

# ACE

ADULT & COMMUNITY  
EDUCATION

*School District of the City of St. Charles*

**The expert  
in anything  
was once a  
beginner.**

**Keep Going,**

**Keep Growing**

**Over 150 Career  
and Enrichment  
Course Offerings!**

**REGISTER TODAY**

# SPRING/SUMMER 2024 COURSE SCHEDULE

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## OUR MISSION

The St. Charles Adult & Community Education (ACE) will provide affordable career training and lifelong learning opportunities for students to achieve their educational, career, and personal development goals.

### *Your Link to Lifelong Learning!*

**Thank you for being our valued customers! We are grateful for the pleasure of serving you with community wide educational solutions.**

## ADULT & COMMUNITY EDUCATION STAFF

Steve Smith–Asst. Dir., Lewis & Clark, Ed.D.

Stephanie Collins–Program Supervisor, Ed.D.

Mary Ehlmann–Marketing Specialist, CPP

Sarah Steinbruegge–Secretary, CPP

## SPRING / SUMMER CALENDAR

Feb. 28-March 1....Parent/Teacher Conferences (*no classes*)

March 25-29.....Spring Break (*no classes*)

April 1.....Spring Holiday (*no classes*)

May 27.....Memorial Day (*no classes*)

June 19.....Juneteenth (*no classes*)

July 4.....Independence Day (*no classes*)

While every effort has been made to ensure the accuracy of this schedule, changes do occur. We thank you for understanding. Check our website for posted updates and changes.



**We're Hiring**  
*Join Our Team*

### Part-Time Instructors

Are you interested in showcasing your skills? If so, ACE would like you to **Join Our Team** as a part-time instructor teaching adult evening or weekend courses to share what you know with other people!

**Please visit:**

**[www.stcharlesae.org/instructors-wanted](http://www.stcharlesae.org/instructors-wanted)**

for more information or call **636-443-4018** to speak with a member of our team.



**Online Classes**  
**24 hrs. a day / 7 days a week**

**ed2go**

For a full list of courses, dates, tuition, and to register:  
**[www.stcharlesae.org/online-classes](http://www.stcharlesae.org/online-classes)**

## ADULT & COMMUNITY EDUCATION OFFICE LOCATION:

2400 Zumbahl Road | St. Charles, MO 63301

## CONTACT INFORMATION:

**OFFICE:** (636) 443-4043 | **FAX:** (636) 443-4044

**WEBSITE:** [www.stcharlesae.org](http://www.stcharlesae.org)

**EMAIL:** [adulteducation@stcharlessd.org](mailto:adulteducation@stcharlessd.org)

## OFFICE HOURS:

Monday-Thursday: 9:00AM-6:30PM

Friday: 9:00AM-4:00PM

Saturday-Sunday: Closed

## CAREER TRAINING

### EMT



#### Emergency Medical Technician Program

Are you interested in becoming a licensed Emergency Medical Technician? The St. Charles EMT Training Program provides the basic level of training for the emergency care provider and leads to state and national licensure examinations. Students will master basic emergency care skills through classroom training, hands-on skill training, and clinical observation in a hospital emergency department and an ambulance. Upon completing this program, students are eligible to take the National Registry Exam (NREMT) for certification by the State of Missouri.

**PLEASE NOTE:** Prospective students must attend a mandatory orientation to obtain the requirements for the program and pass the entrance exam to enroll. You must be 18 or older and provide proof of a high school diploma, GED/HISET, or college transcript. A Missouri criminal background check is required for all incoming students. **WIOA Approved** (No class: 7/4, 10/24, 10/31, 11/28)

#### 10-Week Accelerated

COURSE #	DATE	DAY	TIME	LOC.
H0827-01	5/21-7/30	TU/TH	9AM-4:30PM	L&C 103

Tuition: \$1,349 / Textbook: \$150 / Lab Fee: \$150  
CPR: \$80 / 20 Classes / CEU  
Instructor: Brian Beasley

#### Fall 2024

COURSE #	DATE	DAY	TIME	LOC.
H0751-01	8/13-12/10	TU/TH	9AM-1PM	L&C 103
H0751-02	8/13-12/10	TU/TH	6-10PM	L&C 103

Tuition: \$1,349 / Textbook: \$150 / Lab Fee: \$150  
CPR: \$80 / 32 Classes / CEU  
Instructor: Brian Beasley



The St. Charles EMT Program is accredited by the State of Missouri Dept. of Health and Senior Services.

#### Orientation Dates:

##### All orientations are at 5PM

March 7, March 19, April 11, April 23  
May 2, May 7, May 16, June 13, June 25

#### Entrance Exam Dates:

##### All exams are from 5:30-8PM

March 7, March 19, April 11, April 23  
May 2, May 7, May 16, June 13, June 25

All students **MUST** attend an orientation and pass an entrance exam before enrolling in the program.

#### Register for the exam today (\$25)

www.stcharlesae.org  
or (636) 443-4043



According to the U.S. Bureau of Labor Statistics, employment of EMTs is projected to grow 11% from 2023-2030. About 20,700 openings are projected each year, on average, over the decade.

### In the Spotlight



Brian Beasley has been a firefighter/paramedic for 28 years at Central County Fire and Rescue. His certifications and service awards include Missouri Firefighter I & II, National Registry EMT-Paramedic, Community Paramedic, and State of Missouri Hazardous Material Technician and work with the Community Outreach program.



In 1995, Brian started teaching as an adjunct instructor for the St. Charles EMT program and currently serves as the primary instructor. What began as a part-time job quickly turned into his passion. Over the years, he has guided hundreds of students who have become healthcare workers and first responders. Brian's greatest teaching reward is sharing his real-life experiences and knowledge with his students.

#### 24-Hour EMT Refresher Course

The 24-hour Refresher course is designed to meet the Department of Transportation (DOT) requirements, National Registry standards, and the State of Missouri Bureau of EMS.

This course is for you if any of the following apply:

- You have made (3) unsuccessful attempts at the NREMT written exam.
- Your NREMT Certification has lapsed.
- Your State EMT license has lapsed.
- You are not currently working in the field and want to keep an active EMT-B license.

You must provide a copy of your EMT license and BLS certification before the first day of the course. To obtain your refresher certification, you must attend all classes.

COURSE #	DATE	DAY	TIME	LOC.
H0828-02	5/6-5/22	M/W	5-9pm	L&C B205

Tuition: \$229 / 6 Classes

Instructor: Brian Beasley

#### NEW 40-Hour EMT Refresher Course

Nationally Registered EMTs (NREMT) are required to renew their certification every two years. NREMTs can recertify by either taking the cognitive examination or completing continuing education. This 40-hour refresher course provides all the continuing education needed for those currently certified by NREMT.

This course will meet all requirements for each component:

- National Component
- State/Local Component
- Individual Component

You must provide a copy of your license and CPR/BLS certification before the first day of the course. You must attend all classes to obtain your refresher certification. (No class: 5/27)

COURSE #	DATE	DAY	TIME	LOC.
H0847-01	5/6-6/10	M/W	5-9pm	L&C 103

Tuition: \$359 / 10 Classes

Instructor: Brian Beasley



Follow Us: EMT Facebook

www.facebook.com/StCharlesEMTTraining

## CPR



### NEW CPR & Stop the Bleed Training

**This training is divided into 2 parts, and it will cover the following topics:**

**CPR**—This course aims to identify life-threatening emergencies and how to provide prompt care. The course covers adult, child, and infant CPR with AED certification. Participants will practice techniques on the floor, so comfortable clothing is recommended.

**Stop the Bleed**—Bleeding injuries can occur at any location. Rather than being a bystander, you can take action by becoming an immediate responder. This course will teach you how to identify life-threatening bleeding and respond promptly and effectively to control it.

COURSE #	DATE	DAY	TIME	LOC.
H0844-01	3/9	SAT	9AM-3PM	L&C 103
H0844-02	4/27	SAT	9AM-3PM	L&C 103

Tuition: \$99 / 1 Class

Instructors: Brian Beasley & Jonah Wilson

### NEW Pediatric Advanced Life Support (PALS)

The American Heart Association's (AHA) updated Pediatric Advanced Life Support (PALS) Course, in line with the 2020 AHA guidelines, provides an instructor-led experience with videos and simulated pediatric emergencies. This classroom training reinforces key concepts, such as a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation, and team dynamics. Geared towards healthcare professionals and emergency responders, especially:

- Pediatricians
- Pediatric Nurses
- Emergency Physicians
- Paramedics
- Pediatric Intensive Care Unit (PICU) Nurses
- Other healthcare providers in pediatric care.

Enroll in PALS to gain essential knowledge and skills for optimal care in critical pediatric situations, contributing to improved outcomes for young patients.



**American Heart Association®**

### NEW Advanced Cardiac Life Support (ACLS)

Advanced Cardiovascular Life Support (ACLS) is an intensive program that expands on Basic Life Support (BLS) principles, focusing on the crucial role of continuous, high-quality CPR in life-saving situations. Participants undergo hands-on training and simulated cases to enhance proficiency in recognizing and intervening during critical scenarios like cardiopulmonary arrest, immediate post-cardiac arrest, acute arrhythmia, stroke, and acute coronary syndromes. Ideal for healthcare professionals and emergency responders, including:

- Registered Nurses
- Physicians
- Paramedics
- Emergency Medical Technicians (EMTs)
- Respiratory Therapists
- Other healthcare providers managing cardiac emergencies

Enrollment in ACLS equips participants with the knowledge and skills to respond effectively to complex cardiac events, contributing to improved patient outcomes.

COURSE #	DATE	DAY	TIME	LOC.
H0845-01	4/5	F	8AM-4PM	L&C 103

Tuition: \$199 / 1 Class

Instructor: Aaron Peters



COURSE #	DATE	DAY	TIME	LOC.
H0846-01	4/29	M	8AM-4PM	L&C MULTI A

Tuition: \$199 / 1 Class

Instructor: Aaron Peters

## In the Spotlight



Aaron Peters has served as a firefighter/paramedic for Lincoln County, Abbott EMS, and currently for the Valley Park Fire Protection District, where he has been for four years. His certifications include Firefighter 1 and 2, AMLS, PHTLS, ACLS and PALS instructor, CPR, Healthsaver instructor, and hazmat operations. He also served in the Navy for five years. He was a member of the At-Sea Fire Party and the Engineering Training Team (ETT), where he trained approximately 100-150 sailors in casualty control situations. Aaron began teaching as an EMT instructor to help students pursue this incredible, life-changing career and give back to the EMS community.



## Online Classes

**24 hrs. a day / 7 days a week**

-Become a Physical Therapy Aide	\$135
-Handling Medical Emergencies	\$135
-Medical Transcription	\$135
-Become an Optical Assitant	\$135
-HIPAA Compliance	\$135
-Explore a Career in Nursing	\$135
-Become a Veterinary Assistant	\$135
-Introduction to Natural Health and Healing	\$125
-Nutrition and Health Bundle	\$215
-Mind-Body Therapies Bundle	\$300
-Certificate in Food, Nutrition, and Health	\$105
-Certificate in Energy Medicine	\$69
-Certificate in Gerontology	\$189
-Certificate in Brain Health	\$79
-Certificate in Stress Management	\$79
-Certificate in Meditation	\$79
-Certificate in End of Life Care	\$189

**For a full list of courses, dates, tuition, and to register:**  
[www.stcharlesae.org/online-classes](http://www.stcharlesae.org/online-classes)

## CAREER TRAINING

### PHLEBOTOMY



#### Phlebotomy Training Program

The St. Charles Phlebotomy Training program is designed to equip students with the fundamental skills required to become phlebotomists in diverse job opportunities. This comprehensive 8-week course includes 48 hours of lectures, hands-on skills labs, and assessments. Topics covered include anatomy and physiology, blood collection theory and handling, safety, and relevant phlebotomy laws and regulations.

Upon completing the course, you will take the Certified Phlebotomy Technician (CPT) exam provided by the National Healthcareer Association (NHA). With a CPT certification, you will have the credentials to set yourself apart from other applicants as you embark on a rewarding healthcare career.

**PLEASE NOTE:** Prospective students must attend a mandatory orientation to obtain the requirements for the program. Students must be 18 or older and provide proof of a high school diploma, GED/HISET, or college transcript. Proof of a negative PPD test and immunization records reflecting Hepatitis B, TDap, and influenza. A Missouri criminal background check is required for all incoming students. Register today and open the door to a rewarding career path! **WIOA Approved** (No class: 6/19, 7/3)

COURSE #	DATE	DAY	TIME	LOC.
H0779-03	6/3-7/31	M/W	10AM-1PM	L&C 103
H0779-04	6/3-7/31	M/W	6-9PM	L&C 103

Tuition: \$656 / Deposit: \$40 / NHA Test Fee: \$125

Online Study Guide: \$78 / 16 Classes / CEU

Instructor: Lakeeta Johnson

#### Orientation Dates:

Learn more about this exciting career at an upcoming orientation (via ZOOM). All students must attend an orientation to enroll. **All orientations are at 5PM**

March 13, April 8, April 24, May 6, May 15, May 29

### MEDICAL BILLING & CODING

#### Certified Billing & Coding Specialist

*Prerequisite: Basic Computer Skills*

There is a high demand for skilled medical billing and coding professionals in the healthcare industry, and employment is projected to grow 15% from now to 2025. Medical billers and coders are responsible for coding a patient's diagnosis along with a request for payments from the patient's insurance company. The St. Charles Billing and Coding Specialist program will provide the information and training you need to earn a certified CBCS (Certified Billing and Coding Specialist).

This 14-week comprehensive course consists of 84 hours of classroom instruction. You will learn the foundations of medical terminology and the technical knowledge and skills to maintain aspects of the revenue cycle to ensure reimbursements are completed on time. This course will prepare you on how to gather, review, and verify essential patient information and documentation, how to prevent fraud and abuse by auditing billing, how to assign numeric codes for diagnoses and procedures, and ability to coach healthcare providers to achieve optimal reimbursement when submitting claims.

Ensuring that data is prompt and accurate is a core part of the behind-the-scenes work that keeps hospitals and clinics running and thriving. So by becoming a Certified Billing and Coding Specialist, you're saving lives too.

Upon completing the course, you will take the Certified Billing and Coding Specialist (CBCS) exam provided by the National Healthcareer Association (NHA). **WIOA Approved** (No class: 3/25, 3/27, 4/1, 5/27, 6/19)



COURSE #	DATE	DAY	TIME	LOC
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#### IN-PERSON

H0842-01	3/11-7/1	M/W	6-9PM	SCW CLA
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#### VIRTUAL (ZOOM)

H0843-02	3/11-6/17	M/W	6-9PM	ZOOM
H0843-03	5/14-8/20	TU/TH	6-9PM	ZOOM

Tuition: \$660 / Registration Fee: \$50 / Textbook: \$410  
Online Study Guide: \$169 / NHA Test: \$125 / 28 Classes  
CEU

Instructor: Sonya Manson

#### ORIENTATION DATES:

Learn more about this exciting career at an upcoming orientation. All students must attend an orientation to enroll. **All orientations are at 5PM**

#### IN-PERSON

March 4

#### ZOOM

March 6, March 21,  
April 9, April 25, May 7

### MEDICAL TERMINOLOGY



#### NEW Medical Terminology Certificate Course

Welcome to our Medical Terminology course—your key to unlocking the language of healthcare excellence. In this dynamic field, precision in communication is crucial, making our course the cornerstone for effective collaboration among physicians, non-clinical staff, and healthcare organizations. We will introduce you to medical terms by comprehensively exploring root words, medical prefixes, and suffixes.

Delve into major body systems, from cardiovascular to nervous, enhancing your ability to decipher medical jargon. Beyond memorization, we empower you with word-building principles, enabling you to decode unfamiliar terms in your professional journey. Join us on this transformative expedition through healthcare language, elevate your skills, and become an indispensable asset. Begin your journey and enroll in our Medical Terminology course today!

**WIOA Approved** (No class 7/4)

COURSE #	DATE	DAY	TIME	LOC.
H0848-01	6/25-8/20	TU/TH	9AM-12PM	ZOOM
H0848-02	6/25-8/20	TU/TH	6-9PM	ZOOM

Tuition: \$499 / Book Fee: \$100 / 16 Classes / CEU

Instructor: Sonya Manson

## HVAC



### Heating and Air Conditioning Technology

Discover the principles of basic refrigeration and heat theory, read and understand basic wiring schematics, and test, diagnose, and service residential-sized air conditioning units. You will study automatic and electrical controls for heating equipment, including electric heat, gas furnaces, and heat pumps. This course includes classroom instruction and shop time.

Students will be prepared for the EPA test upon completing the course. **WIOA Approved**  
(No class: 10/24, 10/31, 11/28)

COURSE #	DATE	DAY	TIME	LOC.
TT288-01	8/13-12/3	TU/TH	6:30-9:30PM	L&C HVAC

Tuition: \$949 / Textbook: \$50 / Lab Fee: \$100  
Registration Fee: \$150 / EPA Test Fee: \$55  
29 Classes / CEU  
Instructor: Bill Field

**Register early to reserve your spot!**

## WELDING

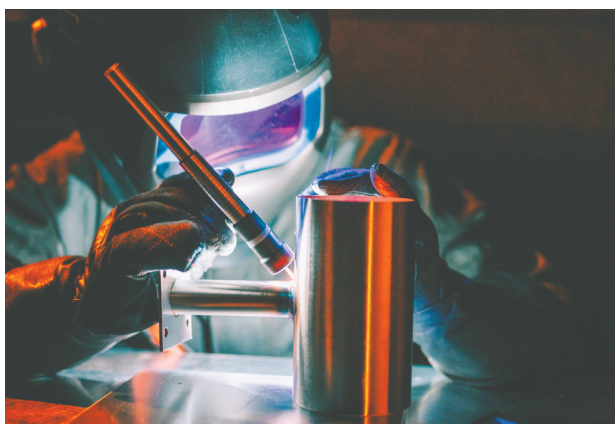


### Arc Welding I

This introductory course covers the fundamentals of arc welding utilizing the SMAW welding process to run beads and perform single and multiple-pass welds on fillet and groove joints. You will also experience basic oxy-fuel cutting. *The supply list will be provided on the invoice.* **WIOA Approved**  
(No class: 10/28)

COURSE #	DATE	DAY	TIME	LOC.
TT242-01	9/9-12/2	M	6-9PM	L&C A102

Tuition: \$799 / Textbook: \$25 / Lab Fee: \$99  
Registration Fee: \$50 / 12 Classes / CEU  
Instructor: Baylor Prewitt



### TIG Welding

*Prerequisite: Prior welding experience*

In this course, you will acquire techniques to operate TIG (GTAW) welding equipment to weld carbon steel, stainless steel, and aluminum materials. You will learn to produce fillet and groove welds on plates in flat, horizontal, and vertical positions. *The supply list will be provided on the invoice.* **WIOA Approved**

COURSE #	DATE	DAY	TIME	LOC.
TT246-01	8/27-11/26	TU	6-9PM	L&C A102

Tuition: \$899 / Textbook: \$25 / Lab Fee: \$99  
Registration Fee: \$50 / 14 Classes / CEU  
Instructor: Kris Antram

### MIG and Flux-Cored Welding

For the experienced welder, or the weekend warrior, this course provides training in basic and advanced techniques required to upgrade skill levels for additional career opportunities or for your personal use. Acquire techniques in the MIG (GMAW) and Flux-core (FCAW) processes, using ER70S-6 and E71T-1 filler metals on carbon steel plate. Learn to work in all fillet and grooved plate positions. *The supply list will be provided on the invoice.* **WIOA Approved**  
(No class: 10/23, 11/27)

COURSE #	DATE	DAY	TIME	LOC.
TT245-01	8/28-12/11	W	6-9PM	L&C A102

Tuition: \$899 / Textbook: \$25 / Lab Fee: \$99  
Registration Fee: \$50 / 14 Classes / CEU  
Instructor: Bryce Foster

## Do You Need Training for Your Workforce?

With the State of Missouri and the Missouri One Start Training Program, ACE offers customized training for companies in the St. Charles area with the goal of achieving higher workforce performance.

ACE's focus on training and upskilling the local workforce is invaluable to business success in the area.

*Our goal is to enhance employee productivity, with a primary focus on the following key areas:*

- Automation Technology Training
- Coaching
- Lean Manufacturing Tools/Techniques
- Team Building
- Training Manuals and Work Procedures

*Additionally, we offer specialized trade and technical skills training in:*

- Computer Technology
- HVAC
- Precision Machining
- Welding

## CALL US TODAY...

For more information on Missouri One Start and how you can get funding assistance for your company.

**636-443-4207**

## CAREER TRAINING

### MACHINING



#### Precision Machining Technology

This precision machinist technology training will provide you with the basic experience and knowledge to obtain an entry-level career in the machining industry. The hands-on machining skills training will cover how to make simple 2D designs, develop a manufacturing process, and learn basic skills on the drill press, band saw, surface grinder, engine lathe and vertical mill, CNC mill, and CNC lathe. Upon completing this program, students will be able to set up and operate various machine tools to produce precision metal parts, instruments, and tools or repair industrial equipment.

**WIOA Approved** (No class: 9/2, 10/23, 10/28, 11/27)

COURSE #	DATE	DAY	TIME	LOC.
TT341-01	8/19-12/11	M/W	5:30-8:30PM	L&C PMT

Tuition: \$1,079 / Textbook: \$100 / Materials Fee: \$150  
Registration Fee: \$150 / 30 Classes / CEU  
Instructor: Erich Schaefer



The demand for Machinists is high due to the rising demand for automation, precision, and efficiency in the production of manufactured goods. According to the US Bureau of Labor Statistics, by 2026, the global CNC machine market is expected to reach \$126.86 billion in value and grow over 8.72%. About 400,000 job openings are projected each year, on average, over the next decade.



Find us on  
Facebook

[www.facebook.com/stcharlesae](http://www.facebook.com/stcharlesae)

### AUTOMOTIVE



#### Two and Four-Cycle Engine Repair

Do you want to repair your small engine? This class teaches you to diagnose engine problems, understand fuel and electrical systems, and troubleshoot tune-ups, valve jobs, carburetors, and engine care and maintenance.

Bring your 2-cycle (mower, string trimmer, chainsaw) or 4-cycle (tiller, riding mower) to class. **WIOA Approved** (No class: 10/24, 11/28)

COURSE #	DATE	DAY	TIME	LOC.
TT217-01	9/10-11/26	TU	6-9PM	L&C SE
TT217-02	9/12-12/12	TH	6-9PM	L&C SE

Tuition: \$379 / 12 Classes / CEU  
Instructor: Dale Smith

**Register early to  
reserve your spot!**

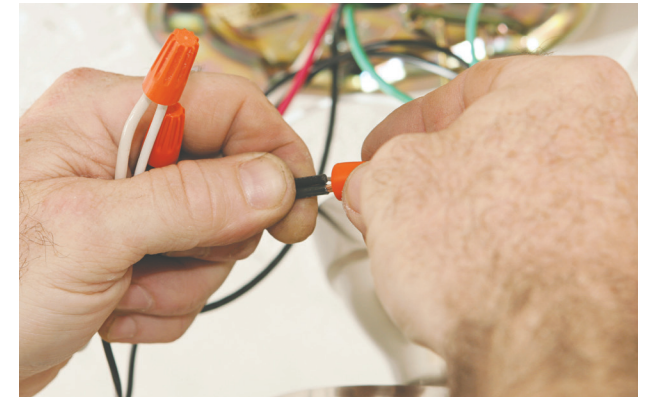


#### Online Classes 24 hrs. a day / 7 days a week

-Certified Manufacturing Technologist	\$2,495
-Electrical Technician	\$2,260
-Foundations of Plumbing	\$2,245
-Maintenance Technician	\$1,695
-Tool and Die maker	\$1,195
-Home Inspection Certificate	\$2,495

For a full list of courses,  
dates, tuition, and to register:  
[www.stcharlesae.org/online-classes](http://www.stcharlesae.org/online-classes)

### ELECTRICAL



#### Residential Wiring-Installation & Codes

Students are introduced to Residential Wiring skills, focusing on basic electrical safety, basic electrical theory, and residential wiring concepts concurrent with the 2020 National Electrical Code. Students will learn how to install electrical systems safely in residential areas, including the proper techniques for wiring and the use of common materials and equipment. Through lectures and hands-on labs, students must understand raceway and wiring installation aspects such as codes, safety, and industry practices. *The supply list will be provided on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
TT284-02	4/6-4/27	SAT	8AM-4PM	L&C ET
TT284-03	6/8-6/29	SAT	8AM-4PM	L&C ET

Tuition: \$500 / Book Fee: \$50 / Lab Fee: \$99  
Registration Fee: \$50 / 4 Classes / CEU  
Instructor: Christin Ladue



#### Do you Need Tuition Assistance?

Contact the Missouri Job Centers to see if you qualify for one of our WIOA (Workforce Innovation and Opportunity Act) approved courses:

**Emergency Medical Technician (EMT)**  
**Phlebotomy / Medical Billing and Coding**  
**Heating and Air Conditioning / Welding**  
**Precision Machine Tool Technology**

**St. Charles County (636) 255-6060**  
**St. Louis County (314) 615-6010**  
**St. Louis City (314) 589-8000**  
**Warrenton (660) 216-4231**

## TECHNOLOGY / COMPUTERS

### SMARTPHONES



#### Fundamentals of iPhone Usage

Get to know your iPhone better and keep critical information safe and secure. Learn how to customize your settings, use programs like FaceTime and Siri, set reminders, surf the internet, share photos and videos with friends, use map features, and more.

COURSE #	DATE	DAY	TIME	LOC.
C0913-02	3/13-3/22	W/F	10AM-12PM	L&C 103
C0913-03	4/24-5/3	W/F	10AM-12PM	L&C 103

Tuition: \$99 / 4 Classes  
Instructor: Scott Pickens

#### Fundamentals of Android Smartphone Usage

Are you new to smartphone technology? Apps can help you simplify your life and help you stay connected with others. Learn to text, take and share photos, customize your device, download apps, and more in this small group, hands-on workshop.

COURSE #	DATE	DAY	TIME	LOC.
C0914-02	4/10-4/19	W/F	10AM-12PM	L&C 103

Tuition: \$99 / 4 Classes  
Instructor: Scott Pickens

### TUTORING



#### One-on-One Technology Tutoring

Are you struggling to navigate your computer, smartphone, or tablet? Or do you need help completing technology projects? If so, our technical expert can work with you one-on-one to help you become a more efficient user. You'll receive individualized attention, allowing you to ask questions without hesitation or embarrassment. Our goal is to make learning new tech skills easy, accessible, and convenient! These 1-hour sessions are available to users of all levels.

Course #	Date	Day	Time	Loc.
C0906-01	3/15	F	12:15-1:15pm	L&C 103
C0906-02	3/15	F	1:30-2:30pm	L&C 103
C0906-03	3/15	F	2:45-3:45pm	L&C 103
C0906-04	4/26	F	12:15-1:15pm	L&C 103
C0906-05	4/26	F	1:30-2:30pm	L&C 103
C0906-06	4/26	F	2:45-3:45pm	L&C 103
C0906-07	5/17	F	12:15-1:15pm	L&C 103
C0906-08	5/17	F	1:30-2:30pm	L&C 103
C0906-09	5/17	F	2:45-3:45pm	L&C 103

Tuition: \$55 / 1 Class / 1-Hour sessions  
Instructor: Scott Pickens

### COMPUTERS



#### Excel 2021 Module I

*Prerequisite: Intro to Windows or equivalent experience.* Learn the basics of Excel. Topics include worksheet layout, entering and editing data, moving or copying a range, inserting and transposing rows and columns, merging cells, and more. *Handouts will be provided.*

COURSE #	DATE	DAY	TIME	LOC.
C0915-02	4/9	TU	6-8:30PM	SCW 130
C0915-03	5/2	TH	6-8:30PM	SCW 130

Tuition: \$39 / 1 Class / CEU  
Instructor: Scott Pickens

#### Excel 2021 Module II

*Prerequisite: Module I or prior experience*

Learn to navigate a workbook using range names, format Excel ranges, and build formulas and functions. Explore the use of a ribbon and charts. *Handouts will be provided.*

COURSE #	DATE	DAY	TIME	LOC.
C0916-02	4/16	TU	6-8:30PM	SCW 130
C0916-03	5/9	TH	6-8:30PM	SCW 130

Tuition: \$39 / 1 Class / CEU  
Instructor: Scott Pickens

#### Excel 2021 Module III

*Prerequisite: Module I or prior experience*

Continue with the series as you learn to manipulate Excel worksheets and create and format new workbooks. Learn to create relative and absolute formulas, copy formulas, insert functions, and more. *Handouts will be provided.*

COURSE #	DATE	DAY	TIME	LOC.
C0917-02	4/23	TU	6-8:30PM	SCW 130
C0917-03	5/16	TH	6-8:30PM	SCW 130

Tuition: \$39 / 1 Class / CEU  
Instructor: Scott Pickens

#### Excel 2021 Module IV

*Prerequisite: Module I or prior experience*

Learn more advanced Excel functions. Analyze data with scenarios. Get to know table features and create a Pivot Table. Examine chart elements and learn to format Excel charts, track workbook changes, and more! *Handouts will be provided.*

COURSE #	DATE	DAY	TIME	LOC.
C0918-02	4/30	TU	6-8:30PM	SCW 130
C0918-03	5/23	TH	6-8:30PM	SCW 130

Tuition: \$39 / 1 Class / CEU  
Instructor: Scott Pickens



GED/HISET



**NEW GED/HISET Test Prep**

Would you like to obtain your high school equivalency credential? This class introduces the structure of the GED/HISET exam and enables you to create a tailored test strategy based on your unique strengths, weaknesses, and confidence levels. The class employs practice test queries, group discussions, and formal teaching to encourage fast progress and success on the exam. *Handouts will be provided.*

COURSE #	DATE	DAY	TIME	LOC.
LT101-01	3/4-3/21	TU/TH	5:30-8:30PM	SCW LIB
LT101-02	4/9-4/25	TU/TH	5:30-8:30PM	SCW LIB
LT101-03	5/7-5/23	TU/TH	5:30-8:30PM	SCW LIB

Tuition: \$99 / 6 Classes / CEU  
 Instructor: Lisa Frey



Many colleges and universities accept students with a GED in lieu of a high school diploma. A GED gives you access to more jobs, advanced workplace training, and higher education can lead to even better jobs and higher salaries.

**Register early to reserve your spot!**

DRAWING

**Learning to Draw with Joe Lisciotti**

Anyone can learn to draw! This introductory drawing class emphasizes the form and shape of static objects using a light source and shadow to define perspective and dimensions and explore line, tone, texture, and shading with pencil. Basic drawing principles of composition, form, line quality, and light and shade are also covered thoroughly. At the end of this class, you will feel confident about the basics of drawing. *The supply list will be provided on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
CA989-02	4/8-5/13	M	6-8PM	MON ART

Tuition: \$69 / 6 Classes  
 Instructor: Joe Lisciotti



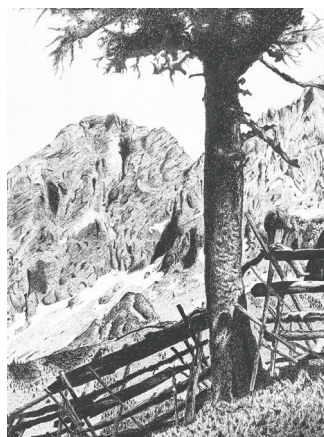
**Advanced Drawing Techniques**

Advance the skills that push you out of your comfort zone. Whether you want to improve the accuracy of your pieces or create more expressive work by trying new tools and techniques, this class is for you. You will sharpen your skills and discover advanced processes and

effective ways to emphasize form, perspective, 3-dimension, movement, texture, and more that enhance the realism of your drawings. *The supply list will be provided on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
CA671-01	4/10-5/15	W	6-8PM	MON ART

Tuition: \$69 / 6 Classes  
 Instructor: Joe Lisciotti



PEN & INK

**Pen & Ink Techniques**

In this class, you will learn the basics of pen handling and use and beginner drawing concepts of linework, hatching, composition, form, shading, etc. You will start with capturing form using contour lines, and make your work more expressive with gesture lines. Learn methods for building value quickly and how to achieve incredible detail. *The supply list will be provided on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
CA981-01	4/9-5/14	TU	6-8PM	MON ART

Tuition: \$69 / 6 Classes  
 Instructor: Joe Lisciotti



**Part-Time Instructors**

Are you interested in showcasing your skills? If so, ACE would like you to **Join Our Team** as a part-time instructor teaching adult evening or weekend courses to share what you know with other people!

**Please visit:**

[www.stcharlesae.org/instructors-wanted](http://www.stcharlesae.org/instructors-wanted)

for more information or call **636-443-4018** to speak with a member of our team.



Find us on Facebook

[www.facebook.com/stcharlesae](http://www.facebook.com/stcharlesae)

## CREATIVE ARTS



### Online Classes 24 hrs. a day / 7 days a week

-Drawing for the Absolute Beginner	\$115
-Learn to Buy and Sell on eBay	\$125
-Photoshop for the Digital Photographer	\$129
-Photographing Nature with your Digital Camera	\$115
-Secrets of Better Photography	\$125
-Mastering Your Digital SLR or Mirrorless Camera	\$115
-Introduction to Interior Design	\$129
-Introduction to Digital Scrapbooking	\$115
-Creating WordPress Websites	\$129
-Introduction to InDesign CC	\$129
-Introduction to Guitar	\$115
-How to Get Started in Game Development	\$129

For a full list of courses, dates, tuition, and to register:  
[www.stcharlesae.org/online-classes](http://www.stcharlesae.org/online-classes)

Register early to reserve your spot!

### WEAVING



#### NEW Tapestry Weaving for Beginners

Weaving offers a unique medium for artistic expression to unleash your creativity and reflect your style! This is an interactive class where students are free to express, share, play, and explore through the art of tapestry weaving. Looms are supplied for classroom use. No experience is necessary. *The supply list is provided on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
CA659-01	6/8-6/29	SAT	10AM-12PM	L&C MULTI A

Tuition: \$59 / 4 Classes  
Instructor: Christine Wilson

### CROCHET



#### The Art of Amigurumi Crochet

Do you love to crochet? Perhaps you have heard of amigurumi or seen the adorable crocheted stuffed toys that have become increasingly popular worldwide. All you need is basic crochet knowledge and a little stuffing, and you will be on your way to constructing basic 3D shapes and toys that are as cute as they are fun to make! So, gather your friends and make new ones as we crochet amigurumi together. *Some crocheting experience is required. The supply list will be provided on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
CA376-01	4/30-5/16	TU/TH	6:30-8:30PM	L&C B206

Tuition: \$69 / 6 Classes  
Instructor: Sarah Lawler

### CRICUT



#### NEW Cricut Explore For Beginners

Are you a crafter, party planner, or DIY enthusiast and want to learn how to use your Cricut Explore Air Machine? Learn the basics of Cricut tools, and mats, how to perform basic edits, the differences between vinyl materials, and be introduced to Design Space. You will use both HTV (heat transfer vinyl) and adhesive vinyl while creating two projects. *The supply list will be provided on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
CA998-01	3/5-3/12	TU	6-9 PM	L&C B206
CA998-02	4/16-4/23	TU	6-9 PM	L&C B206
CA998-03	5/14-5/21	TU	6-9 PM	L&C B206

Tuition: \$59 / 2 Classes  
Instructor: Ashley Long

#### NEW Cricut Explore--Advanced Techniques

Are you ready to get more out of your Cricut Explore Air Machine? With this class, you will discover fonts and edits, learn how to layer HTV (heat transfer vinyl) to decorate a t-shirt or tote and a cup, how to edit a premade design, and more. *The supply list will be provided on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
CA999-01	3/19	TU	6-9 PM	L&C B206
CA999-02	4/30	TU	6-9 PM	L&C B206
CA999-03	6/4	TU	6-9 PM	L&C B206

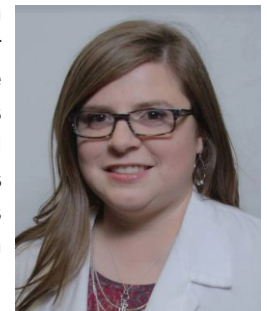
Tuition: \$35 / 1 Class  
Instructor: Ashley Long

**NOTE:** You must bring your Cricut cutting machine and laptop to each class.

### In the Spotlight



Sarah has been skilled in crocheting and knitting for almost 20 years. Lately, she has been using these hobbies to express her creativity and relieve stress. Sarah enjoys guiding and assisting others in discovering their passion for fiber arts.



When she isn't crocheting, Sarah is busy working in the healthcare industry as a chiropractic physician.

## CREATIVE ARTS / ENRICHMENT

### SEWING

#### Keep it Thimble - Sewing For Fun

Want to learn how to sew but need help figuring out where to start? This course will teach you everything you need to know as you start your sewing journey, including how to properly operate a sewing machine, different terms, and fabrics, what notions you need, how to hand-stitch, and more. Throughout the course, you will complete three beginner projects; a pillowcase, a tote bag, and a pincushion. So, together, let's all learn how to sew! *You must bring your own sewing machine. The supply list will be provided on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
CA377-02	4/2-4/11	TU/TH	6:30-8:30PM	L&C MULTI A

Tuition: \$59 / 4 Classes  
Instructor: Sarah Lawler

**Register early to reserve your spot!**



#### No Loose Threads—Advanced Sewing

Are you ready to take your sewing skills to the next level? In this class, you will learn how to read a pattern, sew in an elastic waistband, attach buttons and zippers, and more. You will construct three projects while sharpening your sewing skills. This class is for the returning sewer or advanced beginner. *You must bring your own sewing machine. The supply list will be provided on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
CA378-01	4/16-4/25	TU/TH	6:30-8:30PM	L&C MULTI A

Tuition: \$59 / 4 Classes  
Instructor: Sarah Lawler

### LANGUAGE



#### Spanish for Travelers

A fast, fun, and manageable way to learn Spanish you need to travel around the Spanish-speaking world. Learn the basics in grammar and vocabulary, so that you can become comfortable communicating when ordering food, reserving a hotel room, asking for directions, exchanging money, and more!

COURSE #	DATE	DAY	TIME	LOC.
LA131-02	4/9-4/16	TU/TH	6-8PM	SCH C3

Tuition: \$59 / 3 Classes  
Instructor: Lori Endres

#### Conversational Spanish

Have you always wanted to learn Spanish? This interactive Spanish course introduces students to the basics of communicating in Spanish in personal and professional settings. Students will practice speaking and listening in a conversational setting and will learn interesting facts about the varied cultures.

COURSE #	DATE	DAY	TIME	LOC.
LA415-02	4/23-5/16	TU/TH	6-8PM	SCH C3

Tuition: \$125 / Textbook: \$20 / 8 Classes  
Instructor: Lori Endres

### SIGN LANGUAGE

#### Introduction to Sign Language

Learn how to properly sign the alphabet, numbers, essential words, short phrases, and basic greetings, and engage in introductory conversation in this interactive class. You'll also enhance your language skills for expressing yourself and understanding others.

COURSE #	DATE	DAY	TIME	LOC.
LA401-02	4/16-4/25	TU/TH	6-8:30PM	L&C MULTI A

Tuition: \$99 / Textbook: \$45 / 4 Classes  
Instructor: Michelle O'Loughlin



#### Sign Language I

*Prerequisite: Introduction to Sign Language*

Move beyond the basics of sign language and develop communicative competencies such as ASL grammar, syntax, spatial referencing, and vocabulary development. Delve deeper into the Deaf Community with further studies of the Deaf Culture.

COURSE #	DATE	DAY	TIME	LOC.
LA407-02	4/30-5/9	TU/TH	6-8:30PM	L&C MULTI A

Tuition: \$99 / Textbook: \$5 / 4 Classes  
Instructor: Michelle O'Loughlin



### Online Classes

**24 hrs. a day / 7 days a week**

- Instant Italian	\$115	- Speed Spanish	\$125
- Beginning Conversational French	\$115	- Speed Spanish II	\$125
- Conversational Japanese	\$115	- Spanish for Law Enforcement	\$129

For a full list of courses, dates, tuition, and to register:

[www.stcharlesae.org/online-classes](http://www.stcharlesae.org/online-classes)

## ENRICHMENT

### WRITING



#### **NEW Fiction Writing For Fun and Profit**

Want to write Science Fiction, Fantasy, Romance, or Mystery stories or novels that sell? Our class will help you learn the art of fiction writing, develop your ideas, and guide you in creating captivating, marketable stories by exploring character, plot, dialogue, genre, and marketing techniques that sell books.

COURSE #	DATE	DAY	TIME	LOC.
PE944-02	4/2-5/21	TU	6-8PM	SCW A105

Tuition: \$89 / 8 Classes  
Instructor: Tawny Leech

#### In the Spotlight



Tawny Leech is a 2016 graduate of the MFA program in fiction at Southern Illinois University Carbondale. She was accepted to the Calliope Workshop for Fiction Writing at UCLA and subsequently the recipient of the Taliesin Nexus scholarship. Her short stories have been published in *Sur-real South*, *Switchblade Magazine* and *Shotgun Honey*. Her story "The Quillman Girl" was nominated for a Pushcart Prize. She has read at the St. Louis Noir at the Bar and led a creative writing course at the U.S. Federal Penitentiary in Marion, IL



Find us on  
Facebook

[www.facebook.com/stcharlesae](http://www.facebook.com/stcharlesae)

#### **Memoir Writing – “Your Story”**

Discover the author within you and unlock the potential for captivating narratives based on your experiences. You'll learn brainstorming techniques, outlining strategies, and editing methods to transform your stories into written expressions that will leave a lasting impression. Sharing your work is optional, and the instructor will offer no critiques. *The supply list will be provided on the invoice.*  
(No class 3/27)

COURSE #	DATE	DAY	TIME	LOC.
PE933-01	3/6-4/17	W	6-8PM	SCW LIB

Tuition: \$99 / 6 Classes  
Instructor: Karen Foersterling

**Register early to  
reserve your spot!**

### VOICE ACTING



#### **Getting Paid to Talk: An Introduction to Voice Acting**

Have you ever been told you have a great voice? This class will introduce you to the growing field of voice acting, from audiobooks and cartoons to documentaries, commercials, and more. Get tips on what pros look for and where to find work in your area! You'll also record a short professional script.

COURSE #	DATE	DAY	TIME	LOC.
PE800-02	4/16	TU	6:30-8PM	ZOOM

Tuition: \$49 / 1 Class  
Instructor: Voice Coaches Staff



## St. Charles School District Early Childhood Center



**LEARNING THROUGH  
PLAY EVERY DAY!**

**We believe in educating the whole child.**

**2024-25 School Year—Programming offered:**  
2/3/5 full days, 5 half days, and before/after school care.

Children must be 3 years old on or before July 31, 2024, to apply. Students who turn 5 years old by July 31, 2024 must register for Kindergarten at their home schools. Enrollment priority is given to St. Charles School District families.

The St. Charles School District Early Childhood Center is fully accredited through the Missouri Accreditation of Programs for Children and Youth.

Enroll Today:  
[www.stcharlessd.org/ecc](http://www.stcharlessd.org/ecc)  
OR Scan the QR Code





## St. Charles School District Parents as Teachers Program



### What is Parents as Teachers?

Parents as Teachers is an early childhood home visiting program designed to help you learn more about parenting, support your child's development, and help with the challenges of parenting. This program is FREE to City of St. Charles School District families.

- Home Visits
- Group Connections
- Screenings
- Resource Network

### Did You Know?

- You are your child's first and most important teacher
- Your child's brain grows more rapidly in the first three years of life than at any other time
- Positive attachment to parents and caregivers in the first three years of life affects your child's life-long success

Enroll Today:  
[www.stcharlessd.org/ecc](http://www.stcharlessd.org/ecc)  
 OR scan the QR code



## DANCE



### Country Line Dance II—Keep the Line Going

Are you looking to improve your line dancing skills? Join us at this session, where you will continue to build your footwork knowledge while learning improved line dances. These dances are performed regularly at line dance events throughout the region. You will have fun and get a great workout when you "Keep the Line Going"! You do not need prior experience. *No partner is required.*

Course #	Date	Day	Time	Loc.
RE479-01	4/8-5/13	M	6:30-7:45PM	HE GYM

Tuition: \$69 / 6 Classes  
 Instructor: Pam Pratt-Noltkamper

### Dancing for Couples

Join the fun and learn how to dance the Stationary Cha-Cha, the River Waltz, and the most popular country dance style in partner dancing, the Country Two-Step. Partner dances require a leader and a follower. With practice, you'll become a skilled dancer and enjoy many nights of dancing! *This class is for couples. Must register separately.*

COURSE #	DATE	DAY	TIME	LOC.
RE492-02	4/10-5/15	W	7:45-8:45PM	MON GYM

Tuition: \$60 per person / 6 Classes  
 Instructor: Mike Cook

### Nightclub Two-Step

Romantic, smooth dance performed to slow music. Start with basics and move into intermediate, leadable moves. Wear slick-soled shoes; athletic shoes are not recommended. *This class is for couples. Must register separately.*

COURSE #	DATE	DAY	TIME	LOC.
RE458-01	4/10-5/15	W	6:30-7:30PM	MON GYM

Tuition: \$60 per person / 6 Classes  
 Instructor: Mike Cook



**Register early to reserve your spot!**

YOGA

**Yin Yoga**

Yin Yoga is a practice that focuses on compressing and stretching the connective tissues, ligaments, joints, deep fascial networks, and bones, which is essential to achieving optimal health and well-being. In Yin Yoga, each pose (asana) is performed while seated or lying on the floor and held for 1.5 to 5 minutes. Although it can be intense for some, Yin Yoga is a meditative practice that teaches mindfulness. This practice is suitable for all skill levels. *The supply list will be provided on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
RE313-02	4/9-5/14	TU	7:15-8:15PM	JIS LIB

Tuition: \$59 / 6 Classes

Instructor: Andra Benson



**Foundations of Yoga**

We all have individual body structures, health issues, and injuries, and our postures should be aligned accordingly. Foundations of Yoga is a slow-paced class that will allow you to feel confident and comfortable by understanding the most common poses (asana) and proper alignment. No matter your yoga goals or what style you prefer to practice, this class will properly prepare you for your yoga journey ahead! *The supply list will be provided on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
RE730-03	4/9-5/14	TU	6-7PM	JIS LIB
RE730-04	4/11-5/16	TH	6-7PM	JIS LIB

Tuition: \$59 / 6 Classes

Instructor: Andra Benson

**In the Spotlight**

With over twenty years of experience as a yoga student and eight years as a yoga instructor, Andra Benson is highly skilled in teaching modifications for all poses within a sequence. She is adaptable to individual needs and loves to see people attend her yoga classes for various reasons, including building strength and flexibility or out of curiosity to explore what their body is capable of. Andra is passionate about helping her students discover themselves on their mats by creating yoga classes that are appropriate, beneficial, and enjoyable.

**Yoga For Stress Relief and Relaxation**

Learning to de-stress and let things go is essential for our well-being and emotional and physical health. This class provides guided meditation to help you release tension and stress from your body and mind. You will experience both seated and reclined postures (known as asanas) that incorporate Yin and Somatics techniques. Yin involves compressing the deep connective tissues to promote relaxation once released, while Somatics aims to release tension from your muscles. *The supply list will be provided on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
RE732-02	4/11-5/16	TH	7:15-8:15PM	JIS LIB

Tuition: \$59 / 6 Classes

Instructor: Andra Benson

**Register early to reserve your spot!**

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DON'T MISS OUT!

NEW Fitness Classes  
Coming Soon.

Check our website periodically  
for up to date class information.

www.stcharlesae.org

Online Classes

24 hrs. a day / 7 days a week

-Mind-Body Therapies Bundle	\$300
-Certificate in Food, Nutrition, and Health	\$105
-Certificate in Energy Medicine	\$69
-Certificate in Mindfulness	\$99
-Certificate in Meditation	\$79
-Certification in Gerontology	\$159
-Introduction to Natural Health and Healing	\$125
-Certificate in Spirituality, Health, and Healing	\$229
-Certificate in Violence Prevention and Awareness	\$89
-Certificate in Holistic and Integrative Health	\$115

For a full list of courses, dates,  
tuition, and to register:  
[www.stcharlesae.org/online-classes](http://www.stcharlesae.org/online-classes)



## St. Charles County CAPS program?



### DO YOU...

- Have a passion for business/ entrepreneurship, healthcare, or technology?
- Have your own transportation?

### ARE YOU...

- Looking for real-world learning in an off-campus setting at a business site for half of your school day?
- Looking for an opportunity to complete an internship during high school?
- Going to be a junior or senior in 2024-25?

#### CAPS Strands:

- Entrepreneurship and Business Management
- Healthcare and Medical Professions
- Creative Media / Engineering / Applied Technology

**Enroll Today:**  
[www.scccaps.org](http://www.scccaps.org)  
 OR scan the QR code:



## LIFE STAGES / BUSINESS

### LIFE STAGES



#### Estate Planning Essentials

Planning your estate can save your loved one's time and frustration. Our consultation will cover essential topics such as wills, trusts, power of attorney, and personal legacy planning. Gain the knowledge necessary to secure your assets and ensure their protection.

COURSE #	DATE	DAY	TIME	LOC.
FM700-02	4/15-4/17	M/W	6:30-9PM	L&C CL

Tuition: \$59 / 2 Classes  
 Instructor: Jim Borchers

### BUSINESS

## LIMITED LIABILITY COMPANY



#### Forming a Limited Liability Company (LLC)

If you're considering forming an LLC, this course will give you details on how to protect yourself and your family, the legal prerequisites for setting up an LLC, and the essential tax responsibilities.

COURSE #	DATE	DAY	TIME	LOC.
FM710-02	4/24	W	6:30-9PM	L&C CL

Tuition: \$49 / 1 Class  
 Instructor: Jim Borchers



### Online Classes

24 hrs. a day / 7 days a week

-Accounting Fundamentals	\$129
-Accounting with QuickBooks Online Suite	\$480
-Computer Skills for the Workplace	\$129
-Stocks, Bonds, and Investing: Oh My!	\$125
-Administrative Assistant Suite	\$355
-Start Your Own Small Business	\$129
-Entrepreneur Boot Camp	\$195
-General Ledger and Month End Procedures	\$195
-Conflict Management	\$245
-Leadership Principles	\$145
-Keys to Effective Communication	\$125
-Presentation Skills Suite	\$350
-Blogging and Podcasting for Beginners	\$125
-Sales Training Suite	\$345

For a full list of courses, dates,  
 tuition, and to register:  
[www.stcharlesae.org/online-classes](http://www.stcharlesae.org/online-classes)



## We're Hiring

Join Our Team

#### Part-Time Instructors

Are you interested in showcasing your skills? If so, ACE would like you to **Join Our Team** as a part-time instructor teaching adult evening or weekend courses to share what you know with other people!

#### Please visit:

[www.stcharlesae.org/instructors-wanted](http://www.stcharlesae.org/instructors-wanted)  
 for more information or call **636-443-4018** to speak with a member of our team.



St. Charles Adult &  
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Electrical Technician	\$2,260
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Home Inspection Certificate	\$2,495
Digital Game Artist Certificate	\$2,595
C+++ Programmer	\$995

AND MANY MORE...

For a **FULL** list of courses, dates,  
tuition, and to register, visit:  
[www.careertraining.ed2go.com/stcharlesae/](http://www.careertraining.ed2go.com/stcharlesae/)

**REGISTRATION:** We recommend registering at least 10 days before the start date of a class. Many classes fill quickly and others may be canceled due to low enrollment.

**CLASS CANCELLATION:** Classes are subject to cancellation if minimum enrollment is not met. If St. Charles Adult and Community Education cancels a class, you will be notified by phone and/or email. You will be given the option to receive a full refund of your registration fee, transfer to another class, or receive a credit for future use.

**REFUND POLICY:** Courses under eight weeks must notify the ACE office at least two full business days before the class start date to receive a refund. A \$10 cancellation fee will be applied. If you elect to keep your funds on account for future use, the \$10 cancellation fee will be waived. If the request is received less than two full business days before the start of class, no refunds, transfers, or credits will be issued.

For courses over eight weeks, a non-refundable registration fee applies. If you elect to cancel the course, you must notify the ACE office to receive a refund of the remaining balance. If the request is received less than two full business days before the start of class, no refunds, transfers, or credits will be issued.

**CHILDREN:** Youth under age 16 may attend adult classes only if accompanied by a registered adult and at the discretion of the instructor.

**SUPPLIES:** Textbooks and materials will be distributed on the first night of class. We cannot guarantee you will receive a textbook on the first night of class if you register less than 48 hours of the class start time. If supplies are required, a supply list will be printed on the invoice or provided by the instructor.

**EOP:** We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Students who need accommodations are encouraged to call the office for assistance.

**WEATHER CLOSURES:** In the case of inclement weather, the City of St. Charles R-VI School District's closing schedule is generally followed. If canceled, classes will be rescheduled and you will be notified.

**PRIVACY:** Adult education staff is only permitted to discuss class and student records with the registered adult student and not the parent, grandparents, spouses, or others.



### CLASS LOCATIONS

- BH Blackhurst Elementary, 2000 Elm St.
- HE Harris Elementary, 2800 Old Muegge Rd.
- HMS Hardin Middle, 1950 Elm St.
- JIS Jefferson Intermediate, 2660 Zumbuhl Rd.
- L&C Lewis and Clark Career Center / AE Office  
2400 Zumbuhl Rd.
- LIN Lincoln Elementary, 625 South 6th St.
- MON Monroe Elementary, 2670 Zumbuhl Rd.
- NULL Null Elementary, 435 Yale Blvd.
- SCH St. Charles High, 725 Kingshighway
- SCW St. Charles West High, 3601 Drost Rd.

### SCHOOL DISTRICT OF THE CITY OF ST. CHARLES

#### BOARD OF EDUCATION

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| Dr. Donna Towers    | C.B.M., President      |
| Mrs. Heidi Sikma    | C.B.M., Vice-President |
| Ms. Lori Gibson     | C.B.M., Member         |
| Mr. Daniel Hewitt   | C.B.M., Member         |
| Mrs. Karen O'Hearn  | C.B.M., Member         |
| Mr. Brian K. O'Mara | C.B.M., Member         |
| Ms. M. Ellen Zerr   | C.B.M., Member         |

#### ADMINISTRATION

- |                     |   |
|---------------------|---|
| Dr. Jason T. Sefrit | <i>Superintendent</i>   |
| Dr. Rodney Lewis    | <i>Assoc. Superintendent of Human Resources</i>                   |
| Dr. Earl Draper     | <i>Asst. Superintendent of Curriculum &amp; Instruction</i>       |
| Mr. Jeremy Shields  | <i>Asst. Superintendent of Operations</i>                         |
| Mrs. Julie McClard  | <i>Exec. Director of Special Education &amp; Student Services</i> |