



# NICHOLS Career Center



## ADULT FALL PROGRAM 2013

Nichols  
Career  
Center  
Community  
Education  
Classes

605 Union,  
Jefferson City,  
MO 65101  
(573) 659-3106

# LEARN *for* LIFE



# FALL 2013

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**ENROLL BY  
PHONE  
WITH  
MASTERCARD  
OR  
VISA!**



**Nichols Career Center  
invites you to make  
a difference in your life.**

*The Career Center can meet  
your needs in several ways:*

- If you would like to enrich your life, review the courses outlined in this brochure, and find the ideal course for you or a loved one. **REGISTER TODAY!**
- If you would like a course taught at your business to provide professional development for your employees, give us a call.

*Remember, learning is a lifelong process.  
At Nichols Career Center, we strive to make learning fun.*

## **NICHOLS CAREER CENTER**

**Mrs. Sharon Longan**  
Career Tech Director/Associate Principal

**Dr. Patricia Wright-Tatum**  
Career Tech Assistant Director/  
Assistant Principal

**Mr. Travis Plume**  
Career and Tech Counselor

**Mrs. Janet Johnson**  
Career and Tech Secretary/Office Manager

**Mrs. Brenda Cooper**  
Night Community Education Secretary

## **BOARD OF EDUCATION**

**Ms. Tammy Turner**, President  
**Dr. Dennis Nickelson**, Vice-President

**Mr. Doug Whitehead**, Treasurer

**Mrs. Joy Sweeney**, Member

**Mr. Alan Mudd**, Member

**Dr. Marie Peoples**, Member

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**Dr. Brian Mitchell**, Superintendent

**Ms. Penney Rector**, Assistant to the Superintendent/  
Human Resources/District Counsel

**Mr. Myron Graber**, Assistant Superintendent of Secondary Education

**Mr. Jason Hoffman**, Chief Financial Officer/Chief Operations Officer

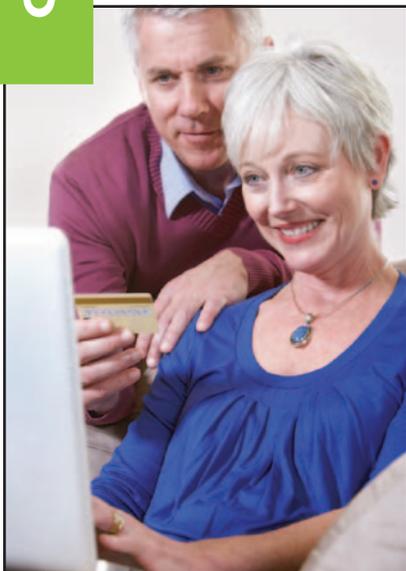
**Mrs. Claudia Borgmeyer**, Board Secretary

## **NOTICE OF NON-DISCRIMINATION**

It shall be the policy of the Jefferson City Public Schools to provide equal opportunities to its educational programs, or activities, employment, and promotion, without regard to gender, age, race, color, creed, national origin or disability. Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office for Civil Rights Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone (816) 268-0550 as well as the Assistant to the Superintendent for Human Resources, Jefferson City Public School District, 315 E. Dunklin Street, Jefferson City, MO 65101; telephone (573) 659-3013.



# COMPUTERS



## Microsoft Excel 2010 - Section 1

Dates: 09/24/2013 – 10/22/2013

Location: 171, NCC

Instructor: Mike Bruce

F13107

Tues & Thurs – 5:30 PM to 8:00 PM

Session(s): 9

Max Limit: 15

Learn Microsoft Excel 2010 terminology, the Excel window, and the basic characteristics of worksheets and workbooks. Set up worksheets and enter text, values, and formulas. Topics include fundamental spreadsheet commands such as copying, moving, erasing, saving, editing cells, and printing.

**Registration Fee: \$99.00**

## Microsoft Excel 2010 - Section 2

Dates: 11/05/2013 – 12/10/2013

Location: 171, NCC

Instructor: Mike Bruce

F13108

Tues & Thurs – 5:30 PM to 8:00 PM

Session(s): 9

Max Limit: 15

Learn Microsoft Excel 2010 terminology, the Excel window, and the basic characteristics of worksheets and workbooks. Set up worksheets and enter text, values, and formulas. Topics include fundamental spreadsheet commands such as copying, moving, erasing, saving, editing cells, and printing.

**No classes held on Thursday, November 14, 2013 & November 28, 2013**

**Registration Fee: \$99.00**



## Microsoft Word 2010 - Beginning

Dates: 09/16/2013 thru 09/24/2013

Room: 273, NCC

Instructor: Janice Davis

F13110

Mon, Tues – 6:00 to 8:00 PM

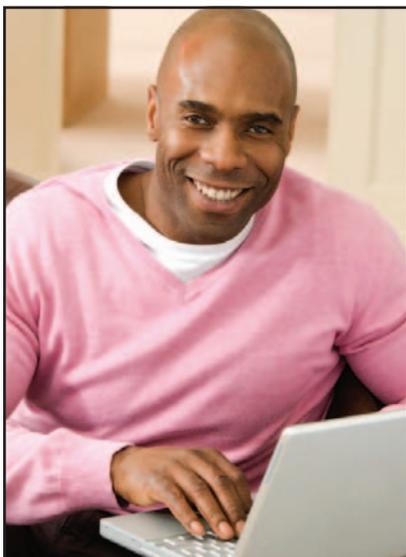
Session(s): 4

Max Limit: 15

You will have an opportunity to learn and practice the basics of Microsoft Word 2010. Functions covered include how to create, save, and re-open the document, as well as edit it later. We also will have a quick introduction to the other features of Word.

This will be a hands on class with opportunity for everyone to become confident users of Microsoft Word.

**Registration Fee: \$79.00**



## MasterCard • VISA

This method of payment may be used for “mail in,” “phone in,” “fax in,” and “walk in” registrations. Your card will not be charged until a few days before your class begins. Please note that the refund policy is applicable to all forms of registration.



**WE ONLY ACCEPT VISA AND MASTERCARD**

## Microsoft Word 2010 - Advanced

Dates: 10/14/2013 thru 10/22/2013

Room: 273, NCC

Instructor: Janice Davis

F13114

Mon, Tues – 6:00 to 8:00 PM

Session(s): 4

Max Limit: 15

You will have an opportunity to learn and practice the advanced functions of Microsoft Word 2010. You will learn how to add tables, charts, and clip art to create more exciting documents, as well as format a research paper. We will make documents with more presentation.

This will be a hands on class with opportunity for everyone to become confident users of Microsoft Word. **Some knowledge of Microsoft word required.**

**Registration Fee: \$79.00**

## Microsoft Office 2010 - Beginning

Dates: 11/11/2013 thru 11/19/2013

Room: 273, NCC

Instructor: Janice Davis

F13122

Mon, Tues – 6:00 to 8:00 PM

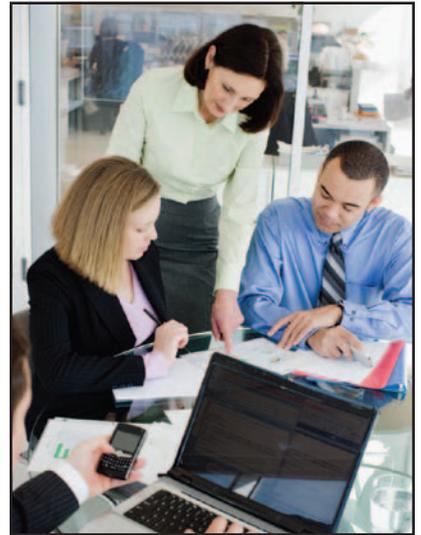
Session(s): 4

Max Limit: 15

You will have an opportunity to learn and practice the advanced functions of Microsoft Word 2010. You will learn the four basics aspects of Microsoft Office 2010. You will move around in Word, PowerPoint, Excel, and Outlook.

This will be a hands on class with opportunity for everyone to become confident users of Microsoft Office.

**Registration Fee: \$79.00**



## 5 Ways to Get Your Company to Pay for a Course

- 1. ASK.** A verbal request is often all it takes. A written memo is even better.
- 2. SHOW THIS BROCHURE.** Get them to read it. Attach it to your memo.
- 3. STRESS THE BENEFITS.** More skill training will make you a more productive employee who is ready for new challenges.
- 4. EMPHASIZE THE CONVENIENCE.** Why go out of town when quality training is available right here.
- 5. COMPARE THE PRICE!** Your boss will be pleased to know that he/she is paying a little and getting a lot.

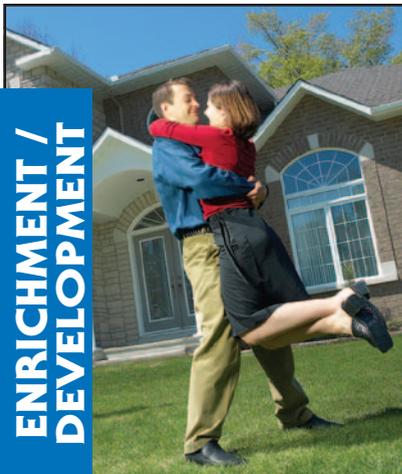
## IN-COMPANY TRAINING

*Attention Business and Industry Constituents*



The Adult Community Education Program can assist in increasing employee efficiency or employee training. A training program can be specifically tailored to fit your company's instructional needs. We can develop short-term courses to meet your needs. This instruction can take place in your facilities or in ours. Cost is determined by length and type of course.

# ENRICHMENT/ DEVELOPMENT



ENRICHMENT /  
DEVELOPMENT

## Home Seller's Process – Start to Finish F13147

Date: 11/07/2013

Room: 250, NCC

Instructors: Dee Dee Mehmert

Thurs – 6:00 PM to 8:30 PM

Session(s): 1

Max Limit: 25

The selling process, to include should you sell now? Pricing your property to sell in a changing market. How to prepare your home for the market, knowing your competition, hiring a REALTOR, inspections. What buyers expect, title search and closing/loan process for a buyer.

**Registration Fee:**   **Single:**       **\$19.00**  
                                  **Couple:**       **\$30.00**

## How to Avoid Probate

Date: 09/26/2013

Room: 250, NCC

Instructors: Attorney Donna White

F13214

Thurs – 7:00 PM to 8:15 PM

Session(s): 1

Max Limit: 25

A discussion of Estate Planning tools that provide alternatives to full probate administration and save money.

**Registration Fee:**       **\$25.00**

## Beginning Bridge

Date: 09/24/2013 thru 11/19/2013

Room: 250, NCC

Instructor: Tony Wenig

F13400

Tue – 6:30 PM to 9:00 PM

Sessions: 9

Max Limit: 20

Learn to play Bridge! Learn modern bidding techniques, play on offense and defense, and easy conventions. We use Duplicate Bridge tools to make learning quicker, but teach scoring for both Duplicate and Party Bridge. All bidding and play concepts and principles apply equally to Duplicate and Party Bridge. Students should bring pen or pencil and paper for notes.

Book required "Bridge For Everyone," Instructor will have the book the first night of class. Cost to be paid to instructor \$12.00

**Registration Fee:**       **\$55.00**

# DO YOU NEED YOUR GED?

JEFFERSON CITY PUBLIC SCHOOLS OFFER  
FREE ABE/GED CLASSES AT THE MILLER PERFORMING  
ARTS CENTER, 501 MADISON ST, FIRST FLOOR.

### DAYS

GED Classes: Monday thru Friday  
8:00 AM – 10:30 AM  
10:30 AM - 1:00 PM

### DAYS

ESL: Tuesday and Thursday  
8:00 AM to 12:30 Noon

### EVENINGS

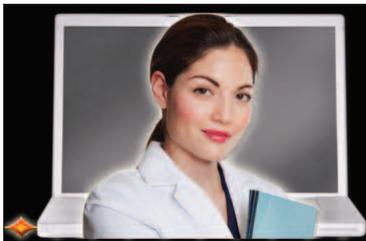
Monday, Tuesday and Wednesday  
6:00 PM – 9:00 PM

### ESL:

### EVENINGS

Tuesday and Thursday  
6:00 PM – 8:30 PM

**Call 659-3122 for more information.**



# HEALTH



## Acupressure With Your Fingers

Date: 12/04/2013

Room: 274, NCC

Instructor: Dr. Karl Swope

F13131

Wed – 5:30 PM to 8:30 PM

Sessions: 1

Max Limit: 12

Learn how to treat yourself and others, using the most powerful 18 points of acupuncture. Learn about acupuncture and meridians and how to tap into them.

Students should wear loose comfortable clothing and bring blanket/pad and pillow for table. **Liability Waiver required.**

**Registration Fee: \$39.00**



## Trigger Point Therapy Massage

Date: 12/05/2013

Room: 274, NCC

Instructor: Dr. Karl Swope

F13132

Thurs – 5:00 PM to 8:30 PM

Sessions: 1

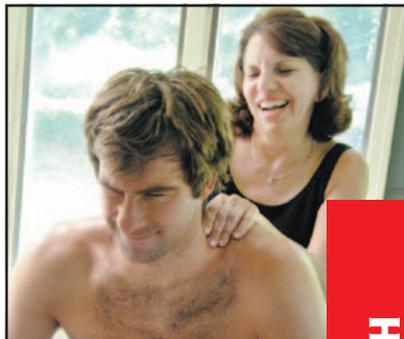
Max Limit: 12

Learn how to seek out and treat trigger points in the muscles of the body. By eliminating trigger points, you can help people with Chronic Pain, FibroMyalgia, Headaches, Low Back and neck pain and many other problems.

Wear loose comfortable clothes and bring pad/blanket or massage table.

**Liability Waiver required.**

**Registration Fee: \$39.00**



## Reflexology For Couples (Foot)

Date: 09/24/2013 & 09/25/2013

Room: 274, NCC

Instructor: Camilla Wieggers, R.N.

F13235

Tues & Wed - 6:00 PM to 8:00 PM

Sessions: 2

Max Limit: 12

Hands on teaching of the reflexes in the feet. Learn the how and why we activate these reflexes. We will discuss a brief history of foot reflexology and how it helps the overall health of the person receiving reflexology.

**Items to bring:** Each student will need to bring oil or massage lotion, padding for wooden class table or own massage table. Students should wear loose, comfortable clothing. **Liability Waiver Required.**

**Registration Fee: Couples \$55.00**



HEALTH

## Gift Certificate

  
**NICHOLS**  
Career Center

**Give A  
Class As  
A Gift!**



Do you need to use a computer to update your resume or work on a special project? Call to inquire about renting a computer at Nichols Career Center for \$10 an hour.

Call **659-3100** for more details.



Enroll by Phone with MasterCard or VISA!



**CMT and Insulin Administration Course** F13999  
 Date: 09/23/2013 to 11/11/2013 Mon & Thurs – 4:00 PM to 9:00 PM  
 Room: Adams Street Place Sessions: 15  
 1024 Adams Street Max Limit: 10  
 Jefferson City, MO  
 Instructor: Susan Callison

This course will provide the CNA with instruction on medication terminology and abbreviations, dosage, measurements and drug forms as well as transcribing physician's orders and infection control. This course will also include clinical site visits as well as instruction for insulin certification.

**Deadline to apply is August 30, 2013. No refunds after September 12, 2013.**

**Admission requirements include:** Submit official high school transcript or copy of high school diploma and/or copy of GED Certificate; submit a copy of your CNA Certificate (**must have been working as a Certified CNA for at least 6 months**); submit letter of recommendation from previous or current Director of Nursing or the Administrator (must be on facilities letterhead); proof of liability insurance; copy of TB and Hepatitis B vaccine, and current drug-screening test. All students must take the TABE test.

All applications must be delivered to Nichols Career Center in person so that the picture for the ID's may be taken. All requirements must be received by Nichols Career Center no later than September 12, 2013 in order to be accepted to the class.

**Registration Fee: \$479.00**

**WANTED WANTED WANTED WANTED WANTED WANTED WANTED**

*Nichols Career Center attempts to offer a diverse range of community education classes. If there are classes that we haven't offered lately that you may be interested in taking, please call us at (573) 659-3100 or complete the form below. If you have experience in an area and wish to teach, please indicate your area of expertise.*



Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Courses interested in taking: \_\_\_\_\_

\_\_\_\_\_

Courses interested in teaching: \_\_\_\_\_

\_\_\_\_\_

**Mail To:**

**Nichols Career Center  
 Adult Education**

**605 Union Street, Jefferson City, MO 65101**



**WANTED WANTED WANTED WANTED WANTED WANTED WANTED**



# CRAFTS/ HOBBIES

## Ribbons & Bows

Date: 10/22/2013  
Room: 158, NCC  
Instructor: Karen Albee

F13401  
Tues – 6:30 to 9:00 PM  
Sessions: 1  
Max Limit: 12

This class will teach you to tie bows and work with different types of ribbons. You will also learn great packaging ideas.

**Supplies to be purchased from the instructor: \$8.00**

**Registration Fee: \$15.00**  
**Registration Deadline: October 15, 2013**



## Intro To Jewelry Making – Copper Pendant F13406

Date: 10/03/2013  
Room: 272, NCC  
Instructor: Danya V. Roselle

Thu - 5:45 PM to 7:15 PM  
Sessions: 1  
Max Limit: 10

Join Danya Roselle in her evening class. Make one copper pendant using copper coil. Two copper washers will be added to the pendant. One washer will be a glass enamel piece made by the teacher. Natural stones or cat eye glass beads will be added to the pendant. Danya will share one of her pendant designs, plus her handy supply sheet. Tool use and supplies are included in the fee.

**Tool use and supplies are included in fee.**

**Registration Fee: \$30.00**

## Introduction to Needlepoint

Date: 09/18/2013 – 10/16/2013  
Room: 158, NCC  
Instructor: Julie Cook

F13998  
Wed – 6:00 PM to 8:30 PM  
Sessions: 5  
Max Limit: 10

Join Julie Cook in an introduction to basic needlepoint. You will learn the simple stitch you see on your grandmother's chair cushion and then go beyond to learn other stitches that will add texture and dimension to projects. You will finish the class with a notebook of stitched samples and a sampler pillow in your choice of colors and shapes. Julie will need to talk to you about color choices before the class starts.

**Students to pay instructor for supplies: \$31.50**

**Registration Fee: \$25.00**  
**Registration Deadline: Friday, September 13, 2013**



CRAFTS/  
HOBBIES

- \* Keep up with the latest trends
- \* Get prepared for the future
- \* Gain a competitive advantage
- \* Improve the quality of life
- \* Be a winner personally & professionally
- \* Continue your educational experience at...





### Scherenschnitte for the Holidays

Date: 11/12/2013  
Room: 169, NCC  
Instructor: Karen Albee

F13424  
Tues – 6:30 PM to 9:00 PM  
Sessions: 1  
Max Limit: 12

Learn the European art of Scherenschnitte in time to impress your friends during the holidays as well as any time of the year. Bring a sharp pair of scissors to class. Feel free to bring an exacto knife.

**An \$8.00 fee for supplies is payable to the instructor the night of class.**

**Registration Fee: \$15.00**



### Intermediate/Advanced Sewing

Date: 10/24/2013 – 11/12/13  
Room: 158, NCC  
Instructor: Joyce Becker

F13453  
Thurs & Tues – 6:00 PM to 9:00 PM  
Session(s): 6  
Max Limit: 7

This class is designed for seamstress wanting to tackle the “out of their comfort zone” projects. Learn how to read and adjust patterns to fit anybody size, window treatment, etc.. Learn shortcuts and tricks to make sewing enjoyable.

Each student will work on their own projects. Equipment needed based upon your projects: patterns and sewing notions. Bring your own machine (if you would like). Machines available based on availability.

**Instructor will contact each student prior to class to determin sewing level and have project materials ready for first class, as appropriate. Open instruction/hands-on/question format during entire class time.**

**Registration Fee: \$49.00**



# REGISTER EARLY...

- \* So you can be assured of space in the class
- \* So the instructor knows how many people for whom to prepare
- \* So we can contact you if there is a change in course time or location
- \* So we can notify you if the course is cancelled
- \* **So the class will not be cancelled for lack of enrollment**





### Chinese Cooking

Date: 11/05/2013  
 Room: 169, NCC  
 Instructor: Karen Albee

F13102  
 Tues – 6:30 PM to 9:00 PM  
 Session(s): 1  
 Max Limit: 12

Join this class and spend an evening learning about Chinese foods and cooking. Enroll with a friend for a fun time! **Student should bring a container to take home any leftovers.**

**Supplies to be purchased from the instructor the night of class: \$10.00**

**Registration Fee: \$19.00**  
**Registration Deadline: October 29, 2013**

### Cake Decorating (Basic)

Date: 09-24-2013  
 Room: 169, NCC  
 Instructor: Karen Albee

F13402  
 Tues – 6:30 PM to 9:00 PM  
 Session(s): 1  
 Max Limit: 12

Join us to learn the basics of cake decorating. You will learn flowers, borders, and other techniques to make your cake extra special for all of your coming events.

Supplies you will need to bring with you include:

- |  |                          |                  |
|--|--------------------------|------------------|
| APRON  | CAKE SPATULA             | SCISSORS         |
| FLOWER NAIL  | 2 COUPLERS               | 3 DECORATOR BAGS |
| SPOON  | CONTAINER FOR LEFT OVERS |                  |
| TIPS 70, 2D, 104, 12, 5, 21, 47 OR 4B              |                          |                  |
| 8 OR 9 INCH ROUND CAKE (Undecorated)               |                          |                  |
| FOOD COLORING OR YOUR CHOICE                       |                          |                  |
| 2 BATCHES OF BUTTERCREAM FROSTING (Recipe follows) |                          |                  |

BUTTERCREAM RECIPE: (This makes one batch)

- |               |   |
|---------------|---|
| 1 cup         | solid shortening  |
| 1 teaspoon    | vanilla   |
| 2 tablespoons | water   |
| 4 cups        | confectioner's sugar  |
| 1 tablespoon  | meringue powder (meringue powder is optional – it helps stabilize the frosting) |

Cream shortening, vanilla, and water together. Add sugar, one cup at a time. Beat until thoroughly combined. Beat an extra minute until creamy. **Student should bring a container to take home any leftovers.**

**Registration Fee: \$19.00**  
**Registration Deadline: September 17, 2013**



## Discover how your interests can lead to a Career in Technical Education.

### Contact New Traditions today:

- If you need:
- career counseling;
  - assessment of your interests, abilities, and experiences;
  - career-technical training information;
  - financial aid information;
  - support and encouragement as you make changes in your life.

Call: **NEW TRADITIONS**

**CALL 573/659-3049**

Nichols Career Center  
 605 Union Street  
 Jefferson City, MO 65101

**HOURS: 8:00 am-3:30 pm**  
 Monday - Friday  
 Please call for appointment.  
*Services are free.*



### Cake Pops for Halloween

Date: 10/23/2013  
Room: 169, NCC  
Instructor: Julie Cook

F13997  
Tue – 6:00 PM to 9:00 PM  
Session(s): 1  
Max Limit: 15

Hands on class for making treats on popsicle sticks in the shapes of cats, pumpkins, ghosts, and witches hats. You will leave the class with at least 6 cake pops to take home or to take pictures of before you eat them on the way home.

**Students should bring a container to take home finished product.**



**Registration Fee: \$19.00**  
**Registration Deadline: Friday, October 11, 2013**

### Crazy For Cupcakes

Date: 10/29/2013  
Room: 169, NCC  
Instructor: Karen Albee

F13619  
Tue – 6:30 PM to 9:00 PM  
Session(s): 1  
Max Limit: 12

Come join us as we create a variety of the coolest cupcakes! This class will feature both baking and decorating. Be ready for all your parties this holiday season. **Students should bring a container to take home cupcakes.**

**Supplies to be purchased from instructor: \$10.00**  
**Registration Fee: \$19.00**  
**Registration Deadline: October 22, 2013**

# PARENTS AS TEACHERS

Parents As Teachers serves all families at no cost. We see families from prenatal to kindergarten entry.

Please contact us at **573-659-3026**, or at  
Southwest Early Childhood Center  
812 St. Mary's Blvd., Jefferson City, MO 65109

# FOUR EASY WAYS TO REGISTER FOR CLASSES



## Mail In:

Send completed registration form along with fee by check, VISA, or MasterCard.

Please make check payable to Nichols Career Center, Adult Education, 605 Union Street, Jefferson City, MO 65101.

You may check your mail-in status by telephoning (573) 659-3100.



OR

## Fax In:



Fax completed registration form along with fee paid using VISA or MasterCard only to (573) 659-3154. For security purposes, you may wish to

phone in your credit card number. We do NOT accept Discover cards.

OR

## Phone In:

Call (573) 659-3100 to register with MasterCard or Visa only. (7:30 a.m. - 4:00 p.m.)

We do NOT accept Discover card. We cannot hold a space for you without credit card information.

**Have class information, MasterCard or VISA card number, expiration date and 3-digit security code ready.**

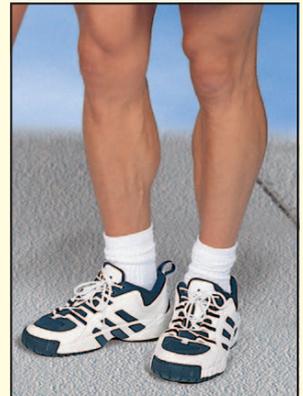
**If you register using a credit card, your card will not be charged until a few days before your class begins.**



OR

## Walk In:

Come to Room 261, Nichols Career Center, 605 Union Street between the hours of (7:30 a.m. - 4:00 p.m.) Please enter through the front door on the east side of the building (located between Nichols Career Center and the high school).



Thank you for supporting Adult Education programs at Nichols Career Center. Please mark your calendar with your class information. You are enrolled as soon as we receive the registration form and your fee. **You will not be notified unless a problem arises.** If you register early enough we will send you a Receipt/Confirmation before your class begins. Otherwise, enrollment will not be confirmed, but you may call to check the status of your registration. Unless contacted, plan to attend the first meeting as described. The refund policy will be adhered to – please refer to page 14 for the Cancellation/Refund Policy.



## CANCELLATION/REFUND POLICY AND CLASS INFORMATION

Since Community Education (non-credit) classes are self-supporting, the decision to run a class is based on the number of people enrolled. Nichols Career Center (NCC) reserves the right to cancel, combine, or divide classes, change the time, date, or place they meet, and to make other revisions as necessary. The information in this publication is based on conditions at printing and is subject to change. An attempt will be made to notify registrants by phone or mail if a class is changed or cancelled.

### CANCELLATION/REFUND POLICY:

- Full refund will be made if the class is cancelled by us, due to insufficient enrollment, or if the class is filled before your registration is received.
- If you notify our office at least four (4) working days prior to its start, any class may be cancelled by registrant and a full refund will be issued. This notice gives our office time to cancel a class when enrollment can no longer cover its cost.
- Withdrawal requests received at least three (3) working days prior to the start of the class will be refunded 50% of registration fee. **No refund will be given if you cancel less than three working days before the start of class, or if you register 3 days or less before the start of class, regardless of the type of payment.**
- If you paid by cash or check, please allow 6-8 weeks for refund to arrive by check in the mail. If you paid by credit card, your credit card account will be credited.

### OTHER INFORMATION:

- \* Costs of any texts, materials, or supplies are not included in the class fee, unless noted.
- \* Classes are held at Nichols Career Center unless otherwise noted.
- \* Cancellation of classes due to inclement weather are announced on the following stations:  
**Radio** – KWOS AM 950, KLIK AM 1240, KFAL AM 900, KCLR FM 99.3 KPLA FM 101.5, KBXR FM 102.3, , KOQL FM 106.1, KFMZ FM 98.3, KCMQ FM 96.7, KJLU FM 88.9,  
**Television** – KRCG Channel 13, KMIZ Channel 17, And KOMU Channel 8.
- \* Smoking is NOT permitted in the building or on school grounds.
- \* There is a \$25.00 charge on all returned checks.
- \* Every effort has been made to make this publication accurate as of the publication date; however, all policies, procedures, tuition/fees and curriculum are subject to change any time by appropriate action of instructors, the administration, or the Jefferson City Public School Board of Education. This publication is not intended to be a contract, explicit or implied, and the school reserves the right to make changes regarding the information contained herein.

# REGISTRATION FORM

Please mark your calendar with your class information. You are enrolled as soon as we receive this form and your fee unless a class is full. If registered early enough you will receive a Receipt/Confirmation in the mail. Otherwise, **You will not be notified unless difficulty is encountered.** Unless contacted, plan to attend the first meeting as described. You may call and check the status of your enrollment a few days before the class is scheduled to begin. Credit cards will not be charged until a few days before your class begins.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_) \_\_\_\_\_

METHOD OF PAYMENT:  Cash  Check (Ck. # \_\_\_\_\_ )  
 VISA  MC

Card Number \_\_\_\_\_ Expires \_\_\_\_\_

\*REQUIRED INFORMATION – PAYMENT CANNOT BE PROCESSED WITHOUT THESE NUMBERS. CALL IF YOU HAVE QUESTIONS.

**PLEASE ENROLL ME IN:**

COURSE #	COURSE TITLE	FEE

Please make checks payable to: **Nichols Career Center**  
 Enclose fees and mail to: ATTN: Adult Education  
 605 Union Street  
 Jefferson City, MO 65101

**I HAVE READ AND UNDERSTAND THE REGISTRATION AND REFUND POLICY FOR ADULT EDUCATION CLASSES.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

# REGISTRATION FORM

Please mark your calendar with your class information. You are enrolled as soon as we receive this form and your fee unless a class is full. If registered early enough you will receive a Receipt/Confirmation in the mail. Otherwise, **You will not be notified unless difficulty is encountered.** Unless contacted, plan to attend the first meeting as described. You may call and check the status of your enrollment a few days before the class is scheduled to begin. Credit cards will not be charged until a few days before your class begins.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_) \_\_\_\_\_

METHOD OF PAYMENT:  Cash  Check (Ck. # \_\_\_\_\_ )  
 VISA  MC

Card Number \_\_\_\_\_ Expires \_\_\_\_\_

\*REQUIRED INFORMATION – PAYMENT CANNOT BE PROCESSED WITHOUT THESE NUMBERS. CALL IF YOU HAVE QUESTIONS.

**PLEASE ENROLL ME IN:**

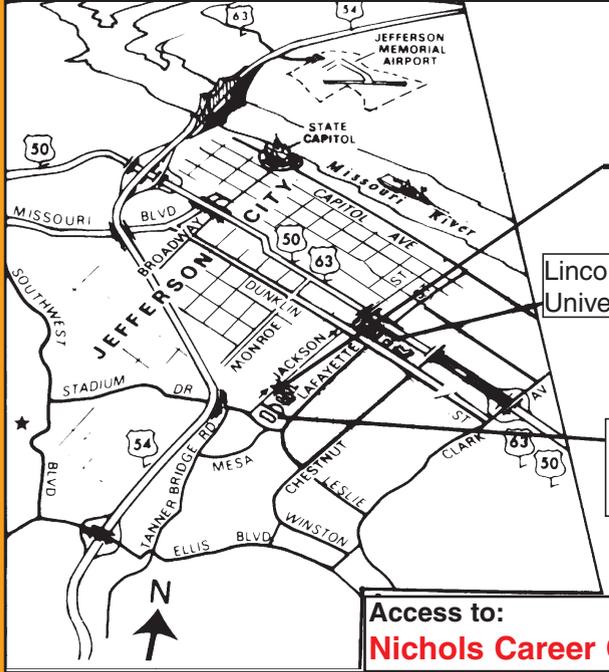
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Signature \_\_\_\_\_ Date \_\_\_\_\_

# Think About Career Education!



**NICHOLS  
CAREER  
CENTER**  
605 Union

Lincoln  
University

Jefferson City  
Public School  
Stadium

Access to:  
**Nichols Career Center**

**DIRECTIONS:** On Hwy. 54 West take the Stadium Exit right. Continue East on Stadium to Jackson Street. Turn left on Jackson and go 1 block to Union. Nichols Career Center is located at the corner of Jackson and Union.



605 Union Street  
Jefferson City, MO 65101  
Address Service Requested