

NICHOLS CAREER CENTER MISSION STATEMENT

The Staff at Nichols Career Center believes that students' learning is our highest priority. All students can learn and it is our responsibility to provide a safe and conducive learning atmosphere and to provide the opportunity for all students to master the technical skills that will meet their goals.

We are preparing students for a technological future in a diverse society. Nichols Career Center will assist each student in achieving individual growth through academics and partnerships among student, teacher, and industry. We will guide students to assume the responsibility to attain their maximum potential as life-long learners employees.

PHILOSOPHY

Nichols Career Center is an area career and technical school committed to serving the needs of secondary and adult students in the mid-Missouri area. Instructional Programs strive to provide the opportunity to develop marketable skills, attitudes, and knowledge which enables the student to obtain a job, continue his or her career and technical education, and/or advance in a chosen career. The school responds to the identified needs of the community by providing quality education programs that are accessible to all who can benefit from them.

Career and technical education is an integral part of the total education program. Knowing that a comprehensive education is necessary in today's changing world and recognizing that career and technical education has both cultural and practical value, career and technical programs are designed to supplement the general education program and build on the foundation that is provided.

The educational programs and services include, but are not limited to the following:

- providing quality programs and services to meet the needs of secondary and adult students, as well as demands of business and industry;
- providing programs, services and activities which assure equal access by females and males;
- integrating the academic basic into the curriculum;
- providing a competency-based curriculum;
- providing programs and services for disadvantaged and disabled students;
- providing community education classes; and
- providing services, including individual counseling, career planning, pre-employment skills, job placement, testing and financial aid.

ADMISSIONS

All graduates from accredited high schools, or individuals presenting a certificate for high schools equivalency through the General Educational Development (GED) test are eligible to apply to programs at Nichols Career Center.

ADMISSION PROCESS & REQUIREMENTS

- I. Application procedure for All students
 1. Complete the application form.
 2. Return the application to the office of Admissions with the \$15 nonrefundable applications fee. **Make check payable to Nichols Career Center.**
 3. Submit official high school transcript and/or official GED transcript, and any official post secondary transcripts.
 4. All applicants will be contacted to schedule an interview.
- II. Application procedure for Dental Assisting Students
 1. Follow the procedures in Section I above.
 2. Submit completed essay form with application for admissions.
 3. Schedule and complete observation form.
 4. All applicants will be contacted to schedule an entrance examination and interview.
- III. Application procedure for Licensed Practical Nursing Students
 1. Follow the procedures in Section I above.
 2. All applicants will be contacted to schedule an entrance examination and interview.
 3. Schedule and complete the observation form.
 4. A personal interview will be scheduled by the program coordinator.
- IV. Application Procedure for Radiologic Technology Students
 1. Follow the procedures in Section I above.
 2. Official transcripts must confirm at least 15 hours of college coursework. A combination of courses must be taken in these areas:
 - Written/oral communications (at least one course is required)
 - Math (at least one course is required)
 - Art and humanities
 - Information systems
 - Social/Behavioral sciences
 - Natural Sciences
 3. Schedule and complete the observation form.
 4. Submit ACT score.
 5. A personal interview will be scheduled by the program director.

Application Deadlines:

Radiologic Technology - 2nd Monday in March

All other programs will remain open until the program is full. You are encouraged to apply early in order to obtain a slot. When all information has been received, you will be notified of your admission status. Each program requires a deposit fee after you are accepted into that program. The amount varies by program. Program deposits are non-refundable. Notice to applicants with I-20 status: NCC is NOT a certified I-20 school.

FINANCIAL AID

Financial aid is funding awarded to a student through federal, state, or local agencies. Generally speaking, it would be any funds received other than those supplied by the student or family. Such funding sources may include, but are not limited to: federal or state grants, federal loans, scholarship, veterans' benefits, vocational rehabilitation, A+ funding, WIA, GAMM, or other agency funding.

Most financial aid is based on student financial need and eligibility to receive aid. This need is the difference between the amount of money the student and his/her family can provide for an education and the cost of that education. In order to determine eligibility to receive Title IV funding (i.e. grants and Direct Loans), students MUST complete the Free Application for Federal Student Aid (FAFSA). This can be done as early as January of the year that the student plans to enroll. A student may go to the website to complete the FAFSA; website is www.fafsa.ed.gov. The application will be processed by the federal government, approximately seven to ten days after the student completes it. If you do not have access to a computer, you may go to the public library. Before you complete the FAFSA, you should get a pin number: www.pin.ed.gov. Dependent students should also get a pin number for the parent by going to this website. Please put your pin number in a secure place. You (and your parent, if you are dependent) will sign the FAFSA after you complete it, using the pin number.

For assistance with any questions you may have, or for completing the FAFSA, of securing a FAFSA Worksheet you may contact:

Nichols Career Center
Financial Aid Administrator
605 Union Street
Jefferson City, MO 65101
Phone # (573) 659-3104

The Office is open from 7:30 A.M. to 4:00 P.M., Monday through Thursday (closes at 3:30 P.M. on Friday; some evening hours are available, Monday through Thursday). Students may make an appointment if they wish to meet with the financial aid administrator in the evenings.

NOTE: If Nichols Career Center has not received a valid Institutional Student Information Record (ISIR) - derived from the FAFSA, by the first day of classes, or if a student is not eligible for financial aid 1/4 of the tuition cost for the first payment period will be required by September 15.

Students who qualify for Pell Grants or Direct loans will not receive those funds until they have attended school for 30 days in payment period one. If a student is selected for verification, he/she must complete the requirements for that before they can be awarded any funds. Sometimes aid might change when corrections are made to the FAFSA. Students will be notified of any changes that cause an increase or decrease in funding. The second disbursement of funds will not be awarded until students have attended 1/2 of the total academic program hours and clock weeks of their programs. All required paperwork MUST be completed in order for a student to receive financial aid funds, and he/she must be making satisfactory academic progress (grades and attendance).

Nichols Career Center allows students to sign a promissory note and make payment according to a deferred payment plan. Students receiving Title IV funding will have funds applied to their account to pay for charges for the payment period. After the payment for tuition/fees have been applied to the student's account, any remaining funds will be awarded to the student as a refund check. For dependent students whose parents are eligible for a PLUS loan, the refund check will be written out to the parent. On the average, the refund check will be received via the Board of Education's Business Office between 2-4 working days. PLEASE NOTE that all loans MUST be paid back.

Title IV funds are meant to be used for educational purposes. Each student should make a budget, and avoid taking out more loan money than they need. Students completing the loan application MUST attend a loan Entrance Interview (arrangement will be made by the Financial Aid Administrator). Students will also be required to attend a loan Exit Interview before they graduate or leave Nichols Career Center.

FINANCIAL AID ELIGIBILITY

1. Must be a U.S. citizen or eligible non-citizen
2. Must have a financial need
3. Must have a high school diploma or GED
4. Must be enrolled in a NCC full or half time program
5. Must not be in default on a student loan or owe title IV funds to the Department of Education
6. Must use any federal aid solely for educational purposes
7. Must meet federal governments' standards for drug related convictions involving sale or use of illegal drugs
8. Must maintain satisfactory academic progress as determined by specific program and 87% attendance rate at time of financial aid disbursement
9. Must have the required minimum clock hours/weeks at time of financial aid disbursement (see the Nichols Career Center's Financial Aid Handbook for specific details).

NOTE: Eligibility is determined by completing the FAFSA. NCC's Federal School code is 013664.

WITHDRAWAL PROCESS AND RETURN OF FUNDS

Students withdrawing from a program must provide a written statement (see individual program requirements) and complete the withdrawal/dismissal form with the Program Coordinator. All students receiving grants or Student Loans must also meet with the Financial Aid Administrator to complete the Exit Interview form. Students who have a balance owed on their Nichols Career Center's account must pay that balance. Tuition refunds are based on the official withdrawal/dismissal date, and are calculated accordingly (students should review the financial aid handbook for refund policies).

HOUSING AND ACCESSIBILITY

NCC is located in Jefferson City with easy access from Highways 63 and 54. The city bus service, Jefftran, 573-634-6477, may be contacted for in-city bus service. NCC does not provide campus housing. Assistance in locating off campus housing is available upon request. Commuting cost can be obtained from the Federal Highway Administration, 573-636-7104. The NCC facility is wheelchair accessible.

SKILLSUSA

Nichols Career Center has a very active student organization, SkillsUSA. Students are encouraged to participate in the local service projects and in the local, state, and national program competitions.

COUNSELING AND PLACEMENT

Educational, career, and personal counseling are available to all students. Individuals desiring an interest and/or aptitude assessment should contact the NCC Counseling Office. A counselor is available daily by appointment. NCC also provides assistance to students and graduates in finding full-time employment. Specific program placement and graduation rates vary, and these data are available in the Adult Counseling Office or the Financial Aid Office.

Emphasis is placed on student readiness to enter the job market. Resume and interview preparation services are available to all students through classroom instruction and the Counseling Office.

COMPLETION/GRADUATION

Students who complete a program, meet minimum standards for academic progress and meet the attendance requirements (see respective handbook for each program's guidelines) will be awarded a diploma. Nichols Career Center has a positive history of graduating its students. Information on the graduation rates for all programs can be obtained from the Counseling Office of the Adult Education Office.

ARTICULATION

Articulation is the process of linking the educational procedures of at least two schools to create a coordinated learning system. Articulation will help students make a smooth transition from Nichols Career Center to a community college, university, or art institute depending on the student's particular program. Each program agreement with NCC is different. For specific details see the adult counselor.

Articulation will allow students to receive college credit or advance standing for the core competencies that students master at NCC. Eligibility requirements and procedures differ with each institution. Detailed articulation information may be obtained from the NCC Counseling Office and from particular NCC programs.

SAFE SCHOOLS ACT 1996

Nichols Career Center serves adults and high school students from Jefferson City and nine other area schools. Therefore, NCC must follow the Safe Schools Act of 1996 guidelines. Adult students accepted into a NCC program must complete a Request For Child Abuse or Neglect/Criminal Record form for the Missouri State Highway Patrol and the Department of Social Services. Each program will provide a form to their students. Knowledge of

this confidential information is limited to NCC administration unless the results indicate conviction of crime(s) involving individuals under age 18.

DRUG ENFORCEMENT POLICY

It is the desire of the Jefferson City Board of Education and Nichols Career Center that all persons participating in the educational process are able to teach, learn, and work in a drug free environment. All suspected drug and alcohol offenders will be reported to the appropriate law enforcement agency. Unlawful possession, use, manufacture, or distribution of alcohol, illicit drugs or substances represented to be drugs on school property will not be tolerated and will result in dismissal from the education program. Unlawful possession, use, manufacture, or distribution of illicit drugs or substances represented to be drugs off school property might result in dismissal from the program of study.

CAMPUS SECURITY

NCC makes every attempt to provide a safe learning environment. The Jefferson City Board of Education and Nichols Career Center are in compliance with the Missouri Safe Schools Act of 1996. It is the desire of the Nichols Career Center administration and staff that all employees, students, and potential students have a safe environment in which to work and learn. The campus is well lighted and has appropriate security. Building evacuation routes for fire and natural disasters are posted in each classroom and are practiced during the school year.

As an institution that receives Title IV funding, we are required to submit crime statistics to the Department of Education each year. Updated data is submitted in October of each year. General public access to the Nichols Career Center annual campus crime report is available at <http://ope.ed.gov/security>. If you have any questions regarding the report, have difficulty with the website, or wish to obtain a hardcopy of the report, see the Adult Counselor.

TRADE AND INDUSTRIAL PROGRAM

Automotive Collision Technology

Skills are achieved through computer-based classroom instruction and hands-on activities in a well-equipped shop area. Basic skills developed include safety, fundamentals of collisions repair, welding, part replacement, straightening body panels, refinishing, trim and hardware, restraint systems, suspension systems, measuring, and straightening structural steel. Students receive a Missouri competency profile which will indicate to

potential employers and postsecondary institutions the student's ability and skills achieved throughout the two year course. The instructor and the program are ASE (Automotive Service Excellence) certified.

Automotive Technology

Repair of the automobile requires a dedicated and well-trained technician. The facility includes a computer-based classroom and fully equipped shop capable of handling most American built autos. The entire automobile is studied, and students receive both technical and practical repair experience on practice and "live" projects. Students enrolling should be planning to enter the auto repair field as a vocation. Auto Technology is a one or two year program. The program and the instructor are ASE master certified.

Building Trades

This course is designed for students interested in entering one of the building trades such as carpentry, concrete work, painting, or other related trades. It is not designed to develop students' skill to journeyman level, but instead to give students a broad base upon which to establish future training in apprenticeship. The skills and information taught are based upon construction of a five or six room residence. As far as local building codes permit, the house is constructed by the students. The enrollee should take Construction Trades prior to this class to develop his/her basic skills. This program is accredited by the Association of General Contractors.

Computer Technology

This program provides students the opportunity to acquire real-world skills dealing with computers by using application software, Internet, hardware, troubleshooting, networking and programming. First and second year students will enhance their problem solving skills learning programming languages in Visual BASIC, C, Visual C++, HTML and other programs as time allows. Students will receive training in Cisco Network Academy Curriculum, which after completing four semesters will prepare them to take the Cisco Network Associate test. While considerable time is dedicated to "hands-on" learning activities, multiple learning styles are addressed through the program. Those considering this course should know the fundamentals of Algebra and have basic computer skills that include a knowledge of MS Work and Excel.

Commercial Art/Graphic Communications

The graphic communications industry is a diverse \$200 billion a year industry. This industry touches every per-

son, every day with printed materials, clothing, signs, billboards, web publications and advertising. As computer innovations continue to radically move the printing industry in digital directions, the roles of commercial artists and printing technicians are merging. Graphic methods of advertising and the visual power to convince an audience to take action are essential in today's society. Whether in billboard designs, brochures, logo designs, packaging displays or other visual communications, the graphic artist must blend the gift of creativity with technical skills to produce messages that people will remember. You will illustrate and design artwork to complement the written words. Emphasis is on electronic design and computer competence.

The class is comprised of units on typography, design and layout, color theory, computer illustration (Adobe Illustrator), digital imaging (Photoshop), page layout (InDesign), screen printing on clothing, vinyl signmaking, platemaking, offset printing on paper, and bindery operations. The combinations of lecture and hands-on provides students a broad understanding of this field. Those considering this course should have at least one semester of keyboarding and/or computer applications.

Electronics

The Nichols Career Center Electronics program can get you jump-started in many career fields. Industrial electronics, manufacturing, robotics, computers and networking, lasers, bio-medical, avionics, and the electrical fields are just a few areas where a background in electronics would be a valuable asset. This two-year program is broad in nature and is designed to provide a general knowledge of basic concepts and principals used in various electronic, manufacturing, and networking applications. The program is designed to accommodate students with a variety of interests.

ELECTRONICS: Analog electronics is an introduction to electricity and electronics, safety, soldering, AC/DC, series/parallel circuits, Ohm's Law, and components such as resistors, capacitors, diodes, and transistors. Digital electronics covers binary logic gates and their function in computers, calculators, clock and timing circuits, and other electronic devices.

ROBOTICS: Explore the areas of microprocessors and robotic movement. Instruction will cover robots in the manufacturing industry, programming microprocessors, and building a robot. The course will also include programmable logic controllers (PLCs) and their uses in industry.

COMPUTER NETWORKING: The Cisco curriculum is used world wide as a resource for teaching computer networking and LAN/WAN configuration and design. Completion of this course can prepare the student for taking the Cisco Certified Network Administrator (CCNA) certification exam.

Heating, Air Conditioning, and Refrigeration

This course prepares students who plan to be electricians, sheet metal workers, pipefitter, refrigeration technicians, heating and air conditioning service and installation technicians. Students who complete the course are prepared to take the EPA certification test for refrigerant handling. Theory is taught in the classroom and practical experience is gained by hands-on training in the shop.

Welding

The Welding program is designed to allow for advancement at the student's own rate. This class trains students in all aspects of welding: oxy-fuel cutting-welding, shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, and plasma cutting. Welding theory and related information is taught in the classroom. Practical experience is through actual hands-on work in a modern, well-equipped shop. Upon completion of the welding program, students will have the knowledge to take the Welding Certification test.

HEALTH RELATED PROGRAMS

Dental Assisting

Dental Assisting is a progressive and dynamic healthcare profession. During the nine-month, full-time program students develop the knowledge and skills to perform a variety of dental assisting responsibilities including instrument transfer, mixing restorative materials, taking impressions, providing oral health instruction and performing coronal polishes on patients. Students become skilled in taking and evaluating dental x-rays and in performing dental laboratory procedures. They are introduced to paper and electronic business office forms.

STATE CERTIFICATIONS:

During this program each student becomes Expanded Function Dental Assistant (EFDA) certified in the state of Missouri. In addition, each student receives the required training for state certification in nitrous oxide monitoring.

NATIONAL CERTIFICATION:

This program is accredited by the Commission on Dental Accreditation of the American Dental Association.

Graduates are eligible to sit for the Dental Assisting National Board Examination to earn the designation: Certified Dental Assistant.

Practical Nursing

A practical nurse is a person prepared by an educational program to perform selected acts to promote health or to care for people experiencing alterations in normal health processes.

All such nursing care shall be given under the direction of a person licensed by a state regulatory board to prescribe medication and treatment or under the direction of a registered professional nurse.

A career Technical Practical Nurse education helps the student acquire skills, and knowledge essential to his/her role as a competent practical nurse in his/her community.

The Practical Nursing Program is a one-year program for both men and women. It is a full day-time educational program meeting Monday through Thursday. The classrooms are in Nichols Career Center, 605 Union, Jefferson City, Missouri. Clinical and classroom experience (1375 clock hours) is obtained at Nichols Career Center and in local hospitals, nursing homes, and agencies. Successful completion of the program will qualify students to apply to take the State Board of Nursing examination to become a Licensed Practical Nurse. The Program does not guarantee eligibility to take the licensure exam.

Opportunities for employment include staff nursing in hospitals, private duty nursing, nursing in clinics, public health agencies, doctors' offices, nursing homes and home health.

Radiologic Technology

Radiologic Technology is a two-year program at Nichols Career Center. Radiologic technologists perform diagnostic x-ray examinations. X-ray are taken in the Radiology department, emergency rooms, surgery, and at the patient's bedside. Clinical work is performed at several area hospitals and clinics. Minimum requirements include proof of high school graduation or GED, ACT scores, and 15 credit hours of college coursework. A combination of courses must be taken in these areas: Written/oral communication (at least one course is required), Math (at least one course is required), Arts & humanities, Information systems, Social/behavioral sciences, or Natural Sciences. Applicants are required to observe in a radiology department and submit the nec-

essary form. Admittance into the program is contingent upon satisfactorily completing a physical examination, drug screening and criminal background check. **Application deadline is the second Monday in March.**

The Radiologic Technology Program has x-ray equipment that is state-of-the-art. The Program is accredited by the Joint Review Committee on Education in Radiologic Technology. Students are eligible to sit for the American Registry of Radiologic Technologists exam upon completion of the program.

NOTE: For additional consumer information, please visit our website at: www.nicholscareercenter.org

NICHOLS CAREER CENTER FACULTY

Director.....	Mrs. Sharon Longan
Assistant Director.....	Dr. Patricia Wright-Tatum
Supervisor of Adult Education	Dr. Patricia Wright-Tatum
Financial Aid Administrator.....	Dr. Patricia Wright-Tatum
Adult Counseling and New Traditions.....	Ms. Brandy Martin
Counseling and Placement.....	Ms. Karla Denny
Auto Collision Technology	Mr. Dennis Bruemmer
Automotive Technology	Mr. Joe Hires
Building Trades.....	Mr. Mike Schaefer
Commercial Art/Graphic Communication....	Mrs. Cheryl Wolf
Computer Technology	Mr. Jim Farthing
Construction Trades	Mr. Bryan Wolf
Coordinator, Dental Assisting	Mrs. Linda Twehous
Dental Assisting.....	Mrs. Wanda Stout
Electronics	Mr. Matthew Yeager
Heating/A.C./Refrigeration.....	Mr. Craig Strope
Coordinator, Practical Nursing	Mrs. Shelly Wehmeyer
Practical Nursing.....	Mrs. Kelly Royston
Practical Nursing.....	Mrs. Pearl Lariosa
Coordinator, Radiologic Technology.....	Dr. Ronda Wahl
Radiologic Technology	Mrs. Vicki Johnson
Radiologic Technology	Mrs. Cindy Haller-Raithel
Resource Educator.....	Ms. Brandy Martin
Welding.....	Mr. Kenny Thomas