

SPRING  
2026



BERMUDA  
COLLEGE

COURSE

# SCHEDULE

REGISTER  
NOW

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

SEE COURSE LISTINGS ON PAGE 31

FOR ADDITIONAL OFFERINGS  
VISIT [WWW.COLLEGE.BM](http://WWW.COLLEGE.BM)





CONTACT OUR:  
**RECRUITMENT  
OFFICER**



**MR. TYSON FLOOD**  
21 Stonington Avenue, South  
Road, Paget PG 04 Bermuda  
  
readytostart@college.bm  
239-4099  
www.college.bm

**SPRING 2026 DATES TO REMEMBER**

	SPRING 2026
<b>ONLINE REGISTRATION &amp; PAYMENT OPEN</b>	<b>3 November - 16 January</b>
Request for Funding Support Application Opens	1 November
<b>ADMISSIONS DEADLINE</b>	<b>1 November</b>
College Closed	24 December - 4 January
Late Admissions Deadline	1 December
Deadline to Request Challenge Exams	19 December
Deadline for Application for Transfer Credit	19 December
Session Opens	5 January
Faculty Professional Development Day	5 January
Challenge Exams	6 January
New Student Orientation	7 January
Last Day for Early Registration	9 January
College Development Day (College Closed @ Noon)	-----
Final CPT Before Semester Start	10 January
Late Registration	12 - 16 January
<b>FIRST DAY OF CLASSES (Credit Courses)</b>	<b>12 January</b>
Add/Drop Period	12 - 16 January
Convocation	-----
Last Day for Tuition Payment	16 January
Last Day to Submit Incomplete Grades	30 January
College Closed	-----
First Day of Professional & Career Education (APACE) Classes	see course schedule
Last Day to Withdraw from Courses Without Financial Penalty	5 February
Census Day	2 February
Payment Plan (Instalment One)	13 February
Request for Funding Support Application Closes	27 February
Mid-semester Grades Deadline	27 February
<b>MID-SEMESTER BREAK</b>	<b>2 - 6 March</b>
Payment Plan (Instalment Two)	13 March
Last Day to Withdraw from Courses Without Academic Penalty	13 March
Spirit Day	13 March
Student Opinion Survey Opens	16 March
Graduation Application Deadline	1 April
Admissions Deadline (Nursing)	-----
College Closed	3 April
Last Day of Lectures/Clinicals	26 April
Reading Days (Day Classes Only)	27 - 28 April
<b>FINAL EXAMS</b>	<b>29 April - 5 May</b>
Semester Grades Deadline	6 May
Faculty Professional Development Day	7 May
Graduation Notifications Posted* (5:00 PM)	8 May
<b>COMMENCEMENT</b>	<b>21 May</b>

**PLEASE  
NOTE**

Spring 2026 Registration is open until **January 16, 2026**.  
Spring 2026 course offerings are subject to change.  
**OPENING APRIL 6 - ONLINE REGISTRATION & PAYMENT  
FOR SUMMER AND FALL 2026**

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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 31**

# 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*)

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

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

**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.

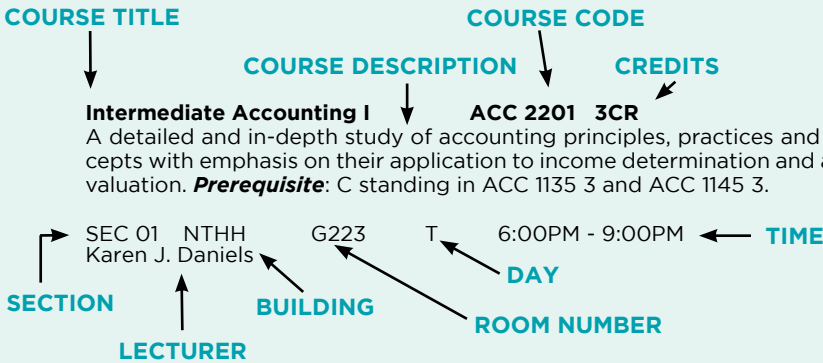
**NOTE:** **Withdrawal from any course is a formal process. Non-attendance of class does not constitute an official withdrawal.**

### 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



# 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.

## 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.

SECH1	HH	H276	TBA
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\*Hybrid  
Michael Simmons

### 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	8:35AM-9:55AM
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Ann Parsons

### 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	11:35AM-12:55PM
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Ann Parsons

SECH1	HH	H211	TR	10:05AM-11:35AM
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\*HYBRID  
TBA  
\*The section is a hybrid, consisting of online and some face to face time

## ACTUARIAL SCIENCE

### Introduction to Actuarial Science ASC 1101 3CR

An introduction to various operational aspects of the insurance and reinsurance industry in the sectors of property, casualty and life. The various roles of the actuary within the insurance organisation as well as the basic methodologies of actuarial pricing and reserving are emphasised. **Prerequisite:** Six credits of mathematics, including MAT 2205.

SEC01	HH	H275	R	6:00PM-9:00PM
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Temar Richards

## ALLIED HEALTH

### 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.

SEC01	TH	T216	T	6:00PM-8:00PM
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Rache Hodsoll

## 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	TR	3:00PM-5:35PM
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Michael Walsh

### Introductory Painting ART 1102 3CR

A foundation course in painting. Focuses on the development of the student's awareness of tone, colour, composition, and spatial relationships. Subject matter will include still life, natural objects, landscape and nonfigurative themes. ART 1101 is highly recommended.

SEC01	NH	G205	MW	9:35AM-11:55AM
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Michael Walsh

SEC02	NH	G205	TR	2:35PM-4:55PM
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Sabrina Baker

### Introductory Sculpture ART 1122 3CR

A theoretical and practical exploration of the principles of three-dimensional design (line, shape, form, mass, space and composition) focusing on traditional sculpting methods (clay, carving, mould making, assemblage, etc.). The investigation of various materials and tools, including the computer, so as to establish a framework in which students can solve various design problems, also occurs. **Prerequisite:** ART 1120

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

### Introduction to Media Arts ART 1140 3CR

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

SEC01	NH	G206	TR	5:30PM-8:00PM
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Dana Selassie

### Intermediate Drawing ART 2211 3CR

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

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

### Intermediate Colour and Composition ART 2235 3CR

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

SEC01	NH	G205	TR	10:35AM-12:55PM
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Sabrina Baker

### Figure Drawing ART 2278 3CR

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

SEC01	NH	G205	TR	10:35AM-12:55PM
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Sabrina Baker

## ART HISTORY

### Introduction to Art History II AHS 1127 3CR

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

SEC01	NH	G226	MWF	8:35AM-9:25AM
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Sabrina Baker

### Postcolonial Visual Art AHS 2290 3CR

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

SEC01	NH	G226	MWF	11:35AM-12:25PM
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Sabrina Baker

## 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	H270	MWF	10:35AM-11:25AM
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HH H154 R 9:35AM-12:25PM

Andrew Dhanoo

SEC02	HH	B260	W	6:00PM-9:00PM
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HH H154 T 2:35PM-5:25PM

Andrew Dhanoo





## 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 Foreign Language Lecturer, Mrs. Tiffany Smith-Richol or your Advisor.

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



**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	H100	MWF	12:35PM-1:25PM
	HH	H170	R	9:35AM-12:25PM

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

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

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

SEC01	HH	H270	MWF	1:35PM-2:25PM
	HH	H154	M	2:35PM-5:25PM

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

**Introduction to Pathophysiology**
**BIO 2260**
**3CR**

This course offers an introduction to the foundation of pathophysiology and is designed for students who are interested in a career in medicine and allied health. This course is presented as a general overview of the functional changes that result in disease, and selected prevalent diseases are explored by way of the systems of the human body. Throughout the course, an emphasis will be placed on the underlying cellular and molecular mechanism of the physiological abnormalities occurring in clinically prevalent disease states resulting from the regulatory mechanism of the body becoming out of balance. The body systems are covered at different stages of life and case-based exercises allow for the application of the course material to real-life practice in the healthcare context. BIO 2260 students will also have the opportunity to explore current trends in literature regarding the prevention, management and treatment of disease from the functional perspective. An excellent foundation in anatomy and physiology is essential. **Prerequisite: BIO 1122**

SEC01	TH	T226	MW	8:35AM-9:55AM
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Andrew Dhanoo

**CHEMISTRY**

**Preparatory Chemistry**
**CHM 0013**
**OCR**

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	9:35AM-10:25AM
	HH	H160	M	2:35PM-5:25PM

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	MWF	11:35AM-12:25PM
	HH	H160	R	2:35PM-5:25PM

Reignier Jeffrey

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

A continuation of an introduction to the behaviour of aliphatic and aromatic carbon compounds including acids, amines, amino acids, carbohydrates, proteins, nucleic acids and natural products. Laboratory. **Prerequisite: CHM 2256**

SEC01	HH	H160	MWF	10:35AM-11:25AM
	HH	H160	T	9:35AM-12:25PM

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	2:35PM-3:55PM
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Michelle Grant


SECD1	ONLINE			
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Michelle Grant

SEC02	NH	G305	W	6:00PM-9:00PM
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Michelle Grant

**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

SAFETY FIRST



**LAB FEES**  
 Check Bermuda College Catalogue for details @ [www.college.bm](http://www.college.bm)

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

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

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

Andrew Dhanoo

SEC02	HH	H270	MWF	11:35AM-12:25PM
	HH	H154	W	2:35PM-5:25PM

Andrew Dhanoo

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

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

SEC01	HH	H273	MWF	10:35AM- 11:25AM
	HH	H154	W	2:35PM- 5:25PM

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	H273	MWF	9:35AM-10:25AM
	HH	H176	T	9:35AM-12:25PM

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



# 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



# MANY PATHS. DISCOVER YOURS.

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



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

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 Monday - Thursday: 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

### Introduction to Computers and Information Technology

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 course-work 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 11:35AM-12:55PM  
Michael Simmons

### Data Management

This course will feature the application of the SQL query language for managing and creating databases. A typical report and application generator will also be studied. Provides essential theoretical and practical knowledge required by those who expect to be involved in the storage and retrieval of information. Students will get an introduction to Blockchain Technology and how it is now impacting cryptocurrency, FinTech, RegTech, and overall InfoTech. Data privacy and protection will also be covered in this course, with a focus on General Data Protection Regulation (GDPR) and Bermuda's Personal Information Protection Act (PIPA). The coursework will cover the material needed for students to take the Oracle Database Certification OCA or OCP. **Prerequisites: ENG 0012 and MAT 0015, and CIS 1120 or CIS 1125**

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

### CIS Internship

Work experience in a selected local business. The experience will be in a computer-related area of the business. The precise nature of the experience will be agreed upon after discussion between the College and management of the business. **Prerequisites: A minimum GPA 2.0 or higher in all computer information technology programme courses necessary as prerequisites; CIS 1120, CIS 1125, CIS 1130, CIS 2278 and ECM 1101**

### Internship

SEC01 OFFSITE (various)  
TBA

### Programming for Information Systems II

This course is a continuation of Programming for Information Systems I. It focuses on advanced programming techniques in Visual Basic® and Java. Students will advance their knowledge of programming by using the graphical user interfaces (GUI's) and use advanced programming language structures

to develop algorithms for solving various kinds of problems. The coursework will cover the material needed for students to take the Oracle® Java Programmer Certification OCA or OCP. **Prerequisite: CIS 1155**

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

### Microcomputer Hardware and System Software

Students study the installation, configuration, proper usage and maintenance of common hardware and software components of an IBM compatible micro-computer, including memory, disk drives, expansion cards, power supplies, system level software, diagnostic utilities, operating systems, and major applications. Typical I/O peripherals such as video cameras, microphones, speakers, keyboards, printers and the mouse are studied. The coursework will cover the material needed for students to take the CompTIA A+ Certification. **Prerequisite: CIS 1125**

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

### Operating Systems & Infrastructure

This course is an introduction to concepts and algorithms incorporated in operating systems. It examines interrelationships between operating systems and computer hardware. Compares batch, real-time, and timesharing operating systems, process management techniques, interrupt, handlers, CPU scheduling algorithm, interlocks, resource allocation, deadlocks, paging, and memory systems. It also introduces advanced topics in the design of operating systems, networking, device management and file management techniques, scheduling algorithms, security, queuing theories, and comparison of existing operating systems for client-server. Students will also get exposed to virtualisation and virtual environments. The coursework will cover the material needed for students to take the CompTIA Server+, Linux+, Cloud+, and Cloud Essentials+ Certifications.

**Prerequisites: CIS 2278, CIS 2290 Corequisites: CIS 2297**

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

### Security Fundamentals and Policies

This course offers in-depth coverage of the current risks and threats to an organisation's data together with a structured way of addressing the safeguarding of these critical electronic assets. The course provides a foundation for those responsible for protecting network services, devices, traffic and data. Additionally, the course provides the broad-based knowledge necessary to prepare students for further study in other specialised security fields. The coursework will cover the material needed for students to take the CompTIA Security+ Certification and CompTIA CSA/CySA+ Cyber Security Certification

**Prerequisite: CIS 2290, CIS 2278.**

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



## COOKERY & NUTRITION

Kitchen Theory and Practice 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

**Mathematics for Culinary Arts    CUL 1030    3CR**  
This course is designed to introduce the student to basic computer software applications in Microsoft Word, Excel and PowerPoint. **Prerequisite:** *Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension.*

SEC01   NH    G306    TR    3:35PM-4:55PM  
Lynne Wade

**Intro to Production Cookery    CUL 1111    2CR**  
This course introduces students to production cooking in a real-life restaurant setting. It is designed so the student can utilise all that they have learned in the preceding culinary courses with an emphasis on cleanliness, usage of ingredients, plate presentation, and effective execution of dishes at a service quality standard. **Prerequisites:** *CUL 1102 and 1110*  
SEC01   BH    B160    M-F    8:35AM-12:55PM  
Teneika Eve

Breakfast & Short-Order    CUL 1112    1CR  
Cooking  
This course introduces students to the preparation and presentation of a range of breakfast items; baked goods, egg, fish and meat dishes, teas, coffees and juices, preparation and presentation of fresh fruits. Students will practice short-order cooking using a variety of cooking methods. **Prerequisite:** *CUL 1102*  
**Corequisite:** *CUL 1104*  
SEC01   BH    B160    M-F    8:30AM-12:55PM  
Teneika Eve

**Seafood Cookery    CUL 1114    2CR**  
This course will entail procuring, handling and preparation of shellfish used in professional kitchens. Product knowledge, proper handling and receiving, storing, sanitation, and nutrition will be emphasised. **Prerequisites:** *CUL 1102 and 1110*  
SEC01   BH    B157    M-R    8:30AM-1:00PM  
Shawn Ming

**Introduction to Larder    CUL 1116    2CR (Garde Manger)**  
This course introduces students to basic hot and cold hors d’oeuvres, dressings, various forcemeats, chaud-froid decorating and preparation and design of modern buffet presentations including fruit, vegetable, lard and ice carving. **Prerequisite:** *CUL 1102*

SEC01   BH    B160    M-F    8:30AM-12:55PM  
Teneika Eve

**Introduction to Baking & Pastry    CUL 1117    3CR**  
This course introduces students to the fundamental techniques and procedures used in baking and pastry production. Includes study of baking terminology, weighing procedures, ingredients and basic mixing methods to produce a variety of yeast breads, cakes, cookies, and desserts to industry standards. **Prerequisite:** *CUL 1102*  
SEC01   BH    B160    M-F    8:35AM-12:55PM  
Teneika Eve

**Culinary Internship    CUL 1119    3CR**  
This twelve-week internship focuses on skills in food production and service through rotation in the kitchen brigade stations including Garde Manger, Breakfast and Short Order, Bakery and Pastry, Saucier, Larder & Butchery and Entremetier. Prior to the internship, students will develop the skills and necessary documentation to prepare for the workplace. **Prerequisites:** *A minimum GPA 2.0 or higher in all Culinary Arts programme courses required as prerequisites; CUL 1108, CUL 1109, CUL 1110, CUL 1112, CUL 1117*  
\*Internship\*    SEC01    OFFSITE (various)  
TBA

**Food & Beverage Service    CUL 1125    4CR**  
Through theoretical and practical applications, students are introduced to the front-of-the-house operations and professional dining room service techniques. Quality service, positive guest relations, and effective communication skills are emphasised. Students are prepared for certification through the Federation of Dining Room Professionals. **Prerequisites:** *CUL 1102, CUL 1104*  
SEC01   BH    B103    F    9:00AM-3:00PM  
Rui De Sa

**Oriental Cuisine    CUL 1127    2CR**  
The following skills are contained in this module: demonstrating knowledge of the history and characteristics of Chinese cuisine; identifying and preparing dishes from the four main regional Chinese cuisine: Cantonese, Hunan, Peking and Szechuan; using cutting methods associated with oriental cuisine; demonstrating stir-fry and steaming methods; demonstrating Oriental Rice cookery; preparing Japanese dishes; preparing dishes of Malaysia, Indonesia and Vietnam; preparing dishes of Singapore and Thailand. **Pre-requisites:** *CUL 1108, CUL 1109, CUL 1110, CUL 1114.*  
SEC01   BH    B157    M-R    8:30AM-1:00PM  
Shawn Ming

**Italian Cuisine    CUL 1129    2CR**  
The following skills are contained in this module: demonstrating knowledge of the history and development of Italian cuisine; preparing antipastos; preparing pasta dishes; preparing specialty soups and sauces; baking Italian breads and rolls; preparing Italian salads; preparing Italian desserts. **Prerequisites:** *CUL 1108, CUL 1109, CUL 1110, CUL 1114.*  
SEC01   BH    B160    M-F    8:35AM-12:55PM  
Teneika Eve

**Nutrition    CUL 1131    2CR**  
An introduction to the functions of food sources of nutrients and their utilisation in human metabolic processes. Students will be required to list the primary functions and best sources of each of the major vitamins and minerals and evaluate diets in terms of the recommended dietary allowances. **Prerequisites:** *Satisfactory performance on College Placement Test with a minimum score of 249 in Reading Comprehension*  
SEC 01   BH    B260    MW    1:35PM-2:35PM  
Rui De Sa

**Menu Planning    CUL 2118    3CR**  
This course introduces students to basic menu planning principles, menu terminology and description, food and liquor menu layout and design, menu pricing, mechanics and analysis, nutrition and health concerns, cost control, product mix, average check and impact on profit. **Prerequisites:** *CUL 1102*  
SEC 01   BH    B157    TR    2:30PM-3:50PM  
Shawn Ming

**Advanced Production Cookery    CUL 2127    2CR and Innovative Techniques**  
This module incorporates the skills students have developed in the programme and provides execution of food production at a more advanced level. Students will practice innovative culinary techniques and use specialty ingredients. Food techniques include spherification, emulsification, food deconstruction, and molecular gastronomy. **Prerequisites:** *CUL 1108, CUL 1109, CUL 1110*  
SEC01   BH    B157    M-R    8:30 AM-1:00 PM  
Shawn Ming

## DIAGNOSTIC IMAGING

**Radiographic Procedures I    DIT 1106    2CR**  
This course provides the knowledge necessary to perform standard imaging procedures to ensure the highest quality of diagnostic images. The student will learn the basic principles of patient positioning as applied to Diagnostic Imaging Radiography. Areas of the body emphasised will be chest, abdomen, upper and lower extremities. **Prerequisites:** *A programme GPA of 2.67, BIO 1122, ENG 1111, PSY 1101, CSC 1110, ALH 1102 and a grade of “B-“ or better in DIT 1102*  
**Corequisites:** *ENG 1112, BIO 2211, CIS 1120, DIT 1103, DIT 1104, DIT 1105*  
SEC01   TH    T224    TBA    6:00PM-8:00PM  
TBA

**Cross Sectional Anatomy    DIT 2202    2CR**  
This course begins with a review of gross anatomy of the entire body. A detailed study of gross anatomical structures will be conducted systemically for location and relationship to other structures and functions. Students will learn where gross anatomical structures are located and how they are identified in the various planes. Illustrations and anatomy images will be compared. The characteristic appearance of each anatomical structure as it appears will be emphasised **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 2203, DIT 2217*  
SEC01   TH    T224    S    8:00AM-10:00AM  
TBA

**Patient Protection in Radiology    DIT 2203    2CR**  
This course provides an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. The importance of limiting radiation exposure to patients, the public and workers is emphasised. Radiation health and safety requirements are emphasised. **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 2217*  
SEC01   TH    T224    U    8:00AM-10:00AM  
TBA

**Diagnostic Imaging Practicum    DIT 2204    2CR**  
This course is the final course in the concentration in Diagnostic Imaging Technology (DIT). It allows the student to practice general radiology in the clinical setting. The Diagnostic Imaging students will function as a first level technologist and continue to gain an understanding of the patient’s entire experience by applying the patient care, communication and skills learnt. They will apply the knowledge gained and become more familiar with the functioning of the imaging equipment and experience the team dynamics. The DIT student must complete a minimum of one hundred and eighty hours (180) of clinical hours. She/he must also apply, critically analyse, integrate, and synthesise competency-based clinical assignments. **Prerequisites:** *A programme GPA of 2.67, and a grade of “B-“ or better in DIT 2216, DIT 2202, DIT 2203, DIT 2217*  
SEC01   OFFSITE    TR    8:00AM-8:00PM  
TBA

**Radiographic Procedures III    DIT 2216 2CR**  
This course provides the knowledge necessary to perform standard imaging procedures of the skull, facial bones, sinuses and mastoids to ensure the highest quality of diagnostic images. Basic principles of patient positioning as applied to Diagnostic Imaging Radiography is included. Areas emphasised will be 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 2202, DIT 2203, DIT 2217*  
SEC01   TH    T224    S    10:00AM-12:00 PM  
TBA

**Clinical Practice III    DIT 2217 2CR**  
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   OFFSITE    MW    8:00AM-8:00PM  
TBA

## EARTH & ENVIRONMENTAL SCIENCE

### Discover Our World EES 1103 4CR

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

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

### Introduction to Oceanography EES 1105 4CR

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

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

### Environmental Geography EES 2211 3CR

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

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

## ECONOMICS

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

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

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

SEC01	HH	H100	MW	4:05PM-5:25PM
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

SEC02	HH	H100	TR	4:05PM-5:25PM
David Annan				

### Intermediate Macro-Economics ECO 2202 3CR

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

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

### International Economics ECO 2250 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. **Prerequisite:** **ECO 1102 or permission from the lecturer.**

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

## EDUCATION

### Introduction to Child Development EDU 1103 3CR

A survey of the concepts, theories and various aspects of the development of children and adolescents. Topics include prenatal development, patterns of physical growth, sensation and perception, cognitive development, information processing, intelligence and assessment, language development and personality development. A minimum grade of B is required. **Prerequisite:** A grade of **"C"** or better in **ENG 0012**

SEC01	HH	H273	R	6:00PM-9:00PM
Mellisa Gibbons-Tankard				

### Nutrition Health & Safety in Early Childhood Education EDU 1104 3CR

This course will provide the student with a variety of safety concepts. The relationship between nutrition, health and safety will be explored, as well as strategies for communicating wellness concepts to children and families. **Prerequisite:** A grade of **"C"** or better in **ENG 0012**

SEC01	NH	G226	R	5:30PM-8:30PM
Alana Wilson				

### Children & their Environment EDU 2202 3CR

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

SEC01	HH	H273	T	5:30PM-8:30PM
Quiana Jackson				

## 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!**



### Exceptional Children EDU 2204 3CR

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

**Prerequisite:** **EDU 1102**

SEC01	NH	G306	W	6:00PM-9:00PM
Algene Maybury				

### Methods and 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	TBA			
TBA				

### Classroom Management EDU 2251 3CR

Exposes students to a range of evidence-based classroom management strategies and techniques for prevention and intervention of inappropriate behaviours. Course content will explore the theoretical assumptions of various models and, through active learning, explore practical application of their strategies. While many approaches will be studied, the major emphasis in the course will be on creating safe, respectful and culturally reflective learning environments through developmental, academic and constructivist approaches. **Prerequisites:** **PSY 1102 and EDU 1102 or EDU 2201**

SEC01	NH	G304	M	6:00PM-9:00PM
Trina Cariah				

### Early Childhood Education Practicum EDU 2265 3CR

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 of 2.0 and the completion of EDU 2251, EDU 2264 and EDU 2207**

SEC 01				
Algene Maybury				

OFFSITE



ELECTRICAL WIRING

DC Theory: OHM’S Law ELN 1107 1CR

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

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

The DC Series Circuit ELN 1108 1CR

This module introduces the student to the DC series circuit. The topics covered are: Calculating resistance in a DC series circuit; How current reacts in DC series circuits; How voltage functions in a DC series circuit; Working with ratio and proportion; How voltage dividers work in a DC series circuit; How to calculate power in a DC series circuit. In addition to the DC theory, there are nine lab assignments that give the student hands-on experience with actual DC series circuits.

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

The DC Parallel Circuit ELN 1109 1CR

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

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

The DC Combination Circuit ELN 1110 1CR

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

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

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

This module introduces the student to Norton’s and Thevenin’s theorems and Kirchoff’s voltage and current laws. Topics include: How electrical generators produce electrical current; Applying the Principles of Superposition to circuit calculations; Using DC theory

principles to solve real world problems; Kirchoff’s voltage and current laws; Thevenin’s and Norton’s Theorems. Eight lab assignments provide the student with a thorough understanding of the theory and application of Thevenin’s and Norton’s Theorems and Kirchoff’s voltage and current laws.

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

An Introduction to the National Electrical Code ELN 1112 1CR

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

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

Working with Series and Parallel RL & RC Circuits ELN 2119 1CR

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

SEC01 TH T230 TR 2:30PM-6:30PM  
Delroy Musson

Analysing and Working with Combination RLC Circuits ELN 2120 1CR

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

SEC01 TH T230 TR 2:30PM-6:30PM  
Delroy Musson

Filters, Power Factor and Power Factor Correction ELN 2121 1CR

This module introduces the student to the theory and operation of various types of filters and their

application. In addition, the student will examine power factor and power factor correction. Topics include: An examination of the four classifications for filters; Power factor; Power factor correction. Six labs give the student the training and the confidence to solve problems involving filters and power factor on the job.

SEC01 TH T230 TR 2:30PM-6:30PM  
Delroy Musson

Understanding the Principles of Three Phase Systems ELN 2122 1CR

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

SEC01 TH T230 TR 2:30PM-6:30PM  
Delroy Musson

NEC – Branch Circuits 1 & 2 and Feeders and Services ELN 2123 1CR

This module allows the student to make use of Table 8 in chapter 9 of the NEC to investigate the properties of various conductor sizes. The student will use his/her knowledge of the NEC to work with branch circuits, services and feeders. Topics include: The principles involved in sizing building wire; Calculating conductor ampacity; Branch circuits 1 & 2; Outside branch circuits and feeders; Services 1; Lighting and receptacles.

SEC01 TH T230 TR 2:30PM-6:30PM  
Delroy Musson

NEC – Requirements for Cable Assemblies & Wiring Methods ELN 2124 1CR

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

SEC01 TH T230 TR 2:30PM-6:30PM  
Delroy Musson

The Grounding Electrode System ELN 3131 1CR

This module introduces the student to the Grounding

Electrode System. The student will learn the function of grounding electrodes in the electrical system and describe how to install and establish a grounding system. Topics include: The grounding electrode system; The grounding electrode conductor; Bonding enclosures and equipment; Equipment grounding conductors; Enclosure; Equipment grounding.

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

Personnel Protection and Ground Fault Protection of Equipment ELN 3132 1CR

The primary focus of this module is the protection of personnel and equipment. Topics include: Ground faults and short circuits; Separately derived systems; Grounding at separate buildings; Protection of personnel; Protection of equipment; Special location requirements for grounding and bonding.

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

Grounding and Bonding of Electronic Equipment ELN 3133 1CR

This module will familiarise the student with the special grounding and bonding requirements for electronic equipment. Topics include: Requirements for grounding and bonding of electronic equipment; Low voltage intersystem grounding and bonding; Requirements for grounding and bonding systems over 1000 volts; An overview of NEC Article 250; Introduction to Earth Testing; The principles and methods used for earth testing.

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

Review of the Theory of Three Phase Transformers ELN 3134 1CR

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

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

NEC Overcurrent Protection ELN 3135 1CR

This NEC module focuses on the overcurrent protection devices required for branch circuits, feeders and services. In addition, the student will learn about the tap rule requirements for the different types of tap



conductors. Topics include: Overloads, short-circuits and ground-faults; Selection of overcurrent protection devices (OPCD); Types of OPCD-Circuit Breakers; Type of OPCD-Fuses; Branch circuits; Feeders and services; Conductor tap rules; Supervised industrial installations.

SEC01 TH T230 TR 8:30 AM-12:30 P  
Delroy Musson

**NEC: Transformer Protection and Ground Fault Protection** **ELN 3136 1CR**

This module focuses on three important NEC considerations: (1) Transformer Protection; (2) Ground Fault Protection; (3) Motor Overload Protection. Topics include: Transformer protection - NEC Article 450; Motor branch circuits NEC - Article 430; Ground fault protection; Component protection - NEC Article 119.10; Motor overload and single-phasing protection; Motor and group motor protection and devices - NEC Article 430.

SEC01 TH T230 TR 8:30 AM-2:30 PM  
Delroy Musson

**ENGLISH COMMUNICATION**

**Preparatory College Writing I** **ENG 0011 OCR**  
A basic writing course emphasising the development, organisation and revision of paragraphs and short essays. Students receive instruction in grammar, rhetorical strategies and the practices of standard written English. **Prerequisite: Satisfactory performance on College Placement Test. Successor: ENG 0012**

SEC01 NH G307 MWF 11:35AM-12:25PM  
Yesha Townsend

**Preparatory College Writing II** **ENG 0012 OCR**

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: Satisfactory performance on College Placement Test. Successor: ENG 1111**

SEC01 NH G223 W 6:00PM-9:00PM  
Theresa Miller  
SEC02 NH G223 MWF 12:35PM-1:25PM  
Kim Dismont Robinson

**Preparatory College Reading I** **ENG 0015 OCR**

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 the College Placement Test. Successor: ENG 0016**

SEC01 NH G323 W 6:00PM-9:00PM  
Gail Smith

**Preparatory College Reading II** **ENG 0016 OC**  
Reinforces and builds upon skills developed in ENG 0015 through a study of selected readings from textbooks 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 G306 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.**

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

**Communications for Industry II** **ENG 1045 3CR**

A course emphasising comprehension and summary of industry-related material, writing researched reports, preparing short talks, and developing different styles of letters and memos commonly required in industry. This course is a certificate course and will not normally transfer into degree programmes. **Prerequisite: A grade of “C” or better in ENG 1044 or satisfactory performance on the College Placement Test.**

SEC01 NH G306 S 10:00AM-1:00PM  
Denise Simons  
SEC02 NH G301 MW 9:35AM-10:55AM  
Sajni Tolaram

**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 HH H213 MWF 9:35AM-10:25AM  
Yesha Townsend  
SEC02 HH H213 MWF 10:35AM-11:25AM  
Yesha Townsend  
SEC03 NH G225 TR 11:35AM-12:55PM  
Kim Dismont Robinson  
SEC04 NH G307 W 6:00PM-9:00PM  
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 NH G223 MWF 11:35AM-12:35PM  
Kim Dismont Robinson  
SEC02 HH H270 TR 2:35PM-3:55PM  
Kim Dismont Robinson  
SEC03 NH G304 R 6:00PM-9:00PM  
Yesha Townsend

**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 G213 MW 2:35PM-3:55PM  
Dwayne Thompson  
SECD1 NH G307 S 10:00AM-1:00PM  
Dwayne Thompson

**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 H273 TR 10:05AM-11:25AM  
Sajni Tolaram

**FOOD & BEVERAGE SERVICE**

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

Practical food, beverage and wine service skills and knowledge in a dining room, principles of merchandising and salesmanship, customer relations, forecasting and planning workloads and bar technology. Students are required to obtain the Federation of Dining Room Professionals Certified Dining Room Associate and the Associate Wine Steward certification. **Prerequisite: CUL 1104**

SEC01 BH B103 F 9:00AM-3:30PM  
Rui De Sa

**FILM STUDIES**

**Genre Studies** **FLM 2201 3CR**

This course concentrates on the major classifications of film genres and respective iconography through representative films. Classic, contemporary, and international films are considered as they express meanings (themes) to which the audience responds

by engaging with cinema in its function as an art, a science, and as a global enterprise.

**Prerequisites: ENG 1111**

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

**FRENCH**

**Beginner’s French II** **FRE 1102 3CR**

A continuation of FRE 1101 with increasing attention to the relationship between speaking and writing French.

SEC01 HH H270 MWF 9:35AM-10:25AM  
Tiffany L Smith-Richol

**Intermediate French I** **FRE 2211 3CR**

A study of the techniques French composition. Emphasis on grammatical analysis of extended readings, class discussion, translation and essay writing, in French. **Prerequisite: FRE 1102**

SEC01 HH H270 MWF 8:35AM-9:25AM  
Tiffany L. Smith-Richol

**HEATING, VENTILATION & AIR CONDITIONING**

**HVAC Fundamentals** **HVA 1102 3CR**

The following topics are contained in this module: Analyse air properties; Select and install venting systems; Maintain mechanical components; Test AC circuits and components. **Prerequisite: NCCER Core Corequisite: NCCER Core**

SEC01 TH T085 TR 8:30AM-12:30PM  
Ornette Fough

**HVAC Fundamentals II** **HVA 1103 3CR**

This section covers: Leak, Evacuation and Charging Techniques; Identifying and Understanding HVAC Accessories/Components; Introduction to Heat Pumps. **Prerequisite: NCCER Core, Corequisite: NCCER Core**

SEC01 TH T166 TR 8:30AM-12:30PM  
Ornette Fough

**Basic Maintenance Concepts** **HVA 1104 4CR**

The following topics are contained in this module that will help students: Operate, service and install compressors; Service heat pumps; Use of leak detectors, vacuum pumps, recovery units and charging systems; Recycle refrigerants. During this module students will write the Ministry of Environment Certification exam for CFC Handling in Bermuda. **Prerequisite: NCCER Core, Corequisite: NCCER Core**

SEC01 TH T166 TR 8:30AM-12:30PM  
Ornette Fough





REGISTRATION IS OPEN UNTIL **JANUARY 16,**  
ALSO THE FINAL DAY FOR TUITION PAYMENTS

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 NH G226 TR 11:35AM-12:55PM  
Erwin Lightbourne

Tourism MGN 1116 3CR

An introduction to tourism, including tourism supply components, marketing and the social and economic impact of tourism development both internationally and in Bermuda. **Prerequisite:** A grade of “C” or better in ENG 0012

SECD1 HH H213 MW 1:00PM-2:25PM  
Cordell Riley

Customer Service Skills MGN 1129 3CR

This course will provide students with a systematic process for developing customer service skills that are required to deliver “service excellence”, a term used to describe the exceptional levels of service that customers seek. In addition to learning about what makes up the twenty-first century “service economy”, students will have an opportunity to develop “service excellence” strategies that they can apply in their future careers. Emphasis will be placed learning how to become obsessed with satisfying customer needs, effectively dealing with difficult customers, consistently communicating with customers, building lasting relationships with customers and embracing emerging service oriented technologies designed to foster brand loyalty.

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

SECH1 BH B260 MW 2:35PM-3:55PM  
Rui De Sa

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

Business Ethics MGN 2115 3CR

This course will provide students with an overview of business ethics and practices with emphasis on the process of ethical decision-making challenges faced in-

today’s society. Topics such as an overview of business ethics including corporations and social responsibility, and ethical issues in the workplace will be covered.

SEC01 NH G307 TR 2:35PM-3:55PM  
Erwin Lightbourne

Business Work Placement MGN 2119 3CR

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

SEC01 NH G225 F 10:00AM-1:00PM  
Erwin Lightbourne

Organisational Behaviour MGN 2222 3CR

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

SEC01 NH G225 TR 2:35PM-3:55PM  
Erwin Lightbourne

Introduction to Project Management MGN 2230 3CR

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

SEC01 BH B260 TR 11:35AM-12:55PM  
Rui De Sa

Finance II MGN 2241 3CR

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

SECD1 ONLINE  
Ann Parsons

Senior Student Project II HVA 2109 2CR

This is a continuation of Module 5. Requirements include a final report to be sent to ASHRAE at the completion of the project.

SEC01 TH T085 MW 1:30PM-5:30PM  
Ornette Fough

Water & Air Quality HVA 2110 3CR

The following topics are contained in this module: Use of blueprints; Test indoor air quality; Identify energy conservation equipment. **Prerequisite:** NCCER Core Corequisite: NCCER Core

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

Building Management Systems HVA 2111 3CR

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

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

HVAC System Design HVA 2112 3CR

The following topics are contained in this module: Calculate heat loads; Identify cold storage equipment. **Prerequisite:** NCCER Core Corequisite: NCCER Core

SEC02 TH T166 MW 1:30PM-5:30PM  
Ornette Fough

HISTORY

World History II HIS 1141 3CR

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

**Prerequisites:** HIS 1140 and HIS 1141

SEC01 HH H273 M 6:00PM-9:00PM  
Joanne Ball-Burgess

HOTEL MANAGEMENT

Intro to Lodging Management HMT 1120 3CR

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

SEC01 HH H102 TR 10:05AM-11:25AM  
Rui De Sa

Hospitality Supervisory Practices HMT 2255 3CR

A study of the theory and practices relating to supervision within the hospitality industry including recruitment, motivation, discipline, communications, conflict resolution, effective change. **Prerequisite:** HMT 1175 or CUL 1119

SECH1 HH H102 MW 2:35PM-3:55PM  
Rui De Sa

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

Food & Beverage Management HMT 2260 3CR

A study of the art and science of managing a profitable food and beverage operation. Management structure and functions, food and beverage cost controls, prevention of theft and fraud, the management of small business operations. **Prerequisite:** FAB1100

SEC01 HH H102 TR 4:05PM-5:25PM  
Rui DeSa

INSURANCE

Insurance Operations INS 2220 3CR

In this course, students will study various facets of insurance operations, including regulating, marketing and distributing insurance. They will also learn how to underwrite risks and analyse claims. They will explore reinsurance, examine the use of technology in insurance and examine strategic management. A minimum grade of “B” or better will be eligible for a waiver for the CPCU 520 exam from the institutes.

**Prerequisite:** INS 1101

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

Special Topics in Insurance INS 2298 3CR

Course participants will learn about the international re/insurance sector in Bermuda by tracing the evolution of the insurance concept from its humble beginning as the headquarters for American International Company in 1948 to a major global player of risk management. **Prerequisite:** ENG 1111

SEC01 TBA M 6:00PM-9:00PM  
Craig Simmons

LAW

Business Law LAW 2203 3CR

This course gives students a working knowledge of the legal system and the law and how it affects day-to-day operations of business. Emphasis is on the Law of Contract, the Law of Torts and Employment Law. **Prerequisite:** 18 credits at the 1000-level

SEC01 HH H270 W 6:00PM- 9:00PM  
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	NH	G226	MW	4:05PM-5:25PM
Erwin Lightbourne				

Special Topics in Management **MGN 2298 3CR**

Designed to allow students an opportunity either for in-depth inquiry into a topic covered in another 2200-level course or for the study of a special topic or theme in management. **Prerequisite: MGN 1114**

SEC01	NH	G301	M	6:00PM-9:00PM
Greg Ramey				

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. **Successor: MAT 0014**

SEC01	NH	G304	TR	11:35AM-12:55PM
Dana Lightbourne				

College Preparatory 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-10:25AM
Lynne Wade				
SEC02	NH	G306	MWF	11:35AM-12:25PM
Lynne Wade				
SEC03	NH	G323	T	6:00PM-9:00PM
TBA				

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	10:35AM-11:25AM
Lynne Wade				
SEC02	NH	G307	TR	11:35AM-12:55PM
Jennifer Ackah				
SEC03	NH	G323	R	6:00PM-9:00PM
TBA				

College Algebra I **MAT 1105 3CR**

Intended to provide exposure to a number of mathematical topics at college level for those students who do not wish a concentration in mathematics but who need to improve their competency in intermediate algebra. Such topics will include absolute values, domain and range of functions, symmetry, graphs, horizontal and vertical translations and the study of roots of polynomials. **Prerequisite: A grade of “C” or better in MAT 0015. Successor: MAT 1141, MAT 1152**

SEC01	NH	G304	MWF	1:35PM-2:25PM
William Ashby				
SEC02	NH	G304	MWF	11:35AM-12:25PM
Dana Lightbourne				
SEC03	HH	H270	T	6:00PM-9:00PM
William Ashby				
SEC04(C)	NH	G304	TR	8:35AM-10:05AM
	NH	G304	M	3:35PM-4:25PM
Jennifer Ackah				

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	HH	H275	TR	3:35PM-4:55PM
William Ashby				

Finite Mathematics **MAT 1131 3CR**

Intended for business students needing to develop a facility with certain techniques to solve practical problems. Includes systems of linear equations and inequalities, optimisation, supply and demand analysis, linear programming, mix of constraints, matrix algebra, sinking funds, amortisation, future value of ordinary annuities. **Prerequisite: A grade of “C” or better in MAT 0015. Successor: MAT 1132**

SEC01	NH	G304	MW	2:35PM-3:55PM
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 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. Successor: MAT 1152**

SEC02	HH	H275	TR	10:05AM-11:25AM
William Ashby				

Calculus I **MAT 1152 3CR**

Intended as a theoretically-rich advanced approach to the fundamental concepts of calculus, particularly useful for students wishing to pursue further university-level work in this or related fields. Includes limits, continuity, differentiability, Rolle’s Theorem, the Mean Value Theorem, Riemann sums, Fundamental Theorem of Calculus. **Prerequisite: MAT 1141 Successor: MAT 2201**

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

Multivariable Calculus **MAT 2220 3CR**

Intended as a continuation of MAT 2201 for students taking a concentration in science and/or mathematics. Includes quadric surfaces, limits, continuity and differentiability of functions of several variables, directional derivatives, Lagrange multipliers, line integrals, double and triple integration, surface areas. **Prerequisite: MAT 2201. MAT 2210 is strongly recommended**

SEC01	HH	H275	TR	11:35AM-12:55PM
William Ashby				

Statistics I **MAT 2233 3CR**

Intended for students requiring a background in descriptive statistics and elementary sampling theory. Includes characteristics of frequency distributions, measures of central location and variability, probability and probability distributions, sampling theory and sampling distributions. Applications are taken from business, management, social science and science. **Prerequisite: 15 credits at the 1100-level, three of which must be an 1100-level math course. Successor: MAT 2234**

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

Statistics II **MAT 2234 3CR**

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

SEC01	NH	G307	MWF	10:35AM-11:25AM
Dana Lightbourne				

Elementary Differential Equations **MAT 2240 3CR**

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

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

MOTOR VEHICLE TECHNOLOGY

Ignition Systems **MVT 1101 3CR**

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

SEC01	TH	T187	MW	1:30PM-5:30PM
	TH	T187	TR	2:30PM-6:30PM
Michael Thompson				

Fuel/Exhaust Systems **MVT 1102 3CR**

The following topics are contained in this module: Identify the various types of fuels and fuel specifications; Testing and servicing the components of fuel systems; Air intake systems components and replace exhaust systems.

SEC01	TH	T187	MW	1:30PM-5:30PM
	TH	T187	TR	2:30PM-6:30PM
Michael Thompson				

Exhaust Emissions Systems **MVT 1103 3CR**

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

SEC01	TH	T187	MW	1:30PM-5:30PM
	TH	T187	TR	2:30PM-6:30PM
Michael Thompson				

Steering System **MVT 2110 3CR**

The following topics are contained in this module: Identify steering systems; Diagnose, test and repair steering systems.

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

Power Steering Systems **MVT 2111 3CR**

The following topics are contained in this module: Perform test and service manual and power steering; Ser-





## PLUMBING

Commercial Drawings, Hangers and Supports, Installing DWV Piping

PLM 1104 4CR

Introduces trainees to methods for attaching and running DWV and water supply piping in relation to structural elements, including pipe hangers and supports.

SEC01	TH	T226	TR	9:00AM-1:00PM
Gladwyn Trott				

Types of Valves, Installing Water Supply Piping, Installing Fix & Faucets

PLM 1105 3CR

Covers the installation of basic plumbing fixtures, including bathtubs, shower stalls, lavatories, sinks, toilets, and urinals. Also reviews the installation of valves and faucets.

SEC01	TH	T226	TR	9:00AM-1:00PM
Gladwyn Trott				

Installing Water Heaters, Servicing Fixtures, Valves and Faucets

PLM 1106 3CR

Covers the troubleshooting and repair of fixtures, valves, and faucets in accordance with code and safety guidelines.

SEC01	TH	T226	TR	9:00AM-1:00PM
Gladwyn Trott				

Business Principles for Plumbers, Water Pressure Systems

PLM 2110 3CR

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

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

Codes, Private Water Supply Well Systems

PLM 2111 3CR

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

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

Swimming Pools and Hot Tubs, Plumbing for Mobile Homes

PLM 2112 2CR

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

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

## PSYCHOLOGY

Introduction to Psychology II

PSY 1102 3CR

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

SEC01	HH	H100	MWF	10:35AM-11:25AM
Jahnae Harvey				
SEC02	NH	G301	R	6:00PM-9:00PM
Jahnae Harvey				

Abnormal Psychology

PSY 2220 3CR

An evaluation of abnormal behaviour, including the core concepts of the differing psychopathology: Neuroses, psychoses and social disorders. Different approaches to treatment are described. **Prerequisite: PSY 1101 and PSY1102**

SEC01	HH	H273	TR	8:35AM-9:55AM-
Shawnee Basden				

Human Development

PSY 2240 3C

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

SEC01	HH	H273	MWF	12:35PM-1:25PM
Jahnae Harvey				

Educational Psychology

PSY 2272 3CR

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

SEC01	NH	G226	T	6:00PM-9:00PM
Jahnae Harvey				

## RELIGIOUS STUDIES

Introduction to Religious Studies I

REL 1101 3CR

A comparative study of religious traditions from all over the world, past and present. Explores religion with thematic topics such as nature conservation; varieties of religious experience; the paranormal; and human sexuality. The goal is to build bridges between humanity by understanding our shared community with the sacred aspects of existence. **Prerequisite: A grade of “C” or better in ENG 0012**

SEC01	HH	H275	M	6:00PM-9:00PM
Stephen Notman				

## SOCIOLOGY

Introduction to Sociology II

SOC 1102 3CR

An introduction to the study of human society from the sociological perspective. Emphasises the nature and meaning of social institutions (the family, religion, education, and economy and politics), formal and informal organisations, and social change.

**Prerequisite: A grade of “C” or better in ENG0012. SOC 1101 is strongly recommended**

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

Sociology of Marriage & Family

SOC 2251 3CR

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

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

Sociology of Crime and Delinquency

SOC 2290 3CR

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

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

## SOCIAL SCIENCE

Research Methods in the Social Science I

SSC 2200 3CR

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

SEC01	NH	G226	TR	2:35PM-3:55PM
Jahnae Harvey				

## SOCIAL WORK

Introduction to Social Work

SOW 1151 3CR

Designed for students wishing to explore interest in and capacity for providing a comprehensive overview of the ways that social workers respond to a wide range of societal problems. Also explores the agencies that administer the services to those in need. This course emphasises ones own interests and abilities in relation to social work values, ones capacity to interact in a caring and non-judgmental manner with others who have diverse lifestyles and different socio-economic backgrounds, and ones ability to critically examine major social problems and issues. Adoption from University of West Virginia.

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

SEC01	NH	G304	W	6:00PM-9:00PM
Lyndon Jackson				

## 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	H211	MWF	11:35AM-12:25PM
Tiffany L Smith-Richol				
SEC02	HH	H273	MW	2:35PM-3:55PM
Tiffany L Smith-Richol				

Beginners Spanish II

SPA 1102 3CR

This course is a continuation of Beginners Spanish 1 (SPA 1101). It is designed for students who have had at least two years of Spanish at the secondary school level without any gaps in their Spanish educational experience, or for students who are competent in the basic linguistic skills and who can minimally converse in Spanish, but who desire increased competency in the fundamentals of the language. The course is designed to build on the basics of the language and aims to increase audio-lingual development through vocabulary building, reading, speaking, and writing to prepare students for the intermediate level.

**Prerequisite: SPA 1101**

SEC01	HH	H270	TR	11:35AM-12:55PM
Tiffany L. Smith-Richol				



Spanish for Healthcare ProfessionalsSPA 11033CR

This foundational course is designed for students in diverse fields of healthcare who have had little or no Spanish previously and who desire effective communication with Spanish speaking populations on matters of health. Students will develop a working knowledge of career-specific terminologies, expressions and practices uniquely applicable to healthcare settings. Students will also gain an appreciation of Hispanic culture to strengthen real-life connections. **Prerequisite: SPA 2201.**

SEC01	HH	H102	TR	8:05AM-9:25AM
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Tiffany L Smith-Richol

TECHNICAL COURSES

Introduction to Electricity and ElectronicsTEC 10043CR

This course will provide students with a practical overview of electrical and electronic systems and its use in modern technology. Some of the topics to be covered are direct current systems, alternating current systems, semiconductors and digital systems. **Prerequisite: TMM 1001 and TSM 1101**

SEC02	TH	T230	MWF	8:35AM-9:25AM
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Delroy Musson

Introduction to Materials and MechanicsTEC 10063CR

This course will provide students with a practical overview of the various classifications of materials, basic mechanical devices and the practical use in mechanical technology systems. Some topics include: Properties of materials, Material safety data sheet, Basic fabrication techniques, Basic mechanical principles, Simple machines, Pulleys, Gears and pneumatic and Hydraulic systems.

SEC01	HH	H102	TR	11:30AM-1:00PM
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Joseph Weeks

Capstone Project for Technology and TradesTEC 10203CR

In preparation for future academic and career goals, students will complete their portfolio started in college skills course CSC 1110. Also students will develop a practical project that solves a real world problem through application of their developed technical skills. **Prerequisite: Must be in last semester of CT-TECH programme.**

SEC02	TH	T202	TR	9:00AM-10:25AM
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Joseph Weeks

Technical Math IITMM 10023CR

This course is a continuation of TMM 1001 where students further explore practical math concepts. Some of the topics include: Exponential functions, Statistical methods, Complex numbers, Analytic geometry, Higher degree equations, Systems of equation and inequalities, Matrices, Sequences and Trigonometric formulas. **Prerequisite: TMM 1001**

SEC02	TH	T202	MW	11:00PM-12:30PM
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Joseph Weeks

TECHNICAL SCIENCE

Technical Science IITSM 11024CR

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

SEC01	TH	H214	TR	2:30PM-4:30PM
	HH	H102	F	8:30AM-10:30AM

Joseph Weeks

SEC02	TH	H214	TR	2:30PM-4:30PM
	HH	H102	F	10:30AM-12:30PM

Joseph Weeks

WOOD TECHNOLOGY

Drawings; Cold Steel Framing; Exterior Framing and Roof ApplicationsWTC 11043CR

The following topics are contained in this module: Learning types and installation procedures of several sidings; Roofing materials; Insulation and waterproofing materials.

SEC01	TH	T202	TR	2:30PM-6:30PM
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James Guishard

Drywall Installation; Drywall Finishing; Suspended CeilingsWTC 11053CR

The following topics are contained in this module: Selecting and installing metal framing; Installing drywall on walls and ceilings; Patching and finish gypsum drywall; Laying out and installing suspended ceilings.

SEC01	TH	T202	TR	2:30PM-6:30PM
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James Guishard

Doors & Hardware; Windows, Door-ceiling Trims; CabinetsWTC 11063CR

The following topics are contained in this module: Constructing wood stairs; Installing wooden doors; Fitting base and wall cabinets; Installing interior trim.

SEC01	TH	T202	TR	2:30PM-6:30PM
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James Guishard

DIVISION OF NURSING AND ALLIED HEALTH

The Division is supported and endorsed by the Bermuda Hospitals Board community, and the Bermuda Nursing Council.

Accreditted by Accreditation Commission for Education in Nursing (ACEN)

It offers greater options in health-care 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.

RENEE FAULCON

Head of Nursing and Allied Health

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

TECHNICAL EDUCATION

“Using your hands and your head...”

NCCER CORE

Offered through the Division of Business Hospitality and Technical Education

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

This is an intense course covering basic construction:

- Basic Safety
- Introduction to Hand Tools
- Introduction to Construction Drawings
- Basic Employability Skills

- Introduction to Construction Math
- Introduction to Power Tools
- Basic Communication Skills
- Introduction to Materials Handling

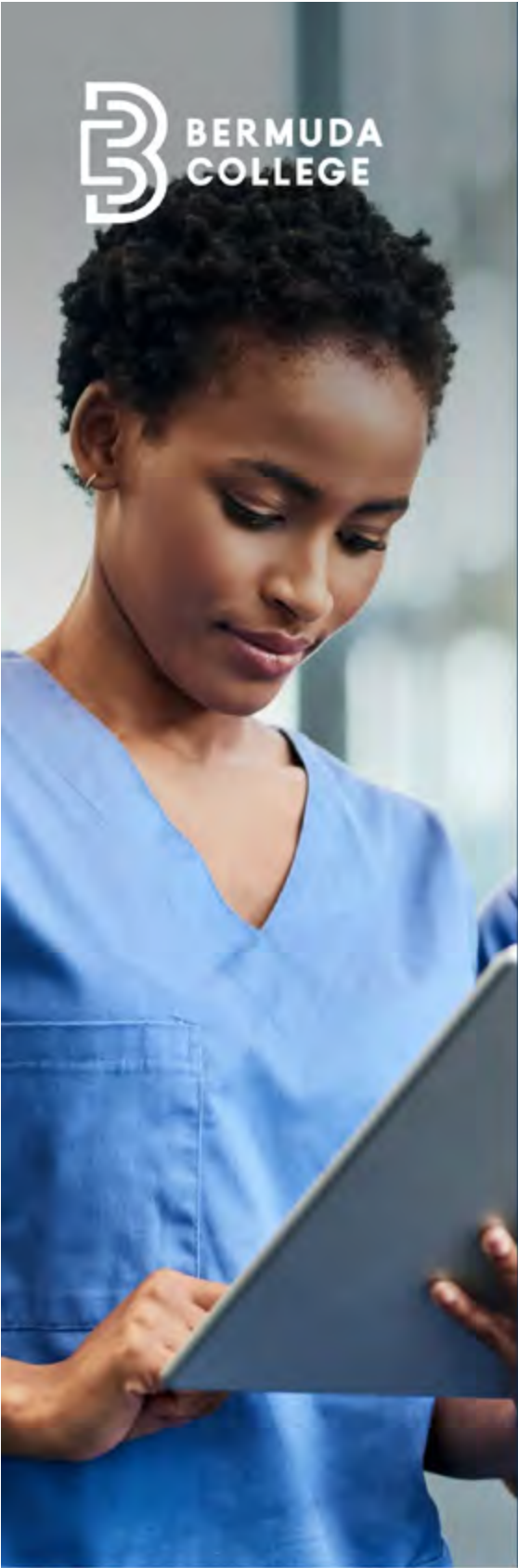
REGISTRATION IS UNDERWAY NOW!


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

NON-CREDIT COURSES

28








# MEDICAL BILLING AND CODING

**THIS PROGRAMME:**

- Delivers the skills students need to solve insurance billing and coding problems.
- 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.



SECA1  
26 JANUARY 2026 – 26 JANUARY 2027

SECA2  
23 FEBRUARY 2026 – 23 FEBRUARY 2027

SECA3  
23 MARCH 2026 – 23 MARCH 2027

SECA1  
27 APRIL 2026 – 27 APRIL 2027

Note: Students entering this programme must have a high school diploma or GED.

FINANCIAL SUPPORT AVAILABLE:  
[TINYURL.COM/42ZT8T2B](https://tinyurl.com/42zt8t2b)

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Athora Division of Professional and Career Education  
Email: [readytostart@college.bm](mailto:readytostart@college.bm)  
Phone: 441-239-4099  
Website: [www.college.bm](http://www.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





## CORPORATE GOVERNANCE FOUNDATIONS PROGRAMME

The Foundation Programme provides a broad introduction to how businesses operate — how they are governed, managed and financed, as well as the laws and regulations they must follow. Introducing the Business Environment builds a strong understanding of how organisations are structured and how external factors influence their success.

### YOU WILL:

- Explore the essentials of corporate and commercial law
- Learn about company structures and governance
- Understand how businesses are incorporated and managed

### INTRODUCTION TO CORPORATE AND BUSINESS LAW (TDS 822)



14 JANUARY – 15 APRIL

### PRINCIPALS OF COMPANY COMPLIANCE AND ADMINISTRATION (TDS 823)



6 MAY – 8 JULY

FINANCIAL SUPPORT AVAILABLE:  
[TINYURL.COM/42ZT8T2B](https://tinyurl.com/42zt8t2b)

Athora Division of Professional and Career Education  
 Email: [readytostart@college.bm](mailto:readytostart@college.bm)  
 Phone: 441-239-4099  
 Website: [www.college.bm](http://www.college.bm)

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## 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  
 27 January – 28 April \$895  
 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  
 29 January – 30 April \$895  
 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>.

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##### Managing Financial Records (FA2)

TDS ACCA20

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

SECA1 M 6:00-9:00PM  
 26 January – 27 April \$895  
 Zaynab Brown

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

TDS ACCA22

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

SECA1 T 6:00PM-9:00PM  
 27 January – 28 April \$895  
 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  
 27 January – 28 April \$895  
 TBD

##### Financial Accounting (FFA)

TDS ACCA34

This course will develop your knowledge and understanding of the underlying principles and concepts relating to financial accounting and technical proficiency in the use of double-entry accounting techniques, including the preparation of basic financial statements. **\*Prerequisite/co-requisites TDS ACCA30 and TDS ACCA32**

SECA1 M 6:00PM-9:00PM  
 26 January – 27 April \$895  
 TBD



NEW COURSE

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  
29 January – 30 April \$1,195  
TBD

Taxation (F6/TX) TDS ACCA42

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

SECA1 W 6:00PM-9:00PM  
28 January – 29 April \$1,195  
TBD

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  
29 January – 30 April \$1,195  
TBD

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  
28 January – 29 April \$1,195  
TBD

\*\*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 E-textbooks are included however, examination 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 TBD 6:00PM-8:00PM  
\$175

Joseph Weeks

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 R 6:00PM-9:00PM  
5 February – 5 March \$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  
TBD \$895  
Clarity Institute

ATHORA DIVISION OF PROFESSIONAL AND CAREER EDUCATION

ARTIFICIAL INTELLIGENCE

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

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



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



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to awaken new career possibilities!

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

NON-CREDIT COURSES

34

NON-CREDIT COURSES

35



NEW COURSE

CHILDCARE

Certificate for Childcare Assistants

CCP 821

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. **\*Pre-requisite: CCP 820\***

SECA1	TR	6:00PM – 9:00PM
13 January – 14 April		
Erin Stovell		
\$1,370		

COACHING

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	S	9:00AM-5:00PM
Live Online		
24 January - 7 February		
\$1,875		

(Final class will take place in person at Bermuda College)

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	6PM Eastern
Feb 5 - Mar 12, 2026	
\$2,195	
SECA2	12 PM Eastern
4 March - 8 April, 2026	
\$2,195	
SECA3	12 PM Eastern
16 April - 21 May, 2026	
\$2,195	

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

BERMUDA COMPLIANCE ACADEMY

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

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

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Governance

TDS 480

An insightful workshop series that covers the relationship between Governance, Risk and Compliance to achieve effectiveness in operational and compliance outcomes.

- GRC: Building Systems for Resilience & Effectiveness
- Corporate Governance: Principles for Effectiveness in Compliance
- Introduction to Directorship: Risk and Requirements to act as a Director to a Corporate Structure
- Compliance Reconfigured: Updating HR Policies to Integrate AML Compliance
- ESG: Considerations for Financial Services Professionals

SECA1	W	6:00PM-8:00PM
Live Online		
21 January – 18 February		
\$395		

The Regulatory Compliance Gauntlet

TDS 481

Financial Services professionals can and should expect an increase in supervision of the governance function in regulated firms; this series reviews regulation and risk within the broader context of financial services compliance.

- Digital Assets: Trends for Compliance & Regulation
- Sanctions Compliance: Critical Success Factors for Financial Services Providers
- Anti-Bribery & Corruption: Policies and Practices impacting Compliance
- MLRO: Effectiveness in Engagements with the FIU
- Introduction to Directorship: Risk and Requirements to Act as a Director to a Corporate Structure

SECA1	W	6:00PM-8:00PM
Live Online		
25 February – 18 March		
\$395		



INTERNATIONAL COMPLIANCE ASSOCIATION (ICA)

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

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

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



ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA) PROGRAMME

Join the Association of Chartered Certified Accountants (ACCA) – a globally recognised qualification in accounting and finance, designed for working professionals:

- Flexible entry points
- Multiple study options
- Real-world, on-the-job training

Pathways to Success:

- Foundational: Ideal for beginners – no prior qualifications required!
- Fundamentals: For those with GCSEs, A levels, or business diplomas.
- Professional: For graduates in accounting or finance (with possible exam exemptions).

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 February – 2 April	\$895
SECA2 Distance Education 2 March – 2 May	\$895
SECA3 Distance Education 6 April – 6 June	\$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 TBD	\$4,251
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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 February – 2 April	\$895
SECA2 Distance Education 2 April – 2 June	\$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 February – 2 April	\$895
SECA2 Distance Education 2 April – 2 June	\$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 February – 2 April	\$895
SECA2 Distance Education 2 April – 2 June	\$895

ICA Specialist Certificate in Trade Based Money Laundering TDS ICA48

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

SECA1 Distance Education 2 February – 2 April	\$895
SECA2 Distance Education 2 April – 2 June	\$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 February – 2 April	\$895
SECA2 Distance Education 2 April – 2 June	\$895

ADVANCED LEVEL

ICA Advanced Certificate in Anti Money Laundering TDS ICA12

SECA1 Distance Education 5 January – 1 June	\$2,565
--	---------

ICA GOVERNANCE RISK AND COMPLIANCE TRACK

Topics include: Understanding the Regulatory Environment; Regulation in Practice; Compliance in Practice, Other Key Compliance Areas; Anti money laundering; Financial crime prevention; Market abuse; Managing risk; Enforcement and more. Full details can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>  
New ICA students must register for student membership prior to taking a course.

INTRODUCTORY LEVEL

Introductory Level: Certificate in Compliance TDS ICA01

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

SECA1 Distance Education 2 February – 2 April	\$895
SECA2 Distance Education 2 March – 2 May	\$895
SECA3 Distance Education 6 April – 6 June	\$895

SPECIALIST CERTIFICATES

ICA Specialist Certificate in Conduct Risk TDS ICA50

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

SECA1 Distance Education 2 February – 2 April	\$895
SECA2 Distance Education 2 April – 2 June	\$895

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

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

SECA1 Distance Education 2 February – 2 April	\$895
SECA2 Distance Education 2 April – 2 June	\$895

ADVANCED LEVEL

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

SECA1 Distance Education 15 January – 15 June	\$2,565
--	---------

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

SECA1 Distance Education TBD	\$4,251
---------------------------------	---------

ICA FINANCIAL CRIME PREVENTION TRACK

Topics include: What is financial Crime? What are the Financial Crime Risks? Fraud Controls Banking - Fraud Typologies; Identity Theft and Cybercrime; Bribery and Corruption; Fraud Response Policy; The English Legal System and more. Full details can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>  
New ICA students must register for student membership prior to taking a course.

INTRODUCTORY LEVEL

Introductory Level: Certificate in Financial Crime Prevention TDS ICA03

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

SECA1 Distance Education 2 February – 2 April	\$895
SECA2 Distance Education 2 March – 2 May	\$895
SECA3 Distance Education 6 April – 6 June	\$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 February – 2 April	\$895
SECA2 Distance Education 2 April – 2 June	\$895

ICA Specialist Certificate in Anti-Corruption TDS ICA44

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

SECA1 Distance Education 2 February – 2 April	\$895
SECA2 Distance Education 2 April – 2 June	\$895

ICA Specialist Certificate in Anti-Corruption TDS ICA51

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

SECA1 Distance Education 2 February – 2 April	\$895
SECA2 Distance Education 2 April – 2 June	\$895

ADVANCED LEVEL

ICA Advanced Certificate in Managing Fraud TDS ICA15

SECA1 Distance Education 15 January – 15 June	\$2,565
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ICA Advanced Diploma in Financial Crime Prevention TDS ICA23

SECA1 Distance Education TBD	\$4,251
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CUSTOMER DUE DILIGENCE/ KNOW YOUR CUSTOMER (KYC) TRACK

Effective KYC or CDD doesn't simply mean taking a copy of a passport to prove identity. CDD checks include analysing the customer lifecycle from on-boarding 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>  
New ICA students must register for student membership prior to taking a course.

INTRODUCTORY LEVEL

Introductory Level: Certificate in KYC and CDD TDS ICA05

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

SECA1 Distance Education 2 February – 2 April	\$895
SECA2 Distance Education 2 March – 2 May	\$895
SECA3 Distance Education 6 April – 6 June	\$895



NEW COURSE

ICA MANAGING SANCTIONS TRACK

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

Full details can be found on: <https://www.college.bm/index.php/pace/pacedesignations/ica>  
New ICA students must register for student membership prior to taking a course.

INTRODUCTORY LEVEL

Introductory Level: Certificate in Managing Sanctions Risk TDS ICA04

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

SECA1 Distance Education 2 February – 2 April	\$895
SECA2 Distance Education 2 March – 2 May	\$895
SECA3 Distance Education 6 April – 6 June	\$895

SPECIALIST CERTIFICATES

ICA Specialist Certificate in Corporate Governance TDS ICA49

SECA1 Distance Education 2 February – 2 April	\$895
SECA2 Distance Education 2 April – 2 June	\$895

ADVANCED LEVEL

ICA Advanced Certificate in Practical Customer Due Diligence TDS ICA18

SECA1 Distance Education 19 January – 6 July	\$2,565
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ICA Advanced Certificate in Managing Sanctions Risk TDS ICA14

SECA1 Distance Education 7 April – 31 August	\$2,565
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ICA Advanced Level: Diploma in Managing Sanctions Risk TDS ICA24

SECA1 Distance Education TBD	\$4,251
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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 26 January – 26 April	\$55
SECA2 Distance Education 23 February – 23 May	\$55
SECA3 Distance Education 23 March – 23 June	\$55
SECA4 Distance Education 27 April – 27 June	\$55

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

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 26 January – 26 April	\$55
SECA2 Distance Education 23 February – 23 May	\$55
SECA3 Distance Education 23 March – 23 June	\$55
SECA4 Distance Education 27 April – 27 June	\$55

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

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 26 January – 26 April	\$55
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SECA2 Distance Education 23 February – 23 May	\$55
SECA3 Distance Education 23 March – 23 June	\$55
SECA4 Distance Education 27 April – 27 June	\$55

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

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 26 January – 26 April	\$55
SECA2 Distance Education 23 February – 23 May	\$55
SECA3 Distance Education 23 March – 23 June	\$55
SECA4 Distance Education 27 April – 27 June	\$55

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

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 26 January – 26 April	\$75
SECA2 Distance Education 23 February – 23 May	\$75
SECA3 Distance Education 23 March – 23 June	\$75
SECA4 Distance Education 27 April – 27 June	\$75

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

CORPORATE GOVERNANCE

CORPORATE GOVERNANCE FOUNDATIONS PROGRAMME

The first step in your journey towards a career as a Company Secretary or Corporate Governance professional. 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; 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

Part 2\* Introduction to Corporate and Business Law TDS 822

An introduction to corporate and business (commercial) law and the legal framework within which businesses operate. You will gain a better understanding of the purpose of law in business and which areas of law principally impact businesses.

SECA1 W 14 January – 15 April TBD	6:00PM-9:00PM \$895
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Part 3\* Principals of Company Compliance and Administration TDS 823

The aim of this module is to introduce legal, ownership and management structures for companies, how companies are incorporated and routine company compliance and governance obligations.

SECA1 W 6 May – 8 July Susan Trott	6:00PM-9:00PM \$895
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NOTE: The fee above represents the fee per course.; the CGI Foundations Programme require four (4) parts for completion. CGI Foundations exams are offered June and November each year.



PROJECT MANAGEMENT AND IT TRAINING

INTERESTED IN A GLOBALLY RECOGNISED CERTIFICATION?  
EXCITING project management programmes and IT courses recognised internationally as the 'GOLD STANDARD' in IT training are available at Bermuda College.



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

NON-CREDIT COURSES

MANY PATHS.  
DISCOVER YOURS.

NON-CREDIT COURSES



NEW COURSE



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

FINANCIAL LITERACY

It's never too soon, nor too late to learn how to save, manage your income with a budget or plan for retirement. ONE night a week for THREE weeks, and you'll discover how to have a BRIGHTER FINANCIAL FUTURE. THROUGH GENEROUS DONATION, FROM HSBC FUNDING IS AVAILABLE.

REGISTER NOW

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

MARITIME PROGRAMME

Endeavour Maritime Career Springboard Programme TDS BCE MS1

The Endeavour Maritime Careers Springboard will run from Monday through Friday over 6 weeks commencing **January 12 through February 27**. Participants who successfully complete the intensive hands-on course will gain sailing and powerboat instruction, VHF radio training, marine first aid training, maritime industry knowledge, boat maintenance training, and a Dinghy Sailing Instructor qualification. These qualifications and experience will provide course participants with the fundamental skills to jumpstart their careers into this ever-growing industry!

The application process requires interested students to submit a covering letter outlining why they are a strong candidate for the course and a resume outlining their skills set and experience. Spaces are extremely limited and shortlisted candidates will be invited to participate in an interview. Visit <https://www.endeavour.bm/our-programmes/maritime-careers-springboard-programme/> for application details.

SECA1 Dockyard/St.George M-F 8:00AM-5:00PM  
12 January – 27 February \$1,200

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  
16 February – 15 April \$775  
George Hayward, Jr.

Practical sessions will be held in the bartending lab.

The Bermuda Blue Flag Ambassador Course TDS CUST10

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

SECA1 F 5:15PM-9:00PM  
6 February \$105  
SECA2 F 5:15PM-9:00PM  
6 March \$105  
SECA3 S 5:15PM-9:00PM  
11 April \$105  
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  
TBD \$249  
Rui Desa

\*Email [cplace@college.bm](mailto:cplace@college.bm) for additional information\*

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 7:30PM-10:30PM  
S 1:00PM-4:00PM  
3 February – 21 March \$1,175

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

HEALTHCARE

The Certificate in Intellectual Disability TDS 1114

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

SECA1 W 6:00PM-9:00PM  
14 January – 15 April \$765  
Dr. Renee Simons

Certificate for Nursing Assistants – CCW 820  
Nursing Assistant Practical

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

\*Prerequisite: CCW810\*

SECA1 MW 6:00PM-9:00PM  
12 January – 22 April \$1,795

Shaunae Smith, Deann Trott

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

Certificate for Nursing Assistants - TDS NABP1,2,3,4  
Bridging Programme

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

SECA1 WR 9:00AM – 5:00PM  
4&5 February and 4&5 March \$150 per workshop  
Students are required to complete all four workshops to receive the certificate.

Emergency Medical Technician (EMT) TDS EMT1

The Emergency Medical Technician Programme prepares graduates to initiate assessment and care of ill or injured patients. After successful completion of the programme, each graduate must pass the National Registry of Emergency Medical Technicians (NREMT) practical and computer-based knowledge examinations. This programme prepares students for entry-level positions in the Emergency Medical Services profession, with potential employment in pre-hospital, hospital, Fire and Rescue Services, and industrial settings.

SECA1 TR 6:00PM – 9:00PM  
20 January – 16 June \$TBD  
Course fee does not include external examination fees or textbooks.

NON-CREDIT COURSES

NON-CREDIT COURSES



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 26 January 2026 - 26 January 2027	\$1,999
SECA2 Distance Education 23 February 2026 - 23 February 2027	\$1,999
SECA3 Distance Education 23 March 2026 - 23 March 2027	\$1,999
SECA4 Distance Education 27 April 2026 - 27 April 2027	\$1,999

Students work at their own pace however must complete assignments prior the published end date.

Health Information Technology Certificate

TDS NUR35

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

SECA1 Distance Education 26 January 2026 - 26 January 2027	\$2,450
SECA2 Distance Education 23 February 2026 - 23 February 2027	\$2,450
SECA3 Distance Education 23 March 2026 - 23 March 2027	\$2,450
SECA4 Distance Education 27 April 2026 - 27 April 2027	\$2,450

Students work at their own pace however must complete assignments prior the published end date.

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.

SECA1Distance Education 26 January 2026 - 26 January 2027	\$1,299
SECA2 Distance Education 23 February 2026 - 23 February 2027	\$1,299
SECA3 Distance Education 23 March 2026 - 23 March 2027	\$1,299
SECA4 Distance Education 27 April 2026 - 27 April 2027	\$1,299

Students work at their own pace however must complete assignments prior the published end date.

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 26 January 2026 - 26 January 2027	\$1,799
SECA2 Distance Education 23 February 2026 - 23 February 2027	\$1,799
SECA3 Distance Education 23 March 2026 - 23 March 2027	\$1,799
SECA4 Distance Education 27 April 2026 - 27 April 2027	\$1,799

Students work at their own pace however must complete assignments prior the published end date.

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 February - 27 March	\$290
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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>

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

HORTICULTURE

Certificate in Basic AGC 990  
Horticulture (Level 1)

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 26 January - 29 April Judith Welch	MW 6:00PM-9:00PM \$1895
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Course fee does not include textbooks.

Certificate in Basic Horticulture (Level2)

AGC 991

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

Pre-requisite AGC 990

SECA1 27 January - 1 May Judith Welch	TR 6:00PM-9:00PM \$1,895
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Course fee does not include textbooks.

HUMAN RIGHTS

HUMAN RIGHTS

This course is organISed in primarily online asynchronous format, meaning that the course participants will not be required to be present online at a fixed time. The participants will be invited to complete five online modules of circa 1,5 hours each, as well as to do some additional reading and to complete course assignments (participate in course discussion forums). During the course its participants will have at least two occasions to engage with the course instructor(s) via optional live online sessions. These sessions will be an opportunity to ask additional questions and/or to seek clarifications on the points studied during the course.

SECA1 Distance Education 2 February - 27 February TBD	M 6:00PM-9:00PM \$ 495
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MANY PATHS.  
DISCOVER YOURS.





# BERMUDA COMPLIANCE ACADEMY

**FUTURE PROOFING COMPLIANCE - BUILDING  
RESILIENCE WITHIN AN EVOLVING AND REVOLVING  
GLOBAL LANDSCAPE**

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.**

**MANY PATHS. DISCOVER YOURS.**

## 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	TBD	R	6:00-9:00PM
15 January – 11 May			<b>\$1,425</b>
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	6:00-9:00PM
12 January – 11 May			<b>\$1,425</b>
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 AND IT TRAINING

Global Knowledge, a Skillsoft company, has partnered with Bermuda College to deliver what technology and business process can’t—skills. Whether you realize it or not, skills are the key limiter to your success. Organizations are under pressure to respond rapidly to change, meet customer needs and maximize resources. As a project manager, you can help your organization 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 break-down 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	T-R	11:30AM-7:30PM
20 January – 22 January			<b>\$2,385</b>
SECA2	Distance Education	M-W	8:30AM-4:30PM
2 February – 4 February			<b>\$2,385</b>
SECA3	Distance Education	M-W	8:30AM-4:30PM
9 March – 11 March			<b>\$2,385</b>

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

**IT Project Management** **TDS PRO2**

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

SECA1	Distance Education	M-W	8:30AM-4:30PM
5 January – 7 January			<b>\$2,385</b>
SECA2	Distance Education	M-W	11:30AM-7:30PM
26 January – 28 January			<b>\$2,385</b>
SECA3	Distance Education	M-W	8:30AM-4:30PM
23 February – 25 February			<b>\$2,385</b>
SECA4	Distance Education	M-W	8:30AM-4:30PM
2 March – 4 March			<b>\$2,385</b>
SECA5	Distance Education	M-W	8:30AM-4:30PM
13 April – 15 April			<b>\$2,385</b>
SECA6	Distance Education	M-W	8:30AM-4:30PM
20 April – 22 April			<b>\$2,385</b>

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

**Project Management - Leadership and Communication** **TDS PRO3**

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

SECA1	Distance Education	M-W	8:30AM-4:30PM
26 January – 28 January			<b>\$2,385</b>
SECA2	Distance Education	M-W	8:30AM-4:30PM
2 February – 4 February			<b>\$2,385</b>
SECA3	Distance Education	M-W	8:30AM-4:30PM
16 March – 18 March			<b>\$2,385</b>
SECA4	Distance Education	M-W	11:30AM-7:30PM
23 March – 25 March			<b>\$2,385</b>
SECA5	Distance Education	M-W	8:30AM-4:30PM
6 April – 8 April			<b>\$2,385</b>

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 analyse 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	M-W	8:30AM-4:30PM	30 March – 1 April	<b>\$2,385</b>
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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) - Sixth Edition and other sources, this course includes a wide variety of learning tools, practice questions, study aids, and post-learning resources all using Project Management Institute (PMI) terminology.

SECA1	Distance Education	M-R	8:00AM-6:00PM	5 January – 8 January	<b>\$3,195</b>
SECA2	Distance Education	T-F	11:00AM-9:00PM	20 January – 23 January	<b>\$3,195</b>
SECA3	Distance Education	M-R	8:00AM-6:00PM	9 February – 12 February	<b>\$3,195</b>
SECA4	Distance Education	T-F	11:00AM-9:00PM	17 February – 20 February	<b>\$3,195</b>
SECA5	Distance Education	M-R	11:00AM-9:00PM	2 March – 5 March	<b>\$3,195</b>
SECA6	Distance Education	M-R	11:00AM-9:00PM	9 March – 12 March	<b>\$3,195</b>
SECA7	Distance Education	M-R	8:00AM-6:00PM	6 April – 9 April	<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-

MANY PATHS.  
DISCOVER YOURS.

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	T-F	12:00PM-6:00PM	17 February – 20 February	<b>\$3,180</b>
SECA2	Distance Education	M-R	12:00PM-6:00PM	13 April – 16 April	<b>\$3,180</b>

Programme Troubleshooting and Recovery TDS PRO8

SECA1	Distance Education	M-W	8:30PM-4:30PM	23 February – 25 February	<b>\$2,385</b>
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CLOUD MANAGEMENT  
AMAZON WEB SERVICES (AWS)

Architecting on AWS TDS 1395

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

SECA1	Distance Education	M-W	8:30AM-4:30PM	5 January – 7 January	<b>\$2,095</b>
SECA2	Distance Education	M-W	11:30AM-7:30PM	12 January – 14 January	<b>\$2,095</b>
SECA3	Distance Education	M-W	11:30AM-7:30PM	2 February – 4 February	<b>\$2,095</b>
SECA4	Distance Education	M-W	8:30AM-4:30PM	9 March – 11 March	<b>\$2,095</b>
SECA5	Distance Education	M-W	11:30AM-7:30PM	30 March – 1 April	<b>\$2,095</b>
SECA6	Distance Education	M-W	11:30AM-7:30PM	6 April – 8 April	<b>\$2,095</b>

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

CYBERSECURITY

Cyber Foundations TDS 9701

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



Course details: WWW.COLLEGE.BM/PACE

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

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

SECA1	Distance Education	M-F	8:30AM-4:30PM	5 January – 9 January	<b>\$3,395</b>
SECA2	Distance Education	M-F	8:30AM-4:30PM	9 March -13 March	<b>\$3,395</b>

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

CompTIA Security+ Prep Course TDS 3404

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

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

What is Security+ Certification?

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

SECA1	Distance Education	M-F	8:30AM-4:30PM	12 January – 16 January	<b>\$2,970</b>
SECA2	Distance Education	M-F	11:30AM-7:30PM	26 January – 30 January	<b>\$2,970</b>
SECA3	Distance Education	M-F	11:30AM-7:30PM	9 February – 13 February	<b>\$2,970</b>
SECA4	Distance Education	M-F	8:30AM-4:30PM	23 February – 27 February	<b>\$2,970</b>
SECA5	Distance Education	M-F	11:30AM-7:30PM	2 March – 6 March	<b>\$2,970</b>
SECA6	Distance Education	M-F	8:30AM-4:30PM	9 March – 13 March	<b>\$2,970</b>
SECA7	Distance Education	M-F	8:30AM-4:30PM	9 March – 13 March	<b>\$2,970</b>
SECA8	Distance Education	M-F	8:30AM-4:30PM	6 April – 10 April	<b>\$2,970</b>
SECA9	Distance Education	M-F	11:30AM-7:30PM	13 April – 17 April	<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	M-F	8:30AM-4:30PM	26 January – 30 January	<b>\$3,595</b>
SECA2	Distance Education	M-F	8:30AM-4:30PM	23 February – 27 February	<b>\$3,595</b>
SECA3	Distance Education	M-F	8:30AM-4:30PM	16 March – 20 March	<b>\$3,595</b>
SECA4	Distance Education	M-F	8:30AM-4:30PM	23 March – 27 March	<b>\$3,595</b>
SECA5	Distance Education	M-F	8:30AM-4:30PM	27 April – 1 May	<b>\$3,595</b>
SECA6	Distance Education	M-F	8:30AM-4:30PM	4 May – 8 May	<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

Why take the CISSP Certification Prep Course?

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

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

SECA1	Distance Education	M-F	11:00AM-8:30PM	5 January – 10 January	<b>\$3,095</b>
SECA2	Distance Education	M-F	8:00AM-5:30PM	12 January – 16 January	<b>\$3,095</b>
SECA3	Distance Education	M-F	11:00AM-8:30PM	2 February – 6 February	<b>\$3,095</b>



SECA4	Distance Education	M-F	11:00AM-8:30PM	
16 March – 20 March				<b>\$3,095</b>
SECA5	Distance Education	M-F	8:00AM-5:30PM	
23 March – 27 March				<b>\$3,095</b>
SECA6	Distance Education	M-F	11:00AM-8:30PM	
6 April – 10 April				<b>\$3,095</b>
SECA7	Distance Education	M-F	8:00AM-5:30PM	
13 April – 17 April				<b>\$3,095</b>

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

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

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

SECA1	Distance Education	T-F	8:00AM-5:00PM	
20 January – 23 January				<b>\$2,695</b>
SECA2	Distance Education	M-R	11:00AM-8:00PM	

2 March – 5 March			<b>\$2,695</b>
SECA3	Distance Education	M-R 8:00AM-5:00PM	
30 March – 2 April			<b>\$2,695</b>
SECA4	Distance Education	M-R 8:00AM-5:00PM	
6 April – 9 April			<b>\$2,695</b>

For additional dates please click 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	M	10:00AM-4:00PM	
2 March				<b>\$745</b>

**PROFESSIONAL DEVELOPMENT WORKSHOP**

**FINANCIAL LITERACY**

**Financial Literacy** **TDS FIN**

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

SECA1		W	6:00PM-9:00PM	
15 April – 29 April				<b>\$80</b>
<b>Chartered Financial Analysts (CFA) Society Bermuda</b>				

**Students must complete the BC funding support form in order to be exempted from the \$80 fee.**

**EXAM PREPARATION COURSES**

**MARINE LICENSE**

**MARINE NAVIGATION – Seamanship and Inshore Navigation** **NAV 850**

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

SECA1		M	6:00PM -9:00PM	
16 February – 20 April				<b>\$595</b>
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	
16 February – 6 April				<b>\$595</b>
Frederica Forth				

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

**TOP 10 ONLINE PROFESSIONAL DEVELOPMENT COURSES**

**Bookkeeping Certificate** **TDS 829**

How do you manage the finances of a business? Whether you are an entrepreneur, running a family business, or just looking to advance your career and add to your skill set, this Bookkeeping Certificate will provide you with the knowledge needed to measure, and manage, the financial health of your business. Even if you plan to outsource your bookkeeping needs, you should still understand how the process works. No one should be clueless when it comes to the finances of their business.

SECA1	Distance Education			
2 February – 1 May				<b>\$495</b>
<a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/Bookkeeping-Certificate">http://www.yougotclass.org/certificate/index.cfm/Bermuda/Bookkeeping-Certificate</a>				

**Certificate in Data Analysis** **TDS 1200**

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

SECA1	Distance Education			
2 February – 1 May				<b>\$495</b>
<a href="https://ugotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis">https://ugotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis</a>				

**Certificate in Mastering Microsoft Excel** **TDS 1220**

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 February -1 May				<b>\$595</b>
<a href="https://ugotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel">https://ugotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel</a>				

**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 February – 1 May				<b>\$495</b>
<a href="https://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI">https://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI</a>				



# BARTENDING

## FAB 815

Step into the fast-paced world of bartending with a course designed to make you truly Bar-Ready. Master the essentials, explore classic cocktails and their modern variations, and develop the creativity to craft your own signature drinks.

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.



AI Certificate TDS 1241

Give your organization 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 organization into this exciting new area of business expertise.

SECA1 Distance Education 2 February – 1 May \$495

Visit <https://ugotclass.org/certificate/index.cfm/Bermuda/AI-Certificate>

Supervisory and Leadership Certificate TDS 1286

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers.

Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader.

Take home practical information along with tips and techniques that can be applied at your job immediately.

SECA1 Distance Education 2 February - 27 March \$395

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

Certificate in Accounting and Finance for Non-Financial Managers TDS 830

Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career.

SECA1 Distance Education 2 February – 1 May \$495

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

SQL Certificate TDS 380

Structured Query Language (SQL) is the industry standard database programming language. It is one of the most in demand skills in occupations that require interaction with data and analyzing data. Through your knowledge of Structured Query Language, you will become more marketable in computer-related career fields that pertain to database administration.

Learning SQL can also lead to a job that is specific to analyzing data such as a data analyst, a quality assurance analyst, or a business analyst.

SECA1 Distance Education 2 February – 1 May \$595

<http://www.yougotclass.org/certificate/index.cfm/Bermuda/SQL-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 February – 27 March \$395

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

Certificate in Project Management TDS 560

In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancellation.

SECA1 Distance Education 2 February – 1 May \$495

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

NEW! ONLINE COURSES

Bookkeeping for Nonprofits Certificate TDS 1047

Nonprofit bookkeeping fundamentally differs from business bookkeeping. Delve into fund accounting. Learn how to record transactions with a focus on how money filters in to a nonprofit organization and how you track the spending of those funds. Become proficient in how to prepare financial statements for nonprofits as well as a cash flow statement. Nonprofits make up America's third largest workforce. It's important to understand how to handle bookkeeping procedures for this unique type of organisation.

SECA1 Distance Education 2 February – 1 May \$495

<https://ugotclass.org/certificate/index.cfm/Bermuda/Bookkeeping-for-Nonprofits-Certificate>

Mastering Payroll Certificate TDS 816

Even if you outsource your payroll needs, you still need to know the rules and regulations. Know how to calculate payroll as well as state and federal payroll

tax requirements. In this program we cover payroll concepts, payroll calculations, payroll and tax withholdings, tax filings and payroll journal entries. Learn the payroll cycle from start to finish!

SECA1 Distance Education 2 February – 1 May \$495

<https://ugotclass.org/certificate/index.cfm/Bermuda/Mastering-Payroll-Certificate>

Graphic Design Foundation Certificate TDS 1037

Throughout history, from the earliest carvings in stone to today's digital designs, graphic design has been the foundation of effective visual communication. Whether you're designing a logo, building a website, or crafting a magazine layout, the right graphic design can transform your work from ordinary to exceptional.

SECA1 Distance Education 2 February – 1 May \$495

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

Advanced Excel Functions TDS 384

Take your Excel skills to the next level. Go beyond what others know, equipping you with advanced functions to efficiently analyse and manipulate data. Explore the advantages of these functions in various contexts, enhancing your productivity and data insights.

SECA1 Hamilton Location M 8:30AM-4:30PM 2 February – 27 February \$195

<https://ugotclass.org/course/index.cfm/Bermuda/Advanced-Excel-Functions>

Introduction to Tableau TDS 392

Uncover Tableau's benefits, including its intuitive, drag-and-drop interface for fast, interactive data visualization and dashboard creation, even for non-technical users. It provides powerful self-service analytics, enabling users to explore data and gain insights independently to improve decision-making across an organisation. .

SECA1 Distance Education 2 February – 27 February \$195

<https://ugotclass.org/course/index.cfm/Bermuda/Introduction-to-Tableau>



MARINE NAVIGATION COURSE

This course will cover the material required to sit the Bermuda Government's Marine & Ports — engine drivers exam. It will cover general mechanics, electrical, boat safety, hull and fittings, theory of combustion engines, and diesel and gasoline engines in depth.



16 FEBRUARY – 20 APRIL



SHORT ONLINE PROFESSIONAL DEVELOPMENT COURSES

BUSINESS

<b>Bookkeeping Certificate (Full Certificate)</b>	<b>TDS 829</b>
SECA1 Distance Education 2 February – 1 May	<b>\$495</b>
<a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/Bookkeeping-Certificate">http://www.yougotclass.org/certificate/index.cfm/Bermuda/Bookkeeping-Certificate</a>	
*Certificate fee includes courses; TDS 839,833,832	
<b>Understanding Debits and Credits</b>	<b>TDS 839</b>
SECA1 Distance Education 2 February – 27 February	<b>\$195</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Understanding-Debits-and-Credits">https://www.yougotclass.org/course/index.cfm/Bermuda/Understanding-Debits-and-Credits</a>	
<b>General Ledger and Month End Procedures</b>	<b>TDS 833</b>
SECA1 Distance Education 2 March – 27 March	<b>\$195</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/General-Ledger-and-Month-End-Procedures">https://www.yougotclass.org/course/index.cfm/Bermuda/General-Ledger-and-Month-End-Procedures</a>	
<b>Closing Procedures and Financial Statements</b>	<b>TDS 832</b>
SECA1 Distance Education 6 April – 1 May	<b>\$195</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Closing-Procedures-and-Financial-Statements">https://www.yougotclass.org/course/index.cfm/Bermuda/Closing-Procedures-and-Financial-Statements</a>	
<b>Certificate in Accounting and Finance for Non-Financial Managers</b>	<b>TDS 830</b>
SECA1 Distance Education 2 February – 1 May	<b>\$495</b>
<a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Accounting-and-Finance-for-Non-Financial-Managers">http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Accounting-and-Finance-for-Non-Financial-Managers</a>	
*Certificate fee includes courses; TDS 834,835,836	
<b>Accounting and Finance for Non-Financial Managers</b>	<b>TDS 834</b>
Non-Financial Managers SECA1 Distance Education 2 February – 27 February	<b>\$195</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Accounting-and-Finance-for-Non-Financial-Managers">https://www.yougotclass.org/course/index.cfm/Bermuda/Accounting-and-Finance-for-Non-Financial-Managers</a>	
<b>Cash is King</b>	<b>TDS 836</b>
SECA1 Distance Education 2 March – 27 March	<b>\$195</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Cash-is-King">http://www.yougotclass.org/course/index.cfm/Bermuda/Cash-is-King</a>	

<b>Financial Analysis and Planning for Non-Financial Managers</b>	<b>TDS 835</b>
SECA1 Distance Education 6 April – 1 May	<b>\$195</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Financial-Analysis-and-Planning-for-Non-Financial-Managers">http://www.yougotclass.org/course/index.cfm/Bermuda/Financial-Analysis-and-Planning-for-Non-Financial-Managers</a>	
<b>Entrepreneurship Certificate</b>	<b>TDS 1070</b>
SECA1 Distance Education 2 February – 1 May	<b>\$495</b>
<a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/Entrepreneurship-Certificate">http://www.yougotclass.org/certificate/index.cfm/Bermuda/Entrepreneurship-Certificate</a>	
<b>Entrepreneur Boot Camp</b>	<b>TDS 1069</b>
SECA1 Distance Education 2 February – 27 February	<b>\$195</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Entrepreneur-Boot-CAMP">http://www.yougotclass.org/course/index.cfm/Bermuda/Entrepreneur-Boot-CAMP</a>	
<b>The Business Plan</b>	<b>TDS 1088</b>
SECA1 Distance Education 2 March – 27 March	<b>\$195</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/The-Business-Plan">http://www.yougotclass.org/course/index.cfm/Bermuda/The-Business-Plan</a>	
<b>Entrepreneurial Marketing</b>	<b>TDS 1089</b>
SECA1 Distance Education 6 April – 1 May	<b>\$195</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Entrepreneurial-Marketing">http://www.yougotclass.org/course/index.cfm/Bermuda/Entrepreneurial-Marketing</a>	
<b>Certificate for QuickBooks</b>	<b>TDS 826</b>
SECA1 Distance Education 2 February – 27 March	<b>\$395</b>
<a href="https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Quickbooks-Online">https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Quickbooks-Online</a>	
*Certificate fee includes courses; TDS 827, 828	
<b>QuickBooks Level 1</b>	<b>TDS 827</b>
SECA1 Distance Education 2 February – 27 February	<b>\$195</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/QuickBooks-Online--Level-1">https://www.yougotclass.org/course/index.cfm/Bermuda/QuickBooks-Online--Level-1</a>	
<b>QuickBooks Level 2</b>	<b>TDS 828</b>
SECA1 Distance Education 2 March – 27 March	<b>\$195</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/QuickBooks-Online--Level-2">https://www.yougotclass.org/course/index.cfm/Bermuda/QuickBooks-Online--Level-2</a>	
<b>The Basics of Bookkeeping</b>	<b>TDS 831</b>
SECA1 Distance Education 2 March – 27 March	<b>\$195</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/The-Basics-of-Bookkeeping">http://www.yougotclass.org/course/index.cfm/Bermuda/The-Basics-of-Bookkeeping</a>	

<b>Bookkeeping for Nonprofits Certificate</b>	<b>TDS 1047</b>
SECA1 Distance Education 2 February – 1 May	<b>\$495</b>
<a href="https://ugotclass.org/certificate/index.cfm/Bermuda/Bookkeeping-for-Nonprofits-Certificate">https://ugotclass.org/certificate/index.cfm/Bermuda/Bookkeeping-for-Nonprofits-Certificate</a>	
*Certificate fee includes courses: TDS 1048, 1049, 1041	
<b>Introduction to Nonprofits</b>	<b>TDS 1048</b>
SECA1 Distance Education 2 February – 27 February	<b>\$195</b>
<a href="https://ugotclass.org/course/index.cfm/Bermuda/Introduction-to-Nonprofits">https://ugotclass.org/course/index.cfm/Bermuda/Introduction-to-Nonprofits</a>	
<b>Accounting for Nonprofits</b>	<b>TDS 1049</b>
SECA1 Distance Education 2 February – 27 February	<b>\$195</b>
<a href="https://ugotclass.org/course/index.cfm/Bermuda/Accounting-for-Nonprofits">https://ugotclass.org/course/index.cfm/Bermuda/Accounting-for-Nonprofits</a>	
<b>Financial Statements</b>	<b>TDS 1041</b>
SECA1 Distance Education 6 April – 1 May	<b>\$195</b>
<a href="https://ugotclass.org/course/index.cfm/Bermuda/Financial-Statements">https://ugotclass.org/course/index.cfm/Bermuda/Financial-Statements</a>	
<b>Mastering Payroll Certificate</b>	<b>TDS 816</b>
SECA1 Distance Education 2 February – 1 May	<b>\$495</b>
<a href="https://ugotclass.org/certificate/index.cfm/Bermuda/Mastering-Payroll-Certificate">https://ugotclass.org/certificate/index.cfm/Bermuda/Mastering-Payroll-Certificate</a>	
*Certificate fee includes courses: TDS 817, 819, 821	
<b>Payroll Concepts</b>	<b>TDS 817</b>
SECA1 Distance Education 2 February – 27 February	<b>\$195</b>
<a href="https://ugotclass.org/course/index.cfm/Bermuda/Payroll-Concepts">https://ugotclass.org/course/index.cfm/Bermuda/Payroll-Concepts</a>	
<b>Payroll Calculations &amp; Tax Withholdings</b>	<b>TDS 819</b>
SECA1 Distance Education 2 March – 27 March	<b>\$195</b>
<a href="https://ugotclass.org/course/index.cfm/Bermuda/Payroll-Calculations-and-Tax-Withholdings">https://ugotclass.org/course/index.cfm/Bermuda/Payroll-Calculations-and-Tax-Withholdings</a>	
<b>Payroll &amp; Tax Filings</b>	<b>TDS 821</b>
SECA1 Distance Education 6 April – 1 May	<b>\$195</b>
<a href="https://ugotclass.org/course/index.cfm/Bermuda/Payroll-and-Tax-Filings">https://ugotclass.org/course/index.cfm/Bermuda/Payroll-and-Tax-Filings</a>	

<b>BUSINESS COMMUNICATION</b>	
<b>Certificate in Basic Game Design</b>	<b>TDS 1600</b>
SECA1 Distance Education 2 February – 27 March	<b>\$395</b>
<a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Basic-GAME-Design">http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Basic-GAME-Design</a>	
<b>Introduction to Game Design</b>	<b>TDS 1605</b>
SECA1 Distance Education 2 February – 27 February	<b>\$245</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-GAME-Design">http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-GAME-Design</a>	
<b>Intermediate Video Game Design</b>	<b>TDS 1620</b>
SECA1 Distance Education 2 March – 27 March	<b>\$245</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Video-GAME-Design">http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Video-GAME-Design</a>	
<b>Certificate in Business Writing</b>	<b>TDS 1165</b>
SECA1 Distance Education 2 February – 1 May	<b>\$495</b>
<a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Business-Writing">http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Business-Writing</a>	
<b>Business Writing</b>	<b>TDS 1170</b>
SECA1 Distance Education 2 February – 27 February	<b>\$195</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Business-Writing">http://www.yougotclass.org/course/index.cfm/Bermuda/Business-Writing</a>	
<b>Effective Copywriting</b>	<b>TDS 1155</b>
SECA1 Distance Education 2 March – 27 March	<b>\$195</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Effective-Copywriting">http://www.yougotclass.org/course/index.cfm/Bermuda/Effective-Copywriting</a>	
<b>Writing News and Press Releases</b>	<b>TDS 1168</b>
SECA1 Distance Education 6 April – 1 May	<b>\$195</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Writing-News-and-Press-Releases">http://www.yougotclass.org/course/index.cfm/Bermuda/Writing-News-and-Press-Releases</a>	
<b>Certificate in Customer Service</b>	<b>TDS 1101</b>
SECA1 Distance Education 2 February – 27 March	<b>\$245</b>
<a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Customer-Service">http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Customer-Service</a>	
<b>Keys to Customer Service</b>	<b>TDS 1102</b>
SECA1 Distance Education 2 February – 27 February	<b>\$145</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Keys-to-Customer-Service">http://www.yougotclass.org/course/index.cfm/Bermuda/Keys-to-Customer-Service</a>	



<b>Extraordinary Customer Service</b>	<b>TDS 1107</b>
SECA1 Distance Education 2 March – 27 March	<b>\$145</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Extraordinary-Customer-Service">http://www.yougotclass.org/course/index.cfm/Bermuda/Extraordinary-Customer-Service</a>	
<b>Certificate in Workplace Communication</b>	
SECA1 Distance Education 2 February – 1 May	<b>\$595</b>
<a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Workplace-Communication">http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Workplace-Communication</a>	
*Certificate fee includes courses;TDS 1271, 1283, 1279	
<b>Conflict Management</b>	<b>TDS 1271</b>
SECA1 Distance Education 2 February – 27 FebruaryS	<b>\$245</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Conflict-Management">http://www.yougotclass.org/course/index.cfm/Bermuda/Conflict-Management</a>	
<b>Management in the 21st Century</b>	<b>TDS 590</b>
SECA1 Distance Education 2 March – 27 March	<b>\$245</b>
<a href="https://www.ugotclass.net/course/index.cfm/Lern/Collaborative-Management">https://www.ugotclass.net/course/index.cfm/Lern/Collaborative-Management</a>	
<b>Using Personalities Profiles for Better Work Performance</b>	<b>TDS 1279</b>
SECA1 Distance Education 3 November – 28 November	<b>\$245</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Using-Personality-Profiles-for-Better-Work-Performance">https://www.yougotclass.org/course/index.cfm/Bermuda/Using-Personality-Profiles-for-Better-Work-Performance</a>	
<b>DATA SCIENCE</b>	
<b>Certificate in Data Analysis</b>	<b>TDS 1200</b>
SECA1 Distance Education 2 February – 1 May	<b>\$495</b>
<a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis">http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Data-Analysis</a>	
<b>Introduction to Data Analysis</b>	<b>TDS 1195</b>
SECA1 Distance Education 2 February – 27 February	<b>\$195</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Data-Analysis">http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Data-Analysis</a>	
*Certificate fee includes courses; TDS 1195, 1205, 1210	
<b>Intermediate Data Analysis</b>	<b>TDS 1205</b>
SECA1 Distance Education 2 March – 27 March	<b>\$195</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Data-Analysis">http://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Data-Analysis</a>	
<b>Advanced Data Analysis</b>	<b>TDS 1210</b>
SECA1 Distance Education 6 April – 1 May	<b>\$195</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Data-Analysis">http://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Data-Analysis</a>	

<b>Certificate in Mastering Excel</b>	<b>TDS 1220</b>
SECA1 Distance Education 2 February – 1 May	<b>\$495</b>
<a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel">http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Mastering-Excel</a>	
*Certificate fee includes courses;TDS 1272, 1222, 1221	
<b>Mastering Microsoft Excel</b>	<b>TDS 1272</b>
SECA1 Distance Education 2 February – 27 February	<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>Intermediate Excel</b>	<b>TDS 1222</b>
SECA1 Distance Education 2 March – 27 March	<b>\$195</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Excel">https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Excel</a>	
<b>Power BI</b>	<b>TDS 1215</b>
SECA1 Distance Education 2 February – 1 May	<b>\$495</b>
<a href="https://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI">https://www.yougotclass.org/certificate/index.cfm/Bermuda/Power-BI</a>	
*Certificate fee includes courses;TDS 1212, 1213, 1214	
<b>Introduction to Power BI</b>	<b>TDS 1212</b>
SECA1 Distance Education 2 February – 27 February	<b>\$195</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Power-BI">https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Power-BI</a>	
<b>Intermediate Power BI</b>	<b>TDS 1213</b>
SECA1 Distance Education 2 March – 27 March	<b>\$195</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Power-BI">https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-Power-BI</a>	
<b>Advanced Power BI</b>	<b>TDS 1214</b>
SECA1 Distance Education 6 April – 1 May	<b>\$195</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Power-BI">https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-Power-BI</a>	
<b>SQL Certificate</b>	<b>TDS 380</b>
SECA1 Distance Education 2 February – 1 May	<b>\$595</b>
<a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/SQL-Certificate">http://www.yougotclass.org/certificate/index.cfm/Bermuda/SQL-Certificate</a>	
*Certificate fee includes courses;TDS 381, 382, 383	
<b>Introduction to SQL</b>	<b>TDS 381</b>
SECA1 Distance Education 2 February – 27 February	<b>\$245</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-SQL">https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-SQL</a>	

<b>Intermediate SQL</b>	<b>TDS 382</b>
SECA1 Distance Education 2 March – 27 March	<b>\$245</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-SQL">https://www.yougotclass.org/course/index.cfm/Bermuda/Intermediate-SQL</a>	
<b>Advanced SQL</b>	<b>TDS 383</b>
SECA1 Distance Education 6 April – 1 May	<b>\$245</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-SQL">https://www.yougotclass.org/course/index.cfm/Bermuda/Advanced-SQL</a>	
<b>HUMAN RESOURCES</b>	
<b>Spanish for Medical Professionals</b>	<b>TDS 1025</b>
SECA1 Distance Education 2 February – 27 March	<b>\$290</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Spanish-for-Medical-Professionals">https://www.yougotclass.org/course/index.cfm/Bermuda/Spanish-for-Medical-Professionals</a>	
<b>HR for Non-HR Managers Certificate</b>	<b>TDS 1018</b>
SECA1 Distance Education 2 February – 1 May	<b>\$495</b>
<a href="https://ugotclass.org/certificate/index.cfm/Bermuda/HR-for-Non-HR-Managers-Certificate">https://ugotclass.org/certificate/index.cfm/Bermuda/HR-for-Non-HR-Managers-Certificate</a>	
<b>LEADERSHIP</b>	
<b>Certificate in Leadership Development (for Gen Y)</b>	<b>TDS 1287</b>
SECA1 Distance Education 2 February – 1 May	<b>\$395</b>
<a href="https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Leadership-DeveloPMent">https://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Leadership-DeveloPMent</a>	
*Certificate fee includes courses;TDS 581, 1289, 1046	
<b>Leadership Principles</b>	<b>TDS 581</b>
SECA1 Distance Education 2 February – 27 February	<b>\$145</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Leadership-Principles">https://www.yougotclass.org/course/index.cfm/Bermuda/Leadership-Principles</a>	
<b>Developing Your Leadership Skills</b>	<b>TDS 1289</b>
SECA1 Distance Education 2 March – 27 March	<b>\$145</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Leadership-Skills">https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Leadership-Skills</a>	
<b>Developing your Professional Career</b>	<b>TDS 1046</b>
SECA1 Distance Education 6 April – 1 May	<b>\$145</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Professional-Career">https://www.yougotclass.org/course/index.cfm/Bermuda/Developing-Your-Professional-Career</a>	

<b>MANAGEMENT</b>	
<b>Certificate in Project Management</b>	<b>TDS 560</b>
SECA1 Distance Education 2 February – 1 May	<b>\$495</b>
<a href="http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Project-Management">http://www.yougotclass.org/certificate/index.cfm/Bermuda/Certificate-in-Project-Management</a>	
<b>Introduction to Project Management</b>	<b>TDS 561</b>
SECA1 Distance Education 2 February – 27 February	<b>\$195</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Project-Management">http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Project-Management</a>	
<b>Project Management Processes</b>	<b>TDS 562</b>
SECA1 Distance Education 2 March – 27 March	<b>\$195</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Processes">http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Processes</a>	
<b>Project Management Knowledge Areas</b>	<b>TDS 563</b>
SECA1 Distance Education 6 April – 1 May	<b>\$195</b>
<a href="http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Knowledge-Areas">http://www.yougotclass.org/course/index.cfm/Bermuda/Project-Management-Knowledge-Areas</a>	
<b>Certificate in Non-Profit Administration</b>	<b>TDS 1050</b>
SECA1 Distance Education 2 February – 1 May	<b>\$595</b>
<a href="https://www.ugotclass.net/certificate/index.cfm/Lern/Certificate-in-Non-Profit-Administration">https://www.ugotclass.net/certificate/index.cfm/Lern/Certificate-in-Non-Profit-Administration</a>	
*Certificate fee includes courses;TDS 1051, 1052	
<b>Revenue Generation for Non-Profits</b>	<b>TDS 1051</b>
SECA1 Distance Education 2 February – 27 March	<b>\$495</b>
<a href="https://www.ugotclass.net/course/index.cfm/Lern/Revenue-Generation-for-Nonprofits">https://www.ugotclass.net/course/index.cfm/Lern/Revenue-Generation-for-Nonprofits</a>	
<b>Program Evaluation for Non-Profit Professionals</b>	<b>TDS 1052</b>
SECA1 Distance Education 6 April – 1 May	<b>\$245</b>
<a href="https://www.ugotclass.net/course/index.cfm/Lern/ProgrAM-Evaluation-for-Nonprofits">https://www.ugotclass.net/course/index.cfm/Lern/ProgrAM-Evaluation-for-Nonprofits</a>	
<b>Management Certificate</b>	<b>TDS 1285</b>
SECA1 Distance Education 2 February – 1 May	<b>\$595</b>
<a href="https://www.yougotclass.org/certificate/index.cfm/Bermuda/Management-Certificate">https://www.yougotclass.org/certificate/index.cfm/Bermuda/Management-Certificate</a>	
*Certificate fee includes courses;TDS 1282, 1283, 1284	
<b>Management Boot Camp</b>	<b>TDS 1284</b>
SECA1 Distance Education 2 February – 27 February	<b>\$295</b>
<a href="https://www.yougotclass.org/course/index.cfm/Bermuda/Management-Boot-CAMP">https://www.yougotclass.org/course/index.cfm/Bermuda/Management-Boot-CAMP</a>	



Course details: [WWW.COLLEGE.BM/PACE](http://www.college.bm/pace)

ONLINE COURSES

NON-CREDIT COURSES

**Management in the 21st Century** **TDS 1283**  
SECA1 Distance Education  
2 March – 27 March **\$245**  
<https://www.ugotclass.net/course/index.cfm/Lern/Collaborative-Management>

**Managing Generations in the Workplace** **TDS 1282**  
SECA1 Distance Education  
6 April – 1 May **\$175**  
<https://www.ugotclass.net/course/index.cfm/Lern/Managing-Generations-in-the-Workplace>

**Supervisory and Leadership Certificate** **TDS 1286**  
SECA1 Distance Education  
2 February – 27 March **\$395**  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Supervisory-and-Leadership-Certificate>

**Six Sigma Green Belt Certificate** **TDS 1320**  
SECA1 Distance Education  
2 February – 1 May **\$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 February – 27 February **\$195**  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

**Intermediate to Six Sigma Green Belt** **TDS 1322**  
SECA1 Distance Education  
2 March – 27 March **\$195**  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

**Advanced Six Sigma Green Belt** **TDS 1323**  
SECA1 Distance Education  
6 April – 1 May **\$195**  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Six-Sigma-Green-Belt-Certificate>

**NEW MEDIA MARKETING**

**Digital Marketing Certificate** **TDS 1094**  
SECA1 Distance Education  
2 February – 1 May **\$495**  
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate>

**Improving Email Promotions** **TDS 1079**  
SECA1 Distance Education  
2 February – 27 February **\$195**  
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Improving-Email-Promotions>

**Boosting Your Website Traffic** **TDS 1078**  
SECA1 Distance Education  
2 March – 27 March **\$195**  
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Boosting-Your-Web-Site-Traffic>

**Online Advertising** **TDS 1098**  
SECA1 Distance Education  
6 April – 1 May **\$195**  
<http://www.yougotclass.org/courses.cfm/Lern/Digital-Marketing-Certificate/Online-Advertising>

**Podcasting** **TDS 565**  
SECA1 Distance Education  
2 February – 27 February **\$245**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Podcasting>

**PERSONAL DEVELOPMENT**

**Beginning Conversational Spanish** **TDS 1024**  
SECA1 Distance Education  
2 February – 27 February **\$290**  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Beginning-Conversational-Spanish>

**Introduction to Fiction Writing** **TDS 1160**  
SECA1 Distance Education  
2 February – 27 February **\$195**  
<https://www.ugotclass.net/course/index.cfm/Lern/Introduction-To-Fiction-Writing>

**SOCIAL MEDIA FOR BUSINESS**

**Certificate in Social Media for Business** **TDS 545**  
SECA1 Distance Education  
2 February – 1 May **\$495**  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Social-Media-for-Business-Certificate>

**Introduction to Social Media** **TDS 610**  
SECA1 Distance Education  
2 February – 27 February **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Social-Media>

**Marketing Using Social Media** **TDS 535**  
SECA1 Distance Education  
2 March – 27 March **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Marketing-Using-Social-Media>

**Integrating Social Media in Your Organisation** **TDS 530**  
SECA1 Distance Education  
6 April – 1 May **\$195**  
<http://www.yougotclass.org/course/index.cfm/Bermuda/Integrating-Social-Media-in-Your-Organization>



# CERTIFICATE FOR INTELLECTUAL DISABILITY (TDS III4 )

The Certificate in Intellectual Disability will provide the healthcare team with the necessary skills to support and deliver the highest quality of client centred care to those impacted by Intellectual Disability.

The goal of the certification is to provide the knowledge, practical skills, to advance the care, become expressing the field, and to enhance the quality of life of those with Intellectual Disability.

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TECHNOLOGY SKILLS

AI Certificate TDS 1241

SECA1 Distance Education  
2 February – 1 May \$495  
<https://ugotclass.org/certificate/index.cfm//Bermuda/AI-Certificate>

Introduction to ChatGPT TDS 1242

SECA1 Distance Education  
2 February – 27 February \$195  
<https://ugotclass.org/course/index.cfm/Bermuda/Introduction-to-ChatGPT->

Intermediate AI TDS 1243

SECA1 Distance Education  
2 March – 27 March \$195  
<https://ugotclass.org/course/index.cfm/Bermuda/Intermediate-AI>

AI Planning and Strategies TDS 1244

SECA1 Distance Education  
6 April – 1 May \$195  
<https://ugotclass.org/course/index.cfm/Bermuda/AI-Planning-and-Strategies>

Cybersecurity Certificate TDS 9715

SECA1 Distance Education  
2 February – 1 May \$595  
<https://ugotclass.org/certificate/index.cfm/Bermuda/Cybersecurity-Certificate->

Introduction to Cybersecurity TDS 9710

SECA1 Distance Education  
2 February – 27 February \$245  
<https://ugotclass.org/course/index.cfm/Bermuda/Introduction-to-Cybersecurity>

Network Security and Defence Strategies TDS 9711

SECA1 Distance Education  
2 March – 27 March \$245  
<https://ugotclass.org/course/index.cfm/Bermuda/Network-Security-and-Defense-Strategies>

Advanced Cyber Threat Analysis Strategies TDS 9714

SECA1 Distance Education  
6 April – 1 May \$245  
<https://ugotclass.org/course/index.cfm/Bermuda/Advanced-Cyber-Threat-Analysis-and-Mitigation>

Graphic Design Foundation Certificate TDS 1037

SECA1 Distance Education  
2 February – 1 May \$495  
[Graphic Design Foundation Certificate - Catalog - LERN - UGotClass](#)  
\*Certificate fee includes courses; TDS 1038,1028, 1029

Typography Essentials TDS 1038

SECA1 Distance Education

2 February – 27 February \$225  
[Typography Essentials - Catalog - LERN - UGotClass](#)

Mastering Layout and Grids TDS 1028

SECA1 Distance Education  
2 March – 27 March \$225  
[Mastering Layout and Grids - Catalog - LERN - UGotClass](#)

Mastering Colour: Theory, Harmony, and Practical Application TDS 1029

SECA1 Distance Education  
6 April – 1 May \$225  
[Mastering Color Theory Harmony and Practical Application - Catalog - LERN - UGotClass](#)

Coding Certificate TDS 355

SECA1 Distance Education  
2 February – 1 May \$595  
<http://www.yougotclass.org/certificate/index.cfm/Bermuda/Coding-Certificate>

Introduction to Coding TDS 351

SECA1 Distance Education  
2 February – 27 February \$195  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Introduction-to-Coding>

HTML Fundamentals TDS 360

SECA1 Distance Education  
2 March – 27 March \$245  
<http://www.yougotclass.org/courses.cfm/Lern/Coding-Certificate/HTML-Fundamentals>

CSS Fundamentals TDS 370

SECA1 Distance Education  
6 April – 1 May \$245  
<http://www.yougotclass.org/courses.cfm/Lern/Coding-Certificate/CSS-Fundamentals>

Graphic Design Software Essentials Certificate TDS 1036

SECA1 Distance Education  
2 February – 1 May \$545  
<https://www.yougotclass.org/certificate/index.cfm/Bermuda/Graphic-Design-Software-Essentials-Certificate>  
\*Certificate fee includes courses; TDS 1032,1033, 1034

Adobe Illustrator Essentials TDS 1033

SECA1 Distance Education  
2 February – 27 February \$195  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Illustrator-Essentials>

Adobe Photoshop Essentials TDS 1032

SECA1 Distance Education  
2 March – 27 March \$195  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-Photoshop-Essentials>

Adobe InDesign Essentials TDS 1034

SECA1 Distance Education  
6 April – 1 May \$195  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Adobe-InDesign-Essentials>

Certificate in Web Design TDS 350

SECA1 Distance Education  
2 February – 1 May \$595  
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design>  
\*Certificate fee includes courses;TDS 345, 346, 347

Introduction to Web Design TDS 345

SECA1 Distance Education  
2 February – 27 February \$245  
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Introduction-to-Web-Design>

Intermediate Web Design TDS 346

SECA1 Distance Education  
2 March – 27 March \$245  
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Intermediate-Web-Design>

Advanced Web Design TDS 347

SECA1 Distance Education  
6 April – 1 May \$245  
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Web-Design/Advanced-Web-Design>

Certificate in Mastering Computer Skills for the Workplace TDS 1172

SECA1 Distance Education  
2 February – 1 May \$495  
<http://www.yougotclass.org/courses.cfm/Lern/Mastering-Computer-Skills-for-the-Workplace>  
\*Certificate fee includes courses;TDS 1272, 1294, 1296

Mastering Microsoft Excel TDS 1272

SECA1 Distance Education  
2 February – 27 February \$195  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Mastering-Microsoft-Excel>

Mastering Microsoft Word TDS 1294

SECA1 Distance Education  
2 March – 27 March \$195  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Certificate-in-Mastering-Computer-Skills-for-the-Workplace>

Mastering Microsoft PowerPoint TDS 1296

SECA1 Distance Education  
6 April – 1 May \$195  
<https://www.yougotclass.org/certificate/index.cfm/Lern/Certificate-in-Mastering-Computer-Skills-for-the-Workplace>

WordPress Certificate TDS 1065

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

TRAINING AND DEVELOPMENT

Certificate in Online Teaching TDS 773

SECA1 Distance Education  
2 February – 1 May \$495  
<http://www.yougotclass.org/courses.cfm/Lern/Certificate-in-Online-Teaching>

Advanced Teaching Online TDS 763

SECA1 Distance Education  
2 February – 27 February \$195  
[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Advanced-Teaching-Online](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Advanced-Teaching-Online)

Designing Online Instruction TDS 764

SECA1 Distance Education  
2 March – 27 March \$195  
[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Designing-Online-Instruction](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Designing-Online-Instruction)

Fostering Online Discussion TDS 767

SECA1 Distance Education  
6 April – 1 May \$195  
[http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-\(COI\)/Fostering-Online-Discussion](http://www.yougotclass.org/courses.cfm/Lern/Certified-Online-Instructor-(COI)/Fostering-Online-Discussion)

Certificate in Teaching Adults TDS 774

SECA1 Distance Education  
2 February – 27 March \$295  
<https://www.yougotclass.org/course/index.cfm/Bermuda/Certificate-in-Teaching-Adults>

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)





# EMERGENCY MEDICAL TECHNICIAN (EMT) PROGRAMME

The Emergency Medical Technician Programme prepares graduates to initiate assessment and care of the ill or injured patient.

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



**20 JANUARY – 16 JUNE**  
**TUESDAYS AND THURSDAYS**  
**6:00PM – 9:00PM**

**FINANCIAL SUPPORT AVAILABLE:**  
**[TINYURL.COM/42ZT8T2B](https://tinyurl.com/42zt8t2b)**

**FOR MORE INFORMATION, VISIT:**  
**[TINYURL.COM/4ZN56EYE](https://tinyurl.com/4zn56eye)**

Athora Division of Professional and Career Education  
Email: [readytostart@college.bm](mailto:readytostart@college.bm)  
Phone: 441-239-4099  
Website: [www.college.bm](http://www.college.bm)

**REGISTER NOW!**  
**MANY PATHS. DISCOVER YOURS.**

## 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. WEBSITE: [www.college.bm](http://www.college.bm)
3. 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. 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)





SPRING  
2026

COURSE

# SCHEDULE

**MANY PATHS. DISCOVER YOURS.**

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

**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)