the major theme of homeostasis. Laboratory. **Prerequisite:** *BIO 1122*

SEC01	HH	H102	MWF	9:35AM-10:25AM
	HH	H170	M	2:30PM – 5:30PM

Alnisha Simmons

Anatomy & Physiology II **BIO 2212** **4CR**

A continuation of *Anatomy and Physiology I*, with emphasis on the cardiovascular system, the lymphatic sys-

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

SEC01	HH	H100	MWF	12:35PM-1:25PM
	HH	H154	T	9:30AM-12:30PM

Alnisha Simmons

Medical Nutrition **BIO 2250** **4CR**

This course offers an introduction to the foundations of nutritional medicine. It is designed for students interested in health science. In this course the introduction and discussion of current trends in clinical nutrition as well as nutritional analysis and assessment are explored. Also covered are the general biochemistry and function of nutrients. Selected diseases prevented or managed by nutrition will be explored as well. Course topics in nutritional medicine include weight management, cancer support, cardiovascular disease, diabetes mellitus, food intolerances and allergies. This course is highly recommended for students that are registered in the nursing programme. Laboratory. **Prerequisite:** *BIO 1122*

SEC01	HH	H104	MWF	1:35PM-2:25PM
	HH	H154	M	2:30PM-5:30PM

Tracey Harney

CHEMISTRY**Preparatory Chemistry** **CHM 0013** **4CR**

A one-semester course designed to introduce students to the language, tools and theories of chemistry. Topics included in this course are as follows: elements, compounds, mixtures, atoms, matter, bonding, introductory organic chemistry and biological chemistry. Laboratory. A grade of "C" or better will be required to advance to the 1000-level courses. **Corequisite:** *MAT 0014*

SEC01	HH	H160	MWF	1:35PM-2:25PM
	HH	H160	M	2:30PM-5:30PM

Reignier Jeffrey

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

A continuation of a survey of fundamental principles of physical chemistry including chemical and phase equilibrium, acid-base equilibrium, precipitation reactions, chemistry of hydrocarbons. Laboratory. **Prerequisite:** *CHM 1111*

SEC01	HH	H106	MWF	10:35AM-11:25AM
	HH	H160	R	2:30PM-5:30PM

Reignier Jeffrey

Organic Chemistry II **CHM 2257** **4CR**

A continuation of an introduction to the behaviour of aliphatic and aromatic carbon compounds including

acids, amines, amino acids, carbohydrates, proteins, nucleic acids and natural products. Laboratory.

Prerequisite: CHM 2256

SEC01 HH H160 MWF 11:35AM-12:25PM
HH H160 R 9:30AM-12:30PM

Reignier Jeffrey

Special Topics in Chemistry CHM 2298 3CR

Provides an opportunity for in-depth study at the 2000-level of a topic available as a special offering. This may be material that has been initially explored at the 1000-level or new material for whose development and exploration there has been provided an appropriate base via a 1000-level course. **Prerequisite:** *Appropriate 1000-level courses and/or a 2000-level course relevant to the topic.*

SEC01 HH H160 MWF 9:35AM-10:25AM

Reignier Jeffrey

COMPUTER STUDIES

Introduction to Business

Applications of Computers CIS 1120 3CR

Intended to provide students with an initial exposure to the main areas of software used in business: word processing, spreadsheets and presentation software. Additionally, an introduction to database management will be provided. A consideration of business application software in the context of the overall computer system will also be covered to include an overview of computer design, networking, operating systems and hardware options. This course is also suitable for those students studying programmes in social sciences or science.

SECD1 NH G323 S 10:00AM-1:00PM

Shawn Deshields

SECD2 NH G323 TR 11:35AM-12:55PM

Shawn Deshields

SECD3 NH G323 W 6:00PM-9:00PM

Shawn Deshields

**These sections are hybrid, consisting of online and some face to face time.*

Data Management CIS 1130 3CR

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

OCA or OCP. **Prerequisites:** CIS 1120 or CIS 1125 and ENG 0012 and MAT 0015.

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

Michael Simmons

CIS Internship CIS 1180 3CR

Work experience in a selected local business. The experience will be in a computer-related area of the business. The precise nature of the experience will be agreed upon after discussion between the College and management of the business.

Prerequisites: *A minimum GPA 2.0 or higher in all computer information technology programme courses necessary as prerequisites; CIS 1120, CIS 1125, CIS 1130, CIS 2278 and ECM 1101.*

SEC01 TBA

Rui DeSa

Programming for Information Systems II CIS 2255 3CR

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

Prerequisite: CIS 1155

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

Michael Simmons

Microcomputer Hardware & Software CIS 2278 3CR

Students study the installation, configuration, proper usage and maintenance of common hardware and software components of an IBM compatible microcomputer, including memory, disk drives, expansion cards, power supplies, system level software, diagnostic utilities, operating systems, and major applications. Typical I/o peripherals such as video cameras, microphones, speakers, keyboards, printers and the mouse are studied. The coursework will cover the material needed for students to take the CompTIA A+ Certification.

Prerequisite: CIS 1125

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

Michael Simmons

Operating Systems & Infrastructure CIS 2295 3CR

This course is an introduction to concepts and algorithms incorporated in operating systems. It examines interrelationships between operating systems and computer hardware. Compares batch, real-time, and timesharing operating systems, process management techniques, interrupt, handlers, CPU scheduling algo-

hythm, interlocks, resource allocation, deadlocks, paging, and memory systems are studied. It also introduces advanced topics in the design of operating systems, networking, device management and file management techniques, scheduling algorithms, security, queuing theories, and comparison of existing operating systems for client-server. Students will also get exposed to virtualisation and virtual environments. The coursework will cover the material needed for students to take the CompTIA Server+, Linux+, Cloud+, and Cloud Essentials+ Certifications. *Prerequisites: CIS 2278, CIS 2290* *Corequisites: CIS 2297*

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

Security Fundamentals & Policies

CIS 2297 3CR

This course offers in-depth coverage of the current risks and threats to an organisation’s data together with a structured way of addressing the safeguarding of these critical electronic assets. The course provides a foundation for those responsible for protecting network services, devices, traffic and data. Additionally, the course provides the broad-based knowledge necessary to prepare students for further study in other spe-

cialised security fields. The coursework will cover the material needed for students to take the CompTIA Security+ Certification and CompTIA CSA/CySA+ Cyber Security Certification. *Prerequisite: CIS 2290, CIS 2278*

SEC01 HH H276 TR 10:05AM-11:25AM
Michael Simmons

COOKERY & NUTRITION

Kitchen Theory and Practice I CKN 1102 4CR

Cuisine and related theory in preparation for hospital-ity management. Topics include preparation, cooking, presentation, and sanitation management. *Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 50 in Reading Comprehension and 50 in Sentence Skills.*

SEC 01 BH B157 F 8:35 AM - 12:55PM
Shawn Ming

Culinary Mathematics CUL 1103 3CR

This course focuses on mathematics procedures and skills that are vital to the food service industry. Topics include units of measure and unit conversions, recipe scaling, yield percent, purchasing and portioning, recipe costing, and kitchen ratios. *Prerequisite: Satisfactory*

TOP 10 REASONS to Consider a Degree in ACTUARIAL SCIENCE at Bermuda College



- 10 You want a local career that is dynamic and challenging.
- 9 You don't want to go to graduate school.
- 8 You want a career with superior job security despite economic cycles.
- 7 You want a professional title, but don't want to be a doctor, lawyer or accountant.
- 6 You want a career with many opportunities that will provide you with skills that are transferrable across multiple industries.
- 5 You would like to "earn while you learn."
- 4 You want a career that you control because advancement is merit-based.
- 3 You want to be able to choose among outstanding job offers.
- 2 You want a highly competitive salary and excellent benefits.
- 1 You are self-motivated, goal oriented, and have superior mathematics aptitude and communication skills.

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

SEC01 NH G307 TR 3:35PM-4:55PM
Lynne Wade

Intro to Production Cookery CUL 1111 2CR

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

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

Breakfast & Short Order Cooking CUL 1112 1CR

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

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

Seafood Cookery CUL 1114 2CR

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

SEC01 BH B157 MTWR 8:35AM-12:55PM
Shawn Ming

Introduction to Larder (Garde Manger) CUL 1116 2CR

This course introduces students to basic hot and cold hors d'oeuvres, dressings, various forcemeats, chaud-froid decorating and preparation and design of modern buffet presentations including fruit, vegetable, lard and ice carving. *Prerequisite: CUL 1102 Corequisite: CUL 1104*

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

Introduction to Breads & Pastry CUL 1117 3CR

This course introduces students to the fundamental techniques and procedures used in baking and pastry production. Includes study of baking terminology,

weighing procedures, ingredients and basic mixing methods to produce a variety of yeast breads, cakes, cookies, and desserts to industry standards. *Prerequisite: CUL 1102 Corequisite: CUL 1104*

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

Culinary Internship CUL 1119 3CR

This twelve-week internship focuses on skills in food production and service through rotation in the kitchen brigade stations including Garde Manger, Breakfast and Short Order, Bakery and Pastry, Saucier, Larder & Butchery and Entremetier. Prior to the internship, students will develop the skills and necessary documentation to prepare for the workplace. *Prerequisites: A minimum GPA 2.0 or higher in all Culinary Arts programme courses required as prerequisites; CUL 1108, CUL 1109, CUL 1110, CUL 1112, CUL 1117*

SEC01 TBA
Rui Desa

Food & Beverage Service CUL 1125 4CR

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

SEC01 BH B157 W 3:30PM-5:00PM
BH B103 F 9:00AM-3:30PM
Rui Desa

Oriental Cuisine CUL 1127 2CR

The following skills are contained in this module: demonstrating knowledge of the history and characteristics of Chinese cuisine; identifying and preparing dishes from the four main regional Chinese cuisine: Cantonese, Hunan, Peking and Szechuan; using cutting methods associated with oriental cuisine; demonstrating stir-fry and steaming methods; demonstrating Oriental Rice cookery; preparing Japanese dishes; preparing dishes of Malaysia, Indonesia and Vietnam; preparing dishes of Singapore and Thailand. *Prerequisites: CUL 1108, CUL 1109, CUL 1110, CUL 1114.*

SEC01 BH B157 MTWR 8:35AM-12:55PM
Shawn Ming

International Cuisine CUL 1128 3CR

This course focuses on the main regions of the world noted for regional cuisines including the South American continent, Europe, India, and the Orient. Emphasis is placed on identifying and using ingredients, equipment and utensils, cutting and cooking techniques specific to

the various world regions being studied. *Prerequisites:* CUL 1108, CUL 1109, CUL 1110, CUL 1114.

SEC01 BH B160 MW 2:05PM-3:25PM
Shawn Ming

Italian Cuisine CUL 1129 2CR

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

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

Nutrition CUL 1131 2CR

An introduction to the functions of food sources of nutrients and their utilisation in human metabolic processes. Students will be required to list the primary functions and best sources of each of the major vitamins and minerals and evaluate diets in terms of the recommended dietary allowances. *Prerequisites: Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension.*

SEC01 BH B163 TR 2:35PM-3:55PM
Rui Desa

Menu Planning CUL 2118 3CR

This course introduces students to basic menu planning principles, menu terminology and description, food and liquor menu layout and design, menu pricing, mechanics and analysis, nutrition and health concerns, cost control, product mix, average check and impact on profit. *Prerequisite:* CUL 1102

SEC01 BH B157 MW 2:05PM-3:25PM
Shawn Ming

Advanced Production Cookery CUL 2127 2CR

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

SEC01 BH B163 MTWR 8:35AM-12:55PM
Shawn Ming

E-COMMERCE

E-Commerce Internship ECM 1180 3CR

Work experience in a selected local business. The experience will be in an e-commerce related area of a business or to assist a local charity in developing a website. The precise nature of the experience will be agreed upon after discussion between the College and management of the business. *Prerequisite:* A minimum GPA 2.0 or higher in all e-commerce programme courses necessary as prerequisites; ECM 1101, ECM 1110, MGN 1114, CIS 1120.

SEC01 TBA
Rui Desa

EARTH & ENVIRONMENTAL SCIENCE

Discover Our World EES 1103 4CR

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

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

Introduction to Oceanography EES 1105 4CR

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

SEC01 HH H176 MWF 10:35AM-11:25AM
HH H176 R 2:30PM-5:30PM
Amy Harvey

Environmental Geography EES 2211 3CR

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

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

Special Topics in Earth and Environmental Science EES 2298 3CR

Provides an opportunity for in-depth study at the 2000-level of a topic available as a special offering. These topics may be materials that have been initially explored at the 1000-level or new materials for which development and exploration was provided as an appropriate base at the 1000-level course. *Prerequisite: Appropriate 1000-level courses and/or a 2000-level course relevant to the topic.*

SEC01 TBA
Amy Harvey

ECONOMICS

Principles of Micro-Economics ECO 1101 3CR

An introduction to economic analysis covering the problems of scarcity and choice, the allocation of resources in market and collective economies, a detailed analysis of the price mechanism, business organisation and the theory of the firm.

Corerequisite: One mathematics course at 1100 level.

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

Principles of Macro-Economics ECO 1102 3CR

An introduction to economic analysis covering national income theory, fiscal and monetary policy, international trade, inflation, unemployment and economic growth. Attention is focused on current economic issues facing the United States and Bermuda.

Corerequisite: One mathematics course at 1100 level.

SEC 01 NH G301 MWF 11:35AM-12:25PM
Craig Simmons
SEC02 NH G301 T 6:00PM-9:00PM
Craig Simmons

Intermediate Macroeconomics ECO 2202 3CR

A detailed study of national income theory, consumption, investment, international trade, economic growth, fiscal and monetary policy, and their relevance to current economic issues. *Prerequisite: ECO 1102*

SEC01 HH H275 TR 11:35AM-12:55PM
Craig Simmons

EDUCATION

Intro to Child Development EDU 1103 3CR

A survey of the concepts, theories and various aspects of the development of children and adolescents. Topics include prenatal development, patterns of physical growth, sensation and perception, cognitive development, information processing, intelligence and assessment, language development and personality development. A minimum

grade of B is required. *Prerequisite: A grade of "C" or better in ENG 0012.*

SEC01 HH H275 T 6:00PM-9:00PM
Mellisa Gibbons -Tankard

Children & Their Environment EDU 2202 3CR

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

SEC01 BH B260 MWF 9:35AM-10:25AM
Andrea Lightbourne-Webster

Exceptional Children EDU 2204 3CR

The course will provide an overview of special education in relation to the inclusion policy for public schools. The historical development of special education from Roman civilisation to the 1900s will be addressed together with the various exceptionalities of children including etiologies prognosis and educational alternatives. The course includes discussions on the effect of socio-economic status, ethnic group affiliation and parental and community attitudes towards those with disabilities. The benefits of acknowledging and working with cultural diversity and its capacity to enrich and enhance curriculum will be examined. *Prerequisite: EDU 1102.*

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

Interventions & Support Services EDU 2231 3CR

A survey of the learning and behaviour difficulties that children and adolescents may experience. Assessment and identification of these difficulties during infancy, early childhood and adolescence will be discussed. Students will learn ways to prevent learning and behaviour problems and diffuse disruptions in the classroom. Recommendations, strategies, techniques and interventions for implementation will be offered. Additionally, students will become familiar with the support services provided in schools and in the community for children and adolescents. *Prerequisite: EDU 1102.*

SEC01 HH H102 R 6:00PM-9:00PM
Clindel Lowe

Classroom Management EDU 2251 3CR

Exposes students to a range of evidence-based classroom management strategies and techniques for prevention and intervention of inappropriate behaviours. Course content will explore the theoretical assumptions of various models and, through active learning, explore

practical application of their strategies. While many approaches will be studied, the major emphasis in the course will be on creating safe, respectful and culturally reflective learning environments through developmental, academic and constructivist approaches. *Prerequisites: PSY 1102 and EDU 1102 or EDU 2201*

SEC01 BH B260 M 6:00PM-9:00PM
Ru-Zelda Severin

Early Childhood Education Experience

EDU 2265 6CR

A practical experience with children and/or youth to be conducted in a Bermuda College approved setting under the guidance of a professional. This practicum is undertaken on the approval of the programme advisor. *Prerequisites: Minimum GPA 2.0 and the completion of EDU 2231, EDU 2251 and EDU 2204 or EDU 2205.*

SEC01 TBA
Ru-Zelda Severin

Special Themes and Topics in Early Childhood Education

EDU 2298 3CR

Designed to allow students an opportunity either for a more in-depth inquiry of a 2000-level topic or for the study of a special topic or theme in Child and Youth studies. The course is offered periodically depending on student interest. *Prerequisite: A 2000-level course in the subject area.*

SEC01 BH B260 TR 4:00PM-5:30PM
Ru-Zelda Severin

ELECTRICAL WIRING

TDC Theory: OHM'S Law ELN 1107 1CR

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

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

The DC Series Circuit ELN 1108 1CR

This module introduces the student to the DC series circuit. The topics covered are: Calculating resistance in a DC series circuit; how current reacts in DC series circuits; how voltage functions in a DC series circuit; Working with ratio and proportion; how voltage dividers work in a DC series circuit; how to calculate power in a DC series circuit. In addition to the DC theory,

there are nine lab assignments that give the student hands on experience with actual DC series circuits.

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

The DC Parallel Circuit ELN 1109 1CR

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

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

The DC Combination Circuit ELN 1110 1CR

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

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

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

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

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

An Introduction to the National Electrical Code ELN 1112 ICR

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

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

Working with Series and Parallel RL & RC Circuits ELN 2119 ICR

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

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

Analysing and Working with Combination RLC Circuits ELN 2120 ICR

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

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

Filters, Power Factor and Power Factor Correction ELN 2121 ICR

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

dent the training and the confidence to solve problems involving filters and power factor on the job.

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

Understanding the Principles of Three Phase Systems ELN 2122 ICR

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

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

NEC – Branch Circuits I & 2 and Feeders and Services ELN 2123 ICR

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

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

NEC – Requirements for Cable Assemblies & Wiring Methods ELN 2124 ICR

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

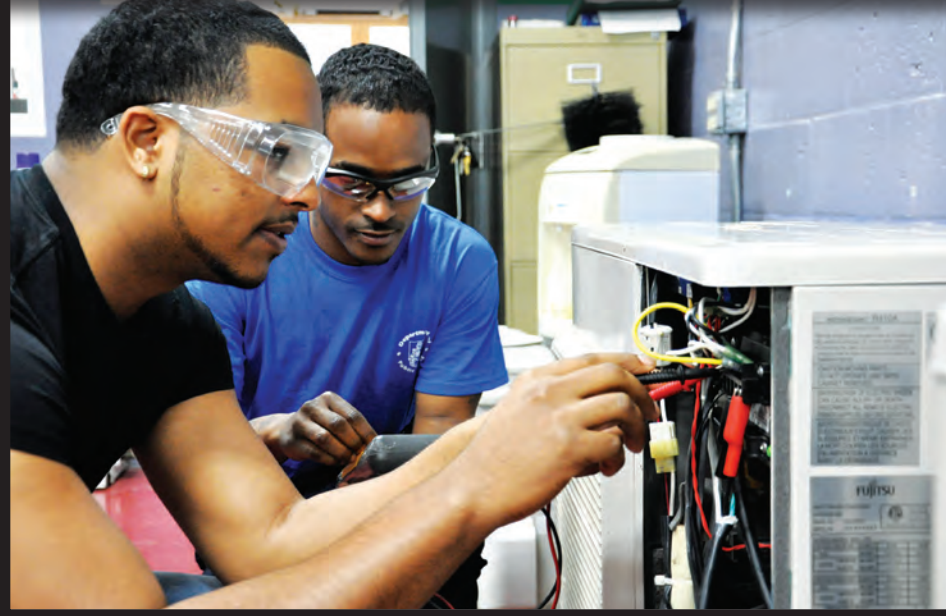
SEC01 TECH T230 TR 1:30PM-5:30PM
Delroy Musson

Grounding Electrode System ELN 3131 ICR

This module introduces the student to the Grounding Electrode System. The student will learn the function of grounding electrodes in the electrical system and describe how to install and establish a grounding system. Topics include the grounding electrode system;

TECHNICAL EDUCATION

“Using your hands and your head...”



HEATING VENTILATION AND AIR CONDITIONING

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the grounding electrode conductor; bonding enclosures and equipment; equipment grounding conductors and enclosure and equipment grounding.

SEC01 TECH T230 MW 1:30PM – 5:30PM
 Craig Laws

Personnel & Equipment Protection

ELN 3132 ICR

The primary focus of this module is the protection of personnel and equipment. Topics include ground faults and short circuits; separately derived systems; grounding at separate buildings; protection of personnel and equipment; special location requirements for grounding and bonding.

SEC01 TECH T230 MW 1:30PM-5:30PM
 Craig Laws

Grounding & Bonding of Equipment

ELN 3133 ICR

This module will familiarise the student with the special grounding and bonding requirements for electronic equipment. Topics include the requirements for grounding and bonding of electronic equipment; low voltage intersystem grounding and bonding; requirements for grounding and bonding systems over 1000 volts; an overview of NEC Article 250; introduction to earth testing; the principles and methods used for earth testing.

SEC01 TECH T230 MW 1:30PM-5:30PM
 Craig Laws

Three Phase Transformers

ELN 3134 ICR

This module deals with the technical or theory side of transformer connections. The student will learn how to identify the uses of different WYE and DELTA three-phase systems; list the advantages and disadvantages of three phase transformers; describe how to use a delta connection and when to use a wye connection; how to draw wye and delta connections for three phase transformers. Three lab assignments provide the student with the training and the practical experience to work with actual transformer connections he/she will encounter in the workplace. Topics include a review of three-phase transformer theory and a review of WYE and DELTA three-phase transformers.

SEC01 TECH T230 MW 1:30PM-5:30PM
 Craig Laws

NEC Overcurrent Protection

ELN 3135 ICR

This NEC module focuses on the overcurrent protection devices required for branch circuits, feeders and services. In addition, the student will learn about the tap rule requirements for the different types of tap conductors. Topics include overloads, short-circuits and ground-faults; selection of overcurrent protection devices (OPCD); types of OPCD-circuit breakers; types of OCPD-fuses; branch circuits, feeders and services; conductor tap rules and supervised industrial installations.

SEC01 TECH T230 MW 1:30PM-5:30PM
 Craig Laws

Transformer/Ground Fault Protection

ELN 3136 ICR

This module focuses on three important NEC considerations: transformer protection; ground fault protection and motor overload protection. Topics include transformer protection-NEC Article 450; motor branch circuits-NEC Article 430; ground fault protection; component protection-NEC Article 119.10; motor overload and single-phasing protection; motor and group motor protection and devices-NEC Article 430.

SEC01 TECH T230 MW 1:30PM-5:30PM
Craig Laws

Solar Power Generation and Fuel Cell Basics

ELN 5155 ICR

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

SEC01 TECH T230 MW 8:30AM-12:30PM
Craig Laws

High Voltage Testing

ELN 5156 ICR

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

SEC01 TECH T230 MW 8:30AM-12:30PM
Craig Laws

Harmonics and Power Quality Surveys

ELN 5157 ICR

This module introduces the student to Power Quality. The student will review the various systems that comprise a modern power distribution system. He or she will learn why Harmonics is considered to be one of the most significant power quality problems found in electrical distribution systems today. Topics include: Power distribution systems; Power quality terminology, Costs and concepts; Types of power problems; Har-

monics; Power quality surveys; Power system troubleshooting; Mitigation equipment.

SEC01 TECH T230 MW 8:30AM-12:30PM
Craig Laws

Automation Networks

ELN 5158 ICR

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

SEC01 TECH T230 MW 8:30AM-12:30PM
Craig Laws

Understanding Emergency Building Installation Requirements

ELN 5159 ICR

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

SEC01 TECH T230 MW 8:30AM-12:30PM
Craig Law

Electrical Load Calculations as per the NEC

ELN 5160 ICR

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

SEC01 TECH T230 MW 8:30AM-12:30PM
Craig Laws

ENGLISH COMMUNICATION**Preparatory College Writing I ENG 0011 3CR**

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

SEC01 NH G306 MWF 11:35AM-12:25PM
Joanne Brangman

Preparatory College Writing II ENG 0012 3CR

This course focuses on further development of expository writing skills and the introduction of the argumentative research essay. Special attention is given to essay structure, coherence and the practices of standard written English. Basic research techniques are introduced and practised in the single source essay and in a short researched essay. *Prerequisite: A grade of C or better in ENG 0011 or satisfactory performance on College Placement Test.*

SEC01 NH G307 M 6:00PM- 9:00PM
Denise Simons
SEC02 NH G305 MWF 1:35PM-2:25PM
Joanne Brangman

Preparatory College Reading I ENG 0015 3CR

Development of college-level study and reading skills. Instruction includes outlining, summarising, increasing vocabulary, improving comprehension through reading essays and short fiction, and developing library skills and test-taking strategies. *Prerequisite: Satisfactory performance on College Placement Test.*

SEC01 NH G223 MWF 9:35AM-10:25AM
Algene Maybury

Preparatory College Reading II ENG 00163 3CR

Reinforces and builds upon skills developed in ENG 0015 through a study of selected readings from textbook abstracts, library sources and different literary genres such as poetry and drama. *Prerequisite: A grade of C or better in ENG 0015 or satisfactory performance on College Placement Test.*

SEC01 NH G323 MWF 12:35PM-1:25PM
Zakkiyah Daniels
SEC02 NH G223 TR 2:35PM-3:55PM
Zakkiyah Daniels

Communications for Industry II ENG 1045 3CR

A course emphasising comprehension and summary of industry-related materials, writing researched reports, preparing short talks, and developing different styles of letters and memos commonly required in industry.

*Prerequisite: A grade of C or better in ENG*1044*

SEC01 NH G305 MWF 9:35AM-10:25AM
Denise Simons

Freshman Composition ENG 1111 3CR

A course intended to prepare students for college writing and beyond. There is a focus on composition that includes writings such as essays (exemplification, cause-effect, process analysis, compare and contrast, division and classification etc.) editorials, manifestos, blogs etc. Students develop research and documentation skills (MLA) and apply them to required research papers and assignments. *Prerequisites: A grade of "C" or better in ENG 0012 and ENG 0016 or satisfactory performance on the College Placement Test*

SEC01 NH G226 TR 11:35AM-12:55PM
Dwayne Thompson
SEC02 NH G323 MWF 9:35AM-10:25AM
Dwayne Thompson
SEC04 BH B264 R 6:00PM-9:00PM
Sharon Virgil
SEC05 NH G226 MWF 11:35AM-12:35PM
Denise Simons

Literary Analysis ENG 1112 3CR

An introduction to literary analysis that focuses on devices such as imagery, setting, character, point of view, theme, and figures of speech in selected works of prose, poetry, drama and short fiction. Students read works from different perspectives and prepare analytical and researched essays. *Prerequisite: ENG 1111*

SEC01 BH B263 MW 8:00AM-9:20AM
Sharon Virgil
SEC02 BH B263 MWF 9:35AM-10:25AM
Sharon Virgil
SEC03 BH B260 TR 11:35AM-12:55PM
Sajni Tolaram

Writing for Professional ENG 1115 3CR

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

SEC01 NH G323 MW 2:35PM-3:55PM
Dwayne Thompson
SECD1 NH G307 S 10:00AM-1:00PM
Dwayne Thompson

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



JANUARY 10

REGISTRATION DEADLINE

JANUARY 17

FINAL DAY FOR TUITION PAYMENT

JANUARY 13-17

LATE REGISTRATION

Oral Communication **ENG 2212** **3CR**

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

SEC01 Library W 5:30PM-8:30PM
Sajni Tolaram

Argumentative Writing **ENG 2213** **3CR**

Analysis, development, and application of practical and logical reasoning, essential to all disciplines, are emphasised. The course covers a range of argumentative styles with special focus on organisational techniques and overall principles of writing. *Prerequisite: ENG 1112 or ENG 1115*

SEC03 BH B263 MW 2:35PM-3:55PM
Sajni Tolaram

Special Themes and Topics in English: Toni Morrison **ENG 2298** **3CR**

This course explores significant themes in select novels and essays by Nobel Laureate, Toni Morrison. Morrison's voice, in American literature, is examined through gender conflict and gender harmony; through generational dynamics and historical elements; and, particularly, through the legacy of slavery. Special attention is given to the style of the narratives that shape the central themes. Film, including *Beloved*, is incorporated to contextualise various aspects of Morrison's work. *Prerequisite: ENG 1112.*

SEC03 BH B263 M 5:30PM-8:30PM
Sajni Tolaram

FOOD & BEVERAGE SERVICE

Food Service I **FAB 1100** **4CR**

Practical food, beverage and wine service skills and knowledge in a dining room, principles of merchandising and salesmanship, customer relations, forecasting and planning workloads and bar technology. Students are required to obtain the Federation of Dining Room Professionals Certified Dining Room Associate and the Associate Wine Steward certification.

Prerequisite: CUL 1104

SEC 01 BH B163 W 3:30PM-5:00PM
BH B103 F 9:00AM-3:30PM
Rui DeSa

HEATING, VENTILATION & AIR CONDITIONING

Mechanical Maintenance **HVA 1102** **3CR**

The following skills are contained in this module: Analyse air properties; select and install venting systems; maintain mechanical components; test AC circuits and components. *Prerequisite: NCC*1101, NCC*1102, NCC*1103, NCC*1104 and NCC*1105*

SEC01 TH T085 MW 1:30PM-5:30PM
Cannoht Roberts

HVAC Controls **HVA 1103** **3CR**

The following skills are contained in this module: Test electronic circuits; test electric furnace controls; operate electric, electronic and pneumatic control systems; identify accessories; install and adjust refrigerant controls. *Prerequisite: NCC*1101, NCC*1102, NCC*1103, NCC*1104 and NCC*1105*

SEC01 TH T085 MW 1:30PM-5:30PM
Cannoht Roberts

Refrigeration System Service **HVA 1104** **4CR**

The following skills are contained in this module: Operate, service and install compressors; service heat pumps; use leak detectors, vacuum pumps, recovery units and charging systems; recycle refrigerants. During this module students will write the Ministry of Environment Certification exam for CFC Handling in Bermuda. *Prerequisite: NCC*1101, NCC*1102, NCC*1103, NCC*1104 and NCC*1105*

SEC01 TH T085 MW 1:30PM-5:30PM
Cannoht Roberts

Senior Student Project II HVA 2109 2CR

This is a continuation of HVA 1105. Requirements include a final report to be sent to ASHRAE at the completion of the project.

SEC01 TH T085 TR 1:30PM-5:30PM
Cannoth Roberts

System Performance HVA 2110 3CR

The following skills are contained in this module: Using blueprints; test indoor air quality; identify energy conservation equipment.

SEC01 TH T085 TR 1:30PM-5:30PM
Cannoth Roberts

Energy Management HVA 2111 3CR

The following topics are contained in this module: Explain energy management; Maintain water quality; Start-up and shutdown commercial systems.

SEC01 TH T085 TR 1:30PM-5:30PM
Cannoth Roberts

System Design HVA 2112 3CR

The following topics are contained in this module: Calculate heat loads; Identify cold storage equipment.

SEC01 TH T085 TR 1:30PM-5:30PM
Cannoth Roberts

HISTORY**World History II HIS 1141 3CR**

This course analyses the development and interaction of world civilisations from the spread of Christianity to the First World War. Topics include the Scientific and Industrial Revolutions, colonialism and imperialism. Coverage also includes development in the Americas, the Caribbean and Bermuda. *Corequisite: ENG 1111 is required.*

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

HOTEL MANAGEMENT**Intro to Lodging Management HMT 1120 3CR**

A study of hotel organisation with particular reference to skills required for lodging management. Topics include: reservations, reception, cashiering, night audit and housekeeping. Students are required to gain practical experience shadowing supervisors in the front office, housekeeping and reservation departments, at the Coco Reef Resort or another approved establishment.

SEC01 NH G306 TR 10:05AM-11:25AM
Shawn Deshields

Hotel Management Internship HMT 1175 3CR

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

SEC01 TBA
Rui DeSa

Hospitality Supervisory**Practices HMT 2255 3CR**

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

SEC01 NH G323 TR 4:05PM-5:25PM
Rui DeSa

Food & Beverage Management HMT 2260 3CR

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

SECDI NH G304 W 1:00PM-2:30PM
Barbara O'Shaughnessy

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

LAW**Business Law LAW 2203 3CR**

This course gives students a working knowledge of the legal system and the law and how it affects day-to-day operations of business. Emphasis is on the Law of Contract, the Law of Torts and Employment Law.

Prerequisite: 18 credits at the 1000-level

SEC01 HH H100 W 6:00PM-9:00PM
Zakkiyah Daniels

MANAGEMENT**Accounting in Action MGN 1015 3CR**

This course will draw upon the knowledge and skills students have acquired throughout the Accounting Assistants programme. The use of practical accounting-oriented mini case studies and simulations will aid in the development of students' problem-solving and decision-making skills. Students will be required to present their decisions in writing and through oral presentations and discussions. *Prerequisite: CIS*1120*

SEC01 TH T224 MW 11:35AM-12:55PM
Gwendolyn Lawrence

Accounting Assistant

Work Placement MGN 1016 1CR

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

*Prerequisite: BKG*0041, CIS*1120*

SEC01 TBA
Rui DeSa

Introduction to Business MGN 1114 3CR

This course provides an introduction to business concepts and functions. Topics covered include: ethics and social responsibility, forms of business ownership, small business and entrepreneurship, management and organisation of the firm, marketing, operations, finance, and human resources. Emphasis will be placed upon the discussion of current issues and trends relating to these topics. Case study analysis will be introduced. *Prerequisite: ENG*0012*

SEC01 NH G225 TR 10:05AM-11:25AM
Barbara O'Shaughnessy
SEC02 HH H270 M 5:00PM-8:00PM
Gwendolyn Lawrence

Tourism MGN 1116 3CR

An introduction to tourism, including tourism supply components, marketing and the social and economic impact of tourism development both inter-nationally and in Bermuda.

SECD1 NH G306 W 10:05AM-11:25AM
Shawn Deshields
*The section is a hybrid, consisting of online and some face to face time.

Intro to Human Resource Management MGN 2110 3CR

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

SEC01 NH G225 TR 5:30PM-6:55PM
TBA

Business Work Placement MGN 2119 3CR

An academic practicum designed to provide an opportunity to apply knowledge gained in the classroom to a work environment. The practicum is a minimum of eighty hours of unpaid work experience. *Prerequisites: A minimum GPA 2.0 or higher in all Business Manage-*

ment programme courses required as prerequisite; ACC 1140 or CIS 1130 as well as ACC 1135, ACC 1145, CIS 1120, CSC 1100 and MGN 1114 or permission from the Practicum Coordinator.

SEC01 TBA
Rui DeSa

Marketing Management II MGN 2211 3CR

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

SEC01 NH G225 TR 11:35AM-12:55PM
Barbara O'Shaughnessy

Business Analysis & Communication MGN 2217 3CR

This course reinforces the theoretical principles of business introduced in MGN 1114 through communication skills development. It will require students to make practical use of introductory business concepts. Students will be required to research and analyse business-related material and express their ideas in the form of oral presentations, formal reports and case studies. *Prerequisite: MGN*1114 and CIS*1120*

SEC01 BH B260 TR 2:35PM-3:55PM
Barbara O'Shaughnessy

Organisational Behaviour MGN 2222 3CR

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

SEC01 BH B260 W 6:00PM-9:00PM
Barbara O'Shaughnessy

Introduction to Project Management MGN 2230 3CR

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

SEC01 NH G301 TR 11:35AM-12:55PM
Rui DeSa

**MANDATORY FOR ALL SPRING 2020 MATH COURSES: PURCHASE OF A COMPUTER ACCESS CODE FOR COMPLETION OF ALL ONLINE ASSIGNMENTS****Finance II****MGN 2241 3CR**

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

SECD1 NH G304 TR 8:35AM-9:55AM Ann Parsons

MATHEMATICS**Basic Mathematics****MAT 0010 3CR**

A review of foundational-level mathematics for students needing to strengthen their problem solving skills. Topics include adding, subtracting, multiplying, and dividing fractions, decimals, and integers.

Successor: MAT 0014.

SEC01 NH G306 MWF 10:35AM-11:25PM Dana Lightbourne

Preparatory College Math I**MAT 0014 3CR**

An elementary course developing a foundation in algebra. Topics include linear equations & inequalities, equations of lines, exponents and polynomials. *Prerequisite: A grade of "C" or better in MAT 0010, or satisfactory performance on the College Placement Test. Successor: MAT 0015*

SEC01 NH G307 MWF 10:35AM-11:25AM Necheeka Trott

SEC02 NH G323 TR 10:05AM-11:25AM Jennifer Acka

SEC03 NH G323 M 6:00PM-9:00PM Necheeka Trott

Preparatory College Math II**MAT 0015 3CR**

An intermediate algebra course preparing students for entry to college level mathematics. Topics include polynomials with emphasis on factoring and solving quadratic equations, solving rational and radical equations, simplifying complex expressions, and performing basic operations on rational and radical expressions. *Prerequisite: A grade of "C" or better in MAT 0014, or satisfactory performance on the College Placement Test. Successor: MAT 1105, MAT 1107, or MAT 1131.*

SEC01 NH G307 MWF 11:35AM-12:25PM Necheeka Trott

SEC02 NH G305 TR 11:35AM-12:55PM Necheeka Trott

SEC03 NH G306 M 6:00PM-9:00PM Ali Arouzi

College Algebra I**MAT 1105 3CR**

Intended to provide exposure to a number of mathematical topics at college level for those students who do not wish a concentration in mathematics but who need to improve their competency in intermediate algebra. Such topics will include absolute values, domain and range of functions, symmetry, graphs, horizontal and vertical translations and the study of roots of polynomials.

SEC01 HH H273 MWF 1:35PM-2:25PM Grisell Lightbourne

SEC02 NH G226 M 6:00PM-9:00PM Grisell Lightbourne

A Survey of Mathematics**MAT 1107 3CR**

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

SEC01 NH G304 TR 3:35PM-4:55PM Troy Ashby

Finite Mathematics**MAT 1131 3CR**

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


SEC01 NH G304 MWF 2:35PM-3:25PM Grisell Lightbourne

Business Calculus**MAT 1132 3CR**

Intended for business students using calculus as a tool with particular applications in management and economics. Includes exponential and logarithmic functions, elementary differential calculus, applications to maxima and minima, cost analysis, marginal propensity to consume and the multiplier, integral calculus, area between two curves, simple differential equations, optimisation of profit. *Prerequisite: MAT*1131*

SEC01 NH G226 MWF 10:35AM-11:25AM Grisell Lightbourne

NEW COURSE OPTIONS

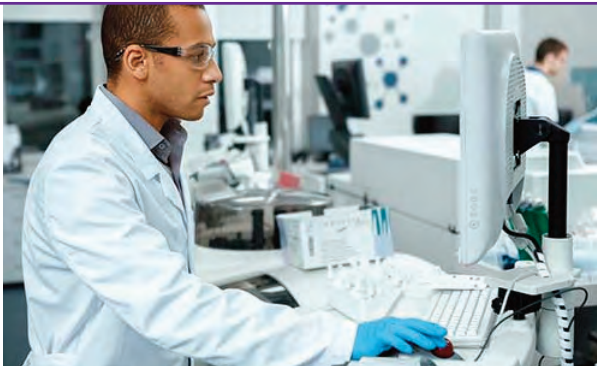


ENG 2298 TONI MORRISON
 Explore significant themes in select novels and essays by Nobel Laureate, Toni Morrison. Morrison's voice, in American literature, is examined through gender conflict and gender harmony; through generational dynamics and historical elements; and, particularly, through the legacy of slavery. Special attention is given to the style of the narratives that shape the central themes. Film, including *Beloved*, is incorporated to contextualise various aspects of Morrison's work. **Prerequisite:** ENG 1112



EDU 2298 MUSEUM IN A BOX: CRAFTING ATLANTIC WORLD HISTORY NARRATIVES FOR EARLY LEARNERS
 Learners will collaborate with the National Museum of Bermuda and local early childhood educators to develop a series of Museum in a box narratives which learners will pilot in preschools and early primary classrooms. **Prerequisite:** A 2000 level course in the subject area

CREDIT COURSES



Division of Nursing and Allied Health

CONTACT:
 Kathy-Ann Swan,
 Director of Nursing Education & Allied Health
 Tel: 239-4071 Email: kswan@college.bm

The Division of Nursing & Allied Health is supported and endorsed by keystakeholders in health Education. It offers greater options in healthcare careers on Island. Students have the choice of:

GENERAL PRE-HEALTH TRACK
 for careers in health science, such as occupational therapy, physical therapy and physician assistant; or

PRE-MEDICAL TRACK
 providing pathways into the medical profession and veterinary science.



ALL SPRING 2020 MATH COURSES REQUIREMENT: PURCHASE OF A COMPUTER ACCESS CODE IS MANDATORY FOR COMPLETION OF ALL ONLINE ASSIGNMENTS

Pre-Calculus **MAT 1141 3CR**

A continuation of the study of topics in algebra, in addition to topics in trigonometry; recommended for students of calculus, or those seeking a concentration in mathematics or science. Includes the study of roots of quadratic equations, the Remainder Theorem, exponential and logarithmic functions and equations, graphs of trigonometric functions, trigonometric equations, compound angles, sine and cosine formulae. *Prerequisite: MAT 1105 or satisfactory performance on college placement test.*

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

Calculus I **MAT 1152 3CR**

Intended as a theoretically-rich advanced approach to the fundamental concepts of calculus, particularly useful for students wishing to pursue further university-level work in this or related fields. Includes limits, continuity, differentiability, Rolle's Theorem, the Mean Value Theorem, Riemann sums, Fundamental Theorem of Calculus. *Prerequisite: MAT 1141.*

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

Multivariable Calculus **MAT 2220 3CR**

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

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

Statistics I **MAT 2233 3CR**

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

SEC01 NH G323 MWF 11:35AM-12:25PM
Grisell Lightbourne
SEC02 NH G307 T 6:00PM-9:00PM
Lynne Wade

Statistics II **MAT 2234 3CR**

A continuation of MAT 2233 covering methods of

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

SEC01 NH G307 MWF 9:35AM-10:25AM
Lynne Wade
SEC01 HH H270 W 6:00PM-9:00PM
Dana Lightbourne

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

Elementary Differential Equations **MAT 2240 3CR**

Intended to provide exposure to the topics in the differential equations for the students who wish to obtain a concentration in mathematics or in the fields of science where a sound background in mathematics is required. Such topics include first order differential equations and their applications in biology, chemistry and social science, second order differential equations and their applications in mechanics and electronics, higher order equations, series solutions and matrix methods. *Prerequisite: MAT*1152*

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

MOTOR VEHICLE TECHNOLOGY

Ignition Systems **MVT 1101 2CR**

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

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

Fuel/Exhaust Systems **MVT 1102 2CR**

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

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

Exhaust Emissions Systems **MVT 1103 2CR**

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

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

Steering System **MVT 2110** **1CR**

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

SEC01 TH T187 MWR 8:30AM-12:30PM
Michael Thompson

Power Steering Systems **MVT 2111** **1CR**

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

SEC01 TH T187 MWR 8:30AM-12:30PM
Michael Thompson

Suspension Systems **MVT 2112** **1CR**

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

SEC01 TH T187 MWR 8:30AM-12:30PM
Michael Thompson

MUSIC

Music Appreciation **MSC 1103** **3CR**

A historical survey of the development of western music and its composers from the medieval period to jazz. Emphasis is placed on how the elements of music change and develop throughout history. This course involves extensive listening and live concert attendance.

SEC01 BH B260 MWF 12:35PM-1:25PM
Ru-Zelda Severin

Piano Skills I **MSC 1204** **3CR**

Group instruction and performance in the beginning level of piano skills and musicianship.

SEC01 BH B204 MWF 2:35PM-3:25PM
Ru-Zelda Severin

NCCER

Health and Safety **NCC 1101** **1CR**

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

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

Mathematics **NCC 1102** **1CR**

Reviews basic mathematical functions such as adding, subtracting, dividing, and multiplying whole numbers, fractions and decimals, and explains their applications to the construction trades. Explains how to use and read various length measurement tools, including standard

and metric rulers and tape measures, and the architect's and engineer's scales. Explains decimal-fraction conversions and the metric system, using practical examples. Also reviews basic geometry as applied to common shapes and forms.

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

Hand Tools **NCC 1103** **1CR**

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

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

Power Tools **NCC 1104** **1CR**

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

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

Introduction to Construction Drawings **NCC 1105** **1CR**

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

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

Basic Communications **NCC 1107** **1CR**

Provides trainees with techniques for communicating effectively with co-workers and supervisors. Includes practical examples that emphasise the importance of verbal and written information and instructions on the job. Also discusses effective telephone and e-mail communication skills.

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

Employability Skills **NCC 1108** **1CR**

Identifies the roles of individuals and companies in the construction industry. Introduces trainees to critical thinking and problem solving skills and computer systems and their industry applications. Also reviews

BARTENDING FAB 815

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

We focus 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!



The Prospect Room

Lunchtime Dining at its Best!

FOUR-COURSE MEAL

Includes one complimentary beverage

ONLY \$30

*prepared by Bermuda College
Culinary Arts Students*

FRIDAYS

February 21, 28

March 13, 20, 27

April 3, 17, 24

For reservations, contact

Tiara Symonds – 236-9000 x4461

Seating available between 12:00 - 12:30 p.m.

RESERVE YOUR SPACE TODAY!

PLEASE NOTE:

Reservation changes or cancellations are kindly requested to be made at least 24 hours in advance.

Credit Cards, Cash and Cheques will be accepted.

effective relationship skills, effective self-presentation, and key workplace issues such as sexual harassment, stress and substance abuse.

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

Introduction to Materials Handling **NCC 1109** **1CR**

Recognises hazards associated with materials handling and explains proper materials handling techniques and procedures. Also introduces materials handling equipment and identifies appropriate equipment for common job-site tasks.

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

NURSING

Psychiatric Nursing **NUR 2200** **5CR**

This course introduces concepts of nursing care for patients throughout the life span with maladaptive psychosocial and physiological responses related to mental disorders. Development of communication skills, self awareness and the therapeutic use of self in selected clinical settings is integrated throughout the course.

Prerequisites: A grade of "B-" or better in NUR 1150
Corequisites: NUR 2201 and NUR 2235

SEC01 TH T222 T 6:00PM-9:00PM
Practical OFFSITE W 8:00AM-1:00PM
Karen Grant-Simmons

Medical Surgical Nursing **NUR 2201** **7CR**

Students in Nursing 2201 will learn nursing care of individuals with common disease processes. The clinical experience allows students to further develop psychomotor skills such as health assessment and use critical thinking and communication skills to develop a nursing diagnosis on a stable medical or surgical patient.

Prerequisites: A grade of "B-" or better in NUR 1150
Corequisites: NUR 2200 and NUR 2235

SEC01 TH T224 M 5:30PM-8:30PM
TH T088 R 8:35AM-12:25PM
Clinical OFFSITE S 8:00AM-2:30PM
Renee Faulcon

SEC02 TH T214 M 5:30PM-8:30PM
TH T088 R 1:30PM-5:30PM
Clinical OFFSITE U 8:00PM-2:30PM
Renee Faulcon

Adult Health Practicum **NUR 2251** **8CR**

This is the capstone course of the ADN, entry level nursing programme. Students in this course examine health issues that are complex and encompass multiple systems. Information presented will be synthesised with knowledge gained in previous courses, specifically pathophysiology, pharmacology and medical surgical nursing. In

the clinical setting, students will demonstrate the ability to apply the nursing process to the care of individuals with complex needs. Current evidence-based research and implications will be incorporated throughout.

Prerequisites: A grade of "B-" or better in NUR 2240 and 2250

SEC01 TH T224 M 9:00AM-12:00PM
T087/088 T 9:00AM-12:00PM
Clinicals S/U 8:00AM-2:30PM

NOTE: Overseas Clinical experience is included in this course.

OFFICE ASSISTANTS

Communication & Presentation Skills **OFA 1040** **2CR**

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

SEC01 NH G305 MWF 10:35AM-11:25AM
Gwendolyn Lawrence

Office Applications Certification **OFA 1060** **1CR**

This course requires independent study and practice to successfully complete at least four applications to include as a minimum word processing, spreadsheet, presentation software, web browsing and communication. Either the International Computer Drivers Licence (ICDL) or the Microsoft Office Specialist (MOS) certifications will be considered acceptable. *Prerequisite: CIS 1120. This course is a certificate course and will not normally transfer into degree programmes.*

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

Office Work Placement **OFA 1090** **3CR**

This course requires the student to demonstrate professional ethics, skills and knowledge required of an office assistant in the office environment. This course is a final course preparing the student for immediate employment. *Prerequisite: A minimum GPA 2.0 or higher in all Office Assistant programme courses required as prerequisite, CIS 1120, OFA 1011, OFA 1025 C prerequisite: OFA 1040. This course is a certificate course and will not normally transfer into degree programmes.*

SEC01 TBA
Rui DeSa

PHILOSOPHY

Introduction to Philosophy:

Ethics and the Nature of Man **PHL 1104 3CR**

This course addresses the questions, "What is Human?", "How does humanity differ from other animals?", "Are we truly free?", "What are our responsibilities and ethical obligations", or "Where do these obligations come from?" Answers to these questions are pursued through a historical and contemporary study of Ethics, Identity, the Mind-Body Problem, or Free Will and Determinism.

Prerequisite: A grade of C or better in ENG 0012

SEC 01 HH H104 W 6:00 PM - 9:00 PM
Stephen Notman

PHYSICS

Preparatory Physics **PHY 0013 4CR**

A basic introduction to the fundamental principles of physics. Topics include measurement and units, force, work and energy. Molecular motion and heat, waves and electrical energy. The development of problem solving skills. Laboratory. A grade of C will be required to advance to the 1000-level courses. *Co-requisite: MAT 0014*

SEC01 HH H273 MW 5:35PM-6:55PM
HH H170 T 2:30PM-5:30PM
Neville Zuill

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

A continuation of PHY 1121. Topics include vibration and waves, sound, electricity and magnetism, light and optics and modern physics. Laboratory.

*Prerequisite: PHY*1121*

SEC01 HH H170 T 4:30PM-7:30PM
HH H170 F 3:05PM-4:55PM
Paul Wright

PLUMBING

Installing DWV Piping **PLM 1104 4CR**

The following skills are contained in this module: Complete septic system permit; determine system requirements; install water meters.

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

Valves, Fixtures & Faucets **PLM 1105 3CR**

The following skills are contained in this module: Size materials from drawings; cross check drawings

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

Installation of Water Heaters **PLM 1106 3CR**

The following skills are contained in this module: Install and join piping; install septic tanks.

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

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

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

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

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

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

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

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

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

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

PSYCHOLOGY

Introduction to Psychology II **PSY 1102 3CR**

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

SEC01 HH H100 MWF 10:35AM-11:25AM
Jeremiah Faries
SEC02 HH H100 T 6:00PM-9:00PM
Jeremiah Faries

Abnormal Psychology **PSY 2220 3CR**

An evaluation of abnormal behaviour, including the core concepts of the differing psychopathology: Neuroses, psychoses and social disorders. Different approaches to treatment are described. *Prerequisite: PSY*1101 and PSY*1102*

SEC01 HH H273 TR 10:05AM-11:25AM
Jeremiah Faries

Human Development PSY 2240 3CR

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

SEC01 HH H273 MWF 12:35PM-1:25PM
Jeremiah Faries

Educational Psychology PSY 2272 3CR

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

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

RELIGIOUS STUDIES

Introduction to Religious Studies I

REL 1101 3CR

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

by understanding our shared community with the sacred aspects of existence. *Prerequisite: A grade of "C" or better in ENG 0012*

SEC01 HH H275 M 6:00PM-9:00PM
Radell Tankard

SOCIAL SCIENCE

Research Methods in Social Science I

SSC 2200 3CR

An introduction to scientific methods as they are applied to the social sciences. The research process, including formulation of research problems and hypotheses; selection of appropriate research designs and instruments; developing questionnaires; interviewing and observation Techniques are presented and discussed. *Prerequisite: 6 credits in approved 1100-level courses in Social Sciences.*

SEC01 NH G226 TR 2:35PM-3:55PM
Craig Simmons

SOCIAL WORK

Introduction to Social Work

SOW 1151 3CR

Designed for students wishing to explore interest in and capacity providing a comprehensive overview of the ways that social workers respond to a wide range of societal problems, as well as the agencies that administer the services to those in need. This course emphasises one's own interests and abilities in relation to social work values, one's capacity to interact in a caring and non-judgmental manner with others who have

THE CERTIFICATE IN BASIC HORTICULTURE

Designed in collaboration with the Department of Workforce Development



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

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

Topics Covered:

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

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

diverse lifestyles and different socio-economic backgrounds, and one's ability to critically examine major social problems and issues. Adoption from University of West Virginia. *Prerequisite: ENG 0012 with a grade of C or higher*

SEC01 NH G304 W 6:00PM-9:00PM
Kennita Perry

SOCIOLOGY

Introduction to Sociology II SOC 1102 3CR

An introduction to the study of human society from the sociological perspective. Emphasises the nature and meaning of social institutions (the family, religion, education, and economy and politics), formal and informal organisations and social change. *Prerequisite: A grade of C or better in ENG*0012*

SEC01 NH H100 MWF 11:35AM-12:25PM

Geoffrey Rothwell

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

Geoffrey Rothwell

Social of Marriage & Family SOC 2251 3CR

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

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

Geoffrey Rothwell

Sociology of Crime and Delinquency SOC 2290 3CR

An historical overview of criminological theory presenting biological, psychological, sociological, cultural, political and bisocial theories of the causes of crime and delinquency. Deviance theory, social disorganisation, labelling and delinquency sub-cultural analysis are examined and the works of major theorists are critically explored. *Prerequisites: SOC 1101 and SOC 1102.*

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

Geoffrey Rothwell

SPANISH

Beginners Spanish I SPA 1101 3CR

This course is a foundational course designed for students who have little or no Spanish-speaking skills previously, for students who have minimal knowledge of basic concepts of the language, or for students who

have formerly studied Spanish, but who have a three-year or more gap in their schooling experience, or for those who desire a basic refresher course and re-introduction to the Spanish language. Course content will include vocabulary building, reading, speaking, writing with an emphasis on building basic writing skills and audio-lingual development.

SEC01 BH B260 MWF 11:35AM-12:25PM

Andrea Lightbourne-Webster

Beginners Spanish II SPA 1102 3CR

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

SEC01 HH H270 TR 11:35AM-12:55PM

Andrea Lightbourne-Webster

Intermediate Spanish II SPA 2202 3CR

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

SEC01 BH B260 MW 2:35PM-3:55PM

Andrea Lightbourne-Webster

TECHNICAL SCIENCE

Technical Science II TSM 1102 4CR

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

SEC01 HH H104 M 6:00PM-9:00PM

HH H154 W 6:00PM-9:00PM

Derreck Bean

Join the high-tech world of **SUPPLY CHAIN MANAGEMENT**



21st century supply chain management now involves logistics, sourcing, contract management and so much more!

In demand by virtually every service industry and organisation, this burgeoning profession requires a professional skill set that understands global transactions, enhances systems and processes, and maximises efficiency for the best supply chain outcomes.

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Contact the Recruitment Officer at 239-4099 or email padmin@college.bm at Bermuda College, to find out about financing options and start dates TODAY!





**MANY PATHS.
DISCOVER YOURS.**

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Courses are subject to cancellation and/or daytime changes.

EXTERNAL CERTIFICATES & PROFESSIONAL DESIGNATION

ACCA ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

INTRODUCTORY CERTIFICATE IN FINANCIAL AND MANAGEMENT ACCOUNTING

This certificate is suitable for anyone looking to do an introductory qualification in accounting and finance. This includes school leavers or those already working in 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>.

Management Information (MAI) 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*

SECAI NH G228 R 6:00-9:00PM
23 January – 23 April \$725
Tamara Worrell

INTERMEDIATE CERTIFICATE IN FINANCIAL AND MANAGEMENT ACCOUNTING

This certificate is suitable for anyone looking to do an introductory qualification in accounting and finance. This includes school leavers or those already working in accounts-support roles. Before studying for this qualification, students are encouraged to complete ACCA's Introductory Certificate in Financial and Management Accounting. 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.

SECAI NH G223 T 6:00-9:00PM
21 January – 21 April \$725
Aziza Lovell

DIPLOMA IN ACCOUNTING AND BUSINESS

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

Diploma. This diploma represents the first three exams of the ACCA qualification.

Management Accounting (F2) TDS ACCA32

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 first seek approval through the Division of Professional & Career Education (PACE) before registering. This diploma is awarded after successful completion of the F1-F3 exams of the ACCA Qualification. All new students must register for membership on <http://www.accaglobal.com/gb/en/qualifications/apply-now.html#startapp>

SECAI HH H104 M 6:00-9:00PM
20 January – 20 April \$725
Arnold Aheaza

Financial Accounting (F3/FFA)* TDS ACCA34

This course will develop your knowledge and understanding of the underlying principles and concepts relating to financial accounting and technical proficiency in the use of double-entry accounting techniques, including the preparation of basic financial statements.

**Prerequisite/co-requisites TDS ACCA30 and TDS ACCA32*

SECAI HH H270 T 6:00-9:00PM
21 January – 21 April \$725
Tamara Worrell

ADVANCED DIPLOMA IN ACCOUNTING AND BUSINESS

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 first seek approval through the Division of Professional & Career Education (PACE) before registering. This diploma is awarded after successful completion of the F4-F9 exams of the ACCA Qualification. All new students must register for membership on <http://www.accaglobal.com/gb/en/qualifications/apply-now.html#startapp>

ACCA QUALIFICATION**

Corporate and Business Law (F4) TDS ACCA38

This course will develop knowledge and skills in the understanding of the general legal framework, and of specific legal areas relating to business, recognising the need to seek further specialist legal advice when necessary.

SECAI NH G225 M 6:00-9:00PM
20 January – 20 April \$1075
Aziza Lovell



Combining experiential learning—“learning through doing”—with opportunities for professional growth. Organisations worldwide, including the majority of the Fortune 500, turn to AMA as their trusted partner in professional development and draw upon its experience to enhance skills, abilities and knowledge with noticeable results from day one.



• **Certificate for the Administrative Professional**

Members of the administrative support team require mastery of office skills, human relations insight and the ability to keep the operation running smoothly. This certificate will enhance these skills and increase the professional value of these individuals.

Curriculum

- Skills for Success: A Guide for Secretaries and Administrative Professionals
- How to Sharpen your Business Writing Skills
- Interpersonal Communication Skills in the Workplace
- How to Manage your Priorities
- Delivering Knock your Socks Off Service
- Practical Problem Solving in the Workplace
- Taking Control with Time Management

• **Certificate in Human Resource Management**

A guide to every aspect of human resources. This Certificate provides the know-how needed to succeed; whether you are a HR manager, new to HR, or in a non-HR profession with HR responsibilities.

Curriculum

- Performance Management
- Fair, Square and Legal: A Manager’s Guide to Safe Hiring, Managing and Firing Practices
- Fundamentals of Human Resources
- Successful Interviewing: Techniques for Hiring, Coaching and Performance Management Meetings
- Communication Skills for Managers

• **Certificate in General Management**

Twenty-first century managers must be able to lead as visionaries, entrepreneurs, mentors, and team builders. This certificate provides the crucial foundational skills needed to contribute to the management of the organisation and to drive bottom-line performance.

Curriculum

- Finance and Accounting for Non-financial Managers
- Fair, Square and Legal: A Manager’s Guide to Safe Hiring, Managing and Firing Practices
- A Manager’s Guide to Human Behavior
- How to Plan and Manage your Company Budget
- Communication Skills for Managers

• **Certificate in Finance & Accounting**

Finance and accounting are the backbone of any organization. This certificate provides information which will appeal to all managers and executives who need a practical, comprehensible lessons in using financial analysis to set business goals, measure results, and make smart decisions.

Curriculum

- Finance and Accounting for Non-financial Managers
- How to Read and Interpret Financial Statements
- A Manager’s Guide to Financial Analysis
- How to Prepare a Financial Forecast
- How to Plan and Manage your Company Budget
- How to Write a Business Plan

PLEASE NOTE:

AMA certificates are obtained over two semesters, and courses may be undertaken individually. Entrance is accepted in the Fall (September) and Spring (January) semesters.



FOR MORE INFORMATION CONTACT:
The Division of Professional & Career Education
 Recruitment Officer: Thaa Dill T: 239-4099 • E: tdill@college.bm

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COMPLIANCE LEVEL	DETAILS	REQUIREMENTS	CAREER FIELDS
KIXKO Anti Money Laundering/Countering Terrorist Financing Certificate www.kixko.com	FOR BEGINNERS. An ideal first step for career seekers/changers. Short, introductory courses in modular format. Short multiple choice e-test at end of each module	High school graduation/GED diploma	Front-line account opening staff, customer relations managers, back office staff, customer service staff
Association of Certified Anti-Money Laundering Specialists (ACAMS) www.acams.org	FOR THOSE WITH EXPERIENCE IN COMPLIANCE. Advanced certification for anti-money laundering/counter-terrorism financing. Internationally recognised. ACAMS examination of multiple choice questions	Undergraduate/graduate degree or equivalent, professional experience in the anti-money laundering field or credentials (ACCA, CPA, LLB, etc.), plus three professional references	Compliance officers, auditors, audit managers, business control analysts/managers, financial crimes compliance analysts, operations managers, regulatory control analysts, sanctions analysts
International Compliance Association (ICA) Certificates Various levels available – from introductory to advanced www.int-comp.org	FOR THOSE WITH EXPERIENCE IN ALL LEVELS OF COMPLIANCE. Various levels of qualifications available. Assessment ranges from on-line multiple choice exam to 2500-word essay assignments	Minimum – high school diploma. Higher levels require undergraduate degree/professional experience in corporate business, legal or finance environments. ICA membership is compulsory	Internal and external audit staff, staff working in risk functions, analysts/officers, regulatory representatives, compliance employees, compliance managers/directors for business/legal institutions



*Provided through Bermuda College Division of Professional and Career Education for ALL Bermuda residents.

VISIT: <https://www.college.bm/index.php/pace> for registration details.

Taxation (F6)

TDS ACCA42

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

SECAI HH H273 R 6:00-9:00PM
 23 January – 23 April \$1075
 Mei Wang

Financial Management (F9)

TDS ACCA48

The course will develop your knowledge and skills expected of a finance manager in relation to investments financing and dividend policy decisions.

SECAI HH H102 T 6:00-9:00PM
 21 January – 21 April \$1075
 Bartolome Massot

• Students undertaking the ACCA Qualification Advanced Diploma courses must receive prior exemption from the Diploma level course work <http://www.acca-global.com/en/qualifications/apply-now/exemptions.html>

NOTE: ACCA examination and book fees are not included in ACCA course fees.

AMA AMERICAN MANAGEMENT ASSOCIATION

Certificate in General Management

AMA AMA70 (B)

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.

SECAI WH W108 MR 6:00-9:00PM
 16 January – 11 May \$1,295
 Kent Bascome

Classes take place on specific dates. See PACE Office for full schedule. Books are included in course fee.

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

Courses are subject to cancellation and/or day/time changes.

personal credibility and commitment from others, understand how to build a positive work environment and motivate employees, and practice delivering positive and instructional feedback.

SECAI WH W108 MR 6:00-9:00PM
16 January – 27 February \$795
Kent Bascome

How to Manage Conflict in the Organisation (Module) AMA AMA34

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

SECAI WH W108 MR 6:00-9:00PM
5 March – 2 April \$795
Kent Bascome

Certificate in Human Resources AMA AMA74 (B)

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).

SECAI WH W108 M 6:00-9:00PM
13 January – 11 May \$1,295
Bianca Harris

How to Manage Training (Module) AMA AMA38

How to Manage Training: Facilitating Workplace Learning for High Performance delivers the knowledge, skills, and guidance managers need to become true learning leaders. Course Objective: Develop the skills to manage training, facilitate workplace learning, and enhance organisational effectiveness.

SECAI WH W108 M 6:00-9:00PM
13 January – 17 February \$795
Bianca Harris

Fundamentals of Human Resources (Module) AMA AMA18

This course is a comprehensive guide to virtually every aspect of resources management

SECAI WH W108 M 6:00-9:00PM
24 February – 23 March \$795
Bianca Harris

Communication Skills for Managers (Module)

AMA AMA10

This course focuses on providing a solid overview of all facets of business communications.

SECAI WH W108 M 6:00-9:00PM
30 March – 11 May \$795
Bianca Harris

NOTE: The AMA Certificate fees above represent payment for the current semester; AMA Certificates require 2 semesters for completion. Books are included **AMA Classes take place on specific dates. Contact the PACE Office for the full schedule.

BOMI BUILDING OWNERS AND MANAGERS INSTITUTE

BOMI designations are backed by the Institute's 30 years of excellence in developing and offering advanced education programmes and 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 in-depth coverage of critical-need topics, including planning and project management, facilities technologies, finance and investment, and environmental health and worker safety.

FACILITIES MANAGEMENT ADMINISTRATOR (FMA) Asset Management RST 886

Today's property managers work hand-in-hand with asset managers and often serve as asset managers themselves. Expert education gives professionals the capability to build value in real estate assets, providing confidence to investors, owners, and building tenants. Make sense of your assets, discover the asset manager's role, function and place in real estate and business, and master the ability to outperform competitors.

SECAI WH W108 W 6:00-9:00PM
22 January – 22 April \$1625
Henry Ming

NOTE: All new students are expected to pay a one-time only BOMI enrolment fee of \$265.00. External examination fees are not included.

Courses are subject to cancellation and/or day/time changes.



The Chartered Institute of Legal Executives in partnership with Bermuda College and the Bermuda Branch of the Chartered Institute of Legal Executives will be holding an information session for anyone interested in a career in law, or seeking certification in the field including legal administration certifications.

COURSES AVAILABLE INCLUDE:

- Introduction to Law and Practice
- Contract Law
- Criminal Law
- Legal Research
- Principles of Liability
- Family Law
- Law of Tort
- Client Care Skills

LEARN...

- about the full range of qualifications offered
- how CILEX can assist you in your career
- about career options by networking with those in the field...and more

FOR MORE INFORMATION, CONTACT:
 The Division of Professional & Career Education
RECRUITMENT OFFICER: Thaa Dill
 T: 239-4099 • E: tdill@college.bm



ILM INSTITUTE OF LEADERSHIP & MANAGEMENT

INTERNATIONAL MANAGEMENT QUALIFICATION

The Institute of Leadership and Management offers a wide range of qualifications covering all aspects of leadership and management. Last year 90,000 people registered for an ILM qualification, gaining the crucial skills and knowledge to improve their performance at work. The Level 3 qualifications in Leadership and Management are ideal for people who have management responsibilities but no formal training and who are serious about developing their abilities. The qualifications particularly support practicing team leaders seeking to move up to the next level of management, and managers who need to lead people through organisational change, budget cuts or other pressures. ILM materials and registration fees are included.

ILM Course Objectives

By the end of the courses, delegates will better understand their role and key responsibilities in managing staff, know how teams function and develop, and have reviewed the way their own teams organise themselves. They will also understand the concept of quality, service delivery and customers and have used this understanding to identify and solve real work problems.

ILM Level 3* Award in Leadership and Management TDS ILM816

The Level Award consists of three modules:
 8600-300 Solving Problems and Making Decisions
 8600-308 Understanding Leadership
 8600-324 Understanding Costs and Budgets in an Organisation

SECAI BH B260 TR 6:00-9:00PM
 14 January – 13 February \$1495

ILM Level 3* Certificate in Leadership and Management TDS ILM815A

The Level 3 Certificate consists of six modules:
 8600-300 Solving Problems and Making Decisions
 8600-307 Giving Briefings and Making Presentations
 8600-308 Understanding Leadership
 8600-311 Developing Yourself and Others
 8600-341 Leading and Motivating a Team Effectively
 8600-407 Understanding Financial Management

SECAI BH B260 TR 6:00-9:00PM
 14 January – 19 March \$2890

*Level 3 Entry requirement Grade 'C' or above in GCSE English Language; Language; College Placement Test English and Reading score of 89 or above. Please bring proof of completion to the PACE Office

CITY AND GUILDS HAIRDRESSING

Level 2 Diploma in Hairdressing HBP 003

The City & Guilds Diploma in Hairdressing is a UK-based programme which provides a qualification that is recognised by competitive industry standards in England, Bermuda, USA and the Caribbean. Participants will complete theory and practical units in traditional classrooms and in salons. All student work will be internally and externally verified. This programme is suited for people who are new to the profession and for those who are currently working in the profession and need certification. **Prerequisite HBP 001*

SECAI BH B159 MTW 6:00-9:00PM
 6 January – 15 April \$1,725
 Tasha Devent

NOTE: The fees above represent payment for the current semester. This is a three-semester programme. Each semester the fee is \$1725. Applicants will be assessed by the College Placement Test (CPT). Students who possess a high school diploma or higher are exempt from the CPT assessment.

Courses are subject to cancellation and/or day/time changes.

CILEX INSTITUTE OF LEGAL EXECUTIVES*

PROFESSIONAL CERTIFICATE/DIPLOMA IN LAW AND PRACTICE (LEVEL 3)*

CILEx offers the Level 3 Certificate in Law and Legal Practice. This provides a short but rounded qualification in Law and Legal Practice. Learners must complete 5 topics. After which one may wish to pursue the Level 3 Professional Diploma in Law and Practice which requires the successful completion of 5 additional units. Review the Bermuda College catalogue for unit details.

Client Care Skills (Unit 16) **LAW 855**

This is a mandatory professional skills unit. This unit will focus on the ability to develop relationships with clients seeking legal assistance.

SECA1	NH	G228	T	6:00-9:00PM
21 January-21 April				\$875
TBA				

Civil Litigation (Unit 9) **LAW 843**

This course will deliver detailed knowledge of how to apply civil law, for example how to collect a debt through the courts or make a claim for personal injury. It is written to deliver the CILEx syllabus, and is re-published annually to ensure the content is up to date.

SECA1	NH	G226	R	6:00-9:00PM
23 January – 23 April				\$875
TBA				

*Level 3 Entry requirement Grade 'C' or above in GCSE English Language; College Placement Test English and Reading score of 89 or above. Persons with associate degrees or higher are exempted from the CPT.

NOTE: External CILEX examination and membership fees are not included. Visit <http://www.cilex.org.uk/> study for membership details.

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
20 January – 31 March	\$55
SECA2	Distance Education
24 February – 30 April	\$55

KIXKO AML ATF

Customer Due Diligence

TDS KIXK03

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

SECA1	Distance Education
20 January – 31 March	\$55
SECA2	Distance Education
24 February – 30 April	\$55

KIXKO AML ATF

Monitoring & Reporting

TDS KIXK04

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 demonstrated. Record-keeping and retention requirements are highlighted.

SECA1	Distance Education
20 January – 31 March	\$55
SECA2	Distance Education
24 February – 30 April	\$55

KIXKO AML ATF

Governance & Oversight

TDS KIXK05

Course Description: 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
20 January – 31 March	\$55
SECA2	Distance Education
24 February – 30 April	\$55

COMPLIANCE PROGRAMMES

KIXKO

KIXKO 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
20 January – 31 March	\$55
SECA2	Distance Education
24 February – 30 April	\$55

Courses are subject to cancellation and/or day/time changes.

INTERNATIONAL COMPLIANCE ASSOCIATION (ICA)

ANTI-MONEY LAUNDERING TRACK

Topics Include: Understanding Money Laundering, Terrorist Financing and Sanctions; Vulnerabilities of Financial Institutions to Money Laundering and Terrorist Financing; Money laundering and terrorist financing vulnerabilities of financial services; Emerging technologies and new payment methods; Anti Money Laundering and Combating Terrorist Financing in Practice; Management Obligations and the Risk-based Approach to Money Laundering and Terrorist Financing and more. Full details can be found on: <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.
20 January – 30 May \$895

Introductory Level: Certificate in KYC and CDD TDS ICA05

Length – 3 months.
Assessment type – Multiple choice exam online.
20 January – 30 May \$895

Introductory Level: Certificate in Managing Sanctions Risk TDS ICA04

Length – 3 months.
Assessment type – Multiple choice exam online.
20 January – 30 May \$895

Intermediate level: International Advanced Certificate in Anti Money Laundering TDS ICA12

Length – 6 months.
Assessment type – 2 written assignments
30 March – December 28 \$2,625
**Visit college.bm/pace for the detailed 6 month schedule*

Intermediate level: Advanced Certificate in Managing Sanctions Risk TDS ICA14

Length – 6 months.
Assessment type – 2 written assignments
30 March – December 14 \$2,625
**Visit college.bm/pace for the detailed 6 month schedule*

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

Introductory Level: Certificate in Compliance TDS ICA0

Length – 3 months.
Assessment type – Multiple choice exam online.
30 January – 30 May \$895

Intermediate level: International Advanced Certificate in Regulatory Compliance TDS ICA16

Length – 6 months.
Assessment type – 2 written assignments
23 March – 14 December \$2,625
**Visit college.bm/pace for the detailed 6 month schedule*

Intermediate level: International Advanced Certificate in Business Compliance TDS ICA17

Length – 6 months.
Assessment type – 2 written assignments
23 March – 14 December \$2,625
**Visit college.bm/pace for the detailed 6 month schedule*

Advanced level: International Diploma in Governance, Risk and Compliance TDS ICA21

Length – 9 months.
Assessment type – 3 written assignments
9 March – 11 April \$5,250
**Visit college.bm/pace for the detailed 9 month schedule*

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.
20 January – 30 May \$895

Intermediate Level: Advanced Certificate in Managing Fraud TDS ICA15

Length – 6 months.
Assessment type – 2 written assignments.
30 March – 21 December \$2,625
**Visit college.bm/pace for the detailed 6 month schedule*

Courses are subject to cancellation and/or day/time changes.

**Advanced Level: International Diploma
in Financial Crime Prevention TDS ICA23**

Length – 9 months.

Assessment type – 3 written assignments.

9 March – 6 April \$5,250

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

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

CAMS Prep - Designation Exam

Review Course

TDS CAMS I

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.

March 24

Distance Education

\$1,895

NOTE: Access application details here: <https://www.college.bm/index.php/pace/pacedesignations/compliance-certification-programmes>

**NEW!!
GLOBAL KNOWLEDGE TRAINING
COURSES**

Global Knowledge delivers what technology and business process can't—skills. Whether you realise it or not, skills are the key limiter to your success. Organisations are under pressure to respond rapidly to change, meet customer needs and maximise resources. As a project manager, you can help your organisation meet these challenges by establishing consistent, repeatable methodologies that reduce 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.

PROJECT MANAGEMENT

Project Management

Fundamentals

TDS PRO I

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

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

SECA1	WH	W108	MTW	8:30am-4:30PM
27 January-29 January \$1606.50				
SECA2	WH	W108	MTW	9:30am-5:30PM
3 February-05 February \$1606.50				
SECA3	WH	W108	MTW	8:30am-4:30PM
10 February-12 February \$1606.50				
SECA4	WH	W108	MTW	8:30am-4:30PM
18 February-20 February \$1606.50				
SECA5	WH	W108	MTW	11:30am-7:30PM
24 February-26 February \$1606.50				
SECA6	WH	W108	MTW	8:30am-4:30PM
2 March-4 March \$1606.50				
SECA7	WH	W108	MTW	9:30am-5:30PM
9 March-11 March \$1606.50				
SECA8	WH	W108	MTW	8:30am-5:30PM
16 March-18 March \$1606.50				
SECA9	WH	W108	MTW	8:30am-5:30PM
23 March-27 March \$1605.50				

I.T. 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	HH	H115	MTW	11:30am-7:30PM
27 January-29 January \$1606.50				
SECA2	HH	H115	MTW	8:30am-4:30PM
3 February-05 February \$1606.50				
SECA3	HH	H115	MTW	8:30am-4:30PM
10 February-12 February \$1606.50				
SECA4	HH	H115	MTW	8:30am-4:30PM
18 February-20 February \$1606.50				
SECA5	HH	H11	MTW	11:30am-7:30PM
24 February-26 February \$1606.50				
SECA6	HH	H115	MTW	8:30am-4:30PM
2 March-4 March \$1606.50				
SECA7	HH	H115	MTW	9:30am-5:30PM
9 March-11 March \$1606.50				
SECA8	HH	H115	MTW	8:30am-5:30PM
16 March-18 March \$1606.50				
SECA9	HH	H115	MTW	8:30am-5:30PM
23 March-27 March \$1605.50				



A PROJECT MANAGEMENT PARTNERSHIP THAT DELIVERS.



Global Knowledge®



REGISTER TODAY!

PROJECT MANAGEMENT PROFESSIONALS interested in a globally recognised certification?

New and exciting project management programmes and IT courses from company recognised internationally as the 'gold standard' in IT training will be available at Bermuda College this **January 2020!**

FOR MORE INFORMATION CONTACT:
The Division of Professional & Career Education

Global Knowledge Representative: Liz Davis
E: Liz.Davis@globalknowledge.com

NON-CREDIT COURSES



EMERGENCY MEDICAL TECHNICIAN PROGRAMME



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

The **Emergency Medical Technician (EMT) Programme** prepares graduates for entry-level positions in the Emergency Medical Services profession for possible employment in a variety of pre-hospital, hospital, fire and rescue services and industrial settings. Theoretical focus is on personal safety; safety of the emergency crew, patient and bystanders; patient assessment and care; lifting and moving; transfer of care; and patient advocacy.

After successful completion of the Programme, each graduate will sit the National Registry of Emergency Medical Technicians (NREMT) practical and computer-based knowledge examinations, for internationally recognised certification.

**INTERESTED?
REGISTER BEFORE
JANUARY 20**



FOR MORE INFORMATION CONTACT:
**The Division of Professional
& Career Education**
Theresa Miller
T: 236-9000 ext.4117
E: padmin@college.bm



COURSE DETAILS: WWW.COLLEGE.BM/PACE

Project Management – Leadership and Communication

TDS PRO3

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

SECA1	BH	B146	MTW	8:30am-4:30PM
27 January-29 January				
				\$1676.50
SECA2	BH	B146	MTW	11:30am-7:30PM
3 February-05 February				
				\$1676.50
SECA3	BH	B146	MTW	8:30am-4:30PM
10 February-12 February				
				\$1606.50
SECA4	BH	B146	MTW	8:30am-4:30PM
24 February-26 February				
				\$1606.50
SECA5	BH	B146	MTW	8:30am-4:30PM
2 March-4 March				
				\$1676.50
SECA6	BH	B146	MTW	8:30am-4:30PM
9 March-11 March				
				\$1676.50
SECA7	BH	B146	MTW	11:30am-7:30PM
16 March-18 March				
				\$1676.50
SECA8	WH	W108	MTW	8:30am-5:30PM
23 March-27 March				
				\$1605.50

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	NH	G228	MTW	8:30am-4:30PM
18 February-20 February				
				\$1606.50
SECA2	NH	G228	MTW	11:30AM-7:30PM
2 March-4 March				
				\$1606.50
SECA3	NH	G228	MTW	8:30am-4:30PM
16 March-18 March				
				\$1606.50

Applied Project Management

TDS PRO5

This course focuses on the execution of a simulated project. Your instructor will walk you through the evaluation of the project plan and project management life cycle. You will use the Sim4Projects™ tool to make execution decisions and analyse team and project per-

formance. You will discover and validate a full range of specific project management processes from building a project team through project closure.

SECA1	TBC	MTWR	9:30am-5:30PM
			\$1816.50

Programme Management

TDS PRO6

This course is designed for anyone involved in the development and execution of organisational strategy. You will learn to employ programme management as a tool for ensuring the delivery of organisational benefits. You will also learn to use proven approaches and techniques specific to programme management in complex, multi-project environments.

SECA1	TBC	MTW	12:00PM-6:00PM
			\$1606.50

Project Management Professional (PMP) Certification Exam Prep Boot Camp

TDS PRO7

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

SECA1	TBA	MTWR	8:00am-6:30PM
			\$2236.50
SECA2	TBA	MTWR	8:00am-6:00PM
			\$2236.50
SECA3	TBA	MTWR	9:00am-7:00PM
			\$2236.50
SECA4	TBA	MTWR	8:00am-6:00PM
			\$2236.50
SECA5	TBA	MTWR	8:00am-6:00PM
			\$2236.50
SECA6	TBA	MTWR	8:00am-6:00PM
			\$2236.50
SECA7	TBA	MTWR	9:00am-7:00PM
			\$2236.50
SECA8	TBA	MTWR	8:00am-6:00PM
			\$2236.50
SECA9	TBA	MTWR	8:00am-6:30PM
			\$2236.50

Project Troubleshooting and Recovery

TDS PR08

In this course, you will learn the concepts, tools, and techniques to be able to: 1) Perform basic trouble prevention activities early in a project; 2) Identify areas to focus on to reduce project failures; 3) Assess project health and identify when a project is in trouble; 4) Determine the need for project recovery based on a situation's severity; 5) Present recovery options for a project; 6) Formulate a recovery plan; 7) Lead project recovery actions and monitor recovery success; 8) Stabilise and restore project performance based on redefined objectives; and 9) Conduct a meaningful lessons learned process that can help reduce future project troubles

SECAI TBC MTW 9:30am-5:30PM
23 March – 25 March \$1606.50

MICROSOFT CLIPS

Microsoft Clips

TDS CLIPS I

Are you making the most of your recent Office 365 investment? Sure, you're using Excel, Word and Outlook but are you using all of those products' features? Are you taking advantage of Teams, OneDrive and SharePoint to collaborate and communicate efficiently? With an Office 365 licence, you will have the tools to succeed. This 12-month subscription gives you access to 300+ courses to ensure that you are prepared to better adopt and utilise Microsoft Office and Windows 10.

SECAI Distance Education
20 January – December 20 \$75
12 month subscription

SCMA SUPPLY CHAIN MANAGEMENT TRAINING

SUPPLY MANAGEMENT TRAINING CERTIFICATE PROGRAMME

Supply management training consists of introductory technical courses, soft skill seminars and business management seminars. Participants can access either a single course or seminar, or can complete the entire package and earn a document of completion (Diploma/Certificate).

Introduction to Logistics

BUS 612

Participants will discuss how to balance the pressures for large order sizes to achieve low unit costs with the competing pressures to minimise warehouse space and inventory obsolescence. Topics covered include: Forecasting; Safety stocks; Customer service requirements.

SECAI HH H275 W 6:00-9:00PM
22 January – 22 April \$975
TBA

NOTE: The fees above represent payment for the current semester. This is a 4-semester programme. See course catalogue for programme details

W.I.T.S. WORLD INSTRUCTOR TRAINING SCHOOL

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.

SECAI BH B163 TTH 6:00-8:00PM
21 January – 2 April \$1,175
Kali Douglas
Scott Smith

NOTE: External examination fees are not included.

NEW!

WORKFORCE DEVELOPMENT CERTIFICATES

CERTIFICATE FOR NURSING ASSISTANTS

The Certificate for Nursing Assistants programme prepares participants to become registered Nursing Assistants with the Bermuda Nursing Council. This is a competency-based programme in which participants will demonstrate evidence of their learning under the watchful eyes of certified professional nurses. The practical experiences will take place throughout the programme in the Bermuda College Clinical Lab and in approved healthcare settings. This is a two-semester programme. Materials and external medical examination fees are not included.

Nursing Assistant Practical

CCW 820

This module blends the practical and theoretical activities of nursing assisting, covering such topics as: taking vital signs, CPR, manual handling and more. The clinical provides practical, hands on experiences in a diverse group of approved health care settings under the supervision of a certified nurse. This includes practical experience one weekend each month as well as a one-week, full-time clinical near the end of the programme.

***Pre-requisite CCW 810**

SECAI TH T226 MW 6:00-9:00PM
13 January – 22 April \$1,625
Russ Ford/Beverly Brangman

NOTE: Dates above represent the second semester

Certificate in Basic

Horticulture (Level 2)

AGC 991

This foundational, competency-based programme is an extension of the Level I programme. This course offers a breadth and depth of study and equips students with applied knowledge and associated practical skills.

Upon completion, students will be qualified to work in grounds maintenance, plant nurseries, and landscaping, garden centres. This course is aimed at individuals who have either successfully completed the Certificate in Basic Level I or who have been assessed at Level I for National Certification.

SECAI TECH T216 TR 6:00-9:00 PM
 14 January – 23 April \$1795
 Judith Welch

Introduction to Aquaponics TDS AQUA I

This course is a basic introduction to agricultural technology. At the end of the course students will have an understanding of the various types of systems and the basic components of an aquaponics system.

SECAI TH T230 W 6:00-8:00PM
 2 February – 16 March \$150
 Joseph Weekes

The Emergency Medical Technician (EMT) TDS EMT I

The Emergency Medical Technician Programme prepares graduates to initiate assessment and care of the ill or injured patient. After successful completion of the programme, each graduate must succeed at the National Registry of Emergency Medical Technicians (NREMT) practical and computer based knowledge examinations. This programme provides opportunity to prepare for entry-level positions in the Emergency Medical Services profession for possible employment in a variety of pre-hospital, hospital, Fire and Rescue Services and industrial settings.

SECAI TH T201 TR 6:00-9:00PM
 21 January – 23 April \$2195

**ENDEAVOUR MARITIME PROGRAMME
 Endeavour Maritime
 Springboard Programme TDS BCE MSI**

The Endeavour Maritime Careers Springboard will run from Monday through Friday over 6 weeks commencing January 13 through February 28. Participants who successfully complete the intensive hands-on course will gain sailing and powerboat instruction, VHF radio training, marine first aid training, maritime industry knowledge, boat maintenance training, and a Dinghy Sailing Instructor qualification. These qualifications and experience will provide course participants with the fundamental skills to jumpstart their careers into this ever-growing industry!

The application process requires interested students to submit a covering letter outlining why they are a strong candidate for the course and a resume outlining their

skills set and experience. Applications will be accepted commencing on December 2 and must be submitted via email to padmin@college.bm by 5 p.m. on December 12. Spaces are extremely limited and shortlisted candidates will be invited to participate in an interview.

SECAI Dockyard M-F 9:00-5:00PM
 13 January - 28 February \$1200

**NEW!
 Become a Certified
 Wedding & Event Planner TDS WED I**

The Association of Bridal Consultants (ABC) is the oldest and largest organisation exclusively serving wedding professional worldwide. We have been training wedding planners and vendors since 1955 to achieve excellence and maintain the highest professional standards within the industry!

Our programmes provide all of the information you will need to get started to become successful in this business. Our courses and seminars are also periodically updated to reflect changes in our industry.

At ABC, you will learn from experienced professionals while becoming part of a renowned network in the industry.

The Professional Wedding Planner Programme (PWP) offers some of the most comprehensive training in the wedding industry. The PWP is a self-paced, full content, home-study programme which can generally be completed in 90 – 180 days. The Professional Wedding Planner Programme contains a new introductory section covering the major components of the wedding planning process along with the following in-depth, graded sections:

1. A Planner's Toolbox
2. Etiquette for Wedding & Event Planning Professionals
3. Wedding & Event Business Basics
4. Wedding & Event Etiquette
5. Planning and Consulting
6. Wedding & Event Services
7. Rehearsal to Reception

Once all seven sections exams, final exam and project have been passed under ABC's grading standards, you will earn your certificate of completion where 25 education points will be placed toward your Education and Professional Development requirements to earn more advanced and distinguished designations.

INVESTMENT
 Full programme package - \$1,500.00
 Full programme package + ABC membership - \$1,720.00

For course dates contact:
 E: padmin@college.bm or T: 239-4117

TRAINING & EXAM PREPARATION COURSES

Marine Navigation /Chart to Electronic Navigation NAV 895

“Seamanship 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 in-shore channel marks and lights for the Marine and Ports “A & B” navigation license. his advanced course will cover all areas of chart navigation for the Marine and Ports “C” Class navigation license along with electronic and GPS navigation.

SECAI BH B160 M 6:00-8:00PM
20 January – 23 March \$525
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 those entering the real estate industry. The content for the course is designed around the requirements for the Bermuda Real Estate Exam.

SECAI BH B163 M 6:00-9:00PM
20 January – 13 April \$525
Lawrence Sticca

HOSPITALITY COURSES

Bartending FAB 815

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

We focus 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!

SECAI BH B259 MTW 6:00-9:00PM
20 January – 25 March \$660
Tiffany Swann
New Price: \$660 ***TIPS training is not included***

SHORT PROFESSIONAL DEVELOPMENT WORKSHOPS

How to Handle Emotions, Conflict and Confrontation TDS PD18

Ever been in a situation at work where you’ve “lost it” — whether you got angry, felt your face flush crimson, said something you regretted, or said nothing at all and then were mad at yourself the rest of the day because of it. This phenomenal workshop will arm you with the skills you need to maintain emotional control at work - and to manage the negative emotions of others. Attend this powerful workshop and learn how to respond to emotionally charged situations, ready to bring you positive results every time.

SECAI Hamilton Loc R 9:00 AM-1:00PM
20 February \$195
Jan Fraser

Time Management and Goal Achievement TDS PD12

Get more done in less time and be better organised than you ever dreamed was possible. Say good-bye to the stress, pressure, and frustration that come from being disorganised and rushed for time. Learn about practical time management tools, master “next-step thinking”, identify and eliminate your time-eating habits, Eliminate missed deadlines by accurately estimating how long tasks will really take, end procrastination and perfection traps and more.

SECAI Hamilton Loc. R 9:00 AM-4:00PM
18 October and 12 March \$395
Jan Fraser

Tact and Diplomacy TDS PD14

Gifted leaders in any organisation are the ones who possess the best communication skills. These are the ones who relate easily with other members of the team. They present their ideas with passion, conviction and charisma. Topics include how to give and receive feedback in appropriate ways, diplomacy and its value in business, delivering bad news without getting attacked and more.

SECAI Hamilton Loc. T 9:00-1:00PM
25 October and 14 January \$195
Jan Fraser





COURSE DETAILS: WWW.COLLEGE.BM/PACE

**Keeping Customers for Life:
How to Deliver Exceptional
Customer Service**

TDS PD18

This workshop focuses on the 7 exceptional skills necessary to deliver extraordinary service. Soar to the top of your work environment by internalising these service skills and putting them into practice daily.

SECAI Hamilton Loc. R 9:00-5:00PM
27 November and 9 April \$395
Jan Fraser

**How to Deal with Egos
and Difficult People**

TDS PD22

If you're fed up and can't take it anymore - the tension and stress that comes from dealing with demanding or difficult people - don't miss this training! You'll learn what it takes to immediately defuse angry co-workers, how to keep your own emotions in check and how to prepare for difficult situations. Packed with real-world tips and tools, you'll learn first-hand how to handle people who are difficult.

SECAI Hamilton Loc. F 9:00-1:00PM
7 February \$195
Jan Fraser

**Reinvention: Surviving and
Thriving Through Change**

TDS PD26

This workshop will provide steps and processes to reinvent any aspect of your lives, whether a mini-reinvention or a major professional or personal life change. Challenges arrive into your lives daily and your response to those determine your mental toughness.

As a participant, you will reinforce your reinvention to live and work under less stress and more success.

Instructor's new bestselling book will be provided for all students enrolled in this programme.

SECAI Hamilton Loc. F 9:00am-4:40PM
10 January \$397
Jan Fraser

Sexual Harassment and Bullying

TDS PD28

Sexual harassment and bullying claims at work are increasing and now more than ever companies and individuals need to be aware of changing values. This half-day workshop will help individuals and companies handle this inappropriate workplace behavior. It will provide descriptions, tips, techniques and strategies to keep your environment and workplace safe.

SECAI Hamilton Loc. T 9:00am-1:00PM
11 February \$197
Jan Fraser

**Understanding and
Managing Millennials**

TDS PD30

Bermuda's workforce is undergoing a demographic shift. With baby boomers retiring, millennials are now becoming the largest single segment within the Island's working population. Participants in this programme will gain a firmer understanding of the millennial generation and learn specific actions they can take to work more efficiently with them.

SECAI Hamilton Loc. F 9:00am-1:00PM
6 March \$197
Jan Fraser

**The Amazing Administrative
Professional**

TDS ADMIN 2

The Amazing Administrative Professional Celebrating Administrative Professionals Day in April! This training is for front desk personnel, salon/spa coordinators, call center professionals, restaurant and retail greeters and anyone in a profession that is responsible for moving work forward each day and interacting with the public. A good administrative professional will not only maintain client relationships, but also build business as they take pride in their work and talents.

This seminar will reveal time-tested skills in the following areas: Professional Appearance, winning communication, business image with telephone and emails, handling difficult people with diplomacy, how to reduce stress at the front desk and in the office and more.

SECAI Hamilton Loc. F 9:00am-4:30PM
3 April \$397
Jan Fraser

NEW!

DATA PRIVACY

Digital Safety for Families

TDS SECUR IA (Adults)

TDS SECUR IC (Children)

The Internet is amazing. Young people can play, learn, create and connect - opening up a whole world of exciting possibilities. This seminar is for parents/carers who wish to understand the risks surrounding these technologies. Participants will learn practical, non-technical advice to keep their young people safe.

SECAI BH B263 5:30-7:00PM
29 January \$50 adults
\$30 Children

Taheera Lovell & Cha'Von Clarke-Joell



COURSE DETAILS: WWW.COLLEGE.BM/PACE

Cybersecurity Risk in Supply Chain Management

TDS SECUR 2

The cybersecurity risks associated with a supply chain have never been more prominent. Cybercriminals are regularly targeting third party entities involved in a supply chain as a means of gaining direct access to organisations. This course/seminar will discuss how business owners can maintain the necessary level of control and security over their supply chain to prevent cyber-attacks from occurring in the future.

SECAI NH G225 9:30AM-12:30PM
19 February \$150
Taheera Lovell

The Data Breach Victim's Survival Kit

TDS SECUR 3

Attendees will learn ways to identify risks and make sound choices during online shopping. Learn about who to contact when your information has been compromised, and how to protect oneself when travelling abroad.

SECAI TBA 9:30AM-12:30PM
19 February \$150
Cha'Von Clarke-Joell

Online Fraud-Don't be a Target

TDS SECUR 4

This course offers participants in-depth information on three essential aspects of online fraud threats: online criminals, online attacks and online security.

SECAI NH G225 9:30AM-12:30PM
18 March \$150
Taheera Lovell

Data privacy as a human right and how global data protection laws affect Bermuda's businesses and people.

TDS SECUR 5

The notification of breaches across the globe, and sanctions introduced by local and global laws (i.e. Bermuda's PIPA, EU GDPR, Post-Brexit UK DPA 2018, US's CCPA and NYPA, Brazil's LGPD), have led to data protection as a human right and Bermuda's businesses and individuals living in Bermuda can be affected in many ways. Join us for a look at: data protection laws and the differences and similarities across legislation and how global laws affect Bermuda through the extraterritorial reach clause in several laws. Learn ways to protect your business, employees and yourself from data breaches and come away understanding the impacts and sanctions introduced by global data protection laws.

SECAI NH G225 9:30AM-12:30PM
25 March \$150
Cha'Von Clarke-Joell

Gearing up for Data Privacy and Cyber Security

TDS SECUR 6

Data breaches and cyber-attacks are becoming a big conversation in and out of boardrooms. This 6-week course focuses on empowering individuals as Bermuda prepares for PIPA, GDPR and similar legislation, and the requirements for cyber security. We will cover extraterritorial scope of data privacy and cyber security legislation (data transfers), data protection basics, protecting Data in the Cloud, BYOD, incident response, and cyber resilience.

SECAI WH W108 9:30AM-12:30PM
7 April – 12 May \$1050
Taheera Lovell, Cha'Von Clarke-Joell
NOTE: Technical knowledge is NOT required

BUILDING FINANCIAL LITERACY WORKSHOP SERIES

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. A four-part series: certificate upon completion.

Financial Literacy PART I

The Basics of Budgeting and Savings TDS FINI

Begin to think about your goals, both now and for the future. Learn how to figure out your current financial situation. Discover the basics of budgeting and savings through hands on examples and using readily available tools to assist.

SECAI NH G301 W 6:00-9:00PM
15 January \$20
Chartered Financial Analysts (CFA) Society Bermuda

Financial Literacy PART 2

Income, Expenses and Debt TDS FIN2

Having a plan and taking time to think about your outgoing as well as your incoming funds provides an opportunity to improve how to use the funds you have. Learn how all debt is not the same and how to differentiate between good debt and bad debt. This session will show how you can prioritise your expenses and avoid common mistakes.

SECAI NH G301 W 6:00-9:00PM
22 January \$20
Chartered Financial Analysts (CFA) Society Bermuda

Financial Literacy PART 3

Planning For Your Retirement TDS FIN3

Think about your retirement goals and plan for your future. This session will help you understand retirement planning fundamentals including setting up your retirement goals, implementing a savings programme and ex-



COURSE DETAILS: WWW.COLLEGE.BM/PACE

ploring sources of retirement income. Highlights of the Bermuda Pension scheme will be explained.

SECAI NH G301 W 6:00-9:00PM
 29 January \$20
Chartered Financial Analysts (CFA) Society Bermuda

**Financial Literacy PART 4
 Putting It All Together TDS FIN4**

This final session will review all the concepts and discuss practical tips. A panel with all the presenters will be there to review real life examples and answer questions.

SECAI NH G301 W 6:00-9:00PM
 5 February \$20 for the series*
Chartered Financial Analysts (CFA) Society Bermuda

NOTE: The cost is \$80 for all four workshops; students most complete full series of 4 workshops in order to receive the certificate.

DISTANCE EDUCATION COURSES

HEALTHCARE

Medical Billing and Coding TDS NUR44
 SECAI Distance Education
 Self-Paced \$1,799

Medical Administrative Assistant TDS NUR55
 SECAI Distance Education
 Self-Paced \$1,299

Spanish for Medical Professionals TDS 1025
 SECAI Distance Education
 4 February – 29 March \$290

Medical billing and coding is one of the fastest growing
 SECAI Distance Education
 5 September – Self Paced \$1,799

BUSINESS

Cyber Security for Managers TDS 1005
 SECAI Distance Education
 2 March – 27 March \$195

Entrepreneurship Certificate TDS 1070
 SECAI Distance Education
 3 February – 1 May \$495

Entrepreneur Boot Camp TDS 1069
 SECAI Distance Education
 2 February – 28 February \$245

The Business Plan TDS 1088
 SECAI Distance Education
 2 March – 27 March \$195

Entrepreneurial Marketing TDS 1089
 SECAI Distance Education
 6 April – 1 May \$195

Certificate in Accounting and Finance for Non-Financial Managers TDS 830
 SECAI Distance Education
 3 February – 1 May \$495

Accounting and Finance for Non-Financial Managers TDS 834
 SECAI Distance Education
 3 February – 28 February \$195

Cash is King TDS 836
 SECAI Distance Education
 2 March – 27 March \$195

Financial Analysis and Planning for Non-Financial Managers TDS 835
 SECAI Distance Education
 6 April – 1 May \$195

Certificate in Data Analysis TDS 1200
 SECAI Distance Education
 4 February – 26 April \$495

Certificate in Sales TDS 400
 SECAI Distance Education
 3 February – 1 May \$495

Strategic Selling with Social Media TDS 410
 SECAI Distance Education
 3 February – 28 February \$195

Getting Started in Sales TDS 405
 SECAI Distance Education
 2 March – 27 March \$195

Power Selling TDS 415
 SECAI Distance Education
 6 April – 1 May \$195



COURSE DETAILS: WWW.COLLEGE.BM/PACE

Bookkeeping Certificate SECAI Distance Education 3 February – 1 May	TDS 829 \$495	Effective Copywriting SECAI Distance Education 2 March – 27 March	TDS 1155 \$195
Legal Office Administration SECAI Distance Education 3 February – 28 February	TDS 455 \$245	Writing News and Press Releases SECAI Distance Education 6 April – 1 May	TDS 1168 \$195
The Basics of Bookkeeping SECAI Distance Education 4 March – 29 March	TDS 831 \$195	Certificate in Customer Service SECAI Distance Education 3 February – 27 March	TDS 1101 \$245
BUSINESS COMMUNICATION Certificate in Presentation Media SECAI Distance Education 5 February – 27 April	TDS 1055 \$495	Keys to Customer Service SECAI Distance Education 3 February – 28 February	TDS 1102 \$145
Graphic Design for Visual Presentations SECAI Distance Education 6 April – 1 May	TDS 1059 \$195	Extraordinary Customer Service SECAI Distance Education 3 March – 27 March	TDS 1107 \$145
Infographics SECAI Distance Education 3 February – 28 February	TDS 1053 \$195	Certificate in Workplace Communication SECAI Distance Education 3 February – 1 May	TDS 1166 \$595
Photoshop for Presentations SECAI Distance Education 6 April – 1 May	TDS 1057 \$195	Conflict Management SECAI Distance Education 3 February – 28 February	TDS 1271 \$245
Certificate in Basic Game Design SECAI Distance Education 3 February – 27 March	TDS 1600 \$395	Negotiation: Get What You Want SECAI Distance Education 3 March – 27 March	TDS 1273 \$245
Introduction to Game Design SECAI Distance Education 3 February – 28 February	TDS 1605 \$245	Using Personality Profiles for Better Work Performance SECAI Distance Education 6 April – 1 May	TDS 1279 \$245
Intermediate Video Game Design SECAI Distance Education 2 March – 27 March	TDS 1620 \$245	SOCIAL MEDIA FOR BUSINESS Instagram for Business SECAI Distance Education 3 February – 28 February	TDS 775 \$195
Certificate in Business Writing SECAI Distance Education 3 February – 1 May	TDS 1165 \$495	Facebook for Business SECAI Distance Education 2 March – 27 March	TDS 1020 \$195
Business Writing SECAI Distance Education 3 February – 28 February	TDS 1165 \$195	Social Media for Business Certificate SECAI Distance Education 3 February – 26 April	TDS 545 \$495

COURSE DETAILS: WWW.COLLEGE.BM/PACE

Introduction to Social Media SECAI Distance Education 3 February – 28 February	TDS 510 \$495	HTML Fundamentals SECAI Distance Education 2 March – 27 March	TDS 360 \$245
Marketing Using Social Media SECAI Distance Education 2 March – 27 March	TDS 535 \$495	CSS Fundamentals SECAI Distance Education 6 April – 1 May	TDS 370 \$595
Integrating Social media in Your Organisation SECAI Distance Education 6 April – 1 May	TDS 530 \$495	Mastering Computer Skills for the Workplace SECAI Distance Education 3 February – 28 February	TDS 1172 \$195
TECHNOLOGY SKILLS Certificate in Mastering Excel SECAI Distance Education 3 February – 1 May	TDS 1220 \$495	Infographics SECAI Distance Education 4 February – 1 March	TDS 570 \$195
Mastering Microsoft Excel SECAI Distance Education 3 February – 28 February	TDS 1272 \$195	NEW! Certificate in Structured Query Language (SQL) SECAI Distance Education 4 February – 4 March	TDS 380 \$595
Intermediate Excel SECAI Distance Education 3 February – 1 May	TDS 1222 \$195	MANAGEMENT Certificate in Project Management SECAI Distance Education 3 February – 1 May	TDS 560 \$495
Advanced Excel SECAI Distance Education 6 April – 1 May	TDS 1221 \$495	Introduction to Project Management SECAI Distance Education 3 February – 1 May	TDS 561 \$195
Certificate in Web Design SECAI Distance Education 3 February – 1 May	TDS 350 \$595	Project Management Processes SECAI Distance Education 2 March – 27 March	TDS 562 \$195
Introduction to Web Design SECAI Distance Education 3 February – 28 February	TDS 345 \$245	Project Management Knowledge Areas SECAI Distance Education 6 April – 1 May	TDS 563 \$195
Intermediate Web Design SECAI Distance Education 2 March – 27 March	TDS 346 \$245	Certificate in Non-Profit Administration SECAI Distance Education 3 February – 28 February	TDS 1050 \$595
Advanced Web Design SECAI Distance Education 6 April – 1 May	TDS 347 \$595	Revenue Generation for Non-Profits SECAI Distance Education 3 February – 27 March	TDS 1051 \$495
Coding Certificate SECAI Distance Education 3 February – 1 May	TDS 355 \$595		
Introduction to Coding SECAI Distance Education 3 February – 28 February	TDS 351 \$195		

Programme Evaluation for Nonprofit Professionals	TDS 1052	Stress Management in the Workplace	TDS 1420
SECAI Distance Education 6 April – 1 May	\$245	SECAI Distance Education 6 April – 1 May	\$145
Lean Six Sigma	TDS 1310	Supervisory & Leadership Certificate	TDS 1286
SECAI Distance Education 6 April – 1 May	\$245	SECAI Distance Education 3 February – 27 March	\$395
Management Certificate	TDS 1285	HUMAN RESOURCES	
SECAI Distance Education 3 February – 1 May	\$595	Applying Lean Sigma Practices to HR Functions	TDS 1315
Management Boot Camp	TDS 1284	SECAI Distance Education 2 March – 27 March	\$245
SECAI Distance Education 3 February – 28 February	\$295	Business Coaching Certificate	TDS 575
Collaborative Management	TDS 1283	SECAI Distance Education 3 February – 27 March	\$395
SECAI Distance Education 2 March – 27 March	\$245	Strategic Project Management Skills for Human Resource Professionals	TDS 564
Managing Generations in the Workplace	TDS 1282	SECAI Distance Education 2 March – 27 March	\$245
SECAI Distance Education 6 April – 1 May	\$175	Your Workplace, Your Employees & The Law	TDS 1269
Managing Social Change Certificate	TDS 505	SECAI Distance Education 4 March – 29 March	\$195
SECAI Distance Education 3 February – 1 May	\$495	LEADERSHIP	
Change Management Skills	TDS 1412	Certificate in Leadership Development (for Gen Y)	TDS 1287
SECAI Distance Education 3 February – 28 February	\$195	SECAI Distance Education 3 February – 1 May	\$395
Change in the Workplace	TDS 410	NEW MEDIA MARKETING	
SECAI Distance Education 2 March – 27 March	\$195	Digital Marketing Certificate	TDS 1094
Creating Community & Social Change	TDS 1415	SECAI Distance Education 3 February – 1 May	\$495
SECAI Distance Education 6 April – 1 May	\$195	Podcasting	TDS 565
Workplace Conflict Solutions Certificate	TDS 1275	SECAI Distance Education 3 February – 28 February	\$245
SECAI Distance Education 3 February – 1 May	\$495	Video Marketing Certificate	TDS 551
Conflict Management	TDS 1140	SECAI Distance Education 3 February – 28 February	\$395
SECAI Distance Education 3 February – 28 February	\$245	PERSONAL DEVELOPMENT	
Dealing with Difficult People in the Workplace	TDS 1276	For Parents of Boys	TDS 760
SECAI Distance Education 2 March – 27 March	\$245	SECAI Distance Education 3 February – 28 February	\$195

TRAINING AND EDUCATION

Certificate in Online Teaching TDS 733

SECAI Distance Education
3 February – 1 May \$495

Certificate in Teaching Adults TDS 774

SECAI Distance Education
3 February – 27 March \$295

TRAINING FOR K12 TEACHERS

Certificate in Learning Styles TDS 769

SECAI Distance Education
2 March – 1 May \$395

Substitute Teacher Preparation TDS 845

SECAI Distance Education
2 March – 27 March \$145

VISIT COLLEGE.BM/PACE

FOR FULL COURSE DESCRIPTIONS

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

ARTICULATION AGREEMENTS AND PARTNERSHIPS

Bermuda College has established a number of agreements with colleges and universities in Canada, the United Kingdom, the United States of America, and the West Indies/Caribbean Islands. The purpose of these agreements is to formalise the pathways for Bermuda College students to continue their studies abroad. Articulation Agreements facilitate a seamless transfer to baccalaureate programmes for Bermuda College graduates, often with a course-for-course template. Partnerships may indicate that the two institutions have agreed to collaborate, exchange students, faculties, and programmes, and share research. In the case of a partnership, BC course transfers must be worked out, by case.

To facilitate a smooth transition to the transfer school, students are encouraged to make an appointment with the Bermuda College Career and Counseling Centre to ensure that the appropriate agreement or partnership has been negotiated with the school they have selected, and that they meet the requirements for transfer.

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. You can find this information at:

<https://www.college.bm/index.php/pathways>

■ BUSINESS SERVICE OFFICE HOURS:

January 6	8:45AM - 5:00PM
January 7 & 8	8:45AM - 6:00PM
January 9	8:45AM - 6:00PM
January 10	8:45AM - 5:00PM

LOCATION:

Bermuda College Centre, 2nd Floor

■ LAST DAY FOR PAYMENT:

January 17, 12 NOON

■ CONTACT DETAILS FOR CREDIT COURSES

1. TEL: 236-9000
2. ONLINE: www.college.bm
3. EMAIL: admissions@college.bm

■ CONTACT DETAILS FOR NON-CREDIT COURSES

DIVISION OF PROFESSIONAL AND CAREER EDUCATION

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

■ ACCREDITATION STATUS

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

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

New England Commission of Higher Education

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

T: (781) 425-7785 • Web: www.neche.org

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