

NEW BRUNSWICK COMMUNITY COLLEGE
CORRESPONDENCE SERVICE
COLLEGE COURSES



July 2010

NAMES AND ADDRESSES OF NEW BRUNSWICK COMMUNITY COLLEGE CAMPUSES

HOW TO CONTACT US:

Students may contact the Correspondence Service Office by telephone, by making a note on a lesson, OR by e-mail.

**Correspondence Service
NBCC - MONCTON**
1234 Mountain Road
Moncton, NB
E1C 8H9
Roberte Boucher
Ph. 856-2195
Fax 869-6530
E-mail:
correspondence@gnb.ca

**Correspondence Service
NBCC - WOODSTOCK**
Box 1175
100 Broadway Street
Woodstock, NB
E7M 5C5
Ph. 325-4400
Fax 328-8426

**Correspondence Service
NBCC - SAINT JOHN**
Box 2270
950 Grandview Avenue
Saint John, NB
E2L 3V1
Ph. 658-2437
Fax 658-6792

**Correspondence Service
NBCC - ST. ANDREWS**
99 Augusta Street
St. Andrews, NB
E5B 2E9
Ph. 529-5024
Fax 529-5078

**Correspondence Service
CCNB - BATHURST**
Box 266
725 College Street
Bathurst, NB
E2A 3Z2
Ph. 547-2147
Fax 547-7674

**Correspondence Service
NBCC - MIRAMICHI**
Box 1053
80 University Avenue
Chatham, NB
E1N 3W4
Ph. 778-6000
Fax 778-6001

**Correspondence Service
CCNB - DIEPPE**
505 College Street
Dieppe, NB
E1A 6X2
Ph. 869-6859
Fax 856-2125

**Correspondence Service
CCNB - CAMPBELLTON**
Box 309
Campbellton, NB
E3N 3G7
Ph. 789-2398
Fax 753-3523

**Correspondence Service
CCNB - EDMUNDSTON**
Box 70
Edmundston, NB
E2V 3K7
Ph. 735-2500
Fax 735-1108

**Correspondence Service
CCNB PENINSULE ACADIENNE**
218 J.D. Gauthier Blvd.
Shippagan, NB
E8S 1P6
Ph. 336-3073
Fax 336-3075

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SUMMARY

HOW TO REGISTER

Complete the registration form at the back of this booklet and either forward it to NBCC-Moncton with payment or go to your local Community College with payment. You, also, can register online. Students enrolled in a college should confirm the use of correspondence credits with the department head prior to registration.

COST

\$10 for first time registration

\$260 per course

INTERNATIONAL STUDENTS: (CANADIAN FUNDS)

\$25 first time registration

\$780 per course

How It Works

The end of each lesson has an assignment that must be sent to the Moncton campus for evaluation. Marked lessons have the grade recorded and then are returned to the student. A final mark of 60% is required as a pass mark for the course. The final examination covering the entire course makes up 80% of this final mark. It takes approximately 2 weeks for the student to receive the final exam mark once the exam has been written. Therefore, students should write the exam a minimum of 3 weeks before colleges need the final mark. The student's final assignment must be handed in at least one week before the student writes the exam. All lessons must be evaluated before the student is eligible to write the exam.

The New Brunswick Provincial Correspondence Service is now online. You may visit our site to check on new developments, to enrol in a course, to download sample lessons and to e-mail the Correspondence Department. Our website address is **www.nbcc.ca**

OVERVIEW

Students may enrol in the college-level courses listed. These courses, which use an individualized learning format, can be used to fulfil requirements to complete a college program.

The lessons provide a flexible learning system that enables students to fit education into their work schedule and family responsibilities. The lessons are also designed to provide continuous evaluation by sending the assignments for marking as they are completed. Students can progress at their own rate by scheduling their own time to study.

Correspondence education is not for everyone. Courses are demanding and require a degree of self-discipline, motivation and long-term planning. The responsibility for completing courses rests with the student. **Students requiring marks by a certain date must write the exam at least two weeks before the mark is needed. All lessons must be passed in and marked prior to this, since the exam can only be written after all assignments have been graded.**

At the conclusion of a course completed by a student enrolled in a college, it shall be the responsibility of the student to contact the Correspondence Service Department to request that a transcript be forwarded to the Department and the registrar of the college at which the student is enrolled. It is also the student's responsibility to ensure that their department head has received all necessary documentation.

All students who intend to use correspondence courses for entry to universities and colleges outside of New Brunswick should ensure that courses are acceptable as credits. Due to variance in standards and requirements, our service is not able to guarantee that the courses will be accepted.

REGISTRATION PROCESS

Complete the registration form at the back of this booklet or register online. Photocopies of the form are acceptable. Since the Correspondence Service operates on a 12 month a year basis, students may register at any time.

It is recommended that new students enrol in no more than two (2) courses to start. Once four (4) lessons of each course have been marked and passing grades achieved, additional courses can be selected.

Ensure that the course(s) selected are precisely the ones needed to meet your goals, and that you have completed the required prerequisites. Registration forms and information are available from the Student Services Department at each Community College campus.

Cost

REGISTRATION	\$10 for first time registration
TUITION	\$260 per course

International

REGISTRATION	\$25 for first time registration
TUITION	\$780 per course

Methods of Payment

Students may include a cheque or money order for the full amount of the required fees with the completed application form. Make your cheque or money order payable to NBCC Moncton. PLEASE DO NOT SEND CASH IN THE MAIL. Students may also pay by credit card (MasterCard, Visa) or debit card.

Refunds

No refunds will be granted.

Submitting Lessons

Since the Correspondence Service operates year-round, lessons may be submitted at any time. Students may deliver, mail, courier, or e-mail their lessons to NBCC-Moncton. Be sure to put your name, student number, and course number on each page. **To avoid unnecessary delay, please do not submit more than two (2) lessons at one time.** The e-mail address is **correspondence@gnb.ca**

Re-registration

To maintain status as a Correspondence student, at least one (1) lesson must be submitted every eight (8) weeks. If unable to do so, the student must pay a re-registration fee of \$10 to continue the course. If more than a year passes from the date the last assignment was handed in, the **full** payment (\$10 to register and \$260 for tuition) must be repaid.

Transcripts

A fee of \$5 will be charged for all requests for official transcripts to be mailed to universities or colleges. You must fill out the **“Request for Transcripts”** form which is included in your material to request an official transcript.

SALE OF TEXTBOOKS AND LEARNING MATERIALS

Students should be aware of the requirement to purchase textbooks and workbooks for certain courses listed below. Students may purchase textbooks from NBCC Moncton with a cheque or money order payable to NBCC Moncton, or over the telephone (506-856-2456) with a credit card.

Accounting 1 – Text – 6 th Edition	Item # 378
Accounting 1 – Workbook – 6 th Edition	Item # 698
Little Brown Handbook / Workbook	Item # 318 / 341
Basic Technical Mathematics with Calculus (8 th Ed)	Item # 852

Please check for the exact price before sending payment. The telephone number for the bookstore is (506) 856-2456.

Please note: There are **NO** refunds on textbooks.

Enrolment in a course is dependent upon textbook availability. Textbooks for certain courses may be changed without notice.

COURSE EVALUATION

Lesson Marking

Students should begin working on the lessons as soon as they are received. As each assignment is completed, it should be sent to the Moncton campus for evaluation. It is evaluated by a qualified instructor and given a percentage mark. Lessons with marks below 75% should be corrected and re-submitted for evaluation (the marks will be averaged). Lessons with marks of 75% and over cannot be re-submitted. Lessons may be re-submitted only once. The original lesson must be included with the re-submission. Please note that it takes approximately two weeks for the student to receive the marked lesson.

An average lesson mark is calculated by averaging the final marks on all lessons for the course. All lessons and lesson corrections must be completed prior to writing the final exam.

Final Mark

A final examination covering the entire course is required for certification. The final course mark will be expressed as a percentage with the final exam comprising 80% and the average lesson mark making up the remaining 20%. A mark of 50% is required on the final examination.

Certification

The course pass mark is 60%. However, some departments may require a student to obtain a mark of 60% on the final exam. Upon successful completion of each Correspondence course, a transcript is prepared by the Moncton campus and mailed directly to the student. Students enrolled in a college who require credits for graduation or course admission are responsible to contact the Correspondence Service Department and request that a transcript be forwarded to the department and the registrar of the college at which the student is enrolled. It is also the student's responsibility to ensure that their department head has received all necessary documentation.

Final Examinations

Detailed information on the final examination is included with Lesson #2 of each course. The exam application form (Candidate Registration Form) included in the information package is to be completed and submitted to the Correspondence Service when Lesson #2 is sent to be marked.

Please note that it takes 2 weeks to receive the final mark after the exam has been written. Due to this time frame, you must carefully follow the procedures outlined above, especially if you require the mark by a specific date.

Re-writes

Correspondence students can re-write a final exam, one time only, if the final mark for the course is below 60%. The mark given for any course involving a rewritten exam is based **solely** on the examination, and it is marked out of 100%. A failed rewrite prevents the student from continuing. Either the course must be repeated or an alternative course chosen.

ADVICE TO STUDENTS

NUMBER OF COURSES TO TAKE

Many factors determine the number of courses a student is able to handle at one time. Students must realize that each course represents the same number of hours of work as in a regular classroom. A student would be well advised to start with a maximum of two courses. Prospective students who have been out of school for some time may be somewhat overwhelmed by the amount of effort required to adjust to a routine of study, new methods, and different concepts. Thus, the adult student is advised to begin at a moderate pace.

REQUIRED TIME FOR STUDY

The student should establish a definite time to begin and end his/her work and keep to this routine each day. For the student who must study in the evening, he/she should find it more productive to do the intensive study work first and leave the practical work (exercises and written work) until later.

GENERAL PROCEDURES FOR COMPLETING ASSIGNMENTS

- Leave a space between answers for corrections and instructions.
- Show all work so the instructor will help you correct any misunderstanding in your work.
- Complete all the parts or sections of an assignment before submitting it for marking.
- On rewrites, do corrections on separate pages and staple to original lessons.
- Write on one side of the page only.
- Use separate sheets of paper.
- Write your name and registration number on each sheet of paper.
- Staple the pages of each lesson securely together in the correct order.
- Use the cover sheet provided for each lesson. Ensure all information, including student number and complete address are provided on each lesson so it may be returned promptly.
- Put answers in your own words.

TO HELP TO ENSURE ADEQUATE PREPARATION FOR THE EXAM, STUDENTS SHOULD:

- Do the lessons in order. The material learned in previous lessons will serve as a knowledge base for subsequent lessons.
- Understand and memorize all ideas and examples in a lesson.
- Go over the new lesson as a whole to find the general plan of organization and the main points under discussion.
- Complete the required reading and exercises.
- Correct any mistakes in the exercises.
- Reread the sections where you experienced difficulty. Memorize and understand examples.
- Complete the final assignment to hand in.
- If unable to complete a lesson, include a note requesting further guidance. All lessons must be completed before a final mark is given.

A NOTE ON PLAGIARISM

If a student uses other people's words or general ideas when writing an essay, lesson or report, he/she must acknowledge the source used. Any material that is quoted word for word, slightly reworded or completely paraphrased must be given appropriate credit. Failure to show the source from which the information was taken is called plagiarism. Plagiarism also includes copying from answer keys, from another student's work, and from Coles Notes.

Plagiarism is a form of academic dishonesty and will lead to a zero being given for the lesson and/or possibly leading to a zero in the course. **To avoid plagiarism, the student must footnote the books, magazines or other publications he/she used in producing the essay or report. These resources must be included in a bibliography as well.**

PROGRAM OF STUDIES

All correspondence courses are numbered using the code designations which appear on student transcripts. All college-level courses require successful completion of a high school education or the equivalent. In addition, **the following prerequisites must be completed:**

Business Administration courses:

- High School Diploma, Adult High School Diploma, or GED High School Equivalency Diploma
- Mathematics 112A and 112B

Civil Engineering Technology courses:

- High School Diploma, Adult High School Diploma, or GED High School Equivalency Diploma
- Mathematics 112A and 112B
- Additional science - Grade 11 or 12 Chemistry or Grade 11 or 12 Physics

Computer/Electronics Engineering Technology courses:

- High School Diploma, Adult High School Diploma, or GED High School Equivalency Diploma

- Mathematics 112A and 112B
- Additional science - Grade 11 or 12 Chemistry or Grade 11 or 12 Physics

Hospitality and Tourism courses:

- High School Diploma, Adult High School Diploma, or GED High School Equivalency Diploma

Mechanical Technology courses:

- High School Diploma, Adult High School Diploma, or GED High School Equivalency Diploma
- Mathematics 112A and 112B

Courses Available

Business Administration

Accounting GACG 1050
Accounting GACG 1051

Civil Engineering Technology

Math Fundamental Math 1089
Communications Comm-1155

Computer/Electronics Engineering Technology

Math Fundamental Math 1089

Electrical Engineering Technology

Math Fundamental Math 1089

Mechanical Engineering Technology

Math Fundamental Math 1089

BUSINESS ADMINISTRATION ACCOUNTING I
GACG 1050

8 Lessons

Course Content

- accounting: the key to success
- financial statements and accounting transactions
- analyzing and recording transactions
- adjusting accounts for financial statements
- completing the accounting cycle and classifying accounts
- accounting for merchandising activities
- merchandise inventories and cost of sales
- accounting information systems

Prerequisite: See p.8 for full list

Required text: Fundamental Accounting Principles Vol. I, 12th Canadian Edition

Required workbook: Working Papers for Fundamental Accounting Principles Vol. I, 12th Edition

BUSINESS ADMINISTRATION ACCOUNTING II
GACG 1051

7 Lessons

Course Content

- internal control and cash
- receivables
- payroll liabilities
- capital assets
- current and long-term liabilities
- partnerships
- organization and operation of corporations

Prerequisite: GACG 1050

Required text: Fundamental Accounting Principles Vol. II, 12th Canadian Edition

Required Workbook: Working Papers for Fundamentals of Accounting Principles Vol. II, 12th Edition

CIVIL ENGINEERING TECHNOLOGY - -
COMMUNICATIONS

COMM 1155

10 Lessons

Course Content

- critical thinking, reading, and writing
- grammatical sentences
- understanding sentence grammar
- case of nouns and pronouns
- verbs
- agreement
- adjectives and adverbs
- sentence fragments
- comma splices and fused sentences
- pronoun reference
- effective sentences
- shifts
- misplaced and dangling modifiers
- coordination and subordination
- parallelism
- emphasizing main ideas
- achieving variety
- punctuation: end punctuation, comma, semicolon, apostrophe, quotation marks, other punctuation marks
- choosing and using words
- distinguishing words often confused
- creating a clear, coherent precis
- developing an essay
- drafting and revising the essay
- writing and revising paragraphs
- reading and writing arguments
- paragraphs
- outline
- business writing: resume and cover letter
- beginning a research project
- working with sources and writing the paper
- documenting sources
- the natural and applied sciences

Prerequisite: See p.8 for full list

Required Text: The Little Brown Handbook, 5th Canadian Edition

Required workbook: The Little Brown Workbook, 5th Canadian Edition

CIVIL ENG TECH - FUNDAMENTAL MATH
MATH 1089

7 Lessons

Course Content

- basic algebraic operations, factoring and fractions
- linear equations and graphing functions
- quadratic equations, additional equations and systems of equations
- geometry, analytical plane geometry
- trigonometric functions
- matrices
- exponents, radicals and logarithmic functions

Prerequisite: See p.8 for full list

Required text: Basic Technical Math with Calculus, 8th Edition

COMPUTER/ELECTRONICS ENG. TECH
FUNDAMENTAL MATH
MATH 1089

7 Lessons

Course Content

- basic algebraic operations, factoring and fractions
- linear equations and graphing functions
- quadratic equations, additional equations and systems of equations
- geometry, analytical plane geometry
- trigonometric functions
- matrices
- exponents, radicals and logarithmic functions

Prerequisite: See p.8 for full list

Required text: Basic Technical Math with Calculus, 8th Edition

ELECTRICAL ENGINEERING TECHNOLOGY
FUNDAMENTAL MATH

MATH 1089

7 Lessons

Course Content

- basic algebraic operations, factoring and fractions
- linear equations and graphing functions
- quadratic equations, additional equations and systems of equations
- geometry, analytical plane geometry
- trigonometric functions
- matrices
- exponents, radicals and logarithmic functions

Prerequisite: See p.8 for full list

Required text: Basic Technical Math with Calculus, 8th Edition