

St. Charles Adult & Community Education

**MAKE THE LEAP TO
A NEW CAREER.**

Enroll today.

Over 100 Career and Enrichment Course Offerings!



SPRING/SUMMER 2021 COURSE SCHEDULE

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Welcome

The current environment has given us all pause to look deeply into how we spend our time, has jolted us out of our comfort zones, and has many people rethinking their career, or ways to enhance it. The time is now; take the leap and take advantage of one or more of the certification courses we offer.....

EMT, phlebotomy, billing and coding, medical admin. assistant, pharmacy technician, HVAC, welding, and precision machining. Each course provides students with classroom instruction and hands-on-training.

If your desire is to get fit, learn a new skill or embrace your creative side, register for one or more of our personal enrichment classes and take advantage of the opportunity to explore subjects that will excite and intrigue you.

If time is of the essence, we offer over 300 online courses through ed2go and UGotClass, which are great options and give you access to classes 24 hours a day, 7 days a week.

Find a class that inspires you and enroll today!

With your learning in mind,

The Adult & Community Education Staff

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

Stephanie Collins, Program Supervisor, MEd, CPP

Mary Ehlmann, Marketing Specialist, CPP

Sarah Steinbruegge, Secretary, CPP

SPRING/SUMMER CALENDAR

March 3-4..... Parent/Teacher Conferences (no classes)

March 22-26..... Spring Break (no classes)

April 5..... Spring Holiday (no classes)

May 31..... Memorial 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.

St. Charles Adult and Community Education Office Location:

2400 Zumbuhl Road | St. Charles, MO 63301

Office Hours: Monday-Thursday: 9:00am-6:30pm | Friday: 9:00am-4:00pm

Contact Information:

Office: (636) 443-4043 | Fax: (636) 443-4044

Website: www.stcharlesae.org / Email: adulthoodeducation@stcharlessd.org

EMT



Emergency Medical Technician Program

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 both state and national licensure examinations. Students will master the basic skills of emergency care through classroom training, hands-on skill training, and clinical observation, both in a hospital emergency department and on

an ambulance. Upon successful completion of this program, students are eligible to take the National Registry Exam for certification by the State of Missouri.

Please note: To enroll, you MUST attend a mandatory orientation to obtain requirements for the program, and also pass the entrance exam. Students must be at least 18 years old and provide proof of a high school diploma, GED/ HISET, or a college transcript. **WIOA Approved** (No class 10/28, 11/25)

NEW Summer ACCELERATED PROGRAM

Course #	Date	Day	Time	Loc.
HO827-01	5/25-7/29	TU/TH	9am-5pm	L&C 103

Tuition: \$1,299 / Textbook, Lab Fee: \$220 / CPR Card: \$30
20 Classes / CEU
Instructor: David James

NOW Enrolling for Fall 2021

Course #	Date	Day	Time	Loc.
HO751-01	8/17-12/9	TU/TH	9am-1pm	L&C 103
HO751-02	8/17-12/9	TU/TH	6-10pm	L&C 103

Tuition: \$1,299 / Textbook, Lab Fee: \$220 / CPR Card: \$30
Instructor: David James

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

Follow us on our EMT Facebook Page!



Find us on Facebook

www.facebook.com/StCharlesEMTTraining

EMT Training Orientation

All students MUST attend an orientation before enrolling in the St. Charles EMT program. Ask questions, meet the faculty, and take the entrance exam (\$25).

Register today: www.stcharlesae.org
or (636) 443-4043

March 2 @ 5pm	April 20 @ 5pm
March 16 @ 5pm	May 6 @ 5pm
April 1 @ 5pm	May 11 @ 5pm
April 8 @ 5pm	May 20 @ 5pm

PLEASE NOTE: Due to COVID 19, orientations will be conducted via Zoom and can be accessed via computer, tablet, or mobile device.

24-Hour EMT Refresher Course

The 24-hour Refresher course is designed to meet the requirements of the Department of Transportation (DOT) and 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 three (3) unsuccessful attempts at the NREMT Written Exam and remedial training are required.
- You are not currently working in the field and want to keep your knowledge and skills up-to-date.
- You need to re-license for your State EMT license.
- Your NREMT Certification has lapsed.

To receive a certificate, you must attend all the classes. A copy of your EMT license and BLS certification is required on or before the first day of class. Seating is limited. **WIOA Approved**

Course #	Date	Day	Time	Loc.
HO828-01	9/15-10/20	W	6-10pm	L&C B205

Tuition: \$359 / 6 Classes / CEU
Instructor: David James



Adult and Pediatric CPR/AED/ First Aid

Students will learn to recognize life-threatening emergencies and to provide immediate care. Certification includes adult, child, and infant CPR with AED. Group scheduling and pricing is available upon request.

Course #	Date	Day	Time	Loc.
HO835-01	9/18	SAT	9-10:30am	L&C 103

Tuition: \$35 / CPR Card: \$30 / 1 Class / CEU
Instructor: David James

PHLEBOTOMY



Phlebotomy Training Program

The St. Charles Phlebotomy Training program provides students with the basic skills needed to become a phlebotomist in a variety of employment opportunities. This 8-week comprehensive course consists of 48 hours of lecture, hands-on skills labs, and assessments. Topics include anatomy & physiology, blood collection theory & handling, safety, and applicable laws & regulations governing phlebotomy.

At the end of the course, students will be prepared for the NHA (National Healthcareer Association) CPT Certification exam. With a CPT certification, you will have the credentials you need to set yourself apart from other applicants as you embark on a rewarding healthcare career. As more employers require phlebotomy certifications, a CPT will help improve your marketability in a growing and rewarding field. **WIOA Approved**
(No class 5/3, 5/31)

Course #	Date	Day	Time	Loc.
HO779-03	4/12-6/9	M/W	9:30am-12:30pm	L&C 103
HO779-04	4/12-6/9	M/W	6-9pm	L&C 103

Tuition: \$529 / Deposit Fee: \$50 / Lab Fee: \$100
Online Study Guide Fee: \$70 / 16 Classes / CEU
Instructor: Shannon Ford

Phlebotomy Orientation

Learn more about this exciting career at an upcoming orientation. All students **MUST** attend an orientation to enroll.

March 11 @ 5pm March 30 @ 5pm
March 16 @ 5pm April 6 @ 5pm

PLEASE NOTE: Due to COVID-19, orientations will be conducted via Zoom and can be accessed via computer, tablet, or mobile device.

Register today
www.stcharlesae.org (636) 443-4043

BILLING AND CODING



Certified Billing and Coding Specialist

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 2024. Medical billers and coders are responsible for coding a patient's diagnosis along with a request for payments from the patient's insurance company. St. Charles Billing and Coding Specialist program will provide you with the information and training you need to earn a CBCS (Certified Billing and Coding Specialist) certification.

This 12-week comprehensive course consists of 72 hours of classroom instruction. As a student, you will learn:

- Foundations of medical terminology and the technical knowledge and skills to maintain aspects of the revenue cycle to prevent reimbursements from being denied, delayed, or incomplete.
- How to gather, review, and verify essential patient information and documentation
- Fraud prevention and abuse by auditing billing
- How to assign numeric codes for diagnoses and procedures
- The aspects of coaching healthcare providers to achieve optimal reimbursement when submitting claims.

At the end of the course, you will be prepared to sit for the CBCS exam offered by the National Healthcareer Association (NHA). **WIOA Approved**

PLEASE NOTE: This is a hybrid course, however, all orientations will be conducted via ZOOM and can be accessed via computer, tablet, or mobile device.

Course #	Date	Day	Time	Loc.
HO826-03	5/18-8/5	TU/TH	9:30-12:30pm	L&C CL Upper
HO826-04	5/18-8/5	TU/TH	6-10pm	L&C CL Upper

Tuition: \$799 / Textbook: \$280 / Online Study Guide: \$70
24 Classes / CEU
Instructor: Shannon Ford

Learn more about this exciting career at an upcoming orientation. All students **MUST attend an orientation to enroll.**

March 3 @ 5pm April 8 @ 5pm May 4 @ 5pm
March 11 @ 1pm April 12 @ 1pm May 13 @ 5pm
March 25 @ 5pm April 21 @ 5pm

CAREER TRAINING

MEDICAL ADMINISTRATIVE ASSISTANT

NEW Certified Medical Administrative Assistant (CMAA)

The St. Charles CMAA Program is designed to provide you with information and training to help you gain the skills to provide administrative support in a medical setting. Obtaining a CMAA Certification demonstrates your expertise in performing typical administrative tasks that keep physicians' offices, healthcare clinics, and hospitals running efficiently.

This 11-week comprehensive course consists of 66 hours of virtual classroom instruction. As a student, you'll enjoy learning a variety of medical administration policies and procedures and you will be able to:

- Define the importance of personal and professional ethics
- Demonstrate telephone etiquette, schedule appointments, and greet patients
- Evaluate a medical office's scheduling needs and appropriately book patient services
- Correctly file medical records and perform basic financial and other general office procedures
- Understand medical terminology, and verify insurance coverage
- Comply with HIPAA/HITECH, OSHA, CMS regulations

At the end of the course, you will be prepared to take the Certified Medical Administrative Assistant (CMAA) exam offered by the National Healthcareer Association (NHA).

WIOA Approved PLEASE NOTE: This class is conducted via ZOOM



Course #	Date	Day	Time	Loc.
HO831-03	4/20-7/1	TU/TH	6-9pm	ZOOM

Tuition: \$775 / Online Study Guide Fee: \$70 / 22 Classes

CEU / Instructor: Michele Phillips

PLEASE NOTE: This class is conducted via ZOOM

Learn more about this exciting career at an upcoming orientation. You **MUST attend an orientation to enroll.**

March 16 @ 6pm April 1 @ 6pm April 6 @ 6pm

PLEASE NOTE: Orientations will be conducted via Zoom and can be accessed via computer, tablet, or mobile device.



If you are a veteran and are seeking educational training in EMT, HVAC, or Precision Machining please give us a call and we can assist you with your enrollment certification.

636-443-4043

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:

- Certified Billing and Coding Specialist
- Heating and Air Conditioning
- Certified Medical Administrative Assistant (CMAA)
- Precision Machining Technology
- Certified Pharmacy Technician Training Program
- St. Charles Phlebotomy Training
- Emergency Medical Technician (EMT)
- Welding
- Two and Four-Cycle Engine Repair

St. Peters (636) 255-6060
St. Ann (314) 615-6010
St. Louis (314) 589-8000
Warrenton (636) 456-946

636-255-606

Need Training for Your Workforce?

Maximize your employees' skills and performance through customized, cost-effective training programs such as Supervisory/Leadership Development, Team Building/Coaching, Technical Skills training in Welding, HVAC, Precision Machining, Electrical Maintenance, and more.

Call us today at **636-443-4043** for more information on the Missouri Works Customized Training Program.

CAREER TRAINING

PHARMACY TECHNICIAN



NEW Certified Pharmacy Technician Training Program

The role of a pharmacy technician goes far beyond simply assisting in filling prescriptions and taking care of packaging and labeling. Pharmacy Technicians are sought-after professionals in pharmacies located in hospitals, drug stores, doctors' offices, and grocery stores, and their work makes an enormous difference in the efficiency and safety of pharmacy operations.

This 14-week comprehensive course is taught by a nationally certified pharmacy technician with over 20 years of experience and consists of 56 hours of online instruction. As a student, you will be able to:

- Provide patient care services
- Understand pharmaceutical terms, abbreviations, and symbols used in prescribing and charting medications, dosage forms, routes of administration of drugs
- Learn about patient variables with regard to drug therapy, and equipment and systems used in the administration of drugs, and more

Students must be at least 18 years of age and be able to provide documentation of High School graduation or GED/HiSET completion in order to register for this course. Students must also attend an orientation prior to registration.

At the end of the course, students will receive a CPHT (Certified Pharmacy Technician) certification of completion and be eligible to sit for the ExCPT exam offered by the National Healthcareer Association (NHA). With the certification, you'll have the credentials you need to invest in your future and prepare for a rewarding career as a Pharmacy Technician. **WIOA Approved**

Pharmacy Technician Orientation

Learn more about this exciting career at an upcoming orientation. All students **MUST** attend an orientation to enroll.

March 17 @ 5:30pm May 19 @ 5:30pm
 April 1 @ 5:30pm June 1 @ 5:30pm

PLEASE NOTE: Orientations will be conducted via Zoom and can be accessed via computer, tablet, or mobile device.

Register today: www.stcharlesae.org (636) 443-4043

Course #	Date	Day	Time	Loc.
HO836-01	6/2-8/30	M/W	5:30-7:30pm	ZOOM

Tuition: \$799 / Online Study Guide Fee: \$70 / 28 Classes / CEU
 Instructor: Amanda Holmes

PLEASE NOTE: This class is conducted via ZOOM

HVAC

Heating & Air Conditioning Technology Program

Discover the principles of basic refrigeration and heat theory, read and understand basic wiring schematics, as well as 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.

Upon completion of the course, students will be prepared for the EPA test. The EPA test fee of \$55 is payable to the instructor. Safety glasses are required. (No class 9/6, 10/14, 10/27, 10/28, 11/11, 11/24, 11/25) **WIOA and VA Approved**

Course #	Date	Day	Time	Loc.
TT288-01	8/17-12/9	TU/TH	6-9:30pm	L&C HVAC
TT288-02	9/1-12/15	M/W	6-9:30pm	L&C HVAC

Tuition: \$1,099 / Textbook, Lab Fee: \$150 / EPA Test Fee: \$55
 29 Classes / CEU

Instructor 01: Bill Fields Instructor 02: Justin Smith



Register online at www.stcharlesae.org or call (636) 443-4043

MACHINING



NEW Precision Machining Technology Program

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, learn basic skills on the drill press, band saw, surface grinder, engine lathe and vertical mill, CNC mill, and CNC lathe. Upon completion of this program, students will be able to set up and operate a variety of machine tools to produce precision metal parts, instruments, and tools or repair industrial equipment. **WIOA and VA Approved** (No class 9/6, 10/6, 11/24)

Course #	Date	Day	Time	Loc.
TT341-01	8/23-12/13	M/W	6-9pm	L&C PMT

Tuition: \$999 / Textbook, Lab Fee: \$335 / 30 Classes / CEU
 Instructor: Marty Acosta

Two and Four-Cycle Engine Repair

Do you want to repair your own small engines? In this class, you'll learn to diagnose engine problems, understand the fuel and electrical systems and troubleshoot tune-ups, valve jobs, carburetors, and engine care and maintenance. Bring your own 2-cycle (mower, string trimmer, chainsaw) or 4-cycle (tiller, riding mower) to class. **WIOA Approved** (No class 10/7, 11/25)

Course #	Date	Day	Time	Loc.
TT217-01	9/7-11/23	TU	6-9pm	L&C SE
TT217-02	9/9-12/9	TH	6-9pm	L&C SE

Tuition: \$279 / 12 Classes / CEU
 Instructor: Dale Smith

 **Find us on Facebook**
www.facebook.com/stcharlesae

Register early! Due to Covid-19, seating is limited.

WELDING

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 a carbon steel plate. Learn to work in all fillet and grooved plate positions. Prior welding experience is required. *Supply list provided on the invoice.* **WIOA Approved** (No class 10/27, 11/24)

Course #	Date	Day	Time	Loc.
TT245-01	8/25-12/8	W	6-9pm	L&C A102

Tuition: \$675 / Textbook, Lab Fee: \$124 / 14 Classes / CEU
 Instructor: Bryce Foster



Arc Welding I

This introductory course covers the fundamentals of arc welding utilizing the SMAW welding process to running beads and performs single and multiple-pass welds on fillet and groove joints. You will also experience basic oxy-fuel cutting. *Supply list provided on the invoice.* **WIOA Approved**

Course #	Date	Day	Time	Loc.
TT242-01	9/7-11/23	TU	6-9pm	L&C A102

Tuition: \$575 / Textbook, Lab Fee: \$124 / 12 Classes / CEU
 Instructor: Kris Antram

TIG Welding

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 the flat, horizontal, and vertical positions. Prior welding experience is required. **WIOA Approved**

Course #	Date	Day	Time	Loc.
TT246-01	9/13-12/13	M	6-9pm	L&C A102

Tuition: \$675 / Textbook, Lab Fee: \$124 / 12 Classes / CEU
 Instructor: Kris Antram

ONLINE CLASSES



Online Classes

24 hrs. a day / 7 days a week

Take classes that fit your schedule!

Learn in-demand skills around your schedule. Our online, self-paced, or instructor-led training is designed to prepare you for entry or advancement in career opportunities.

ARTS AND DESIGN

How to Get Started in Game Design	\$115
Introduction to Digital Scrapbooking	\$99
Introduction to Guitar	\$99
Introduction to Lightroom Classic CC	\$115
Photographing People With Your Digital Camera	\$100

BUSINESS

Stocks Trading Suite	\$299
Administrative Assistant Suite	\$299
Start Your Own Small Business	\$115
Using Social Media in Business	\$115
Resume Writing Workshop	\$115

COMPUTER APPLICATIONS

Introduction to PC Troubleshooting	\$115
Creating WordPress Websites Series	\$199
Digital Marketing Suite	\$299

COMPUTER SCIENCE

Front End Developer Suite	\$299
Introduction to Programming	\$115
Introduction to jQuery	\$119
Blogging and Podcasting for Beginners	\$99

HEALTH AND FITNESS

Become a Physical Therapy Aide	\$115
Genealogy Basics	\$99
Certificate in Meditation	\$68
Certificate in Stress Management	\$84
Become and Optical Assistant	\$115
Certificate in End of Life Care	\$189

WRITING

Write Your Life Story	\$99
How to Make Money From Your Writing	\$115
Introduction to Journaling	\$100

INFORMATION TECHNOLOGY

Wireless Networking	\$115
Advanced PC Security	\$115
Computer Networking Suite	\$299

For a full list of courses, dates, tuition, and to register, visit: www.ed2go.com/stcharlesae

For Career choices, visit:
www.careertraining.ed2go.com/stcharlesae

LANGUAGE

Spanish in the Classroom	\$115
Spanish for Law Enforcement	\$115
Conversational Japanese	\$99
Discover Sign Language	\$99
Get Funny!	\$99

TEACHER PROFESSIONAL DEVELOPMENT

Teaching Students With Autism	\$115
Homeschool with Success	\$99
Empowering Students With Disabilities	\$115
Homeschool With Success	\$99
Teaching Smarter With Smart Boards	\$115

TEST PREP

SAT/ACT Prep Series	\$199
GED Preparation	\$115
Praxis Core Preparation	\$115

CAREER TRAINING PROGRAMS prepare you for a **NEW** career, or help you advance within your current occupation. Learn **NEW** skills and prepare for industry-recognized certifications.

CAREER

Clinical Dental Assistant	\$1,995
Certified EKG Technician	\$1,995
Certified Inpatient Coder	\$2,495
Certified Pharmaceutical Sales Rep.	\$2,195
Digital Game Artist Certificate	\$2,595
Marketing Design Certificate	\$3,295
Quality Inspector	\$1,995
Residential Electrician	\$2,495
Electrical Technician	\$1,995
Maintenance Technician	\$1,695
Foundations of Plumbing	\$2,195
Tool and Die Maker	\$1,995
Home Inspection Certificate	\$2,295
Certified Ethical Hacker	\$2,895
Teacher's Aide with ParaPro Prep	\$1,695
Professional Translator	\$2,395
Professional Interpreter	\$995
Robotics Technician	\$1,695

TECHNOLOGY

COMPUTERS

Excel 2016 Module I

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. *Handout included.*

Course #	Date	Day	Time	Loc.
CO896-02	4/7	W	6-8:30pm	J106

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

Excel 2016 Module II

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

Course #	Date	Day	Time	Loc.
CO897-02	4/14	W	6-8:30pm	J106

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

Excel 2016 Module III

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. *Handout included.*

Course #	Date	Day	Time	Loc.
CO898-02	4/21	W	6-8:30pm	J106

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

Excel 2016 Module IV

Learn more advanced Excel functions. Analyze data with scenarios. Get to know table features and create a PivotTable. Examine chart elements and learn to format Excel charts, track workbook changes and more! *Handout included.*

Course #	Date	Day	Time	Loc.
CO899-02	4/28	W	6-8:30pm	J106

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

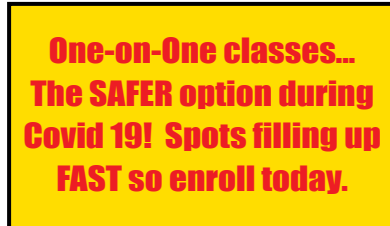
One-on-One Technology Tutoring

Do you need a little extra help navigating your computer, smartphone, or tablet? If so, work one-on-one with our technical expertise to help you become a more efficient user. Learners are given individualized attention which helps the student with their questions without any hesitation or embarrassment. These 1-hour sessions are available to all levels of users.

Course #	Date	Day	Time	Loc.
CO906-07	4/12	M	10-11am	L&C 103
CO906-08	4/12	M	11:15am-12:15pm	L&C 103
CO906-09	4/12	M	12:30-1:30pm	L&C 103
CO906-10	4/12	M	2-3pm	L&C 103
CO906-11	4/12	M	3:15-4:15pm	L&C 103
CO906-12	4/12	M	4:30-5:30pm	L&C 103

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

Instructor: Scott Pickens



SIGN LANGUAGE



Introduction to Sign Language

Learn how to properly sign the alphabet, numbers, basic words, short phrases, basic greetings, and engage in introductory conversation in this interactive class.

Course #	Date	Day	Time	Loc.
LA401-02	4/6-4/27	TU	6-8:30pm	SCW A105

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

PLEASE NOTE: This class is conducted via ZOOM

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	4/6	TU	6:30-9pm	ZOOM

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

PLEASE NOTE: This class is conducted via ZOOM

BUSINESS

Forming a Limited Liability Company (LLC)

Are you considering forming an LLC? You'll learn how an LLC can protect you and your family, what information you'll need to legally create the LLC, and taxation requirements.

Course #	Date	Day	Time	Loc.
FM710-02	4/26	M	6:30-9pm	L&C CL Upper

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

WRITING

Memoir Writing – “Your Story”

There is an author inside of you with so many rich possibilities for compelling narratives based on “Your Story”. In this class, you will learn brainstorming techniques, how to establish outlines, as well as editing techniques that will translate your personal stories into words to create lasting memories. You may share your work with others or keep it private. This is not a critique class.
 (No class 3/4)

Course #	Date	Day	Time	Loc.
PE933-02	4/13-5/18	TU	6-8pm	SCW Lib.

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

Writing a Children's Book

Who do you think reads more books – children or adults? Children do! If you have an incredible idea that you can't stop thinking about, now is the time to pick an age group and write a relatable story for children. The key to writing a successful children's book is to learn the techniques and skills that engage a child's imagination and sustains their attention. Learn how to get started, how to structure a storyline, create a plot, write dialogue and decide on a style, and develop three-dimensional characters. All skill levels are welcome.

Course #	Date	Day	Time	Loc.
PE936-2	4/15-5/6	TH	6-8pm	SCW Lib.

Tuition: \$69 / 4 Classes
 Instructor: Karen Foersterling



Register early! Due to Covid-19, seating is limited.



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? In this 2-day class, you will learn the basics of Cricut tools, 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: a koozie and a car coaster. *Supply list provided on the invoice.*

Course #	Date	Day	Time	Loc.
CA998-02	4/15-4/22	TH	6-9pm	L&C B206

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

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. *Supply list provided on the invoice.*

Course #	Date	Day	Time	Loc.
CA999-02	5/6	TH	6-9pm	L&C B206

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

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

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! *Supply list provided on the invoice.*

Course #	Date	Day	Time	Loc.
CA958-02	4/15-5/6	TH	6-8pm	JIS 307A

Tuition: \$79 / Textbook Fee: \$7 / 4 Classes
 Instructor: Laura Carpenter

Get CREATIVE with Joe

DRAWING

Advanced Drawing Techniques

Prerequisite: *Learning to Draw with Joe*

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.

Course #	Date	Day	Time	Loc.
CA671-01	4/12-5/17	M	6-8pm	MON Tutor

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

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 their drawings. We'll focus on learning how to apply pastels to your artwork and enjoy ourselves in the process!

Course #	Date	Day	Time	Loc.
CA977-01	4/13-5/18	TU	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, as well as beginner drawing concepts of linework, hatching, composition, form, shading, etc. Start with how to capture form using contour lines and make your work more expressive with gesture lines. Learn methods for building value quickly, as well as how to achieve incredible detail. *Supply list provided on the invoice.*

Course #	Date	Day	Time	Loc.
CA981-01	4/14-5/19	W	6-8pm	MON Art

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

YOGA



Yoga for Stress Relief

Starting a yoga practice can be a great way to calm the mind and reduce stress. Learn postures and breathing techniques to help you release tension in the body and in the mind. *Supply list provided on the invoice. (No class 2/15)*

Course #	Date	Day	Time	Loc.
RE322-02	4/12-5/17	M	6-7pm	BHE Gym

Tuition: \$59 / 6 Classes
 Instructor: Ashley Campise

Beginner Yoga: Vinyasa Flow

This fun, engaging class for all fitness levels teaches the basics of Vinyasa yoga. You'll learn the correct alignment for integral poses and how to connect these poses to breath. Special emphasis will be placed on moving in and out of postures safely. Discover how relaxing yoga can make you feel. *Supply list provided on the invoice.*

Course #	Date	Day	Time	Loc.
RE323-02	4/12-5/17	M	7:15-8:15pm	BHE Gym

Tuition: \$59 / 6 Classes
 Instructor: Ashley Campise

Register early! Due to Covid-19, seating is limited.

DANCE

Country Line Dance – Keep the Line Going

If you are an experienced beginner, come 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 as well as get some great exercise when you "Keep the Line Going"! No partner required. No partner required.No partner required.

Course #	Date	Day	Time	Loc.
RE479-01	4/12-5/17	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 popular Country Two-Step, the Stationary Cha-Cha, and the River Waltz. These dances are performed with partners where one is the "leader," and the other is the "follower". You'll be a master in no time and will be dancing your nights away! *(No class 3/3)*

Course #	Date	Day	Time	Loc.
RE492-02	4/14-5/19	W	6:30-7:30pm	LIN Gym

Tuition: \$40 per person / 6 Classes
 Instructor: Mike Cook

LIFE STAGES

Estate Planning Essentials

Save your loved one's time and frustration by planning your estate in advance. We will discuss wills, trusts, power of attorney, and planning your personal legacy. Learn what you need to build security and protect assets.

Course #	Date	Day	Time	Loc.
FM700-02	4/19-4/21	M/W	6:30-9pm	L&C B206

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





CLASS LOCATIONS

- AGA Art Glass Array, 501 Kingshighway
- BH Blackhurst Elementary, 2000 Elm St.
- HE Harris Elementary, 2800 Old Muegge Rd.
- HMS Hardin Middle, 1950 Elm St.
- JIS Jefferson Intermediate, 2660 Zumbel Rd.
- L&C Lewis and Clark Career Center / AE Office
2400 Zumbel Rd.
- LIN Lincoln Elementary, 625 South 6th St.
- MON Monroe Elementary, 2670 Zumbel Rd.
- NULL Null Elementary, 435 Yale Blvd.
- SCH St. Charles High, 725 Kingshighway
- SCW St. Charles West High, 3601 Droste Rd.

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 cancel 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.

CLASS WITHDRAWAL: To withdraw your registration and receive a refund, you must notify the office at least two full business days before the class begins. 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 (limitations do apply). If the request is received less than two full business days prior to 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.

VETERANS AFFAIRS: Students will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of payment by the U.S. Department of Veterans Affairs.

DISABILITY SERVICES: Students with disabilities 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.

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.



If you are a veteran and are seeking educational training in EMT, HVAC, or Precision Machining please give us a call and we can assist you with your enrollment certification.

636-443-4043

SCHOOL DISTRICT OF THE CITY OF ST. CHARLES

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Four Ways to Register:

Online: www.stcharlesae.org

Phone: (636) 443-4043

Fax: (636) 443-4044

In Person: St. Charles Adult and Community Education / 2400 Zumbuhl Road, Rm. 101 / St. Charles, MO 63301

REGISTRATION FORM

Please return this registration form and payment information to:

St. Charles Adult and Community Education, 2400 Zumbuhl Road, St. Charles, MO 63301

Name: _____

DOB _____ Gender: _____

Home Phone: _____ Cell: _____

Address: _____ City/State: _____

Zip: _____ Email: _____

I heard about these classes through:

Brochure _____ Internet _____ Flier _____ Friend _____ Signage _____

Have you ever attended our classes before? If yes, under what name if different from above?

Class No.	Start Date	Class Title	Tuition	Fees	Total
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
					Total Amount Enclosed _____

Payment Method: Money Order _____ Check payable to St. Charles City School District _____

Visa _____ MasterCard _____ Discover _____

Credit Card Number _____ Expiration Date: _____

3 Digit Security Code: _____ Name on Credit Card _____

Enrollment in St. Charles Adult and Community Education Classes is on a first-come basis. Should a class be canceled, or if the class is full when your registration is received, your full payment will be returned.

Disclaimer: The School District of the City of St. Charles disclaims any responsibility or liability for any injuries, damage to, or loss of property or any other damages or losses sustained by participants in the City of St. Charles School District Adult and Community Education Program which arises from or in any way is associated with the activities of this program.