



# Keefe at Night

Continuing Education  
at Keefe Tech

# FALL 2016

## Continuing Education at Keefe Technical School

- Culinary
- ESL & Language Arts
- Electric Prep
- Plumbing Prep
- Computer Applications
- Photography
- Real Estate Licensure
- Automotive Tech
- Dance & Fitness
- Home & Garden
- Medical Certificate Training
- Aesthetic Training



750 Winter Street • Framingham, MA 01702 • 508-935-0202

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



I would like to welcome you to Keefe at Night, our Continuing Education program at Keefe Regional Technical School. Thank you for considering enrolling in one of our quality courses or training programs.

Keefe Regional Technical School is a public high school option for students in the towns of Ashland, Framingham, Holliston, Hopkinton

and Natick. We are pleased to offer Continuing Education options to members of these towns, as well as residents of towns beyond our district. We have been serving the Metrowest area since 1973, and enroll over 2000 students per semester in our Continuing Education programs.

Our evening school, Keefe at Night, offers a variety of programs to meet our community's needs, including trade preparation, medical certificate programs, computer and business technology, fitness, arts and cooking courses.

We are always striving to add new courses, particularly those that will further our mission to be a premier workforce training and development resource. Please share your feedback or ideas with our Director, Joann Sueltenfuss.

Thank you again for considering Keefe at Night and I look forward to seeing you on campus.

Jonathan Evans  
Superintendent-Director



(l to r) Barbara Rodriguez, Sonia Noriega & Joann Sueltenfuss

*“Coming together is a beginning. Keeping together is progress. Working together is success.”*

- Henry Ford.

This motto is a clear guideline for Keefe at Night. Our program continues to expand, thanks to our talented team.

Broaden your career or explore anything from Art to Zoology (Photographing Wildlife), and everything in between! Would you like to sharpen skills for your place of employment? Or join a few friends one night at a class of special interests?

Imagine what you can do at Keefe Tech -- even after the final class bell at 2:30!

Joann Sueltenfuss  
Director of Continuing Education



Soraya Winters and Anayka Milien

**So many new classes...So many new opportunities to learn, to look, to do and to simply add value to life!**



So many new classes, and so many opportunities to learn, to see, and simply to add value to life!

Look out any Keefe Tech window to view a distractingly amazing campus!

Now imagine the majestic oaks, red maples, ball fields and playgrounds from 50 feet above. There was a time when only birds had this vantage point. Now you can have the same peek -- from the ground via Drone (page 37) Drone classes are start the peak of leaf peeping right here at Keefe at Night.

One of the many advantages of living in MetroWest is that we are far...but also near! Join us, and leave the driving and parking behind, on a journey to Boston, New York or Newport. (page 39)

Are you fluent in English and any other language? There may be a career in Healthcare or Medical Interpreting in your future. Take the screening test to evaluate proficiency English and any one other language. Then enroll in our new Medical Interpretation Preparation class. The Allied Medical field has a huge and growing place in the workforce. Classes are offered here or online, can help launch a career in this fast growing field with potential for continued growth. (page 34)



Are you preparing for the Electricians or Plumbers Journeyman's Code Test? Maybe you are considering welding as a hobby or a career path. We've got you covered! (page 38)

***This is just the beginning!  
Take a Class or Teach a Class – And Explore the Opportunities!***

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| Computers and Applications .....                 | 12-14 |
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***Instructor bios can be found online at [keefeatnight.org](http://keefeatnight.org).***

## September

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
|    | 5  | 6  | 7  | 8  | 9  | 10 |
| 12 | 13 | 14 | 15 | 16 | 17 |    |
| 19 | 20 | 21 | 22 | 23 | 24 |    |
| 26 | 27 | 28 | 29 | 30 |    |    |

### September

- 6 ESL Testing 3:00 – 8:30 p.m.
- 12 Classes Begin

## October

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
|    | 3  | 4  | 5  | 6  | 7  | 8  |
| 10 | 11 | 12 | 13 | 14 | 15 |    |
| 17 | 18 | 19 | 20 | 21 | 22 |    |
| 24 | 25 | 26 | 27 | 28 | 29 |    |
| 31 |    |    |    |    |    |    |

### October

- 3 No Classes– Rosh Hashanah
- 6 No Classes - Parent Curriculum Night
- 10 No Classes – Columbus Day
- 12 No Classes – Yom Kippur
- 27 Classes Held in Tech Shop Rooms & Auditorium: Cancelled

## November

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 7  | 8  | 9  | 10 | 11 | 12 |    |
| 14 | 15 | 16 | 17 | 18 | 19 |    |
| 21 | 22 | 23 | 24 | 25 | 26 |    |
| 28 | 29 | 30 |    |    |    |    |

### November

- 8 No Classes – Election Day
- 11 Veterans Day
- 23-25 No Classes – Thanksgiving

## December

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 5  | 6  | 7  | 8  | 9  | 10 |    |
| 12 | 13 | 14 | 15 | 16 | 17 |    |
| 19 | 20 | 21 | 22 | 23 | 24 |    |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

### December

- 7 No Evening Classes: Career Night for incoming students and their parents
- 22 Semester Ends

## ENGLISH AS A SECOND LANGUAGE

### ENGLISH AS A SECOND LANGUAGE

Classes Begin: Sept. 13 (End Date: Dec. 6)  
22 Sessions • Tue & Thu: 6:00pm-9:00pm  
Room: 300-307 • Instructor: TBA  
Tuition: \$250 (textbooks included)

**AB01234-F16Book1** • 22 Sessions • Tue & Thu: 6:00-9:00

**AB01234-F16Book2** • 22 Sessions • Tue & Thu: 6:00-9:00

**AB01234-F16Book3** • 22 Sessions • Tue & Thu: 6:00-9:00

**AB01234-F16Book4** • 22 Sessions • Tue & Thu: 6:00-9:00

**Newcomers!** If English is not your first language, Keefe at Night can help you begin to learn to speak American English. Take a simple placement test to determine the best level and be on your way! Continuing Education is committed to providing excellent English as a Second Language (ESL) instruction to the community. Four levels of study are: Beginners, Advanced Beginners, Intermediate and Advanced. Students will become familiar with the structure and vocabulary of English through exercises in listening, speaking, reading and writing.

The first night of class is Tuesday, September 13, but all new students must take a placement test on Tuesday, September 6 from 3:00 - 8:30 p.m. Returning students do not need to take the placement test. The cost of tuition (\$250) includes textbooks. **IMPORTANT:** You must bring either your pink receipt or your email confirmation on the first night of class in order to enter the class and receive your textbooks.

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## HISET

### HiSET TEST PREPARATION

**AB05-F16** • Classes Begin: Sept. 9 (End: Nov. 16)  
16 Sessions • Mon & Wed: 6:30pm-9:00pm  
Room: 303 • Robert Maslek • Tuition: \$250

This course is an intensive preparation for the HiSET Exam (formerly called 'the GED').\* Students study writing, English, social studies, science, literature and mathematics in preparation for the comprehensive High School Equivalency Test. Our instructor will guide and coach you through each section. Focus only on those areas you need the most, or follow the entire curriculum. This course is not mandatory for successful testing, but is encouraged. Textbook is included in the cost of tuition.

### INGLÉS COMO SEGUNDO IDIOMA

Las Clases Empiezan el Martes 13 de Septiembre (Terminan: 6 de diciembre) No hay clases: 10/6, 11/8/ y 11/24

22 Sesiones • Martes y Jueves: 6:00pm-9:00 pm

Costo: \$250, incluye los libros

**Estudiantes Nuevos:** Prueba de Aptitud en el inglés: Martes 6 de septiembre de 3:00 a 8:30 p.m.

Aprenda inglés Americano con nosotros. Ofrecemos cuatro niveles de aprendizaje: Principiantes, Principiantes Avanzados, Curso Intermedio y Curso Avanzado. Además de aprender vocabulario, tendrá lecciones sobre la estructura del idioma, por medio de conversaciones - hablando y escuchando, y también por medio de la lectura y escritura. **IMPORTANTE:** Para poder ingresar en la clase y recibir su libro debe mostrar su recibo de pago por la inscripción.

### INGLÊS COMO SEGUNDA LÍNGUA

As aulas iniciam-se em: Terça, 13 de setembro (Terminam em: 6 de dezembro) Não há aulas: 10/6, 11/8/ y 11/24

22 Sessões • Terças & Quintas das 6:00pm às 9:00 p.m.

O custo de \$250 inclui livros de texto.

**Alunos Novos:** Prova de Colocação no dia 6 de setembro das 3:00 às 8:30 p.m.

Aprenda a falar Inglês Americano com a gente. São oferecidos quatro diferentes níveis: Principiantes, Principiantes Avançados, Intermédios e Avançados. Os alunos aprendem a estrutura e o vocabulário da língua Inglesa através de exercícios da audição, fala, leitura e escrita. **IMPORTANTE:** Você deve trazer seu formulário/recibo cor-de-rosa ou um e-mail confirmando a primeira noite de aula, para poder ao entrar na sala de aula, receber seu livros de texto.



*ESL Team: Domenica Clark, Eduardo Cuan, Linda Strayhorn, Gina Regan, Kim McCormick, Eli Driscoll*

## AESTHETICS



### AESTHETICIAN TRAINING PROGRAM

**AE01-F161** • Classes Begin: Sept. 6 (End Date: Dec. 15)  
40 Sessions • Tues, Wed. & Thurs: 6:00pm-10:00pm  
Room: 316 • Rina Zarba • Tuition: \$2,858

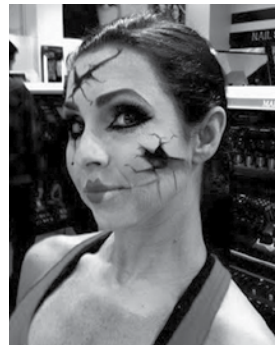
An Aesthetician License can add value to a career in cosmetology or be the beginning of a great start in a salon, spa or resort. Work with clients doing facials, waxing and other skin treatments. This 300-hour training program will cover the art and science, and practical hands-on skills that are necessary to take the Massachusetts Licensed Aesthetician exam. Fall Semester (Theory): Concentrate on anatomy, physiology, diseases and disorders of the skin, cosmetic chemical ingredients, product knowledge, sterilization, bacteriology, laws, ethics and massage relaxation techniques. Spring semester (Practical and Hands-on): concentrate on makeup application, use of electrical aesthetic equipment, microdermabrasion, high frequency, stone therapy, massage, aromatherapy and DIY techniques, clinical practice, paraffin hand and face treatment procedures, and record keeping. Learn how to stage a successful spa business plan. Tuition includes a complete Aesthetics kit: Textbook • Workbook • State Exam Book • skin care products • a makeup kit. 10% discount when tuition is paid in full each semester.

### EYEBROW THREADING

**AE05-F161** • Classes Begin: Nov. 7 (End Date: Nov. 21)  
3 Sessions • Mon: 7:00pm-9:30pm  
Room: 316 • Manju Sharma • Tuition: \$129

In this 3-week workshop you will learn step-by-step techniques of brow threading. Threading is a hair removal method that is performed with a thread - no chemicals or irritants - and is an excellent choice for delicate or easily irritated skin. Threading creates a graceful brow with clean, well-defined edges that frame the eyes. The cost of materials is included in the tuition.

### HALLOWEEN MAKEUP



**AE03-F161** • Classes Begin: Oct. 24 (End Date: Oct. 24)  
1 Session • Mon: 6:30pm-9:30pm  
Room: 316 • Agnieszka Backstrom  
Tuition: \$59

Bat your eyes, or Brace for Bruises with the best Halloween makeup ever! Whether you pick naughty or nice, this class will have you made up in the most convincing fashion. Bring your own makeup to class for this hands-on experience.

### HOLIDAY GLAM

**AE04-F161** • Classes Begin: Dec. 12 (End Date: Dec. 12)  
1 Session • Mon: 6:30pm-9:30pm  
Room: 316 • Agnieszka Backstrom • Tuition: \$59

Learn to do make up for the Glitziest Holiday Event, or a cozy evening by the fire side. Professional techniques to bring you from 'just fine' to SOOOO fine'! Bring your own makeup to class for this hands-on experience.

### MAKEUP WORKSHOP

**AE02-F161** • Classes Begin: Sept. 12 (End Date: Sept. 26)  
3 Sessions • Mon: 6:30pm-9:30pm  
Room: 316 • Agnieszka Backstrom • Tuition: \$159

In this 3-week workshop you will learn Basic, Intermediate and Advanced makeup application. Topics include: Skin type identification, product selection, contouring and lighting. You will learn the techniques necessary to accentuate your natural beauty. Bring your own makeup to class for a hands-on experience.

*More course offerings and  
up-to-date changes at  
[www.keefeatnight.org](http://www.keefeatnight.org)*

## ART



### CHARCOAL DRAWING

**AR12-F161**

Classes Begin: Sept. 21

(End Date: Nov. 2)

6 Sessions

Wed: 7:00pm-9:00pm

Room: Commercial Arts

Kajal Gupta • Tuition: \$119

Learn about the tools and techniques of charcoal drawing and enhance your drawing skills with this easy and effective medium. A list of required art supplies is available online.



### PASTEL PAINTING 'A LA' VAN GOGH

**AR08-F161** • Classes Begin: Sept. 15 (End Date: Oct. 20)

6 Sessions • Thur: 6:30pm-9:00pm

Room: Commercial Arts • Barbara Le • Tuition: \$149

Colorful and creative: pastels are like no other medium. Work with accomplished artist Barbara Le to create images in the traditions of Impressionists or use your own methods to express emotions as only pastels can. Beginner and advanced level students are welcome.

### COLOR ME CALM

**AR09-F161** • Classes Begin: Sept. 27 (End Date: Sept. 27)

1 Session • Tues: 6:00pm-8:30pm

Room: Commercial Arts • Judith Moffatt • Tuition: \$59

Adult coloring is the rage and has been proven to relieve stress! Start here for inspiration! Palettes and coloring techniques will add to a beautiful and intricate finished project. Begin with a relaxing night out to rediscover the enjoyable pastime of coloring. Original coloring diagrams by published author/illustrator Judith Moffatt (and RISD instructor) combining special techniques for blending and application. Leave with a card and a tranquil state of mind! Specialty Pencils will be available for class, but please bring regular colored pencils, if you have them. Samples of Ms. Moffatt's own "Cut & Color" greeting cards will be provided. Check out Ms. Moffatt's coloring books at her website: [Judithmoffatt.com](http://Judithmoffatt.com).

### COLOR ME CALMER: MEANINGFUL MANDALA MEDITATIONS

**AR10-F161** • Classes Begin: Sept. 20 (End Date: Sept. 20)

1 Session • Tues: 6:00pm-9:00pm

Room: Commercial Arts • Judith Moffatt • Tuition: \$49

Mandalas are circular forms of art with repetitive images. Express your inner self by incorporating symbols, shapes and designs that reflect who you are. Or build a Mandala as a special gift for an anniversary, wedding, new baby or birthday. With Ms. Moffatt's prepared grids, your designs and patterns will quickly take shape to memorable and meaningful Mandalas. Specialty pencils will be available for class, but please bring your own regular colored pencils if you have them. Cost of tuition includes materials fee.

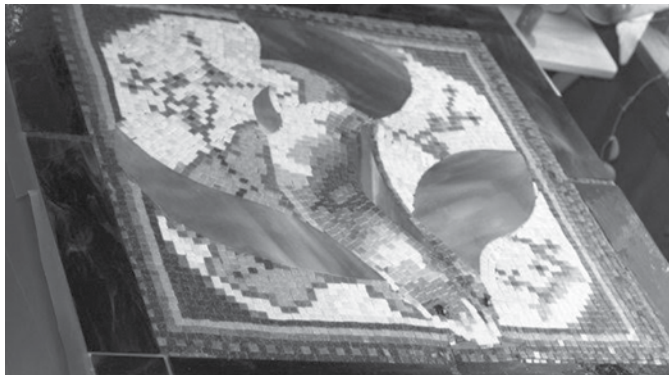
### MAKING MOSAICS FROM FOUND OBJECTS

**AR13-F161** • Classes Begin: Nov. 3 (End Date: Nov. 10)

2 Sessions • Thurs: 6:00pm-9:00pm

Room: Commercial Arts • Barbara Le • Tuition: \$79

Find a new way to use broken tea cups or bits of jewelry. Create a beautiful 12" square mosaic board, using small found objects (toys, bits of fabric, buttons, shells, seaglass, costume jewelry etc.). Base board is provided; bring in other components to incorporate or share. See suggested materials list at [Keefeatnight.org](http://Keefeatnight.org) for more info.



## ART

### ZENTANGLE WORKSHOP, WEDNESDAYS

#### AR14-F16Section1

Classes Begin: Sept. 14 (End Date: Oct. 5)  
 4 Sessions • Wed: 7:00pm-9:00pm  
 Room: 221 • Karen Keefe  
 Tuition: \$89

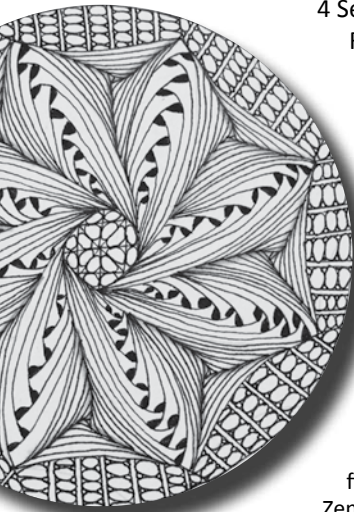
#### AR14-F16Section2

Classes Begin: Oct. 19  
 (End Date: Nov. 9)  
 4 Sessions  
 Wed: 7:00pm-9:00pm  
 Room: 221 • Karen Keefe  
 Tuition: \$89

Zentangle is an easy-to-learn method of creating beautiful images from repetitive patterns.

It is a fascinating new art form that is fun and relaxing. In the first class you will be introduced to Zentangle with a concept overview along with instruction for 6 different patterns and produce 2 pieces of original art. At the next

three sessions you will focus on learning more complex tangles, blending of patterns, techniques of tangulation and use of various Zentangle tools with different media. Participants are asked to bring their kits from the introduction class; additional supplies and instruction will be provided along with materials for producing additional art at home.



### SILK SCREENING 101

AR06-F161 • Classes Begin: Sept. 19  
 6 Sessions

Room: Graphics • Rick Allain • Tuition: \$249

Express yourself, promote your band, spread your brand, or simply bring color to the everyday through multicolor textile printing. Design your multi-color textile silkscreen for t-shirts, and other textiles, then master print intricate designs using Keefe Tech's silkscreen octopus and flash dryer. Silk Screen printing is a technique where mesh is used to transfer ink onto a fabric surface. Learn this age-old technique in a modern environment under the tutelage of KT faculty Rick Allain. This course is a great start to a fun and useful hobby or a foot in the door to a new career. Material list will be discussed at the first class.

Please contact us for Fall dates and additional information at 508-935-0202.

### ZENTANGLE WORKSHOP, THURSDAYS

AR11-F161 • Classes Begin: Sept. 29 (End Date: Nov. 17)  
 7 Sessions • Thurs: 6:30pm-9:00pm  
 Room: 208 • Julie Tamanaco • Tuition: \$129

Zentangle is an easy-to-learn, fun and relaxing way to create beautiful images by drawing structured patterns. It has been shown to increase focus and creativity, and to help provide a sense of well being. In this class you will learn about Zentangle and art form techniques such as: String Theory, Color Play, Monotangles. You will also learn how to make Zendalas and on the last class you will create a decorative ornament. Learning, creating, relaxing! What better way to spend your fall evenings?

### WATERCOLOR TUESDAYS

AR07-F161 • Classes Begin: Oct. 4 (End Date: Nov. 22)  
 7 Sessions • Tues: 6:30pm-9:30pm  
 Room: Commercial Arts • Bill Chignola • Tuition: \$119

Now meeting on Tuesdays! Join with like-minded artists of all levels and learn from each other. Make a commitment to paint at least once a week! Bring your ideas, your paints and other supplies. Work at your own level and at your own pace in Keefe's spacious Commercial Art Studio. No formal instruction, but there will be an accomplished artist/leader dedicated to every session.

### FELTING WITH WOOL

AR04-F161 • Classes Begin: Nov. 29 (End Date: Dec. 20)  
 4 Sessions • Tues: 6:30pm-9:00pm  
 Room: Commercial Arts • Barbara Le • Tuition: \$99

Learn the ins and outs of felting with wool. Make simple shapes or huggable little creatures to bring your felt to life. Excellent for gift giving or collecting. Materials are included in the price of tuition.



**Supplies are listed at  
[www.keefeatnight.org](http://www.keefeatnight.org)**

## ART

### KNITTING I

**AR03-F161** • Classes Begin: Sept. 22 (End Date: Nov. 3)  
6 Sessions • Thurs: 6:30pm-9:00pm  
Room: 223 • Jessica Pelon • Tuition: \$99

Knitting is a creative, relaxing pastime that can be enjoyed anytime, anywhere! New knitters (as well as those needing a refresher course) will learn to cast on and off, knit and purl, how to select the best yarns and tools for each project. Supplies for the first few classes will be provided by the instructor. Additional project supplies will be the student's responsibility.

### KNITTING II: INTERMEDIATE AND ADVANCED KNITTING

**AR01-F161** • Classes Begin: Nov. 7 (End Date: Dec. 12)  
6 Sessions • Mon: 6:30pm-9:00pm  
Room: 223 • Jessica Pelon • Tuition: \$89

If you can knit and purl, this class is for you! Start a new (challenging) project or tackle that unfinished piece. In this independent study class, students will work on their own projects with the confidence of knowing someone is there to help and guide them. This is a great continuation from the beginner class and is also suitable for experienced knitters. Students are encouraged to contact the instructor ahead of time to discuss any project ideas at <https://sites.google.com/site/pugspearlsandpurls/keefe>.



### KNITTING: ICELANDIC METHOD

**AR02-F161** • Classes Begin: Sept. 21 (End Date: Nov. 2)  
6 Sessions • Wed: 6:30pm-9:00pm  
Room: 223 • Jessica Pelon • Tuition: \$99

Icelandic Knitting is a form of stranded color-work done entirely in the round. Traditionally it uses bulky (or light!) Iceland wool and knit bottom up (or top down)! Learn Icelandic construction, (how to knit stranded color-work, create short-rows, graft stitches, Swiss darn, and steek). Bring a couple colors of practice yarn and circular needles in a size appropriate for the yarn for the 1st class and then progress with assistants from there. Try Icelandic items like hats, mittens and yoked sweaters. Please note: Students will be responsible for their own project supplies.

## MUSIC

### INSTANT PIANO FOR BUSY PEOPLE

**MU01-F161** • Classes Begin: Nov. 1 (End Date: Nov. 1)  
1 Session • Tues: 6:30pm-9:30pm  
Room: 201 • Debbie Gruber • Tuition: \$79

If you yearn to experience the joy of playing piano but don't want years of weekly lessons, this course is for you. In just a few hours, learn secrets of the trade to make piano playing a part of your life. How is it done? Typical piano lessons teach you note reading, but piano professionals use chords. Through a lecture/demonstration format, you will learn all the chords needed to play any pop song in this one session. Every student receives a workbook and CD for follow-up home study. Note: Students are encouraged to bring their own keyboard to class. If you are not familiar with the treble clef, you may send a self-addressed, stamped envelope to: Easy Piano Styles, PO Box 1360, Burlington, MA 01803 to receive a free pamphlet.

## PHOTOGRAPHY

### DIGITAL PHOTOGRAPHY - AN INTRODUCTION

**PH04-F161** • Classes Begin: Sept. 14 (End Date: Oct. 5)  
4 Sessions • Wed: 6:30pm-9:00pm  
Room: 218 • Lynne Damianos • Tuition: \$129

This four-session course is an introduction to digital photography for those who want to improve their digital pictures, whether point-and-shoot or SLR camera users. Topics include focal length, ISO, flash & exposure compensation, white balance, file type and appropriate file sizes for specific uses. Bring your camera and manual to each class. There will be a photography assignment each week that will be used as a learning tool in the following class. Optional: Email two of your photos (good or with issues) in JPEG format (up to 15 MB total per email) to [classes@DamianosPhotography.com](mailto:classes@DamianosPhotography.com) by Monday, September 12 with the subject line "KeefeIntro\_YourLastName" to discuss in the first class.

### PHOTOGRAPHY: DIGITAL WORKFLOW

**PH05-F161** • Classes Begin: Nov. 10 (End Date: Nov. 10)  
1 Session • Thurs: 6:30pm-8:30pm  
Room: 218 • Steve McGrath • Tuition: \$49

If you own a digital camera and a computer, but are challenged by the basic activities of transferring, storing and manipulating images, this workshop is for you! Learn to connect your camera to the computer, transfer picture files, format your digital media card, organize, rotate and name your images, and save your files - so that you can find them later! Bring your camera and your laptop and a flash drive for hands on help. (While Mac/Apple users are welcome, this class is taught in PC language!)



## PHOTOGRAPHY

### PHOTOGRAPHY: WILDLIFE

**PH07-F161** • Classes Begin: Oct. 8 (End Date: Oct. 13)  
 2 Sessions • Thurs & Sat: 6:00pm-9:00pm  
 Room: 218 • Steve McGrath • Tuition: \$69

No Time for a Safari?! Learn to photograph wildlife 'in the wild' or at the zoo! Understand the settings of your camera and what is needed for a composed, polished photo! Meet at the Southwick Zoo for a short presentation on tips and techniques for great zoo photographs that look like they were taken in the wild! Explore the zoo (with your tripod/monopod) and the longest lens you have. Get your best shots at feeding time, or with the special zookeeper close-up. In the second class at Keefe Tech, review the images and critique for a 'show and tell' with the class. Important note: Saturday class: 12:00 - 3:00 p.m. Meet at the Zoo entrance. Admission to the zoo is additional and paid directly to the park. Your instructor will be wearing a Keefe Tech cap.



### PHOTOGRAPHY: TAKING BETTER PICTURES WITH YOUR NEW DIGITAL CAMERA

**PH08-F161** • Classes Begin: Dec. 6 (End Date: Dec. 13)  
 2 Sessions • Thurs: 6:30pm-8:30pm  
 Room: 218 • Steve McGrath • Tuition: \$69

Are you just getting to know your digital camera and its features? Whether it was a recent gift or a camera you've had a while - here is an opportunity to learn when and how to use its special features. Take the mystery out of 'program mode versus manual mode,' aperture priority and shutter speeds. Don't settle for PHD (Press Here Dummy) photography anymore! Learn about composition and best use of light for varying situation and controlled results. Bring your camera and fresh batteries to each class, and your manual if available.

### PHOTOGRAPHY: COMPOSITION AND CRITIQUE

**PH06-F161** • Classes Begin: Dec. 6 (End Date: Dec. 13)  
 2 Sessions • Tues: 6:30pm-8:30pm  
 Room: 218 • Steve McGrath • Tuition: \$69

Improve the composition of your photographs in portraits, still lifes, pet portraiture or landscapes. Some abstract techniques will be shown to enhance your thoughts/ideas. Bring several pieces of your current work (on a USB flash drive) to the first class for an objective and constructive critical analysis.

### DIGITAL PHOTOGRAPHY - BEYOND THE BASICS

**PH03-F161** • Classes Begin: Oct. 19 (End Date: Nov. 9)  
 3 Sessions • Wed: 6:30pm-9:30pm  
 Room: 218 • Lynne Damianos • Tuition: \$119

This three-session course is suitable for SLR camera and point-and-shoot (camera must have Aperture and Shutter Priority modes) users who have a basic understanding of the menus and buttons on their camera and want to be more creative. Topics to be covered include depth of field, aperture priority, shutter priority and manual settings, understanding scene modes, light modification and what to put in your gear bag. You should already understand ISO, white balance, flash and exposure compensation settings. Bring your camera and manual to each class. There will be a photography assignment each week to do on your own that will be used as a learning tool in the following class. Optional: Email two of your photos (good or with issues) in JPEG format (up to 15 MB total per email) to [classes@DamianosPhotography.com](mailto:classes@DamianosPhotography.com) by Monday, October 17 with the subject line "KeefeBB\_YourLastName" to discuss in the first class.

### DIGITAL PHOTOGRAPHY: WHAT'S WRONG WITH THIS PICTURE?

**PH02-F161** • Classes Begin: Dec. 7 (End Date: Dec. 7)  
 1 Session • Wed: 6:30pm-9:30pm  
 Room: 218 • Lynne Damianos • Tuition: \$49

Why do some photos look great and others are 'meh'?!? Learn how to modify your camera settings and/or technique for better results every time! This one-session workshop includes a variety of examples and interaction among participants. Consider this photographic therapy! You will walk away with more "tools" under your belt and a better understanding of how to handle different photographic challenges. Bring your camera (with fresh batteries) and manual to class. Email up to five of your photos with issues in JPEG format (up to 15 MB total per email) and a brief explanation to [classes@DamianosPhotography.com](mailto:classes@DamianosPhotography.com) by Monday, December 5 with the subject line "KeefeWW\_YourLastName" (or bring them in to class in a separate folder on a thumb drive or your camera's flash card).



## AUTOMOTIVE-ELECTRICAL TROUBLESHOOTING AND REPAIR

**AU01-F161** • Classes Begin: Oct. 13 (End Date: Dec. 8)  
7 Sessions • Thur: 6:30pm-9:30pm  
Room: Auto • Charles Pearson • Tuition: \$219

Today's cars are highly evolved electrical systems and can be frustrating to fix...if you don't know how! In this course, learn how to develop common practices to properly diagnose and repair systems and components of vehicles.

## Take a Class; Teach a Class

The Spring 2017 calendar is filling fast. Share your skill and your passion; Teach a class this spring.

**Keefe at Night**  
Continuing Education  
at Keefe Tech

Send the Course Proposal form (available at [www.keefeatnight.org](http://www.keefeatnight.org)) along with your resume to [continuinged@jpkeefehs.org](mailto:continuinged@jpkeefehs.org) or call 508-935-0202.

## CAR CARE I

**AU02-F161** • Classes Begin: Sept. 13 (End Date: Oct. 25)  
7 Sessions • Tues: 6:30pm-9:30pm  
Room: Auto • Charles Pearson • Tuition: \$219

Designed for the novice do-it-yourselfer, this course will cover all of the major systems of the modern automobile. Each class has a 30 minute lecture/demonstration, with the remaining time spent working on an automobile. Since this is a hands-on class, students are required to wear safety glasses, old work clothes and proper safety shoes.

## CAR CARE II

**AU03-F161** • Classes Begin: Nov. 1 (End Date: Dec. 20)  
7 Sessions • Tues: 6:30pm-9:30pm  
Room: Auto • Charles Pearson • Tuition: \$219

Do you like to do your own car repairs? This course is a continuation of the popular Car Care I -- In-depth study of major automotive systems, ABS Braking, Traction Control, OBDII and its relation to the complete system. If you have a basic understanding of Car Care, these 7 sessions will clarify the aspects of Diagnostics and Evaluation of several major systems on today's advanced automobiles. Please bring the following tools and supplies to class with you: DVOM multimeter, code scanner, test light, safety glasses, proper safety shoes, pen and notepad!

## SMALL ENGINE REPAIR

**AU04-F161** • Classes Begin: Sept. 14 (End Date: Oct. 26)  
6 Sessions • Wed: 6:00pm-9:00pm  
Room: Auto • James Gable • Tuition: \$119

Rejuvenate your small engine equipment! Learn how to tune-up, repair and even overhaul small gasoline engines found in lawn mowers, snow blowers, tillers, go-carts, leaf blowers, string trimmers, chainsaws, and small outboard motors. Don't pay for expensive repairs when you can do them yourself! Each student will practice on their own small engine brought to class each week. The engine may remain attached to a lawn mower, snow blower or other small engine equipment. There is no storage available.



## ACCOUNTING BASICS

**BZ10-F161** • Classes Begin: Sept. 20 (End Date: Oct. 11)  
 4 Sessions • Tues: 6:30pm-9:30pm  
 Room: 318 • Ed Jaworski • Tuition: \$199

This introduction to the basics of financial accounting and bookkeeping will include common topics relating to accounting. Assets, liabilities, and equity and how they relate to GAAP (Generally Accepted Accounting Practices) will be discussed. Review basic accounting statements, including balance sheets, income statement and profit and loss. This is a great class to take before the QuickBooks computer class. Course materials are included in cost of tuition.

## PROMOTE YOUR BUSINESS ONLINE: INBOUND MARKETING, SOCIAL MEDIA, BLOGGING AND SEO

**BZ01-F161** • Classes Begin: Sept. 19 (End Date: Sept. 26)  
 2 Sessions • Mon: 6:00pm-9:00pm  
 Room: 215 • Fan Stanbrough • Tuition: \$69

If you have a business, business idea, or cause that you're trying to promote, then this course is for you. Through lectures and in-lab exercises, we'll cover the basics of: How to drive traffic to your web properties using Search Engine Optimization (SEO) and Inbound Marketing techniques; How to create a sales funnel for your business and identify calls to action; How to use social media services like Facebook, LinkedIn and Twitter to increase your online presence and connect with the right people and communities. This course is taught in a computer lab, with time each night reserved for hands-on computer work. All attendees will receive an electronic copy of all course material at the final session. Please be sure to bring login information for an email account and any social media services that you may have.

## GET THE JOB/KEEP THE JOB

**BZ04-F161** • Classes Begin: Oct.19 (End Date: Oct.19)  
 1 Session • Wed: 6:30pm-8:30pm  
 Room: 224 • Pat Sinacole • Tuition: \$15



Boston Globe Columnist and "Job Doc" Patricia Hunt Sinacole for this one-evening conversation: A practical Guide to Landing a Job in Today's Employment Market. This interactive session is packed with information to help in a productive job search: Use/misuse of social media, networking tips, job hunter's elevator

speech, resumes and references and job search statistics. If you are seeking a practical and creative job search approach - this could be the first step to great professional development.

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WGBH News Reporter Tina Martin

## CAREER CHOICES IN JOURNALISM

**BZ13-F161** • Classes Begin: Oct. 17 (End Date: Oct. 17)  
 1 Session • Mon: 6:30pm-9:00pm  
 Room: 202 • Tina Martin • Tuition: \$49

From Broadcast to Multi Media - A career background in Journalism can open many (MANY!) doors in this ever changing industry. Take a peek at some options that will utilize your skills in Journalism (or your child's interest in the field). The Keys that open doors will be discussed (This class is for adults, however, students who are 16 and would like to attend with an adult are also welcome.)

## FROM STUMBLING BLOCKS TO STEPPING STONES: THE ART OF PUBLIC SPEAKING

**BZ12-F161** • Classes Begin: Sept. 26 (End Date: Sept. 26)  
 1 Session • Mon: 6:30pm-9:00pm  
 Room: 202 • Tina Martin • Tuition: \$49

You feel nervous. Your palms sweat, Your stomach is in knots! You would rather do anything - except talk in front of a crowd! Whether you are speaking to colleagues, advocating for your children or a cause or presenting to a large audience - become a more confident speaker after taking this class. Journalist and WGBH news anchor Tina Martin can give you pointers to turn speaking opportunities from Stumbling Blocks to Stepping Stones!

## MEDIA RELATIONS- 101

**BZ14-F161** • Classes Begin: Oct. 24 (End Date: Oct. 24)  
 1 Session • Mon: 6:30pm-9:00pm  
 Room: 202 • Tina Martin • Tuition: \$49



Hear Ye! Hear Ye! - Media Relations 101: Non-profit workers and small business owners: Do you watch the evening news and wonder "How did they get on the news?!" and "Why isn't MY story there?!" Take this class and learn promote your business/cause to the press: When should you contact the media? What angle will

help get your cause or business the spotlight it deserves? And is an email, text message or good ol' fashion paper press release the best venue?! Seasoned media professional and WGBH Anchor, Tina Martin, has worked on both sides of the desk. Her tips will help you get the most out of your communication reach with great press results.

## BITCOIN, CRYPTOCURRENCY AND THE BLOCKCHAIN - AN INTRODUCTION

**BZ06-F161** • Classes Begin: Sept. 29 (End Date: Sept. 29)  
1 Session • Thurs: 6:30pm-8:00pm  
Room: 202 • Phil Raymond • Tuition: \$19

If you have heard (or read about) Bitcoin Wallet Career opportunities, this class will introduce the basics. Set up a service account so that you too can start cashing in on this innovative virtual currency movement.

## BITCOIN, CRYPTOCURRENCY AND THE BLOCKCHAIN - 4-WEEK SEMINAR

**BZ11-F161** • Classes Begin: Oct. 13 (End Date: Nov. 3)  
4 Sessions • Thurs: 6:00pm-9:00pm  
Room: 202 • Phil Raymond • Tuition: \$119

A fast-paced introduction to the world of Bitcoin, Cryptocurrency and The Blockchain. More than just a fad or an underworld, Bitcoin is becoming business friendly and is at the heart of thousands of entrepreneurial ventures. Investor interest is sizzling. But what is Bitcoin? Why is it valued, and how can governments maintain control? How can something that is not backed by a government, a promise or a precious metal be worth anything? How do early adopters classify Bitcoin? Is it an investment asset? A money transfer mechanism? The money itself? Or is it just a pyramid scheme?

From Aristotle to Satoshi this whirlwind course in economics that yields a gut-level understanding of new monetary mechanisms. Confronting Bitcoin pushes students to reflect on the dynamics of supply-demand: What turns a commodity into an asset? What makes an asset into a functional currency?



## DIGITAL PRIVACY AND SECURITY

**BZ09-F161** • Classes Begin: Sept. 20 (End Date: Oct. 25)  
6 Sessions • Tues: 6:30pm-8:30pm  
Room: 209 • Howard Cornett • Tuition: \$119

Usernames, passwords, and security keys are the subtopic of every web exchange. Learn to better maintain your security and privacy while using your digital tools. Create and manage secure passwords, control what can be seen by others on social media, avoid phishing attacks, and avoid identity theft. Whether on a computer, a smartphone or any internet connection, an understanding of digital privacy and security is an essential in today's digital world.

## GETTING UNSTUCK: HOW TO MANAGE DIFFICULT CONVERSATIONS

**BZ07-F161** • Classes Begin: Nov. 16 (End Date: Nov. 16)  
1 Session • Wed: 7:00am-9:00pm  
Room: 202 • Hallee Burg • Tuition: \$39

Understand the nature of conflict, why it is so difficult, and how to 'get unstuck' with a collaborative approach. Learn how conflict impacts us, styles for managing conflict, how to turn conflicts into opportunities, and how to approach and manage conflict conversations. Discuss how to productively express different perspectives, and how to negotiate better outcomes. Students will have an opportunity to practice some of the skills, tips and tools discussed.

## VOICE OVERS

**BZ02-F161** • Classes Begin: Sept. 26 (End Date: Sept. 26)  
1 Session • Mon: 7:00pm-9:00pm  
Room: 300 • Dan Levine • Tuition: \$59

This fun and exciting class could be the game changer you've been looking for! We will show you how YOU could actually begin using your speaking voice for commercials, films, videos and more! You will learn about a unique, outside-the-box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf on your own time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before.

## LEAN PROJECT MANAGEMENT: PRINCIPLES FOR SUCCESS

**BZ03-F161** • Classes Begin: Oct. 15 (End Date: Oct. 22)  
2 Sessions • Sat: 9:00am-6:00pm  
Room: 301 • Kim Walker • Tuition: \$399

Lean Project Management is "more about behaviors than it is about systems, tools and techniques" as developed by Lawrence Leach. Learn the basic flow of projects from initiating, planning, executing, monitoring and controlling to closing. Improve business acumen, analytical skills, and focus on the customer, engaging employees, identifying opportunities and removing non-value steps and waste from a process. This interactive two-day workshop will focus on being a "Process Improvement Team Member" and provide you the tools that will help you on your journey to improve. Topics include "5S", 5 Why's, process mapping, identifying waste, root cause analysis, simple data collection, metrics, process improvement, control methods, and Kaizen. Successful participants will receive a LEAN Yellow Belt certification. This course is for anyone looking to move forward in personal life satisfaction or professional career goals.

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***Be sure to create an account on social media before the start of class  
– and bring log in information to maximize class time!***



## **A+ CERTIFICATION**

**CO01-F161** • Classes Begin: Sept. 20 (End Date: Nov. 9)  
14 Sessions • Tues & Wed: 6:00pm-9:00pm  
Room: 324 • John Rabidou • Tuition: \$499

A+ Certification Advance can your career! CompTIA's A+ certification is one of the most sought after credentials in the computer industry. A+ certifies the abilities of PC Service Specialists and will help realize greater earnings. Master the knowledge and skills needed to recognize major PC components and to understand how the components work together. This class will prepare you for the A+ certification exams. Homework and tests will count toward Certification in Core Hardware and Operating Systems. The major part of the class will prepare you for A+ exams 220-801 and 220-802. Other Certification Exams that will be available for students at no additional cost: Microsoft Technology Associates Operating System Fundamentals, Microsoft Technology Associates Network Fundamentals, Microsoft Technology Associates Security Fundamental. There will be a Certiport charge of \$115 for each additional exam..

## **CISCO I - INTRODUCTION TO NETWORKS**

**CO02-F161** • Classes Begin: Sept. 14 (End Date: Dec. 14)  
21 Sessions • Mon & Wed: 6:00pm-9:00pm  
Room: 321 • Don Conaghan • Tuition: \$499

Learn about the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations provide a foundation for the curriculum. By the end of this course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Students will need a computer and internet access for the online self-paced homework assignments. Tuition includes enrollment in the Cisco Academy online. Recommended book but NOT required: Interconnecting Cisco Network Devices, Part 1 (ICND1) Foundation Learning Guide, 4'th edition, ISBN: 13: 9781587143762 or speak to instructor about alternate books.

## **CISCO II, III, IV**

**CO03-F161** • Classes Begin: Sept. 12 (End Date: Dec. 19)  
23 Sessions • Mon & Wed: 6:00pm-9:00pm  
Room: 321 • Don Conaghan • Tuition: \$599

Cisco II is a continuation of Cisco I. Cisco II is the second course in the series needed to prepare for the Cisco CCENT Certification. Students can bypass this certification and complete all 4 courses if the CCNA certification is desired. Prerequisite: Completion of Cisco I. Recommended book: See Cisco I description. For Information regarding CISCO III - SCALING NETWORKS, and CISCO IV - CONNECTING NETWORKS, please contact the instructor directly at dconaghan@gmail.com

## **INTRO TO MICROSOFT EXCEL**

**CO07-F161** • Classes Begin: Sept. 20 (End Date: Oct. 11)  
4 Sessions • Tues: 6:30pm-9:30pm  
Room: 215 • David Thrope • Tuition: \$159

MS Excel is a full-featured spreadsheet for PCs. Learn to use Excel is a full-featured spreadsheet for PCs. Learn to use this popular program effectively in office and home applications. Create and edit worksheets and workbooks. Take home the practical knowledge required to use the program and apply it to real life situations. Required Textbook: Microsoft Office Excel 2010: Level 1 (Second Edition), Publisher: Logical Operations, ISBN: 1424618479. Order directly online at: <https://store.logicaloperations.com>. Type ISBN Number in Search Bar. Must be purchased in advance of class. Please allow 5-7 days for delivery.

## **MICROSOFT EXCEL - INTERMEDIATE**

**CO08-F161** • Classes Begin: Oct. 18 (End Date: Nov. 15)  
4 Sessions • Tues: 6:30pm-9:30pm  
Room: 215 • David Thrope • Tuition: \$159

Become even more proficient in Excel! Create templates, sort and filter data, import and export data, and analyze data. This is the course covers charting and pivot tables. Required Textbook: Title: Microsoft Excel 2010: Level 2 (Second Edition), Publisher: Logical Operations, ISBN: 1424618940. Order directly online at: <https://store.logicaloperations.com>. Use the ISBN # to Search. Allow 5-7 days for delivery.

## MICROSOFT POWERPOINT

**CO09-F161** • Classes Begin: Sept. 22 (End Date: Oct. 13)  
3 Sessions • Thurs: 6:30pm-9:30pm  
Room: 215 • David Thrope • Tuition: \$149

This easy-to-use presentation graphics program will make your presentations shine! Learn to make crisp and professional presentations. Prerequisite: Students should be comfortable in the Windows environment and be able to use Windows to manage information. Required Textbook: Microsoft Office PowerPoint 2013: Part 1 091033S (Rev 2.2) ISBN: 142462049X . Order directly online at: <https://store.logicaloperations.com>. Type ISBN Number in Search Bar. Must be purchased in advance of class. Please allow 5-7 days for delivery.

## MICROSOFT WORD - THE BASICS

**CO06-F16** • Classes Begin: Nov. 29 (End Date: Dec. 20)  
4 Sessions • Tues: 6:30pm-9:30pm  
Room: 215 • David Thrope • Tuition: \$159

This basic course is a perfect springboard for a new career! Many offices use MicroSoft Word as a measure of employability. This course is for those with little or no experience in Microsoft Word. Learn the essential tools necessary to create professional looking documents. To be successful in this course, you should be familiar with using personal computers and you should know how to use the mouse and keyboard. Required Textbook: Microsoft Office Word 2010: Level 1, Publisher: Logical Operations, ISBN: 1424616441. Order directly online at: <https://store.logicaloperations.com>. Type ISBN Number in Search Bar. Must be purchased in advance of class. Please allow 5-7 days for delivery.

## PHOTOSHOP ELEMENTS

**PH01-F161** • Classes Begin: Dec. 1 (End Date: Dec. 1)  
1 Session • Thurs: 6:30pm-8:30pm  
Room: 215 • Steve McGrath • Tuition: \$49

This workshop will help participants learn Photoshop Elements techniques and skills, and apply them immediately to their personal photography. The course will cover optimizing images using layers, tools, color balance, black and white. Handout will lead students step-by-step so that skills can be practiced at home.

## SEO IS NOT ROCKET SCIENCE

**CO11-F161** • Classes Begin: Oct. 13 (End Date: Oct. 20)  
2 Sessions • Thurs: 7:00pm-9:00pm  
Room: 318 • Mike Stanbrough • Tuition: \$59

Ever wonder how successful businesses manage to draw heavy traffic onto their websites? In this course you will learn how to: optimize your website; get it fully indexed by search engines; assess your website's search engine ranking and performance; spidering your site to assess indexability and SEO status, select keywords. You will learn how to use several tools, including Google Analytics (GA) and Webmaster Tools (WMT). Don't be afraid: YOU CAN DO THIS!

13 Register online at [www.keefeatnight.org](http://www.keefeatnight.org)

## INTRO TO COMPUTERS

**CO12-F161** • Classes Begin: Sept. 22 (End Date: Sept. 29)  
2 Sessions • Thurs: 6:30pm-8:30pm  
Room: 320 • Frank Yeung • Tuition: \$49

"Let's start at the very beginning!" The basics of this Sound of Music song aptly apply to computer knowledge. You'll start from scratch -- turning on the computer. Once you get started, you'll be amazed at just how much can be accomplished on a computer. Soon enough you will be booting and surfing with the best of them. For fun or business applications.

## QUICKBOOKS

**CO10-F161** • Classes Begin: Oct. 18 (End Date: Nov. 22)  
6 Sessions • Tues: 6:30pm-9:30pm  
Room: 318 • Ed Jaworski • Tuition: \$349

QuickBooks is a comprehensive tool to manage small business finances effectively. This course takes the student with no prior knowledge of computerized accounting to a stage where they can confidently perform day-to-day operations with QuickBooks accounting software. Topics include: setting up a QuickBooks company, working with company lists, setting up and working with inventory, creating customer invoices and billing statements, receiving payments from customers, performing bank transactions, entering and paying bills, managing payroll, and conducting online banking services. Learn to complete job estimates, time tracking and costing, create customized letters and forms, reports and graphs. Course materials are included in cost of tuition.

## WORDPRESS I

**CO22-F161** • Classes Begin: Oct. 17 (End Date: Nov. 15)  
5 Sessions • Mon: 7:00pm-9:00pm  
Room: 215 • Fan Stanbrough • Tuition: \$129

WordPress is one of the most popular blogging tools on the web, making it easy to post ideas, pictures and audio/video. WordPress can be used for blogging or to create a fully functional website with the built-in content management system (CMS) It is easier than you think to maintain the fundamental roles of WordPress! Tips given in this class will get you up and running quickly. Register early – This class fills!

## WORDPRESS II

**CO05-F161** • Classes Begin: Nov. 21 (End Date: Dec. 5)  
3 Sessions • Mon: 7:00pm-9:00pm  
Room: 215 • Fan Stanbrough • Tuition: \$79

Did you take the beginner WordPress class; learn how to use the WordPress application; now what?! The time is right to build a working website! Install a premium theme and plugins such as a contact form, photo gallery, slider; SEO plugin, Google Analytics; monetization, set up PayPal to pay or receive money, back up your database, control your bandwidth usage and more. Before class, you need to set up web hosting for your site. You must have a web host/domain to participate in this class. (Learn about that in WordPress I.)

## IPAD BASICS

**CO21-F161** • Classes Begin: Nov. 1 (End Date: Nov. 1)  
1 Session • Tues: 6:30pm-9:00pm  
Room: 320 • Dan Ellis • Tuition: \$39

If you have a new iPad and you'd like to learn every little thing that you can do with it, come to this class! If you are new to the iPad, this workshop gives you a step-by-step outline for getting the most out of your device. Learn to: Navigate and find your way around the iPad, Install, Remove, and Organize Apps; Set-up a Wi-Fi Connection; Set-up your email, Protect and Care for your iPad and much more! Don't be intimidated by your iPad! Be sure to update your iPad to the latest iOS before class and don't forget your Apple ID and Password.

## FACEBOOK FOR BUSINESS

**CO13-F161** • Classes Begin: Oct. 13 (End Date: Oct. 13)  
1 Session • Thurs: 6:30pm-9:30pm  
Room: 320 • Jody Gladstein • Tuition: \$39

If you have a business, business idea, or cause that you need to promote, then this course is for you. Learn to use Facebook to increase your online presence and connect with the right people and communities. Please be sure to bring login information for your Facebook account. While computers are provided, students are welcome to bring their own laptops or tablets to class.

## GOOGLE APPS FOR EVERY OCCASION

**CO18-F161** • Classes Begin: Nov. 9 (End Date: Nov. 16)  
2 Sessions • Wed: 6:30pm-9:30pm  
Room: 320 • Jody Gladstein • Tuition: \$59

This class will show you how to use the powerful tools in Google Docs to create professional and eye-catching documents. In this course you will learn to: get your free Google account and set up for instant access to your documents on desktop and mobile; upload and use the documents you've already created with Microsoft Office; use Google Spreadsheet to create charts to display spreadsheet data; use Google Docs' easy, powerful document-editing and formatting tools; share documents securely with your colleagues and more. Requirements: Students will need to sign up for a Gmail account.

## LINKEDIN 101

**CO16-F161** • Classes Begin: Oct. 20 (End Date: Oct. 27)  
2 Sessions • Thurs: 6:30pm-9:30pm  
Room: 215 • Jody Gladstein • Tuition: \$59

Expand Your Networks with this LinkedIn Starter Course! In 2-sessions, we'll discuss creating an online presence, address building profiles and controlling settings. Learn how to engage with industry professionals on LinkedIn using a variety of features such as: Connecting with other members, Groups, Pulse, and Company Pages. Bring a USB with a professional photo, a resume/CV and any documents that you would like to add to your professional identity.

## YOU CAN BE SMARTER THAN YOUR SMART PHONE - IPHONE

**CO19-F161** • Classes Begin: Oct. 18 (End Date: Oct. 25)  
2 Sessions • Tues: 6:30pm-8:30pm  
Room: 320 • Daniel Ellis • Tuition: \$59

Back by popular demand! You won't believe what your phone can do! Be the Master of your New iPhone! These classes are for beginner iPhone users who want to learn more about their phone and its capabilities. Adjust your phone's settings for voicemail, email, contacts and more. Explore the world of apps and customize your phone with apps most useful to you. You'll learn secrets you never knew existed behind those touch screens! Requirements: iPhone 5 or 6 and an iTunes account that you can access in class. (Other iPhones may or may not have the same features.)

## FACEBOOK FOR FUN

**CO14-F161** • Classes Begin: Dec. 13 (End Date: Dec. 13)  
1 Session • Tues: 6:00pm-9:00pm  
Room: 320 • Meredith Elkins • Tuition: \$39

No need to be frightened. Learn how to use this pervasive social media tool to stay in touch with family and friends while maintaining privacy.

## INSTAGRAM 101

**CO15-F161** • Classes Begin: Sept. 21 (End Date: Sept. 21)  
1 Session • Wed: 6:30pm-9:30pm  
Room: 224 • Jody Gladstein • Tuition: \$39

Since bursting onto the scene in 2010, Instagram has grown tremendously with more than 100 million active users! This wide audience (from small local business owners to major multi-national brands) are finding creative ways to use Instagram as part of their marketing efforts. Get started with tips on how to create a profile, get followers, find people to follow, use hashtags, use photo settings and encourage engagement. Download the Instagram App on your smartphone in advance of the workshop and bring your device to class.

## TWITTER 101

**CO17-F161** • Classes Begin: Sept. 28 (End Date: Oct. 5)  
2 Sessions • Wed: 6:30pm-9:30pm  
Room: 320 • Jody Gladstein • Tuition: \$59

Twitter is a popular (and very useful) micro-blogging network tool. Learn what's going on with the people and things that matter most to you; news and world events, pop culture and/or business trends. This hands-on workshop will lead you to your first Twitter account and/or strengthen your knowledge of Twitter for success. A Twitter "cheat sheet" to keep handy will increase the value of a Twitter account: find the "right" people to connect with, the best tools to manage Twitter more easily, set up a schedule that makes the most sense for your lifestyle. Learn the fastest way to grow your following on Twitter and 'hashtag' your way to success!

## **Culinary Classes:**

- *Come Hungry! Classes include samples or take-homes!*
- *Classes are 'hands on' unless otherwise noted.*
- *All Students are invited to assist in preparation and clean up!*
- *Bring an apron to ensure a clean work space.*
- *Students must be 18 years of age or older to attend.*

## **AN EVENING OF KNIFE SKILLS**

**CA27-F161** • Classes Begin: Nov. 15 (End Date: Nov. 15)  
1 Session • Tues: 6:00pm-9:00pm  
Room: Kitchen • Edgar Ilevins • Tuition: \$59

How do chefs cut such small and uniform fruits and vegetables? Let Chef Edgar show you how to perfect your techniques. Learn how to hold and use a knife for picture perfect julienne ginger, chiffonade mint leaves, and diced onion. Practice newly acquired skills on fruits and vegetables, garnishes, and a whole roasted chicken for carving. We'll prepare a full meal, from appetizer to dessert, and take-home containers will be provided. Along with new recipes, you'll also learn how to purchase a knife best suited to your cooking style, and how to sharpen and care for your knives. Please bring one small and one large kitchen knife to class.



## **SERVSAFE MANAGER TRAINING CERTIFICATION**

**SE01-F161** • Classes Begin: Sept. 26 (End Date: Sept. 26)  
1 Session • Mon: 5:00pm-10:00pm  
Room: 302 • Nicole Carrier • Tuition: \$179

**SE01-F1 Section1** • Classes Begin: Sept. 26 (End Date: Sept. 26)  
1 Session • Mon: 5:00pm-10:00pm  
Room: 302 • Nicole Carrier • Tuition: \$179

**SE01-F16Section2** • Classes Begin: Oct. 17 (End Date: Oct. 17)  
1 Session • Mon: 5:00pm-10:00pm  
Room: 302 • Nicole Carrier • Tuition: \$179

**SE01-F16Section3** • Classes Begin: Nov. 7 (End Date: Nov. 7)  
1 Session • Mon: 5:00pm-10:00pm  
Room: 302 • Nicole Carrier • Tuition: \$179

Become ServSafe certified in one evening at Keefe Tech. The first part of class will focus on your food safety training in preparation for your computer-based test. You will be taking your certification exam online in the last two hours of the course. The vast majority of our students pass the first time they take the exam! ServSafe certification is one of the required credentials to become a restaurant manager in almost every city/town in the USA including all of Massachusetts. This credential makes you more valuable as an employee or soup kitchen volunteer...and is essential for safe home-based food preparation businesses.

## **CHINESE CUISINE**

**CA12-F161** • Classes Begin: Sept. 20 (End Date: Sept. 27)  
2 Sessions • Tues: 6:30pm-9:30pm  
Room: Kitchen • Brenda Wong • Tuition: \$109

New Recipes! Sells out every semester! In this class you will learn to make simple, healthy Chinese dishes from scratch that you will love. You will prepare Beef Teriyaki, Crab Rangoons with Homemade Duck Sauce for appetizers. For main courses you will prepare Kung-Pao Shrimp, Soy Sauce Chicken, Fish with Black Bean Sauce, Beef Lo Mein and Vegetable Delight. SO much better (and healthier!) than Take Out! Please bring an apron and take home containers on both nights. Ingredients fee is included in the cost of tuition.

## **THAI CUISINE**

**CA13-F161** • Classes Begin: Oct. 11 (End Date: Oct. 18)  
2 Sessions • Tues: 6:30pm-9:30pm  
Room: Kitchen • Brenda Wong • Tuition: \$109

New Recipes! Sells out every semester! In this class you will learn to make simple, delicious, and authentic food from Thailand. You will prepare Thai Pan Fried Chicken Wings and Chicken Coconut Soup for appetizers. For main courses you will prepare Beef and Mango Curry, Green Curry Shrimp, Pan Fried Fish Fillet with Chili Lime Sauce and Chicken with Fresh Pineapple. You'll never want to order out for Thai food again after taking this class! Please bring an apron and take home container on both nights. Ingredients fee is included in the cost of tuition.



## COFFEE TASTING NIGHT

**CA26-F161** • Classes Begin: Nov. 2 (End Date: Nov. 2)  
1 Session • Thurs: 6:30pm-8:30pm  
Room: Cafe 101 • Jim Hogan • Tuition: \$59

Join Jim Hogan from Hogan Brothers Brewing in Framingham for an enlightening, (and caffeinated!) evening discussion of that much loved beverage!). Tips for brewing the best at home, as well as samples of coffees from around the world are included. All inclusive tuition cost.

## EXPLORE THE WORLD OF TEA IN A CUP

**CA25-F161** • Classes Begin: Nov. 7 (End Date: Nov. 7)  
1 Session • Mon: 6:30pm-8:30pm  
Room: Cafe 101 • Hillel Bromberg • Tuition: \$59

Tea can be sweet, rich, buttery, and citrusy. It can wake you up or calm you down. Tea has a history that spans the globe and health benefits that will keep you going. It has been cultivated for over 3,000 years and is the second most popular drink in the world (behind water).

Come spend some time getting to know tea's delightful flavors and aromas, as well as its fascinating history, how it's made, where it's from, and what it can do for you. You'll learn how to steep tea for best flavor and sample several varieties, such as a delicate white, smooth oolong, refreshing green, malty black, and a... well, we won't give away the surprise! All inclusive tuition cost.

*Please bring an apron  
and to-go containers  
to culinary classes.*

## ELEGANT DINNER PARTY

**CA30-F161** • Classes Begin: Nov. 14 (End Date: Nov. 14)  
1 Session • Mon: 6:00pm-9:00pm  
Room: Kitchen • Shailini Sisodia • Tuition: \$69

Would you like to host an elegant soiree or fancy dinner party that your guests will rave about? Then this is the perfect hands-on and fun class for you. Come learn how to make easy, yet sophisticated dishes such as a caramelized shallots and goat cheese tart, buttery salmon baked in foil, orzo with feta, tomatoes and pine nuts, a colorful and vibrant beet/goat cheese salad, and lemony pan-roasted asparagus – all topped off with a delightful dessert. Impressing your friends has never been this easy! Ingredients fee is included in the cost of tuition.

## CHOWDER, STEW AND CHILI

**CA14-161** • Classes Begin: Oct. 19 (End Date: Oct. 26)  
2 Sessions • Wed: 6:00pm-8:00pm  
Room: Kitchen • Paul Ramsdell • Tuition: \$89

For a first course, or a hearty meal, learn to build layers of flavors in these 2 classes. Recipes to include Crab and Corn Chowder, Lamb Stew, Beef Tips Chili and a White chili. Techniques learned will enable student to also make stocks and sauces. Basic knife techniques, use of thickening agents and seasoning know how will be taught by 2 time winner of "New England Chili Festival," Paul Ramsdell. Bring an apron, your favorite French Knife, some available if you don't have one, and container for leftovers. Ingredients fee is included in the cost of tuition.

## A DELICIOUS TASTE OF GREECE!

**CA29-F161** • Classes Begin: Sept. 26 (End Date: Sept. 26)  
1 Session • Mon: 6:00pm-9:00pm  
Room: Kitchen • Shailini Sisodia • Tuition: \$69

Greek food is typical of the highly touted Mediterranean diet, and wins on every level – it's healthy, delicious and makes use of fresh ingredients. Come join this fun, hands-on class where you will learn how to make Greek cuisine classics. We start with Spanakopita, the crispy phyllo spinach pies, and then move on to a creamy, luscious favorite, the rightfully famous Moussaka, for the main course. A colorful Greek salad and delicious dessert round out this wonderful meal that you will love serving to friends and family – opa!!! Ingredients fee is included in the cost of tuition.

## EASY BUT IMPRESSIVE HORS D'OEUVRES

**CA01-F161** • Classes Begin: Nov. 21 (End Date: Nov. 21)  
1 Session • Mon: 6:00pm-9:00pm  
Room: Cafe 101 • Meredith Elkins • Tuition: \$59

If you know a few basic techniques, some of the most delicious party hors d'oeuvres are surprisingly simple to make and can be changed to suit your crowd, your mood, and what you have on hand. Working with store-bought puff pastry dough, cream cheese, and a few special ingredients, we'll make 4 or 5 different recipes and discuss variations on each one to suit every occasion, from the kids' sleepover to a grown-up cocktail party. Ingredients fee is included in the cost of tuition.

## CULINARY ELEGANCE WITH EASE!

**CA04-F161** • Classes Begin: Oct. 24 (End Date: Oct. 24)  
1 Session • Mon: 6:00pm-9:00pm  
Room: Kitchen • Meredith Elkins • Tuition: \$79

Beef Wellington, Coq Au Vin, and Paella are the stalwarts of elegant cuisine...and yet - are they really out of your reach?! Gather up your courage and come learn by doing! At the end of the evening, we'll share the fruits of our labors. Ingredients fee is included in the cost of tuition.



## HOMEMADE BAGELS AND ENGLISH MUFFINS

**CA08-F161** • Classes Begin: Sept. 17 (End Date: Sept. 17)  
1 Session • Sat: 10:00am-2:00pm  
Room: Kitchen • Edgar levins • Tuition: \$69

The bagel's history can be traced back more than 500 years. This dense, chewy bread is often topped with a variety of extras from sea salt to onions, sesame to poppy seeds, and served with a schmear of cream cheese goodness. Is there anything better than crispy, chewy, still-warm-from-the-oven bagel? Mix, Knead, Shape then Boil in Water and Bake...and Voila! The Best Bagel Ever! While we are waiting for our bagels to proof, we will make "The Best English Muffins" you have ever tasted. Ingredients fee is included in the cost of tuition.

## STRESS FREE THANKSGIVING MENU

**CA10-F161** • Classes Begin: Nov. 9 (End Date: Nov. 9)  
1 Session • Wed: 6:00pm-9:00pm  
Room: Kitchen • Paul Ramsdell • Tuition: \$69

Learn some methods and "Tricks of the Trade" professional chefs use to kick the flavors up a notch and make the Day less stressful. Designed to help the rookie or novice have a successful gathering. Traditional Menu prepared plus a few first courses. Ingredients fee is included in the cost of tuition.



## FRESH & FILLED PASTA AT HOME

**CA02-F161** • Classes Begin: Sept. 15 (End Date: Sept. 22)  
2 Sessions • Thurs: 6:00pm-9:00pm  
Room: Kitchen • Meredith Elkins • Tuition: \$89

Eggs, flour, oil. Kneading, rolling, cutting. That's really all there is to making fresh pasta. In 3-hours, learn basic recipe and techniques for the dough; demonstrations in rolling and cutting with manual/electric pasta machines. Flavored dough (spinach, sun dried tomato) and herb-enhanced dough will also be covered. Make a flat pasta (like Ravioli; cappelletti, agnolotti, and tortellini) and fill it to make canneloni, lasagna and stuffed shells! Use wonton wrappers in lieu of fresh pasta for a quick (and delicious!) weeknight meal. Ingredients fee is included in the cost of tuition.

## LE PAIN DU FRANCAIS (AUTHENTIC FRENCH BREAD)

**CA15-F161** • Classes Begin: Dec. 17 (End Date: Dec. 17)  
1 Session • Sat: 10:00am-3:00pm  
Room: Kitchen • Edgar levins • Tuition: \$79

Back by popular demand! Learn to make Authentic French Baguettes, Boules and the ever popular leaf-shaped Fougasse in your own home. In a decidedly "hands-on" approach we will look to identify and demystify individual steps from measuring and combining the ingredients to the tricks of shaping, handling and baking. Tips and suggestions will be provided for specific tools needed and ways of improving the function of your home oven. Lunch, also included, will feature French Bread as the star ingredient, and for dessert, the seasonally appropriate Yule Log (Buche de Noel). Please note: Ingredients fee is included in the cost of tuition.

## HEARTY STEWS AND CHILI

**CA32-F161** • Classes Begin: Dec. 12 (End Date: Dec. 12)  
1 Session • Mon: 6:00pm-9:00pm  
Room: Kitchen • Shailini Sisodia • Tuition: \$69

Winter's bitter chill is just around the corner – perfect for warm, comforting meals. Come join this fun, interactive class where you will learn how to make tasty and healthy dishes such as "Pork chili verde", "Black Bean chili with butternut squash and Swiss chard", and "Roasted Sweet potato salad". A big pot of flavored rice goes alongside, to soak up all this deliciousness. Guaranteed to warm both body and soul! Ingredients fee is included in the cost of tuition.

## AUTUMN PIES

**CA20-F161** • Classes Begin: Oct. 8 (End Date: Oct. 8)  
1 Session • Sat: 10:00am-3:00pm  
Room: Kitchen • Edgar levins • Tuition: \$69

Homemade pies are the shining star of every Thanksgiving table...Make yours shine this season! Learn the basic 'how-to's' of a flaky, buttery crust; then prepare traditional pies such as Sweet Potato, Pumpkin Pie, Banana Cream, and, of course the All American Apple Pie. For lunch, we will enjoy a savory Chicken Pot Pie. Take-home containers for your creations are provided. Ingredients fee is included in the cost of tuition.

## SOUP FROM THE PANTRY

**CA31-F161** • Classes Begin: Oct. 17 (End Date: Oct. 17)  
1 Sessions • Mon: 6:00pm-9:00pm  
Room: Kitchen • Meredith Elkins • Tuition: \$59

With high quality shelf-stable ingredients, a few fresh items and a little planning, you can bring a hearty soup to the table quickly – even on a busy week night. This three hour hands-on class will teach you how to stock your pantry for winter soup making, what fresh ingredients to use to boost the flavor of pantry items, and provide four or five examples of pantry soups we'll make together. Ingredients fee is included in the cost of tuition.

## GIVE QUICHE A CHANCE

**CA07-F161** • Classes Begin: Dec. 7 (End Date: Dec. 7)  
1 Session • Wed: 6:00pm-9:00pm  
Room: Kitchen • Edgar levins • Tuition: \$69

Not only do real men eat Quiche, they also make this light and airy delicacy from scratch. From crust to custard we will fill these decidedly French treats with an assortment of cheeses, vegetables and meats, including a Cheddar and Broccoli, Leek and Goat Cheese and, of course, the traditional Quiche Lorraine. Come hungry, as a full dinner will be served, and take-home containers for your creations will be provided. Ingredients fee is included in the cost of tuition.

## UNIQUE INDIAN CUISINE

**CA28-F161** • Classes Begin: Sept. 19 (End Date: Sept. 19)  
1 Session • Mon: 6:00pm-9:00pm  
Room: Kitchen • Shailini Sisodia • Tuition: \$69

Indian food has become increasingly popular in the last few years, and with good reason. This ancient and aromatic cuisine, redolent with fragrant aromas and warm, healing spices, is incredibly delicious as well. Come learn how to make dishes not often seen on restaurant menus, such as a luscious egg curry, spiced turkey kebabs, a delicate fish curry, saffron pilau and more. Sign up for this fun, informative class with tasty, edible results! Ingredients fee is included in the cost of tuition.

## PIZZA FROM AROUND THE GLOBE

**CA09-F161** • Classes Begin: Sept. 28 (End Date: Sept. 28)  
1 Session • Wed: 6:00pm-9:00pm  
Room: Kitchen • Edgar levins • Tuition: \$69

Grilled, Baked or Fried: All cultures have a signature bread-food called pizza, tart or pancake! Begin a culinary world tour starting with super-thin crusted pizza from ancient Neapolitan culture, then on to Alsatian Tarts from France. Stop for the best Scallion Pancakes this side of China, then finish with Quesadillas from New World Mexico. Made from scratch or time-saving starters will bring the best tastes of the world to your home oven. Vegetarian-Friendly and Omnivore based toppings and fillings, a full dinner, and take-home pizza boxes for your creations. Ingredients fee is included in the cost of tuition.

## MAKING PASTA SAUCES THAT SING

**CA03-F161** • Classes Begin: Sept. 29 (End Date: Sept. 29)  
1 Session • Thurs: 6:00pm-9:00pm  
Room: Kitchen • Meredith Elkins • Tuition: \$59

Building on Fresh Pasta at Home, this class will show you how to sauce your filled and unfilled pasta. Students will try their hand at Bolognese, Alfredo and marinara, as well as lighter and quicker alternatives. Since these sauces elevate store-bought fresh or dried pasta, students do not have to have taken the fresh pasta courses to enjoy this course. Some familiarity in the kitchen is helpful, but not required. Students should bring containers to carry home their sauces. Ingredients fee is included in the cost of tuition.

## THE DIABETIC CHEF

**CA11-F161** • Classes Begin: Sept. 14 (End Date: Sept. 21)  
2 Session • Wed: 6:00pm-9:00pm  
Room: Kitchen • Paul Ramsdell • Tuition: \$89

Nearly 1/3 of all Americans have some form of Type 2 Diabetes. Learn to adapt your favorite recipes for a healthier and often tastier option. Focus on low -carbs and big flavors; avoid the “ Evil White Ingredients” (sugar, flour,salt,rice). Two complete meals are featured at each session utilizing fresh, wholesome and healthy main course and dessert options as well as some low sugar snacks. You will learn about general principles to guide you if you do indulge in the occasional favorite treat. Ingredients fee is included in the cost of tuition.

## SCRUMPTIOUS TEX-MEX FAVORITES

**CA31-F161** • Classes Begin: Nov. 7 (End Date: Nov. 7)  
1 Session • Mon: 6:00pm-9:00pm  
Room: Kitchen • Shailini Sisodia • Tuition: \$69

Mexican food with Texan influences – often known as “Tex Mex” is by far, one of the most popular cuisines in the United States. Come learn how to make mouth-watering restaurant favorites in this fun class – we start with baked jalapeño poppers and crispy veggie quesadillas. Next on the menu – shrimp tacos with lime crema and avocado salsa, tequila chicken, Mexican rice and black bean, corn and avocado salad with a zesty, home made dressing. Bursting with color and flavor, these dishes are like a fiesta in your mouth! Ingredients fee is included in the cost of tuition.

## SWEETS: NEW TWISTS ON OLD FAVORITES

**CA19-F161** • Classes Begin: Dec. 8 (End Date: Dec. 8)  
1 Session • Thurs: 6:00pm-9:00pm  
Room: Kitchen • Meredith Elkins • Tuition: \$69

Did you know you can make your own Peeps®? Or whip up a batch of butter toffee that rivals the best you can buy? Join this class and learn how. English butter toffee, marshmallows, fudge, bark, brittle, fruit & nut clusters: They never tasted better...and imagine the gift giving possibilities! Bring containers. Ingredients fee is included in the cost of tuition.

## CHOCOLATE TRUFFLES

**CA18-F161** • Classes Begin: Nov. 17 (End Date: Nov. 17)  
1 Session • Thurs: 6:00pm-9:00pm  
Room: Cafe 101 • Karen Siegel • Tuition: \$59

Truffles - the essence of chocolate in one bite. Truffles are made in two steps, soft ganache centers and chocolate covered coatings. Join this class and learn the basics and the tips that will make your truffles the delectable, melt in your mouth bites to give as gifts and enjoy with family and friends. You'll have plenty of chocolate truffles to bring home. You will also get useful information on tasting, buying, and storing fine chocolate. Class topics include how to: Roll/shape and dip/coat truffles in a variety of toppings: Produce different fillings, such as nuts, peanut butter, cayenne pepper, and cinnamon then create a package for the maximum 'wow' factor. Ingredients fee is included in the cost of tuition. Bring containers.

## SWEET AND SAVORY GIFTS FROM THE KITCHEN

**CA22-F161** • Classes Begin: Oct. 20 (End Date: Oct. 20)  
1 Session • Thurs: 6:00pm-9:00pm  
Room: Kitchen • Meredith Elkins • Tuition: \$69

Teacher gifts, welcome to the neighborhood, congratulations on the new job – gift giving doesn't end once the holidays are over. In class, we'll make sweet and savory favorites such as fudge, truffles, and chocolate covered pretzels, spiced nuts, marinated olives, and other savory snacks, perfect to give as gifts or to eat the next time you get the munchies! Ingredients fee is included in the cost of tuition.



## CREATIVE CUPCAKES FOR THE HOLIDAYS

**CA23-F161** • Classes Begin: Dec. 15 (End Date: Dec. 15)  
1 Session • Thurs: 6:00pm-9:00pm  
Room: Cafe 101 • Karen Siegel • Tuition: \$59

Brilliant, surprisingly easy and a perfect expression of creativity - Fondant frosting techniques are easily applied to make Magnificent Cupcakes with a holiday theme! From the big man himself to his trusty side-kick, Rudolph, learn how to make these fun and delightful cupcake toppers. Create dimensional designs that cover and embellish your cupcakes, adding a refined modern touch. Bring 10-12 unfrosted cupcakes to class, as well as a box or cupcake carrier for transport. Icing and a decorating kit (which will include tips, icing bags) are supplied. Ingredients and materials fees are included in the cost of tuition.

## STELLAR CAKES: THE FROSTING, THE FILLING AND THE TOOLS

**CA16-F161** • Classes Begin: Oct. 25 (End Date: Oct. 25)  
1 Session • Tues: 6:00pm-9:00pm  
Room: Kitchen • Karen Siegel • Tuition: \$59

Who doesn't love cake? And a custom decorated cake is even better! Karen will show you the best way to decorate, step by step, so that you can experience the excitement of a stellar cake. Using buttercream frosting, learn to frost, fill and decorate Something Wonderful! Star Tip techniques including Drop Flower Rosettes, Shell Borders, Basic Ribbon Roses, Printing and Writing on a Cake. Please bring the following to class: a cake - 2 six-inches round and 2-3 inches in height, an apron and a box to transport the cake. Ingredients and materials fees are included in the cost of tuition.

## GORGEOUS DESSERT TARTS

**CA33-F161** • Classes Begin: Dec. 6 (End Date: Dec. 6)  
1 Session • Tues: 6:00pm-9:00pm  
Room: Kitchen • Shailini Sisodia • Tuition: \$69

Entertaining season will be here soon, so come learn how to make absolutely gorgeous, crave-worthy dessert tarts in this fun, interactive class. We will make easy pastry for the buttery crusts, which are then topped with an assortment of delectable fillings. On the menu – French apple almond tart, Maple Pecan tart with flavored whipped cream, and some mini tarts as well. It is often said that dessert is the most anticipated part of any meal – with these recipes, yours will be nothing short of spectacular! Ingredients fee is included in the cost of tuition.

## CUPCAKE ARTISTRY

**CA17-F161** • Classes Begin: Dec. 5 (End Date: Dec. 5)  
1 Session • Mon: 6:00pm-9:00pm  
Room: Cafe 101 • Karen Siegel • Tuition: \$59

Bring your cupcakes from Basic to Beautiful! Step-by-step learn how to utilize specific decorating techniques with buttercream. Make roses, blossoms, hydrangea, sunflowers, and the famous cupcake swirl after each demonstration. Take a turn with the icing bag and start decorating! Bring 10-12 unfrosted cupcakes to class, as well as a carrier for transportation. Your instructor will supply the icing and a decorating kit which will include tips, icing bags and all other supplies to help you create beautiful and impressive cupcakes. Ingredients fee is included in the cost of tuition.

# TECHNOLOGY LEARNING CENTER

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MIDDLE SCHOOL AND HIGH SCHOOL TRANSFER STUDENTS

# SAVE THE DATE

## CAREER NIGHT / OPEN HOUSE

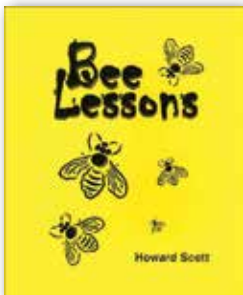
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## 21ST CENTURY INVESTING

**FN01-F161** • Classes Begin: Sept. 22 (End Date: Sept. 22)  
1 Session • Thurs: 6:30pm-9:00pm  
Room: 201 • Rocco Bombardieri • Tuition: \$39

The securities markets have taught some hard lessons. Aggressive investing can lead to big losses! Today's hot item can be tomorrow's bad dream! Learn a seven step process for clarifying investment goals and implementing those goals with mutual funds in an asset-class diversification program. Learn to target respectable returns in a bull market. Protect against a bear market. Learn to precisely identify and manage risk. Understand principles that will lead to greater predictability for returns and enhanced peace-of-mind.

## CONSOLIDATING & PAYING OFF STUDENT LOANS AND LONG-TERM DEBT

**FN12-F161** • Classes Begin: Sept. 13 (End Date: Sept. 13)  
1 Session • Tues: 6:30pm-9:30pm  
Room: 202 • Timothy Schnelle • Tuition: \$49

Are lingering student loans encumbering your life? Does long-term debt crush your future? This course provides information and strategic alternatives to make intelligent decisions on consolidation, loan discharge and forgiveness.

## UNDERSTANDING FINANCIAL DECISIONS AND PROCESSES OF DIVORCE

**FN09-F161** • Classes Begin: Nov. 9 (End Date: Nov. 9)  
1 Session • Tues: 7:00pm-9:00pm  
Room: 202 • Halee Burg • Tuition: \$39

If you are considering this life changing step, it is essential to understand the various processes: Mediation. Collaborative law, and Litigation. Understand legal pathways and time frames to filing for divorce. Child support; parenting plans; spousal support; division of assets and liabilities; health insurance; life insurance; taxes; educational planning for children; and resolution of future disputes will all be discussed. The course would include a brief discussion of the impact of divorce on spouses and children.

## INCOME STRATEGIES FOR SOCIAL SECURITY BENEFITS

**FN05-F161** • Classes Begin: Nov. 3 (End Date: Nov. 3)  
1 Session • Thurs: 6:30pm-8:30pm  
Room: 201 • Renee Senes • Tuition: \$39

If you are over 50, and plan on retiring sometime soon, or you are a widow, widower or divorced, now is the time to start planning for retirement. Find the strategies to determine how to collect the highest income. This seminar will answer many questions that you may have about Social Security.

## BASICS OF PERSONAL FINANCE

**FN102-F161** • Classes Begin: Oct. 19 (End Date: Oct. 19)  
1 Session • Wed: 7:00pm-9:00pm  
Room: 201 • David Chwalek • Tuition: \$39

A practical one-night course designed for those in their 20's and 30's or for anyone who wants to take control of their financial life. Budgeting, student debt, first home and credit scores - how do they work? Stocks or mutual funds, IRA's and 401K - so much to learn. This is a place to start!

## CRITICAL ISSUES IN ESTATE PLANNING

**FN02-F161** • Classes Begin: Sept. 15 (End Date: Sept. 15)  
1 Session • Thurs: 6:30pm-9:00pm  
Room: 201 • Rocco Bombardieri • Tuition: \$39

Whether your holdings are vast or modest, the way you plan your estate (i.e. what you own) will control what you have (now and later!) Learn about wills, probate, taxes, power-of-attorney, health-care proxy, living wills and trusts in simple to understand language. Your retirement assets can become a burden for your heirs - learn the common mistakes that can cost families unnecessary hardship and can sometimes result in a major financial loss.

## FINANCIAL PLANNING FOR WOMEN

**FN14-F161** • Classes Begin: Nov. 1 (End Date: Nov. 1)  
1 Session • Tues: 6:30pm-8:00pm  
Room: 207 • Donna Moilanen • Tuition: \$39

Women - who often outlive men - require a financial plan that considers specific challenges. Whether beginning a career, mid-way, or facing retirement this course is designed to help women of all ages take control of their financial future. Learn the Five Steps to Financial Security and Eight Action Steps to control your own financial future.

## GET COMPLETELY DEBT FREE

**FN13-F161** • Classes Begin: Sept. 20 (End Date: Sept. 20)  
1 Session • Tues: 6:30pm-9:30pm  
Room: 202 • Timothy Schnelle • Tuition: \$49

If you have debt payments of any kind: Attend this class! Eliminate credit cards in one to four years and a 30-year mortgage in only three to six years. This simple guaranteed system will eliminate all debt with your current income. Bring a list of debts along with minimum monthly payments and a calculator - you will develop your own debt elimination plan that you can implement immediately into your lifestyle. Credit Report issues including easy methods to monitor your credit, avoid identification theft and improve your credit scores are also covered.

## LONG-TERM CARE

**FN11-F161** • Classes Begin: Oct. 25 (End Date: Oct. 25)  
1 Session • Tues: 7:00pm-8:30pm  
Room: 202 • Len May • Tuition: \$39

The Good News is: We are living longer. The Scary News is: How will we care for (or be cared for) in senior years? At least 70% of people over age 65 will require long-term care services at some point in their lives. Make a plan now to address long-term care for the future.

## MONEY & DIVORCE

**FN06-F161** • Classes Begin: Oct. 25 (End Date: Oct. 25)  
1 Session • Tues: 6:30pm-8:30pm  
Room: 201 • Renee Senes • Tuition: \$39

You want to keep the house that has \$150,000 in equity. Your spouse takes the stock portfolio worth \$150,000. Five years from now, is one of you struggling to pay the bills while the other has a growing net worth? If you are contemplating divorce, starting the process, in mediation, or looking at settlement options, this 2-hour seminar could be for you. We'll take a look at common financial mistakes that are often made in divorce settlements and discuss how to avoid them. Understand of how issues around cash flow, liquidity, income taxes, capital gains, retirement account rules, insurance, debt and credit could impact future well-being. Look at the Alimony Reform Act of 2011 and the Child Support Guidelines (change in 8.14). Be knowledgeable about your finances before you sign a settlement agreement.

## RETIREMENT INCOME STRATEGIES

**FN04-F161** • Classes Begin: Sept. 21 (End Date: Sept. 21)  
1 Session • Wed: 6:30pm-9:00pm  
Room: 201 • Rocco Bombardieri • Tuition: \$39

Saving for a lifetime does not ensure that you won't outlive your money! The right decisions will maximize your income; the wrong ones might deplete your assets. Learn how to best plan for and manage your retirement income. Discover principles and strategies that can turn your retirement years into a new opportunity. Whether you are newly retired, about to retire or even 20 years from retirement - NOW is the time to learn about surprising challenges you will face managing your money in the years ahead.

## TRANSITIONING INTO RETIREMENT

**FN08-F161** • Classes Begin: Oct. 18 (End Date: Oct. 18)  
1 Session • Tues: 6:00pm-9:00pm  
Room: 202 • Herbert Fuchs • Tuition: \$39

So it's here....or about to be here. Maybe by choice, or maybe not. Retirement is like a vacation that can last forever, but - like vacations - it has its own 'stressors'. Making a plan for Financial Life is as important for after retirement as it is before. Start here to learn about jobs for retirees; re-building social networks, and retirement success stories.

## MAXIMIZING SOCIAL SECURITY

**FN03-F161** • Classes Begin: Oct. 26 (End Date: Oct. 26)  
1 Session • Wed: 6:30pm-8:30pm  
Room: 201 • Rocco Bombardieri • Tuition: \$39

Learn how social security works in the context of a structured approach to retirement planning. Demystify issues like: "when should I take Social Security?" "How are wages and other earning affecting my Social Security?" and "What are the tax implications of my Social Security payment?" Maximize your Social Security Income for the rest of your life with a structured and planned approach to retirement.

## NAVIGATING THE ELDER YEARS: PLANNING AND DECISION MAKING

**FN07-F161** • Classes Begin: Dec. 6 (End Date: Dec. 13)  
2 Sessions • Tues: 7:00pm-9:00pm  
Room: 202 • Halee Burg • Tuition: \$59

If you are a Boomer, you are probably also part of "The Sandwich Generation" - launching children and caring for elderly parents at the same time. This multi instructor course includes Halee Burg (Adult Family Mediator), Karen Wasserman (LICSW, Geriatric Care Manager, Your Elder Experts), Stanley Meyer (Elder Law Attorney, Megan and O'Shea LLC), and Andrew Butler (Estate Planning Attorney, Yrchstone Law Group, P.C.).

Enhance your ability to make truly informed decisions for yourself and/or elder family or friends. Learn to plan, have "The Conversation" and make decisions. Topics include estate planning, wills and trusts; power of attorney and health care proxies; planning for Medicare/Medicaid (including evaluating and managing residential living options); health care needs and cognitive issues in elders; and addressing family conflict in each of these areas. If you don't need this class now - you will soon enough!

## REVERSE MORTGAGE SEMINAR

**FN10-F161** • Classes Begin: Oct. 20 (End Date: Oct. 20)  
1 Session • Thurs: 6:00pm-7:30pm  
Room: 209 • Larry Jansen • Tuition: \$39

Learn about the Federal Housing Administration's (FHA) insured reverse mortgage program including: the latest facts about how the program provides a more comfortable lifestyle during retirement, program basics, consumer safeguards, tax benefits, myths and misconceptions, reverse mortgage usage, alternatives and expenses. Available for homeowners 62 or older, the Reverse Mortgage maybe a solution for elders.

*Learn more about  
Keefe at Night instructors at  
[www.keefeatnight.org](http://www.keefeatnight.org)*



## BOXING WITH THE BEST - STEP INTO THE RING!

**FT04-F161** • Classes Begin: Sept. 14 (End Date: Dec. 14)  
12 Sessions • Wed: 6:30pm-7:30pm  
Room: Bancroft Boxing Gym • Jared Sher • Tuition: \$139

Held at Bancroft Boxing Gym. You'll have access to all of the gym equipment as you learn fundamental boxing techniques. This entails footwork, body positioning, blocking, defensive maneuvers as well as punching and counter-punching combinations. Cultivate your own unique boxing style, develop a skill set to maximize individual strengths while protecting against specific vulnerabilities. Boxing is fun and provides a full body workout. It will increase your strength, hand-eye coordination and cardiovascular conditioning. The class is rooted in the spirit of teamwork and encouragement. Be forewarned, you may become 'hooked'! All levels.

## BOOT CAMP

**FT01-F161** • Classes Begin: Sept. 22 (End Date: Dec. 15)  
10 Sessions • Thurs: 6:00pm-7:00pm  
Room: Auditorium • Jo-Ellen McCarrick • Tuition: \$89

You can do it! Jump-start your fitness regimen with this ten-week program of fun-filled exercise for all abilities. Expect to work hard within your limits. This co-ed class will be held both indoors and outdoors and will include a variety of individual and team activities. Classes will include strength, agility, balance activities, cardio drills, relay races, and obstacle courses. Great class for weight loss, building strength and improving heart health. Participants should wear proper athletic attire, and bring a mat or towel, a set of handheld weights suitable for your ability level, and bottled water.

## GENTLE STRETCH

**FT03-F161** • Classes Begin: Sept. 22 (End Date: Dec. 15)  
10 Sessions • Thurs: 7:00pm-8:00pm  
Room: Auditorium • Jo-Ellen McCarrick • Tuition: \$89

Suitable for all levels. This class will help to improve flexibility, alleviate back pain, reduce muscle tension, promote relaxation and relieve stress. The class begins with a cardio-based warm up that includes dynamic movements and active stretches. Next, students will perform a series of slow head-to-toe relaxing stretches that draw from dance, yoga, therapeutic conditioning and traditional exercise. Floor work required. Participants should bring a mat or towel and water.

## BOXING: KICKBOXING IS A BLAST

**FT05-F161** • Classes Begin: Sept. 15 (End Date: Dec. 8)  
12 Sessions • Thurs: 6:30pm-7:30pm  
Room: Bancroft Boxing Gym • Jared Sher • Tuition: \$139

It's time to kick some...calories! You've always wanted to kickbox and now you can! Held off-site at Bancroft Boxing. Learn the moves that will help you shred fat and blast calories! Kickboxing, a stand-up combat sport, incorporates classic boxing moves (think jabs, hooks, and uppercuts) with the fast footwork of karate and Muay Thai. A great way to start - or kick-start, your regime!

## CARDIO MIX

**FT02-F161** • Classes Begin: Sept. 20 (End Date: Nov. 29)  
10 Sessions • Tues: 7:00pm-8:00pm  
Room: Auditorium • Jo-Ellen McCarrick • Tuition: \$89

Shake up your fitness routine with interval training. Burn calories, improve your heart health and get stronger. Following a warm-up, the class alternates between periods of high activity which includes hi/low aerobic moves, traditional calisthenics and active rest periods that focus on muscle tone and strength. Participants should wear proper athletic attire, and bring a mat or towel, a set of handheld weights suitable for your ability level, and bottled water.

## GET ON THE BALL

**FT15-F161** • Classes Begin: Sept. 20 (End Date: Nov. 29)  
10 Sessions • Tues: 6:00pm-7:00pm  
Room: Auditorium • Jo-Ellen McCarrick • Tuition: \$89

Join us and have a "ball" while you exercise on the ball! Participants will use stability balls, soft weighted balls, hand-held weights, and resistance tubing to strengthen, stretch, tone, and stabilize core muscles. Improve balance, posture, coordination, body awareness, strength and flexibility. Please note: Wear appropriate athletic attire. Bring a yoga/sticky mat and water. Also please bring a set of handheld weights suitable to your activity level.  
No Class: 11/8, 11/15 Class held in cafeteria.

## MULTICULTURAL FOLK DANCE

**FT11-F161** • Classes Begin: Oct. 18 (End Date: Nov. 22)  
5 Sessions • Tues: 7:00pm-8:00pm  
Room: Gym • Lee Mason • Tuition: \$89

Join us for a joyous and fun time on the dance floor. Move to the rhythms of traditional village music from all corners of the world: Learn dances from Greece, England, Israel, Hungary, Turkey and Bolivia (to name just a few!). A great way to exercise while learning a little more about our world. No previous experience is necessary. Singles and couples are welcome. Wear comfortable clothing and soft soled shoes.

# FITNESS, DANCE, SWIM AND YOGA

## SIZZLING SAMBA

**FT10-F161** • Classes Begin: Dec. 1 (End Date: Dec. 15)  
3 Sessions • Thurs: 7:00pm-8:00pm  
Room: Gym • Carole Ann Baer • Tuition: \$59

This fabulous Brazilian dance is not only great fun, but great exercise. You will come alive to the pulsating music as you are introduced to energetic and lively steps paired with electrifying music. Give it a try! Tuition cost is per person but partners are encouraged.



## SWING & FOX TROT

**FT08-F16Section1** • Classes Begin: Sept. 14 (End Date: Oct. 26)  
6 Sessions • Wed: 7:00pm-8:30pm  
Room: Gym • Carole Ann Baer • Tuition: \$159

**FT08-F16Section2** • Classes Begin: Nov. 2 (End Date: Dec. 14)  
6 Sessions • Wed: 7:00pm-8:30pm  
Room: Gym • Carole Ann Baer • Tuition: \$159

Is there a wedding or holiday party on your calendar this fall? Learn two of the most popular ballroom dance in a fun and relaxed setting. A sequence will be taught for each dance, with repetition for easy and comfortable recognition of steps. This course is for all level dancers. Partners are encouraged, but not mandatory.

***BYO Water bottle and towel.  
For yoga classes: BYO Mat, too!***

## WATERCIZE

**FT07-F161** • Classes Begin: Sept. 14 (End Date: Nov. 16)  
16 Sessions • Mon & Wed: 7:00pm-8:00pm  
Room: Pool • Staff YMCA • Tuition: \$169

Both swimmers and non-swimmers can exercise and get in shape the cool way. You'll have your choice of a shallow or deep water workout each week. You'll feel stronger, gain flexibility and increase muscle strength. Come take the plunge. You'll be glad you did! This low-impact workout is easy on your joints but can be a better workout than land aerobics. For all swim/water aerobics classes, a bathing suit is required although Under Armour shirts and leggings may be worn.

## QIGONG FOR ARTHRITIS

**FT13-F161** • Classes Begin: Oct. 5 (End Date: Oct. 5)  
1 Session • Wed: 7:00pm-9:00pm  
Room: 300 • Joseph Foley • Tuition: \$49

Also called "Chinese Yoga," this therapeutic form of QiGong incorporates whole body movement, stretching, and correct breathing to help you improve your energy (Qi), immune system, and assist in healing various ailments, such as chronic pain, circulation problems, stomach problems, headache, insomnia, depression, high stress, anxiety, allergies, muscle stiffness, fibromyalgia, and arthritis. For arthritis, QiGong will not only prevent this ailment from getting worse, but will also help to promote circulation to promote the healing process. This QiGong also helps speed recovery from surgery and cancer treatment. It is useful for people of all ages, especially senior citizens.

## QIGONG: EIGHT BROCADE

**FT12-F161** • Classes Begin: Sept. 28 (End Date: Sept. 28)  
1 Session • Wed: 7:00pm-9:00pm  
Room: 300 • Joseph Foley • Tuition: \$39

QiGong is a system of gentle exercises used to increase health, vitality, and to overcome disease. This class will focus on Eight Brocade QiGong, a group of eight exercises whose origin can be traced back in China over two thousand years. The eight movements are designed to tune up all organ systems, to build a better healthy body, and to help prevent disease. This is accomplished by harmonizing the body and mind through deep breathing, whole body movement and stretching. It is easy to learn and easy to practice, and there is no need for any special equipment.

## WATER WALKING

**FT06-F161** • Classes Begin: Sept. 14 (End Date: Nov. 16)  
16 Sessions • Mon & Wed: 8:00pm-9:00pm  
Room: Pool • Staff YMCA • Tuition: \$169

Use the unique properties of water with resistance and buoyancy to enhance your workout! This deep water class uses jogger belts and is easy on joints. It's excellent for all muscular groups and the cardiovascular system. Warm-up, extended aerobic workout, toning and cool down. Come join the fun! Change in our locker rooms and bring a towel and water (to drink later).

## LAP SWIMMING

**FT14-F161** • Classes Begin: Sept. 13 (End Date: Nov. 17)  
18 Sessions • Tues & Thurs: 7:00pm-8:30pm  
Room: Pool • Staff YMCA • Tuition: \$159

Enjoy the Best Big Box of Water in Metrowest! Come and exercise in our fabulous pool two nights a week at your lap swimming pace! Thirty minutes or three hours a week - the choice is yours. Lifeguard on duty. Change in our locker rooms and bring a towel and water (to drink later).



## YOGA FLOW

**YG02-F161** • Classes Begin: Sept. 21 (End Date: Dec. 14)  
 10 Sessions • Wed: 6:00pm-7:00pm  
 Room: 301 • Allison Latina • Tuition: \$129

This safe functional all-levels flow encompasses traditional yoga philosophy, proper alignment, breath and relaxation technique. Come to class after a full day and leave feeling calm, balanced and stronger. This class is geared to all levels of ability regardless of yoga experience.

## YOGA: KUNDALINI YOGA

**YG01-F161** • Classes Begin: Oct. 11 (End Date: Dec. 6)  
 8 Sessions • Tues: 7:15pm-8:45pm  
 Room: 313 • Ann Finn • Tuition: \$149

Studies have shown that the physiology of those who meditate can be as much as fifteen years younger than those who do not. Kundalini Yoga offers many possibilities for a happier, healthier life, including: weight loss; increased flexibility; stress relief; headache reduction; strengthened immune system; less depression; improved mood. Kundalini is the oldest and most powerful form of yoga and incorporates all facets of yoga including movement, breath work, meditation and mantra. Practicing Kundalini yoga strengthens the nervous system and enables the practitioner to harness the energy of the mind and the emotions. Release the energy blocks along the spine and experience a sense of well-being and overall physical health. Kundalini classes are appropriate for beginners as well as experienced practitioners. Please eat lightly or at least two hours before class. Wear loose, layered clothing and bring a mat, pillow and towel or blanket to throw over yourself during deep relaxation, and a bottle of water.

## YOGA FOR SENIORS

**YG05-F161** • Classes Begin: Nov. 14 (End Date: Dec. 19)  
 6 Sessions • Mon: 5:30pm-6:30pm  
 Room: 301 • Shubhada Wavikar • Tuition: \$99

Breathe, relax and find peace! Yoga benefits the mind, the body and the soul. No matter your age or current ability, this gentle yoga class will help you with flexibility and movement. Our Certified Yoga Teacher, who has additional training in senior yoga, will lead the way to a more balanced existence for those who are now limited with their physical activity. Choose chair yoga, or free standing yoga, or a combination and bring your being into a better alignment. After all - You have to take care of your body. It's the only place you have to live in! Please bring your own yoga mat and water bottle.

## YOGALATES

**YG04-F16Section1** • Classes Begin: Sept. 20 (End Date: Oct. 25)  
 6 Sessions • Tues: 7:00pm-8:00pm  
 Room: Cafeteria • Karen Fishman • Tuition: \$99

**YG04-F16Section2** • Classes Begin: Nov. 1 (End Date: Dec. 20)  
 6 Sessions • Tues: 7:00pm-8:00pm  
 Room: Cafeteria • Karen Fishman • Tuition: \$99

Strengthen your core, tone your arms and legs and then stretch it all out from head to toe with this enjoyable mix of Pilates, basic Yoga poses and traditional stretching positions. Students will begin with 30 minutes of Pilates, followed by 30 minutes of Yoga stretching movements, meditation and relaxation. What to bring: Yoga mat, towel or Yoga strap, and a bottle of water.

## HOME MAINTENANCE

**HG06-F161** • Classes Begin: Sept. 22 (End Date: Nov. 3)  
6 Sessions • Thurs: 6:30pm-9:30pm  
Room: 112 • J.C. McCall • Tuition: \$149

DIY or Call the Pro? This is the perfect class for the homeowner who wants a better understanding of how to maintain their home or condo, and when (for code reasons) it is best to call a professional electrician or plumber. Topics include: Basic tool selection, safety, wall patching and refinishing, toilet and faucet repair, how to find studs and hang pictures, phone and video wiring, kitchen and bath tile, flooring installation, window glass replacement, screen repair and door knobs and lock replacements. Bring your project plans and let our pro help you to plan a Perfect Project!



## MOLDING AND INTERIOR TRIMS WORKSHOP

**HG02-F161** • Classes Begin: Sept. 22 (End Date: Oct. 20)  
4 Sessions • Thurs: 6:30pm-9:00pm  
Room: Carpentry • Shawn D. Young • Tuition: \$109

Cove or crown, batten or baseboard: Molding can bring a 'blah' interior to WOW in a weekend! Woodwork home improvements and decor don't have to cost a bundle. In this 4-week workshop you will learn to create and install baseboards, crown molding, window and door trim, wainscoting and wall panels. This is a hands-on class. Come prepared with work clothes. The cost of materials is included in the price of tuition. No Class: 10/6

## NATURAL HOLIDAY CENTERPIECE

**HG03-F161** • Classes Begin: Dec. 20 (End Date: Dec. 20)  
1 Session • Tues: 6:00am-9:00am  
Room: Landscaping • Doug Paul • Tuition: \$59

Natural (rustic or elegant!) holiday decorations need not cost a fortune or require a designer! DIY in your home (or office!) in style this holiday season with a festive centerpiece. Create and design one table centerpiece using natural elements such as fresh greens, seasonal flowers, pinecones and candles. Learn the skills required to create other arrangements on your own with clippings from your home/yard.

## THANKSGIVING CENTERPIECE

**HG05-F161** • Classes Begin: Nov. 17 (End Date: Nov. 17)  
1 Session • Thurs: 6:00pm-9:00pm  
Room: Landscaping • Doug Paul • Tuition: \$59

Nothing says 'welcome' more than a Thanksgiving centerpiece filled with autumn foliage, seasonal berries, pods, wheat, and flowers. Design your own - with KT faculty Landscape/Designer Doug Paul's guidance. All supplies are included in tuition for one centerpiece. However, you are welcome to bring candles, ribbons, dried accents for personalization.

## NATURAL HOLIDAY WREATH

**HG04-F161** • Classes Begin: Dec. 1 (End Date: Dec. 1)  
1 Session • Thurs: 6:00am-9:00am  
Room: Landscaping • Doug Paul • Tuition: \$49

Does anything smell better than a fresh pine-bough wreath? Learn how to make your own from our greens - so that you can make more from your yard clippings! KT faculty Landscape and Design Instructor Doug Paul will show the secrets and skills of tying a full, gorgeous, and perfectly shaped wreath to last all winter. Once tied and greened, students will enhance their wreaths with berries, pinecones, and bows. Work fast? Make more than one wreath to take home! Bring your own special accents/ribbons to incorporate or use ours. Tuition includes one wreath, other supplies may be purchased onsite.

## UNDERSTANDING THE SPECIAL EDUCATION PROCESS

**HL04-F161** • Classes Begin: Oct. 17 (End Date: Oct. 17)  
1 Session • Mon: 6:00pm-9:00pm  
Room: 204 • Dawn Dreisbach • Tuition: \$49

Does it seem like you need specialized education to understand special education? After this class you will know FAPE from PLEP, and LRE from IEP. You will understand all the paperwork and how it helps your child. Most importantly, you will feel more like a member of the team (what is the Team anyway?). You will have knowledge and confidence when talking to educators about your unique students.

## UNDERSTANDING DEMENTIA

**HL03-F161** • Classes Begin: Sept. 13 (End Date: Sept. 13)  
1 Session • Tues: 6:30pm-8:30pm  
Room: 223 • Debbie Gitner • Tuition: \$49

How do you care for someone with dementia? What do you need to know to navigate the Medical maze? Learn about the different types of dementia; how the disease progresses; and techniques and coping methods for family members and caregivers. Professionals in the field of elder care will provide information on home care/safety, tests to be completed and techniques for approaching a patient with memory loss. Hear about community services and factors to consider in assisted living versus a medical facility. Be a strong advocate for your loved ones as you learn to compare options and make good decisions.

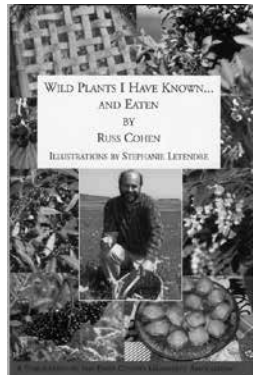
## ELDER CARE - THE ABC'S OF ELDER CARE

**HL02-F161** • Classes Begin: Sept. 29 (End Date: Sept. 29)  
1 Session • Thurs: 6:30pm-8:30pm  
Room: 224 • Debbie Gitner • Tuition: \$49

Map out a plan for the care of your aging family members or yourself. Medical insurance coverage, HMO, Medicare and Medicaid and regulations need not be a mystery! Learn how to obtain services in the home, a rehabilitation facility, in an assisted living or nursing home, and through the Commonwealth of Massachusetts. This course will provide important information needed to determine when 'the time has come' to take over someone's care and when to bring in services with dignity and respect for your loved ones.

## WILD PLANTS I HAVE KNOWN... AND EATEN: AUTHOR, RUSS COHEN

**HL01-F161** • Classes Begin: Oct. 19 (End Date: Oct. 19)  
1 Session • Wed: 6:00pm-8:00pm  
Room: 202 • Russ Cohen • Tuition: \$49



*Food Enthusiast, Naturalist and Author Russell Cohen*

Keefe at Night is Thrilled to bring Foods Enthusiast, Naturalist, Lecturer and Author, Russ Cohen to Framingham! Join Russ for a 90-minute slide show entitled "Edible Wild Plants and Mushrooms in and around Framingham." It covers over 50 of the tastiest species the region has to offer. Russ will also bring along handouts and a foraged goodies for people to taste.

As a child - right here in MetroWest, Russ spent much of his free time in the woods, cultivating a strong spiritual connection to nature. Over the years he has

added edible wild mushrooms, lead walks for Mass Audubon, the Nature Conservancy, and the Land Trust Alliance, and has received more honors and awards than can be listed here! In Spring 2017, Mr. Cohen will be back at Keefe to lead a group of enthusiasts on an edible walking adventure.

## BUILDING A FIREPIT

**HG01-F161** • Classes Begin: Nov. 3 (End Date: Nov. 3)  
1 Session • Thurs: 6:30pm-9:00pm  
Room: Carpentry • Doug Paul • Tuition: \$49

Few things are as pleasant and cozy on a cool autumn night as sitting around a fire pit in your own backyard. Our experienced instructor will show you how to build your very own fire pit. This is a hands-on class so come prepared for the job. Please note: Safety glasses will be available for use in class. We recommend bringing in a dust mask.

## EVENING WITH THE AUTHOR - TED REINSTEIN

**HL05-F161** • Classes Begin: Dec. 12 (End Date: Dec. 12)  
1 Session • Mon: 6:30pm-8:30pm  
Room: Auditorium • Ted Reinstein • Tuition: \$5



*Award winning WCVB Chronicle journalist, reporter Ted Reinstein*

Spend an evening of happy bliss discussing the new book *Wicked Pissed* with author Ted Reinstein. Reinstein, WCVB's award winning Author, Journalist and Reporter for *Chronicle News-Magazine*, brings New England's most famous feuds to light with colorful stories. He's found the offbeat, the unique, the moving, and the just plain memorable stories of our region and compiled a second book (the first is called *New England Notebook: One Reporter,*

*Six States, Uncommon Stories*). The informal talk will allow time for discussion and book signings - a perfect holiday gift for every Curmudgeon-y New Englander on your list! Bring your own copy for signing, or purchase a copy here at Keefe. Ted's first book - *A New England Notebook: One Reporter, Six States, Uncommon Stories* - will also be available for purchase and signature.

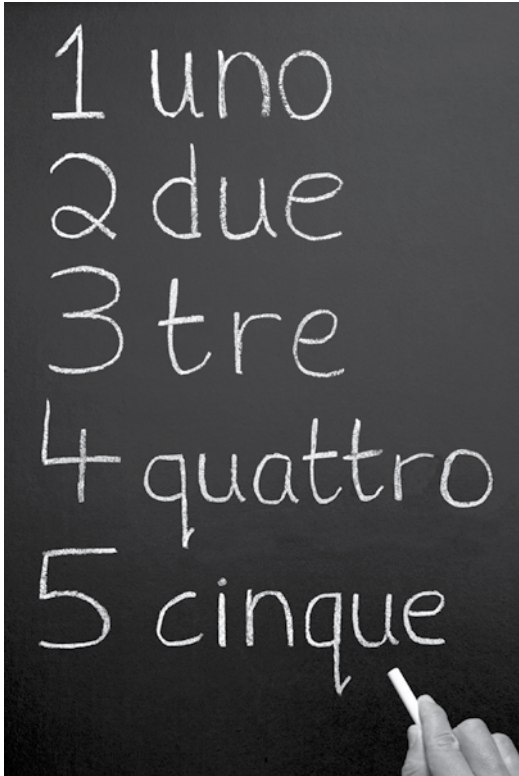
## BEE LESSONS: THINK BEES, THANK NATURAL LIFE, AND BEE HAPPY

**HG07-F161** • Classes Begin: Sept. 22 (End Date: Sept. 22)  
1 Session • Thurs: 6:00pm-9:00pm  
Room: 226 • Howard Scott • Tuition: \$39

*Bee Lessons: Think Bees, Thank Natural Life, and Bee Happy!* Life Lessons - as related to the natural world - come to life in Howard Scott's little book *Bee Lessons*. Howard Scott is a beekeeper and has collected lessons he's learned from the bees. Bees live naturally in the wild or are artificially kept by beekeepers. Simply put, we put a box over them and let them do their thing. Either way, they devote their lives to the hive. That's the miracle of bees. *Bee Lessons* offers an insight applicable to every single person. Meeting and talking with Howard will change the way you look at bees...and life.







### ITALIAN INTRO

**LA02-F161** • Classes Begin: Sept. 14 (End Date: Nov. 16)  
 9 Sessions • Wed: 6:30pm-9:30pm  
 Room: 203 • Loredana Leonard • Tuition: \$189

If there a trip to Italy (or to Boston’s North End) in your near future, this course is for you! Learn the essentials of this Romance Language. Topics include: Everyday situations such as asking for directions, meeting people or going out to eat. The instructor, a native speaker, will emphasize conversation and expressing thoughts in Italian. Required Textbook to be purchased by student in advance of class: Italian in 7 Days, Author: Shirley Baldwin and Sarah Boas. Publisher: McGraw-Hill, ISBN: 0071432558.

### ITALIAN INTERMEDIATE

**LA03-F161** • Classes Begin: Sept. 15 (End Date: Nov. 10)  
 8 Sessions • Thurs: 7:00pm-8:00pm  
 Room: 203 • Loredana Leonard • Tuition: \$169

Now that you know the basics -- Let our native Italian speaker, Loredana, guide you as you become more fluent, more conversant, and more comfortable with one of the world’s most beautiful languages. Whether you are traveling to Italy, or strolling on Hanover Street, this class offers you the opportunity to increase your vocabulary, knowledge of grammar; and to practice your pronunciation by listening to a native speaker. Italiano è bello. Buon divertimento! (Italian is beautiful. Enjoy!) Required Textbook to be purchased by student in advance of class: Italian Verbs & Essentials of Grammar, Author: Carlo Graziano. Publisher: McGraw-Hill, ISBN: 9780071498012.

## MEDICAL & ALLIED HEALTH TRAINING

### CLINICAL MEDICAL ASSISTANT TRAINING

**ME02-F161** • Classes Begin: Sept. 13 (End Date: Dec. 20)  
 33 Sessions • Tues, Thurs & Sat: 6:00pm-9:30pm  
 Room: 323 • Staff CCI • Tuition: \$2,749

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. Students receive a well-rounded introduction to medical administration to obtain an entry level medical administrative assistant position. Note: This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam. Cost of tuition includes textbooks. Additional costs apply. 10% tuition discount if paid in full at registration.

### DENTAL ASSISTING PROGRAM

**ME03-F161** • Classes Begin: Sept. 26 (End Date: Dec. 7)  
 19 Sessions • Mon, Wed & Sat: 6:00pm-9:30pm  
 Room: 207 • Staff CCI • Tuition: \$1,539

This 70-hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions – Dental Assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as and assistant in the dental practice. This course covers the following key areas and topics – Administrative Aspects include: the history of dentistry and dental assisting; introduction to the dental office; the legal aspects of dentistry; policies and guidelines. Clinical Aspects include: introduction to oral anatomy; dental operator; dental equipment, introduction to tooth structure; primary and permanent teeth; the oral cavity and related structures; proper patient positioning; dental hand-pieces; sterilization; and other areas. Additionally, this course is designed to prepare students to sit for the DANB Radiology Health and Safety Examination (RHS). The State of Massachusetts requires that any dental office employee who will be performing radiological procedures (X-Rays) must take and pass the DANB RHS exam. The cost of this exam is \$175 and is not included as part of the cost of this program. Textbook included. 10% tuition discount if paid in full at registration.



## NURSE AIDE ASSISTING (CNA-PREP)

**ME01-F161** • Classes Begin: Sept. 13 (End Date: Nov. 3)  
14 Sessions • Tues, Thurs & Sat: 5:00pm-9:00pm  
Room: 325 • Diana Dow • Tuition: \$1,139

Certified Nursing Assisting (CNA) is a fast growing gateway to the allied medical health field. This training program - approved by the Commonwealth of Massachusetts - is designed to prepare students for a career as a professional health care provider. Classroom study (54 hours) will prepare students for (21 hours of) supervised clinical hours. Students will be instructed in all of the competencies and prepared for the CNA certifying exam given by the American Red Cross. (The cost of the exam is additional to the course tuition, and payable directly to the American Red Cross upon application.) Topics include: Physical and emotional care of patients, vital signs, communication skills, safety issues, the aging process and ways to handle stress. In order to be eligible to apply for the American Red Cross certifying exam, it is mandatory that all students complete all class hours and clinical sessions.

Additional requirements: All students must take a written pre-test in order to enroll in the program. They must also provide a recent (within 6 months) physical exam documenting good health and no restrictions and proof of negative TB test within the last 6 months. A CORI check must be taken before the first class (fees apply). 54 Hours total. (21 Clinical hours will take place on Saturdays and/or Sundays.) Textbook included. 10% tuition discount if paid in full at registration.

## MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM

**ME06-F161** • Classes Begin: Sept. 26 (End Date: Nov. 28)  
15 Sessions • Mon & Wed: 6:00pm-9:30pm  
Room: 206 • Staff CCI • Tuition: \$1,099

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field. Note: This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam. Textbook included.  
10% tuition discount if paid in full at registration.

## MEDICAL BILLING AND CODING PROGRAM

**ME07-F161** • Classes Begin: Sept. 26 (End Date: Dec. 7)  
21 Sessions • Mon Wed & Sat: 6:00pm-9:30pm  
Room: 219 • Staff CCI • Tuition: \$2,089

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-10 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-10 and HCPCS). Note: After obtaining the practical work experience (6months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. Textbook included.  
10% tuition discount if paid in full at registration.

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## HOMEHEALTH CARE AIDE TRAINING

**ME05-F161** • Classes Begin: Sept. 27 (End Date: Dec. 6)  
21 Sessions • Tues, Thurs & Sat: 6:00pm-9:30pm  
Room: 221 • Staff CCI • Tuition: \$1,649

Home Healthcare Aides assist patients in their homes by focusing on their specific health and personal needs. Emphasis is on giving personal care in a client's home, communications, working with ill persons, basic human needs, eldercare, nutrition, special diets, and home management. Home Healthcare Aides also work in hospitals, clinics, rehabilitation centers, home care, long term care facilities, hospice and assisted living facilities. Detailed course topics and review include: the role of the home health aide, client relationships, infection control, hospice care, anatomy and physiology, medical terminology, dressing and personal grooming, foot care, nutrition and other relevant topics. In addition to the responsibilities of a Home Healthcare Aide, this program will prepare students to sit for the National Association for Home Care & Hospice (or the "NAHC") "Home Care Aide Certification" examination through the NAHC's Homecare University Program. Textbook included. 10% tuition discount if paid in full at registration.

## PHARMACY TECHNICIAN

**ME07-F161** • Classes Begin: Sept. 27 (End Date: Nov. 22)  
15 Sessions • Tues & Thurs: 6:00pm-9:30pm  
Room: 219 • Staff CCI • Tuition: \$1,099

This comprehensive 50-hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the "top 200 drugs", I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. Textbook included. 10% tuition discount if paid in full at registration.

## PHLEBOTOMY TECHNICIAN PROGRAM

**ME09-F161** • Classes Begin: Sept. 20 (End Date: Dec. 8)  
24 Sessions • Tues, Thurs & Sat: 6:00pm-9:30pm  
Room: 205 • Staff CCI • Tuition: \$1,979

This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. This program includes an externship at the completion of the course. Textbook included. 10% tuition discount if paid in full at registration.

## DIALYSIS TECHNICIAN TRAINING

**ME04-F161** • Classes Begin: Sept. 26 (End Date: Nov. 28)  
15 Sessions • Mon & Wed: 6:00pm-9:30pm  
Room: 205 • Staff CCI • Tuition: \$1,099

This 50-hour Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at-home dialysis treatment. Note: This program does not include a national or state certification as part of its overall objectives. Additionally there is no student internship or clinical rotation offered as part of this program. Textbook included. 10% tuition discount if paid in full at registration.

## THE ART OF MEDICAL INTERPRETATION COURSE

**ME11-F161** • Classes Begin: Sept. 10 (End Date: Nov. 17)  
15 Sessions • Tues, Thurs & Sat: 6:00pm-9:30pm  
Room: 210 • Staff CCCS • Tuition: \$1,099

Using the Didactic Method, students become equipped with required theoretical knowledge to use their English and other language skills in the healthcare industry. Completion of this 60-hour course offers students a direct pathway to a career in healthcare interpreting and encourages students to follow the next step for National Certification preparation. Requirements: Students must be able to read and write in English and one other language, and possess a high school diploma or its equivalent. Students are responsible for the cost of a screening test (\$55.00). All texts, workbooks and handouts are included in the price of tuition. 10% tuition discount if paid in full at registration.

## VETERINARY ASSISTANT PROGRAM

**ME10-F161** • Classes Begin: Sept. 20 (End Date: Dec. 13)  
26 Sessions • Tues, Thurs & Sat: 6:00pm-9:30pm  
Room: 206 • Staff CCI • Tuition: \$2089

This 100-hour Veterinary Assistant program introduces students to the exciting and growing field of veterinary medicine. Students will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and accounts payable are also emphasized to provide the student with the skills necessary to maintain an efficient front office. Students will enjoy learning through classroom lecture as well as hands on labs. Note: This program does not include a national or state certification or a clinical rotation as part of its overall objectives. Textbook included. 10% tuition discount if paid in full at registration.



## BUYING AND SELLING REAL ESTATE

**RE02-F161** • Classes Begin: Oct. 19 (End Date: Nov. 2)  
3 Sessions • Wed: 6:30pm-9:30pm  
Room: 209 • Nelson Zide • Tuition: \$149

Do you think you can't afford to buy a home in today's real estate market? If so, then you can't afford to miss this seminar on how to buy, sell, and finance your home. You will learn the fundamentals of home financing, mortgage options, and the legalities of buying and selling a home. In the first session, you will be exposed to the important role of the realtor's expertise during the purchasing and/or selling process. The focus of the second evening will be financing. There is mortgage money available. You just have to know where to look and how to access these financial resources. The third evening concentrates on the legal concerns of all real estate transactions. An experienced attorney will provide this instruction. Gain the knowledge you need for your real estate transactions!

## ASSOCIATE HOME INSPECTION

**TP02-F161** • Classes Begin: Sept. 12 (End Date: Dec. 21)  
25 Sessions • Mon & Wed: 6:30pm-9:40pm  
Room: 208 • James Mushinsky • Tuition: \$1,100

This is a 75-hour training program for students who aspire to become MA "Associate Home Inspectors" in accordance with the requirements of 266 CMR Section 4.00. Part I (39 hours) covers: Roofing, Exterior, Structure, Electrical, 266 CMR, Report Writing, and Contracts. Terms do not have to be taken in order. Part II (36 hours) covers: Plumbing, HVAC, Masonry, Ethics, 266 CMR, Report Writing, and Contracts. Completion of 75 hours is required for an Associate Home Inspector License.

## MASACHUSETTS REALTORS' TRAINING

**RE01-F161** • Classes Begin: Sept. 27 (End Date: Nov. 17)  
14 Sessions • Tues & Thurs: 6:00pm-9:00pm  
Room: 204 • Nelson Zide • Tuition: \$349

The Market is Booming - are you ready?! If you would like to become a licensed real estate salesperson, this course is your first step. Completion of this course will qualify students to sit for the Massachusetts Real Estate Salesperson's Test. To obtain a Massachusetts Real Estate Salesperson's License you must be 18 years of age and have completed a 40-hour course from an approved Massachusetts Real Estate School. This licensing course, offered by Framingham-based ERA Key Realty Services University, (fully licensed and credentialed by the Commonwealth of Massachusetts) is your first step to obtaining your license. The course is both lecture and interactive in format. Once the course is complete you will receive a certification booklet. This allows you to take the state examination. As long as you obtain a 70% or better, you will receive your license that day! Start here on your road to becoming a million dollar seller! All materials will be provided by Key Realty.

Important: If you already hold a Real Estate License, this pre-Licensing course is not for you. You may want to sign up for Nelson Zide's Buying and Selling Real Estate in Today's Market.

## BECOMING A LANDLORD

**RE03-F161** • Classes Begin: Oct. 19 (End Date: Nov. 2)  
3 Sessions • Wed: 6:30pm-9:30pm  
Room: 222 • J.C. McCall • Tuition: \$159

State and local laws change constantly. Make sure that you are in compliance BEFORE you make an investment purchase...and especially after you own rental property. Examine the complexities of renting residential properties and understand the rights and responsibilities of being a landlord. Class discussion will involve over 20 topics including: how to properly handling last month's rent and security deposits, screening applicants, proper use of rental agreements, understanding state and local codes, and much more! We will also take an in-depth look at the required Massachusetts residential rental documents; zero-in on proper business practices; along with methods to maximize the return on rental properties. You will receive 2 CDs of the presentations along with a wide selection of forms and documents that will be discussed during class and that you will be able to take home. Text CD's included in the price of tuition.

***More course offerings and  
up-to-date changes at  
[www.keefeatnight.org](http://www.keefeatnight.org)***

## AMERICA'S BOATING (ABC3) CERTIFICATION

**SP02-F161** • Classes Begin: Sept. 20 (End Date: Nov. 1)  
7 Sessions • Tues: 7:00pm-9:30pm  
Room: 226 • Nobscot Sail and Power Squadron • Tuition: \$109

Whether you own, a boat, are thinking of getting a boat, or just like to float around the water in your friends' boats - this course will prepare you for life on the water. Learn the basics of boating safety, including boat terminology and handling, basic knots, VHF Marine Radio, piloting, charts and electronic navigation, course plotting, navigation aids and rules, and the Mass. and Federal boating laws and regulations. This course is taught by experienced members of the US Power Squadron, a private national organization dedicated to teaching safe boating. Successful completing students will receive a safety certificate, required in most states for operation of a water craft. This certificate provides you a discount on your boat insurance! Text book, nautical charts, dividers and course plotter are included in tuition. After completing the course become a member of Nobscot Sail & Power Squadron for life long learning and lasting friendships! Speak with us about special membership discounts!



## BEGINNER'S BRIDGE

**SP01-F161** • Classes Begin: Sept. 14 (End Date: Nov. 16)  
8 Sessions • Wed: 6:30pm-9:00pm  
Room: 204 • Tony Keats • Tuition: \$109

Are you looking for something different and entertaining to do with friends and family? Come learn the wonderful and challenging game of Bridge, a card game that has captivated millions of people worldwide. After completing this eight-week class, you will be able to play Contact Bridge with novice and expert alike. Each class will start out with a short lecture to introduce new facets of the game. Next we will break into groups of four and practice newly-learned points by playing pre-dealt hands. You will have plenty of opportunity to ask questions in this very informal and fun setting.

## RECREATIONAL VOLLEYBALL

**SP05-F161** • Classes Begin: Sept. 15 (End Date: Nov. 10)  
8 Session • Thurs: 6:30pm-8:30pm  
Room: Gym • Kevin Kramer • Tuition: \$89

Register early. Always sells out! This class is designed for students with prior volleyball game experience, who want to step right in and play volleyball. Games will be played from start to finish and will be officiated and scored.

## INTRO TO THE SPORT OF FLY FISHING

**SP03-F161** • Classes Begin: Sept. 13 (End Date: Sept. 13)  
1 Session • Tues: 7:00pm-9:00pm  
Room: 222 • Sheila Hassan • Tuition: \$49



*Award winning author and speaker  
Sheila Hassan*

This indoor class will cover the basics of how to get started in fly-fishing. You will learn about the equipment, including rods, reels, lines, waders and other gear; learn the differences between fresh and saltwater fly-fishing; basic knot tying; fly selection; fishing conservation; as well as beginning fly-casting with an indoor practice rod. This is a fast-paced class designed to get you ready for the next fly-fishing season. Instructor will provide all materials and handouts. Register early. Class is limited to 10 students.

## STAR (AND SKY) GAZING!

**AS01-F161** • Classes Begin: Oct. 5 (End Date: Nov. 16)  
6 Session • Wed: 7:00pm-9:00pm  
Room: Football Fields • Diane and Ken Menzies • Tuition: \$129

The crisp clear nights of fall are perfect for observing the sky. Join us in learning to identify the major stars and constellations. Learn how to use star charts provided to participants and become familiar with the motions of the sun, moon and planets. Mars and Saturn are visible in the early evening. Our sister Andromeda Galaxy will also be readily visible. Learn about the sky through lectures and outdoor observation with the naked eye, binoculars and small telescopes. The only prerequisite is an interest in astronomy! Required textbook must be purchased in advance of class: Astronomy, A Self Teaching Guide 8th ed., Dinah L. Moche ISBN 978-1-62045-990-4

## HOME FIREARM SAFETY

**FS01-F16Section1** • Classes Begin: Sept. 17 (End Date: Sept. 17)  
1 Session • Sat: 9:00am-2:00pm  
Room: Milford, MA • Mike Burchman • Tuition: \$110

**FS01-F16Section2** • Classes Begin: Sept. 24 (End Date: Sept. 24)  
1 Session • Sat: 9:00am-2:00pm  
Room: Milford, MA • Mike Burchman • Tuition: \$110

The Home Firearm Safety Course satisfies the State Requirement for LTC-007 Home Firearm Safety so you can apply for your LTC or FID Card. A Massachusetts State Police Basic Firearms Safety Certificate (needed for the application process) and an NRA Home Firearm Safety Certificate, both suitable for framing, are issued after successfully completing the course. Home Firearm Safety is approximately 5 hours in length and concentrates on the following: Elements of Gun Safety; Identifying and Unloading Different Firearms; Cleaning and Storage; Types of Ammunition, Components, and Firing Sequence; Parental Roles and Responsibilities; Massachusetts Laws Pertaining to Permit Application, Firearms Storage, and Transportation. Participants must attend the entire course to earn certificates. Please arrive 15 minutes early to ensure full attendance. Location: Off-site in Milford (directions will be sent to participants).

## FLY A DRONE

**SP04-F16Section1** • Classes Begin: Sept. 24 (End Date: Sept. 24)  
1 Session • Sat: 9:00am-10:30am

Room: KT Football Fields • Ravi Mynampaty • Tuition: \$69

**SP04-F16Section2** • Classes Begin: Sept. 24 (End Date: Sept. 24)  
1 Session • Sat: 10:30am-12:00pm

Room: KT Football Fields • Ravi Mynampaty • Tuition: \$69

**SP04-F16Section3** • Classes Begin: Sept. 24 (End Date: Sept. 24)  
1 Session • Sat: 12:00pm-1:30pm

Room: KT Football Fields • Ravi Mynampaty • Tuition: \$69

Drones are not only a great hobby, but they are used routinely in disaster relief, search and rescue, aerial mapping and inspection of gas and oil pipelines. Then there is the 'aerial selfie' of your home or favorite place, and aerial nature photography of fledgling hawks ready to explore! The drones used in this class are user-friendly and will have you flying and landing in a relatively short time. The instructor will download the pictures from the drone and distribute photos and videos to individual students within two days of the class. Class is held OUTSIDE (so dress for the weather!). Come as a family for a Group Selfie (only one person will actually fly the drone). Limited to four flyers, so register early! Important: Only drones provided by the instructor can be used for this course. Age Exemption class: Students between 15 - 18 are welcome but only with a parent.

Class is held outdoors. Fall 2016 rain date:  
Sunday, September 25.

## ARCHERY - INTRO

**SP07-F161** • Classes Begin: Sept. 20 (End Date: Oct. 11)  
4 Sessions • Tues: 6:30pm-7:30pm

Room: Gym • Marc Perillo • Tuition: \$99

Learn the fundamentals of traditional recurve archery as seen in the Olympics. Relax as you aim for your target and feel the thrill of success when your concentration and focus pays off. This addicting sport will leave you wanting more as you develop consistent form and an understanding of the shot process. Whether you are just starting out or have years of experience, challenge yourself to meet new people while competing individually or as a team in archery games, competitions and mini-tournaments. All equipment provided. Class led by two certified Level 2 USA Archery and National Field Archery Association (NFAA) instructors from On the Mark Archery LLC. Class size is limited, register early.

## ARCHERY - INTERMEDIATE

**SP06-F161** • Classes Begin: Oct. 17 (End Date: Nov. 14)

4 Sessions • Mon: 7:00pm-8:00pm

Room: Gym • Marc Perillo • Tuition: \$99

Participants will continue to develop and practice the fine details of the traditional shooting form. Focus on breathing, balance, stretching and building muscle memory. Train at greater distances with scoring rounds that mirror tournament competition. All equipment is supplied. Class size is limited. Register early.

# TRADE PREPARATION (AND WELDING)



## WELDING AND FABRICATION FOR THE HOBBYIST OR ENTHUSIAST

**WE01-F16Section1** • Classes Begin: Sept. 12 (End Date: Nov. 7)

14 Sessions • Mon & Wed: 6:00pm-9:00pm

Room: Metals • Instructor: TBA • Tuition: \$399

**WE01-F16Section2** • Classes Begin: Sept. 13 (End Date: Nov. 3)

14 Sessions • Tues & Thurs: 6:00pm-9:00pm

Room: Metals • Instructor: TBA • Tuition: \$399

This course is an introduction into the world of welding for the hobbyist or enthusiast, and will expose you to the basic skills of all welding and fabrication processes (Stick, MIG, Torch, and Plasma) as well as a variety of hand and power tools for sheet metal and basic fabrication. All safety equipment and materials will be provided.

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## CONSTRUCTION SUPERVISOR'S LICENSE EXAM PREPARATION CLASS

**TP03-F161** • Classes Begin: Oct. 17 (End Date: Nov. 28)  
7 Sessions • Mon: 5:30pm-9:00pm  
Room: 209 • Staff Construction Institute • Tuition: \$359

This class prepares students to successfully take the Commonwealth of Massachusetts Unrestricted State Building Code Exam to obtain their Unrestricted Construction Supervisor License. In this course, you will examine the Building Code and learn how to use it as a tool to prepare for the license examination. Books/Materials: Students must purchase five books and two amendments for the Unrestricted Exam prior to class. Books will not be available for purchase at class. List of books and amendments: International Building Code 2009 • 780 CMR Eighth Edition Massachusetts Amendment package for the IBC 2009 • International Residential Building Code 2009 • 780 CMR Eighth Edition Massachusetts Amendment package for the IRC 2009 • International Energy Conservation Code 2012 • 521 CMR Architectural Access Board Rules & Regulations • OSHA CFR Title 29 Part 1926 most recent version. All books are available through CCI and must be purchased in advance of class (1-888-833-5207) [www.statecertification.com](http://www.statecertification.com). Prerequisite to take the exam: Three years of documentable construction experience. This program is presented by CCI, the Construction Certification Institute, Inc. CCI has been providing educational services to the building community for over 20 years and holds classes for the unrestricted construction supervisor license throughout the state. CCI instructors are all Certified Building Officials, Registered Architects, and/or Licensed Professional Engineers.

FALL 2016

## ELECTRIC CODE - JOURNEYMAN, MODULE 1

**TP01-F161** • Classes Begin: Sept. 12 (End Date: Nov. 28)  
19 Sessions • Mon & Wed: 6:00pm-10:00pm  
Room: 207 • Instructor: TBA • Tuition: \$489

Electric Code-Jour MODULE 1 TOPICS will include: Jobsite and Electrical Safety, Introduction to the National Electrical, Code and Process, DC/Alarm Theory, Basic Math. Keefe at Night is now offering this course in module format as approved by and required by the Massachusetts State Board of Electrical Examiners. To become a licensed electrician/journeyman in Massachusetts, before sitting for the exam, you must complete eight modules of 75 hours each make up the 600 hours of classroom instruction in electric code and theory based on the National Electric Code. The modules may be taken in any order. Textbook Required: NFPA70 2014 and current edition NFPA72. Modules 2 and 3 will be offered in 2016-2017 school year.

## PLUMBING CODE AND THEORY, TIERS I-V

**TP04-F16Tier1** • Classes Begin: Sept. 12 (End Date: Nov. 21)  
17 Sessions • Mon & Thurs: 5:30pm-9:00pm  
Room: Plumbing Related • Instructor: TBA • Tuition: \$399

**TP04-F16Tier2** • Classes Begin: Sept. 12 (End Date: Nov. 21)  
17 Sessions • Mon & Thurs: 5:30pm-9:00pm  
Room: TBD • Instructor: TBA • Tuition: \$399

**TP04-F16Tier3** • Classes Begin: Sept. 12 (End Date: Nov. 21)  
17 Sessions • Mon & Thurs: 5:30pm-9:00pm  
Room: TBD • Instructor: TBA • Tuition: \$399

**TP04-F16Tier4** • Classes Begin: Sept. 12 (End Date: Nov. 21)  
17 Sessions • Mon & Thurs: 5:30pm-9:00pm  
Room: Plumbing Related • Eric Gordon • Tuition: \$399

**TP04-F16Tier5** • Classes Begin: Sept. 12 (End Date: Nov. 21)  
17 Sessions • Mon & Thurs: 5:30pm-9:00pm  
Room: TBD • Instructor: TBA • Tuition: \$399

Online registrants, please be sure to sign up for the correct tier. This course is open to two groups of apprentices: those participating in the Tier System licensed after September 1, 2008, and those licensed prior to that date who are in the 300-hour program. Participants in the Tier system are required to have 550 hours over a five-year period, at a maximum of 110 hours per year. Apprentices licensed prior to September 1, 2008 are required to accumulate 300 hours over a three-year period. This course runs in the fall and spring for a total of 55 hours per semester and covers the state required information including code, science, theory and math. (One make-up session is included.) For state requirements: <http://www.mass.gov/ocabr/licensee/dpl-boards/pl/ceu/>

Register online at [www.keefeatnight.org](http://www.keefeatnight.org)

## NEWPORT MANSIONS FOR THE HOLIDAYS

**TR01-F161** • Classes Begin: Dec. 3 (End Date: Dec. 3)  
1 Session • Sat: 8:00am-6:00pm  
Room: Bus Trip • Instructor: TBA • Tuition: \$75

NEW! Missing Downtown Abby? Looking for a new holiday tradition? The glitter of gold and the sparkle of silver will dazzle on a tour three magnificent mansions decked out in Yuletide finery. Guided Tours, and spectacular decorations highlight the celebration at the Newport Mansions. The Breakers, The Elms and Marble House--three National Historic Landmarks and icons of the Gilded Age in America--are filled with thousands of poinsettias, fresh flowers, evergreens and wreaths. From gardens to ballroom, boudoirs to scullery kitchens: take a break from the holiday hustle and bustle and enjoy the wonder of life at the last turn of the century. Pack a lunch, or dine at one of many nearby eateries. Trip cost includes admission to the three historic landmarks listed above. You will receive your tickets upon bus check in.

Please note that children 6-17 are welcome on this trip when accompanied by an adult. Registration for children is \$60 per child. In order to receive the \$15.00 discount, you will need to call us to register them.

Where to park that morning: Our motor coach will depart from and return to the Winter Street entrance of Keefe Tech. Registrations for the trip are transferable, but not refundable. No vouchers. No exceptions.



## NEW YORK - BROADWAY TRIP

**TR02-F161** • Classes Begin: Nov. 19 (End Date: Nov. 19)  
1 Session • Sat: 7:30am-11:00pm  
Room: Bus Trip • Doug Sanders • Tuition: \$79

Encore! Encore! Each semester this trip sells out! Join in an Autumn Broadway Show trip to New York! The trip includes round-trip transportation via modern, Wi-Fi-equipped motor coach, complimentary city map, Broadway Show Guide, Dining Guide, and the assistance of our exuberant and knowledgeable trip guide, Doug Sanders.

Leave Keefe Tech at 7:30 am sharp and travel non-stop to the "Big Apple." Once in Times Square, head to the TKTS Booth to purchase available tickets for matinee performances at half the list price on the day of the show! (Or purchase your tickets in advance -if you have your heart set on a particular show.) Once you have purchased tickets, there is time to sightsee, have lunch, or shop until the 2:00 pm performances. Depart NYC at 7:00pm for a non-stop return trip arriving back at Keefe Tech before 11:00 pm. Approximately two weeks before the trip, you will receive an email with last minute details. The trip will take place rain or shine. The motor coach will depart from and return to the Winter Street entrance of Keefe Tech. Registrations for the trip are transferable, but not refundable. No vouchers. No exceptions.



**CREATIVE WRITING SERIES, SECTION 1**

**WR03-F161** • Classes Begin: Sept. 20 (End Date: Oct. 25)  
 6 Sessions • Tues: 5:00pm-7:00pm  
 Room: Library • Pamela Wight • Tuition: \$139

“Sometimes stories cry out to be told in such loud voices that you write them just to shut them up.” Stephen King  
 For those ready to write those stories waiting to be told, this creative writing class is an inspiration and a guide. Displaying and strengthen your writing skills in fiction and non-fiction. Explore your own life stories, as well as fictional tales, and learn ‘tips of the trade,’ write from prompts, read out loud, and listen to each other’s in-class stories. A zeal for the zany and poignant, and a willingness to be open and honest, are surefire attributes to aid you in successful creative writing. Enthusiasm, a great sense of fun, and shared insights are used as learning tools instead of criticism. Class size is limited.

**CREATIVE WRITING SERIES, SECTION 2**

**WR04-F161** • Classes Begin: Nov. 15 (End Date: Dec. 20)  
 6 Sessions • Tues: 5:00pm-7:00pm  
 Room: Library • Pamela Wight • Tuition: \$139

Are you ready to create your own world with words? This creative writing class serves as an inspiration and a guide in displaying your writing skills in fiction and non-fiction. As you explore your own life stories, as well as fictional tales, you’ll learn ‘tips of the trade,’ write from prompts, read out loud, and listen to each other’s in-class stories. A zeal for the zany and poignant, and a willingness to be open and honest, are surefire attributes to aid you in successful creative writing. Enthusiasm, a great sense of fun, and shared insights are used as learning tools instead of criticism. Class size is limited.

**WRITING AND EDITING FOR WORK AND HOME**

**WR02-F161** • Classes Begin: Nov. 28 (End Date: Dec. 19)  
 4 Sessions • Mon: 6:30pm-9:00pm  
 Room: 201 • Meredith Elkins • Tuition: \$89

Bring samples of your writing – for work or in your personal life – and learn to strengthen your style. Learn what makes a compelling or strong prose. Brevity or detailed descriptions - Each has a place in literature. Decide when to use which, and where!

**JUMPSTART YOUR WRITING - NOW!**

**WR01-F161** • Classes Begin: Oct. 17 (End Date: Oct. 24)  
 2 Sessions • Mon: 6:30pm-9:00pm  
 Room: 224 • Paul Doncaster • Tuition: \$69

Consider this class the kick in the pants needed to unlock the stories that are in your mind, and get them ready for publication. Everyone has a story teller inside them. Let yours out! In this supportive setting, you will identify your best stories, give them structure, and reference examples. Everyone in the group will share their stories for analysis and feedback. Join us for this creative and fun course.

**HUMOR IS THE NEW BLACK**

**WR05-F161** • Classes Begin: Nov. 1 (End Date: Nov. 15)  
 3 Sessions • Tues: 6:00pm-9:00pm  
 Room: 208 • Giuletta Nardone • Tuition: \$119

If you’re ready to add a splash of fun to your writing life, please join us for a four-week humor writing class. We’ll read, laugh and write. But most of all, we will have fun! We will demystify humor by reading and dissecting examples of funny writing. Once you identify the structure and triggers, you’ll be better able to write it yourself—even if you don’t think you’re funny (yet). It’s all about letting your imagination run wild and sending your words after it. You will be guided through writing exercises that explore and free your deep, funny, wise self. Your writings can become stepping-stones for essays, memoirs, novels, short plays or just a way to make sense of your own life. You’ll learn the best “letting go” techniques and mindset for writing humorous pieces. The mood will be liberating, hilarious, supportive and insightful. But most of all, it will be fun and fabulous!  
 Open to writers of all levels who want to make others laugh.

**Coming Attraction**



**Keefe at Night will travel to Boston for the blockbuster and Tony winning “Something Rotten” – A Big,**

**Brash Mega-Musical Hit – for those who LOVE Shakespeare, and especially fun for those who may not – This play is loaded with crowd pleasing show stoppers and infectious love of the form is playfully skewers so well! Enjoy our coach motor bus to and from Boston, (and ‘leave the driving – and parking! – to us’!**

**Register at [www.keefeatnight.org](http://www.keefeatnight.org)**

***\$99/pp - Mezzanine Seats  
 (includes bus from Keefe to Opera House and back).***

***Sign up now for Saturday,  
 January 21, 2017 Call for details!***

# GENERAL INFORMATION

## Office Hours when school is in session:

Mondays – Thursdays, 9 a.m. – 9 p.m.; Fridays 9 a.m. – 3 p.m.  
We are not available on holidays, during school breaks or on snow days.

## Tuition:

Tuition is due in full upon registration. Cash, Check, Money Order, MasterCard, Visa, Discover or Purchase Orders are all accepted.

## Registration Fee/Confirmation:

There is a one-time/semester fee (per person) of \$5.00 for all registrations, including online registrations. Registration confirmations are sent by email to the address provided by the registrant. If an email address is not provided, you may call the office to ascertain registration.

## Registration/Age Requirement:

With the exception of a few courses (only where noted) classes are open to adults 18 years of age and older. Children may NOT attend classes with enrolled students even if the student is their parent.

## Five Convenient Ways to Register:

1. Online Registration: Log on to [www.KeefeAtNight.org](http://www.KeefeAtNight.org)
2. Mail-in Registration: Mail the registration form on the next page to:  
Keefe Tech/Keefe at Night, 750 Winter Street,  
Framingham, MA 01702
3. Telephone Registration: Call 508-935-0202 and use Visa, Master Card or Discover.
4. Walk-in Registration: Come into the main office during office hours and ask for the Continuing Education Department.  
We will gladly meet with you.
5. Fax: Using the form on the next page, fax your registration to 508-416-2231

## Late Registration:

Students may register for a class after the start date only at the approval of the instructor. Tuition will not be pro-rated.

## Day & Time of Classes:

Classes are in session on Mondays through Thursdays in the evening except where noted. The evenings and times are subject to change, however, every effort will be made to hold the class on the dates and times as listed.

## Instructors:

Keefe at Night reserves the right to retain, assign or change instructors as necessary without contacting the enrolled student.

## Inclement Weather Cancellations:

If the High School (day program) closes, there will be no evening program. If the day program is in session and the conditions worsen and prohibit safe travel in the evening, every effort will be made to contact the instructor's and the students BY EMAIL. If you do not have access to email, please check posting on [www.KeefeatNight.org](http://www.KeefeatNight.org) or <https://www.facebook.com/keefetechconted>.  
If in doubt, call the Keefe at Night registration phone number (508-935-0202) for a recorded message.

## Fall 2016 runs from September 6 – December 22

### NO CLASSES WILL BE HELD ON THE FOLLOWING DAYS:

October 3, 5, 10, 12, November 8, 23 – 25,  
December 7, 22 (last evening).

## School Policies:

All policies, rules and regulations of Keefe Regional Technical School (regarding tobacco, alcoholic, firearms and drugs) are also enforced in the evening programs. Violation of these regulations will result in immediate action (either legal, when necessary, or dismissal) with no refund.

## Refunds:

Be sure to read the Refund Policy on the next page. It is important to note that Keefe at Night reserves the right to change instructors and to relocate class space. In these cases tuition and fees are NOT refundable. No vouchers will be issued.

## Classrooms:

From the main lobby -  
All Rooms #200 - #299 are located on the same floor as the main office (first floor).  
All Rooms #300 - #399 are located on the second floor.  
All Workshops (Art Room, Electric/Plumbing/Landscape) are located in the lower level.

## Parking:

Please observe the No Parking regulations and DO NOT park in the Fire Lane (you WILL be towed!) All numbered spaces are open for Keefe at Night in the evening.

**Register Now! Call 508-935-0202 or online at [www.keefeatnight.org](http://www.keefeatnight.org)**

# REGISTRATION FORM

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Best Phone #: \_\_\_\_\_

| Course ID   | Course Title | Day & Time | Amount |
|---|--------------|------------|--------|
|   |              |            |        |
|   |              |            |        |
|   |              |            |        |
|   |              |            |        |
| <i>\$5 Non-Refundable Registration Fee per person</i> |              |            | \$5.00 |
| TOTAL   |              |            |        |

Payment:  Check # \_\_\_\_\_ (Payable to Keefe at Night)       Mastercard     Visa     Discover

Credit Card No. \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature \_\_\_\_\_

By submitting this form, you acknowledge that you have read and accept all policies and procedures of Keefe at Night, including the Refund Policy below. You also understand that participants MUST be at least 18 years of age to enroll in Keefe at Night Programs.  
Mail completed form to: Keefe at Night, 750 Winter Street, Framingham, MA 01702 (NO CASH)

# REFUND POLICY

## Refund/Cancellation Policy

All classes run pending sufficient enrollment. Changes in instructor and classroom location may occur at the discretion of the KAN Staff.

### Cancellation:

If Keefe at Night cancels the course, the full amount, including the registration fee is refunded.

### Withdrawal:

All withdrawals must be made in writing (email or mail) to the Director of Continuing Education.

- 7 Days before the start date: Full tuition refund, less \$10 cancellation and \$5 registration fee.
- Six Days or less before the start date: A course voucher will be issued: 50% course tuition, less \$10 cancellation fee and \$5 registration fee.
- No Course Vouchers or refunds will be issued after the start of class
- Withdrawal or absence from One Day Courses on the day that the class meets:  
No refunds or voucher
- Trip registrations ARE transferable to other guests for the same trip only, but are not refundable.  
No vouchers will be issued.
- Vouchers and/or class registrations ARE fully transferable to another party, if the original registrant is not available to attend.

### Trade Certification Courses:

Missed hours in class may be made up – at the discretion of the instructor. The fee for this service is \$50/hour/person with a 4 hour minimum.



Keefe at Night  
750 Winter Street  
Framingham, MA 01702  
[www.keefeatnight.org](http://www.keefeatnight.org)



**Register Now! Call 508-935-0202 or online at [www.keefeatnight.org](http://www.keefeatnight.org)**



**FALL  
2016**

## ***Continuing Education at Keefe Technical School***

- ***Culinary***
- ***ESL & Language Arts***
- ***Electric Prep***
- ***Plumbing Prep***
- ***Computer Applications***
- ***Photography***
- ***Real Estate Licensure***
- ***Automotive Tech***
- ***Dance & Fitness***
- ***Home & Garden***
- ***Medical Certificate Training***
- ***Aesthetic Training***