

Worcester Public Schools ~

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# NIGHT LIFE

## CONTINUING EDUCATION

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# FALL 2021



[WorcesterNightLife.org](http://WorcesterNightLife.org)

Career Vocational Technical Training and Lifelong Learning

# Welcome

Welcome to Worcester Public Schools Night Life Continuing Education Division. Our programs provide lifelong learners with opportunities to develop hands-on skills and knowledge for employment or just for the fun of it. Our instructors are professionals who work as artisans, business owners, educators, and masters of their trade. Their enthusiasm is contagious as they share their expertise teaching evening classes and technical workshops.

## Worcester Public Schools

Maureen Binienda, *Superintendent*

## Night Life Administration

Worcester Technical High School

1 Skyline Drive

Worcester, MA 01605

(508) 751-7612

## Worcester School Committee

Mayor Joseph Petty, *Chairman*

Jack Foley, *Vice Chairman*

Dianna Biancheria

Laura Clancey

Molly McCullough

John Monfredo

Tracy O'Connell-Novick

## Accreditation Standards:

New England Association of Schools and Colleges (NEASC)

MA Board of State Examiners of Electricians approved school

MA Board of State Examiners of Plumbers and Gas Fitters approved school

MassHire TrainingPro approved eligible training provider

MA Department of Public Health approved training provider

National Restaurant Association approved training courses

Occupational Safety and Health Administration approved training courses

## Scheduled Days Off

Night Life will not hold classes on the following dates: October 11, November 11 (Veterans Day) and November 24-25 (Thanksgiving Break).

## **Worcester Public Schools Calendar 2021-2022**

AUGUST 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021						
S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2022						
S	M	T	W	T	F	S
			1			
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

= DAYS WHEN SCHOOL IS NOT IN SESSION FOR STUDENTS

\*Last day of school may change in response to the number of snow days used during the school year

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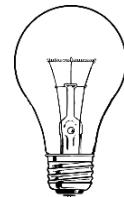
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## Career – Vocational Technical

### Electrical Code and Theory

Would you like to become a licensed electrician? According to the Massachusetts State Board of Electrical Examiners, before you take: **Journeyman licensing exam** you must complete:

- 8000 hours of employment (approximately 4 years) as an apprentice under the direct supervision of a holder of a MA Class B Journeyman's license and
- 600 hours of classroom instruction (8 modules – approximately 75 hours each) in electrical code and theory from an approved school based on the current National Electrical Code.



You may start working as an electrical apprentice first, start classes first, or do both concurrently. Each of these 4 levels consists of 150 classroom hours split into 75-hour modules covering electrical code and theory. The curriculum is based on current Code of Massachusetts Regulates (CMR). Students are required to bring a copy of the latest *MA Electrical Code Book* to classes. After taking all levels and working as apprentices for 8000 clock hours in no less than 4 years before applying, students will be eligible to take the Massachusetts Journeyman Electrician exam administered by the Board of Examiners of Electricians.

#### Fall 2021

##### **Level 1B (Module 2) and Level 3B (Module 6)**

**Time:** Tuesdays and Thursdays, September 14 to Dec 9

**Dates:** 5:30-8:30 pm, 25 classes, 75 hours

##### **Level 2B (Module 4) and Level 4B (Module 8)**

**Dates:** Mondays and Wednesdays, September 13 to December 13

**Time:** 5:30-8:30 pm, 25 classes, 75 hours

**Fee:** \$595 per 75-hour module

**Location:** Worcester Technical High School, 1 Skyline Drive

### Course Outline – 600 hours (75 hours per module)

#### Electrical Level 1 (150 hours)

Module 1 (75 hours): Jobsite and Electrical Safety, Introduction to the National Electrical Code and Process, DC/Alarm Theory, and Basic Math.

Module 2 (75 hours): Electrical Bonding and Grounding, Low Voltage Systems and Controls, Fire Warning and Security Systems, and Design and Testing

#### Electrical Level 2 (150 hours)

Module 3 (75 hours): National Electrical Code application of DC Theory, Massachusetts Electrical Code and Amendments, and Wiring Methods.

Module 4 (75 hours): Fiber, Data and Communications Wiring and Systems, Massachusetts Laws and Regulations Pertaining to Electrical Wiring, and Conduct of Technicians and Apprentices Including Inspection Requirements.

### Electrical Level 3 (150 hours)

Module 5 (75 hours): Electricians Math and Basic Electrical Formulas, Electrical Circuit, AC Theory, Raceway, Outlet boxes and conductor fill, and Conductor Selection and Over-Current Protection.

Module 6 (75 hours): Branch Circuit /Feeder/ Service Requirements, Branch Circuit/Feeder/ Service Calculations and Voltage Drops, Motors, Controls and Transformers Requirements, Use of Code book tables and examples, and Swimming Pools and Similar Installations.

### Electrical Level 4 (150 hours)

Module 7 (75 hours): One Family Dwelling Calculations, Multi-family Dwelling Calculations, Commercial Load Calculations, and Use of Code book tables and examples.

Module 8 (75 hours): Motor Calculations, Transformer Calculations, Review of Board rules and Regulations, and Review of Massachusetts General Laws applicable to Electricians, General Review of all subjects covered.

### Commercial Driver's License (CDL) *Instructor Kathy Everett*

This course will prepare you to take the MA Registry of Motor Vehicles (RMV) learner's permit test for a Commercial Driver's License (CDL) including passenger (P) and student (S) endorsements, MA school bus driver certificate and air brake certification. You will engage in classroom instruction, hands-on demonstrations of a pre-trip safety inspection on a school bus, video presentations, and practice tests. Deadlines and timelines regarding CDL testing will be explained.

**Time:** Tuesdays and Thursdays, 5:30-7:30 pm, 10 hours

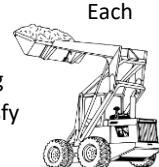
**Dates:** October 5 to October 19

**Fee:** \$95

**Location:** Worcester Technical High School, 1 Skyline Drive

### Hoisting Exam Prep and Renewal *Instructor Michael Florio*

These courses are designed to help you achieve your MA hoisting license. This course will cover all of the information needed to prepare you for your written test in one of the following equipment classes: 1-hoisting, 2-excavating or 4-specialty. If you already have your hoisting license, these courses will satisfy the mandatory continuing education requirements for license renewal.



**Class 1 License:** Tuesday & Thursday October 5 & October 7

**Class 2 License:** Tuesday & Thursday November 2 & November 4

**Class 4 License:** Tuesday & Thursday December 9 & December 11

**Time:** 5:30pm – 7:30pm, 2 classes each segment, 2-hour classes (4 hours total)

**Fee:** \$85 per 4 hour hoisting license class

**Location:** Worcester Technical High School, 1 Skyline Drive

## Municipal Wastewater Treatment *Instructor Robert McDonald*

Prepare to take the Massachusetts Municipal Wastewater Grades 1-4 Certification Exam. This course will provide an overview of the basic steps taken in treating wastewater such as preliminary, primary, biological and tertiary treatment. It will also cover functions of equipment and support systems as well as environmental responsibilities required to safely and properly operate a wastewater treatment facility. You will visit a local wastewater treatment plant and meet individuals within the wastewater industry.

Please purchase the following book prior to the start of class:

*Operation of Wastewater Treatment Plants Volume 1, 7th or latest edition ISBN: 978-1-59371-039-2*

**Time:** Tuesdays, 6-8 pm, 12 hours

**Dates:** October 5 to November 9

**Fee:** \$145

**Location:** Worcester Technical High School, 1 Skyline Drive

## Plumbing Code and Theory

Would you like to become a licensed plumber? In Massachusetts, a hopeful plumber begins a 5 year apprenticeship program to receive technical education and complete the required hours of on-the-job training under a licensed master plumber. Plumbers who have successfully completed their apprenticeship are known as journeymen.

To work independently, a plumber is required to receive a license. For each year in which an apprentice obtains 110 clock hours of education, that apprentice must accrue 1700 clock hours of qualifying work experience with some exceptions:

- An unlicensed individual may complete Tier 1 of the education requirement prior to obtaining an apprentice license.
- A licensed apprentice may complete Tier 1 and Tier 2 in a single calendar year.
- In the event that an apprentice is enrolled in a tier but loses their employment, they shall be permitted to complete the tier they are enrolled in.

Each of these 5 tiers consists of 110 classroom hours covering plumbing code and theory. The curriculum is based on current Code of Massachusetts Regulates (CMR). Students must be registered apprentices to take tiers 2-5. Students are required to bring a copy of the latest *MA Plumbing and Gas Code Book* to classes. After taking all 5 tiers while working as apprentices for 1700 clock hours per calendar year, students will be eligible to apply for the Massachusetts Journeyman Plumber exam administered by the Board of Examiners of Plumbers and Pipefitters.

(Plumbing Code & Theory Continued on next Page)



#### **Plumbing Tier 1, Tier 2 and Tier 4**

**Dates:** Mondays and Wednesdays, September 13 to December 22

#### **Plumbing Tier 3 and Tier 5**

**Dates:** Tuesdays and Thursdays, September 9 to December 21

**Time:** 5:30-9:30 pm, 28 classes, 110 hours

**Fee:** \$895 per 110-hour tier

**Location:** Worcester Technical High School, 1 Skyline Drive

**There will be a \$25 fee when Tier 1 students take the required OSHA training.**

### **Course Outline – 550 hours (110 hours per tier)**

#### **Plumbing Tier 1 (110 hours)**

- |   |  |
|---|--|
| 1. Lesson 1 (6 hours): Introduction to Plumbing                                     | 5. Lesson 5 (9 hours): Valves and Devices Used in Plumbing |
| 2. Lesson 2 (10 hours): Safety & Installation Practices                             | 6. Lesson 6 (15 hours): Residential Blueprint Reading      |
| 3. Lesson 3 (6 hours): Education and Experience Requirements 248 CMR 3.00 and 11.00 | 7. Lesson 7 (40 hours): Math                               |
| 4. Lesson 4 (18 hours): Materials, Tools, and Joining Methods used in Plumbing      | 8. Lesson 8 (6 hours): Definition                          |

#### **Plumbing Tier 2 (110 hours)**

- |  |  |
|--|--|
| 1. Lesson 1 (3 hours): Drainage                                    | 6. Lesson 6 (6 hours): Plumbing Code         |
| 2. Lesson 2 (6 hours): Building Sanitary Waste and Venting System  | 7. Lesson 7 (12 hours): Potable Water Supply |
| 3. Lesson 3 (3 hours): Allowable Materials and Approval Procedures | 8. Lesson 8 (32 hours): Math                 |
| 4. Lesson 4 (6 hours): Plumbing Traps                              | 9. Lesson 9 (24 hours): Gas Fitting          |
| 5. Lesson 5 (3 hours): Cleanouts                                   | 10. Lesson 10 (9 hours): Blueprint Reading   |
|  | 11. Lesson 11 (6 hours): Definitions         |

#### **Plumbing Tier 3 (110 hours)**

- |   |  |
|---|--|
| 1. Lesson 1 (21 hours): Venting         | 6. Lesson 6 (16 hours): Gas Code             |
| 2. Lesson 2 (18 hours): Drainage        | 7. Lesson 7 (12 hours): Fixture Installation |
| 3. Lesson 3 (18 hours): Water Supply    | 8. Lesson 8 (10 hours): Definitions          |
| 4. Lesson 4 (6 hours): Testing & Safety |  |
| 5. Lesson 5 (9 hours): Storm Drains     |  |

#### **Plumbing Tier 4 (110 hours)**

- |   |   |
|---|---|
| 1. Lesson 1 (27 hours): Gas Code              | 5. Lesson 5 (12 hours): Water Supply          |
| 2. Lesson 2 (6 hours): General Provisions     | 6. Lesson 6 (12 hours): Fixture Installations |
| 3. Lesson 3 (3 hours): Scope and Jurisdiction | 7. Lesson 7 (3 hours): Hospital Fixtures      |
| 4. Lesson 4 (24 hours): Drainage Piping       |   |

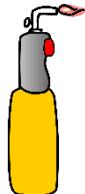
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|--|--|
| <p>8. Lesson 8 (3 hours): Manufactured Homes &amp; Construction Trailers</p> <p>9. Lesson 9 (3 hours): Public and Semi-Public Swimming Pools</p> | <p>10. Lesson 10 (3 hours): Vacuum Drainage Systems</p> <p>11. Lesson 11 (6 hours): Basic Principles</p> <p>12. Lesson 12 (8 hours): Definitions</p> |
|--|--|

### Plumbing Tier 5 (110 hours)

- |  |   |
|--|---|
| <p>1. Lessons 1 - 4 (95 hours): Plumbing &amp; Gas Code Review</p> | <p>2. Lesson 5 (15 hours): Business Related Costs</p> |
|--|---|

### Welding *Instructor Anthony Siciliano*

This hands-on course will teach you basic oxy-acetylene and shielded metal arc welding skills. Using state of the art equipment, class work will include joint design, melting points, types of filler metal and electrodes. Please purchase a passive welding helmet, MIG welding gloves, and cutting safety glasses prior to the start of class.



**Dates:** Mondays and Wednesdays, September 13 to October 6

**Late Fall:** Mondays and Wednesdays, November 1 to November 29

**Time:** 6-8:30 pm, 8 classes, 20 hours

**Fee:** \$495 (includes materials)

**Location:** Worcester Technical High School, 1 Skyline Drive

### Yamaha Introduction to Outboard Systems *Instructor Brian Courteau*

This 80 hour course includes classroom learning and concentrated hands-on training. The ITOS course was developed to give basic technical knowledge not only on Yamaha outboards but boats and boat systems as well. We will cover electrical systems, ignition systems, rigging, corrosion, proping and lots more.



**Dates:** Tuesdays and Thursdays, September 14 to November 23

**Time:** 5:30-9:30 pm, 20 classes, 80 hours

**Fee:** \$895 (includes curriculum) *All students eligible for \$400 reimbursement upon completion of the class.*

**Location:** Worcester Technical High School, 1 Skyline Drive

## Career-Medical

### **Clinical Medical Assistant (CCMA) Instructor Abby Velazco**

A clinical medical assistant is a multi-skilled allied health care professional that specializes in procedures commonly performed in the ambulatory health care setting. Medical assistants perform clinical and administrative duties and assist a variety of providers including physicians, nurse practitioners and physician assistants. They typically work in medical offices, clinics, urgent care centers and may work in general medicine or specialty practice. Many organizations are now offering career laddering opportunities for medical assistants with elevated responsibilities and pay. This course will prepare you to take the Certified Clinical Medical Assistant (CCMA) exam accredited by the National Healthcareer Association.



**There will be a \$155 fee when you take the CCMA exam.**

**Dates:** Tuesdays, Wednesdays and Thursdays, September 14 to December 7

**Time:** 5:30-9:30 pm, 35 classes, 140 hours

**Fee:** \$2,700 (includes books and materials)

**Location:** Worcester Technical High School, 1 Skyline Drive

### **Electronic Health Records Instructor Debra Buckley**

Electronic Health Record Specialists audit patient records for compliance, abstract clinical information for reports, perform basic coding to submit reimbursement claims, process Release of Information (ROI) requests for medical records, review patient records to ensure completion and accuracy, collect patient demographic and insurance information, discuss patient information with physicians and insurance professionals. This course will provide you with the necessary knowledge and skills to take the Certified Electronic Health Records Specialist (CEHRS) exam accredited by the National Healthcareer Association. **There will be a \$117 fee when you take the CEHRS exam.**

**Dates:** Tuesdays and Thursdays, September 14 to November 4

**Time:** 6-9 pm, 16 classes, 48 hours

**Fee:** \$595 (includes books)

**Location:** Worcester Technical High School, 1 Skyline Drive

### **Pharmacy Technician Instructor Crystal Fullen**

Pharmacy Technicians are sought-after professionals in pharmacies located in hospitals, drug stores, doctors' offices, and grocery stores. Most pharmacy employers seek applicants with a certification and many mandate it as a requirement.

This course will provide you with the necessary knowledge and skills to pass the national Pharmacy Technician Certification Exam® (PTCE®). Licensure with the MA Board of Registration in Pharmacy is required after passing the exam

**There will be a fee when you take the Pharmacy Technician Certification Exam®.**

**Dates:** Tuesdays and Thursdays, September 14 to November 23

**Time:** 6-8:30 pm, 20 classes, 50 hours

**Fee:** \$595 (includes books)

**Location:** Worcester Technical High School, 1 Skyline Drive

## Phlebotomy Technician *Instructor Adam Morgan Sr*



Are you interested in becoming a Certified Phlebotomy Technician (CPT)? This course will prepare you for work in a laboratory or clinical setting, collecting blood for testing or donation, and provide you with the necessary knowledge and skills to take the CPT exam accredited by the National Healthcareer Association (NHA) during the last class. Phlebotomists are employed throughout the healthcare system including in hospitals, neighborhood health centers, medical group practices, HMO's, public health facilities, veteran hospitals, insurance carriers, and in other healthcare settings. **There will be a \$117 fee when you take the Certified Phlebotomy Technician exam.**

**Dates:** Tuesdays and Thursdays, September 14 to December 9

**Time:** 6-9:30 pm, 24 classes, 84 hours

**Fee:** \$1,295 (includes books and materials)

**Location:** Worcester Technical High School, 1 Skyline Drive

## Medical Billing and Coding Series *Instructor Arlene Normandin*

Become a certified billing and coding specialist by earning your CBCS credential.

Course	Time	Dates	Fee
Medical Terminology	Mon, Tues, Wed, 5:30-9:30 pm	9/13-9/28	\$295
Medical Insurance & Billing	Mon, Tues, Wed, 5:30-9:30pm	9/29-10/19	\$295
Medical Coding	Mon,Tues,Wed 5:30 – 9:30pm	10/20-11/17	\$695
Anatomy & Physiology	Mon,Tues, Wed 5:30-9:30pm	11/22-12/13	\$295
CBCS Prep & Exam	Mon,Tues, Wed5:30-9:30 pm	12/20-12/22	\$125
Exam	Wed 5:30 – 9:30pm	1/5/2022	\$117

Employment for medical records specialists is expected to increase by 14% from 2016-2026 with a 2018 median annual wage of \$40,350 (BLS).

## Certified Billing and Coding Specialist (CBCS) Exam

*Prerequisites: Medical Terminology, Medical Insurance & Billing, Medical Coding and Anatomy & Physiology*

You will have 3 nights of test preparation before taking the proctored National Healthcareer Association (NHA) exam on the 4th night.

- The cost to take this exam is \$117.
- Testing will take place at Worcester Technical High School.
- You will need to present valid identification.
- Test must be completed in one continuous session.

Please purchase the following book prior to the start of class:

- NHA Certified Billing & Coding Specialist (CBCS) Printed Study Guide + Online Practice Test

## Medical Coding Instructor Arlene Normandin

Prerequisite: Medical Terminology

Medical coding is a little bit like translation. Coders take medical reports from doctors, which may include a patient's condition, the doctor's diagnosis, a prescription, and whatever procedures the doctor or healthcare provider performed on the patient, and turn that into a set of codes, which make up a crucial part of the medical claim. Medical Coding Specialists are employed in hospitals, physicians' offices, health care insurance agencies, nursing homes and health clinics.



Please purchase the following books prior to the start of class:

- **Buck's Step-by-Step Medical Coding 2021 Edition, ISBN 978-0323582193**
- **Buck's Workbook for Step-by-Step Medical Coding 2021 Edition, ISBN 978-0323582513**
- **ICD-10-CM 2021: The Complete Official Codebook Professional Edition, ISBN: 978-1622027736**
- **CPT 2021(Current Procedural Terminology) Professional Edition, ISBN: 978-1622027521**
- **HCPCS 2021Level II Professional Edition, ISBN: 978-1622027798**

**Time:** Mondays-Wednesdays, 6-9 pm, 60 hours

**Dates:** October 15 to November 20

**Fee:** \$695

**Location:** Worcester Technical High School, 1 Skyline Drive

## Arts and Crafts

### Coastal Window Workshop Instructor Lisa Young

You will use shells, star fish, urchins, sand dollars, stones, glass, driftwood, coral, sand and other goodies to make a wood framed 8" x 10" art piece. Create your own design or use one of the provided templates. Bring your own finds or use our materials. Everything you need to make a complete 8" x 10" wood framed piece is included. Due to curing time you will complete your design in the workshop and be given a kit and instructions to complete at home.



**Date:** Tuesday, November 9

**Time:** 6:00-8:30 pm, 1 class, 2 hours

**Fee:** \$55 (includes materials)

**Location:** Worcester Technical High School, 1 Skyline Drive

### Sea Glass Trees Instructor Lisa Young

Create a set of two beautiful Sea Glass Trees. One that will be 8-10 inches tall, and the other 12-14 inches tall. Keep as a set or split them up. Choose your colors from sea blue, turquoise, green, crystal white, red, orange, yellow, pink and plum (mix and match). Leave as is and use them as year-round decor or embellish them and use as holiday treasures. Great for yourself, or to give as gifts. Embellishments to include star fish, pearls and shells. Bring your own items to add if you like. All materials to make a set of two trees are included. See photos at Coastalcraftworkshop.com  
(continued on next page)

**Date:** Tuesday, November 16  
**Time:** 6:00-8:30 pm, 1 class, 2 hours  
**Fee:** \$55 (includes materials)  
**Location:** Worcester Technical High School, 1 Skyline Drive

### **Crochet** *Instructor Fran Bellerive*

In this class, you will learn the basic crochet stitches and how to read simple patterns and complete projects. You will make a small Afghan with the stitches you learn. You will need to bring to class a skein of light colored 4 ply worsted weight yarn and a size "H" crochet hook.



**Dates:** Tuesdays November 9 to November 30  
**Time:** 6:30-8:30 pm, 4 classes, 8 hours  
**Fee:** \$85  
**Location:** Worcester Technical High School, 1 Skyline Drive

### **Absolute Knitting for Beginners** *Instructor Amy Novins*

Learn to knit from the very beginning. If you have never knitted or learned how to knit years ago, then pull up a chair. At your own pace you will learn the knit and purl stitches, how to start (cast on), end (bind off), and finish a project (weaving in ends). Once you build confidence, reading patterns, recognizing, and fixing mistakes, the world of knitting is open to you. You will begin by creating two simple wash cloths. Materials provided. If time permits, there will be several other washcloth designs to choose from to advance to the next level. **No knitting experience required!** *See online course description for materials list.*



### **First Time Hat (Knitting)** *Instructor Amy Novins*

Want to learn how to knit something beyond a square or a rectangle? How about a hat? Want to make sure it fits the intended recipient? In this class you will learn the basics for knitting in the round, increasing and decreasing, reading charts and swatching. You will also learn how to have a more predictable finished product. *See online course description for materials list.*

**Absolute Beginner Knitting:** Tuesdays, September 14 to October 5  
**First Time Hat (Knitting):** Tuesdays, October 12 to November 2  
**Time:** 6:30-8:30 pm, 4 classes, 8 hours  
**Fee:** \$85 per course  
**Location:** Worcester Technical High School, 1 Skyline Drive

## Quilting for Beginners *Instructor Amy Friend*

Learn all the basic quilting techniques: cutting fabric, piecing the blocks and assembling the quilt top all while gaining the confidence to tackle more complicated quilt adventures on your own. We will also demonstrate basting/pinning the quilt layers together as well as machine quilting and binding the edges. The quilt we will make is 54" x 72". You will receive an email from the instructor with details about the quilt design, amount of fabric you will need and any other required supplies and notions. Students are required to bring their own sewing machine in good working order (with its instruction manual) to each class. This class is for beginners Please note that students are expected to do some sewing at home between classes.

**Quilting for Beginners:** Wednesdays September 16 to November 3

**Time:** 6-8:30 pm, 8 classes, 20 hours

**Class Fee:** \$95

**Location:** Worcester Technical High School, 1 Skyline Drive

**Fabrics and supplies for class will cost approximately \$100.**



## Photography Basics and Beyond: *Instructor Jeff Baker*

### **Practical Hands-On Training to make your photos Fun!**

From cell phones to the most expensive Digital SLR, the basics are mostly the same. So, whatever you have for a camera is welcome. We will start with the aspects of the Exposure Triangle, Depth of Field, and Composition with fun, hands-on experiments to bring everyone up to a similar level. Then we will customize the curriculum based on the overall experience level and interests of those in the class. We will dig deeper into Advanced Lighting, Elements of Visual Design, and even a little Photoshop to make your creativity fun!

**Photography Basics and Beyond:** Mondays, September 13 to November 8

**Time:** 6-8:30 pm, 8 classes, 20 hours

**Fee:** \$185

**Location:** Worcester Technical High School, 1 Skyline Drive

## Rubber Stamping *Instructor Fran Bellerive*

Rubber stamping for greeting cards, wall art, coasters – any surface that will hold ink. A fun way to learn watercolor, use different mediums and create projects to keep or give away. No experience needed. Beginners, as well as advanced stampers, will benefit from this course.

We will explore exciting new techniques for stamping, coloring, watercolor backgrounds, alcohol markers and inks and doodle art. You will create beautiful and fun interactive greeting cards. If there is something special you want to learn, we can do that too. Please bring to class a double-sided tape runner or glue stick and a pen/pencil for notes. A supply list for the next three weeks will be given on the first night. (Rubber Stamping continued on next page).

**Dates:** Tuesdays, September 21 to October 12

**Time:** 6:30-8:30 pm, 4 classes, 8 hours

**Fee:** \$85

**Location:** Worcester Technical High School, 1 Skyline Drive

## Carpentry

### Adirondack Chair Making *Instructor Derek Skapars*

Make your own Adirondack chair from start to finish. This is a hands-on, step-by-step woodworking class where you will develop a comprehensive understanding of furniture making skills. This course is designed to teach you the building blocks through a simple, comfortable, eye-pleasing piece of rustic beauty that you get to take home with you. A supply list will be emailed to students.



**Dates:** Thursdays, September 16 to October 14

**Time:** 6-8:30 pm, 5 classes, 12 ½ hours

**Fee:** \$165

**Location:** Worcester Technical High School, 1 Skyline Drive

### Home Improvements *Instructor Anthony McGeorge*

Have you ever paid a repairman big bucks to fix something simple? Have you ever thought that you could fix something but lacked the confidence? Well, here is your chance to learn many home improvement skills. You will learn basic electricity, plumbing, and carpentry skills. These will include but not be limited to fixing a lamp, repair an extension cord, install or fix switches, outlets, fans, and lights. Replace a faucet or repair washers, learn to solder copper tubing, fix leaking pipes, replace screens on windows and doors, repair broken or missing ceramic tiles, repair hardwood floors, repair and replace decks and downspouts, etc. You can DIY (Do It Yourself) with a little guidance and know-how.



**Dates:** Tuesdays, September 14 to November 2

**Time:** 6:30-8:30 pm, 8 classes, 16 hours

**Fee:** \$165

**Location:** Worcester Technical High School, 1 Skyline Drive

## Automotive

### Everyday Auto Maintenance

*Instructor James Tripp Pokevicius*

Have you ever paid a repairman big bucks to fix something simple?

Have you ever worried that your car needs something but you don't know what it is? Join us for this car owner's class to everyday

auto maintenance where you will gain a basic understanding of your car and its needs.



**Date:** Wednesday, September 15 to October 13

**Time:** 6:30-8:30 pm, 5 classes, 10 hours

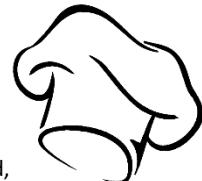
**Fee:** \$125

**Location:** Worcester Technical High School, 1 Skyline Drive

## Culinary Arts

### Artisan Bread Baking *Instructor Kevin Layton*

Artisan bread is popular at many bakeries and for good reasons. Breads made by hand taste delicious and they can be easy to prepare at home, once you learn the proper techniques on how to create them.



In this bread baking session, we will be making classic Italian Foccacia Bread, enriched with fruity olive oil, sea salt and fresh rosemary. In addition, we will make Roti Flatbread, the perfect bread for eating with grilled chicken and veggies or even hummus. For a sweet treat we will finish the class with the preparation of decadent Cinnamon Raisin Rolls, surely to satisfy your sweet tooth. Suggestion to bring an apron to class.

Indian

**Please bring \$5 (cash only) payable to the instructor for ingredients.**

**Date:** Tuesday October 12

**Time:** 6-8:30 pm, 1 class, 2 ½ hours

**Fee:** \$45

**Location:** Worcester Technical High School, 1 Skyline Drive

### Holiday Cookie Make and Take *Instructor Kevin Layton*

Come ready to learn, laugh, bake and take. A fun way to bake holiday cookie treats just in time for the holiday gatherings. Learn the secrets to foolproof cookie making and enjoy special cookie decorating tips.



In this festive cookie class, you will leave with 5 dozen assorted cookies to enjoy and share. *Bring an apron and take home containers.*

**Please bring \$5 (cash only) payable to the instructor for ingredients.**

**Date:** Tuesday November 30

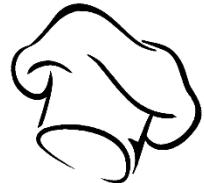
**Time:** 6-8:30 pm, 1 class, 2 ½ hours

**Fee:** \$45

**Location:** Worcester Technical High School, 1 Skyline Drive

### **Homemade Gingerbread Houses** *Instructor Kevin Layton*

Create your own holiday gingerbread house that is beautiful and delicious. Our class will teach you the basics in gingerbread cookie baking, gingerbread house assembling and gingerbread icing decoration. You will leave class with an assembled house ready for decorating or partially decorated. *Suggestion to bring an apron to class.*



**Please bring \$10 (cash only) payable to the instructor for ingredients.**

**Date:** Tuesday December 7

**Time:** 6-8:30 pm, 1 class, 2 ½ hours

**Fee:** \$45

**Location:** Worcester Technical High School, 1 Skyline Drive

### **Jams and Relish** *Instructor Kim Youkstetter*

Do you enjoy the taste of fancy jams and relish you see available in gourmet food shops? If so, instead of paying a good chunk of money on this indulgence, why not try to create your own at home made easily and at fraction of the cost?

In this class, you'll discover how easy it is to make gourmet jams and relish that you can enjoy anytime of the year (and they also make great gifts.) In this session you will make a variety of jams such as a Peach-raspberry, Mixed berry, Vegetable Relish and Chutney, a perfect condiment for cold meats or as a topping on grilled chicken or burgers. *Suggestion to bring an apron to class.*

**Please bring \$5 (cash only) payable to the instructor for ingredients.**

**Date:** Wednesday, September 22

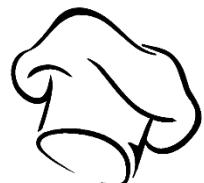
**Time:** 6-8:30 pm, 1 class, 2 ½ hours

**Fee:** \$45

**Location:** Worcester Technical High School, 1 Skyline Drive

### **Make Mozzarella - Start to Finish** *Kim Youkstetter*

Nothing beats the taste of fresh mozzarella. In this cheese making class, we will make homemade mozzarella – from start to finish. You will learn how to choose mozzarella making ingredients, how to process, and store fresh mozzarella cheese. Delicious! *Suggestion to bring an apron & take home containers to class.*



**Please bring \$5 (cash only) payable to the instructor for ingredients.**

**Date:** Wednesday October 6

**Time:** 6-8:30 pm, 1 class, 2 ½ hours

**Fee:** \$45

**Location:** Worcester Technical High School, 1 Skyline Drive

### **Homemade Pasta** *Instructor Kim Youkstetter*

Pasta making is simple once you master the technique. Join us to learn how to make delicious homemade pasta: ravioli, fettuccini and sauces to compliment them. Suggestion to bring an apron and take home containers to class.



**Please bring \$5 (cash only) payable to the instructor for ingredients.**

**Date:** Wednesday October 20

**Time:** 6-8:30 pm, 1 class, 2 ½ hours

**Fee:** \$45

**Location:** Worcester Technical High School, 1 Skyline Drive

### **The ABCs of Shushi Making** *Instructor Kim Youkstetter*

Healthy and delicious, great sushi takes a little effort and know how. Learn basic techniques and different types of sushi. Our class will show you how to pick the freshest fish, assemble delicious sauces and create artistic presentations. Suggestion to bring an apron & take home containers to class.

**Please bring \$5 (cash only) payable to the instructor for ingredients.**

**Date:** Wednesday November 10

**Time:** 6-8:30 pm, 1 class, 2 ½ hours

**Fee:** \$45

**Location:** Worcester Technical High School, 1 Skyline Drive

### **Knife Skills** *Instructor Kevin Layton*

Using knives skillfully is essential for home cooks, yet many individuals have never mastered proper techniques, which is important for safety. Because knives form the foundation of a well equipped kitchen, selection, care and sharpening are as important as learning to use them properly.



In this session, you will learn how to slice, dice and chop fruit, vegetables and herbs safely and efficiently. As you practice your cutting skills, (repetition is key to improving them over time) the chef will prepare a dish or two from the cut up items for you to enjoy. Please bring your own knife to the class.

**Date:** Tuesday, October 26

**Time:** 6-8:30 pm, 1 class, 2 ½ hours

**Fee:** \$45

**Location:** Worcester Technical High School, 1 Skyline Drive

### **ServSafe® Food Manager** *Instructor Kevin Layton*

These two classes will prepare you for the ServSafe® Food Manager exam which will take place at the end of the second class. If you have been previously certified, you may choose to attend only the last class at a lower cost. With a passing grade you will receive the ServSafe® Food Manager Certificate in Food Safety. This certification is nationally recognized and accredited by the National Restaurant Association.



**Dates:** Tuesdays September 14 and September 21

**Certification:** 5:30-9:30 pm, 2 classes, 8 hours

**Fee:** \$185

**Re-Certification:** 5:30-9:30 pm, 1 class, 4 hours Tuesday, October 5

**Fee:** \$145

**Exam:** 5:30 – 9:30pm Tuesday October 19

**Fee:** \$95

**Location:** Worcester Technical High School, 1 Skyline Drive

## **Finance and Marketing**

### **Bring Balance to Your Budget** *Instructor Jeff Prunier*

This workshop is designed to help you sharpen your spending and saving strategy. You'll learn more about the basics of budgeting and the importance of managing credit and debt.



### **College: Getting There from Here** *Instructor Jeff Prunier*

Whether your children or grandchildren are learning to crawl or learning to drive, you can help make a college education a reality. We will discuss questions to consider as you establish a college savings goal, strategies to help you reach your goal, and the features and benefits of 529 education savings plans.

### **Creating Your Retirement Paycheck** *Instructor Jeff Prunier*

As retirement nears, the purpose of a client's portfolio begins to change. It no longer has to get them to retirement; it has to get them through retirement. This report provides clients guidance on how to provide for their income needs throughout retirement.

### **Medicare** *Instructor Jeff Prunier*

The increasing cost of health care is a growing concern for current and future retirees. In fact, 25 years ago, retirees spent almost twice as much on food as health care; now the amounts are nearly equal. In this presentation, we will discuss: Medicare coverage and traditional medical expenses, Long-term medical care expenses and strategies for addressing uncovered expenses.

(Continued on next page)

## **Social Security: Your Questions Answered** *Instructor Jeff Prunier*

This is an educational program for people who are nearing retirement, ages 55 and up who have questions about social security. During this seminar we will help answer these questions:

- How does Social Security fit into my retirement income plan?
- When should I start taking benefits?
- What about taxes?

**Bring Balance to Your Budget:** Tuesday, September 28, \$20

**College: Getting There from Here:** Wednesday, October 6, \$20

**Social Security:** Tuesday, October 12, \$20

**Medicare:** Wednesday, October 20, \$20

**Creating Your Retirement Paycheck:** Tuesday, October 26, \$20

**Time:** 6:30-8 pm, 1 class, 1.5 hours

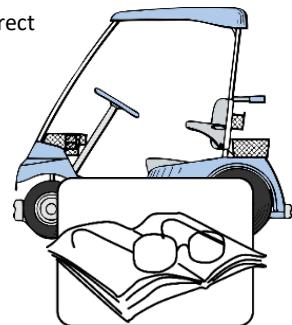
**Location:** Worcester Technical High School, 1 Skyline Drive

## **Fitness & Sports**

### **Golf**

**Beginner** – Learn the proper fundamentals of golf. You will learn correct grip, stance, and posture. Other topics covered include full swing, chipping, and putting. Students must purchase golf balls at Cyprian Keyes - use our clubs or bring your own! Proper dress is required.

**Golfer** – It's tune-up time, let's improve your game with swing fundamentals. Then work on individual strengths and weaknesses. This course will also focus on stretching and toning your golf muscles. Get ready to play your best.



**\*Because of the generosity of Cyprian Keyes Golf Club, all participants in the Night Life golf program are eligible to play golf at the Par 3 Cyprian Keyes Golf Course on Friday evenings at 5 pm for \$10.**

**Beginners:** Tuesdays or Wednesdays 5:30-6:30 pm or Saturdays, 2-3 pm, 6 classes, 6 hours. Start dates: Sept. 13<sup>th</sup>, Sept. 14<sup>th</sup>, and Sept. 18<sup>th</sup>.

**Golfers:** Thursdays, 5:30-6:30 pm, 6 classes, 6 hours. Start date: Sept. 16<sup>th</sup>.

**Dates:** Classes begin the week of September 14, 2021

**Fee:** \$145

**Location:** Cyprian Keyes Golf Club, 284 East Temple Street, Boylston

**Instructor:** Jim Fener, *Golf Professional*

### **Oxygen Aerobics** *Instructor Lee Ann Cipro*

This is a choreographed dance aerobics class that begins with a total body stretch and deep breathing to get oxygen into the muscles for best results. Fun and energetic choreographed dance moves use every major muscle group. Floor exercises are next for your lower body and abs. Gently lower your heart rate with a cool down. Awesome workout!

**Dates:** Mondays, September 13 – November 8

**Time:** 5:30-6:30 pm, 8 classes, 8 hours

**Fee:** \$85

**Location:** Worcester Technical High School, 1 Skyline Drive

### **Yoga** *Instructor Allison Galvin*

Relax and unwind with a gentle hatha yoga class. We will incorporate breath, movement, and mindfulness in a quiet, nonjudgmental space. “Breathe in Relaxation, Breathe out Tension”.

**Dates:** Tuesdays September 21 – October 26

**Time:** 5:00 – 6:00 pm, 6 classes, 6 hours

**Fee:** \$65

**Location:** Worcester Technical High School, 1 Skyline Drive

## Flower Arranging

### **Halloween Centerpiece**

Learn how to make your own Halloween centerpiece for your Halloween party.

Includes fresh flowers and ghostly accents. BOO!



### **Thanksgiving Arrangement**

Come spend a night out and make your Thanksgiving harvest arrangement for your table. No experience necessary, flowers and containers provided. Flower arrangement will be long and low style to fit perfectly on your holiday table, accented with fall décor.

**Halloween Centerpiece:** Tuesday, October 19, \$45

**Thanksgiving Arrangement:** Tuesday, November 16, \$45

**Time:** 6-8 pm, 1 class, 2 hours

**Location:** Worcester Technical High School, 1 Skyline Drive

**Instructor:** Sally Jablonski of Berg Florist

### **Evergreen Wreath**

Enjoy making a festive holiday evergreen wreath for your door. All materials provided; just bring your pruners. Mixed evergreens, cones, balls, and ribbons will accent your wreath perfect for the upcoming holiday. No experience necessary.



## **Holiday Boxwood Tree**

Learn how to make your own holiday tree out of evergreen boxwood. Some decorations included, feel free to bring some of your own accents. Holiday tree will last through your entertaining season.

## **Mixed Evergreen Centerpiece**

Make it a girls' night out. Bring your own pruners and all other materials will be provided. Mixed evergreen, cones, balls, and ribbons will accent your centerpiece. It's long lasting – will last throughout the holiday season.

**Evergreen Wreath:** Tuesday, November 30, \$45

**Holiday Boxwood Tree:** Tuesday, December 7, \$45

**Mixed Evergreen Centerpiece:** Tuesday, December 14, \$45

**Time:** 6-8 pm, 1 class, 2 hours

**Location:** Worcester Technical High School, 1 Skyline Drive

**Instructor:** Sally Jablonski of Berg Florist

## **Flower Arranging Basics**

Learn to create your own creative flower arrangements using fresh flowers and natural items found outside. In this class we learn how to create artistic arrangements for all seasons, using floral technique tips from an artisan flower arranger.

**Dates:** Wednesdays Sept 15, Sept 22, Oct 6, Oct 20 Nov 3, Nov 17, Dec 1, Dec 15

**Time:** 6:00-8:30 pm, 8 classes, 20 hours **Fee:** \$135

**Location:** Worcester Technical High School, 1 Skyline Drive

**Instructor:** Francoise Hsu of Le Jolie Fleur & formerly of Sprout

## **Genealogy**

### **The ABC's of Family History** *Instructor Dave Robinson*

Would you like to have a conversation with your own great grandparents? Then your job is to tell your family story to hand down to your descendants. There's a lot to learn so let's get started! The research can be simple, or it can be a real challenge. "ABC's" will guide you along the right path with tips on research on- and off-line. Web sites, archives, attics...wherever the records might be. It has been estimated that only 10% or less of the available material can be accessed on line. We'll learn about more than just birth and death certificates, census records, and ships' manifests. The trick is finding all these records.

**Dates:** Tuesdays, September 21 to October 12

**Time:** 6:30-8:30 pm, 4 classes, 8 hours

**Fee:** \$85

**Location:** Worcester Technical High School, 1 Skyline Drive

## Languages & Writing

### Conversational German Instructor Angelina M. Law

This class is an introduction to basic spoken and written German for those interested in traveling to German-speaking countries or learning more about German culture.



Learn pronunciation, vocabulary, and grammar basics through conversation, short readings, and games. At the end of this course, you will be able to have simple conversations based on everyday scenarios and gain a deeper insight into German and Austrian food, history and music.

Please purchase the following book prior to the start of class:

- Language Hacking German by Benny Lewis

**Dates:** Thursdays, September 16 to November 4

**Time:** 6:30-8:30 pm, 8 classes, 16 hours

**Fee:** \$165

**Location:** Worcester Technical High School, 1 Skyline Drive

### Conversational Italian Instructor Andrew Noone

An introduction to spoken Italian for those who want to converse about Italian art, music, food, fashion, and genealogy using correct pronunciation, or simply travel to *il bel paese* and exchange pleasantries with the locals.



Learn grammar basics, vocabulary, sentence structure, and techniques for easier memorization via conversation, creative learning strategies, and games. A chance to learn some of Italy's most beloved folk songs and discuss culture, history, and foods/holidays in the native tongue.

Please purchase the following book prior to the start of class:

- Italian Made Simple 2nd Edition

**Italian I:** Tuesdays, September 14 to November 2, \$165

**Italian II:** Thursdays, September 16 to November 4, \$165

**Time:** 6:30-8:30 pm, 8 classes, 16 hours

**Location:** Worcester Technical High School, 1 Skyline Drive

### Breaking Through Creative Writing Instructor Fran Bellervive

*BREAKING THROUGH – How to write great fiction.* This class will deal with the elements of fiction writing and the short story through discussion and writing practice. We will practice character development, setting, mood and story completion. The goal is to have at least one completed short story by the end of the course.

**Dates:** Wednesdays, October 6 to December 1

**Time:** 6-8 pm, 8 classes, 16 hours

**Fee:** \$125

**Location:** Worcester Technical High School, 1 Skyline Drive

### Instant Guitar for Hopelessly Busy People (This is an online class)

*Instructor Craig Coffman*

Learn guitar online with this unique style of teaching. In just a few hours you can learn enough guitar to give you years of musical enjoyment. No experience necessary. Class includes an online book and online follow-up video lessons so you will be able to continue your practice and study on your own.



### Instant Piano for Hopelessly Busy People (This is an online class)

*Instructor Craig Coffman*

Learn to play piano the way professionals do – using chords. Center state with your piano when you learn to play scales and read tabs. Chord knowledge will be helpful. Course includes an online book and online follow up video lessons so you will be able to continue practicing and studying on your own.

**Instant Guitar:** Tuesday, October 26

**Instant Piano:** Monday October 25

**Time:** 6:30-9:30 pm, 1 live online class with follow up online text and video class

**Fee:** \$65

**Location:** Link will be given to you after registration is completed.

## Learn new skills – affordable, fast and fun

6 week and self-paced online classes – [ed2go.com/nightlife](http://ed2go.com/nightlife)

### Business and Finance

- Accounting Fundamentals
- Effective Business Writing
- Grant Writing
- Personal Finance
- Real Estate Investment
- Start Your Own Business
- Stocks, Bonds, and Investing: Oh, My!
- Using Social Media in Business

### Career and Life Skills

- Achieving Success with Difficult People
- Computer Skills for the Workplace
- Get Assertive!
- Keys to Effective Communication
- Leadership
- Mastering Public Speaking
- Project Management
- Resume Writing Workshop
- Supervision and Management
- Workplace Law

### Career Exploration

- Interior Design
- Medical Coding
- Medical Transcription
- Nursing
- Paralegal
- Pharmacy Technician
- Veterinary Assistant

### Computers

- Adobe InDesign, Illustrator, Lightroom and Photoshop
- C# Programming
- CompTIA A+
- CSS and HTML
- Creating Web Pages
- Introduction to Networking
- Java Programming
- Keyboarding
- MS Access, Excel, PowerPoint, and Word
- PHP (Hypertext Preprocessor)

- Python 3 Programming
- QuickBooks
- SQL (Structured Query Language)
- Visual Basic
- WordPress Websites

### Education

- Blogging and Podcasting
- Creating Classroom Centers
- Guided Reading and Writing
- Technology in the Classroom
- Ready, Set, Read!
- Reading Strategies That Work
- Solving Classroom Discipline Problems
- Spanish in the Classroom
- Teaching Smarter with SMART Boards
- Teaching Students With ADHD
- Teaching Students With Autism
- Prep-GED, SAT, ACT, GRE, GMAT, LSAT

### Health

- Food, Nutrition, and Health
- Human Anatomy and Physiology
- Medical Terminology
- Spanish for Medical Professionals

### Language and Arts

- Conversational French
- Conversational Japanese
- Drawing for the Absolute Beginner
- Grammar for ESL
- Grammar Refresher
- Instant Italian
- Sign Language
- Speed Spanish

### Writing

- Creativity Training for Writers
- The Keys to Effective Editing
- Technical Writing
- Writing Essentials

## Advance your career – industry recognized credentials

✓ Exam costs included – [careertraining.ed2go.com/nightlife](http://careertraining.ed2go.com/nightlife)

### Medical

- Advanced Hospital Coding ✓
- Advanced Medical Interpreter
- Medical Billing & Coding ✓
- Clinical Medical Assistant ✓
- Electronic Health Records Specialist ✓
- Health Unit Coordinator ✓
- Healthcare & Eldercare Mediator
- Inpatient Coder ✓
- Medical Transcriptionist ✓
- Medical Administrative Assistant ✓
- Outpatient Coder ✓
- Pharmaceutical Sales Representative ✓
- Physical Therapy Aide ✓
- Professional Medical Auditor ✓
- Risk Adjustment Coder ✓
- Clinical Dental Assistant
- Medical Interpreter (Spanish/English)
- Medical Office Manager ✓
- Patient Care Technician ✓
- Pharmacy Technician ✓

### Business

- Accounts Payable Manager ✓
- Accounts Payable Specialist ✓
- Administrative Professional ✓
- Bookkeeper ✓
- Credit Counselor ✓
- Financial Health Counselor ✓
- Global Business Professional
- Green Supply Chain Professional ✓
- Internal Auditor
- Quality Auditor ✓
- Quality Engineer ✓
- Quality Improvement Associate
- Six Sigma Black Belt ✓
- Six Sigma Green Belt ✓
- Six Sigma Yellow Belt ✓
- Chartered Tax Professional
- Court Interpreter (Spanish/English)
- Financial & Career Coach ✓
- Human Resources Professional
- Lean Training ✓

PMI Risk Management Professional ✓

Student Loan Counselor ✓

The Complete Project Manager

### Information Technology

- AWS System Operations ✓
- Ethical Hacker ✓
- Information Security Manager ✓
- Information Systems Auditor ✓
- Information Systems Security Professional ✓
- CompTIA Advanced Security ✓
- CompTIA Linux+ ✓
- CompTIA Mobility+ ✓
- CompTIA Project+ ✓
- CompTIA A+ ✓
- CompTIA Cloud+ ✓
- CompTIA Network+ ✓
- CompTIA Security+ ✓
- EXIN Cloud Computing
- Help Desk Analyst
- Information Security Training ✓
- IT Foundations Bundle ✓
- ITIL Capability Expert ✓
- ITIL Foundation ✓
- ITIL Life Cycle Expert ✓
- Systems Security Practitioner ✓
- VMware Associate ✓

### Computer Applications

- AutoCAD ✓
- AutoCAD with AutoCAD 3D ✓
- AutoCAD 3D ✓
- Autodesk Inventor ✓
- Autodesk Revit Architecture ✓
- Microsoft Azure Infrastructure ✓
- Microsoft Access ✓
- Microsoft Excel ✓
- Microsoft Office Master ✓
- Microsoft Office Specialist ✓
- Microsoft Outlook ✓
- Microsoft PowerPoint ✓
- Microsoft Word ✓

### Hospitality

Travel Agent ✓

Master Wedding and Event Planner ✓

### Marketing and Sales

OMCA Content Marketing Associate ✓

OMCA Conversion Optimization Associate ✓

OMCA Display Advertising Associate ✓

OMCA Email Marketing Associate ✓

OMCA Mobile Marketing Associate ✓

OMCA PPC Associate ✓

OMCA SEO Associate ✓

OMCA Social Media Associate ✓

OMCA Web Analytics Associate ✓

OMCP Digital Analytics and Conversion Professional ✓

OMCP Paid Search Professional ✓

OMCP Search Marketing Professional ✓

OMCP Social and Mobile Marketing Professional ✓

### Construction and Trades

HVAC/R Technician ✓

Certified Indoor Environmentalist Prep

Certified Indoor Air Quality Manager

### Fitness

AFAA Group Fitness Instructor ✓

NASM Certified Personal Trainer + Corrective Exercise ✓

NASM Certified Personal Trainer + Performance Enhancement ✓

NASM Certified Personal Trainer and Exam Preparation ✓

NASM Corrective Exercise Specialist (CES) ✓

NASM Performance Enhancement Specialist (PES) ✓

NASM Certified Nutrition Coach ✓

NASM Certified Personal Trainer + AFAA Group Fitness Instructor ✓

NASM Certified Personal Trainer (Spanish) ✓

NCSF Certified Strength Coach ✓

NCSF Sports Nutrition Specialist ✓

### Miscellaneous

Certified Residential Interior Designer ✓

Certified Paralegal ✓

Adobe Certified Associate ✓

## Frequently Asked Questions & Policies

**First Night of Class:** Please report to the main office at the school to find out in which room your class is scheduled to meet.

**Parking:** Parking for students is provided in designated parking areas. The parking lots are well maintained and lit. Please do not park in front of shop doors or in the circular driveway.

**Smoke-Free School:** Worcester Public Schools are smoke free. This includes use of all tobacco products in school buildings and on school grounds.

**Tuition:** Must be paid in full at time of registration. Payment may be made by check, money order, MasterCard or Visa. Night Life reserves the right to cancel classes with insufficient enrollment and to make changes in instructors or class schedules due to unforeseen circumstances.

**Books & Supplies:** If a textbook is required for a class, the text information can be found on our web page in the course description.

**Class Cancellations & Snow Policy:** Occasionally, due to unforeseen circumstances, a scheduled class must be cancelled. Cancelled classes are made up (same day of the week and time) by extending the finish date of the course, unless other arrangements are made between the instructor and the class. When day school is cancelled due to snow conditions or other weather or emergency events, evening classes are also cancelled. In the event day classes are not cancelled, the weather worsens and a decision to cancel evening classes is made, it will be posted on the Worcester Night Life website by 4 pm.

**Nondiscrimination Policy:** Night Life welcomes and admits students of any race, color, religion, handicap, national and ethnic origin and extends all the rights, privileges, programs, and activities generally accorded and made available to Continuing Education students. Children under the age of eighteen are permitted to register only with the express consent of the instructor.

**Certificates and Course Credit:** Unless otherwise specified, all Night Life courses are non-college credit. Colleges and universities may upon their own discretion issue proficiency credit for course work taken through Night Life. Certificates of proficiency and completion are issued to students enrolled in career training and professional development courses upon successful completion of a course or program.

**Withdrawals/Refund Policy:** If we cancel a course due to insufficient enrollment or if a course is filled when we receive your payment, you will be given a full refund. If you withdraw from a course at least 72 hours before the start date, you will receive a full tuition refund. Withdrawal less than 72 hours before first class, 100% credit memo. Withdrawal after the first class meets and before the second class meets: 75% credit memo only. No credit memos will be issued after the second class is held.

**Financial Aid:**

**Employers** – Funds for up to 50% of the actual cost of training are available for MA businesses with 100 or fewer employees. Approved businesses are limited to \$30,000 per company per calendar year and \$3,000 per employee per course. For more information, visit [workforcetrainingfund.org/apply/express-program](http://workforcetrainingfund.org/apply/express-program).

**Worcester Residents** – For Worcester Jobs Fund aid availability, please contact Kelsey Lamoureux at (508) 373-7641.

**Veterans** – GI Bill® benefits are available for some of our training programs.

- Delayed VA Payments - Under S2248 PL 115-407 Section 103, Worcester Technical High School will not impose a late fee, denial of access to facilities, or other penalty against a veteran or eligible dependent due to a late payment of tuition and/or fees from the VA up to the certified benefits amount. Any portion of the student bill not covered by VA benefits is still expected to be settled by the due date.
- Prior Credit – Worcester Technical High School maintains written records of previous education and training of the veteran or eligible person and indicates appropriate credit has been given for previous education and training.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <https://www.benefits.va.gov/gibill>.*

## Worcester Public Schools Calendar 2021-2022

AUGUST 2021							SEPTEMBER 2021							OCTOBER 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
22	23	24	25	26	27	28	26	27	28	29	30	31		24	25	26	27	28	29	30
29	30	31												31						
NOVEMBER 2021							DECEMBER 2021							JANUARY 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8
7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15
14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22
21	22	23	24	25	26	27	26	27	28	29	30	31		23	24	25	26	27	28	29
28	29	30												30	31					
FEBRUARY 2022							MARCH 2022							APRIL 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	1	2	3	4	5	6	7
13	14	15	16	17	18	19	13	14	15	16	17	18	19	3	4	5	6	7	8	9
20	21	22	23	24	25	26	20	21	22	23	24	25	26	10	11	12	13	14	15	16
27	28						27	28	29	30	31			17	18	19	20	21	22	23
MAY 2022							JUNE 2022							JULY 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	1	2	3	4	5	6	7
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30
29	30	31												31						
<b>2021</b>														<b>2022</b>						
August 26: Teacher/Staff Reporting														January 1: New Year's Day						
August 27: Teacher/Staff Reporting														January 17: Martin Luther King Day						
August 30: First Day of School														February 21: Presidents' Day						
September 2: First Day for PreK & K														February 22-25: Winter Vacation						
September 6: Labor Day														April 15: Non-School Day						
October 8: Staff Development														April 18: Patriots' Day						
October 11: Columbus Day														April 19-22: Spring Vacation						
November 11: Veterans' Day														May 30: Memorial Day						
November 24-26: Thanksgiving														May 31: Last day of school for seniors						
December 23-31: Holiday Vacation														June 14: Last day of school						
														June 20: Juneteenth						

= DAYS WHEN SCHOOL IS NOT IN SESSION FOR STUDENTS

\*Last day of school may change in response to the number of snow days used during the school year

End of Marking Quarters:	November 5, 2021	January 21, 2022	April 8, 2022	June 14, 2022 or last day of school
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The Worcester Public Schools is an Equal Opportunity/Affirmative Action Employer/Educational Institution and does not discriminate regardless of race, color, gender, age, religion, national origin, marital status, sexual orientation, disability or homelessness. The Worcester Public Schools provides equal access to employment and the full range of general, occupational and vocational education programs. For more information relating to Equal Opportunity/Affirmative Action contact Human Resource Manager, 20 Irving Street, Worcester, MA 01609, 508-799-3020.

= DAYS WHEN SCHOOL IS NOT IN SESSION FOR STUDENTS

\*Last day of school may change in response to the number of snow days used during the school year

## Enrollment Dates and Entrance Requirements

Worcester Technical night school programs run on an academic calendar year by semester meaning classes start in September and end in June. Due to inclement weather, Worcester Technical may be closed when school is in session. If this is the case, make-up classes may result in the program ending later than the last scheduled day in June. When a student registers for their evening program, they need to complete the attached enrollment agreement identifying that they are aware of their enrollment and expectations.

To receive educational VA benefits, students must:

1. Be matriculated into an approved certificate program;
2. Apply for Veterans Education Benefits at [www.hew.vets.gov](http://www.hew.vets.gov); and

3. Submit a Certificate of Eligibility to the school's VA Certifying Official: Elizabeth Tiley, Worcester Technical High School, 1 Skyline Drive, Worcester, MA 01605.

**Note:** Once the VA has processed and approved the application, the student will receive a Certificate of Eligibility from their office. The Certificate of Eligibility will allow us to verify the student's enrollment to the VA.

### **Physical Facilities**

Worcester Technical High School is located at 1 Skyline Drive, Worcester, MA 01605. The school contains general purpose classrooms, clinical laboratories, shop classrooms and administrative offices. Labs and shops are furnished with modern equipment representative of industry standards. Worcester Tech's facilities and equipment fully comply with all federal, state, and local ordinances and regulations, including requirements pertaining to fire safety, building safety, and handicapped accessibility.

### **Anti-Discrimination Law**

Worcester Technical High School is an Equal Opportunity/Affirmative Action Educational Institution and does not discriminate regardless of race, color, religion, national origin, ancestry, sex, gender identity, age, handicap (disability), genetics, military service, mental illness, sexual harassment or sexual orientation as required by Title IX of the 1972 Educational Amendments and Chapter 622 of the Acts of 1971, and Section 504 of the Rehabilitation Act of 1973. Comments made in jest which may insult others. Therefore, in order to provide a bias-free atmosphere in our school, racial slurs, ethnic jokes, religious bigotry, and detrimental statements or comments concerning race, marital status, sexual orientation, color, gender, age, religion, gender identity, national origin, or disability are prohibited.

### **Progress Policy**

You must make satisfactory progress toward completion of the program in which you are enrolled to continue receiving veterans' benefits. Satisfactory progress is the ongoing demonstration that you are completing training at a rate that will allow you to graduate with the approved length of the program. Progress will be monitored by your instructors and will be verified by the school's VA Certifying Official.

The VA will only pay for standard hours in the approved program of study. In order for you to complete your training within the standard time, your progress must be measured at a level in keeping with school policy. If your progress is not satisfactory in any school measured portion of the program, you will be notified to such and placed on probation for 30 days, at which time your progress will again be evaluated. If satisfactory improvement is not made by the end of this probationary period, your benefits will be terminated. You may, however, be able to continue your training in accordance with school policy.

**Note:** Once you have completed the standard hours in this program, your benefits will cease. This is true regardless of your remaining educational benefit entitlement.

Students enrolled in Worcester Technical night school programs are graded based on attendance and participation in the course. Occasional quizzes and exams may be administered to assess learning but overall success in the course is dependent upon students attending the scheduled classes in their program.

At the 50% benchmark of their enrollment period, students must maintain a minimum academic Grade Point Average of 70% "C" or better to be considered making Satisfactory Academic Progress (SAP). If it is determined that a student is not achieving the minimum standard of academic performance, that student shall be placed on Unsatisfactory Academic Warning Status.

The length of the Unsatisfactory Academic Warning Status shall remain in effect until the next Satisfactory Progress evaluation (100% benchmark) is measured. When the next Satisfactory Academic Progress (SAP) evaluation is measured at the 100% completion benchmark, if it is determined that the student is still not achieving the minimum standard of academic performance required by way of a Grade Point Average, he/she shall be placed on Unsatisfactory Academic Probation Status.

When a student has failed to maintain the prescribed standards of progress, the VA will be notified and any benefit payments will be discontinued in accordance with the law. When a student's benefits have been discontinued, the student has three (3) days to appeal the action to the Executive Director in writing. If the appeal is upheld, VA benefits will be reinstated. If the student fails to appeal the action, or the appeal is denied, the student's VA benefits will remain discontinued.

Worcester Technical High School maintains progress records show the courses taken each term and the grade assigned at the end of the term. These records are furnished to the student upon request.

### **Student Conduct and Conditions for Dismissal**

Disruptions and unprofessional behavior which may result in expulsion from class and forfeiture of payment include, but are not limited to:

1. Physical or verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person
2. Attempted or actual theft of and/or damage to personal or public property
3. Violation of federal, state, or local law on premises, including but not limited to the following:
  - a) Intoxication, use, possession or distribution of alcoholic beverages, narcotics or other controlled substances
  - b) Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals
  - c) Use of a tobacco product within the school buildings or facilities or on the grounds of a public or private primary or secondary school.

## **Attendance, Leaves of Absence and Make-Up Work**

Good attendance is critical to successful completion of the program. You must maintain at least a 90% attendance rate to continue receiving VA benefits. If you miss more than 10% of your time in a given period or term, you will be placed on probation for the following period/term. If you miss more than 10% during the probationary period, your VA educational benefits will be terminated.

You may be re-certified for VA educational benefits after consulting with the school's VA Certifying Official, once the cause for unsatisfactory progress has been removed, attendance becomes satisfactory, and it is determined that the program is suitable for your aptitude, interests, and abilities. Official school holidays or breaks are not considered days of absence, but tardiness or class-cuts may accumulate to constitute 10% in accordance with school policy.

Students receiving VA educational benefits may take a school approved Leave of Absence, but this will interrupt VA educational benefits during the leave. The leave of absence will be reported to the VA as a termination. When you return from the leave, the school may again certify you for VA educational benefits, giving you credit for all hours completed prior to the leave.

In all licensing and certification classes, teachers are responsible for tracking student attendance. All students are expected to be on time and attend each class to receive the total course hours per semester. Each student is allowed 2 classes of make-up due to absence. Make-up work will be assigned by the teacher and must be completed by the assigned time. Once a semester is completed, no make-up work will be accepted for that semester. Make-up hours may only be given for the current semester. If the day school is cancelled for inclement weather or any reason, evening classes will be cancelled as well. The classes will be made up.

## **Available Resources**

Vocational instructors are typically very well connected within the field/industry. These instructors are encouraged to communicate with students about finding employment. If you make a special request to be connected with employment opportunities, the Worcester Tech Night School Team will do their best to assist you with finding employment.

## **Program Completion**

Your VA educational benefits expire on the earliest of either the date you reach the total hours approved for your program, or on the date you complete or terminate your enrollment in the program. When you complete your program, please notify the school's VA Certifying Official as soon as possible so that the VA can be informed within 30 days.

### **Requirement Eligibility for Program Completion and Graduation**

1. Completion of the required number of clock hours. Students must adhere to the attendance policy to fulfill program requirements.
2. Students must meet all obligations to the program.
3. Satisfaction of all financial obligations to the Worcester School District and participating agencies.
4. Meet all other program requirements.

## **Satisfactory Academic Policy (SAP)**

**Satisfactory Academic Policy is defined as:**

- Maintaining the required minimum grade for each course
- Students must pass all courses in each semester/term in order to continue in a program. Students who do not pass all courses will be withdrawn from the program.
- Students must maintain 95% attendance as defined by the attendance policy
- Students are evaluated at the mid-point and conclusion of each semester/term
- All program requirements must be completed within a maximum time frame of 2 times program length

Program	Total Clock Hours	Minimum grade for each course
Manicurist	100	70%
Electricity	600	70%
Plumbing	550	70%

## **Attendance Warning**

If a student fails to meet the cumulative 95% attendance criteria at any point during the program, he or she will receive a written warning as specified in the Attendance Policy. During the warning period, students remain eligible for Financial Aid. Failure to correct the problem beyond the second warning period will result in the loss of eligibility for any additional financial aid and termination from the program.

## **Academic Warning**

At the midpoint of each course, a student who fails to meet the minimum standard will receive formal notification. During the warning period, students remain eligible for Financial Aid. Students who do not meet specific program academic requirements by the end of a semester/term will be terminated from the program.

## **Appeal Process**

### **Informal Appeal Process**

Resolution of student's concerns should be attempted between the student, instructor, staff member, or administration. If this cannot be resolved to a mutual satisfaction, or if the concerns are of a more serious nature, then the Formal Appeal process may be initiated.

### **Formal Appeal Process**

The Director of Adult Career Technical Education will deal with all issues. The student will meet with the Director to present her/his information on the issue. The Director will conduct an investigation and will issue a decision. The student has the right to request a meeting with the Superintendent to further discuss the issue if the situation has not been resolved. The decision of the Superintendent will be final.

### **Reinstatement of Financial Aid**

A student's Title IV aid eligibility will be reinstated if the student prevails upon appeal, or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements.

\*Pending Policy Approval

#### **Calculating the Cumulative Grade Point Average (GPA)**

1. Multiply the grade points (GP) by clock hours for each subject grade.
2. Divide the sum of the grade points (GP) by the sum of clock hours.

Example

Grade	GPA		Clock Hours	Total GPA
A	4.0	x	110	440
B+	3.3	x	110	70%
Plumbing	550			70%

#### **Final Examinations**

Any student unable to be present for a final exam must notify the instructor and be prepared to take the exam immediately upon return. Requirements may vary with specific programs. Point penalty may vary with specific programs.

#### **Honor Students**

Honor students will be listed at graduation and will be noted on the transcript.

Honors 3.30 to 3.59 GPA

High Honors 3.60 to 3.79 GPA

Highest Honors 3.80 to 4.00 GPA

#### **Incomplete Grade**

All incomplete work must be completed within one week of the close of the course, unless prior arrangements have been made with the instructors.

### **ATTENDANCE POLICY**

Attending every class and scheduled meeting is critical to your success. The student is responsible to make the necessary personal arrangements that will enable him or her to attend class and schedule time for study.

#### **Absences/Tardiness/Dismissals**

1. A student who misses ten (10) school hours in a semester will be issued a written warning with a copy forwarded to the STI Director.

2. A student who misses twenty-five (25) school hours in a semester will meet with the STI Director and Program Director. The STI Director will place the student on written probation with the understanding that if the student misses a total of five (5) more school hours the student will be dismissed from the program for excessive absences greater than 5% of the semester hours.
3. A student who misses thirty (30) school hours in a semester will meet with the STI Director. The STI Director will dismiss the student from the program with a written program dismissal for excessive absences greater than 5% of the semester program hours.

### **Extenuating Circumstances**

Students who miss time due to a death in the family, hospitalization, or an extended or chronic health issue, have an opportunity to request consideration due to extenuating circumstances. A determination will be made by the STI Director on a case by case basis. The decision of the STI Director is final. Students must be aware that any absence interferes with their ability to successfully meet program requirements and outcomes.

### **Clinical/Externship/Lab Absence**

All clinical/externship/lab absences require makeup. However, hours absent may remain as missed time. Students who are not present during clinical/externship/lab must meet with the Program Director/lead teacher. Mandatory makeup requirements to meet missed expectations may be in a variety of modalities. Students may be responsible for an associated fee related to clinical/externship/lab makeup. See individual program handbook.

### **Tardiness and Dismissal**

Tardiness is defined as entering the classroom or clinical area after attendance has been taken. A student with a pattern of tardiness will receive a written warning. Students who are tardy from school in the morning, from break, or from lunch, will not be allowed to enter class until the next regularly scheduled break. The student's attendance will be affected accordingly.

Dismissal is defined as leaving the classroom or clinical area before the class or clinical day is completed. A student with a pattern of dismissals will receive a written warning. Any student who is being dismissed from school before the end of the schedule school time must sign out in the STI office before leaving.

Students who arrive late or leave early from any period must sign in/out on the clipboard in the STI Office. Students will be charged 1 full hour increments for any fraction of an hour for tardiness or dismissal during class or lab time.