

NEW BRUNSWICK COMMUNITY COLLEGE

CORRESPONDENCE SERVICE

SECONDARY COURSES



NBCC
Moncton Campus

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

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Moncton, NB
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Fax 869-6530
E-mail:correspondence@gnb.ca
Roberte Boucher

Correspondence Service

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Woodstock, NB
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99 Augusta Street
St. Andrews, NB
E5B 2E9

Ph. 529-5024
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CCNB BATHURST

Box 266
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Bathurst, NB
E2A 3Z2

Ph. 547-2147
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CCNB EDMUNDSTON

Box 70
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E2V 3K7

Ph. 735-2500
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CCNB DIEPPE

505 College Street
Dieppe, NB
E1A 6X2

Ph. 869-6859
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CCNB CAMPBELLTON

Box 309
Campbellton, NB
E3N 3G7

Ph. 789-2398
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CCNB PENINSULE ACADIENNE

218 J.D. Gauthier Blvd.
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E8S 1P6

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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. High school students should confirm the use of correspondence credits with their Principal/Guidance Counsellor prior to registration.

COST

TUITION	\$130 per course
REGISTRATION	\$10 first time registration

INTERNATIONAL STUDENTS: (CANADIAN FUNDS)

TUITION:	\$520 per course
REGISTRATION	\$25 first time registration

HOW IT WORKS

The end of each lesson has assignments that are sent to the Moncton campus to be marked. 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. If the mark on the final examination covering the entire course is at least 50%, it makes up 40% of this final mark. It takes approximately 4-6 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 6 weeks before schools or universities need the final mark.

The New Brunswick Provincial Correspondence Service is now online. You may visit our site to check on new developments, to enrol in a course and to e-mail the Correspondence Department.

Our site address is www.nbcc.ca

OVERVIEW

The Correspondence Service provides courses from grade 9 through 12 in an individualized learning format. The courses can be used as credits for a high school diploma, a New Brunswick Adult High School Diploma, a college entrance prerequisite or just for personal development. If being used as a high school credit, it should be approved by the high school principal in advance.

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 high degree of self-discipline, motivation and long-term planning. Students may contact the Correspondence Office at NBCC Moncton to clarify a question. However, we do not offer a tutoring service. The responsibility for completing courses rests with the student.

DEADLINES - VERY IMPORTANT:

Although applications for correspondence courses can be made at any time during the year, students facing deadlines for course completion should be aware of the time involved to complete a course. Each lesson requires approximately 10-15 hours of study. **Students who are in school must complete all lessons and write the exam at least six weeks before the mark is needed. All lessons must be passed in and marked before a student is permitted to write the final exam.**

Students in school requiring correspondence courses for credit should check with their school district superintendent or principal as regulations vary regarding the number of correspondence courses allowed on a high school diploma transcript.

At the conclusion of a course completed by a student in school, it shall be the responsibility of the student to contact the Correspondence Service Department to request that a transcript be forwarded to the high school at which the student is enrolled. It is also the student's responsibility to ensure that the principal or guidance counsellor has received all necessary documentation. Students may be required to write the exam of the school they are attending, in addition to the provincial exam.

All students who intend to use correspondence courses for entry to universities and institutions outside of New Brunswick should ensure that these 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. Photocopies of the form are acceptable. Since the Correspondence Service operates on a 12 month a year basis, students may register at any time.

Applicants in high school or of school age must have their application approved by the appropriate authority, either the school principal or the guidance counsellor.

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 at each Community College campus.

METHOD 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 number, put your name, student number, and course number on each page. To avoid unnecessary delays, please do not submit more than three (3) 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 \$130 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.

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 the Minister of Finance, or over the telephone (**506-856-2456**) with a credit card.

Law 120	Item# 1328	English 102	Item# 026, 034
Chemistry 112,122	Item# 269	English 122	Item# 433, 434
Intro to Accounting 120	Item# 378, 698	Biology 112, 122	Item# 264
English 112	Item# 032, 061	Canadian Geography 120	Item# 433, 434
English 123	Item# 026, 061	Math 112 (B)	Item# 768
Physics 112, 122	Item# 672		
Math 112(A)	Item# 820		

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

Students who are attending high school might be able to obtain the required text on loan from their school. Students not attending school may purchase the required texts from the College campus in Moncton.

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

COURSE EVALUATION

LESSON MARKING

Students should begin working on the lessons as soon as they are received. As each lesson is completed, it should be sent to the Moncton campus for marking. 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. Marks of 75% and over cannot be re-submitted. Lessons may be resubmitted only once. The original lesson must be included with the re-submission. The re-submission mark will be averaged with the original. 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 marks on all lessons for the course. All lessons and lesson corrections must be completed prior to writing the final exam. Lessons received after the final exam is written will receive a zero mark.

FINAL MARK

A final examination covering the entire course is required for certification. The final mark will be expressed as a percentage with the final exam comprising 40% and the average lesson mark making up the remaining 60%. Students must achieve at least a 50% mark on the exam for the lesson average to count.

CERTIFICATION

The pass mark is 60%. 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 high school who require credits for graduation must contact the Correspondence Service Department and request that a transcript be forwarded to the school at which the student is enrolled. It is also the student's responsibility to ensure that their principal or guidance counsellor has received all necessary documentation.

FINAL EXAMINATIONS

All exams are closed book exams. Students are not permitted to take any notes, textbooks, scribbles, or programmable calculators, or electronic technology of any kind into the examination room. Formula sheets are provided for certain math and science courses. The exam application form (Candidate Registration Form) that comes with the information package is to be completed and submitted to the Correspondence Service.

At least three (3) weeks before the student wishes to write the final exam, he/she must contact the exam coordinator in order to finalize the date and place of the exam. The contact information for the exam coordinator is on the Provincial Examination Registration Form. **Please note** that it can take 4-6 weeks to receive the final mark after the exam has been written. Due to these time frames, you must carefully follow the procedures outlined above, especially if you require the mark by a specific date.

****FOR STUDENTS RESIDING OUTSIDE OF NEW BRUNSWICK**

The procedures to write the final exam are different for students residing outside of New Brunswick. You will need to contact a teacher, principal, or counsellor, who is not a relative, in your community who will be willing to monitor your exam. The exam will be sent directly to this person. Please complete the Final Exam Registration Form for Non-provincial Exams, and forward it to the Correspondence Department.

RE-WRITES

The cost to re-write an exam is \$10. Correspondence students can re-write a final exam, one time only, if the final mark for the course is below 60% or the exam mark is below 50%. For the lesson average to count 60% and the exam mark to count 40%, a student must write the re-write **within three (3) months of the first writing** and achieve a mark of at least 50%. If a student writes after the expiration of three (3) months, the examination mark will count for 100% of the final mark. A failed re-write 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 about 120 hours of work. 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. 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 may 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 DOING LESSONS

- Leave a space between answers for comments and instructions.
- Show all work so the instructor can help you correct any misunderstanding in your work.
- Complete all the parts or sections of a lesson 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.
- Attach the cover sheet provided to the front of each lesson. Ensure all information including student number and full mailing 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, THE STUDENT SHOULD:

- Do the lessons in order. The material learned in previous lessons will serve as a knowledge base for subsequent lessons.
- Understand all ideas and examples in a lesson.
- Complete the required reading and exercises.
- Check your answers and correct any mistakes in the exercises.
- Reread the sections where you experienced difficulty.
- If there is a practice exercise covering the entire lesson, put aside all material and complete this practice exercise without looking at any answers or the lesson.
- Correct the practice assignment, paying close attention to any mistakes.
- 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, the source must be acknowledged. 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. **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.** 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.

PROGRAM OF STUDIES

All correspondence courses are numbered in the same manner as that used in the high schools of New Brunswick. In senior high school all courses are named by subject and are assigned three digits, the first two representing the year (10, 11, 12) and the third, representing the level.

LEVELS

As stated in the previous paragraph, the last digit assigned to a SENIOR HIGH SCHOOL course represents the level. The levels are designated by the following digits:

- 0 - This indicates a course having only one level.
- 1 - Accelerated or enriched (these are NOT offered through Correspondence)
- 2 - College Preparatory.
- 3 - General Education and Occupational.

For regular courses in junior high school (years 7, 8, 9), the subjects are named with the year number. (I.A.U. science includes all topics taken in years 7, 8, and 9 science)

COURSES AVAILABLE

- 1. Biology 112**
- 2. Biology 113**
- 3. Biology 122**
- 4. Canadian Geography 120**
- 5. Canadian Law 120**
- 6. Chemistry 112**
- 7. Chemistry 122**
- 8. English 102**
- 9. English 103**
- 10. English 112**
- 11. English 113**
- 12. English 122**
- 13. English 123**
- 14. Intro to Accounting 120 (6 Edition)**
- 15. Mathematics 112 A**
- 16. Mathematics 112 B**
- 17. Mathematics 122 (Trigo and 3-space)**
- 18. Physics 112 (McGraw-Hill and Ryerson)**
- 19. Physics 122 (McGraw-Hill and Ryerson)**

BIOLOGY 112 – 10 Lessons

Course Content

- cell structure, organelles, and functions
- unifying characteristics for kingdom and phyla
- equilibrium in the biosphere
- the trophic structure of ecosystems
- digestive, respiratory, excretory, and circulatory systems
- blood cellular components

Prerequisite: None

Required Text: Nelson Biology, National Edition

BIOLOGY 113 – 21 Lessons

Course Content

- Life's function, nutrition, digestion
- Animals, transport, blood circulation
- Adaptations, breathing, exertion environment
- the nervous system
- hormones and ductless glands
- health, drug abuse, vitamins
- the environment, biosphere
- food, ecology, human welfare
- cleaning water and atmosphere

Prerequisite: None

Text: None

BIOLOGY 122 – 9 Lessons

Course content

- structure of organic molecules
- cell structure, function and molecular basics of respiration and photosynthesis reaction
- nervous and hormonal control systems
- neurons anatomy and physiology
- sensory receptors
- reproductive systems
- asexual and sexual reproduction
- mitosis and meiosis
- heredity, gene interaction
- DNA structure, expression, and mutation
- extinction, speciation processes

Prerequisite: None

Required Text: Nelson Biology, National Edition

CANADIAN GEOGRAPHY 120 - 10 Chapters

Course Content

- landform regions
- weather and climate
- vegetation and soils
- demography
- migration and settlement patterns
- urbanization
- forestry, agriculture, and mining
- fishing, energy, and water
- economic development and industry
- transportation and communication
- internationalism and trade

Prerequisite: None

Required texts: Canada - Exploring New Directions, 4th ed. by Swatridge and Wright and the Canadian Oxford School Atlas, 8th ed. Edited by Quentin H. Stanford

CHEMISTRY 112 - 10 Lessons

Course Content

- introduction, mathematical concepts
- atoms and elements
- atom, nucleus, and electrons
- compounds and pure substances
- formula writing of elements and compounds
- the mole
- percentage composition, empirical and molecular formulas
- chemical equations
- gases and chemical reactions
- liquids solids solutions
- periodic table, chemical bonding

Prerequisite: Any grade 9 Science course

Required Text: Nelson Chemistry, Atlantic Edition

CHEMISTRY 122 - 9 Lessons

Course Content

- interparticle bonding
- energy from change, reaction, kinetics
- equilibrium calculations
- solutions, electrolytes, solubility
- acids and bases, the PH scale
- neutralization and titration
- oxidation-reduction reactions
- electrochemistry
- organic chemistry, hydrocarbons
- alicyclics and aromatics

Prerequisite: Chemistry 112

Required Text: Nelson Chemistry, Atlantic Edition

ENGLISH 102 - 16 Lessons

Course Content

- sentences, simple & compound, paragraphs
- writing methods, editing
- public speaking
- reference procedures
- exam preparation
- writing an essay using research
- literature and personal experience
- poetry, short story and novel
- Shakespeare play

Prerequisite: English 9 or equivalent

Text: Twelfth Night, by William Shakespeare
To Kill a Mockingbird, by Harper Lee

ENGLISH 103 - 23 Lessons

Course Content

- parts of speech, learning to write, sentences
- phrases and clauses, verb
- comparison writing, agreement, style
- using correct pronouns, persuasion
- report writing, spelling and vocabulary
- writing a story, a play, short story
- poetry and the essay

Prerequisite: English 9 or equivalent

Text: None

ENGLISH 112 - 21 Lessons

Course Content

- grammar, verbs, punctuation
- public speaking, reading competence
- writing methods, reports, essays, precis
- letters, business and social
- denotative and connotative meaning
- argument and persuasion
- editing, literary terms & devices
- poetry, short story and novel
- Shakespeare play

Prerequisite: English 102 or equivalent

Text: Macbeth, by William Shakespeare
Lord of the Flies, by William Golding

ENGLISH 113 - 19 Lessons

Course Content

- parts of speech
- sentences, simple, compound, complex
- phrases, prepositional, verbal, absolute
- appositives, adjectives, adverbs
- emphasis, parallelism
- short story, poetry, essay, drama
- myth, legend, and news writing

Prerequisite: English 103 or equivalent

Text: None

ENGLISH 122 - 10 Lessons

Course Content

- writing mechanics, punctuation
- reports and essays
- letters, business and social
- applications and resumes
- editing and rewriting
- writing slants, satire, style, paraphrase
- reference skills, formal presentations
- reading competence
- poetry, novel and short story, creative writing
- Shakespeare play

Prerequisite: English 112 or equivalent

Text: Hamlet, by William Shakespeare
Great Expectations, by Charles Dickens

ENGLISH 123 - 15 Lessons

Course content

- parts of speech, punctuation
- business letter, resume
- writing variables, unity organization
- short story, poetry, essay
- drama, Shakespeare play
- news writing
- the novel

Prerequisite: English 113 or equivalent

Text: Twelfth Night, by William Shakespeare
Lord of the Flies, by William Golding

INTRODUCTION TO ACCOUNTING 120 -

13 Chapters

Course Content

- accounting and business
- the balance sheet
- analyzing changes in financial position
- the simple ledger
- the expanded ledger: revenue, expense and drawings
- the journal and source documents
- posting
- the work sheet and financial statements
- completing the accounting cycle
- cash control and banking
- accounting for a merchandising business
- modifying accounting systems
- business organization and decision-making
- payroll accounting

Prerequisite: None

Required Text: Accounting 1, 6th Edition, ISBN 0-13-092332-X

Required Workbook: Student Workbook

LAW 120 - 13 Chapters

Course content

- the legal system, government
- criminal law, defence to criminal charges
- the criminal justice system
- human rights of Canada
- the law of torts, international, property
- family law, children and estates

Prerequisite: None

Required text: Law in Action: Understanding Canadian Law Ver. 1

MATHEMATICS 112A GEOMETRY AND

APPLICATIONS – 17 lessons

Course Content

- introductory review
- basic geometry
- circle geometry
- probability
- statistics

Prerequisite: Mathematics 10

Text: None

Learning Package - \$49.07

MATHEMATICS 112B FUNCTIONS AND

RELATIONS – 10 lessons

Course Content

- exponential functions
- logarithmic functions
- quadratic functions
- rates of change
- trigonometry

Prerequisite: Mathematics 10

Text: None

Learning Package - \$49.52

MATHEMATICS 122 TRIGONOMETRY AND

3-SPACE – 10 lessons

Course Content

- systems of equations
- matrices
- periodic behaviour
- graphs of sinusoidal functions
- trigonometric equations
- trigonometric identities
- reciprocal trigonometric function
- angle identities

Prerequisite: Mathematics 112 A and 112 B

Text: None

Learning package is \$49.96

PHYSICS 112 - 5 Lessons

Course Content

- introduction to Physics and the textbook
- kinematics
 - describing motion
 - analysing motion
- dynamics
 - introducing forces
 - Newton's Laws
- momentum and energy
 - work, power, and efficiency
 - conservation of energy and momentum
- waves
 - waves transferring energy
 - sound waves and electromagnetic radiation

Prerequisite: None

Required Text: "Physics" published by McGraw-Hill Ryerson ISBN # 978-0-07-092280-8

PHYSICS 122 - 7 Lessons

Course Content

- force and motions
 - vector components
 - multiple masses and static equilibrium
- conservation of momentum
 - collisions and explosions in one dimension
 - collisions and explosions in two dimensions
- projectiles, circular motion and simple harmonic motion
 - projectile motion
 - uniform circular motion
 - simple harmonic motion
- universal gravitation
 - Newton's Law and universal gravitation
 - planetary and satellite motion
- fields and forces
 - law of forces
 - describing fields
- electric energy and circuits
 - electric circuits
 - electric power and energy
- electromagnetism and electromagnet
 - Induction
 - electricity and magnetism
 - magnets and electromagnetic induction

Prerequisite: None

Required Text: "Physics" published by McGraw-Hill Ryerson ISBN # 978-0-07-092280-8