



**NBCC**  
COLLEGEWORKS™

**NBCC MONCTON – NIGHT SCHOOL SESSIONS  
FALL 2014**

**CONTACT:**  
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# REGISTRATION INFORMATION

## START

Fall classes begin the week of **September 8, 2014**.

## REGISTRATION

Registration begins **Monday, August 25** from 9 a.m. to 3:30 p.m.

## IN PERSON

NBCC MONCTON  
1234 Mountain Road  
Moncton, NB  
Room A-1101

## BY PHONE

506-869-6994

## PAYMENT

Payment of course fees is required at time of registration. We accept cash, debit, Visa, MasterCard, money order, or cheque (payable to NBCC Moncton).

## PARTICIPANTS

Participants must be at least 16-years-old, unless otherwise noted.

## TEXTBOOKS

Books are available at the bookstore; prices quoted within this document are approximate.

The same payment methods listed above are accepted. There are no refunds for textbooks or materials.

## REFUNDS

Refunds are not given after the first night of class. Requests for refunds must be made by phone or in person by the registered participant, and be accompanied by the official receipt. Debit and credit card payments are refunded immediately to the card.

Refunds for cash, cheque and money orders will be sent from our office in Fredericton within approximately three weeks.

NBCC reserves the right to cancel classes due to low enrolment.

## **BARBARA'S PAINTBOX – DRAWINGS 1 (DRDE1072)**

5 WEEKS (15 HOURS)

### **Content:**

- Using line and negative spaces
- Working with light and shade
- Suggesting three-dimensional forms
- Linear perspective
- Facial proportions and portraits

Enhance your creative projects by improving your drawing abilities! This course will focus on advancing your observational skills and your drawing techniques. Practice a variety of approaches to quick sketches and finished drawings during classes. *Drawing on the Right Side of the Brain*, by Betty Edwards, will be used as a resource during the course.

### **Suggested Materials:**

Kneaded art eraser; good quality pencil sharpener with shaving receptacle; 2 x 6 in. strip of fine sandpaper; drawing pencils, 1 each: H, HB, 2B, 6B; 1 soft charcoal pencil; 1 black ball point pen or drawing pen; 1 plastic ruler at least 30 cm in length; good quality pad of paper or sketchbook for finished drawings, at least 11 x 14 in.; stand-up mirror for self-portrait (about 10 x 8 in.); 8 x 10 piece of thin Plexiglass or glass from a dollar store picture frame (tape the glass around its edges to prevent cuts); 2 dry erase fine-point markers.

**Instructor:** Barbara Safran de Niverville

**Evening:** Thursday, 6-9 p.m.

**Dates:** September 11 to October 9

**Price:** \$110.18

**Room:** A3104

## **BARBARA'S PAINTBOX – DRAWINGS 2 (DRDE1073)**

5 WEEKS (15 HOURS)

### **Content:**

- Expressive use of Line in drawing
- Subtlety with Light and Shadow
- Creating the illusion of Solidity with Still Life
- Drama in Portraiture
- Drawing buildings with Two Point Perspective

Refine your drawing skills with a variety of finished drawings and enhance your other creative projects at the same time. This course will improve your ability to problem-solve as you tackle difficult, but rewarding subjects. Approaches covered during the sessions will help you with still life, portraiture, architecture and landscape drawing. There are no pre-requisites for this course.

**(BARBARA'S PAINTBOX – DRAWINGS 2 Continued...)**

**Suggested Materials:**

Kneaded art eraser; good quality pencil sharpener with shaving receptacle, 2 x 6 in. strip of fine sandpaper; drawing pencils, 1 each: H, HB, 2B, 4B, 6B; charcoal pencils: 1 soft and 1 medium; 2 black ball point pens; 1 plastic ruler at least 30 cm in length; good quality pad of paper for finished drawings, at least 11 x 14 in.; stand up mirror for self-portrait (about 10 x 8 in.).

**Instructor: Barbara Safran de Niverville**

**Price: \$110.18**

**Evening: Thursday, 6-9 p.m.**

**Room: A3104**

**Dates: October 16 to November 13**

# COMPUTERS

## COMPUTERS FOR BEGINNERS (SAAL1660)

10 WEEKS (30 HOURS)

### Content:

- Setting up Windows 7, explaining your computer, getting it up and running
- Adapting your work environment (desktop), explaining the use of the mouse
- Setting up user accounts, inputting information, changing fonts and deleting data
- Using various types of software, safely installing and activating programs
- Using and understanding media such as photos, music, and videos
- Introduction to e-mail and the Internet, including creating an e-mail account and using attachments
- Organizing and backing up your “stuff”
- Interesting programs and handy features in Windows 7
- Basic maintenance to keep you and your PC running

**Instructor: Brent Buchanan**

**Evening: Thursday, 6-9 p.m.**

**Dates: September 11 to November 13**

**Price: \$271.20**

**Room: A2102**

## EXCEL 2010 FOR BEGINNERS (SAAL1669)

5 WEEKS (15 HOURS)

### Content:

#### Environment

- Windows, Office, Excel
- Understanding and touring Excel
- Introduction to formulas

#### Working with Formulas

- Complex formulas
- Functions

#### Formatting worksheets

- Formatting values
- Fonts, styles, alignments colors and sizes
- Column and row heights

#### Charts

- Planning, creating and modifying charts
- Moving and resizing
- Chart design, format and layout

- Labels and Values
- Editing formulas
- Worksheet views

- Copy and moving data and formulas
- Relative and absolute cell references

- Colors patterns and borders
- Conditional formatting
- Moving and renaming worksheets

**Instructor: Laura Kenny**

**Evening: Wednesday, 6-9 p.m.**

**Dates: September 10 to October 8**

**Price: \$135.60**

**Text: \$135**

**Room: A2102**

**EXCEL 2010 INTERMEDIATE (SAAL1661)**  
5 WEEKS (15 HOURS)

**Content:**

**Formulas and Analysis**

- Analyzing data using formulas
  - If, And, Or statements
  - vLookup
- Data validation
- Text functions
- Conditions
- How to identify and resolve errors
- Named ranges

**Managing Workbook Data**

- Viewing and arranging worksheets
- Protection and security
- Custom views
- Backgrounds
- Hyperlinks
- Grouping

**Tables**

- Benefits of using tables
- Creating and managing tables
- Formatting
- Sorting, formulas and edits
- Filtering
- Extractions
- Summarizing data

**Instructor: Laura Kenny**  
**Evening: Wednesday, 6-9 p.m.**  
**Dates: October 15 to November 12**

**Price: \$135.60**  
**Text: \$135**  
**Room: A2102**

**EXCEL 2010 ADVANCED (SAAL1796)**  
5 WEEKS (15 HOURS)

**Content:**

**Macros**

- creating, recording and editing macros to automate worksheet tasks
- assigning macros to keyboard shortcuts and buttons

**Advanced chart enhancements**

- customizing and changing data
- formatting axes and data labels
- using WordArt and Pictures
- Sparklines, data trends

**Using What-If-Analysis, Goal Seek and Solver**

- defining analysis
- using scenario manager to track the analysis
- creating summaries
- projecting figures
- using goal seek and solver

**Pivot Tables**

- planning and launching a pivot table
- creating reports and charts
- filtering and sorting
- changing the structure and format of the pivot table

**Instructor: Laura Kenny**  
**Evening: Wednesday, 6-9 p.m.**  
**Dates: November 19 to December 17**

**Price: \$135.60**  
**Text: \$135**  
**Room: A2102**

## **WEB PAGE DESIGN BASICS (MULT1168)**

6 WEEKS (18 HOURS)

### **Content:**

- Basic HTML structure and formatting
- Basic CSS structure and formatting

**Prerequisite:** Basic computer skills.

**Note:** It is recommended that you bring your own laptop, if available, although computers are available in the lab. It is also recommended that students purchase a copy of “*HTML5 & CSS Visual QuickStart Guide* (7<sup>th</sup> Edition)” by Elizabeth Castro or a similar book for reference.

**Instructor:** Ryan Gagné

**Price:** \$162.72

**Evening:** Tuesday, 6-9 p.m.

**Room:** B2135

**Dates:** September 9 to October 14

## **WEB PAGE DESIGN ADVANCE (MULT1169)**

5 WEEKS (15 HOURS)

### **Content:**

- Advanced XHTML/CSS
- Basic J-Query
- DNS and domain names
- Basic Search Engine Optimization
- Google Analytics and website measurement tools
- Web servers and hosting environments
- Introduction to popular content management systems with a focus on WordPress

**Prerequisite:** Basic computer skills and Web Page Design Basics course or equivalent

**Note:** It is recommended that you bring your own laptop, if available, although computers are available in the lab.

**Instructor:** Ryan Gagné

**Price:** \$135.60

**Evening:** Tuesday, 6-9 p.m.

**Room:** B2135

**Dates:** October 21 to November 18

# CREDIT COURSES – HIGH SCHOOL

## **BIOLOGY 122 (BIOL1009)**

14 WEEKS (90 HOURS)

### **Content:**

- Genetic continuity
- Mitosis and cellular reproduction
- Meiosis and the production of gametes
- DNA structure and replication
- Gene expression: protein synthesis and genetic mutation
- Mendelian genetics
- Inheritance
- Genetic engineering/human genomics
- Evolutionary theory
- Mechanisms and patterns of evolution
- Maintaining dynamic equilibrium
- Nervous and endocrine systems
- Human reproduction

**Prerequisite:** None

**Instructor:** Benjamin Allerston

**Evenings:** Tuesday and Thursday, 6-9:15 p.m.

**Dates:** September 9 to December 11

**Price:** \$130

**Text:** \$120

**Room:** B2020

## **CHEMISTRY 112 (CHEM1001)**

14 WEEKS (42 HOURS)

### **Content:**

#### **Unit 1:**

- From structure to properties
- Classification of matter
- The underlying structure of matter
- Elements and compounds
- Chemical bonding
- Molecular shape – VSEPR Theory
- Intermolecular force

#### **Unit 2:**

- The mole and balancing equations
- Molar mass
- Mole ratio calculations
- Chemical changes
- Solutions
- Solution concentration
- Solubility
- Stoichiometric calculations
- Limiting reagents
- Stoichiometric experimentation
- Applications of stoichiometry
- Gas laws and stoichiometry

**Instructor:** James Soullière

**Evening:** Tuesday and Thursday, 6-9:15 p.m.

**Dates:** September 9 to December 11

**Price:** \$130

**Text:** \$115

**Room:** A3031



## **CHEMISTRY 122 (CHEM1002)**

14 WEEKS (42 HOURS)

### **Content:**

#### **Unit 1:**

- Thermochemistry
- Enthalpy changes (1, 2, 3)

#### **Unit 2:**

- From solutions to kinetics to equilibrium
- Kinetics and rate of reaction
- Collision theory, reaction mechanisms and catalysts (1, 2)

#### **Unit 3:**

- Acid/base reactions
- H<sup>+</sup>, OH<sup>-</sup>, and Le Châtelier

#### **Unit 4:**

- Organic chemistry
- Influences of organic compounds on society
- Classifying organic compounds
- Naming and writing organic compounds (1, 2)
- Isomers in organic chemistry

- Thermochemistry experimentation
- Bonding and Hess's Law

- Chemical equilibrium (1, 2, 3, 4)
- Properties and definitions of acids and bases (1, 2)

- Using the equilibrium concept with acids and bases (1, 2, 3)
- Acid/base Titrations (1, 2, 3)

- Applications of organic chemistry (1, 2)
- Writing and balancing chemical equations
- Polymerization
- Organic experimentation
- Risks and benefits of organic compounds: STSE perspectives (1, 2)

**Instructor:** TBA

**Evenings:** Monday and Wed., 6-9:15 p.m.

**Dates:** September 8 to December 10

**Price:** \$130

**Room:** B2020

**Textbook:** \$115

## **MATH 112B (MATH1004)**

14 WEEKS (90 HOURS)

### **Content:**

- Quadratic functions
- Rate of change
- Exponential and logarithmic functions
- Trigonometry

**Prerequisite:** Math 10

**Instructor:** James Soullière

**Evenings:** Monday and Wednesday,  
6-9:15 p.m.

**Dates:** September 8 to December 10

**Price:** \$130

**Text:** \$25

**Room:** A3031

# CREDIT COURSES – POST-SECONDARY

## **SIMPLY ACCOUNTING, INTRODUCTION (SAAL1020)**

14 WEEKS (42 HOURS)

### **Content:**

- Create, modify, and delete general ledger, customer, supplier, and employee accounts
- Input transactions and adjustments using the general journal, accounts payable module, accounts receivable module, and the payroll module
- Generate basic financial reports

**Prerequisites:** Keyboarding, sound computer skills, and the *Introduction to Generally Accepted Accounting Principles* course or the equivalent

**Instructor:** Bob Evans

**Evening:** Tuesday, 6-9 p.m.

**Dates:** September 9 to December 9

**Price:** \$357

**Text:** \$155

**Room:** A2102

# GARDENING

## **FALL INTO GARDENING (BOTA1005)**

1 WEEK (3 HOURS)

### **Content:**

- Putting your gardens to bed for the winter
- Which perennials should be cut back in the fall and which should not
- How to protect trees and shrubs for winter
- Fall prevention chores to reduce disease and insect pests in the spring
- Tips for planting trees in the fall
- Tips on growing native and heritage plants

**Instructor: Laura Sarson**

**Evening: Thursday, 6-9 p.m.**

**Dates: September 11**

**Price: \$28.82**

**Room: A2020**

## **GROWING GREENER (AND SMARTER!) (HORT1047)**

1 WEEK (3 HOURS)

The most common mistake gardeners make is not providing their plants with the growing conditions they need to thrive. For the price of one small shrub, this course may be the best investment you ever make in your garden! Not only are many commercial products harmful to your health, they are also harmful to your plants' health and to the environment. But homemade concoctions can do just as much damage! Topics will include:

- Creating healthy, living soil
- Composting tips
- The dangers of some fertilizers and pesticides
- Perfect plants for hard to grow locations
- Controlling insects and disease naturally and effectively
- Debunking common gardening myths
- Time and money saving tips
- Creating a healthy lawn

**Instructor: Laura Sarson**

**Evening: Thursday, 6-9 p.m.**

**Dates: September 18**

**Price: \$28.82**

**Room: A2020**

### **PRUNING & PESTS (HORT1048)**

1 WEEK (3 HOURS)

Learn to overcome your fear of pruning shrubs and trees, and learn to identify the pests which may attack plants before they have caused enough damage to require permanent pruning - removing the plant from your garden! This session will appeal to new and experienced gardeners alike. Topics will include:

- Pruning trees and shrubs - What, when, why, and how to prune
- Pruning tools - What to buy and what not to buy, and how to care for them
- How to protect beneficial insects and how to control harmful ones in an environmentally friendly way

**Instructor: Laura Sarson**  
**Evening: Thursday, 6-9 p.m.**  
**Dates: September 25**

**Price: \$28.82**  
**Room: A2020**

### **PERENNIAL GARDENING (BOTA1006)**

1 WEEK (3 HOURS)

This session is primarily aimed at new gardeners but experienced gardeners will no doubt pick up a few good tips! Topics will include:

- Tips for transplanting and dividing
- Designing new perennial beds
- Perennials worth planting and ones to avoid
- Growing roses
- Creating no-dig beds
- Top 10 mistakes of new gardeners
- Understanding zones and plant lingo
- Understanding fertilizers - what to use and what not to use

**Instructor: Laura Sarson**  
**Evening: Thursday, 6-9 p.m.**  
**Dates: October 2**

**Price: \$28.82**  
**Room: A2020**

# GENERAL INTEREST

## CREATIVE WRITING (COMM1209)

10 WEEKS (30 HOURS)

### Content:

- Characterization
- Use of five senses in writing
- Dialogue
- The “what if” factor
- How personal experience can aid your writing
- Point of view
- Receive peer support and group feedback

**Note:** Students are expected to supply their own writing materials (paper, pens, pencils, etc.)

**Instructor:** John Keeler

**Evening:** Tuesday, 6-9 p.m.

**Dates:** September 9 to November 11

**Price:** \$220.35

**Room:** A3020

## INTRODUCTION TO DIGITAL SLR PHOTOGRAPHY (PHOT1197)

7 WEEKS (21 HOURS)

### Content:

- Exposure
- Shooting modes
- Metering and metering modes
- Lenses and accessories
- Composition
- File transfer and storage

**Instructor:** Dan MacDonald

**Evening:** Tuesday, 6:30-9:30 p.m.

**Dates:** September 9 to October 21 and  
October 28 to December 9

**Price:** \$154.25

**Room:** B2120

## INTRODUCTION TO GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GACG1117)

14 WEEKS (42 HOURS)

### Content:

- Preparing a balance sheet and income statement
- Assets, liabilities, and owner’s equity
- The basic of the general journal, ledger, and the T-account
- Revenue, expenses, and trial balance
- Accounting cycle (adjustments and closing of the books)
- “Special journals” – sales and purchases
- Bank reconciliations

**Instructor:** Bob Evans

**Evening:** Thursday, 6-9 p.m.

**Dates:** September 11 to December 11

**Price:** \$270

**Text:** \$155

**Room:** A3031

# LANGUAGES

## **FRENCH FOR BEGINNERS LEVEL 1 (LANG1336)**

11 WEEKS (50 HOURS)

A textbook will be required for all levels; details regarding the textbook will be provided by the instructor. The cost of the textbook will not exceed \$30. A mandatory placement test will occur on Thursday, September 4 @ 7 pm in Room A2020.

### **Content:**

- Introduce self and others
- Alphabet; numbers
- Pronunciation
- Several expressions with “to have”; “to be”; “to do”
- Structure of a sentence
- Direction finder
- Discuss the weather
- Basic question formats

**Instructor:** TBA

**Evenings:** Tuesday and Thursday, 6-8:15 p.m.

**Dates:** September 9 to November 20

**Price:** \$375

**Room:** A3004

## **FRENCH FOR BEGINNERS LEVEL 2 (LANG1337)**

11 WEEKS (50 HOURS)

### **Content:**

- Learn four types of questioning formats
- Learn two new forms of negation and position in various types of sentences
- Class will choose three themes and learn basic vocabulary related to theme and more
- Learn two different forms of possession
- Understand and use basic verbs (regular and irregular) in present, past (with “to have” and “to be”), and near future tenses; verbs using auxiliary and semi-auxiliary
- Prepositions
- Idiomatic expressions
- Various activities and group interaction will assist the students in expressing themselves clearly and accurately in everyday situations

**Instructor:** Dominique Boss

**Evenings:** Tuesday and Thursday, 6-8:15 p.m.

**Dates:** September 9 to November 20

**Price:** \$375

**Room:** A3005

### **FRENCH FOR BEGINNERS LEVEL 3 (LANG1399)**

11 WEEKS (50 HOURS)

#### **Content:**

- Review of levels one and two
- Build on vocabulary, sentence structures, negation, and possession formats
- Conjugate regular and irregular verbs in present tense, three different past tenses, near future tense, and conditional mode, imperative
- Learn personal, possessive, demonstrative, basic relative pronouns, and their position in the sentence
- Reflexive verbs
- Simple comparison
- Advanced weather expressions
- Discuss colloquial expressions used in everyday, casual conversation
- Various activities and group interaction inside and outside the class will assist the students in expressing themselves clearly and accurately in everyday situations

**Instructor: Carole Bourgault**

**Evenings: Tuesday and Thursday, 6-8:15 p.m.**

**Dates: September 9 to November 20**

**Price: \$375**

**Room: A3007**

### **FRENCH INTERMEDIATE (LANG1338)**

11 WEEKS (50 HOURS)

#### **Content:**

- Develop more spontaneous linguistic responses and fluidity to various situations
- Focus will be on every day conversations at home, at work, or in social situations
- Build more complex sentences using various pronouns and conjunctions
- Learn and use more language peculiarities – ie – colloquial expressions
- Various activities inside and outside the class and group interaction will assist the students in expressing themselves more clearly and accurately in real-life context

**Instructor: TBA**

**Evenings: Tuesday and Thursday, 6-8:15 p.m.**

**Dates: September 9 to November 20**

**Price: \$375**

**Room: A3124**

# WELDING

## **BASIC WELDING LEVEL 1 (WDSO1181)**

5 WEEKS (30 HOURS)

### **Content:**

- Safety practices
- Stick welding fundamentals
- MIG welding
- Oxy-fuel welding and cutting

**Instructor: TBA**

**Evenings: Monday and Wednesday, 6-9 p.m.**

**Dates: September 8 to October 8**

**Price: \$395**

**Room: C2005**

## **BASIC WELDING LEVEL 2 (WDSO1182)**

5 WEEKS (30 HOURS)

### **Content:**

- Advanced GMAW and SMAW (MIG/Stick)
- Introduction to GTAW (TIG)

**Instructor: TBA**

**Evenings: Monday and Wednesday, 6-9 p.m.**

**Dates: October 20 to November 19**

**Price: \$480**

**Room: C2005**