

# FALL INTO LIFELONG LEARNING

**ACE**  
ADULT & COMMUNITY  
EDUCATION  
School District of the City of St. Charles

**FALL 2024  
CATALOG**

*Career Courses*

*Computer/Technology*

*Creative Arts*

*Enrichment*

*Dance*

*Health/Fitness*

*Life Stages*

*Business*

Over 150 Career  
and Enrichment  
Course Offerings!

**REGISTER TODAY**

City of St. Charles School District (636) 443-4043 [www.stcharlesae.org](http://www.stcharlesae.org)

# FALL 2024 COURSE SCHEDULE

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## 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.

## 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.

## FALL CALENDAR

**Sept. 2** ..... Labor Day (*No classes*)  
**Oct. 16-18** ..... Parent/Teacher Conferences (*No classes*)  
**Nov. 27-29** ..... Thanksgiving Break (*No classes*)  
**Dec. 23-Jan. 3** ..... Winter Break (*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.

## ADULT & COMMUNITY EDUCATION STAFF



Dr. Stephanie Collins  
Program Coordinator



Mary Ehlmann  
Marketing Specialist, CPP



Sarah Steinbruegge  
Secretary, CPP

## ADULT & COMMUNITY EDUCATION OFFICE:

2400 Zumbuhl Road 1 St. Charles, MO 63301

## CONTACT INFORMATION:

**OFFICE:** (636) 443-4043

**FAX:** (636) 443-4044

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

[adulthoodeducation@stcharlessd.org](mailto:adulthoodeducation@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: 10/31, 11/14, 11/28)

COURSE #	DATE	DAY	TIME	LOC.
HO751-01	8/13-12/10	TU/TH	9AM-1PM	L&C 103
HO751-02	8/13-12/10	TU/TH	6-10PM	L&C 103

Tuition: \$1,349 / Textbook: \$150 / CPR: \$80

Lab Fee: \$150 / 32 Classes / CEU

Instructor: Brian Beasley

### Orientation Dates:

All orientations are at 5PM  
July 11, July 23, Aug. 1, Aug. 6  
Sept. 12, Sept. 24, Oct. 10, Oct. 29

### Entrance Exam Dates:

All exams are from 5:30-8PM  
July 11, July 23, Aug. 1, Aug. 6  
Sept. 12, Sept. 24, Oct. 10, Oct. 29

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

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

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



ACE offers 24 and 40-hour EMT Refresher courses that will help you earn recertification for all state and national requirements.

8/13-12/10 (TU/TH)

Call the ACE office for more information.

**636-443-4043**



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



**Follow Us: EMT Facebook**

www.facebook.com/StCharlesEMTTraining



“The St. Charles EMT course and instructors have been amazing! I’ve learned more than I expected about anatomy and basic life support. The first hand experience during the course gave me the confidence needed to stay calm under pressure. It’s definitely a challenging course and required a lot of study both inside and outside of class hours, but the content covered has given me the skills and mindset I need to be a great EMT and make a difference in our community. I’m excited to use what I’ve learned to help people during their most critical moments.”

*Kylie Smith, Valedictorian*



Pictured with Kylie is Lead EMT Instructor, Brian Beasley

## CAREER TRAINING CPR



### CPR & Stop the Bleed Training

*This training will cover the following topics:*

#### Part 1

- Identifying life-threatening emergencies and how to provide prompt care
- Adult, child, and infant CPR with AED certification



#### Part 2

Bleeding injuries can occur at any location. Rather than being a bystander, you can take action by becoming an immediate responder.

- Learn how to identify life-threatening bleeding and respond promptly and effectively to control it.

*Participants will practice techniques on the floor. Comfortable clothing is recommended.*

COURSE #	DATE	DAY	TIME	LOC.
HO844-01	9/7	SAT	9AM-3PM	L&C 103
HO844-02	11/9	SAT	9AM-3PM	L&C 103

Tuition: \$99 / 1 Class

Instructors: Brian Beasley & Jonah Wilson

*We now offer 1-day certification courses for  
healthcare professionals and emergency responders:*

### **NEW** Pediatric Advanced Life Support (PALS)

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

### **NEW** Advanced Cardiac Life Support (ACLS)

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

*Classes start September 20 & 21.  
Call the ACE office for more information.  
**636-443-4043***



## PHLEBOTOMY



### Phlebotomy Technician 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:** 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: 9/2, 11/18, 11/27)

COURSE #	DATE	DAY	TIME	LOC.
HO779-01	8/12-10/7	M/W	6-9PM	L&C 103
HO779-02	10/21-12/18	M/W	6-9PM	L&C 103

Tuition: \$657 / Deposit: \$50 / NHA Test Fee: \$129

Online Study Guide: \$84 / 16 Classes / CEU

Instructor: Lakeeta Johnson

## CAREER TRAINING

### MEDICAL BILLING & CODING

#### Certified Billing & Coding Specialist

*Prerequisite: Basic Computer Skills*

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: 11/28, 12/24, 12/26, 12/31, 1/2)

#### VIRTUAL (ZOOM)

COURSE #	DATE	DAY	TIME	LOC
HO843-01	10/1-1/21	TU/TH	6-9PM	ZOOM

Tuition: \$660 / Registration Fee: \$50 / Textbook: \$410  
 Online Study Guide: \$174 / NHA Test: \$129 / 28 Classes  
 CEU

*Instructor: Sonya Manson*



NHA certifications are accredited by the National Commission for Certifying Agencies (NCAA), a division of the Institute for Credentialing Excellence (ICE).



### Do you Need Tuition Assistance?

Contact the Missouri Job Center to see if you qualify for a WIOA (Workforce Innovation and Opportunity Act) approved course:

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

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



According to the Bureau of Labor Statistics, with an average annual salary of \$48,780, this in-demand field offers strong job security and competitive pay. The Bureau estimates that an additional 29,000 new medical billing and coding jobs will be opened in the next eight years. Start your training today and build a rewarding career in healthcare administration!

## CAREER TRAINING 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 is printed on the invoice.*

**WIOA Approved** (No class: 10/28, 11/18)

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

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

### Arc Welding II

*Prerequisite: Arc Welding I or prior welding experience*

Get ready to elevate your arc welding expertise in this advanced SMAW class! You will delve deeper into the horizontal, vertical, and overhead positions and explore pipe welding processes and positions. Enhance your knowledge of material cutting and preparation for welding. *The supply list is printed on the invoice.* **WIOA Approved**

COURSE #	DATE	DAY	TIME	LOC.
TT276-01	9/3-12/3	TU	6-9PM	L&C A102

Tuition: \$899 / Textbook: \$25 / Lab Fee: \$99  
Registration Fee: \$50 / 14 Classes / CEU  
*Instructor: Baylor Prewitt*

### 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 is printed on the invoice.* **WIOA Approved**  
(No class: 10/16, 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*



### TIG Welding

*Prerequisite: Arc Welding I or 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 is printed on the invoice.* **WIOA Approved** (No class: 10/17, 11/14, 11/28)

COURSE #	DATE	DAY	TIME	LOC.
TT246-01	8/29-12/19	TH	6-9PM	L&C A102

Tuition: \$899 / Textbook: \$25 / Lab Fee: \$99  
Registration Fee: \$50 / 14 Classes / CEU  
*Instructor: Mark Besselman*



“I began welding at the Lewis and Clark Career Center's high school program, where I discovered my passion for the craft. After high school, I attended a vocational welding trade school for five months, further honing my skills. Upon completing the program, I started working for a nationwide company that builds water towers. This experience expanded my knowledge of welding and its applications in the new construction industry. Welding transformed my life and set me on a path to success. With dedication and hard work, welding can take you places, just as it did for me.”

*Baylor Prewitt, Instructor*



**REGISTER EARLY TO  
RESERVE YOUR SPOT!**

## 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: 9/2, 10/16, 10/17, 10/31, 11/14, 11/18, 11/27, 11/28)

COURSE #	DATE	DAY	TIME	LOC.
TT288-01	8/13-12/3	TU/TH	6:30-9:30PM	L&C HVAC
TT288-02	8/26-12/16	M/W	6-9PM	L&C HVAC

Tuition: \$1049 / Textbook: \$50  
 Lab Fee: \$100 Registration Fee: \$50  
 EPA Test Fee: \$55 / 29 Classes / CEU  
 01–Instructor: Bill Field  
 02–Instructor: John Remley

## 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, 10/16, 11/18, 11/27)

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

Tuition: \$1,179 / Textbook: \$100  
 Materials Fee: \$150 / Registration Fee: \$50  
 30 Classes / CEU  
 Instructor: Erich Schaefer

## 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 2023 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 is printed on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
TT284-01	9/7-9/28	SAT	8AM-4PM	L&C ET
TT284-02	11/2-11/23	SAT	8AM-4PM	L&C ET

Tuition: \$499 / Book Fee: \$50 / Lab Fee: \$100  
 Registration Fee: \$50 / 4 Classes / CEU  
 Instructor: Christin Ladue



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## CAREER TRAINING / COMPUTERS

### AUTOMOTIVE



#### Two and Four-Cycle Engine Repair

Do you want to repair a 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 a 2-cycle (mower, string trimmer, chainsaw) or 4-cycle (tiller, riding mower) to class. **WIOA Approved**  
(No class: 10/17, 11/14, 11/28)

COURSE #	DATE	DAY	TIME	LOC.
TT217-01	9/10-11/26	TU	6-9PM	L&C SE
TT217-02	9/12-12/19	TH	6-9PM	L&C SE

Tuition: \$379 / 12 Classes / CEU

Instructor: Dale Smith

**REGISTER EARLY TO RESERVE YOUR SPOT!**

### EXCEL

#### Excel 2021 Module I

**Prerequisite:** Basic computer skills, or knowledge of office applications

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.
CO915-01	9/5	TH	6-8:30PM	SCW J129
CO915-02	10/29	TU	6-8:30PM	SCW J129

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.
CO916-01	9/12	TH	6-8:30PM	SCW J129
CO916-02	11/5	TU	6-8:30PM	SCW J129

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.
CO917-01	9/19	TH	6-8:30PM	SCW J129
CO917-02	11/12	TU	6-8:30PM	SCW J129

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.
CO918-01	9/26	TH	6-8:30PM	SCW J129
CO918-02	11/19	TU	6-8:30PM	SCW J129

Tuition: \$39 / 1 Class / CEU

Instructor: Scott Pickens

### ZOOM



#### NEW Zoom: Essential Skills for Online Interaction

This course is designed to help students effectively utilize Zoom for meetings and instruction. Participants will learn how to set up their accounts, join and host meetings, and navigate the various features Zoom offers to enhance the virtual experience. By the end of this course, participants will feel confident in their ability to use Zoom as an effective tool for virtual meetings.

#### VIRTUAL (ZOOM)

COURSE #	DATE	DAY	TIME	LOC.
CO925-01	9/3-9/4	TU/W	6-8:30PM	ZOOM
CO925-02	10/14-10/15	M/TU	6-8:30PM	ZOOM
CO925-03	11/6-11/7	W/TH	6-8:30PM	ZOOM

Tuition: \$59 / 2 Classes / CEU

Instructor: Scott Pickens



## TECHNOLOGY

### 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.
CO906-01	9/13	F	12:15-1:15PM	L&C 103
CO906-02	9/13	F	1:30-2:30PM	L&C 103
CO906-03	9/13	F	2:45-3:45PM	L&C 103
CO906-04	10/4	F	12:15-1:15PM	L&C 103
CO906-05	10/4	F	1:30-2:30PM	L&C 103
CO906-06	10/4	F	2:45-3:45PM	L&C 103
CO906-07	11/1	F	12:15-1:15PM	L&C 103
CO906-08	11/1	F	1:30-2:30PM	L&C 103
CO906-09	11/1	F	2:45-3:45PM	L&C 103

Tuition: \$55 / 1 Class / 1-Hour sessions

Instructor: Scott Pickens



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

### 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.
CO913-01	9/11-9/20	W/F	10AM-12PM	L&C CL
CO913-02	10/23-11/1	W/F	10AM-12PM	L&C CL

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.
CO914-01	10/2-10/11	W/F	10AM-12PM	L&C CL
CO914-02	12/4-12/13	W/F	10AM-12PM	L&C CL

Tuition: \$99 / 4 Classes

Instructor: Scott Pickens



## Do You Need Training for Your Workforce?



Through Missouri One Start, 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
- Technical Writing and Services

*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**

# LITERACY

## ESL



### NEW ESL: Speak with Confidence

Do you often find it challenging to start a conversation or find the right words when communicating in English? This English course is tailored for adult ESL learners eager to enhance their language skills. You will be introduced to essential English words and phrases commonly used in conversational settings. The course is designed to instill confidence and independence in your spoken English skills, making you comfortable in any conversation. Each session is filled with interactive activities and practical exercises, all designed to engage ESL learners and provide a supportive environment for practice. *Handouts will be provided.*

COURSE #	DATE	DAY	TIME	LOC.
LI502-01	9/9-10/2	M/W	6-8PM	SCW A105
LI502-02	10/28-11/20	M/W	6-8PM	SCW A105

Tuition: \$79 / 8 Classes

Instructor: David Forinash

### NEW ESL: Workplace Communication: Breaking Language Barriers

Are you nervous about speaking in English with co-workers or feeling held back in your career due to language barriers? Effective workplace communication is important, and this course was created specifically for ESL learners like you to overcome these obstacles. You will learn common English vocabulary and phrases for various professional settings, which will help you communicate with confidence and effectiveness. Learn practical exercises and real-world situations to improve the skills needed to progress in your career. *Handouts will be provided. (No class: 11/28)*

COURSE #	DATE	DAY	TIME	LOC.
LI503-01	9/10-10/3	TU/TH	6-8PM	SCW A105
LI503-02	11/5-12/3	TU/TH	6-8PM	SCW A105

Tuition: \$79 / 8 Classes

Instructor: David Forinash

## GED/HISET



### 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	9/10-9/26	TU/TH	5:30-8:30PM	SCW LIB
LT101-02	11/5-11/21	TU/TH	5:30-8:30PM	SCW LIB

Tuition: \$99 / 6 Classes / CEU

Instructor: Lisa Frey



You can earn a GED or HiSET diploma at any age! Increase your earning potential, access college, and qualify for better jobs. Flexible test scheduling and prep classes are available. Start your journey to success today!

**REGISTER EARLY TO  
RESERVE YOUR SPOT!**

## CREATIVE ARTS 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 is printed on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
CA989-01	9/9-10/14	M	6-8PM	L&C MULTIA

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 is printed on the invoice. (No class: 11/27)*

COURSE #	DATE	DAY	TIME	LOC.
CA671-01	10/23-12/4	W	6-8PM	L&C MULTIA

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

## PEN AND INK

### Pen & Ink Techniques

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 is printed on the invoice. (No class: 11/14, 11/28)*



COURSE #	DATE	DAY	TIME	LOC.
CA981-01	10/24-12/12	TH	6-8PM	L&C MULTIA

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

## PAINTING

### NEW Acrylic Painting

If you are a beginner who has always wanted to try painting, this class is perfect! It will introduce you to the unique properties of acrylic paint, which is very forgiving and allows you to experiment with different textures and techniques. You will also learn the basics of color theory and color mixing and how to use a loose sketch or idea as a guide to complete your painting. *The supply list is printed on the invoice. (No class: 11/27)*



COURSE #	DATE	DAY	TIME	LOC.
CA526-01	9/4-10/9	W	6-8PM	JIS 322
CA526-02	10/30-12/11	W	6-8PM	JIS 322

Tuition: \$69 / 6 Classes  
Instructor: Randi Donnell

## CREATIVE ARTS PASTELS



### Creating Art with Pastels

Pastels are one of the most versatile mediums for creating art. In this course, you will learn basic techniques, how pastels work together, and how to convey three-dimensional form, depth, and mood in your drawings. You will focus on learning how to apply pastels to your artwork while enjoying the learning process! *The supply list is printed on the invoice. (No class: 10/8)*

COURSE #	DATE	DAY	TIME	LOC.
CA977-01	9/3-10/15	TU	6-8PM	L&C MULTI A

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

## CROCHET

### Crochet 101

Crochet is a fantastic activity that can help relieve stress, boost creativity, and enhance your well-being while being enjoyable and practical. If you're a beginner, you'll learn the basic stitches, how to work in rows, and read patterns in a comfortable environment. This class is an excellent opportunity to build your knowledge and skills and create a finished project. *The supply list is printed on the invoice. (No class: 11/30)*

COURSE #	DATE	DAY	TIME	LOC.
CA374-01	8/27- 9/12	TU/TH	6:30- 8:30PM	L&C B206
CA374-02	11/2- 12/14	SAT	10AM- 12PM	L&C B206

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

**REGISTER EARLY TO  
RESERVE YOUR SPOT!**



### Crochet 102: Expanding Your Skills

If you've mastered the basics, Crochet 102 is your next step. This class introduces you to advanced stitches, working in the round, and shaping your projects, allowing you to take your crochet skills to the next level. You'll learn to read more complex patterns and create a finished project with new techniques. Perfect for those with a crochet background who want to enhance their skills in a supportive setting. *The supply list is printed on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
CA381-01	9/24- 10/10	TU/TH	6:30- 8:30PM	L&C B206

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

### 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 is printed on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
CA376-01	11/5- 11/26	TU/TH	6:30- 8:30PM	L&C B206

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



## CREATIVE ARTS 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! *The supply list is printed on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
CA377-01	10/22- 10/31	TU/TH	6:30- 8:30PM	L&C B206
CA377-02	11/2- 11/23	SAT	12:15- 2:15PM	L&C B206

Tuition: \$59 / 4 Classes

Instructor: Sarah Lawler



### 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 sewing machine to class. *The supply list is printed on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
CA378-01	12/3-12/12	TU/TH	6:30- 8:30PM	L&C B206

Tuition: \$59 / 4 Classes

Instructor: Sarah Lawler

## CAKE/CUPCAKE DECORATING



### Delicious Decoration–Cakes and More!

Learn step-by-step decorating and icing techniques as well as cake-baking essentials. Apply buttercream rose piping and borders to your delicious cakes, cupcakes, and stacked cake construction. Learn to create drop flowers, rosettes, shells, leaves, and more! *The supply list is printed on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
CA958-01	9/5-9/19	TH	6-8PM	JIS 307A
CA958-02	11/4-11/18	M	6-8PM	JIS 307A

Tuition: \$79 / Materials Fee: \$7 / 3 Classes

Instructor: Laura Carpenter

## CREATIVE ARTS FASHION DESIGN



### NEW Thrifty to Swifty

Calling all Swifties! Do you love Taylor's iconic style? This 5-week course will show you how to recreate her signature looks using thrift store finds. Learn to curate inspiration, hunt for hidden gems, and transform pre-loved clothes into a one-of-a-kind Taylor-inspired outfit. Join this Thrifty to Swifty class and discover your inner stylist! *The supply list is printed on the invoice.*

*You will learn how to:*

- Hunt for thrifted items and recreate something special.
- Design a unique piece on paper and practice alteration techniques
- Add decorative notions, i.e. sequins, and fringe, to make their piece unique.

COURSE #	DATE	DAY	TIME	LOC.
CA442-01	10/29-11/26	TU	6-8:30PM	L&C MULTI A

Tuition: \$69 / 5 Classes

*Instructor: Paige Baldwin*



### NEW Fashion Design—Turning Inspiration Into Style

Unleash your inner designer! This 5-week course takes you through the fashion design process, from inspiration to concept. Learn research techniques, create a mood board, and develop a collection you'll love. Beginner-friendly, all creativity welcome! *The supply list is printed on the invoice. (No class: 11/18)*

COURSE #	DATE	DAY	TIME	LOC.
CA441-01	9/4-10/2	W	6-8PM	L&C MULTI A
CA441-02	11/4-12/2	M	6-8PM	L&C MULTI A

Tuition: \$59 / 5 Classes

*Instructor: Paige Baldwin*

## In the Spotlight



Paige Baldwin brings a unique perspective to fashion design after a decade in a fulfilling career as a trauma nurse.

Her passion for textiles and creating captivating visuals led her to a successful career shift, where she honed her skills working as a costume designer for theatrical productions. Paige's background in healthcare instilled in her a strong sense of empathy and attention to detail, qualities she now applies to understanding the wearer's experience and crafting truly impactful designs.

Paige has a Bachelor's of Science in Fashion Business from Lindenwood University and is currently pursuing a Master's of Fine Arts in Fashion Design and Technology.

## 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 printed on the invoice.*



COURSE #	DATE	DAY	TIME	LOC.
CA659-01	9/7-9/14	SAT	10AM-1PM	L&C B206
CA659-02	11/9-11/16	SAT	10AM-1PM	L&C 103

Tuition: \$49 / 2 Classes

*Instructor: Christine Wilson*

## CREATIVE ARTS / ENRICHMENT

### WEAVING



#### NEW Basket Weaving Basics

Begin exploring the world of basket weaving! You will be guided through the foundational skills and learn basic basket structure along with tips on shaping and handling weaving materials, the use of natural dyes, and how to get various colors. By the end of the course, you will have created a small-sized basket by using at least one of four traditional weaving techniques: coiling, plaiting, twining, and wicker. Join the fun and create something beautiful. *No experience is necessary. The supply list is printed on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
CA527-01	9/21-9/28	SAT	10AM-1PM	L&C B206
CA527-02	11/9-11/16	SAT	10AM-1PM	L&C MULTIA

Tuition: \$49 / 2 Classes

Instructor: *Randi Donnell*



### SIGN LANGUAGE

#### 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.
LA501-01	9/9-9/25	M/W	6-8:30PM	SCW LIB
LA501-02	11/4-11/20	M/W	6-8:30PM	SCW LIB

Tuition: \$99 / Textbook: \$15 / 6 Classes

Instructor: *Michelle O'Loughlin*

### LANGUAGE



#### Spanish in a Day

This one-night class offers students a practical introduction to the Spanish language. Learn the basics of the language, including commonly used Spanish words and phrases.

COURSE #	DATE	DAY	TIME	LOC.
LA133-01	9/12	TH	6-8PM	SCH C3

Tuition: \$39 / 1 Class

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. *(No class: 11/28)*

COURSE #	DATE	DAY	TIME	LOC.
LA415-01	9/17-10/10	TU/TH	6-8PM	SCH C3
LA415-02	11/5-12/3	TU/TH	6-8PM	SCH C3

Tuition: \$125 / Textbook: \$20 / 8 Classes

Instructor: *Lori Endres*

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## WRITING

### NEW Finish the Book!

If you are an aspiring author with three chapters, three pages, or three paragraphs, and you're interested in finishing the book, this class is for you. You will learn how to increase your writing productivity, avoid common mistakes, improve pacing, and strengthen conflict. Also included is information on editors and agents and paths to publication—both traditional and indie (self) publishing.

COURSE #	DATE	DAY	TIME	LOC.
PE369-01	10/5-10/19	SAT	8:30-10:30AM	L&C 103

Tuition: \$59 /3 Classes

Instructor: Beverly Long

## In the Spotlight



Beverly Long had her first novel published in 2005 and has subsequently gone on to write more than 25 additional novels. She has spoken on writing-related topics at both regional



and national conferences. Her suspense novels TEN DAYS GONE and NO ONE SAW were both finalists for the Daphne du Maurier Award for Excellence in Mystery/Suspense. Beverly earned both undergraduate and graduate degrees in human resource management and has worked in HR leadership roles in the insurance, newspaper, and healthcare industries.

More information about Beverly and her books is available at: [www.beverlylong.com](http://www.beverlylong.com)

## ENRICHMENT VOICE ACTING



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

From audiobooks to advertisements and beyond, we encounter recorded voices everywhere! In this one-night, live online class, your instructor will take you behind the scenes in the voice-over field for a fun and realistic look at how the voice-over field works. You will gain an inside perspective on developing voice skills, leveraging your voice's strength, and more! Additionally, you will have a chance to read a script, one-on-one, with the instructor at the end of the class to receive personalized feedback and guidance.

COURSE #	DATE	DAY	TIME	LOC.
PE800-01	10/28	M	6:30-8PM	ZOOM

Tuition: \$49 / 1 Class

Instructor: Voice Coaches Staff

**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.



Find us on  
Facebook

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



## DANCE

### COUNTRY



#### Country Line Dance

Want to learn to Line Dance? This class will teach you the correct footwork and the most popular line moves danced at regional events. Line dancing is also a great way to get your cardio workout while having fun and making new friends. You don't need prior experience. *No partner required.*

COURSE #	DATE	DAY	TIME	LOC.
RE478-01	9/9-10/14	M	6:30-7:45PM	HE GYM

Tuition: \$69 / 6 Classes

Instructor: Pam Pratt-Noltkamper

#### Country Line Dance—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 improver 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 required. (No class: 11/11, 11/18)*

COURSE #	DATE	DAY	TIME	LOC.
RE479-01	10/28-12/16	M	6:30-7:45PM	HE GYM

Tuition: \$69 / 6 Classes

Instructor: Pam Pratt-Noltkamper

### COUPLES

#### Easy Social Dance

Have you wanted to learn how to dance with a partner? Then the Easy Social Dance class is for you! We'll explore several easy dances that allow you to dance to any style of music while learning techniques to move smoothly and lead or follow confidently. *This class is for couples. Must register separately.*

COURSE #	DATE	DAY	TIME	LOC.
RE722-01	9/4-10/9	W	6:45-7:45PM	MON GYM
RE722-02	10/23-12/4	W	8-9PM	MON GYM

Tuition: \$60 per person / 6 Classes

Instructor: Mike Cook



**REGISTER EARLY TO RESERVE YOUR SPOT!**



#### East Coast Swing

Grab a partner and learn the popular universal rhythm dance that is beginner-friendly and danced to fast swing music, including rock and roll and boogie-woogie. East Coast Swing brings forth a contagious, buoyant, carefree movement that may be danced comfortably over a wide range of tempos and variations. *This class is for couples. Must register separately.*

COURSE #	DATE	DAY	TIME	LOC.
RE723-01	9/4-10/9	W	8-9PM	MON GYM

Tuition: \$60 per person / 6 Classes

Instructor: Mike Cook

#### NEW West Coast Swing

Check out the hottest swing dance on the St. Louis dance scene! In learning this slow, smooth swing dance, we will start with the basics and proper technique and add some fun-to-do leadable moves. Check out the hottest swing dance on the St. Louis dance scene! In learning this slow, smooth swing dance, we will start with the basics and proper technique and add some fun-to-do leadable moves. Athletic shoes not recommended. *This class is for couples. Must register separately. (No class: 11/27)*

COURSE #	DATE	DAY	TIME	LOC.
RE452-01	10/23-12/4	W	6:45-7:45PM	MON GYM

Tuition: \$60 per person / 6 Classes

Instructor: Mike Cook



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## HEALTH / WELLNESS YOGA



### NEW Chair Yoga

This gentle style of yoga uses a chair for support and balance, making it accessible and fun for all energy levels. In this class, you will move in ways that enhance balance, strength, and flexibility while boosting energy. Chair yoga is great for those who work in an office or anyone looking to incorporate poses into everyday life. The chair is always optional. You may choose to move freely on your mat instead. *The supply list is printed on the invoice.* (No class: 11/30)

COURSE #	DATE	DAY	TIME	LOC.
RE735-01	9/14-10/19	SAT	10-11AM	L&C MULTIA
RE735-02	11/9-12/21	SAT	10-11AM	L&C MULTIA

Tuition: \$59 / 6 Classes  
Instructor: Myra Bailey

### 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 is printed on the invoice.*



### NEW Slow Flow Yoga

Slow Flow Yoga connects breath to movement and is ideal for beginners or those wanting to slow down and quiet the mind. These slower-paced movements enable deeper breaths and encourage a mind-body connection. Each pose flows into the next, creating a moving meditation. This style of yoga is suitable for all levels. It relieves stress, develops flexibility and stability, and calms the mind. You will leave feeling refreshed and energized. *The supply list is printed on the invoice.* (No class: 11/30)

COURSE #	DATE	DAY	TIME	LOC.
RE736-01	9/14-10/19	SAT	11:15-AM 12:15PM	L&C MULTIA
RE736-02	11/9-12/21	SAT	11:15-AM 12:15PM	L&C MULTIA

Tuition: \$59 / 6 Classes  
Instructor: Myra Bailey

COURSE #	DATE	DAY	TIME	LOC.
RE730-01	9/10-10/15	TU	6-7PM	JIS LIB
RE730-02	10/29-12/3	TU	6-7PM	JIS LIB

Tuition: \$59 / 6 Classes  
Instructor: Myra Bailey

## In the Spotlight



Instructor, Myra Bailey has practiced yoga since 2008. Seeking balance in a hectic life, she stumbled into her first class wearing a T-shirt, jeans, and socks. Because yoga meets you wherever you are, it was all good.

She's a Trauma-Informed Yoga instructor with a diverse knowledge of yoga practices, including certifications in Yin Yoga and Chair Yoga. Myra is also a Level 2 Reiki practitioner who guides you through a meditation of movement to nourish your mind and body at your own pace.

### 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 is printed on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
RE313-01	9/10-10/15	TU	7:15-8:15PM	JIS LIB
RE313-02	10/29-12/3	TU	7:15-8:15PM	JIS LIB

Tuition: \$59 / 6 Classes  
Instructor: Myra Bailey

## HEALTH / WELLNESS FITNESS



### **NEW Let's Get Moving: Aerobics, Kickboxing, and Stretch**

Get moving in this fitness class that combines dance aerobics, kickboxing, and stretching! It is perfect for those who haven't worked out in a while, have joint pain, are recovering from an illness, or just like to have fun while exercising! This class will use flashback music from the 70s, 80s, and 90s, which sets the mood and motivates you while you tone and sculpt. These workouts will get you sweating, laughing, and grooving to your favorite pop hits. So...Let's Get Moving! *The supply list is printed on the invoice.*

COURSE #	DATE	DAY	TIME	LOC.
RE737-01	9/3-9/26	TU/TH	7-8PM	MON GYM
RE737-02	11/5-12/3	TU/TH	7-8PM	MON GYM

Tuition: \$69 / 8 Classes

Instructor: A.J. Harrison

## In the Spotlight



A.J. Harrison earned her Group Fitness Instruction certification from the International Sports and Sciences Association (ISSA). She specializes in working with participants living with chronic joint pain, respiratory issues, and long COVID. She also teaches at various locations around the St. Louis area.

A.J. has a professional fitness brand called Retrofitt. Retrofitt was a proud guest at Food and Fitness, a non-profit organization dedicated to providing free health education, nutritional advice, and fitness instruction to the community of Ferguson, MO. It was indeed a wonderful experience. Retrofitt has also participated in the Saint Louis Community College Forest Park Continuing Education program.

This summer, Retrofitt will be included in the roster of fitness classes for Fit Bodies, an international program for resort fitness entertainment.

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## Find Your Future in Healthcare.



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See pages 3-5 for more information.



## 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.

ECC is accepting district residents and current school employees due to the high demand within our school community.

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**



## LIFE STAGES / BUSINESS

### LIFE STAGES



#### NEW Passport to Retirement

Welcome to our comprehensive guide on retirement planning! This course covers various topics important to retirement planning, including how to develop an income stream in retirement, strategies that could enhance your social security benefits, and what you need to know about IRA rollovers and Roth IRA conversions.

The course includes an illustrated textbook that helps you learn more about the financial concepts discussed in class, provides a step-by-step process for applying your knowledge, and becomes a useful reference tool after the course is complete.

COURSE #	DATE	DAY	TIME	LOC.
FM900-01	9/10-9/17	TU	6:30-9:30PM	L&C B205
FM900-02	9/14-9/21	SAT	9AM-12PM	L&C 103

Tuition: \$49 / Book Fee: \$27.99 / 2 Classes

Instructor: *David Kaplan*



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#### 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.
FM700-01	9/16-9/18	M/W	6:30-9PM	L&C CL
FM700-02	11/11-11/13	M/W	6:30-9PM	L&C CL

Tuition: \$59 / 2 Classes

Instructor: *Jim Borchers*

### BUSINESS



#### 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.
FM710-01	9/11	W	6:30-9PM	L&C CL
FM710-02	11/6	W	6:30-9PM	L&C CL

Tuition: \$49 / 1 Class

Instructor: *Jim Borchers*

## Forge Your Path as an Entrepreneur

**Two & Four-Cycle Engine Repair  
HVAC / Residential Wiring**

**See pages 7 & 8 for more information.**

# ONLINE CLASSES

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## ADVANCE YOUR CAREER WITH ONLINE TRAINING

Our online, self-paced, or instructor-led training is designed to prepare you for entry or advancement in career opportunities.

### TRAINING PROGRAMS AVAILABLE:

Certified EKG Technician	\$1,995
Veterinary Assistant	\$2,145
Electrical Technician	\$2,260
Foundations of Plumbing	\$2,245
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/)



## 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

For more information, visit:  
[www.scccaps.org](http://www.scccaps.org)  
OR scan the QR code:



**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:** For courses lasting less than 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 Street
- HE..... Harris Elementary, 2800 Old Muegge Road
- HMS.... Hardin Middle, 1950 Elm Street
- JIS..... Jefferson Intermediate, 2660 Zumbahl Road
- L&C.... Lewis and Clark Career Center / ACE Office  
2400 Zumbahl Road
- LIN..... Lincoln Elementary, 625 South 6th Street
- MON.... Monroe Elementary, 2670 Zumbahl Road
- NULL... Null Elementary, 435 Yale Blvd.
- SCH.... St. Charles High, 725 Kingshighway
- SCW.... St. Charles West High, 3601 Drost Road

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## FALL INTO **LIFELONG** LEARNING



PAGE  
**8**

Would you like to learn how to use Zoom and feel more confident when in meetings, etc.? See [page 8](#) for more details for this virtual class.



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**10**

This ESL class is designed to instill confidence in the adult learner who would like to learn how to communicate in English. See [page 10](#) or more information.



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**14**

We offer Fashion Design classes that will take through the process from inspiration to concept and how to recreate signature looks. Find out more about these classes on [page 14](#).



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**16**

If you started to write a book and don't know how to finish it, then check out our Finish the Book class! See [page 16](#) to start learning.