



BERMUDA  
COLLEGE

FALL  
2025

COURSE

# SCHEDULE



**CREDIT COURSE OFFERINGS!** SEE PAGE 6

**APACE** ATHORA DIVISION OF PROFESSIONAL  
AND CAREER EDUCATION

SEE COURSE LISTINGS ON PAGE 29

**ACCA COURSE OFFERINGS!** SEE PAGE 31

## FALL 2025 DATES TO REMEMBER

<b>ONLINE REGISTRATION &amp; PAYMENT OPEN</b>	<b>1 April – 29 August</b>
Request for Funding Support Application Opens	1 April
<b>ADMISSIONS DEADLINE</b>	<b>1 June</b>
College Closed	31 July – 1 August
Late Admissions Deadline	1 August
Deadline to Request Challenge Exams	18 August
Deadline for Application for Transfer Credit	18 August
Session Opens	18 August
Faculty Professional Development Day	18 August
Challenge Exams	19 August
New Student Orientation	20 August
Last Day for Early Registration	22 August
College Development Day (College Closed @ Noon)	22 August
Final CPT Before Semester Start	23 August
Late Registration	25 August – 29 August
<b>FIRST DAY OF CLASSES (Credit Courses)</b>	<b>25 August</b>
Add/Drop Period	25 August – 29 August
Convocation	28 August
Last Day for Tuition Payment	29 August
Last Day to Submit Incomplete Grades	29 August
College Closed	1 September
First Day of Professional & Career Education (APACE) Classes	see course schedule
Last Day to Withdraw from Courses Without Financial Penalty	12 September
Census Day	16 September
Payment Plan (Instalment One)	26 September
Request for Funding Support Application Closes	15 October
Mid-semester Grades Deadline	15 October
<b>MID-SEMESTER BREAK</b>	<b>16 – 17 October</b>
Payment Plan (Instalment Two)	24 October
Last Day to Withdraw from Courses Without Academic Penalty	24 October
Spirit Day	24 October
Student Opinion Survey Opens	27 October
Graduation Application Deadline	3 November
Admissions Deadline (Nursing)	1 November
College Closed	11 November
Last Day of Lectures/Clinicals	30 November
Reading Days (Day Classes Only)	1 – 2 December
<b>FINAL EXAMS</b>	<b>3 – 9 December</b>
Semester Grades Deadline	10 December
Faculty Professional Development Day	-----
Graduation Notifications Posted* (5:00 PM)	12 December
<b>COMMENCEMENT</b>	<b>15 January**</b>

\*FALL COMMENCEMENT EXERCISES ARE CONTINGENT ON A MINIMUM OF 25 GRADUANDS.

\*\*THE WINTER COMMENCEMENT CEREMONY IS UNDER REVISION.

## NOTES

- Registration is open until 29 August 2025
- Fall 2025 course offerings are subject to change



21 Stonington Avenue, South  
Road, Paget PG 04 Bermuda  
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**COURSES ARE SUBJECT TO CANCELLATION AND/OR DAY/TIME CHANGES.**

**FOR ATHORA DIVISION OF PROFESSIONAL & CAREER EDUCATION (APACE) NON-CREDIT COURSES, SEE PAGE 29**

# FLAT RATE PER CREDIT

## CREDIT COURSES TUITION SCHEDULE PER SEMESTER

### BERMUDIAN STUDENTS

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

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

# CREDITS	TOTAL
1	170.00
2	340.00
3	510.00
4	680.00
5	850.00
6	1,020.00
7	1,190.00
8	1,360.00
9	1,530.00
10	1,700.00
11	1,870.00
12	2,040.00
13	2,210.00
14	2,380.00
15	2,550.00
16	2,720.00
17	2,890.00
18	3,060.00

**TOTAL COST FOR 19+ CREDITS =  
TOTAL CREDITS X \$170**

### RESIDENT INTERNATIONAL

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

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

# CREDITS	TUITION PER CREDIT	DIFFERENTIAL FEE	TOTAL
1	170.00	125.00	295.00
2	340.00	250.00	590.00
3	510.00	375.00	885.00
4	680.00	500.00	1180.00
5	850.00	625.00	1475.00
6	1020.00	750.00	1770.00
7	1190.00	875.00	2065.00
8	1360.00	1000.00	2360.00
9	1530.00	1125.00	2655.00
10	1700.00	1250.00	2950.00
11	1870.00	1375.00	3245.00
12	2040.00	1500.00	3540.00
13	2210.00	1500.00	3710.00
14	2380.00	1500.00	3880.00
15	2550.00	1500.00	4050.00
16	2720.00	1500.00	4220.00
17	2890.00	1500.00	4390.00
18	3060.00	1500.00	4560.00

**TOTAL COST FOR 19+ CREDITS =  
TOTAL CREDITS X \$170 + \$1,500**

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



**MISCELLANEOUS FEES** *(non-refundable)*

<b>Application fee</b>	<b>\$ 50.00*</b>
<b>International application fee</b>	<b>\$100.00</b>
<b>Late application fee</b>	<b>\$ 75.00</b>
<b>Graduation fee</b>	<b>\$ 90.00</b>
<b>Admissions deposit fee</b>	<b>\$200.00</b>

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

**PAYMENT INFORMATION**

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

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

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

**PAYMENT METHODS**

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

- On the College website ([www.college.bm](http://www.college.bm)), under **Quicklinks**.
- On the Student Portal under **My Account**
- On the **College App**

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

**Bank Account Transfer – Personal Banking.** Please contact [bcaccountsreceivable@college.bm](mailto:bcaccountsreceivable@college.bm) to receive bank account details to perform a transfer.

**Business Office Front Desk, College Centre 2nd floor**

All major **credit cards** are accepted. (American Express not accepted). **Cheques** should be made payable in Bermuda or US funds to Bermuda College.

**WITHDRAWALS & REFUNDS**

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

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

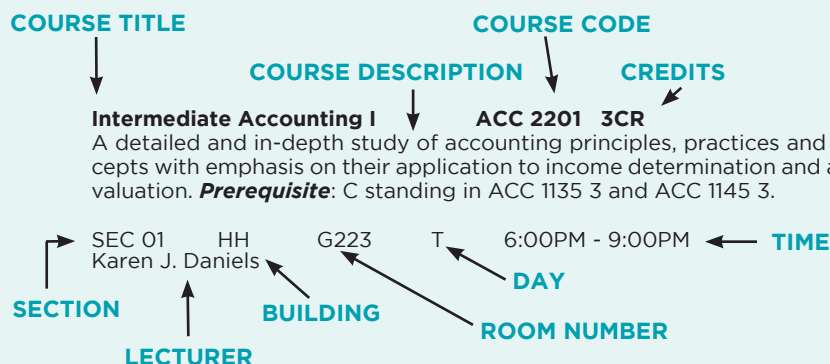
**NO REFUND** after the 10th day of class for each semester.

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

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

**LAB FEES** Check Bermuda College Catalogue for details @ [www.college.bm](http://www.college.bm)**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 classe(s) he/she is not attending or no longer wishes to be enrolled. Unwanted classes should be dropped as early as possible before the start of the term in order to receive a full refund and release seats for students on the waitlists. The Drop and Withdrawal Form must be submitted to Student 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

## ACCOUNTING

### Practical Accounting Procedures I

ACC 1041 3CR

This course is designed as an introduction to analysis, classification, and recording of business transactions in a manual environment with emphasis on the complete accounting cycle for a service business. Includes preparation of financial statements and bank reconciliations. **This course is a certificate course and will not normally transfer into degree programmes.**

SEC01 NH G323 MW 2:35PM-3:55PM  
\*Hybrid  
TBA

### 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 ACC 1041 or equivalent.**

SEC01 HH H211 TR 8:30AM-9:55AM  
Ann Parsons  
SECD1 HH H211 T 11:35AM-12:55PM  
TBA

### 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**

SECH1 HH H211 TR 10:05AM-11:25AM  
TBA  
SECD1 Online H275 T 5:00PM-8:00PM  
TBA

## ALLIED HEALTH

### Introduction to Healthcare

ALH 1101 2CR

This course is designed to give students interested in allied health professions an overview of the healthcare industry and related courses. Students will explore personal values, and academic goals. Individual and group projects, case studies, and presentations will be utilised as students learn about the educational requirements of specific healthcare degrees and develop the baseline skills necessary for working in healthcare. Critical thinking, ethical reasoning, effective communication and self-directed life-long learning will also be explored. This is a required course for all students in the Pre-Health Science Programme. **Prerequisite: A grade of "C" or better in ENG 0012 or satisfactory performance on the College Placement Test.**

SEC01 TH T214 T 6:00PM-8:00PM  
Shaunae Smith

### Medical Terminology

ALH 1102 2CR

This course is designed to give students interested in healthcare professions an overview of the principles of medical wording that would assist the student in

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

SECD1 TH T216 T 4:00PM-6:00PM  
TBA

### Integrating Research into

ALH 2201 3CR

### Evidence-Based Practice in Healthcare

This course engages students in the use of an Evidenced-Based Practice (EBP) model to answer clinical problems experienced by healthcare clinicians when providing patient care. The language of research is applied to reading and appraising healthcare clinical research articles. Reflections of EBP values and development of EBP competencies are identified. Healthcare research is interpreted according to the responsible conduct of research and professional code(s) of ethics. **Prerequisites: ENG 1112 and MAT at 1100 level or higher.**

SEC01 ONLINE TR 6:00PM-7:30PM  
Lynette Gibson

## ART & DESIGN

### Introductory Drawing

ART 1101 3CR

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

SEC01 NH G204 MW 9:35AM-11:55AM  
Michael Walsh

### Two-dimensional Design

ART 1120 3CR

A theoretical and practical exploration of the principles of two-dimensional design (line, shape, form, and composition) along with the investigation of various materials and tools, including the computer, so as to establish a framework in which students can solve various design problems.

SEC01 NH G204 TR 8:35AM-10:55AM  
Michael Walsh

### Introduction to Colour and Composition

ART 1135 3CR

A theoretical and practical study of colour and composition in art and in nature.

SEC01 NH G204 MW 3:35PM-5:55PM  
Michael Walsh

### Intermediate Sculpture

ART 2221 3CR

A continuation of ART 1122 Introductory Sculpture with opportunity for more individual expression and refinement while focusing on contemporary sculpting practices (fabrication, installation art, public art, performance art, etc.). The investigation of various

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!**



materials and tools, including the computer, so as to establish a framework in which students can solve various design problems also occurs.

**Prerequisite: ART 1122**

SEC01 NH G204 MW 12:35 PM-2:55 PM  
Michael Walsh

### Intermediate Painting **ART 2230 3CR**

A more detailed study in painting, using acrylics, oils, or watercolour to explore inherent qualities in each medium. Emphasis will be placed on tone, colour and composition. **Prerequisite: ART 1102**

SEC01 NH G207 TR 10:35 AM-12:55 PM  
Sabrina Baker-Powell

### Introduction to Graphic Design **ART 2250 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 G207 TR 3:35PM-5:55PM  
Sabrina Baker-Powell

## ART HISTORY

### Introduction to Art History I **AHS 1126 3CR**

A historical survey of the development of western art and architecture from the earliest times to the Renaissance. **Prerequisite: A grade of "C" or better in ENG 0012**

SEC01 NH G228 MWF 8:35AM- 9:25AM  
Sabrina Baker-Powell

### Nineteenth Century Art **AHS 2280 3CR**

A study of European art, 1800 to 1855, including painting, sculpture, architecture and decorative arts from the Neo-Classical and Romantic periods to the height of the Victorian era. Primary topics and artists: Delacroix and romanticism in France; Turner and British romantic landscape painting; the pre-Raphaelites, Courbet and the French realist, Goya. **Prerequisites: AHS 1126 and AHS 1127**

SEC01 NH G228 MWF 10:35AM-11:25AM  
Sabrina Baker-Powell

**MANY PATHS.  
DISCOVER YOURS.**





# NEED AN ELECTIVE OR HUMANITY?

Elevate your communication skills today  
in **SPANISH** and/or **FRENCH**!

**SPA 1101 | SPA 1102 | SPA 1103 | SPA 2201**  
**FRE 1101 | FRE 2211**

Contact your Advisor.  
ASSOCIATE OF ARTS STUDENTS...  
Concentration in Spanish or French is offered!



## BIOLOGY

### Preparatory Biology BIO 0013 0CR

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

SEC01	HH	H275	MWF	10:35 AM-11:25 AM
	HH	H154	R	9:35 AM-12:25 PM
Takia Bean				
SEC02	HH	H273	MW	3:30 PM-5:00 PM
	HH	H154	T	2:35 PM-5:25 PM
Takia Bean				

### Introduction to the Life Sciences BIO 1102 4CR

The focus initially is on methodology and major concepts in the life sciences. Elementary studies at the cell level for animals and plants will involve some related basic chemistry and physics. Laboratory techniques will be developed. This survey course is appropriate for those students who do not plan to specialise in the biological sciences. (It is also appropriate for mature students or persons with post-secondary or broad general experience but without formal science preparation).

SECD1	Online	M	6:00PM-7:00PM
Alnisha Simmons			

### Principles of Biology I BIO 1121 4CR

Designed for students intending to pursue further studies in the biological sciences, this course is the first of two providing a comprehensive introduction to biology. The aim is to foster a realisation of the underlying similarities of organisms and an appreciation of their diversity. Topics include cellular processes with a focus on biochemistry, histology, evolution, genetics, and taxonomy. A sound background in chemistry, physics and mathematics is essential. Laboratory. **Prerequisites: A grade of "C" or better in BIO 0013 and MAT 0015, or alternative in Biology (with Lab); Corequisite: MAT 1105**

SEC01	NH	G307	MWF*	11:35 AM-12:25 PM
	HH	H154	R	2:35 PM-5:25 PM

TBA

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

SEC02	NH	G307	T*	6:00 PM-9:00 PM
	HH	H154	F	2:35 PM-5:25 PM

TBA

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

### Principles of Biology II BIO 1122 4CR

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

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

Alnisha Simmons

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

### Anatomy and Physiology I BIO 2211 4CR

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

**Prerequisite: BIO 1122**

SEC01	HH	H270	MWF*	9:35 AM-10:25 AM
	HH	H170	T	9:35 AM-12:25 PM

Alnisha Simmons

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

### Anatomy and Physiology II BIO 2212 4CR

A continuation of Anatomy and Physiology I, with emphasis on the cardiovascular system, the lymphatic system and immunity, the respiratory system, 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	H270	MWF*	12:35 PM-1:25 PM
	HH	H170	R	2:35 PM-5:25 PM

Alnisha Simmons

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

### Medical Microbiology **BIO 2222 4CR**

A course designed for students intending to pursue further studies in the biological sciences. This course is structured to provide a comprehensive introduction to medical microbiology. The aim is to foster in-depth knowledge of infectious microorganisms, their biochemistry and how they infect the organ systems of the human body. Basic microbiological principles with a focus on taxonomy, cell morphology and human pathologies caused by microorganisms.

**Prerequisite: BIO 1122**

SEC01	NH	G307	T*	2:35 PM-5:25 PM
	HH	H154	R	9:35 AM-12:25 PM

TBA

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

## CHEMISTRY

### Preparatory Chemistry **CHM 0013 0CR**

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

SEC01	HH	H160	MWF	12:35 PM- 1:25 PM
	HH	H160	W	2:35 PM-5:25 PM

Reignier Jeffrey

### Principles of Chemistry I **CHM 1111 4CR**

A survey of fundamental principles of physical and inorganic chemistry. Topics include: atomic theory, periodic trends, quantum theory and electronic arrangement, chemical bonding, molecular geometry, gas laws, mass relationships and chemical reactions.

**Prerequisites: A grade of "C" or better in CHM 0013 and MAT 0015. Corequisite: MAT 1105**

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

Reignier Jeffrey

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

A survey of fundamental principles of organic and biological chemistry. Topics include: Chemistry of hydrocarbons; alkanes, alkenes, aldehydes, alcohols, ketones, carboxylic acids, esters, amines and amides and the chemistry of biological molecules; lipids, carbohydrates, amino acids, nucleic acids and enzymes.

**Prerequisite: CHM 1111**

SEC01	HH	H160	TR	11:35 AM-12:55 PM
	HH	H160	T	2:35 PM-5:25 PM

Reignier Jeffrey

### Organic Chemistry I **CHM 2256 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	H160	MWF	11:35 AM- 12:25 PM
	HH	H160	F	2:35 PM-5:25 PM

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 the social sciences or science.

SEC01	HH	H213	TR	2:35 PM-3:55 PM
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Michelle Grant

SEC02	HH	H213	TR	10:05 AM - 11:25 AM
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Erwin Lightbourne

SECD1	Online
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Michelle Grant

### Introduction to Computers and Information Technology **CIS 1125 3CR**

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

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

SEC02	HH	H276	TR	11:35AM-12:55PM
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Michael Simmons

### Programming for Information Systems **CIS 1155 3CR**

This course is an introduction to the basic principles of computer programming. It focuses on developing problem solving skills through writing programmes in Visual Basic and Java. Students learn to develop graphical user interfaces (GUI's) and use basic programming



## Division of Nursing and Allied Health

The Division of Nursing & Allied Health is supported and endorsed by the Bermuda Hospitals Board community, and the Bermuda Nursing Council. It offers greater options in healthcare careers on Island. Students have the choice of:

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

**PRE-MEDICAL TRACK**  
providing pathways in more traditional medical fields such as pre-med, nursing, and veterinary science.

**CONTACT:**  
**RENEE FAULCON**, Head of Nursing and Allied Health  
Tel: 236-9000 ext. 4115  
Email: [rfaulcon@college.bm](mailto:rfaulcon@college.bm)





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. **Prerequisites: MAT 0015 and CIS 1125**

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

### System Analysis and Design CIS 2231 3CR

Intended to provide an understanding of the scope and nature of information systems, techniques applied to systems analysis and design, and of the development life-cycle of a computer system project. Topics include the need for information and management systems, the human aspects of system development, fact-finding and structured systems analysis, design for real-time and distributed systems, computer hardware and software acquisition, system implementation techniques, and case studies. **Prerequisite: CIS 1125 Corequisites: CIS 1130 and ENG 0012 and MAT 001**

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

### Networking Technologies CIS 2290 3CR

This course covers the technology underlying data-communications systems such as transmission media, modulation and demodulation, multiplexing, packet switching, hardware, software and network operations. Topics include fibre optics, the Integrated Services Digital Network (ISDN), T-1 and T-3 multiplex, the open system interconnection (OSI) model, and integrated voice-data equipment. The coursework will cover the material needed for students to take the CompTIA Network+ Certification. **Prerequisite: CIS 2278**

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

## COOKERY & NUTRITION

### Kitchen Theory and Practice 1 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 249 in Reading Comprehension.**

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

### Computer Skills Module CSM 1101 2CR

This course is designed to introduce the student to basic computer software applications in Microsoft Word, Excel and PowerPoint.

SEC01 HH H213 MF 11:00AM-12:30PM  
Erwin Lightbourne

### English for Culinary Arts CUL 1020 3CR

The following skills are contained in this module: reviewing of basic English skills; reading and understanding charts and instructions; writing reports, requisitions, orders, invoices, menus, rosters, function sheets/requisitions; writing a resumé and a cover letter; developing interviewing and speaking skills. This course is a certificate course and will not normally transfer into degree programmes. **Prerequisite: Satis-**

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

SEC01 NH G305 TR 6:00 PM-9:00 PM  
Yesha Townsend

### Introduction to Culinary Arts CUL 1102 1CR

This course introduces students to the history of culinary arts. Students will study kitchen equipment, organisation, chef's tools, terminology, sanitation and conform to the industry standard of personal grooming, hygiene and professional presentation. Students must complete first aid and fire safety training. **Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension.**

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

### Sanitation & Safety CUL 1104 2CR

An introduction to the fundamentals of food and environmental sanitation. The student will examine the origins of food-borne illness, prevention measures and the implementation of proper sanitation practices. The ServSafe certification test will be offered upon completion of this course.

SEC01 BH B260 TR 1:35PM-2:25PM  
Rui De Sa

### Meat Identification & Fabrication CUL 1105 2CR

Students will identify and fabricate basic meats including primal, sub-primal cuts and kitchen ready cuts, identify USDA inspection stamps, government yield and quality grades for all carcasses. Students will practice methods of tenderising, marinating and cooking techniques for all specific cuts including offal, game and poultry.

**Prerequisite: CUL 1102 Corequisite: CUL 1104**

SEC01 BH B157 M-R 8:30AM-12:55PM  
Shawn Ming

### Purchasing & Product Identification CUL 1106 3CR

Students will learn methods for controlling costs as they apply to the selection and procurement of food, beverages, equipment, contract services and supplies with primary focus on product identification, supplier selection, ordering, receiving, storing and issuing processes. This course prepares students to write an internationally-recognised test. **Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension.**

SEC01 BH B260 TR 2:35PM-3:55PM  
Rui DeSa

### Introduction to the Preparation of Stocks, Soups & Sauces CUL 1108 2CR

This course introduces classical production methods for the basic stocks used in the production of most soups and sauces. This includes production of the Grand Sauces and various derivatives, basic clear, cream, puree and international soups, as well as emulsified sauces.

**Prerequisite: CUL 1102 Corequisite: CUL 1104**

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



**ASSOCIATE OF SCIENCE  
(Pre-Medical Science)**

This programme is designed to prepare students for careers in medicine such as General Practitioners, Surgeons, Veterinarians, and much more.

**CONTACT:**  
**RENEE FAULCON**  
Head of Nursing and Allied Health  
T: 236-9000 ext. 4115  
E: rfaulcon@college.bm

**Introduction to Vegetable & Starch Cookery** CUL 1109 2CR

This course introduces students to classification, storage and preparation of the fundamental vegetables and provides the basics of preparing potatoes, starches, legumes and pastas including international starch dishes. Students will learn proper knife cuts and shaping of vegetables.

**Prerequisite:** CUL 1102 **Corequisite:** CUL 1104

SEC01 BH B157 M-R 8:30AM-12:55PM  
Shawn Ming

**Introduction to Cooking Methods** CUL 1110 2CR

The course introduces students to the vast variety of cooking methods, and the various types of heat transfer, including both moist and dry heat. The proper choice of ingredients associated with each cooking method, and the correct choice of tools and equipment will be discussed. Careful attention is placed on the proper application of technique throughout each step from preparation to service.

**Prerequisite:** CUL 1102 **Corequisite:** CUL 1104

SEC01 BH B157 M-R 8:30AM-12:55PM  
Shawn Ming

**Introduction to Caribbean and Bermudian Cuisine** CUL 1122 2CR

Introduction to Caribbean and Bermudian Cuisine will expose the student to various commodities that are indigenous to the Caribbean region and Bermuda. This course begins by explaining the history and characteristics of these cuisines, followed by identifying the ingredients used in preparing traditional meat, seafood and vegetarian dishes. This course also covers the preparation of soups, sauces, breads, pastries, and even special Caribbean and Bermudian holiday dishes. Upon completion of this course, the student should understand the culture and common practices of cooking in the Caribbean and Bermuda.

**Prerequisites:** A minimum GPA 2.0 or higher in all culinary arts programme courses required as a prerequisite; CUL 1108, CUL 1109, CUL 1110, CUL 1114

SEC01 BH B157 M-R 8:30AM-12:55PM  
Shawn Ming

**Introduction to 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

SEC 01 BH B103 F 9:05 AM-3:00 PM  
TBA

**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 M-F 8:30AM-12:55PM  
Teneika Eve

**American Regional Cuisine** CUL 1130 2CR

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

SEC 01 BH B160 M-F 8:35AM-12:55PM  
Teneika Eve

**Techniques in Healthy Cooking** CUL 2124 2CR

This course will study healthy cooking techniques, nutritional guidelines in the selection and preparation of healthy food products including vegetarian and special diet meals. **Prerequisites:** CUL 1108, CUL 1109, CUL 1110, CUL 1114

SEC01 BH B157 M-R 8:30AM-12:55PM  
Shawn Ming

**DIAGNOSTIC IMAGING**

**Patient Management in Diagnostic Imaging Technology** DIT 1102 2CR

This course provides an overview of the concepts of optimal patient care in a holistic manner. It explores the physical and psychological care of patients encountered in routine and emergency diagnostic procedures. Infection control procedures involved



in Diagnostic Imaging Technology are explained. The role of the radiographer in patient education is discussed. **Prerequisites:** *A programme GPA of 2.67, grade of "C" or better in ENG 0012, BIO 1121, MAT 1105 and a grade "B-" or better in DIT 1101*

SEC01 TH M 6:00 PM-8:00 PM  
TBA

### Radiation Physics DIT 1103 2CR

This course provides an overview of the fundamentals of radiological science and X-Ray physics. Opportunity is given to thoroughly understand the nature of X-Rays, X-Ray exposure, image formation, film processing, film processor, quality analysis and the physical phenomena associated with X-Ray production. Special methods, radiation protection and health physics are also discussed. **Prerequisites:** *A programme GPA of 2.67, DIT 1102 Corequisites: BIO 2211, ENG 1112, CIS 1120, DIT 1104, DIT 1105, DIT 1106*

SEC01 TH T224 M 6:00 PM-8:00 PM  
TBA

### Principles of Imaging I DIT 1108 2CR

This course presents an introduction to the basic elements necessary for the production of the radiographic image. Students will learn the components, principles and operations of imaging. Factors that impact the image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented. **Prerequisites:** *A programme GPA 2.67, ENG 1112, BIO 2211, CIS 1120, a grade of "B-" or better in DIT 1103, DIT 1104, DIT 1105, DIT 1106. Corequisite: DIT 1107*

SEC01 TH T224 W 6:00 PM-8:00 PM  
TBA

### Pharmacology in Diagnostic Imaging Technology DIT 2201 2CR

This course provides basic concepts of pharmacology. The theories and techniques of venepuncture as well as administration of diagnostic contrast agents and intravenous medications. The appropriate delivery of patient care during these procedures is emphasised. The scope of practice, practice standards and competencies of the profession are discussed. **Prerequisites:** *A programme GPA of 2.67, grade of "B-" or better in DIT 1107, DIT 1108 Corequisites: BIO 2212, DIT 2207, DIT 2205, DIT 2206, DIT 2208*

SEC01 TH T224 U 8:30 AM-10:30 AM  
TBA

### Clinical Practice II DIT 2207 2CR

This course is a continuation of clinical experiences. Students will assist and observe additional radiographic examinations of urinary, the upper and lower gastrointestinal tract and the gall bladder. **Prerequisites:** *A programme GPA of 2.67, grade of "B-" or better in DIT 1107, DIT 1108 Corequisites: BIO 2212, DIT 2201, DIT 2205, DIT 2206, DIT 2208*

SEC01 OFFSITE Day and Time Varies  
TBA

### Clinical Practice III DIT 2217

This course continues with clinical experiences. Students will assist and observe additional

radiographic examinations of skull, facial bones, sinuses, and mastoids. **Prerequisites:** *A programme GPA of 2.67, BIO 2212, a grade of "B-" or better in DIT 2207, DIT 2201, DIT 2205, DIT 2208, DIT 2206 Corequisites: DIT 2216, DIT 2202, DIT 2203*

SEC01  
TBA

## E-COMMERCE

### Generating Web Pages ECM 1110 3CR

This course covers the universe of generating web pages and/or web sites using contemporary internet programming commands. Students will learn to use basic (tables, links, images, etc.), intermediate (frames, forms, etc.), and advanced (style sheets, multimedia, etc.) commands and functions. **Prerequisites:** *A grade of "C" or better in ENG 0012 and MAT 0015*

SEC01 NH G223 W 6:00PM-9:00PM  
Michelle Grant

### Principles of Micro-Economics ECO 1101 3CR

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

**Corequisite:** *One mathematics course at 1100-level.*

SEC01 NH G225 MWF 11:35 AM-12:25 PM  
David Annan

SEC02 NH G225 T 6:00 PM-9:00 PM  
David Annan

### Principles of Macro-Economics ECO 1102 3CR

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

SEC 02 NH G225 R 6:00PM-9:00PM  
David Annan

### Intermediate Micro-Economics ECO 2201 3CR

A detailed study of theory concerning supply and demand, consumer demand, and theory of the firm. **Prerequisite:** *ECO 1101*

SEC01 NH G225 MW 2:35 AM- 3:55 PM  
David Annan

## EARTH & ENVIRONMENTAL SCIENCE

### Environmental Science EES 1101 4CR

An introduction to environmental interrelationships and ethics; interrelated scientific principles; ecosystems; communities and populations; energy sources; land-use planning; soils and agriculture; water management; pollution; waste management



## AUGUST 29 IS THE LAST DAY OF REGISTRATION AND FOR TUITION PAYMENT

and hazardous materials regulation; environmental policy and decision making. Laboratory.

SEC01 HH H176 MWF 1:35PM-2:25PM  
HH H176 F 2:35PM-5:35PM

Amy Harvey

### Climate and Our Future EES 1102 4CR

An introduction to the atmosphere and its interaction with Earth's surface and oceans: understanding the types of weather systems and climatic patterns that are influenced by this interaction. A look at the impacts of human induced climate change on our environment and society and discussion of future patterns and outcomes if climate change persists. Practical and relevant field activities.

SEC01 HH H176 MWF 11:35AM-12:25PM  
HH H176 R 9:35AM-12:25PM

Amy Harvey

### Human and Cultural Geography EES 2221 3CR

A study of population, language, religion, culture, agriculture, industry and politics; the impact of trade, transportation and communications on cities and countries; international relations, environmental problems and global social problems. Analysis of thematic and topographic maps.

**Prerequisites:** 8 credits from EES 1101, 1102, 1103, or 1105 or 6 credits from SOC 1101 and 1102

SEC01 HH H176 W 6:00PM-9:00PM

Amy Harvey

## EDUCATION

### Foundations of Early Childhood Education EDU 1102 3CR

This introductory course explores the historical, philosophical and social foundations of early childhood education. Theories, conceptual frameworks and supporting research in areas of child development and education are critically evaluated and their implications for practices are assessed. Students are encouraged to examine the forces that shape the future of early childhood education and the roles that the activities of teachers and caregivers play in that future. A minimum grade of "B" is required. **Prerequisite:** A grade of "C" or better in ENG 0012

SEC01 BH B260 R 6:00 PM-9:00 PM  
Sarah Brown

### Foundations of Education EDU 2201 3CR

A study of the historical, philosophical, and social foundations of education. Topics include: educational reform movements; teacher ethics, multiculturalism; the contributions of local educators to the teaching profession. The course will provide an orientation to the teaching profession. **Prerequisite:** 18 credits in Liberal Arts courses.

SEC01 NH G223 TR 4:05 PM- 5:25 PM  
Quiana Jackson

### Personal, Social-Emotional Development of Children & Adolescents EDU 2206 3CR

An examination of the personal, social-emotional and personality development of children and adolescents.

**Prerequisites:** EDU 1102 and EDU 1103

SEC01 HH H273 W 6:00 PM- 9:00 PM  
TBA

### Methods & Instructional Techniques in Early Childhood Education EDU 2207 3CR

This course explores the development and implementation of curriculum. Some of the areas that will be studied are: Learning games, language activities, music and movement and dramatic play. Developmentally appropriate toys and books will be reviewed. **Prerequisite:** EDU 1102

SEC01 BH B260 M 6:00 PM-9:00 PM  
Alana Wilson

### Observation and Participation Seminar in Early Childhood Education EDU 2264 3CR

This course will focus on the role of the learning environment and teacher/child interaction in the Early Childhood Education programme. Students will observe and assist with documenting, planning, evaluating and developing the curriculum in a Bermuda College approved setting under the direction of an experienced educator.

**Prerequisites:** EDU 1102 and EDU 1103

SEC01 HH H273 T 5:30 PM-8:30 PM  
Ashley Phipps

### Early Childhood Education Practicum 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 programme GPA 2.0 and the completion of EDU 2251, EDU 2264 and EDU 2207

SEC 01 OFFSITE (varies)  
Algene Maybury

## ELECTRICAL WIRING

### How to Study This Course and Achieve Your Personal Goals ELN 1101 1CR

The following topics are contained in this module: How to study this course and achieve your personal goals; The attributes of an IBEW/NECA apprenticeship; Knowing your apprenticeship and your responsibilities; The IBEW and its history; The structure of NECA and its heritage; Your job and the future it holds for you; Sexual harassment; Electrical safety

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

**Introduction to Test Instruments ELN 1102 1CR and Overcurrent Protection Devices**

The following topics are contained in this module: Identifying some basic tools of the trade; The work-place of an electrical worker; The proper care and use of ladders; The installation and use of fastening devices; Reality of electrical shock; Introduction to test instruments; Introduction to overcurrent protection devices; Understanding the design and function of ground fault interrupters.

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

**Building Wire Construction and ELN 1103 1CR Insulation Properties**

The following topics are contained in this module: Learning to tie basic knots; Using hand signals; Hoisting loads properly; How wire connectors are made and installed; Building wire construction and insulation properties.

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

**Conduit Fabrication - ELN 1104 1CR Theory and Practice**

The following topics are contained in this module: How building wire is sized; How to work with fractions; Review of basic trigonometric functions; How to fabricate ninety degree stubs, kicks and offsets in electrical conduit; How to fabricate 3 & 4 bend saddles in electrical conduit.

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

**The Metric System and ELN 1105 1CR Metrication Changes**

The following topics are contained in this module: Working with aluminum conductors; Identifying commonly used electrical materials; Working with prefixes and powers of ten; The Metric System; How

to solve basic algebraic equations; How to manually calculate the square root.

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

**Fundamentals of Blueprint ELN 1106 1CR Reading and Sketching**

The following topics are contained in this module: The fundamentals of blueprint drawing and sketching; Understanding architectural views and how to draw them; Understanding common scales used on blueprints; Working with blueprint specifications, elevations, and schedules; Understanding and drawing electrical and mechanical symbols used on blueprints; Reading and analysing a residential blueprint.

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

**Testing and Measuring with ELN 2113 1CR the Analogue and Digital Multimeter**

This module introduces the student to test instruments. In addition, the student is given the training that will enable him or her to measure electrical properties safely and efficiently. Seven intense labs provide the necessary hands on training for this very important module. Topics include: Avoiding the hazards of drug abuse; The IBEW Constitution; Understanding your local union by-laws; Parliamentary procedure and how it works; Introduction to the Comet Programme; Getting acquainted with Electrical Test instruments; Understanding and Using Multimeters.

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

**Developing NEC Code ELN 2114 1CR Book Skills**

This module continues to build and strengthen the student's knowledge of the NEC and also requires the student to solve code related job problems in

**TECHNICAL EDUCATION** "Using your hands and your head..."**NCCER CORE**

Offered through the Division of Business Hospitality and Technical Education

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

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

the classroom setting under the guidance of a Code Certified Instructor. Topics include: Developing code book skills; Development of the NEC: The table of contents; The arrangement, structure, and language of the NEC; Codeology fundamentals; NEC article 90 introduction; Applying the NEC's "General Chapter". Included are twenty class participation workshops that enable the student to apply this knowledge to solving "on the job" problems.

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

### Understanding the Design and Function of AC and DC Generators ELN 2115 1CR

This module introduces the student to the oscilloscope and AC and DC generators. Topics include: Reviewing the applications of DC theory; Comparing direct current to alternating current; Using oscilloscopes to view AC waveforms; Testing and verifying circuit performance; An introduction to three phase systems; Circuit calculations for basic systems; Understanding how the DC generator works; understanding the design and function of AC generators; Becoming familiar with AC resistive circuits. Eleven labs are included which give the student the training, confidence and capability to safely test and measure various electrical quantities.

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

### Laying-Out Residential Circuits and Basic Estimating ELN 2116 1CR

This module builds on the introductory blueprint reading skills learned from year one. The following topics are contained in this module: Reviewing the basic fundamentals of blueprints; Analysing and laying out residential circuits; Understanding job costs and how to do an actual quantity takeoff; Understanding, interpreting and evaluating blueprint specifications; Interpreting blueprint schedules and locating components on the print; Becoming familiar with blueprint systems integration; Learning how to effectively use blueprints; Understanding and using ratchet type benders; The fundamentals of segment and concentric bending; Understanding how to install wire and cable.

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

### AC Theory: Inductance How it Affects a Circuit ELN 2117 1CR

This module introduces the student to Inductance and how it affects an AC circuit. It also lays the groundwork for solving problems in AC circuits and the operation of transformers and other inductive devices. Topics include: Becoming familiar with inductive reactance; Frequency and inductive reactance; Inductors in series and parallel. Six labs allow the student to gain practical experience with series and parallel circuits.

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

### AC Theory: Capacitance and How it Affects a Circuit ELN 2118 1CR

This module introduces the student to the third quantity of an AC circuit capacitance. Topics include:

How capacitance affects a circuit; Becoming familiar with capacitive reactance; Working safely with capacitors; Working with capacitors in series or parallel; Understanding vectors and how to use them effectively. Seven labs provide practical circuits for the student to analyse.

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

### Health and Safety ELN 3125 1CR

This module introduces the student to Electrical Safety and Electrical Hazard Awareness. After completing this module the student will be able to identify electrical hazards and understand their effects on the human body. The student will have the opportunity to examine many of the actual case studies included in this course. Topics include: American labour history; Electrical safety culture and Electrical hazard awareness; Design and work practice considerations; Layout of NFPA 70E; An overview of 70E concepts; Electrical safety programme and training requirements; Achieving an electrically safe work condition; Working on or near live parts; Approach boundaries to live parts; Personal and other protective equipment and protective clothing; Calculation of fault currents and implementation.

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

### Advanced Blueprint Reading: Industrial Specifications ELN 3126 1CR

This module builds on all previous blueprint reading lessons. The student works with an actual set of industrial specifications and blueprints. With practice the student will be able to: read and understand general industrial specifications; understand and explain site plans; read and interpret feeder diagrams and panel schedules; comprehend and discuss electrical, power, lighting and communications drawings. Topics include: Review and introduction; Industrial specifications; Industrial prints 1, 2 and 3.

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

### Semiconductor Theory ELN 3127 1CR

This module introduces the student to semiconductor electronics. Understanding the basics of semiconductors is essential for proper installation and maintenance of today's electrical systems. Topics include: Semiconductor diodes; Zener, light emitting and other diodes; Understanding the basic functions of diodes and rectifiers; Power supplies. Ten lab assignments give the student the hands-on training and capability to work safely and confidently on a variety of diodes and power supplies.

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

### BjTs, MOSFETs, and other Transistor Types ELN 3128 1CR

This module introduces the student to more complicated electronic circuits involving PNP and NPN transistors along with JFETs, MOSFETs and other transistor types. Fifteen intensive lab assignments give the student the training and



capability to apply theoretical principles to actual circuits found in industry. Topics include: JFETs, MOSFETs; VMOS Transistors; Amplifiers 1; Amplifiers 2

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

### **Differential & Operational Amplifiers** ELN 3129 1CR

This module builds on all previous lessons of the series on Semiconductor Electronics. Thirteen powerful and practical lab assignments give the student hands-on experience with actual circuits and devices found in residential, commercial and industrial applications. Topics include: Differential and operational amplifiers; Oscillators; The IC 555 timer; Electronic applications; Optoelectronics; Fiber optics.

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

### **Grounding and Bonding Fundamentals** ELN 3130 1CR

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

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

## **ENGLISH COMMUNICATION**

### **Preparatory College Writing I** ENG 0011 0CR

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: A grade of "C" or better in ENG 0002 or satisfactory performance on College Placement Test.**

SEC01 NH G323 MWF 9:35AM-10:25AM  
Kim Dismont Robinson

### **Preparatory College Writing II** ENG 0012 0CR

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

SEC01 NH G223 MWF 11:35AM-12:25PM  
Kim Dismont Robinson

SEC02 NH G307 M 6:00PM-9:00PM  
Sajni Tolaram

### **Preparatory College Reading I** ENG 0015 0CR

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 G306 W 6:00PM-9:00PM  
Gail Smith

### **Preparatory College Reading II** ENG 0016 0CR

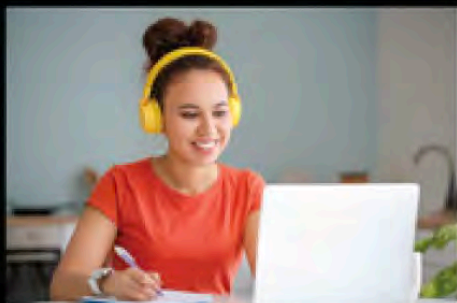
Reinforces and builds upon skills developed in ENG 0015 through a study of selected readings from text-books abstracts, library sources, and different literary genres such as poetry and drama. **Prerequisite: A grade of "C" or better in ENG 0015 or satisfactory performance on College Placement Test.**

SEC01 NH G305 R 6:00PM-9:00PM  
Jeannaire Christopher

### **Communications for Industry I** ENG 1044 3CR

A course emphasising communication skills for industry, including reading and comprehension of printed material used in industry, interpreting graphs and charts, writing short reports, instructions and memos, and giving a short presentation. Students receive reinforcement in the practices of standard written English. This course is a certificate course and will not normally transfer into degree programmes. **Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 60 in Reading Comprehension and 60 in Sentence Skills.**

## **Flexible Biology Course Offerings SP/24**



- Bio 1122 Principles Of Biology II  
**Hybrid** (In Person Labs)  
Prerequisite - Bio 1121
- Bio 2211 & Bio 2212 Anatomy & Physiology I & II  
**Hybrid** (In Person Labs)  
For Science Majors  
Prerequisite - Bio 1122

**For More information email**  
**asimmons@college.bm**

SEC01 NH G307 S 10:00 AM-1:00 PM  
Denise Simons

### Freshman Composition ENG 1111 3CR

A course intended to prepare students for college writing and beyond. There is a focus on composition that includes writings such as essays (exemplification, cause-effect, process analysis, compare and contrast, division and classification etc.) editorials, manifestos, blogs etc. Students develop research and documentation skills (MLA) and apply them to required research papers and assignments.

**Prerequisites:** A grade of "C" or better in ENG 0012 and ENG 0016 or satisfactory performance on the College Placement Test.

SEC01 NH G301 TR 10:35 AM-11:25 AM  
Sajni Tolaram

SEC02 HH H273 MWF 10:35 AM-11:25 AM  
Kim Dismont Robinson

SEC03 NH G301 MWF 12:35 PM-1:25 PM  
Sajni Tolaram

SEC04 HH H213 MW 2:35 PM-3:55 PM  
Yesha Townsend

SECD1 HH H270 M 6:00 PM-9:00 PM  
Kim Dismont Robinson

### 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 HH H211 MWF 10:35 AM-11:25 AM  
Yesha Townsend

SEC03 NH G225 TR 10:05 AM-11:25 AM  
Kim Dismont Robinson

SEC04 HH H273 W 5:30 PM- 8:30 PM  
Sajni Tolaram

### Writing for Professionals ENG 1115 3CR

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

SEC01 NH G223 T 6:00PM-9:00PM  
Dwayne Thompson

### Survey of English Literature ENG 2203 3CR

A critical and appreciative study of major British authors and types of literature including poetry, prose and drama from the Anglo-Saxon period to the eighteenth century. The works studied may vary year to year, but the course will look at works by the Beowulf poet, Chaucer, Shakespeare, Donne, Milton, Swift and Fielding. There will be some attention given to the historical context. **Prerequisite:** ENG 1112

SEC01 HH H270 M 5:30PM-8:30PM  
Sajni Tolaram

### Oral Communication ENG 2212 3CR

A study of the theory and practice of public speaking. Levels of communication and their application.

The focus is on preparing and delivering oral presentations. **Prerequisite:** ENG 1112 or ENG 1115

SEC01 HH H211 TR 2:35PM-3:55PM  
Sajni Tolaram

### Studies in Bermudian Literature ENG 2260 3CR

Bermuda's unique cultural and literary landscape will be explored through a study of fiction, poetry and drama by early and contemporary writers. The course will start by looking at the role in world literature played by the discovery of Bermuda and will go on to investigate the realities of the slave society. The complexities of twentieth and twenty-first century Bermuda will be the basis of the rest of the course that will feature the work of Brian Burland.

**Prerequisite:** ENG 1112

SEC01 Library W 6:00 PM-9:00 PM  
Yesha Townsend

## FILM STUDIES

### Introduction to Film Studies FLM 1101 3CR

This course teaches the fundamental concepts and critical skills involved in interpreting film. Students shall participate in discussing and viewing films and clips. In addition, they are required to produce a series of critical essays and a film project.

SEC01 NH G301 MW 2:35PM- 3:55PM  
Sajni Tolaram

## FRENCH

### Beginner's French I FRE 1101 3CR

Designed for students who have done little or no French in secondary school. An introduction to the basic language skills of comprehension, speaking, reading and writing with emphasis and audio-lingual and writing skills.

SEC01 HH H273 S 10:00 AM-1:00 PM  
Joanna Jackson-Smith

## HEATING, VENTILATION & AIR CONDITIONING

### Fundamentals of Heating and Cooling HVA 1101 5CR

The following skills are contained in this module: Describe basic principles of HVAC; Complete basic trade calculations; Use Ohm's Law to analyse electrical circuits; Analyse the refrigeration cycle; Describe operation of furnaces.

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

### Senior Student Project I HVA 1105 2CR

This module will consist of a hands-on project in the workshop to develop students' practical application of theory learned in the first two semesters of the programme. The project will vary each year according to grants received from ASHRAE. Requirements include a progress report to be sent to ASHRAE at the end of the semester.

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

### Troubleshooting Heating HVA 1106 3CR

The following topics are contained in this module: Perform preventive maintenance; Apply troubleshooting techniques; Troubleshoot electronic controls, gas, oil and electric heating systems.

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

### Troubleshooting Cooling HVA 2107 3CR

The following topics are contained in this module: Troubleshoot cooling equipment, heat pumps and accessories.

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

### Hydronics HVA 2108 2CR

The following topics are contained in this module: Service commercial hydronic systems; Balance air and water systems; Maintain steam systems.

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

## HISTORY

### World History I HIS 1140 3CR

A survey of world history from the spread of Islam to the era of European global expansion. The course uses primary and secondary material in an attempt to understand the social, political, intellectual and cultural development of civilisations around the world. **Prerequisite: A grade of "C" or better in ENG 0012**

SEC01 HH H270 T 6:00PM-9:00PM  
Lesley Wharton

## HOTEL MANAGEMENT

### Introduction to the Hospitality Industry HMT 1155 3CR

This course is designed to provide an overview, and a fundamental understanding of the basic principles, practices and concepts of the hospitality industry.

**Prerequisite: Satisfactory performance on College Placement Test with a minimum score of 50 in Reading Comprehension and 50 in Sentence Skills.**

SEC01 BH B260 MW 1:35 PM-2:55 PM  
Rui DeSa

### Hospitality Sales and Marketing HMT 1265 3CR

A broad perspective of hospitality marketing, placing emphasis on the analysis, structure, and strategy of the hospitality marketing department, allocation of resources, marketing research, and the effectiveness of the marketing plan. It will also take an in-depth study into the promotional tool of personal selling, target marketing, product positioning, with an emphasis on identifying and meeting the sales needs of the customer. **Prerequisite: HMT 1175**

SECD1 BH B260 TR 10:05 AM-11:25 AM  
Rui DeSa

## INSURANCE

### Introduction to Risk and Insurance INS 1101 3CR

Key concepts and legal principles in risk management and insurance are taught. Government regulations and the social and economic significance of the insurance industry are also explored.

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

SEC01 HH H273 R 6:00 PM- 9:00 PM  
Kayla Bridgewater

### Managing Evolving Risk INS 2230 3CR

In this course, students will expand their knowledge on the quadrants of risk associated with insurance. They will also study data analytics and risk treatment techniques. Additional topics include legal and regulatory compliance. Students who complete this course with a grade of "B" or better will be eligible for a waiver for the CPCU 500 exam from The Institutes. **Prerequisite: INS 2225**

SEC 01 NH G223 M 6:00 PM- 9:00 PM  
Victoria Cunningham

## MANAGEMENT

### Introduction to Business MGN 1114 3CR

This course provides an introduction to business concepts and functions. Topics covered include: Ethics and social responsibility, Forms of business ownership, Small business and entrepreneurship, Management and organisation of the firm, Marketing, operations, finance, and human resources. Emphasis will be placed upon the discussion of current issues and trends relating to these topics. Case study analysis will be introduced. **Prerequisite: A grade of "C" or better in ENG 0012**

SEC01 HH H270 TR 10:05 AM-11:25:AM  
TBA

SEC02 NH G301 TR 2:35 PM-3:55 PM  
Erwin Lightbourne

### Marketing Management I MGN 2210 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. **Prerequisites: MGN 1114 and ENG 1111**

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

### Finance I MGN 2240 3CR

The course provides an in-depth study of the techniques required for managerial decision-making in the financial area. Topics include: Mathematics of finance; Financial analysis; Financial management; Interest rate theories; Working capital management; Short-term financing and capital markets.

**Prerequisites: ACC 1145 and MAT 1131**

SECD1 ONLINE  
TBA

**Introduction to Small Business Management****MGN 2245 3CR**

This course introduces the student to interrelated operations of a small business. The content covers the essentials of starting a small business from the generation of the idea through the completion of the business plan, as well as the practical aspects of the day-to-day operation. **Prerequisite: MGN 1114**

SEC01 HH H211 TR 4:05 PM-5:25 PM  
Erwin Lightbourne

**Introduction to International Business****MGN 2250 3CR**

An introduction to the world of international business and Bermuda's role in the global economy. The course will raise students' levels of awareness and understanding of the way business is conducted worldwide. Topics such as the Role of international business in Bermuda's economy; Crosscultural communication and management; International marketing and finance; and the Structure of the multinational organisation will be covered.

**Prerequisite: MGN 1114**

SEC01 NH G228 W 6:00 PM-9:00 PM  
TBA

**MATHEMATICS****Basic Mathematics****MAT 0010 OCR**

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

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

**Preparatory College Mathematics I****MAT 0014 OCR**

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

SEC01 NH G306 MWF 9:35 AM-10:25 AM  
Lynne Wade

SEC02 NH G306 MWF 11:35 AM-12:25 PM  
Lynne Wade

SEC03 NH G223 TR 10:05 AM-11:25 AM  
TBA

SEC04 NH G306 MW 4:00 PM-5:20 PM  
Sergio Pitcher

SEC05 NH G305 W 6:00 PM-9:00 PM  
Sergio Pitcher

**Preparatory College Mathematics II****MAT 0015 OCR**

An intermediate algebra course preparing students for entry to college-level mathematics. Topics include polynomials with emphasis on factoring and solving quadratic equations, solving rational and radical equations, simplifying complex expressions, and performing basic operations on rational and radical expressions. **Prerequisite: A grade of "C" or better**

**in MAT 0014, or satisfactory performance on the College Placement Test.**

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

SEC02 NH G323 T 6:00 PM-9:00 PM  
Sergio Pitcher

SEC03 NH G305 TR 11:35 AM-12:55 PM  
William Ashby

**Business Mathematics****MAT 1034 3CR**

Topics include bank services, payroll calculations, mathematics of buying and selling, simple and compound interest, business and consumer loans, depreciation. This course is a certificate course and will not normally transfer into degree programmes.

**Prerequisite: A grade of "C" or better in MAT 0010**

SEC01 NH G306 MWF 12:35 PM-1:25 PM  
Jennifer Ackah

**College Algebra I****MAT 1105 3CR**

Intended to provide exposure to a number of mathematical topics at college level for those students who do not wish a concentration in mathematics but who need to improve their competency in intermediate algebra. Such topics will include absolute values, domain and range of functions, symmetry, graphs, horizontal and vertical translations and the study of roots of polynomials. **Prerequisite: A grade of "C" or better in MAT 0015**

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

SEC02 NH G304 TR 11:35 AM-12:55 AM  
Dana Lightbourne

SEC03 NH G226 MW 5:30 PM-6:50 PM  
William Ashby

SEC04 NH G226 MWF 11:35 PM- 12:25 PM  
William Ashby

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

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

SEC01 NH G306 TR 4:00 PM-5:20 PM  
Lynne Wade

**Finite Mathematics****MAT 1131 3CR**

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

SEC01 NH G226 MW 4:00 PM-5:20 PM  
William Ashby

**Pre-Calculus****MAT 1141 3CR**

A continuation of the study of topics in algebra, in addition to topics in trigonometry recommended for students of calculus, or those seeking a concentration in mathematics or science. Includes the study of



# The ILS Bermuda & Bermuda College Partnership

An immersive pathway into Bermuda's ILS and (re)insurance industries for Bermuda College students.



Since 2017, ILS Bermuda has proudly partnered with Bermuda College to give students exclusive access to the dynamic world of insurance-linked securities (ILS), reinsurance, and the broader (re)insurance industry. What began as access to the annual ILS Convergence conference has now grown into a comprehensive, year-long learning experience running alongside your academic programme.

This initiative is designed to bring the classroom to life — connecting students with industry leaders, professional mentors, and career-shaping opportunities in one of Bermuda's most globally recognised sectors.

## What's in it for you?

### ► Attend the ILS Convergence Conference (Oct 13-15, 2025)

Students will attend this flagship conference at the Hamilton Princess, gaining access to expert panels, networking events, and behind-the-scenes industry insight. You'll meet professionals, mentors, and ILS Bermuda committee members who are excited to support your journey.

### ► Year-Round Mentorship

From exploring career paths and university options to understanding industry roles, students are matched with mentors offering meaningful guidance throughout the year — not just during the conference.

### ► Resume Building Workshops

Industry professionals will walk you through tips and tools to strengthen your resume — followed by breakout sessions offering one-on-one feedback tailored to your goals.

### ► Interview Practice Sessions

Get real-world interview experience through mock interviews with industry pros in areas like underwriting, actuarial science, and finance. You'll leave with actionable feedback to boost your confidence.

### ► "Lunch & Learn" Series

Born from student curiosity, this series dives into real questions like "What do actuaries actually do?" or "How is an insurance company structured?" Students take the lead in organising small-group sessions with industry professionals — with behind-the-scenes support from ILS Bermuda.

### ► Paid Internships and Work Shadowing

Exclusive to Bermuda College students, these roles offer real experience with ILS and reinsurance companies during the summer. Positions are limited and competitive — with interviews and selections conducted by the host companies. In 2025, seven students were placed in summer internships across five organisations.

## Interested?

Applications open on August 20, 2025 and close on September 12, 2025.

Speak to:

- Craig Simmons  
cfs@college.bm
- Ali Arouzi  
AArouzi@college.bm
- Kayla Bridgewater  
kbridgewater@college.bm
- Victoria Cunningham  
Vcunningham@college.bm



PHOTOS: WWW.ILSBERMUDA

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 G304 TR 10:05 AM-11:25 AM  
Dana Lightbourne

### Calculus II MAT 2201 3CR

Intended as a continuation of MAT 1152 for students taking a concentration in science and/or mathematics. Includes inverse trigonometric and hyperbolic functions, techniques of integration, indeterminate forms, tests for convergence of series, Taylor series.

**Prerequisite: MAT 1152**

SEC01 NH G226 TR 2:35 PM-3:55 PM  
William Ashby

### Introduction to Mathematical Statistics MAT 2205 3CR

This course is designed to cover general probability, Bayes' Theorem, discrete and continuous random variables, mean, variance and covariance of random variables, mathematical expectation, marginal and conditional probability distributions, hypothesis testing, sampling theory and Central Limit Theorem. Students already registered in the actuarial programme have the option to take MAT 2205, 2233 or 2234. However, new students registering in this programme as of FA24 can ONLY take MAT 2205. If the student takes MAT 2233 or 2234 they will not receive credit. **Prerequisite: MAT 1152**

SEC01 NH G304 T 6:00PM-9:00 PM  
Dana Lightbourne

### Linear Algebra MAT 2210 3CR

Intended to provide a comprehensive understanding of the theory and applications of matrices, particularly for the aspiring scientist and mathematician. Includes systems of linear equations, vector spaces, Gram-Schmidt process, linear transformations, matrices, determinants, eigenvalues and eigenvectors, real quadratic forms.

**Prerequisites: MAT 1141 and MAT 1152**

SEC01 NH G228 TR 8:35 AM-9:55 AM  
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 G304 MWF 11:35 AM-12:25 PM  
Dana Lightbourne

### Statistics II MAT 2234 3CR

A continuation of MAT 2233 covering methods of statistical inference. Includes estimation, hypothesis testing, chi square, and analysis of variance, linear regression and correlation. Applications are taken

from business, management, social science and natural science. **Prerequisite: MAT 2233**

SEC01 NH G306 T 6:00 PM-9:00 PM  
Lynne Wade

## MOTOR VEHICLE TECHNOLOGY

### Electrical Systems MVT 1104 3CR

The following topics are contained in this module: Testing and diagnosing of electrical systems; Identifying electrical principles; Diagnosing and testing electrical circuits.

SEC01 TH T187 M-R 1:30PM-5:30PM  
Michael Thompson

### Battery/Charging Systems MVT 1105 3CR

The following topics are contained in this module: Perform diagnosis and service of batteries; Testing charging systems.

SEC01 TH T187 M-R 1:30PM-5:30PM  
Michael Thompson

### Starting Systems MVT 1106 3CR

The following topics are contained in this module: Identify starter systems; Inspect testing and disassemble of starter systems; Perform repairs on starter systems.

SEC01 TH T187 M-R 1:30PM-5:30PM  
Michael Thompson

### Braking Systems MVT 2107 1CR

The following topics are contained in this module: Perform diagnostic tests on braking systems; Investigate the operation of disc and drum brake systems.

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

### Hydraulic Brake Systems MVT 2108 1CR

The following topics are contained in this module: Perform repairs on hydraulic brake systems; Adjust hydraulic brake systems.

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

### Anti-Lock Brake Systems MVT 2109 1CR

The following topics are contained in this module: Perform diagnostic test and repairs on power assisted and anti-lock brake systems; Service anti-lock brake systems.

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

## NCCER

### Basic Safety NCC 1101 1CR

Complies with OSHA-10 training requirements. Explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. Discusses the causes and results of accidents and the impact of accident costs. Reviews the role of company policies and OSHA regulations. Introduces common job-site hazards and identifies proper protections. Defines safe work procedures, proper use of personal

**ALH  
2201****Integrating Research  
into Evidence Based  
Practice in Healthcare****JOIN Dr. Lynette Gibson**

as she facilitates the use of an evidence Based Practice Model to answer clinical problems experienced by healthcare professionals when providing patient care. The language of research is applied to reading and appraising healthcare clinical research articles.

**CONTACT:**

RENEE FAULCON

Head of Nursing and Allied Health

T: 236-9000 ext. 4115 • E: rfaulcon@college.bm



protective equipment, and working with hazardous chemicals. Identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards, and confined spaces.

SEC01 TH T222 MWR 6:00PM-9:00PM  
Gladwyn Trott

**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 T222 MWR 6:00PM-9:00PM  
Gladwyn Trott

**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 T222 MWR 6:00PM-9:00PM  
Gladwyn Trott

**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 T222 MWR 6:00PM-9:00PM  
Gladwyn Trott

**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 T222 MWR 6:00PM-9:00PM  
Gladwyn Trott

**Basic Communication Skills****NCC 1107 1CR**

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

SEC01 TH T222 MWR 6:00PM-9:00PM  
Gladwyn Trott

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

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

SEC01 TH T222 MWR 6:00PM-9:00PM  
Gladwyn Trott

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

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

SEC01 TH T222 MWR 6:00PM-9:00PM  
Gladwyn Trott

**Introduction to Construction  
Technology and Trades/Technical  
Job Skills****NCC 1110 5CR**

This course will provide students with an appreciation for modern technology, trades and engineering. Topics covered will be basic safety, hand and power tools, employability skills, and materials handling.



Also an introduction to technical skills required for the various technical occupations/trades with an introduction to plumbing, HVAC, automotive and electrical systems.

SEC01	TH	T202	TR	8:30 AM-10:05 AM
	TH	T202	F	10:35 AM-12:05 PM
Joseph Weeks				

## NURSING

### Nursing Fundamentals NUR 1150 8CR

Students in Nursing 1150 will acquire fundamental psychomotor, critical thinking and communication skills through student participation in classroom, skills lab, and clinical activities. Students learn basic assessment skills and nursing procedures utilising values and ethics necessary for practice, focusing on gerontological nursing care. **Prerequisites: A programme GPA 2.67 and a grade of "B-" or better in NUR 1101**

SEC01	WH	W108	TR	6:00 PM- 9:00 PM
		OFFCAM	S	7:30 AM- 2:00 PM
Renee Faulcon				
SEC02	WH	W108	TR	6:00 PM- 9:00 PM
		OFFCAM	U	7:30 AM- 2:00 PM
Renee Faulcon				

### Family Health Nursing NUR 2240 5CR

The course introduces the student to management of complex health issues applied to clients across the lifespan. Focus is on family education, cultural competency and sensitivity to values and ethical concerns of the child-bearing family. Students will be introduced to care of the client pre- and post-delivery with an increased focus on family-centred care. In the clinical setting, students demonstrate an ability to apply the nursing process to the care of individuals and families. Skill development reflects psychomotor, cognitive and affective domains of learning necessary for critical thinking, therapeutic communication, teaching and learning, with an introduction to leadership. In this course, students are introduced to the practice of nursing in the home and community-based settings. **Prerequisites: A grade of "B-" or better in NUR 2200, NUR 2201 and NUR 2235. Corequisite: NUR 2250**

SEC01	TH	T224	T	6:00 PM-9:00 PM
	TH	T224	W	8:00 AM-2:00 PM
Gaynell Hayward-Caesar				

### Adult Health NUR 2250 5CR

This course focuses on the etiologic, symptomatologic and pathologic aspects of selected human diseases across the life span. Concepts of health promotion, disease prevention, disease progression, and treatment are approached from a cellular and multisystem perspective. Influences of genetic, ethnic, and cultural variables on human diseases is analysed. Application and analysis of the therapeutic management of complex health issues are applied to clients across the lifespan. Focus is on family education, cultural competency and sensitivity to values and ethical concerns. 2 credit hours of classroom and 2 credit hours of clinical (90 hours of clinical per semester) are required. **Prerequisites: A grade of "B-" or better in**

### NUR 2200, NUR 2201 and NUR 2235

#### Corequisite: NUR 2240

SEC01	WH	W108	M	6:00 PM-9:00 PM
		OFFCAM	S	7:30 AM-2:00 PM
Shaunae Smith				
SEC02	WH	W108	M	6:00 PM-9:00 PM
		OFFCAM	U	7:30 AM-2:00 PM
Shaunae Smith				

## PHILOSOPHY

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

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

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

SEC01	NH	G225	W	6:00PM-9:00PM
Stephen Notman				

## PHYSICS

### Principles of Physics I PHY 1121 4CR

A course in fundamental principles and applications of physics, introducing the basic concepts and principles of mechanics and thermodynamics. Topics include: Equations of motion; Newton's Laws of motion; Transnational and rotational equilibrium; Work; Energy; Momentum; Heat, Kinetic gas theory; The gas laws. Suitable for students intending to pursue other scientific studies or wishing to specialise in physics and its related technologies. Laboratory.

#### Prerequisite: A grade of "C" or better in PHY 0013

#### Corequisite: MAT 1141

SEC01	HH	H170	W	2:05PM-3:55PM
	HH	H170	R	5:30PM-8:30PM
Paul Wright				

## PLUMBING

### Introduction to the Plumbing Profession, Safety and Tools PLM 1101 4CR

This module reviews the basic plumbing tools used to measure, lay out, cut, drill, bore, and ream. Trainees will learn how to safely use, properly care for, and maintain plumbing tools.

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

### Plastic pipe, Copper, Cast Iron, Steel Pipe and Fittings PLM 1102 2CR

Introduces trainees to the different types of plastic pipe and fittings used in plumbing applications, including ABS, PVC, CPVC.

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



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

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

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

**Sizing Water Supply Piping, Potable Water Treatment PLM 2107 3CR**

Explains how to disinfect, filter, and soften water supply systems. Discusses how to troubleshoot water supply problems, flush out visible contaminants from a plumbing system, and disinfect a potable water plumbing system.

SEC01 TH T216 TR 1:30PM-5:30PM  
Gladwyn Trott

**Backflow Preventers, Types of Venting, Sizing DWV Systems PLM 2108 4CR**

Reviews the different types of vents that can be installed in a DWV System and how they work. Also teaches design and installation techniques.

SEC01 TH T216 TR 1:30PM-5:30PM  
Gladwyn Trott

**Sewage Pumps, Compressed Air PLM 2109 2CR**

Explains the installation, diagnosis, and repair of pumps and controls in a water system.

SEC01 TH T216 TR 1:30PM-5:30PM  
Gladwyn Trott

## PSYCHOLOGY

**Introduction to Psychology I PSY 1101 3CR**

A survey of the conceptual approaches in psychology: biological bases of behaviour, perception, consciousness (sleep, dreams, hypnosis, meditation), learning, language, basic drives (hunger, thirst, sex), motivation, emotion and intelligence.

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

SEC01 HH H100 MWF 10:35AM-11:25AM  
Jahnae Harvey

SEC02 HH H100 T 6:00PM-9:00PM  
Jahnae Harvey

**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 1:35PM- 2:25PM  
Jahnae Harvey

**Introduction to Social Psychology PSY 2210 3CR**

An examination of human behaviour covering such topics as conformity, altruism, impression formation, aggression, prejudice, love and attraction attitudes, and organisational behaviour. Emphasis is placed on understanding the connection between sociological and psychological determinants of normal and abnormal behaviour. **Prerequisites:** PSY 1101 and PSY 1102

SEC01 HH H273 TR 10:05AM-11:25AM  
Jahnae Harvey

**Learning Theory PSY 2270 3CR**

An examination of developmental issues influencing learning, including cognitive, personal, moral, physiological, and neuro-physiological. Specific learning theories covered include classical and operant conditioning, cognitive theories, and social learning theories. **Prerequisites:** PSY 1101 and PSY 1102

SEC01 HH H275 MWF 12:35PM-1:25PM  
Jahnae Harvey

## RELIGIOUS STUDIES

**Introduction to Religious Studies II REL 1102 3CR**

A comparative study of the dominant monotheistic religions from the Middle East: Judaism, Christianity and Islam. From early doctrinal development in ancient precursors, (e.g. Zoroastrianism), to modern day politics and ethnic conflicts, this course will examine critically the history and global impact of Abrahamic monotheism.

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

SEC01 NH G228 M 6:00PM-9:00PM  
Radell Tankard

## BOOKS AND SUPPLIES THAT WORK AS HARD AS YOU DO!



We offer all the tools you need to make your college experience A SUCCESS!

**Monday - Thursday:** 8:45 am - 5:30 pm  
**Friday:** 8:45 am - 4:30 pm

**FALL SEMESTER EXTENDED HOURS**  
**FIRST TWO WEEKS Monday - Thursday:** 8:45 am - 6:30 pm  
**First Saturday before semester begins:** 10 am - 2 pm

**SPRING SEMESTER EXTENDED HOURS**  
**FIRST WEEK:** 8:45 am - 6:30 pm

**SUMMER HOURS**  
**Monday - Thursday:** 8:45 am - 4:30 pm  
**Friday:** 8:45 am - 4:30 pm (subject to change)

**LOCATION:** 1st Floor College Centre  
**CALL FOR MORE INFORMATION** 236-9000 ext. 4310

SOCIOLOGY

Introduction to Sociology      SOC 1101      3CR

An introduction to the study of human society from the sociological perspective. Emphasises the nature and meaning of society, culture, status and role, socialisation and personality, deviance, and social stratification.

**Prerequisite:** A grade of “C” or better in ENG 0012

SEC01	HH	H100	MWF	11:35AM-12:25PM
Geoffrey Rothwell				
SEC02	HH	H100	R	6:00PM-9:00PM
Geoffrey Rothwell				

Social Inequality      SOC 2220      3CR

An examination of the origins and nature of the principal types of social inequality including sex, caste, class and race. Deals particularly with studies of status in modern industrial societies and in Bermuda.

**Prerequisites:** SOC 1101 and SOC 1102

SEC01	HH	H275	TR	11:35AM-12:55PM
Geoffrey Rothwell				

Sociology of Deviant Behaviour      SOC 2280      3CR

An examination of the nature of deviance and its sociological explanations through analysis of selected topics such as mental illness, violence, sexual deviance and drug abuse. Also examined are social responses to deviance including stigmatisation, treatment and social control.

**Prerequisites:** SOC 1101 and 1102

SEC01	HH	H275	TR	2:35PM-3:55PM
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	HH	H102	M	6:00 PM-9:00 PM
Bryce Williams				

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	R	6:00 PM-9:00 PM
Bryce Williams				

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.

TO ENROL CONTACT OUR RECRUITMENT OFFICER!

Adapted from a career presentation prepared by a member of the Joint CAS/SOA Actuarial Diversity Committee.

## TECHNICAL COURSES

### Introduction to Computer Aided Technical Drawing **TEC 1000 3CR**

An introduction to computer aided drafting software applications, two dimensional and three dimensional drawing. Students will develop two and three dimensional drafting design techniques, using CAD software for creating designing and printing, various designs, shapes, parts and functional objects.

**Prerequisite:** TMM 1001

SEC01 TH T216 MW 9:00AM-10:30AM  
Joseph Weeks

### Introduction to Programming for Technicians **TEC 1002 3CR**

This introductory programming course will provide students with basic computing problem solving skills using the Python programming language. Students will develop, compile, debug, and execute programmes while learning basic programming terminology and concepts such as procedure definition, algorithms, functions, conditional statements, and object-oriented programming concepts.

**Prerequisites:** TMM 1101 and TSM 1101

SEC01 TH T222 TR 11:00AM-12:25PM  
Delroy Musson

### Introduction to Engineering and Design **TEC 1010 3CR**

This is an introductory course to engineering technology that provides students with an appreciation of the various engineering disciplines, problem-solving

and technical design processes. Students will develop practical solutions to real world problems.

**Prerequisite:** TEC 1000

SEC01 TH T222 TR 9:00AM-10:30AM  
Delroy Musson

### Technical Math I **TMM 1001 3CR**

This course will provide students with a practical application of mathematical skills as it relates to technology. Some of the topics to be studied are a review of basic math skills, measurements and units, algebra essentials, Cartesian coordinates, systems of equations, plane and solid geometry, trigonometry, vectors, binary and hexadecimal numbers, and Boolean algebra.

**Prerequisite:** NCC 1102 or IGCSE Math (Core)

SEC01 TH T224 TR 1:30 PM-3:00 PM  
Joseph Weeks

SEC02 BH B264 M 6:00 PM-9:00 PM  
Sergio Pitcher

### Technical Science I **TSM 1101 4CR**

This module is an introduction to applied science skills for the technical trades. It applies the principles of: Basic botany; Force and motion; Simple machines; Thermodynamics and electricity and magnetism.

SEC01 TH T202 TR 6:00 PM-9:00 PM  
Derreck Bean

SEC03 BH B264 TWR 11:00 AM-12:50 PM  
Joseph Weeks

## IMPROVE YOUR CHANCES FOR PROMOTION & CAREER ADVANCEMENT with ENG 1115 - Writing for Professionals

**Effective business writing and problem-solving competency to help advance your career.**

**You will learn:**

- how to compose business letters, emails, and formal reports commonly used in business and industry
- investigative skills and problem-solving abilities requisite for promotion
- how to write various cover letters and resumes required for job applications and employment interviews

For the busy professional, the course is offered online conveniently on Saturday evenings as well as on campus during the week. For further information, contact:

**Dr. Dwayne Thompson, Dean of Arts & Science**

T. 236-9000 ext. 4245

E. dthompson@college.bm







## ATHORA DIVISION OF PROFESSIONAL CAREER EDUCATION

# HEALTHCARE CAREER OPPORTUNITIES

### Certified Training in One Year or Less!

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

#### CAREER ENHANCEMENT COURSES

##### **CERTIFICATE FOR ACTIVITIES SPECIALISTS**

Ideal for a career to develop and deliver activities in a supportive manner with seniors

- One semester course
- Evening course – once per week

##### **SPECIALIST CERTIFICATE IN LONG-TERM CARE**

- Next step after the Certified Nursing Assistant
- One semester course
- Emphasis on long-term care for the aged
- Evening course – once per week

##### **CERTIFICATE IN INTELLECTUAL DISABILITY**

Ideal for educators, para-professionals, nurses, nursing assistants

- One semester course
- Provides skillsets to support those with intellectual disabilities
- Evening course – once per week

#### FACE-TO-FACE COURSES

##### **EMERGENCY MEDICAL TECHNICIAN (EMT) PROGRAMME**

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

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

##### **CERTIFICATE FOR NURSING ASSISTANTS**

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

#### ONLINE COURSES!

##### **MEDICAL BILLING AND CODING**

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

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

##### **MEDICAL ADMINISTRATIVE ASSISTANT**

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

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

##### **SPANISH FOR MEDICAL PROFESSIONALS**

Frustrated by the communication barrier with Spanish speaking patients?

- Learn basic, practical language skills to help communicate effectively!
- Designed specifically for healthcare professionals



CONTACT US:

- ✉ [readytostart@college.bm](mailto:readytostart@college.bm)
- ☎ 236-9000 ext. 4117
- 🌐 [www.college.bm](http://www.college.bm)

**MANY PATHS. DISCOVER YOURS.**

**APACE REGISTRATION FEES**

Payment is due at the time of registration. NOTE: BC offers payment plan options for students needing additional time (fees apply). For details, please email the Business Office at [bcaccountsreceivable@college.bm](mailto:bcaccountsreceivable@college.bm)

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

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

**FOR CREDIT COURSES, SEE PAGE 3**





## ATHORA DIVISION OF PROFESSIONAL AND CAREER EDUCATION

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

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

## COMPLIANCE LEVELS

**KIXKO** - Anti Money  
Laundering/Countering  
Terrorist Financing  
Certificate  
[www.kixko.com](http://www.kixko.com)

**ACAMS** - Association  
of Certified  
Anti-Money  
Laundering Specialists  
[www.acams.org](http://www.acams.org)

**ICA** - International Compliance  
Association Certificates  
(Various levels available – from  
introductory to advanced)  
[www.info-comp.org](http://www.info-comp.org)



LEARN MORE:  
[www.college.bm/pace](http://www.college.bm/pace)

TO GET STARTED EMAIL:  
[readytostart@college.bm](mailto:readytostart@college.bm)



## EXTERNAL CERTIFICATES & PROFESSIONAL DESIGNATION

### ACCOUNTING

#### ACCA ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

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

This diploma is suitable for anyone looking to pursue an introductory qualification in accounting and finance. This includes school leavers or those already working in supportive roles in the field of accounting. Previous academic qualifications are not required to study this qualification.

All new students must register for membership online <http://www.accaglobal.com/gb/en/qualifications/apply-now.html#startapp>

##### Recording Financial Transactions (FA1)

TDS ACCA10

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

SECA1	T	6:00PM - 9:00PM	H211
16 September - 16 December			<b>\$895</b>
Rosina Hardtman			

##### Management Information (MA1)

TDS ACCA12

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

SECA1	R	6:00PM - 9:00PM	H102
18 September - 19 December			<b>\$895</b>
Rosina Hardtman			

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

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

This diploma is suitable for anyone looking to do an introductory qualification in accounting and finance. This includes school leavers or those already working in accounts-support roles. Before studying for this qualification, students are encouraged to complete the ACCA Diploma in Financial and Management Accounting (RQF Level 2).

All new students must register for membership on <http://www.accaglobal.com/gb/en/qualifications/apply-now.html#startapp>.

##### Managing Financial Records (FA2)

TDS ACCA20

This course will develop your knowledge and understanding of the techniques used to maintain accounting records and prepare final accounts of unincorporated entities.

SECA1	M	6:00PM - 9:00PM	H213
16 September - 16 December			<b>\$895</b>
Zaynab Brown			

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

TDS ACCA22

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

SECA1	T	6:00PM - 9:00PM	H102
16 September - 16 December			<b>\$895</b>
Zaynab Brown			

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

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

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

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

TDS ACCA30

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

SECA1	T	6:00PM - 9:00PM	G228
16 September - 16 December			<b>\$895</b>
TBD			

##### Management Accounting (FMA)

TDS ACCA32

This module will develop knowledge and understanding of how to prepare and process basic cost and quantitative information to support management in planning and decision-making in a variety of business contexts. **\*Prerequisite/co-requisites TDS ACCA30 and TDS ACCA34**

SECA1	R	6:00PM - 9:00PM	
18 September - 18 December			<b>\$895</b>
TBD			

## ACCA QUALIFICATION\*\*

### Performance Management (F5) TDS ACCA 40

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

SECA1 R 6:00PM - 9:00PM H275  
18 September - 18 December  
TBD **\$1,195**

### Taxation (F6/TX) TDS ACCA42

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

SECA1 W 6:00PM - 9:00PM G304  
17 September - 17 December  
TBD **\$1,195**

### Financial Reporting (F7/FR) TDS ACCA44

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

SECA1 R 6:00PM - 9:00PM G304  
18 September - 18 December  
TBD **\$1,195**

### Audit and Assurance (F8/AA) TDS ACCA46

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

SECA1 W 6:00PM - 9:00PM G323  
17 September - 17 December  
TBD **\$1,195**

**\*\*Students undertaking the ACCA Qualification courses must receive prior exemption from the Diploma level course work via <http://www.accaglobal.com/en/qualifications/apply-now/exemptions.html>**

**ACCA Qualification courses are offered in rotation, in accordance to ACCA progression rules. By completing the courses as offered, students will complete the ACCA qualification requirements in 3 years.**

**NOTE: ACCA examination and book fees are not included.**

## AQUAPONICS

### Introduction to Aquaponics TDS AQUA 1

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

SECA1 T 6:00PM - 8:00PM TH T088  
7 October - 28 October  
Joseph Weeks **\$175**



ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

## (ACCA) PROGRAMME

INTERESTED IN BECOMING AN ACCOUNTING PROFESSIONAL?



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

It is the ideal programme for the average working adult!

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

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

#### • FOUNDATIONAL

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

#### • FUNDAMENTALS

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

#### • PROFESSIONAL

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

#### PLUS!

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

## ARTIFICIAL INTELLIGENCE

### Artificial Intelligence (AI) Foundations TDS 1240

In this in person course, you will take away a practical strategy and techniques for implementing a generative AI strategy for your organisation or business. Learn the top five considerations when starting with generative AI as well as tips to manage AI-driven projects. Discover how to leverage popular generative AI platforms for your business needs. Discuss the top tools to use to manage your generative AI projects and build integration into your existing workflows. See how generative AI tools work and how to use them to further your business goals. See what trends are on the horizon and where your goals fit with those new trends. Hear about applications of generative AI in various industries and how companies are using AI to enhance their operations. Discuss how business processes can change with AI integration and get feedback on cutting edge AI strategy while discovering best practices for user experience and ethical considerations. Learn how to manage the influx of data and outputs created by generative AI. Develop a manageable workflow and get productivity tips to be more efficient.

SECA1 T 6:00PM - 9:00PM H213  
9 September - 7 October **\$795**  
Michelle Grant

SECA2 R 6:00PM - 9:00PM H213  
23 October - 20 November **\$795**  
Michelle Grant

### Advanced Generative AI and Prompt Engineering for Industry Applications TDS 1245

Take your knowledge of generative AI to the next level with this advanced course designed for professionals seeking to specialise in AI-driven solutions across industries. Building on foundational skills, this course will focus on advanced prompt engineering, workflow automation, and the customisation of AI models for specific business needs. You'll gain hands-on experience with both ChatGPT and Microsoft Copilot, learning how to leverage the strengths of each tool to optimise business processes, generate insights, and create tailored AI applications. Throughout five weeks of in-depth sessions, you'll explore how to refine prompts for precision, integrate generative AI models into existing workflows via APIs, and automate complex business functions with Copilot. You will also delve into data analysis techniques, develop custom AI models, and address ethical considerations such as bias and data privacy. This course culminates in a final project where you'll design an AI solution tailored to a specific industry, which you will pitch and present in the last session. Graduates will leave with a strong portfolio of work, demonstrating advanced skills in AI implementation and strategic AI project management, making them highly competitive in this rapidly evolving field.

SECA1 T 6:00PM - 9:00PM HH H213  
21 October - 18 November **\$895**  
Clarity Institute

## CHILDCARE

### Certificate for Childcare Assistants CCP 820

This hybrid Early Childhood Education and Leadership programme blends online learning with face-to-face instruction, offering flexibility while maintaining strong engagement and support. Designed to equip aspiring early childhood educators with the knowledge, skills, and leadership abilities needed to thrive in early education settings, this comprehensive programme spans three semesters. Students will engage in both in-depth academic study and hands-on application of the eight units of the Child Development Associate (CDA) Credential™, alongside leadership training aimed at preparing them for supervisory and administrative roles in early childhood environments. Upon successful completion, students will have developed a robust understanding of child development, effective teaching strategies, and the ability to manage and lead early childhood programmes.

**Entry Requirements: Applicants must be proficient in English and mathematics. Potential students will be assessed as part of the admissions process.**

SECA1 TR 6:00PM - 9:00PM T086  
16 September - 16 December **\$1,370**

## COACHING NEW

### Certificate in the Foundations of Coaching TDS CFC2

The Certificate in the Foundations of Coaching (CFC) is a highly interactive, three-day virtual training designed for individuals who are exploring or just beginning their journey into professional coaching. This 24-hour course, delivered over three days across three consecutive weeks, introduces the fundamentals of coaching through live instruction, group discussion, and coaching practice.

Participants will explore the International Coaching Federation (ICF) Core Competencies, coaching ethics, and the distinctions between coaching and other professional roles such as therapy, mentoring, and consulting. Through practical exercises and real-time feedback, students will begin developing the skills and mindset needed to hold powerful coaching conversations and support client transformation.

SECA1 F 10:00AM - 6:00PM  
Live Online  
3 October - 17 October **\$1,875**

## COMPLIANCE PROGRAMMES

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

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

The Certified Anti-Money Laundering Specialist (CAMS) designation denotes a superior level of understanding of international AML/CTF principles.



Passing the CAMS Examination distinguishes you as an AML/CTF authority and helps mitigate institutional financial crime risks. Internationally renowned and accepted, world governments acknowledge the CAMS Certification as the gold standard in AML/CTF compliance. The three course options are as follows:

SECA1 Distance Education 20 August – 24 September	<b>\$2,195</b>
SECA2 Distance Education 2 October – 6 November	<b>\$2,195</b>
SECA3 Distance Education 5 November – 10 December	<b>\$2,195</b>

**NOTE: Prospective students must send a copy of their acceptance letter along with their registration form to [serr@college.bm](mailto:serr@college.bm) at least 21 days prior to the start date. Click the following link for application details: <https://www.college.bm/index.php/pacedesignations/compliance-certification-programmes>**

### BERMUDA COMPLIANCE ACADEMY

Whether you're just starting out or building on years of experience, this is your opportunity to gain **Bermuda-specific, real-world compliance skills** that translate across industries. Led by local experts and industry practitioners, sessions cover the essential fundamentals and emerging issues within the compliance field including:

- Fundamentals of a compliance program
- Onboarding and ongoing monitoring
- Developing robust Risk Assessments & Risk Policy frameworks
- Corporate Governance
- AML/ATF Audit Readiness
- Privacy & Data Protection
- Managing Investigations
- Effective sanctions and transaction monitoring
- Preparing for onsite inspections
- Navigating the international AML/ATF/CPF regulatory landscape (FATF/CFATF updates)

Sessions blend practical tools with local context, equipping participants with skills they can apply immediately.

### AML Compliance ✨ **NEW** TDS 483

This series is designed for those who are considering a career in AML Compliance or require a general awareness of the requirements that may apply to their business activities or day-to-day life.

- Introduction to AML/CFT/CPF Compliance
- Customer Due Diligence: Navigating AML/CFT/CPF Requirements – Onboarding, Updating & Strategies to be Effective
- Legal Persons & Legal Arrangements – Recent changes to FATF Recommendations

- Introduction – Insights to the Onsite Inspection Process
- FAFT Travel Rule – Requirements for VASPs to achieve AML Compliance

SECA1 W 6:00PM - 8:00PM H211  
24 September – 22 October **\$TBD**

### Risk Management TDS 484

AML/CFT compliance requires the application of a Risk-Based Approach. That approach is informed by a Risk Assessment Framework that has been calibrated for individual firms. Several factors impact how your Risk Assessment Framework is developed and revised. This series will cover essential elements of Risk Assessment.

- Steps to Develop a Robust Risk Assessment Framework
- Institutional Risk – Critical Success Factors for Effectiveness
- Enterprise Risk Management
- Business Continuity Plans – Establishing Resilience in a changing world
- Assessing Country Risk – Elements of Risks & Relevance

SECA1 W 6:00PM - 8:00PM B264  
5 November – 3 December **\$TBD**

### (ICA) INTERNATIONAL COMPLIANCE ASSOCIATION

ICA is the leading professional body for the global regulatory and financial crime compliance community. Since 2001, ICA has enhanced the knowledge, skills and behaviour of over 150,000 professionals in 152 countries through their internationally recognised portfolio of professional qualifications awarded in association with Alliance Manchester Business School, the University of Manchester.

Visit <https://www.college.bm/index.php/pacedesignations/ica> for course descriptions. **New ICA students must register for student membership prior to taking a course.**

### ICA SHORT COURSES

#### ICA Demystifying Cryptocurrencies TDS ICA40

SECA1 Distance Education  
15 September – 15 October **\$365**

SECA2 Distance Education  
13 October – 13 November **\$365**

SECA3 Distance Education  
17 November – 17 December **\$365**

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

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

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

SECA1 Distance Education  
15 September – 15 October **\$365**

SECA2 Distance Education  
13 October – 13 November **\$365**

SECA3 Distance Education  
17 November – 17 December **\$365**

### **ICA Investigations Using Digital Forensics** **TDS ICA42**

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

SECA1 Distance Education  
15 September – 15 October **\$365**

SECA2 Distance Education  
13 October – 13 November **\$365**

SECA3 Distance Education  
17 November – 17 December **\$365**

### **SARS Investigations – Practice Like a Professional** **TDS ICA61**

Conduct an effective and robust investigation into reported suspicious activity, applying judgement and critically assessing the information available in order to make the correct decisions. This unique course will put you in the centre of an investigative scenario, providing you with direct practical experience.

SECA1 Distance Education  
15 September – 15 October **\$390**

SECA2 Distance Education  
13 October – 13 November **\$390**

SECA3 Distance Education  
17 November – 17 December **\$390**

### **Managing SARS Investigations – Best Practice Guide** **TDS ICA62**

Equip yourself with the confidence to make decisions, which can have serious implications for you personally as well as others. Get tips and advice on managing suspicious activity reports (SARS) investigations that are practice and have real-life relevance.

SECA1 Distance Education  
15 September – 15 October **\$390**

SECA2 Distance Education  
13 October – 13 November **\$390**

SECA3 Distance Education  
17 November – 17 December **\$390**

## **ANTI-MONEY LAUNDERING TRACK**

Topics Include: Understanding Money Laundering, Terrorist Financing and Sanctions; Vulnerabilities of Financial Institutions to Money Laundering and Terrorist Financing; Money laundering and terrorist financing vulnerabilities of financial services; Emerging technologies and new payment methods; Anti Money Laundering and Combating Terrorist Financing in Practice; Management Obligations and

the Risk-based Approach to Money Laundering and Terrorist Financing and more.

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

## **INTRODUCTORY LEVEL**

### **Introductory Level: Certificate in Anti Money Laundering** **TDS ICA02**

Length – 2 months.

Assessment type – Multiple choice exam online

SECA1 Distance Education  
2 September – 2 November **\$895**

SECA2 Distance Education  
6 October – 2 December **\$895**

SECA3 Distance Education  
3 November – 3 January **\$895**

## **DIPLOMA LEVEL**

### **ICA Advanced Level: Diploma in Anti Money Laundering** **TDS ICA22**

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

SECA1 Distance Education  
4 September – 11 May **\$4,251**

## **SPECIALIST CERTIFICATES**

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

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

SECA1 Distance Education  
2 September – 2 November **\$895**

SECA2 Distance Education  
3 November – 3 January **\$895**

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

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

SECA1 Distance Education  
2 September – 2 November **\$895**

SECA2 Distance Education  
3 November – 3 January **\$895**

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

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

SECA1 Distance Education  
2 September – 2 November **\$895**

SECA2 Distance Education  
3 November – 3 January **\$895**

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

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

SECA1 Distance Education  
2 September – 2 November **\$895**

SECA2 Distance Education  
3 November – 3 January **\$895**

**ICA Specialist Certificate in Anti Money Laundering and Art** **TDS ICA52**

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

SECA1 Distance Education  
2 September – 2 November **\$895**

SECA2 Distance Education  
3 November – 3 January **\$895**

**ADVANCED LEVEL**

**ICA Advanced Certificate in Anti Money Laundering** **TDS ICA12**

SECA1 Distance Education  
9 October – 23 February **\$2,565**

**GOVERNANCE, RISK AND COMPLIANCE TRACK**

Topics include Understanding the Regulatory Environment; Regulation in Practice; Compliance in Practice, Other Key Compliance Areas; Anti money laundering; Financial crime prevention; Market abuse; Managing risk; Enforcement and more.

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

**INTRODUCTORY LEVEL**

**Introductory Level: Certificate in Compliance** **TDS ICA01**

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

SECA1 Distance Education  
2 September – 2 November **\$895**

SECA2 Distance Education  
6 October – 2 December **\$895**

SECA3 Distance Education  
3 November – 3 January **\$895**

**SPECIALIST CERTIFICATES**

**ICA Specialist Certificate in Conduct Risk** **TDS ICA50**

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

SECA1 Distance Education  
2 September – 2 November **\$895**

SECA2 Distance Education  
3 November – 3 January **\$895**

**ICA Specialist Certificate in Artificial Intelligence (AI) for Compliance Professionals** **TDS ICA54**

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

SECA1 Distance Education  
2 September – 2 November **\$895**

SECA2 Distance Education  
3 November – 3 January **\$895**

**ADVANCED LEVEL**

**ICA Advanced Certificate in Governance, Risk, and Compliance** **TDS ICA16**

SECA1 Distance Education  
16 October – 2 March **\$2,565**

**ICA Advanced Diploma in Governance, Risk, and Compliance** **TDS ICA21**

SECA1 Distance Education  
12 September – 18 May **\$4,251**

**FINANCIAL CRIME PREVENTION TRACK**

Topics include: What is financial Crime? What are the Financial Crime Risks? Fraud Controls Banking - Fraud Typologies; Identity Theft and Cybercrime; Bribery and Corruption; Fraud Response Policy; The English Legal System and more.

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

**INTRODUCTORY LEVEL**

**Introductory Level: Certificate in Financial Crime Prevention** **TDS ICA03**

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

SECA1 Distance Education  
2 September – 2 November **\$895**

SECA2 Distance Education  
6 October – 2 December **\$895**

SECA3 Distance Education  
3 November – 3 January **\$895**

**SPECIALIST CERTIFICATES**

**ICA Specialist Certificate in Money Laundering Risk in New Technology** **TDS ICA13**

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

SECA1 Distance Education  
2 September – 2 November **\$895**

SECA2 Distance Education  
3 November – 3 January **\$895**

**ICA Specialist Certificate in Anti-Corruption** **TDS ICA44**

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

SECA1 Distance Education  
2 September – 2 November **\$895**

SECA2 Distance Education  
3 November – 3 January **\$895**

**ICA Specialist Certificate in Financial Crime Risk** **TDS ICA51**

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

SECA1 Distance Education  
2 September – 2 November **\$895**

SECA2 Distance Education  
3 November – 3 January **\$895**



**ADVANCED LEVEL****ICA Advanced Certificate in Managing Fraud** **TDS ICA15**SECA1 Distance Education  
29 October – 16 March **\$2,565****ICA Advanced Diploma in Financial Crime Prevention** **TDS ICA23**SECA1 Distance Education  
17 September – 25 May **\$4,251****CUSTOMER DUE DILIGENCE/KYC TRACK**

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

Understanding your customer makes great business sense as you respond to their needs, but it is also a hugely effective tool in anti-money laundering, to prevent terrorist financiers and other criminals from exploiting your organisation and the wider financial system.

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

**INTRODUCTORY LEVEL****Introductory Level: Certificate in KYC and CDD** **TDS ICA05**

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

SECA1 Distance Education  
2 September – 2 November **\$895**SECA2 Distance Education  
6 October – 2 December **\$895**SECA3 Distance Education  
3 November – 3 January **\$895****MANAGING SANCTIONS TRACK**

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

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

**INTRODUCTORY LEVEL****Introductory Level: Certificate in Managing Sanctions Risk** **TDS ICA04**

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

SECA1 Distance Education  
2 September – 2 November **\$895**SECA2 Distance Education  
6 October – 2 December **\$895**

SECA3 Distance Education

3 November – 3 January **\$895****SPECIALIST CERTIFICATES****ICA Specialist Certificate in Corporate Governance** **TDS ICA49**SECA1 Distance Education  
2 September – 2 November **\$895**SECA2 Distance Education  
3 November – 3 January **\$895****ADVANCED LEVEL****ICA Advanced Certificate in Practical Customer Due Diligence** **TDS ICA18**SECA1 Distance Education  
8 October – 16 March **\$2,565****ICA Advanced Certificate in Managing Sanctions Risk** **TDS ICA14**SECA1 Distance Education  
23 October – 2 March **\$2,565****ICA Advanced Level: Diploma in Managing Sanctions Risk** **TDS ICA24**SECA1 Distance Education  
25 September – 25 May **\$4,251****KIXKO**

Bermuda College has partnered with KIXKO to bring you the AML/ATF Certificate programme. The online programme is designed to enhance the skills of persons pursuing opportunities in the Financial Services Compliance Field.

**Students must complete registration for all KIXKO courses no later than 3 business days prior to the course start date.**

**KIXKO Orientation** **TDS KIXK01**

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

SECA1 Distance Education  
2 September – 2 December **\$55**SECA2 Distance Education  
6 October – 6 January **\$55**SECA3 Distance Education  
3 November – 3 February **\$55**SECA4 Distance Education  
1 December – 1 March **\$55****KIXKO AML ATF Risk Based Assessment** **TDS KIXK02**

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

SECA1 Distance Education

2 September – 2 December	\$55
SECA2 Distance Education	
6 October – 6 January	\$55
SECA3 Distance Education	
3 November – 3 February	\$55
SECA4 Distance Education	
1 December – 1 March	\$55

**KIXKO AML ATF Customer Due Diligence** **TDS KIXK03**

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

SECA1 Distance Education	
2 September – 2 December	\$55
SECA2 Distance Education	
6 October – 6 January	\$55
SECA3 Distance Education	
3 November – 3 February	\$55
SECA4 Distance Education	
1 December – 1 March	\$55

**KIXKO AML ATF Monitoring & Reporting** **TDS KIXK04**

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

SECA1 Distance Education	
2 September – 2 December	\$55
SECA2 Distance Education	
6 October – 6 January	\$55
SECA3 Distance Education	
3 November – 3 February	\$55
SECA4 Distance Education	
1 December – 1 March	\$55

**KIXKO AML ATF Governance & Oversight** **TDS KIXK05**

This course provides Senior Managers, Directors and Officers with Best Practice Governance and Oversight knowledge to enable compliance with Bermuda Anti-Money Laundering legislation, and to protect the entity and individuals against the threat of money laundering and terrorist financing.

SECA1 Distance Education	
2 September – 2 December	\$75
SECA2 Distance Education	
6 October – 6 January	\$75
SECA3 Distance Education	
3 November – 3 February	\$75
SECA4 Distance Education	
1 December – 1 March	\$75

## CORPORATE GOVERNANCE

### NEW

**Corporate Governance Foundations Programme (Part 1\* Introducing the Business Environment)** **TDS 482**

The first step in your journey towards becoming chartered. The Foundation Programme provides a broad introduction to businesses, how they are governed, maintained and financially managed, and the laws to which they must adhere.

Students without a background in law, finance or governance start with the Foundation Programme to learn the key knowledge and skills to prepare you for Chartered Governance Institute (CGI) Qualifying Programme.

The content underpins the knowledge required for the Chartered Governance Qualifying Programme and paves your way to becoming chartered. The four parts are:

- Part 1** Introducing the Business Environment
- Part 2** Introduction to Corporate and Business Law
- Part 3** Principals of Company Compliance and Administration
- Part 4** Introduction to Finance and Accounting

You will gain a better understanding of how businesses are organised and run and how the external environment affects business activities; the fundamentals of corporate and business (commercial) law and the legal framework within which businesses operate; legal, ownership and management structures for companies, how companies are incorporated and routine company compliance and governance obligations; and the basics of bookkeeping and how to understand the components of financial documentation as well as the principles of financial decision making.

SECA1	W	6:00PM - 9:00PM	G307
26 November – 17 December			\$595
Susan Trott			

**NOTE: The fees\* above represent payment for Part One; the CGI Foundations Programme require four (4) parts for completion. CGI Foundations exams are offered June and November each year.**

## ENTERTAINMENT AND HOSPITALITY

**Bartending** **FAB 815**

Bartending is a fast paced, intense course; designed to develop Bar-Ready students! We focus on the basics of bartending and so much more. Students learn about classic cocktails alongside their contemporary variations and then use this knowledge to create unique cocktails! A few master classes will be hosted to develop a well-rounded insight into the world of Bartending. Such Master Classes include Infusions, Rum, and Wine!

SECA1	M-W	6:00PM - 9:00PM	B263
15 September – 26 November			\$775
George Hayward, Jr.			

### The Bermuda Blue Flag Ambassador Course

TDS CUST10

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

SECA1	R	5:15PM - 9:00PM	
23 October			<b>\$105</b>
SECA2	R	5:15PM - 9:00PM	
20 November			<b>\$105</b>
Cordell Riley			

### ServSafe

TDS 1008

The National Restaurant Association's ServSafe® Food Handler Certification covers various areas and practices concerned with the safe handling of foods, including basic food safety, personal hygiene, time & temperature, cross-contamination & allergens, and cleaning & sanitation. This certification is for Chefs, Restaurant Managers, Food and Beverage Managers, all Food Handlers and Vendors. The certification will blend lecture, videos and activities to give you practical application of the areas covered. At the end of the course, you will sit the ServSafe® Food Handler Certification exam.

SECA1	S	9:00AM - 1:00PM	H213
4 October			<b>\$249</b>
Rui Desa			

Email [cplace@college.bm](mailto:cplace@college.bm) for additional dates.

## FITNESS TRAINING

### Personal Fitness Trainer

FIT 820

Bermuda College, in collaboration with the World Instructor Training Schools (W.I.T.S.), a leader in fitness training and certification in the U.S., is

delivering the Personal Fitness Trainer Certification. This programme consists of three essential components: a strong theoretical foundation taught through classroom lecture and discussion; a hands-on practicum where students develop professional skills and techniques through observation and practice; and an internship which provides additional practical experiences in a real-world setting.

SECA1	T/S	T=7:30PM - 10:30PM S=1:00PM - 4:00PM	G128
7 October - 22 November			<b>\$1,175</b>

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

## HEALTHCARE

### Certificate for Nursing Assistants

CCW 810

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. Participants will cover topics such as vital signs, medical terminology, caring for seniors and others in need of medical care, professional regulations, and legal and ethical issues around the health care industry. There are internships in an approved clinical setting.

**Those entering this programme must be proficient in English and mathematics. Potential students will be assessed.**

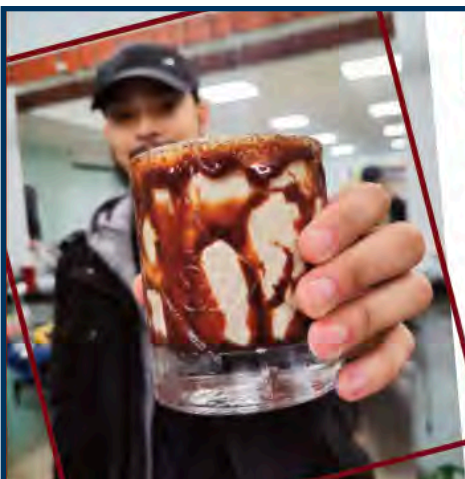
SECA1	MW	6:00PM - 9:00PM	TH T226
25 August - 3 December			<b>\$1,795</b>
Shaunae Smith			
Deann Trott			

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

### Certificate for Intellectual Disability

TDS 1114

The Certificate in Intellectual Disability will provide the healthcare team with the necessary skills to



## BARTENDING FAB 815

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

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



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

SECA1                      W                      6:00PM - 9:00PM                      H102  
17 September – 17 December                      \$765  
Dr. Renee Simons

**NEW \* Demystifying Suicide**                      **TDS 727**

Death by suicide has become one of the leading public health crises in the world. Though the topic may feel scary and uncomfortable to talk about, discussing suicide often offers a sense of relief for those struggling with thoughts or ideations.

Demystifying Suicide I and II is a one-day, hands-on training seminar designed to address the misconers and confront the stigma surrounding this topic. Part I will look at traditional ways this has been addressed in the past, as well as the latest research that is now re-informing how mental health professionals formulate and implement interventions. We will review the three leading treatment strategies and their risks and benefits.

Part II will take a deeper dive into these three most effective treatment strategies, as well as self-management safety planning that invites the individual to take an active role in this process. Finally, we will engage in the difficult dialogues that are necessary to confront the impact of this malady on our island home, including post-suicide support,

community responsibility, and the cultural and religious norms that inform our attitudes toward this subject.

SECA1                      W                      9:00AM - 4:00PM                      \$225  
10 September                      Pnuema Counselling

**Target Audience: Front-facing professionals, general public**

**Electronic Health Record Management Certificate**                      **TDS NUR43**

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

SECA1    Distance Education                      \$1,999  
2 September 2025 – 2 September 2026

SECA2    Distance Education                      \$1,999  
6 October 2025 – 6 October 2026

SECA3    Distance Education                      \$1,999  
3 November 2025 – 3 November 2026

SECA4    Distance Education                      \$1,999  
1 December 2025 – 1 December 2026

**Health Information Technology Certificate**                      **TDS NUR35**

This programme will train aspiring healthcare and information technology professionals to be part of the country’s emerging health IT industry. Elements

**THE CERTIFICATE IN BASIC HORTICULTURE**

Designed in collaboration with the Department of Workforce Development



- PREPARES STUDENTS with the skills and knowledge required for careers in the landscaping and horticulture industries.
- QUALIFIES STUDENTS to work in grounds maintenance, plant nurseries, landscaping, garden centres, golf courses, lawn care, and parks and recreation areas.

**Topics Covered:**

- ~ Introduction and Overview of the Landscaping and Horticultural Industry
- ~ Bermuda Plant Knowledge and Identification
- ~ Plant Anatomy, Physiology, and Soil Science
- ~ Natural History, Conservation, and Biodiversity
- ~ Operation and Maintenance of Horticulture Equipment
- ~ Plant Maintenance and Pruning
- ~ Plant Propagation
- ~ Ground Preparation and Plant Installation
- ~ Turf Management, Weeds, Pests, and Diseases

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

SECA1 Distance Education 2 September 2025 – 2 September 2026	<b>\$2,450</b>
SECA2 Distance Education 6 October 2025 – 6 October 2026	<b>\$2,450</b>
SECA3 Distance Education 3 November 2025 – 3 November 2026	<b>\$2,450</b>
SECA4 Distance Education 1 December 2025 – 1 December 2026	<b>\$2,450</b>

#### Medical Administrative Assistant TDS NUR55

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

SECA1 Distance Education 2 September 2025 – 2 September 2026	<b>\$1,299</b>
SECA2 Distance Education 6 October 2025 – 6 October 2026	<b>\$1,299</b>
SECA3 Distance Education 3 November 2025 – 3 November 2026	<b>\$1,299</b>
SECA4 Distance Education 1 December 2025 – 1 December 2026	<b>\$1,299</b>

#### Medical Billing and Coding TDS NUR44

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

prior to pursuing the national certification exams. Students entering this programme must have a high school diploma or GED.

SECA1 Distance Education 2 September 2025 – 2 September 2026	<b>\$1,799</b>
SECA2 Distance Education 6 October 2025 – 6 October 2026	<b>\$1,799</b>
SECA3 Distance Education 3 November 2025 – 3 November 2026	<b>\$1,799</b>
SECA4 Distance Education 1 December 2025 – 1 December 2026	<b>\$1,799</b>

#### Spanish for Medical Professionals TDS 1025

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

SECA1 Distance Education 2 September – 31 October	<b>\$290</b>
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For additional course details please click the following link <http://www.yougotclass.org/course/index.cfm/Bermuda/Spanish-for-Medical-Professionals>

## HORTICULTURE

#### Certificate in Basic Horticulture (Level 1) AGC 990

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

SECA1 TR 6:00PM - 9:00PM 16 September – 18 December Judith Welch	G226 <b>\$1895</b>
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Course fee does not include textbooks.

#### Certificate in Basic Horticulture (Level 2) AGC 991

This foundational, competency-based programme is an extension of the Level 1 programme. This course offer's a breadth and depth of study and equips students with applied knowledge and associated practical skills. Upon completion, students will be qualified to work in grounds maintenance, plant nurseries, and landscaping, garden centres. This course is aimed at individuals who have either successfully completed the Certificate in Basic Level or who have been assessed at Level 1 for National Certification. **Prerequisite: AGC 990**

SECA1 MW 6:00PM - 9:00PM 15 September – 17 December Judith Welch	H275 <b>\$1,895</b>
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Course fee does not include textbooks.

## FACILITIES MANAGEMENT

### (BOMI) BUILDING OWNERS AND MANAGERS INSTITUTE

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

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

SECA1 W 6:00PM - 9:00PM H270  
17 September – 17 December \$2,075  
Sheridan Ming

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

## MANAGEMENT

### (AMA) AMERICAN MANAGEMENT ASSOCIATION

#### Certificate in General Management\* AMA AMA70

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

SECA1 R 6:00PM - 9:00PM H211  
15 September – 18 December \$1,425  
Ervin Lightbourne

#### Certificate in Human Resources\* AMA AMA74

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

SECA1 M 6:00PM - 9:00PM H211  
15 September – 15 December \$1,425  
Meisha Medford

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

## PROJECT MANAGEMENT

### (GLOBAL KNOWLEDGE) PROJECT MANAGEMENT AND IT TRAINING

Global Knowledge, a Skillssoft company, has partnered with Bermuda College to deliver 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. There are multiple course sections per subject. Choose the date that suits your schedule.**

#### Project Management Fundamentals TDS PRO1

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

SECA1 Distance Education  
15 September – 17 September \$2,385  
M-W 8:30AM - 4:30PM

SECA2 Distance Education  
13 October – 15 October \$2,385  
M-W 8:30AM - 4:30PM

SECA3 Distance Education  
20 October – 22 October \$2,385  
M-W 11:30AM - 7:30PM

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

#### IT Project Management TDS PRO2

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



## BUILDING OWNERS AND MANAGERS INSTITUTE (BOMI)

### Facilities Management Administrator

Do you manage facilities, work with architects, engineers or construction companies? The Facilities Management Administrator (FMA) designation benefits both new and experienced facilities professionals through the development of valuable skills in strategic planning, project management, corporate finance, capital investment, and physical asset management. Topics include planning and project management, facilities technologies, finance and investment, and environmental health and worker safety.

### BOMI Curriculum

- The Design, Operations and Maintenance of Building Systems, Part I
- The Design, Operations and Maintenance of Building Systems, Part II
- Fundamentals of Facilities Management, Technologies for Facilities Management
- Facilities Planning and Project Management, Real Estate Investment and Finance
- Environmental Health and Safety, Ethics is Good Business



principles to successfully take a project from planning to rollout.

SECA1 Distance Education  
2 September – 4 September  
T-R 8:30AM - 4:30PM **\$2,385**

SECA2 Distance Education  
8 September – 10 September  
M-W 11:30AM - 7:30PM **\$2,385**

SECA3 Distance Education  
20 October – 22 October  
M-W 8:30AM - 4:30PM **\$2,385**

SECA4 Distance Education  
10 November – 12 November  
M-W 8:30AM - 4:30PM **\$2,385**

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

### Project Management – Leadership and Communication **TDS PR03**

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

SECA1 Distance Education  
22 September – 24 September  
M-W 8:30AM - 4:30PM **\$2,385**

SECA2 Distance Education  
20 October – 22 October  
M-W 8:30AM - 4:30PM **\$2,385**

SECA3 Distance Education  
17 November – 19 November  
M-W 11:30AM - 7:30PM **\$2,385**

SECA4 Distance Education  
24 November – 26 November  
M-W 8:30AM - 4:30PM **\$2,385**

SECA5 Distance Education  
1 December – 3 December  
M-W 8:30AM - 4:30PM **\$2,385**

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

### Project Management – Risk Management **TDS PR04**

This course is designed for project managers who want to proactively reduce the probability of project failure. In this course, you will learn to use proven approaches and techniques specific to risk management. You will learn to plan and analyze projects to minimise risk in a formal environment. You will identify, analyse, and address uncertainty throughout the project lifecycle and incorporate lessons learned and 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 Distance Education  
29 September - 1 October  
M-W 8:30AM - 4:30PM **\$2,385**

SECA2 Distance Education  
15 December - 17 December  
M-W 8:30AM - 4:30PM **\$2,385**

**Project Management  
Professional (PMP) Certification  
Exam Prep Boot Camp**

**TDS PR07**

In this training course, you'll gain the essential preparation needed to pass the PMP and CAPM® exams. Concentrating on exam content from A Guide to the Project Management Body of Knowledge, (PMBOK®Guide) – 7th Edition and other sources, this course includes a wide variety of learning tools, practice questions, study aids, and post-learning resources all using Project Management Institute (PMI) terminology.

SECA1 Distance Education 2 September – 5 September T-F 8:00AM - 6:00PM	<b>\$3,195</b>
SECA2 Distance Education 8 September – 11 September M-R 11:00AM - 9:00PM	<b>\$3,195</b>
SECA3 Distance Education 6 October – 9 October M-R 11:00AM - 9:00PM	<b>\$3,195</b>
SECA4 Distance Education 13 October – 16 October M-R 8:00AM - 6:00PM	<b>\$3,195</b>
SECA5 Distance Education 3 November – 6 November M-R 11:00AM - 9:00PM	<b>\$3,195</b>
SECA6 Distance Education 10 November – 13 November M-R 8:00AM - 6:00PM	<b>\$3,195</b>
SECA7 Distance Education 8 December – 11 December M-R 8:00AM - 6:00PM	<b>\$3,195</b>
SECA8 Distance Education 15 December – 18 December M-R 11:00AM - 9:00PM	<b>\$3,195</b>

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

**Programme Management TDS 622**

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

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

SECA1 Distance Education 20 October – 23 October M-R 12:00PM - 6:00PM	<b>\$3,180</b>
SECA2 Distance Education 1 December – 4 December M-R 12:00PM - 6:00PM	<b>\$3,180</b>

**CLOUD MANAGEMENT**

**(AWS) AMAZON WEB SERVICES**

**Architecting on AWS TDS 1395**

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

SECA1 Distance Education 3 September – 5 September M-W 8:30AM - 4:30PM	<b>\$2,095</b>
SECA2 Distance Education 6 October – 8 October M-W 8:30AM - 4:30PM	<b>\$2,095</b>
SECA3 Distance Education 13 October – 15 October M-W 11:30AM - 7:30PM	<b>\$2,095</b>
SECA4 Distance Education 3 November – 5 November M-W 8:30AM - 4:30PM	<b>\$2,095</b>
SECA5 Distance Education 10 November – 12 November M-W 11:30AM - 7:30PM	<b>\$2,095</b>
SECA6 Distance Education 1 December – 3 December M-W 8:30AM - 4:30PM	<b>\$2,095</b>
SECA7 Distance Education 8 December – 4 December M-W 11:30AM - 7:30PM	<b>\$2,095</b>

**CYBERSECURITY**

**CompTIA Security + Prep Course TDS 3404**

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

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

**What is Security+ Certification?**

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

SECA1 Distance Education 22 September – 26 September M-F 11:30AM - 7:30PM	<b>\$2,970</b>
SECA2 Distance Education 29 September – 3 October M-F 8:30AM - 4:30PM	<b>\$2,970</b>
SECA3 Distance Education 20 October – 24 October M-F 8:30AM - 4:30PM	<b>\$2,970</b>
SECA4 Distance Education 27 October – 31 October M-F 11:30AM - 7:30PM	<b>\$2,970</b>
SECA5 Distance Education 3 November – 7 November M-F 1:30AM - 7:30PM	<b>\$2,970</b>
SECA6 Distance Education 10 November – 7 November M-F 11:30AM - 7:30PM	<b>\$2,970</b>
SECA7 Distance Education 1 December – 5 December M-F 8:30AM - 4:30PM	<b>\$2,970</b>
SECA8 Distance Education 8 December – 12 December M-F 8:30AM - 4:30PM	<b>\$2,970</b>

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

#### **CEH-Certified Ethical Hacker v13 TDS 3617**

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

SECA1 Distance Education 15 September – 19 September M-F 11:30AM - 7:30PM	<b>\$3,595</b>
SECA2 Distance Education 29 September – 3 October M-F 8:30AM - 4:30PM	<b>\$3,595</b>
SECA3 Distance Education 6 October – 10 October M-F 8:30AM - 4:30PM	<b>\$3,595</b>
SECA4 Distance Education 3 November – 7 November M-F 8:30AM - 4:30PM	<b>\$3,595</b>
SECA5 Distance Education 17 November – 21 November M-F 11:30AM - 7:30PM	<b>\$3,595</b>
SECA6 Distance Education 15 December – 19 December M-F 8:30AM - 4:30PM	<b>\$3,595</b>

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

**This course includes one exam voucher for the CEH-Certified Ethical Hacker v13 exam (312-50).**

#### **CISSP-Certified Information Systems Security Professionals Prep Course TDS 9803**

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

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

SECA1 Distance Education 8 September – 12 September M-F 8:00AM - 5:30PM	<b>\$3,095</b>
SECA2 Distance Education 15 September – 19 September M-F 11:00AM - 8:30PM	<b>\$3,095</b>
SECA3 Distance Education 13 October – 17 October M-F 11:00AM - 8:30PM	<b>\$3,095</b>
SECA4 Distance Education 20 October – 24 October M-F 8:00AM - 5:30PM	<b>\$3,095</b>
SECA5 Distance Education 10 November – 14 November M-F 8:00AM - 5:30PM	<b>\$3,095</b>
SECA6 Distance Education 17 November – 21 November M-F 11:00AM - 8:30PM	<b>\$3,095</b>
SECA7 Distance Education 8 December – 12 December M-F 8:00AM - 5:00PM	<b>\$3,095</b>

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

#### **Cyber Foundations TDS 9701**

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

SECA1 Distance Education 29 September – 3 October M-F 8:30AM - 4:30PM	<b>\$3,395</b>
SECA1 Distance Education 10 November – 14 November M-F 8:30AM - 4:30PM	<b>\$3,395</b>

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



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

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

SECA1 Distance Education  
22 September – 25 September  
M-R 8:00AM - 5:00PM **\$2,695**

SECA2 Distance Education  
6 October – 9 October  
M-R 11:00AM - 8:00PM **\$2,695**

SECA3 Distance Education  
27 October – 30 October  
M-R 8:00AM - 5:00PM **\$2,695**

SECA4 Distance Education  
17 November – 21 November  
M-R 8:00AM - 5:00PM **\$2,695**

SECA5 Distance Education  
1 December – 4 December  
M-R 8:00AM - 5:00PM **\$2,695**

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

### LEADING HYBRID AND VIRTUAL TEAMS

#### Leading Virtual Teams TDS 624

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

SECA1 Distance Education  
2 September  
T 10:00AM - 4:00PM **\$745**

SECA2 Distance Education  
1 December  
M 10:00AM - 4:00PM **\$745**

### WATER MANAGEMENT

#### Fundamentals of Drinking Water Treatment and Management TDS HEA6

This full day workshop delves into the field of drinking water treatment and quality control and the safe and sustainable management of drinking water resources in Bermuda. The blend of interactive lectures and hands-on practical sessions are designed to enhance the knowledge and skills of maintenance personnel, facility managers, educators, students, and specialists in the field.

SECA1 M 9:00AM - 5:00PM H102  
1 December **\$315**  
Tarik Smith

### Sustainable Water Management for Small Buildings and Residential Units TDS HEA7

This course is for every homeowner or maintenance staff member concerned about the quality of your water supply and the management and general upkeep of the water and wastewater installations in your home and /or commercial establishment in Bermuda. This three-session (9-hour) course will equip you with essential skills for safe and sustainable water management, based on national guidelines, international best practices, as well as the latest developments in the sector.

SECA1 T 6:00PM - 9:00PM H213  
18 November – 2 December **\$315**  
Tarik Smith

### Fundamentals of Wastewater Treatment and Management TDS HEA8

This full day interactive course is geared to maintenance personnel, facility managers as well as educators, students, and specialists in the field of wastewater management. Through a blend of interactive lectures and hands-on practical sessions, this course will provide you with knowledge of the concepts and tools essential for operating small-building, municipal and industrial scale wastewater treatment facilities.

SECA1 M 9:00AM - 5:00PM H211  
15 December **\$315**  
Tarik Smith

## PROFESSIONAL DEVELOPMENT WORKSHOPS

### FINANCIAL LITERACY

#### Financial Literacy TDS FIN

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

SECA1 W 6:00PM - 9:00PM  
17 September – 1 October **\$80**

Chartered Financial Analysts (CFA) Society Bermuda  
Email [apace@college.bm](mailto:apace@college.bm) for exact dates.

## EXAM PREPARATION COURSES

### MARINE LICENSE

#### Marine Navigation – Chart to Electronic Navigation NAV 895

This advanced course will cover all areas of chart navigation for the Marine and Ports "C" Class Navigation License along with electronic and GPS navigation.

SECA1 M 6:00PM - 9:00PM G225  
15 September – 1 December **\$595**  
Jeffrey Patterson

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

**REAL ESTATE LICENSE****Introduction to Real Estate****RST 860**

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

SECA1 M 6:00PM - 9:00PM  
22 September-10 November  
Frederica Forth

H273  
**\$595**

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

# MANY PATHS. DISCOVER YOURS.

**ONLINE COURSES**

**COURSE DETAILS: [WWW.COLLEGE.BM/PACE](http://WWW.COLLEGE.BM/PACE)**

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

**TOP ONLINE PROFESSIONAL DEVELOPMENT COURSES****AI Certificate****TDS 1241**

Give your organisation a competitive advantage with Artificial Intelligence (AI). And position yourself in an emerging knowledge specialty and growth area.

Explore what AI can do to reduce costs, gather more and better business data, automate time-consuming tasks, improve efficiency, lower human error, reallocate staff time for higher priority functions, and more.

Then master the concepts and fundamental techniques of implementing AI. Finally, develop an AI plan and strategy to deliver results for your workplace.

Walk away with the knowledge and confidence to help lead your organisation into this exciting new area of business expertise.

SECA1 Distance Education  
2 September – 28 November

**\$495**

<https://ugotclass.org/certificate/index.cfm/Bermuda/AI-Certificate>

**Bookkeeping Certificate****TDS 829**

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business.

SECA1 Distance Education  
2 September – 28 November

**\$495**

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

**Certificate for QuickBooks****TDS 826**

You will save time, track money, and get important insights with QuickBooks Online. QuickBooks Online is the leading online accounting platform. It is the preferred choice for small business managers, owners, bookkeepers and accounting professionals. Get a comprehensive understanding of QuickBooks Online. Then learn how to work with more advanced QuickBooks Online topics. A free trial version of the software is provided to use during the class

SECA1 Distance Education  
2 September – 31 October

**\$395**

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

**Certificate in Non-Profit Administration TDS 1050**

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

SECA1 Distance Education  
2 September – 28 November

**\$595**

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

**Cyber Foundations****TDS 9701**

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



controls. In a contained lab environment, you will work with live viruses, including botnets, worms, and Trojans.

SECA1 Distance Education  
29 September – 3 October  
M-F 8:30AM-4:30PM **\$3,395**

SECA1 Distance Education  
10 November – 14 November  
M-F 8:30AM-4:30PM **\$3,395**

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

### Diversity Equity and Inclusion in the Workplace **TDS 1267**

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

SECA1 Distance Education  
2 September – 28 November **\$495**

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

### Managing Generations in the Workplace **TDS 1282**

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

SECA1 Distance Education  
3 November – 28 November **\$175**

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

### Mastering Microsoft Excel **TDS 1272**

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

SECA1 Distance Education  
2 September – 26 September **\$195**

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

### Power BI **TDS 1215**

Gain insights into your data using business intelligence software – Power Business Intelligence. Power BI is a widely used business analytics service offered by Microsoft. Power BI Desktop is a complete data analysis and report creation tool that you install for free. Discover the process of creating interactive reports. Integrate financial, marketing, or any other source data in your accounting system, Excel, or on the Web. Streamline the data to what is needed using Power Query. Create charts, maps, and other visuals to see your data in real time.

SECA1 Distance Education  
2 September – 28 November **\$495**

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

## NEW ★ ONLINE COURSES

### HR for Non-HR Managers Certificate **TDS 1018**

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

SECA1 Distance Education  
2 September – 28 November **\$495**

### Introduction to ChatGPT **TDS 1242**

Unlock the power of Artificial Intelligence (AI) with ChatGPT, the fastest-growing app in the world. With over 100 million users within the first two months of launch, and 180.5 million now, discover why everyone is talking about this revolutionary platform. In this course, you'll learn how AI tools can dramatically increase your productivity and provide you with a competitive advantage in the workplace. Designed for anyone seeking to acquire new skills, you'll gain an understanding of the capabilities of AI tools and how to leverage them to achieve your goals faster and easier than ever before.

SECA1 Distance Education  
2 September – 26 September **\$195**

### Strategic Planning Certificate **TDS 1044**

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

Solidify your skill set and conquer this challenging and exciting area of leadership.

SECA1 Distance Education  
2 September – 28 November **\$495**



## SHORT ONLINE PROFESSIONAL DEVELOPMENT COURSES

### BUSINESS

#### Certificate in Bookkeeping TDS 829

SECA1 Distance Education  
2 September – 28 November **\$495**

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

**\*Certificate fee includes courses: TDS 839, 833, 832**

#### Understanding Debits and Credits TDS 839

SECA1 Distance Education  
2 September – 26 September **\$195**

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

#### General Ledger and Month End Procedures TDS 833

SECA1 Distance Education  
6 October – 31 October **\$195**

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

#### Closing Procedures and Financial Statements TDS 832

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

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

#### Certificate in Accounting and Finance for Non-Financial Managers TDS 830

SECA1 Distance Education  
2 September – 28 November **\$495**

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

**\*Certificate fee includes courses: TDS 834, 835, 836**

#### Accounting and Finance for Non-Financial Managers TDS 834

SECA1 Distance Education  
2 September – 26 September **\$195**

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

#### Cash is King TDS 836

SECA1 Distance Education  
6 October – 31 October **\$195**

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

#### Financial Analysis and Planning for Non-Financial Managers TDS 835

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

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

#### Entrepreneurship Certificate TDS 1070

SECA1 Distance Education  
2 September – 28 November **\$495**

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

**\*Certificate fee includes courses: TDS 1069, 1088, 1089**

#### Entrepreneur Boot Camp TDS 1069

SECA1 Distance Education  
2 September – 26 September **\$195**

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

#### The Business Plan TDS 1088

SECA1 Distance Education  
6 October – 31 October **\$195**

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

#### Entrepreneurial Marketing TDS 1089

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

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

#### Certificate for QuickBooks TDS 826

SECA1 Distance Education  
2 September – 31 October **\$395**

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

**\*Certificate fee includes courses: TDS 827, 828**

#### QuickBooks Level 1 TDS 827

SECA1 Distance Education  
2 September – 26 September **\$195**

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

#### QuickBooks Level 2 TDS 828

SECA1 Distance Education  
6 October – 31 October **\$195**

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

#### The Basics of Bookkeeping TDS 831

SECA1 Distance Education  
6 October – 31 October **\$195**

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

### BUSINESS COMMUNICATION

#### Certificate in Basic Game Design TDS 1600

SECA1 Distance Education  
2 September – 31 October **\$395**

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

**\*Certificate fee includes courses: TDS 1605, 1620**

#### Introduction to Game Design TDS 1605

SECA1 Distance Education  
2 September – 26 September **\$245**

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

#### Intermediate Video Game Design TDS 1620

SECA1 Distance Education  
6 October – 31 October **\$245**

<http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Video-GAME-Design>



### Certificate in Business Writing TDS 1165

SECA1 Distance Education  
2 September – 28 November **\$495**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Business-Writing>

**\*Certificate fee includes courses: TDS 1170, 1155, 1168**

### Business Writing TDS 1170

SECA1 Distance Education  
2 September – 26 September **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Business-Writing>

### Effective Copywriting TDS 1155

SECA1 Distance Education  
6 October – 31 October **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Effective-Copywriting>

### Writing News and Press Releases TDS 1168

SECA1 Distance Education  
3 November – 28 November **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Writing-News-and-Press-Releases>

### Certificate in Customer Service TDS 1101

SECA1 Distance Education  
2 September – 31 October **\$245**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Customer-Service>

**\*Certificate fee includes courses: TDS 1102, 1107**

### Keys to Customer Service TDS 1102

SECA1 Distance Education  
2 September – 26 September **\$145**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Keys-to-Customer-Service>

### Extraordinary Customer Service TDS 1107

SECA1 Distance Education  
6 October – 31 October **\$145**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Extraordinary-Customer-Service>

### Certificate in Workplace Communication TDS 1166

SECA1 Distance Education  
2 September – 28 November **\$595**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Workplace-Communication>

**\*Certificate fee includes courses: TDS 1271, 1283, 1279**

### Conflict Management TDS 1271

SECA1 Distance Education  
2 September – 26 September **\$245**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Conflict-Management>

### Collaborative Management TDS 1283

SECA1 Distance Education  
6 October – 31 October **\$245**  
<https://www.ugotclass.net/course/index.cfm/Lern/Collaborative-Management>

### Using Personalities Profiles for Better Work Performance TDS 1279

SECA1 Distance Education  
3 November – 28 November **\$245**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Using-Personality-Profiles-for-Better-Work-Performance>

## DATA SCIENCE

### Certificate in Data Analysis TDS 1200

SECA1 Distance Education  
2 September – 28 November **\$495**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis>

**\*Certificate fee includes courses: TDS 1195, 1205, 1210**

### Introduction to Data Analysis TDS 1195

SECA1 Distance Education  
2 September – 26 September **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Data-Analysis>

### Intermediate Data Analysis TDS 1205

SECA1 Distance Education  
6 October – 31 October **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Data-Analysis>

### Advanced Data Analysis TDS 1210

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

### Certificate in Mastering Excel TDS 1220

SECA1 Distance Education  
2 September – 28 November **\$495**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel>

**\*Certificate fee includes courses: TDS 1272, 1222, 1221**

### Mastering Microsoft Excel TDS 1272

SECA1 Distance Education  
2 September – 26 September **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Mastering-Microsoft-Excel>

### Intermediate Excel TDS 1222

SECA1 Distance Education  
6 October – 31 October **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Excel>

### Advanced Excel TDS 1221

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

### Power BI TDS 1215

SECA1 Distance Education  
2 September – 28 November **\$495**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI>

**\*Certificate fee includes courses: TDS 1212, 1213, 1214**

**Introduction to Power BI TDS 1212**

SECA1 Distance Education  
2 September – 26 September **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Power-BI>

**Intermediate Power BI TDS 1213**

SECA1 Distance Education  
6 October – 31 October **\$195**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Power-BI>

**Advanced Power BI TDS 1214**

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

**SQL Certificate TDS 380**

SECA1 Distance Education  
2 September – 28 November **\$595**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/SQL-Certificate>

**\*Certificate fee includes courses: TDS 381, 382, 383**

**Introduction to SQL TDS 381**

SECA1 Distance Education  
2 September – 26 September **\$245**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-SQL>

**Intermediate SQL TDS 382**

SECA1 Distance Education  
6 October – 31 October **\$245**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-SQL>

**Advanced SQL TDS 383**

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

**HUMAN RESOURCES****Spanish for Medical Professionals TDS 1025**

SECA1 Distance Education  
2 September – 31 October **\$290**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Spanish-for-Medical-Professionals>

**HR for Non-HR Managers Certificate TDS 1018**

SECA1 Distance Education  
2 September – 28 November **\$495**  
<https://ugotclass.org/certificate/index.cfm/Bermuda/HR-for-Non-HR-Managers-Certificate>

**LEADERSHIP****Certificate in Leadership Development (for Gen Y) TDS 1287**

SECA1 Distance Education  
2 September – 28 November **\$395**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Leadership-Development>

**\*Certificate fee includes courses: TDS 581, 1289, 1046**

**Leadership Principles TDS 581**

SECA1 Distance Education  
2 September – 26 September **\$145**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Leadership-Principles>

**Developing Your Leadership Skills TDS 1289**

SECA1 Distance Education  
6 October – 31 October **\$145**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Leadership-Skills>

**Developing your Professional Career TDS 1046**

SECA1 Distance Education  
3 November – 28 November **\$145**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Professional-Career>

**MANAGEMENT****Certificate in Project Management TDS 560**

SECA1 Distance Education  
2 September – 28 November **\$495**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Project-Management>

**\*Certificate fee includes courses: TDS 561, 562, 563**

**Introduction to Project Management TDS 561**

SECA1 Distance Education  
2 September – 26 September **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Project-Management>

**Project Management Processes TDS 562**

SECA1 Distance Education  
6 October – 31 October **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Processes>

**Project Management Knowledge Areas TDS 563**

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

**Certificate in Non-Profit Administration TDS 1050**

SECA1 Distance Education  
2 September – 28 November **\$595**  
<https://www.ugotclass.net/certificate/index.cfm/Lern/Certificate-in-Non-Profit-Administration>

**\*Certificate fee includes courses: TDS 1051, 1052**

**Revenue Generation for Non-Profits TDS 1051**

SECA1 Distance Education  
2 September – 31 October **\$495**  
<https://www.ugotclass.net/course/index.cfm/Lern/Revenue-Generation-for-Nonprofits>

**Program Evaluation for Non-Profit Professionals TDS 1052**

SECA1 Distance Education  
3 November – 28 November **\$245**  
<https://www.ugotclass.net/course/index.cfm/Lern/Program-Evaluation-for-Nonprofits>





**Management Certificate TDS 1285**  
SECA1 Distance Education  
2 September – 28 November **\$595**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Management-Certificate>

**\*Certificate fee includes courses: TDS 1282, 1283, 1284**

**Management Boot Camp TDS 1284**  
SECA1 Distance Education  
2 September – 26 September **\$295**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Management-Boot-CAMP>

**Collaborative Management TDS 1283**  
SECA1 Distance Education  
6 October – 31 October **\$245**  
<https://www.ugotclass.net/course/index.cfm/Lern/Collaborative-Management>

**Managing Generations in the Workplace TDS 1282**  
SECA1 Distance Education  
3 November – 28 November **\$175**  
<https://www.ugotclass.net/course/index.cfm/Lern/Managing-Generations-in-the-Workplace>

**Supervisory and Leadership Certificate TDS 1286**  
SECA1 Distance Education  
2 September – 31 October **\$395**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Supervisory-and-Leadership-Certificate>

**Six Sigma Green Belt Certificate TDS 1320**  
SECA1 Distance Education  
2 September – 28 November **\$395**  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

**\*Certificate fee includes courses: TDS 1321, 1322, 1323**

**Introduction to Six Sigma Green Belt TDS 1321**  
SECA1 Distance Education  
2 September – 26 September **\$195**  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

**Intermediate to Six Sigma Green Belt TDS 1322**  
SECA1 Distance Education  
6 October – 31 October **\$195**  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

**Advanced Six Sigma Green Belt TDS 1323**  
SECA1 Distance Education  
3 November – 28 November **\$195**  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

**Managing Remote Workers Certificate TDS 390**  
SECA1 Distance Education  
2 September – 31 October **\$395**  
<https://www.ugotclass.net/certificate/index.cfm/Lern/Managing-Remote-Workers-Certificate>

**\*Certificate fee includes courses: TDS 387, 388**

**Remote Working and Communicating TDS 388**  
SECA1 Distance Education  
2 September – 26 September **\$245**  
<https://www.ugotclass.net/course/index.cfm/Lern/Remote-Working-and-Communicating>

**Managing Remote Workers TDS 387**  
SECA1 Distance Education  
6 October – 31 October **\$245**  
<https://www.ugotclass.net/course/index.cfm/Lern/Managing-Remote-Workers>

## NEW MEDIA MARKETING

**Mastering Video Marketing Certificate TDS 551**  
SECA1 Distance Education  
2 September – 31 October **\$395**  
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate>

**\*Certificate fee includes courses: TDS 541, 520**

**Video Marketing TDS 541**  
SECA1 Distance Education  
2 September – 26 September **\$245**  
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate/Video-Marketing>

**YouTube for Business TDS 520**  
SECA1 Distance Education  
6 October – 31 October **\$245**  
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Video-Marketing-Certificate/YouTube-for-Business>

**Digital Marketing Certificate TDS 1094**  
SECA1 Distance Education  
2 September – 28 November **\$495**  
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate>

**\*Certificate fee includes courses: TDS 1078, 1079, 1098**

**Improving Email Promotions TDS 1079**  
SECA1 Distance Education  
2 September – 26 September **\$195**  
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Improving-Email-Promotions>

**Boosting Your Website Traffic TDS 1078**  
SECA1 Distance Education  
6 October – 31 October **\$195**  
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Boosting-Your-Web-Site-Traffic>

**Online Advertising TDS 1098**  
SECA1 Distance Education  
3 November – 28 November **\$195**  
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Online-Advertising>

**Podcasting TDS 565**  
SECA1 Distance Education  
2 September – 26 September **\$245**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Podcasting>

**Certificate in Marketing****TDS 515**SECA1 Distance Education  
2 September – 28 November**\$495**<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Marketing>**\*Certificate fee includes courses: TDS 516, 517, 533****Advanced Marketing Concepts****TDS 516**SECA1 Distance Education  
2 September – 26 September**\$195**<https://www.ugotclass.net/course/index.cfm/Lern/Advanced-Marketing-Concepts>**Writing Marketing Copy****TDS 517**SECA1 Distance Education  
6 October – 31 October**\$195**<https://www.yougotclass.org/course/index.cfm/Bermuda/Writing-Marketing-Copy>**Integrated Marketing Best Practices****TDS 533**SECA1 Distance Education  
3 November – 28 November**\$195**<https://www.ugotclass.net/course/index.cfm/Lern/Integrated-Marketing-Best-Practices>**PERSONAL DEVELOPMENT****Beginning Conversational Spanish****TDS 1024**SECA1 Distance Education  
2 September – 31 October**\$290**<https://www.yougotclass.org/course/index.cfm/Bermuda/Beginning-Conversational-Spanish>**Introduction to Fiction Writing****TDS 1160**SECA1 Distance Education  
2 September – 26 September**\$195**<https://www.ugotclass.net/course/index.cfm/Lern/Introduction-To-Fiction-Writing>**Diversity Equity and Inclusion in the Workplace****TDS 1267**SECA1 Distance Education  
2 September – 28 November**\$495**<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Diversity-Equity-and-Inclusion-in-the-Workplace>**\*Certificate fee includes courses: TDS 1280, 1293, 1297****What is DEI?****TDS 1280**SECA1 Distance Education  
2 September – 26 September**\$195**<https://www.yougotclass.org/course/index.cfm/Bermuda/What-is-DEI>**Inclusive Communication****TDS 1297**SECA1 Distance Education  
6 October – 31 October**\$195**<https://www.yougotclass.org/course/index.cfm/Bermuda/Inclusive-Communication>**DEI and Organizational Success****TDS 1293**SECA1 Distance Education  
3 November – 28 November**\$195**<https://www.yougotclass.org/course/index.cfm/Bermuda/DEI-and-Organizational-Success>**SOCIAL MEDIA FOR BUSINESS****Certificate in Social Media for Business** **TDS 545**SECA1 Distance Education  
2 September – 28 November**\$495**<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Social-Media-for-Business-Certificate>**\*Certificate fee includes courses: TDS 530, 535, 610****Introduction to Social Media****TDS 610**SECA1 Distance Education  
2 September – 26 September**\$195**<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Social-Media>**Marketing Using Social Media****TDS 535**SECA1 Distance Education  
6 October – 31 October**\$195**<http://www.yougotclass.org/course/index.cfm/Bermuda/Marketing-Using-Social-Media>**Integrating Social Media in Your Organization****TDS 530**SECA1 Distance Education  
3 November – 28 November**\$195**<http://www.yougotclass.org/course/index.cfm/Bermuda/Integrating-Social-Media-in-Your-Organization>**TECHNOLOGY SKILLS****Coding Certificate****TDS 355**SECA1 Distance Education  
2 September – 28 November**\$595**<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Coding-Certificate>**\*Certificate fee includes courses: TDS 351, 360, 370****Introduction to Coding****TDS 351**SECA1 Distance Education  
2 September – 26 September**\$195**<https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Coding>**HTML Fundamentals****TDS 360**SECA1 Distance Education  
6 October – 31 October**\$245**<http://www.yougotclass.org/courses.cfm/Lern/Coding-Certificate/HTML-Fundamentals>**CSS Fundamentals****TDS 370**SECA1 Distance Education  
3 November – 28 November**\$245**<http://www.yougotclass.org/courses.cfm/Lern/Coding-Certificate/CSS-Fundamentals>**Graphic Design Software Essentials Certificate****TDS 1036**SECA1 Distance Education  
2 September – 28 November**\$545**<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Graphic-Design-Software-Essentials-Certificate>**\*Certificate fee includes courses: TDS 1032, 1033, 1034**

<b>Adobe Illustrator Essentials</b>	<b>TDS 1033</b>
SECA1 Distance Education 2 September – 26 September	<b>\$195</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Illustrator-Essentials">https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Illustrator-Essentials</a>	
<b>Adobe Photoshop Essentials</b>	<b>TDS 1032</b>
SECA1 Distance Education 6 October – 31 October	<b>\$195</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Photoshop-Essentials">https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Photoshop-Essentials</a>	
<b>Adobe InDesign Essentials</b>	<b>TDS 1034</b>
SECA1 Distance Education 3 November – 28 November	<b>\$195</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-InDesign-Essentials">https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-InDesign-Essentials</a>	
<b>Certificate in Web Design</b>	<b>TDS 350</b>
SECA1 Distance Education 2 September – 28 November	<b>\$595</b>
<a href="http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design">http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design</a>	
<b>*Certificate fee includes courses: TDS 345, 346, 347</b>	
<b>Introduction to Web Design</b>	<b>TDS 345</b>
SECA1 Distance Education 2 September – 26 September	<b>\$245</b>
<a href="http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Introduction-to-Web-Design">http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Introduction-to-Web-Design</a>	
<b>Intermediate Web Design</b>	<b>TDS 346</b>
SECA1 Distance Education 6 October – 31 October	<b>\$245</b>
<a href="http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Intermediate-Web-Design">http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Intermediate-Web-Design</a>	
<b>Advanced Web Design</b>	<b>TDS 347</b>
SECA1 Distance Education 3 November – 28 November	<b>\$245</b>
<a href="http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Advanced-Web-Design">http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Advanced-Web-Design</a>	
<b>Certificate in Mastering Computer Skills for the Workplace</b>	<b>TDS 1172</b>
SECA1 Distance Education 2 September – 28 November	<b>\$495</b>
<a href="http://www.yougotclass.org/courses.cfm/Lern/Mastering-Computer-Skills-for-the-Workplace">http://www.yougotclass.org/courses.cfm/Lern/Mastering-Computer-Skills-for-the-Workplace</a>	
<b>*Certificate fee includes courses: TDS 1272, 1294, 1296</b>	
<b>Mastering Microsoft Excel</b>	<b>TDS 1272</b>
SECA1 Distance Education 2 September – 26 September	<b>\$195</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Mastering-Microsoft-Excel">https://www.yougotclass.org/course/index.cfm/Bermuda/Mastering-Microsoft-Excel</a>	

<b>Mastering Microsoft Word</b>	<b>TDS 1294</b>
SECA1 Distance Education 6 October – 31 October	<b>\$195</b>
<a href="https://www.yougotclass.org/certificate/index.cfm/Lern/Certificate-in-Mastering-Computer-Skills-for-the-Workplace">https://www.yougotclass.org/certificate/index.cfm/Lern/Certificate-in-Mastering-Computer-Skills-for-the-Workplace</a>	
<b>Mastering Microsoft PowerPoint</b>	<b>TDS 1296</b>
SECA1 Distance Education 3 November – 28 November	<b>\$195</b>
<a href="https://www.yougotclass.org/certificate/index.cfm/Lern/Certificate-in-Mastering-Computer-Skills-for-the-Workplace">https://www.yougotclass.org/certificate/index.cfm/Lern/Certificate-in-Mastering-Computer-Skills-for-the-Workplace</a>	
<b>WordPress Certificate</b>	<b>TDS 1065</b>
SECA1 Distance Education 2 September – 28 November	<b>\$495</b>
<a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/WordPress-Certificate">http://www.yougotclass.org/certificate/index.cfm/Bermuda/WordPress-Certificate</a>	

## TRAINING AND DEVELOPMENT

<b>Certificate in Online Teaching</b>	<b>TDS 773</b>
SECA1 Distance Education 2 September – 28 November	<b>\$495</b>
<a href="http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Online-Teaching">http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Online-Teaching</a>	
<b>*Certificate fee includes courses: TDS 763, 764, 767</b>	
<b>Advanced Teaching Online</b>	<b>TDS 763</b>
SECA1 Distance Education 2 September – 26 September	<b>\$195</b>
<a href="http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Advanced-Teaching-Online">http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Advanced-Teaching-Online</a>	
<b>Designing Online Instruction</b>	<b>TDS 764</b>
SECA1 Distance Education 6 October – 31 October	<b>\$195</b>
<a href="http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Designing-Online-Instruction">http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Designing-Online-Instruction</a>	
<b>Fostering Online Discussion</b>	<b>TDS 767</b>
SECA1 Distance Education 3 November – 28 November	<b>\$195</b>
<a href="http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Fostering-Online-Discussion">http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Fostering-Online-Discussion</a>	
<b>Certificate in Teaching Adults</b>	<b>TDS 774</b>
SECA1 Distance Education 2 September – 31 October	<b>\$295</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Certificate-in-Teaching-Adults">https://www.yougotclass.org/course/index.cfm/Bermuda/Certificate-in-Teaching-Adults</a>	

**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.

Full Course Descriptions visit [www.college.bm/pace](http://www.college.bm/pace)



## ARTICULATION AGREEMENTS AND PARTNERSHIPS

### TRANSFER PATHWAYS AND PARTNERSHIPS

Bermuda College has established over 30 agreements with colleges and universities in Canada, the United Kingdom, the United States of America, and the Caribbean Islands/West Indies. The purpose of these agreements is to formalise the pathways for Bermuda College students to continue their studies abroad. Transfer Credit Agreements facilitate a seamless transfer to baccalaureate programmes for Bermuda College graduates, with completion of the bachelor's degree in just 2 years after completion of the BC Associate's degree. Students are encouraged to make an appointment with the Bermuda College Career & Counselling Centre to ensure that they meet the requirements for transfer to the partner school selected. Visit the Bermuda College website to view the list of schools and to determine whether the proposed course of study is covered by the existing agreements. Information can be found at: [www.college.bm/pathways](http://www.college.bm/pathways)

### TRANSFER PATHWAYS AND ARTICULATION AGREEMENTS

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

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

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

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

BC Course Equivalents at Partner Institutions

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

### ONLINE OPTIONS

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

To meet a growing demand for online study after Bermuda College, we have partnerships with several institutions that will allow the Bermuda College graduate possessing an associate degree to matriculate at institutions abroad from the convenience of their own surroundings. Those partnerships are described in detail at the link, "Online Options." [www.college.bm/about/transfer-pathways/transfer-pathways-fair/1118](http://www.college.bm/about/transfer-pathways/transfer-pathways-fair/1118)

### FOUNDATION YEAR CERTIFICATES

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



### BUSINESS SERVICE HOURS

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

#### LOCATION:

Bermuda College Centre, 2nd Floor

#### WAYS TO CONTACT US:

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

### CONTACT FOR PROGRAMME AND CREDIT COURSES

#### RECRUITMENT OFFICER

1. TEL: 239-4099
2. EMAIL: [readytostart@college.bm](mailto:readytostart@college.bm)

### CONTACT FOR NON-CREDIT COURSES

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

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

#### ACCREDITATION STATUS

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

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

#### New England Commission of Higher Education

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



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**Visit our website: [www.college.bm](http://www.college.bm)**

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