

Continuing Education at Keefe Regional Technical School

FALL 2017



Keefe at Night Continuing Education at Keefe Tech

- Culinary
- ESL & Language Arts
- Electric Prep
- Plumbing Prep
- Computer Applications
- Art & Photography

- Real Estate Licensure
- Automotive - Car Care
- Fitness & Yoga
- Home & Garden
- C.N.A. Training
- Aesthetics Training

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

www.keefeatnight.org

SUPERINTENDENT-DIRECTOR'S MESSAGE



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 strive 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.

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

Jonathan Evans
Superintendent-Director

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IMPORTANT KEEFE AT NIGHT DATES:

Tuesday, **August 29** - ESL Testing
 Tuesday, **September 5** - Fall Semester Begins
 Thursday, **September 21** - Holiday, No Classes
 Tuesday, **September 26** - No Classes
 Thursday, **October 5** - No Classes
 Monday, **October 9** - Holiday, No Classes
 Tuesday, **November 7** - Town Election, No Classes
 Wednesday/Thursday, **November 22-23** - Holiday, No Classes
 Wednesday, **November 29** - No Classes
 Thursday, **December 21** - Fall Semester Ends
Your instructor will inform you of date changes that are specific to your course.

Instructor bios can be found on the online class description.

ENGLISH AS A SECOND LANGUAGE



ENGLISH AS A SECOND LANGUAGE BOOKS 1-4

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! Keefe at Night is committed to providing excellent English as a Second Language (ESL) instruction to the community. Our instructors have years of experience in helping adults learn to speak English. Four levels of study: 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. Level assignments will be determined based on test scores and previous class levels.

All new students must take a placement test on Tuesday, August 29 from 3:00 - 8:30 p.m. at Keefe Tech. Returning students do not need to take the placement test. The cost of tuition (\$275) includes textbooks. Classes start on September 5 and end on December 5, 2017.

AB01234-F171Book1-4 \$275.00
 9/5/2017 - 12/5/2017 Days: Tu & Th
 6:00 PM - 9:00 PM Sessions: 22
 Instructor to be determined based on level
 Keefe Tech, Second Floor, Rooms 300-307

INGLÉS COMO SEGUNDO IDIOMA

Las clases empiezan el Martes 5 de septiembre (Terminan: 5 de diciembre - 22 Sesiones • Martes y Jueves: 6:00-9:00 pm. Costo: \$275, incluye los libros

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.

Estudiantes Nuevos: Prueba de Aptitud en el inglés: 29 de Agosto de 3:00 a 8:30 p.m. Los niveles se determinaran con el puntaje de la prueba o por el nivel que el estudiante haya completado en Keefe At Night.

INGLÊS COMO SEGUNDA LÍNGUA

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.

As aulas iniciam-se em: Terça, 5 de setembro. (Terminam em: 5 de dezembro) - 22 Sessões • Terças & Quintas das 6:00 às 9:00 p.m. O custo de \$275 inclui livros de texto.

Alunos Novos: Prova de Colocação no dia 29 de Agosto das 3:00 às 8:30 p.m. Níveis será determinado com base em resultados de prova ou em nível com a participação de alunos da Keefe at Night.

No classes: 9/21, 9/26, 10/5, 11/7 and 11/23.

HiSET TEST PREPARATION

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. Your 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. No Class: 9/20 & 10/9.

AB05-F171 \$275.00
 9/11/2017 - 11/13/2017 Days: M & W
 6:45 PM - 9:15 PM Sessions: 16
 Sherry Ruff
 Keefe Tech, Second Floor, Room 303

*Visit us at www.keefeatnight.org.
 We will post new offerings thru the semester!*

AESTHETICS AND COSMETOLOGY

AESTHETICIAN TRAINING PROGRAM

Begin a career as a Licensed Aesthetician. Work with clients doing facial, waxing and other skin treatments. This 300-hour training program will cover skin care 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 use of electrical aesthetic equipment, high frequency, massage, aromatherapy, clinical practice, face treatment procedures, and record keeping. Learn how to stage a successful spa business plan. Tuition includes: Textbook • Workbook • State Exam Book.

This is a two-semester program. Both semesters must be successfully completed to qualify for the Aesthetician's License Exam. Pay in full before the first class each semester and receive 10% discount. Tuition for each semester is \$1,999.

No class: 9/21, 9/26, 10/5, 11/7, 11/22, 11/23 & 11/29

AE01-F171 \$1,999.00 per semester

9/5/2017 - 12/20/2017 Days: Tu, W & Th

6:00 PM - 10:00 PM Sessions: 40

Maryse Vernillet

Keefe Tech, Second Floor, Room 316



MAKEUP WORKSHOP

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.

AE02-F171 \$159.00

10/16/2017 - 10/30/2017 Days: M

6:30 PM - 9:30 PM Sessions: 3

Maryse Vernillet

Keefe Tech, Second Floor, Room 316

Take a Class; Teach a Class

The Spring 2018 calendar is filling fast.
Share your skill and your passion;
Teach a class this Spring!



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

**"Where is the
Registration Fee??!"
GONE!!!**

INSPIRING THE ASPIRING ARTISTS

New! Do you have a creative soul? It is time to put that creative desire to action! Use your brush on canvas or paper to create a personal masterpiece. In this non-intimidating and fun class you will learn acrylic techniques from building a painting to layering, to color mixing and more. Whether you decide to work on a landscape, abstract painting or self-portrait, by the end of this course you will know how to dabble, flicker, stipple, detail, wash and dry brush just like an artist.

Advanced acrylic painters, you are also welcome to join us! There may even be a surprise inspiration from modern masters! Registration is also required for advanced painters. A list of supplies is available in the online course description. No class 11/7.

AR24-F171 \$149.00

10/31/2017 - 12/12/2017 Days: T

6:30 PM - 9:30 PM Sessions: 6

Gloria Geller

Keefe Tech, Ground Floor, Room Commercial Art Room

CARTOONING I



Bring your doodles and scribbles to life! Perfect for comic-book and Manga lovers! In this essential skills course students will learn the basics of cartooning, the importance of the narrative, and how to keep a sketchbook. We will also explore terminology, tools and materials. Students are responsible for the purchase of course supplies. Please see list of supplies under online class description at: www.keefeatnight.org

AR16-F171 \$129.00

11/6/2017 - 12/11/2017 Days: M

6:00 PM - 8:00 PM Sessions: 6

Diego Chaves

Keefe Tech, Ground Floor, Room Commercial Art Room

CREATING WITH PASTELS - AN INTRODUCTION

New! Colorful and creative: pastels are like no other medium. Work with accomplished artist Barbara Le to create images from still life subjects or your own photo references. Learn the basics of composition, values, the use of cool and warm colors, and much more. This is a "how to" class for beginners with demonstrations and individual instruction. Supplies will be provided and are included in the cost of tuition. Advanced artists, if you're looking for a great space to express your art, you can come and join us! Registration is required.

AR08-F171 \$139.00

10/18/2017 - 11/15/2017 Days: W

6:30 PM - 9:00 PM Sessions: 5

Barbara Lé

Keefe Tech, Ground Floor, Room Commercial Art Room

DRAWING THE HUMAN FIGURE

New! Yes, you can draw! If you can draw lines and shapes, then you can draw the human figure too! In this course you will learn what the masters know: Drawing the human figure is easy - when you learn these rules!! The secrets to drawing the head, torso, hips and limbs, and a total understanding of human anatomy is ready, in the palm of your hand! Learn techniques that will improve body proportions and add body language to evoke emotion and personality to your figures. This course will benefit beginners and artists who love to draw and want a better understanding of the human body. Great course for aspiring artists, comic book, political cartoon and manga creators! Students: BYO Supplies. Please see online class description at www.keefeatnight.org for a list of supplies. No class 10/9.

AR23-F171 \$129.00

9/11/2017 - 10/23/2017 Days: M

6:00 PM - 8:00 PM Sessions: 6

Diego Chaves

Keefe Tech, Ground Floor, Room Commercial Art Room

INSTANT PIANO FOR BUSY PEOPLE

Not for the complete beginner, but ... 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.

Students should know the notes on the piano and be able to read a simple treble clef line to get the most out of this class. Students who need a refresher with note-reading can download the free brochure on Debbie's website www.EasyPianoStyles.com. Look under the Free Music tab.

Note: Students are asked to bring their own keyboard to class (66 or 88 keys will do!)

MU01-F171 \$79.00

10/23/2017 - 10/23/2017 Days: M

6:30 PM - 9:30 PM Sessions: 1

Debbie Gruber

Keefe Tech, First Floor, Room 201

INTRODUCTION TO GUITAR

New! Created for the absolute beginner, Introduction to Guitar brings the best to you in an easy to understand format. Play acoustic or electric guitar by learning to read notes, chords, simple rhythms and basic music theory in a fun and relaxed casual setting .

Students must provide their own instrument. A guitar pick and spare set of guitar strings are also highly recommended. Additional recommendations are listed under the online class description.

Required textbook to be purchased in advance of class: Hal Leonard Guitar Method Book 1, ISBN-13: 978-0793512454.

MU02-F171 \$139.00

10/16/2017 - 11/20/2017 Days: M

7:00 PM - 8:00 PM Sessions: 6

Dana Wright

Keefe Tech, First Floor, Room 209

KNITTING I

Knitting is a creative, relaxing pastime that can be enjoyed by everyone. This class is designed for new knitters as well as those in search of a refresher course. You will learn about different yarns, needles, tools, how to knit, purl, increase, decrease, make a gauge and more! You will also work on individual projects. Supplies for the first few classes will be provided by the instructor. Additional project supplies will be the student's responsibility. Register for both Knitting I and Knitting II and SAVE \$10 on tuition! No class: 10/9

AR03-F171 \$109.00
 9/18/2017 - 10/30/2017 Days: M
 6:30 PM - 9:00 PM Sessions: 6
 Jessica Pelon
 Keefe Tech, First Floor, Room 223

KNITTING II

Eager to start a new project but not sure you can manage it on your own? Have unfinished projects laying around that you could use help completing? 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 Knitting I and is also suitable for experienced knitters.

AR01-F171 \$99.00
 11/6/2017 - 12/11/2017 Days: M
 6:30 PM - 9:00 PM Sessions: 6
 Jessica Pelon
 Keefe Tech, First Floor, Room 223

NEEDLE FELTING WITH WOOL

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.

AR04-F171 \$99.00
 9/20/2017 - 10/11/2017 Days: W
 6:30 PM - 9:00 PM Sessions: 4
 Barbara Lé
 Keefe Tech, First Floor, Room 210



SOCKS KNIT YOUR WAY

New! Learn sock construction by knitting mini toe-up and top-down socks. Then make a full-size pair with whichever construction you prefer. Experienced sock knitters can try using a different type of needle, more than one color yarn, or a unique sock construction such as short-row socks, sideways socks, entrelac socks or mitered-square socks. For the first class please bring scrap sock yarn and two circular needles of the same US size (US1-3s will work) and any length from 16"-32". Options for individual projects will be discussed in class – see website under instructor bio for examples.

AR21-F171 \$99.00
 9/27/2017 - 11/1/2017 Days: W
 6:30 PM - 9:00 PM Sessions: 6
 Jessica Pelon
 Keefe Tech, First Floor, Room 223

RAVELRY: EXPAND YOUR KNITTING WORLD WITH SOCIAL MEDIA

New! Love to Knit? Love Facebook? Instagram? Pinterest? Then, you will REALLY love Ravelry - A fun and easy way to learn more about knitting, become inspired, connect to the knitting community, catalog your knitting supplies, and share your own creations. With Ravelry (a free web site for knitters and crocheters) you can also find patterns, yarn information and substitutes, plus create your own Ravelry page to showcase your work. (This class is about learning how to use Ravelry and what this knitting social-media platform can do for you. It is not a knitting class.)

AR22-F171 \$39.00
 11/8/2017 - 11/15/2017 Days: W
 6:30 PM - 9:00 PM Sessions: 2
 Jessica Pelon
 Keefe Tech, First Floor, Room 215

**Visit us at www.keefeatnight.org.
 We will post new offerings
 thru the semester!**



DIGITAL PHOTOGRAPHY - BASICS

Are you frustrated with your digital camera? Is the manual hard to understand? Learn to improve your photographs in this 2-session class by harnessing the power of your camera's controls. You will learn how to brighten and darken images, adjust flash settings, change the color (white balance) of your images, and focus on what YOU want to!

Review your camera manual beforehand and bring it with you along with your camera and fresh batteries. This workshop is suitable for point-and-shoot or beginning SLR camera users. A handout will be provided.

PH04-F171 \$79.00
 9/6/2017 - 9/13/2017 Days: W
 6:30 PM - 9:00 PM Sessions: 2
 Lynne Damianos
 Keefe Tech, First Floor, Room 218

PHOTO FIELD TRIP TO TOWER HILL BOTANIC GARDEN

Rain or Shine! Join us at Tower Hill Botanic Garden in Boylston, MA where you will have the opportunity to photograph beautiful gardens, both indoors and out, while learning how to better use your camera. We will explore macro (close up) and manual focus settings, changing your exposure to brighten or darken images, adjusting color (white balance) and your focus point. We will "photograph around a subject" to depict it in varying ways and experiment with using different focal lengths to alter the look of the subject and background. You will have plenty of time to photograph on your own, plus have guidance from the instructor.

Suitable for photographers of all levels, however, a basic understanding of your camera is recommended. Review your camera manual beforehand and bring it with you along with your camera and fresh batteries (tripods are not allowed). Meet in the lobby at Tower Hill. There is a \$15 admission fee to the Garden, but you may be able to obtain a discounted pass at your local library. Visit www.towerhillbg.org for more information about the Garden.

PH11-F171 \$59.00
 9/17/2017 - 9/17/2017 Days: Su
 1:00 PM - 3:30 PM Sessions: 1
 Lynne Damianos
 Offsite, Tower Hill Botanic Garden

FALL 2017

PHOTO CRITIQUE

Why are some photos great and others.... not-so-much? 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 class to be Photography 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) to classes@DamianosPhotography.com by Friday, November 3 with the subject line "KeefePC_YourLastName" for inclusion in the discussion.

PH15-F171 \$59.00
 11/6/2017 - 11/6/2017 Days: M
 6:30 PM - 9:00 PM Sessions: 1
 Lynne Damianos
 Keefe Tech, First Floor, Room 218

DIGITAL PHOTOGRAPHY - BEYOND THE BASICS

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 include depth of field, aperture priority, shutter priority and manual settings, understanding scene modes, light modification and what to put in your gear bag.

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. Email two of your photos (good or with issues) in JPEG format (up to 15 MB total per email) to classes@DamianosPhotography.com by Friday, October 13 with the subject line "KeefeBB_HW1_YourLastName" (or bring them to class in a separate folder on a thumb drive or your camera's flash card).

PH03-F171 \$129.00
 10/16/2017 - 10/30/2017 Days: M
 6:30 PM - 9:00 PM Sessions: 3
 Lynne Damianos
 Keefe Tech, First Floor, Room 218

PORTRAIT PHOTOGRAPHY OVERVIEW

Do you ever wonder why your portraits of family and friends don't look as polished as you'd like? This presentation will give you a jumpstart to useful techniques for creating a great portrait. Topics include posing, composition, focal length, depth of field, lighting and how to work with your subjects. Email up to three of your photos in JPEG format (up to 15 MB total per email) to classes@DamianosPhotography.com by Monday, October 9 with the subject line "KeefeP_YourLastName" for inclusion in the discussion. This class includes a slide show and demonstration. Bring your camera to participate if you'd like.

PH14-F171 \$79.00
 10/10/2017 - 10/10/2017 Days: T
 6:30 PM - 9:00 PM Sessions: 1
 Lynne Damianos
 Keefe Tech, First Floor, Room 218

Register online at www.keefeatnight.org

PHOTOGRAPHY: DIGITAL PHOTO MANAGEMENT

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!)

PH05-F171 \$59.00
 9/6/2017 - 9/6/2017 Days: W
 6:00 PM - 9:00 PM Sessions: 1
 Steve McGrath
 Keefe Tech, First Floor, Room 203

PHOTO FIELD TRIP TO GARDEN IN THE WOODS

Did you know that Garden in the Woods is the headquarters and botanic garden of the New England Wild Flower Society? It's New England's premier wildflower garden—with more than 1,000 native plant species, with many rare and endangered native specimens, and is home to the unique New England Rare Plant Garden. What better place to take your Garden Photography from good to great? Capture Garden in the Woods at its most beautiful. If you are a Beginner to Intermediate photographer looking to fine-tune your skills and expand your knowledge of photography then this course is for you: ideal for the photographer with some knowledge of their camera settings that want to take their abilities to the next level.

Join Steve McGrath as he reveals his tips and techniques for taking quality closeups as well as landscape photography in gardens. You will discuss how to use wide-angle, normal and telephoto lenses most effectively to strengthen your composition for maximum impact. You will learn to sharpen your awareness of light on the landscape. Bring a camera with macro capabilities, a sturdy tripod (if available) and a large memory card.

This class meets on Sunday, September 30 at Garden in the Woods in Framingham from 12:00 - 3:00p.m. Meet at Garden entrance. Your instructor will be wearing a Keefe Tech cap. Admission to Garden in the Woods is additional and paid directly to the Garden. The second class will take place on Wednesday, October 4 from 6:00 - 9:00 p.m. in room 218 (first floor) at Keefe Tech. For more information on Garden in the Woods visit <http://www.newenglandwild.org/visit/Garden-in-the-Woods>.

PH13-F171 \$69.00
 9/30/2017 - 10/4/2017 Days: Su & W
 6:00 PM - 9:00 PM Sessions: 2
 Steve McGrath
 Keefe Tech, First Floor, Room 218

PHOTOGRAPHY: TAKING BETTER PICTURES WITH YOUR DIGITAL CAMERA

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 situations and controlled results. Bring your camera and fresh batteries to each class, and your manual if available.

PH08-F171 \$59.00
 9/20/2017 - 9/27/2017 Days: W
 6:00 PM - 8:30 PM Sessions: 2
 Steve McGrath
 Keefe Tech, First Floor, Room 218



BEGINNING PHOTOSHOP ELEMENTS FOR ASPIRING PHOTOGRAPHERS

Learn Photoshop Elements techniques and skills, and apply them immediately to your 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.

PH01-F171 \$89.00
 10/18/2017-10/25/2017 Days: W
 6:00 PM - 8:00 PM Sessions: 2
 Steve McGrath
 Keefe Tech, First Floor, Room 218

View online description of your course for supplies list.

CAR CARE I

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. **IMPORTANT:** Up to 3 bays maximum will be available on any given class night. Scheduling and coordination will take place on first night of class. Please note, this hands-on class requires participants to wear safety glasses, old work clothes and proper safety shoes. No class: 9/26.

AU02-F171 \$219.00
 9/5/2017 - 10/24/2017 Days: T
 6:30 PM - 9:30 PM Sessions: 7
 Chuck Pearson
 Keefe Tech, Ground Floor, Room Auto

CAR CARE II

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. **IMPORTANT:** Up to 3 bays maximum will be available on any given class night. Scheduling and coordination will take place on first night of class. 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! No class 11/7.

AU03-F171 \$219.00
 10/31/2017 - 12/19/2017 Days: T
 6:30 PM - 9:30 PM Sessions: 7
 Chuck Pearson
 Keefe Tech, Ground Floor, Room Auto



SMALL ENGINE REPAIR

Rejuvenate your equipment! Learn how to tune-up, repair and even overhaul small gasoline engines found in snow blowers, go-carts, chainsaws, lawn mowers, tillers, leaf blowers, string trimmers, and small outboard motors. Don't pay for expensive repairs when you can do them yourself! Come prepared and bring your small engine on the first day of class. The engine may remain attached to a snow blower, lawn mower or other small engine equipment. **Important:** There is no storage available. Be sure you can transport your equipment to and from class each week.

AU04-F171 SECTION.1 \$149.00
 9/6/2017 - 10/11/2017 Days: W
 6:00 PM - 9:00 PM Sessions: 6
 James Gable
 Keefe Tech, Ground Floor, Room Auto

AU04-F171 SECTION.2 \$139.00
 10/18/2017 - 11/15/2017 Days: W
 6:00 PM - 9:00 PM Sessions: 5
 James Gable
 Keefe Tech, Ground Floor, Room Auto

f Visit Us on Facebook
www.facebook.com/keefetechconted

ACCOUNTING BASICS

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.

Combine this class with Intro to QuickBooks. Your accounting acumen will be enhanced, and save \$10 on tuition!

BZ10-F171 \$199.00
 9/13/2017 - 10/4/2017 Days: W
 6:30 PM - 9:30 PM Sessions: 4
 Meagan Jackson
 Keefe Tech, First Floor, Room 204

AUDIOBOOK NARRATION - EARN MONEY READING BOOKS

New! Welcome to the wonderful world of audiobook narration! Today audiobooks are attracting record numbers of listeners in an industry experiencing double digit growth each year! As the demand for audiobooks grows, more people than ever are asking how they can become audio narrators. This course is an easy to understand, detailed, and practical guide to earning money recording audiobooks. Step by step processes can take you from volunteer reader to paid narrator! Learn: Where to go for first experience in narrating; How to set up a home studio; When to create a demo and what to include; How to market yourself. Take these steps and make the transition today! Text is included with tuition.

BZ22-F171 \$59.00
 10/18/2017 - 10/18/2017 Days: W
 7:00 PM - 9:00 PM Sessions: 1
 Derek Perkins
 Keefe Tech, First Floor, Room 203

BAKE AND MAKE \$\$\$ - HOW TO START A BAKING BUSINESS

New! Do you thrive in the kitchen? Do you get rave reviews on your culinary talents? Have you dreamed of starting your own home baking business?! Now is the time to start a plan! Join Emily Kooris, originator and owner of Emily's Brownies as she shares her baking business journey. Learn what you will need to know about business plans, local and state licensing, insurance and certifications to start a home baking/cooking business. Come with questions. Leave with answers and inspiration!

BZ23-F171 \$39.00
 10/2/2017 - 10/2/2017 Days: M
 6:00 PM - 8:00 PM Sessions: 1
 Emily Kooris
 Keefe Tech, First Floor, Room 222

ENTREPRENUERSHIP 101

New! Are you in need of that jolt to get you started as an entrepreneur? Join us for this two-class course where we will delve into your skill sets and strengths. Find out what it takes to make it through the ups and downs of an entrepreneurial lifestyle. . Kickstart your journey by writing down your ideas and thoughts as part of your business plan through a 10-step process and present to the class (if you'd like), with a quick Q & A session per presentation. This may well be the start of a succesful business venture.

BZ21-F171 \$49.00
 10/18/2017-10/18/2017 Days: W
 6:00 PM - 9:00 PM Sessions: 1
 Ashwini Ramanisan
 Keefe Tech, First Floor, Room 201

INSPIRING ASPIRING TEACHERS

New! If you are an aspiring teacher, looking for a change of pace, or want to jump back into the job market or a first start after college: Substitute Teaching is the perfect way to try out a new career path as an educator in a career in a /technical school.

Join, Keefe Regional Technical School Assistant Principal, Ken Collins, and learn how to become a substitute teacher. Substituting has many benefits: You earn (while you learn) a daily stipend to keep you going. You learn about lesson plans from experienced teachers in live classrooms and you get a real perspective of 'who does what, where and why' in a school system. BS/BA or certification is preferred but not essential to employment- a love of learning and education is! Get on the inside track, and learn how rewarding a career in education can be!

BZ24-F171 \$29.00
 9/19/2017 - 9/19/2017 Days: T
 5:30 PM - 7:30 PM Sessions: 1
 Ken Collins
 Keefe Tech, First Floor, Room 217

LEAN PROJECT MANAGEMENT: PRINCIPLES FOR SUCCESS

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. 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.

BZ03-F171 \$399.00
 10/14/2017 - 10/21/2017 Days: Sa
 9:00 AM - 6:00 PM Sessions: 2
 Kim Walker
 Keefe Tech, Second Floor, Room 306

LIFT YOUR VOICE AND BE HEARD! VOICE OVER TRAINING

Do people tell you that you have a voice for radio? or TV? Or maybe you are good at impersonating vocals? If you are curious about employment possibilities of Voice Over in commercials, audiobooks and animation, come join our fast-paced fun, interactive workshop> This one-night class is full of tips and techniques designed to offer you an introduction to the exploding world of Commercial Voice Overs! Learn how to warm-up your voice and speech, proper breathing techniques, articulation and accent work; learn how to create instant rapport with your audience, interpret a script (copy) with ease, create credible characters, and make a voice over demo! Have fun building your confidence as a voice actor while learning about scripts (copy) from commercials, audio books, animations, video game characters, e-learning and more! It's a great opportunity to practice speaking in a supportive, pressure-free environment. Come dressed in comfortable clothing, bring a notebook and water.

BZ02-F171 \$59.00
 10/18/2017 - 10/18/2017 Days: W
 7:00 PM - 9:00 PM Sessions: 1
 Lau Lapidès
 Keefe Tech, First Floor, Room 220

MARKETING AND PR 101 FOR NON-PROFITS AND SMALL BUSINESSES

New! Join Susan Petroni of the Framingham Source and learn how to build a public relations and marketing plan to grow your small business, organization, non-profit or PTO. Gain valuable tips on writing a press release, blogging and using social media (Facebook, Twitter and more) to direct and increase traffic to your site, and engage potential clients.

BZ14-F171 \$39.00
 9/25/2017 - 9/25/2017 Days: M
 6:30 PM - 8:30 PM Sessions: 1
 Susan Petroni
 Keefe Tech, First Floor, Room 205

PRESENTING...YOU (ONLY BETTER!)

New! "It's all in the Presentation!" A compelling speaker can make all the difference when it comes to getting people excited about your business or promotion. Learn from a bag of tricks geared specifically for corporate presenters, sales professionals, customer service personnel. Get a leg up on the competition. Discover tools and techniques to build confidence while strengthening physical and vocal presence - whether you are presenting live, online, or by phone. Engage and ignite your audience with storytelling techniques that work and build rapport while commanding presence! Come dressed in comfortable clothing and bring a notebook and water. No prior experience necessary.

BZ20-F171 \$59.00
 10/25/2017 - 10/25/2017 Days: W
 7:00 PM - 9:00 PM Sessions: 1
 Lau Lapidès
 Keefe Tech, First Floor, Room 220

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

If you have a business, business idea, or cause that you're trying to promote, then this course is for you. Through a lecture 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 materials at the end of class. Please be sure to bring logon information for an email account and any social media services that you may have.

BZ01-F171 \$69.00
 11/13/2017 - 11/13/2017 Days: M
 6:00 PM - 9:00 PM Sessions: 1
 Fan Stanbrough
 Keefe Tech, First Floor, Room 215



PUBLIC SPEAKING WITH CONFIDENCE

New! It takes only seconds to make a first impression. Your smile and voice, your style, your energy, your first few words, and that initial eye contacts can make you command presence. In this dynamic, fast-paced and exciting workshop you will strengthen and polish your speaking style by utilizing tools and techniques to help you engage your audience. Wear comfortable clothing, and bring a notebook and water. No prior speaking experience necessary!

BZ19-F171 \$59.00
 10/11/2017 - 10/11/2017 Days: W
 7:00 PM - 9:00 PM Sessions: 1
 Lau Lapidès
 Keefe Tech, First Floor, Room 220

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www.facebook.com/keefetechconted

COMPUTERS AND APPLICATIONS



CISCO I - INTRODUCTION TO NETWORKS

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.

Please contact your instructor Don Conaghan at: dconaghan@gmail.com for information on most current books available.

CO02-F171 \$499.00
9/18/2017 - 12/6/2017 Days: M & W
6:00 PM - 9:00 PM Sessions: 21
Don Conaghan
Keefe Tech, Second Floor, Room 321

CISCO II, III, IV

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.

For Information regarding CISCO III - SCALING NETWORKS, and CISCO IV - CONNECTING NETWORKS and books, please contact the instructor directly at dconaghan@gmail.com. No class: 10/9, 11/22 & 11/29.

CO03-F171 \$599.00
9/11/2017 - 12/6/2017 Days: M & W
6:00 PM - 9:00 PM Sessions: 23
Don Conaghan
Keefe Tech, Second Floor, Room 321

BEGINNING PHOTOSHOP ELEMENTS FOR ASPIRING PHOTOGRAPHERS

Learn Photoshop Elements techniques and skills, and apply them immediately to your 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.

PH01 F171 \$89.00
10/18/2017 - 10/25/2017 Days: W
6:00 PM - 8:00 PM Sessions: 2
Steve McGrath
Keefe Tech, First Floor, Room 215

BE SMARTER THAN YOUR SMART IPHONE

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 touchscreens! 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.)

CO19-F171 \$59.00
11/8/2017 - 11/15/2017 Days: W
6:30 PM - 8:30 PM Sessions: 2
Daniel Ellis
Keefe Tech, Second Floor, Room 318

ANDROID: EFFECTIVE USE OF YOUR ANDROID PHONE

Android Smart Phones today are more powerful than a massive room full of computers just 10 years ago! Learn to Live the Android Life! Calendars, Contacts, Photos, and videos are just the beginning of the enormous capabilities of this phone. Soon you will wonder how you ever lived without your 'Droid!

CO20-F171 \$59.00
12/7/2017 - 12/14/2017 Days: Th
6:30 PM - 8:30 PM Sessions: 2
Frank Yeung
Keefe Tech, First Floor, Room 215

SEO IS NOT ROCKET SCIENCE

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!

CO11-F171 \$69.00
10/4/2017 - 10/11/2017 Days: W
7:00 PM - 9:00 PM Sessions: 2
Mike Stanbrough
Keefe Tech, First Floor, Room 215

IPAD BASICS

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.

CO21-F171 \$39.00
 10/24/2017 - 10/24/2017 Days: T
 6:30 PM - 9:00 PM Sessions: 1
 Daniel Ellis
 Keefe Tech, Second Floor, Room 318

REGISTER FOR BOTH AND SAVE \$10

GOOGLE SKETCHUP DESIGNS

New! Google SketchUp is a free three-dimensional modeling software used in a wide range of professions such as in architecture, engineering, interior design, and in any art-related professions. This class will cover the basic functions of the software in order to create 3-D structures from floor plans, to create interior house features such as furniture, and to create the environmental surroundings by adding people and trees among other details. SketchUp's toolbox is straightforward and user-friendly, so it is an excellent program for amateurs, but also comprehensive enough for professionals. Whether you want to design the set for your child's theater performance or need 3-D modeling skills for work, learning Google SketchUp is a great way to get started. No prior drafting experience is necessary.

Bring your own laptop – so you will remember your configuration between classes. Bundle this class with AutoCAD for Beginners and save \$10 on tuition.

HG12-F171 \$189.00
 10/30/2017 - 12/4/2017 Days: M
 6:00 PM - 8:00 PM Sessions: 6
 Michael Lafontant
 Keefe Tech, Second Floor, Room 320

AUTOCAD FOR BEGINNERS

New! AutoCAD is a software drawing tool often used by architects, interior designers, and contractors to render and edit many types of diagrams, from architectural layouts of homes to mechanical layouts of machine parts. In this course, we will cover the basic AutoCAD functions of drawing and editing. We will create simple images using lines, arcs, and circles, then manipulate these images in two and three dimensions, and finally output our work on a plotter. Basic PC skills are required. A background in drawing, drafting, design, or graphics is helpful but not required.

Bring your own laptop – so you will remember your configuration between classes. Bundle this class with Google SketchUp and save \$10 on tuition. No class: 10/9.

HG10-F171 \$189.00
 9/11/2017-10/23/2017 Days:
 6:00 PM - 8:00 PM Sessions: 6
 Michael Lafontant
 Keefe Tech, Second Floor, Room 320

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

RAVELRY: EXPAND YOUR KNITTING WORLD WITH SOCIAL MEDIA

New! Love to Knit? Love Facebook? Instagram? Pinterest? Then, you will REALLY love Ravelry - A fun and easy way to learn more about knitting, become inspired, connect to the knitting community, catalog your knitting supplies, and share your own creations. With Ravelry (a free web site for knitters and crocheters) you can also find patterns, yarn information and substitutes, plus create your own Ravelry page to showcase your work. (This class is about learning how to use Ravelry and what this knitting social-media platform can do for you. It is not a knitting class.)

AR22-F171 \$39.00
 11/8/2017-11/15/2017 Days: W
 6:30 PM - 9:00 PM Sessions: 2
 Jessica Pelon
 Keefe Tech, First Floor, Room 215

INTRO TO COMPUTERS - FOR FUN AND BUSINESS

Start at the very beginning: Turn it on! Boot it up! and then Get Ready to GO! You'll start from scratch -- turning on the computer. Once you get started, you'll be amazed at just how much can be accomplished with this amazing technology. Learn about email, surfing the web, cyber safety and much more. Take the next step to understanding and better utilizing the power of computer technology. By the end of this class you will be booting and surfing with the best of them. Bring your computer related queries for hands-on discussion and interpretation. Take this class AND Google Apps - and save \$10 on tuition! No class: 10/5.

CO12-F171 \$99.00
 9/28/2017 - 10/26/2017 Days: Th
 6:30 PM - 8:30 PM Sessions: 4
 Frank Yeung
 Keefe Tech, First Floor, Room 215

GOOGLE APPS FOR EVERY OCCASION

Google Apps -- they're everywhere! Once you have experienced Google Suite, you too will become a fan. This free product can enhance our lives in many ways. Create calendars and eye-catching documents and spreadsheets; maintain contact lists; organize your photos and so much more. Google enthusiast Frank Yeung will show you how to use the powerful tools for your business or just for fun. Requirement: Students will need to sign up for a Gmail account in advance of class.

Take this class and Intro to Computers and SAVE \$10 on tuition!

CO18-F171 \$59.00
 11/2/2017 - 11/9/2017 Days: Th
 6:30 PM - 9:30 PM Sessions: 2
 Frank Yeung
 Keefe Tech, First Floor, Room 215

COMPUTERS AND APPLICATIONS

MICROSOFT EXCEL 2013 - INTRO

MS 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.

While this is an MS Excel 2013 class, we will use the following required textbook as it remains very relevant: 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. Bundle this class with Excel Intermediate and Save \$10 on tuition! No class 9/26

CO07-F171 \$159.00
9/12/2017 - 10/10/2017 Days: T
6:30 PM - 9:30 PM Sessions: 4
David Thrope
Keefe Tech, Second Floor, Room 320

MICROSOFT EXCEL 2013 - INTERMEDIATE

Become even more proficient in Excel! Create templates, sort and filter data, import, export and analyze data. This is the course covers charting and pivot tables.

While this is an MS Excel 2013 class, we will use the following required textbook as it remains very relevant: 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. No class: 11/7

CO08-F171 \$159.00
10/17/2017 - 11/14/2017 Days: T
6:30 PM - 9:30 PM Sessions: 4
David Thrope
Keefe Tech, Second Floor, Room 320

MICROSOFT WORD - THE BASICS

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. No class: 10/26

CO06-F171 \$159.00
10/12/2017 - 11/9/2017 Days: Th
6:30 PM - 9:30 PM Sessions: 4
David Thrope
Keefe Tech, Second Floor, Room 320

QUICKBOOKS - DESKTOP VERSION

QuickBooks is a comprehensive tool to manage small business finances effectively. This Quickbooks Desktop class 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. Combine this class with Accounting Basics and save \$10 on tuition.

CO10-F171 \$289.00
10/11/2017 - 11/8/2017 Days: W
6:30 PM - 9:30 PM Sessions: 5
Meagan Jackson
Keefe Tech, Second Floor, Room 320

WORDPRESS I

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! Register for both WordPress I & II and SAVE \$10 on tuition! No class: 10/9.

CO22-F171 \$149.00
9/11/2017 - 10/16/2017 Days: M
7:00 PM - 9:00 PM Sessions: 5
Fan Stanbrough
Keefe Tech, First Floor, Room 215

WORDPRESS II

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.)

CO05-F171 \$89.00
10/23/2017 - 11/6/2017 Days: M
7:00 PM - 9:00 PM Sessions: 3
Fan Stanbrough
Keefe Tech, First Floor, Room 215

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www.facebook.com/keefetechconted



AROUND THE WORLD WITH ALASTAIR MCLEAN

New! Join Renowned Chef, Alastair McLean through a myriad of culinary delights based on his world travels and training. You will learn to make a traditional sausage roll and a Southeast Asia inspired dish - Fresh Noodle Stir Fry. Time will be set aside for a lively discussion of the dishes and their origins. This Food Network's CutThroat Kitchen chef will share his experiences and techniques, with a focus on the importance of preparation, as well as cooking with minimal utensils and equipment.

CA54-F171SECTION.1 \$59.00
 9/12/2017 - 9/12/2017 Days: T
 6:00 PM - 9:00 PM Sessions: 1
 Alastair McLean
 Keefe Tech, First Floor, Room Kitchen

CA54-F171.SECTION.2 \$59.00
 10/16/2017 - 10/16/2017 Days: M
 6:00 PM - 9:00 PM Sessions: 1
 Alastair McLean
 Keefe Tech, First Floor, Room Kitchen

AN EVENING OF KNIFE SKILLS - CARVING, SHARPENING AND MORE!

Impress your guests!! Let Chef Edgar show you how to perfect your techniques and 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 in preparation for Thanksgiving carving. We'll prepare a full meal, from appetizer to dessert. 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.

CA27-F171 \$59.00
 11/13/2017 - 11/13/2017 Days: M
 6:00 PM - 9:00 PM Sessions: 1
 Edgar levins
 Keefe Tech, First Floor, Room Kitchen

ARTISAN FRENCH BREADS

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.

CA15-F171 \$79.00
 11/4/2017 - 11/4/2017 Days: Sa
 10:00 AM - 3:00 PM Sessions: 1
 Edgar levins
 Keefe Tech, First Floor, Room Kitchen

FALL 2017

BREADS OF NORTH INDIA

New! As an integral part of every meal, India is well known for its staggering variety of breads! In this class we will explore a few of the typical North Indian flatbreads: Roti, Paratha and Poori (made from whole wheat flour) and Bhatara (leavened fried flatbread made from all purpose flour). A "surprise" curry will be served to enjoy your creations during class.

CA49-F171 \$69.00
 12/5/2017 - 12/5/2017 Days: T
 6:00 PM - 9:00 PM Sessions: 1
 Leena Dasgupta
 Keefe Tech, First Floor, Room Kitchen

Register online at www.keefeatnight.org

CULINARY ARTS: COOKING



CHINESE CUISINE - ALWAYS SELLS OUT!

In this class you will learn how to make delicious, healthy Chinese dishes from scratch. Recipes are simple, easy to follow and prepare. For appetizers you will learn how to make BBQ Pork Spareribs and Quick Pot Sticker with Ginger Sauce, Shrimp with Lobster Sauce, Beef with Green Pepper, General Gau's Chicken, Sautéed String Bean, and Seafood Fried Rice. After this class you can enjoy delicious and healthy Chinese food at home!

CA12-F171 \$109.00
 10/24/2017 - 10/31/2017 Days: T
 6:30 PM - 9:30 PM Sessions: 2
 Brenda Wong
 Keefe Tech, First Floor, Room Kitchen

PIZZA FROM AROUND THE GLOBE

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. Expect some Vegetarian-Friendly and Omnivore based toppings and unexpected fillings and take-home pizza boxes for your creations.

CA09-F171 \$69.00
 12/20/2017 - 12/20/2017 Days: W
 6:00 PM - 9:00 PM Sessions: 1
 Edgar levins
 Keefe Tech, First Floor, Room Kitchen

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

INDIAN CUISINE

New! In this class we will cover a range of traditional Indian curries and spice tips for everyone. Dishes include Kabuli Chicken (a delicious curry with ground almonds, spices and yogurt), Kheema (minced meat with tender peas, cubed potatoes and spices), creamy lentils with spinach and kale, Alu gobi (spiced cauliflower and potato), Rice Pulao (fragrant basmati rice cooked with vegetables) and Raita. Learn to cook with spices and learn about their numerous health benefits!

CA34-F171 \$109.00
 10/3/2017 - 10/10/2017 Days:T
 6:00 PM - 9:00 PM Sessions: 2
 Mary Vadakekalam
 Keefe Tech, First Floor, Room Kitchen

INDIAN CUISINE - MASALA DOSAI, GLUTEN FREE!!

New! Delicious and gluten-free, masala dosais are crisp and fluffy rice and lentil wraps filled with a spicy potato curry and served with creamy coconut chutney. With their combination of easy-to-digest protein and curried vegetables, these popular crêpes make for a filling, yet light and healthy meal. Learn how to make and spread the dosai batter, cook the crêpe, and fill it with a delicious curried vegetable filling. Finally grind the coconut chutney, and enjoy the fruits of your labor.

CA51-F171 \$59.00
 9/27/2017-9/27/2017 Days: W
 6:00 PM - 9:00 PM Sessions: 1
 Ashwini Ramanisan
 Keefe Tech, First Floor, Room Kitchen

SPICING BASICS OF INDIAN CUISINE

New! The richness and flavor of Indian Cuisine is mainly attributed to the large array of spices used. In this class you can get a peak into the 15 major spices used through the unique dishes of Mulligatawny soup, Vegetable Biryani and finishing up with a dessert, Aval Payasam. Delicious!

CA50-F171 \$59.00
 9/20/2017-9/20/2017 Days: W
 6:00 PM - 9:00 PM Sessions: 1
 Ashwini Ramanisan
 Keefe Tech, First Floor, Room Kitchen

SNACKS AND APPETIZERS OF NORTH INDIA

New! Having company over for a meal? Impress them with delicious North Indian snacks and appetizers! Serve up Pakoras (vegetable fritters made with chickpea flour batter), Bhel Puri (puffed rice mixed with onions, tamarind and cilantro chutneys, boiled potatoes, sev (fried noodles made from chickpea flour), and Papri Chaat (crisp dough wafers, boiled potatoes, chickpeas, tamarind and cilantro chutneys, and yogurt). These great snacks and appetizers will leave your guests asking for more.

CA46-F171 \$109.00
 11/14/2017 - 11/14/2017 Days: T
 6:00 PM - 9:00 PM Sessions: 1
 Leena Dasgupta
 Keefe Tech, First Floor, Room Kitchen



THAI CUISINE - ALWAYS SELLS OUT!

In this hand-on class you will learn to make simple, delicious, and authentic food from Thailand. You will prepare two appetizers - Thai BBQ Chicken, Soft Spring Roll with Seasoning and Housin Sauce. Main dishes will include Spicy Chicken with Chili & Basil, Pineapple Shrimp Fried Rice, Fish Fillet in Coconut Milk and Pad Thai. You'll never want to order out for Thai food again after taking this class!

CA13-F171 \$109.00
 11/8/2017 - 11/15/2017 Days: W
 6:30 PM - 9:30 PM Sessions: 2
 Brenda Wong
 Keefe Tech, First Floor, Room Kitchen

SENSATIONAL SEAFOODS AND "CHOWDAH"

New! Seafood is not only healthy and delicious, but can also be easy to prepare. This course will help you develop your confidence in selecting seafood at the market, and proper methods for cleaning and storing. We'll make and enjoy a selection of recipes from around the world including Lobster Rangoon, Salmon & Cod Fillets with accompanying Sauces, Spicy Garlicky Shrimp, Long Island Seafood Salad, Maryland Crab Cakes with Remoulade Sauce, and of course, New England Clam Chowdah. Come Hungry!

CA47-F171 \$79.00
 10/11/2017 - 10/11/2017 Days: W
 6:00 PM - 9:00 PM Sessions: 1
 Edgar Ievins
 Keefe Tech, First Floor, Room Kitchen

YULE LOG AND HOLIDAY TREATS

New! Join us in making one of the most traditional French Christmas Cakes, the *Bûche de Noël*, known in some circles as a Yule Log. We will make the chocolate sponge cake (Genoise) along with an assortment of rich and delicious fillings, all from scratch. We will provide tips from the initial shaping, to decorating our finished Yule Logs with meringue mushrooms and marzipan holly. The course will also include Chocolate Truffles and the show-stopping Paris Brest. WOW! and YUM!

CA48-F171 \$59.00
 12/2/2017 - 12/2/2017 Days: Sa
 10:00 AM - 3:00 PM Session: 1
 Edgar Ievins
 Keefe Tech, First Floor, Room Kitchen

AN INVESTMENT STRATEGY FOR THE 21ST CENTURY

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.

FN01-F171 \$39.00
 10/23/2017 - 10/23/2017 Days: M
 6:30 PM - 9:00 PM Sessions: 1
 Rocco Bombardieri
 Keefe Tech, First Floor, Room 202

CRITICAL ISSUES IN ESTATE PLANNING

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. Start here and Make A Plan!

FN02-F171 \$39.00
 10/11/2017 - 10/11/2017 Days: W
 6:30 PM - 9:00 PM Sessions: 1
 Rocco Bombardieri
 Keefe Tech, First Floor, Room 202

DIVORCE WORKSHOP - NAVIGATING THE PROCESS AND FINANCIAL CONSIDERATIONS

New! Concerned about how to navigate the divorce process, the court system, the negotiations with your spouse, telling your children? Fearful of losing your home, community, security, and lifestyle? Not sure where to begin or how to get more information? In this three hour course, you will learn about the landscape of divorce in Massachusetts; how you can initiate the divorce process; what property is subject to being divided; the differences between child support and alimony/spousal support; what to expect and not expect from your divorce; considerations regarding taxes, health insurance and life insurance, and how to manage the emotional upheaval you may experience.

FN09-F171 \$39.00
 11/11/2017 - 11/11/2017 Days: Sa
 9:00 AM - 12:00 PM Sessions: 1
 Halee Burg
 Keefe Tech, Second Floor, Room 307

MONEY & DIVORCE

You want to keep the house that has \$150,000 in equity. Your spouse wants the stock portfolio worth \$150,000. Five years from now, will one of you be 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 is 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 8.13). Be knowledgeable about your finances before you sign a settlement agreement.

FN06-F171 \$39.00
 10/3/2017 - 10/3/2017 Days: T
 6:30 PM - 8:30 PM Sessions: 1
 Renee Senes
 Keefe Tech, First Floor, Room 208

DON'T OUTLIVE YOUR MONEY: RETIREMENT INCOME STRATEGIES

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.

FN04-F171 \$39.00
 9/27/2017 - 9/27/2017 Days: W
 6:30 PM - 9:00 PM Sessions: 1
 Rocco Bombardieri
 Keefe Tech, First Floor, Room 202

MAXIMIZING YOUR SOCIAL SECURITY

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.

FN03-F171 \$39.00
 9/11/2017 - 9/11/2017 Days: M
 6:30 PM - 8:30 PM Sessions: 1
 Rocco Bombardieri
 Keefe Tech, First Floor, Room 202

HOW TO GET DEBT FREE

If you have debt payments of any kind you should attend – too many people are drowning or about to drown in debt, particularly high interest credit card debt. The workshop will show you how to eliminate credit cards in 1 to 4 years and your 30 year mortgage in only another 3 to 6. Learn a simple guaranteed system to eliminate all debt within your current income. Bring a list of debts along with minimum monthly payments and a calculator – before you leave the workshop you will have developed your own debt elimination plan that you can implement immediately into your lifestyle. Also covers Student Loan debt basics along with Credit Report / Scores and Identity Theft concerns. A free workbook is included in the workshop. An optional textbook is also available for \$49 and can be purchased from the instructor on the night of class.

FN13-F171 \$49.00
 10/24/2017 - 10/24/2017 Days: T
 6:30 PM - 9:30 PM Sessions: 1
 Timothy Schnelle
 Keefe Tech, First Floor, Room 202



STUDENT LOAN DEBT RELIEF

If you're paying off student loans, you need to attend this workshop! You will learn the advantages and "how to" of consolidation – dealing with government loans - and how to rapidly pay off crushing long term debt. The workshop includes a free workbook. An optional textbook is available for \$39, which you can purchase from the instructor on the night of class.

FN12-F171 \$49.00
 10/23/2017 - 10/23/2017 Days: M
 6:30 PM - 9:30 PM Sessions: 1
 Timothy Schnelle
 Keefe Tech, First Floor, Room 205



EXPAND YOUR OPTIONS

AT KEEFE REGIONAL TECHNICAL HIGH SCHOOL

Merge your robust academic education and career technical experience to gain a powerful competitive advantage.

KEEFE TECH provides an exceptional high school experience that prepares students to enter their respective career paths as skilled employees, or further their study at a variety of two and four-year colleges and universities.

We are continuing to accept applications for the 2017-2018 school year for any interested transfer students going into grades 9-11.

We are also beginning to accept applications for incoming grade 9 students for the Class of 2022, with a **Priority Application Deadline of January 15, 2018**. Interested Middle School students and their families should **SAVE THE DATE FOR OUR OPEN HOUSE CAREER NIGHT ON WEDNESDAY, NOVEMBER 29, 2017 FROM 5:30 PM - 8:00 PM**.

APPLY ONLINE @ KEEFETECHGO2CTE.COM

Questions about applying to Keefe Tech? Contact Adrienne Bogusky,
Director of Guidance and Admissions at abogusky@jpkeefehs.org or 508.416.2270

KeefeRegional
TechnicalSchool
CHOICES | OPPORTUNITIES | RESULTS

Come Travel with Us!

Daytrip to these destinations via luxury bus offering free Wi-Fi, electrical outlets, entertainment systems, plush seats, and of course clean lavatories.

Saturday, September 17: Discover Springfield/Central MA

Saturday, October 22: A Scenic Tour of Historic Connecticut

Saturday, November 18: New York Broadway Trip

Tuesday, October 3: Planning an international trip?

One evening at KT will give you the insider tips you will need!



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

www.keefeatnight.org





Right now, 119,600 jobs are going unfilled in Massachusetts because employers can't find applicants with the right education and training.

We've listed the 10 hottest jobs right now in the state (they pay more than you think! And how you can start toward these career paths at Keefe at Night!

(Most have no prerequisites...even without a high school diploma, there are growth opportunities available here...but if you DO want to get a HiSet or GED certificate, we have that too!)

✦ Information Technology Project Managers

Number of openings: 1,291 • **Mean Massachusetts salary:** \$134,380

Project Management Professional certifications are among the top five certifications in greatest demand. A Course in Cisco at KAN can start you on this path! (Cisco I – IV, M & W start in Sept. \$599/semester)

✦ Marketing Managers

Number of openings: 1,340 • **Mean Massachusetts salary:** \$135,710

Marketing managers rank 18th on the list of the state's highest-paying jobs. Start towards a degree in Marketing with an online marketing course. Starts every 6 weeks: www.ed2go.com/KAN

✦ Administrative Assistants

Number of openings: 1,432 • **Mean Massachusetts salary:** \$51,410

Front desk jobs are always in demand in nearly every industry. A basic understanding of Microsoft Office (Word and Excel) is essential in most of these positions. Never turned on a computer? We've got you covered! Word, Excel and even Basic Computer and Google Apps class start in fall at Keefe at Night; Got that? Then try Lean Project Management for a leg up on the competition! (days, dates and prices vary. See www.keefeatnight.org for more info)

✦ Retail Supervisors

Number of openings: 1,720 • **Mean Massachusetts salary:** \$42,850

FREE Training! Offered at Keefe Tech – thru the Partnership for a Skilled Workforce. Call 508-281-6910 x 9 or email Cindy at ckey@pswinc.org for more information. Despite online shopping, brick-and-mortar retail isn't going away!

✦ Registered Nurses

Number of openings: 1,749 • **Mean Massachusetts salary:** \$84,990

Whether you aspire to be an RN or work in any of the clinical medical fields, start here! Our Certified Nurse Assisting (CNA) training will get you a job quick, and a head start on a career. Call 978-935-0202 to interview for the next class.

✦ Medical Coding or A+ Certification

Number of openings: 1,799 • **Mean Massachusetts salary:** \$88,710

As the healthcare industry relies more on electronic filing and records, computer systems analysts will find greater demand in their work. Medical Coding or A+ Certification...both are here at Keefe at Night!

• Retail Sales People

Number of openings: 1,862 • **Mean Massachusetts salary:** \$26,180

This is a great place to start in any industry! And training is FREE here at Keefe Tech! Call Retail Pathways, Cindy Key at the Partnerships for a Skilled Workforce – 508-281-6910 x9 About 105,000 retail salespeople are expected to be employed in Massachusetts by 2018... you can be one of them, or start here on your way up the ladder.

✦ Computer Programmers & Software Application Developers & Computer Systems Analysts

Number of openings: 4,393 • **Mean Massachusetts salary:** \$94,620

Demand will remain high in tech-heavy Massachusetts for programmers of all types. Cisco and A+ Certification are required in many...Start here! Two nights a week, and 2 – 4 semesters will get you the job you want, while you still have the days free.

Register Now! Call 508-935-0202 or online at www.keefeatnight.org

Online Learning

*anytime, anywhere...
just a click away!*

Learn from the comfort of home!



ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

- 6-18 Month Format
- All materials included
- Prepare for certification
- Student advisors

Some of our most popular programs include:

Human Resources Professional

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam.

Medical Transcription + Medical Terminology

Start a new career as a medical transcriptionist with the training provided in this program, which also includes medical terminology training.

Mobile and Desktop Web Developer

Developed a solid background in all of the latest technologies associated with web development for both desktop and mobile environments, and at the very end of the program, students will be able to build traditional and mobile websites.

Advanced Hospital Coding and CSS Prep

This program will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the official certification exam to become a Certified Coding Specialist.

Physical Therapy Aide

Master the skills you need to begin a career as a physical therapy aide.

CompTIA A+, Network+ and Security+

This program provides a comprehensive foundation for IT professionals, incorporating CompTIA A+, CompTIA Network+, and CompTIA Security+ specific training, and prepares you for the corresponding industry exams that are desirable for IT professionals.

Administrative Medical Specialist with Certified Electronic Health Records Specialist + Medical Terminology

This program combines the Administrative Medical Specialist program with training in electronic health records and medical terminology to give you a competitive edge in the healthcare field.

CBCS Medical Billing and Coding (vouchers included)

This nationally recognized program combines the Medical Billing and Coding program with 60 hours of medical terminology training to give you a competitive edge in the healthcare field.

Certified Medical Administrative Assistant (voucher included)

This program will train students to handle the increasing complexities of healthcare management and patient care in offices of physicians and other providers.

INSTRUCTOR-LED ONLINE COURSES

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- 6 Week Format
- 24-Hour Access
- Discussion Areas
- Monthly start sessions
- Expert Instructor

Some of our most popular courses include:

Introduction to CSS3 and HTML5

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

High Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

DISCOUNTED COURSE BUNDLES

SAVE!

PMP Prep Series:

Learn how to prepare for the Project Management Institute's prestigious PMP® certification exam

Microsoft Access 2016 Series

Learn how to organize, edit, manage, and report data using Microsoft Access 2016.

Microsoft Office Value Suite Series:

Learn to use the basic features of Microsoft Word 2016, Microsoft Excel 2016, and Microsoft PowerPoint 2016, three of the most fundamental software programs used in educational and professional settings.

Microsoft Word Series:

Learn the ins and outs of Microsoft's newest release of Microsoft Word. This discounted bundle teaches you everything you need to know about the 2016 release.

Microsoft Excel Series

Learn to use basic, intermediate, and advanced features of Microsoft Excel.

QuickBooks 2016 Series

Master the fundamentals and more advanced functions. Earn everything from creating statements to using batch invoicing and managing journal entries.

Visit our website for program details!

careertraining.ed2go.com/KAN

Visit our website to view start dates!

www.ed2go.com/KAN



BOXING WITH THE BEST - STEP INTO THE RING!

At Bancroft Boxing Gym you will 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 welcome! Bancroft Boxing Gym is located at 701 Waverly Street in Framingham.

FT04-F171 \$139.00
 9/12/2017 - 11/28/2017 Days: T
 6:30 PM - 7:30 PM Sessions: 12
 Jared Sher
 Offsite, Bancroft Boxing Gym

BOXING: KICKBOXING IS A BLAST

It's time to kick some...calories! You've always wanted to kickbox and now you can at Bancroft Boxing Gym. 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! Bancroft gym is located at 701 Waverly Street in Framingham. Register for both boxing programs and SAVE \$10 on tuition! No class: 9/21 & 11/23

FT05-F171 \$139.00
 9/14/2017 - 12/14/2017 Days: Th
 6:30 PM - 7:30 PM Sessions: 12
 Jared Sher
 Offsite, Bancroft Boxing Gym

CARDIO MIX

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. No class: 11/7.

FT02-F171 \$89.00
 10/3/2017 - 12/12/2017 Days: T
 7:00 PM - 8:00 PM Sessions: 10
 Jo Ellen McCarrick
 Keefe Tech, First Floor, Auditorium Stage

FALL 2017

BOOT CAMP

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. No class: 10/5, 10/26 & 11/23.

FT01-F171 \$89.00
 9/28/2017 - 12/21/2017 Days: Th
 6:00 PM - 7:00 PM Sessions: 10
 Jo Ellen McCarrick
 Keefe Tech, First Floor, Auditorium Stage



GENTLE STRETCH

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. No class: 10/5, 10/26 & 11/23.

FT03-F171 \$89.00
 9/28/2017 - 12/21/2017 Days: Th
 7:00 PM - 8:00 PM Sessions: 10
 Jo Ellen McCarrick
 Keefe Tech, First Floor, Auditorium Stage

GET ON THE BALL

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. Wear appropriate athletic gear. Bring a yoga/sticky mat and water. Also please bring a set of handheld weights suitable to your activity level. No class 11/7.

FT15-F171 \$89.00
 10/3/2017 - 12/12/2017 Days: T
 6:00 PM - 7:00 PM Sessions: 10
 Jo Ellen McCarrick
 Keefe Tech, First Floor, Auditorium Stage

Register online at www.keefeatnight.org

FITNESS, SWIM, MEDITATION & YOGA

LAP SWIMMING

Come and exercise in our fabulous Keefe Tech pool two nights a week at your lap swimming pace! Thirty minutes or three hours a week - the choice is yours. Certified Lifeguard from YMCA on duty. Change in our locker rooms and bring a towel and water (to drink later). Fall hours are 8:30 - 10:00 p.m. Pool closed on: 9/21, 9/26 and 11/7.

FT14-F171 \$159.00
9/5/2017 - 11/16/2017 Days: Tu & Th
8:30 PM - 10:00 PM Sessions: 18
YMCA Staff
Keefe Tech, First Floor, Pool



WATERCIZE

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. Fall hours are 7:00-9:00 p.m. No class: 10/9

FT07-F171 \$169.00
9/11/2017 - 11/6/2017 Days: M & W
7:00 PM - 8:00 PM Sessions: 16
YMCA Staff
Keefe Tech, First Floor, Pool

MEDITATION WITH GENTLE STRETCHING

New! With the hectic pace and demands of modern life, many people feel stressed and over-worked. Meditation can help you to overcome your stress and find some inner peace and balance. Let Shubah guide you through meditation, relaxation and gentle stretches to help improve your attention focus, reduce stress and become more self aware. Section 1 students: No class: 10/9.

YG06 F171SECTION.1 \$99.00
9/11/2017 - 10/23/2017 Days: M
6:45 PM - 7:45 PM Sessions: 6
Shubhada Wavikar
Keefe Tech, Second Floor, Room 323

YG06-F171.SECTION.2 \$99.00
11/6/2017 - 12/11/2017 Days: M
6:45 PM - 7:45 PM Sessions: 6
Shubhada Wavikar
Keefe Tech, Second Floor, Room 323

QIGONG FOR ARTHRITIS

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.

Register for both QiGong for Arthritis and QuiGong Eight Brocade, and save \$10 on tuition.

FT13-F171 \$49.00
11/15/2017 - 11/15/2017 Days: W
7:00 PM - 9:00 PM Sessions: 1
Joseph Foley
Keefe Tech, Second Floor, Yoga Room by Library

QIGONG: EIGHT BROCADE

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. Register for both QiGong for Arthritis and QuiGong Eight Brocade, and save \$10 on tuition

FT12-F171 \$49.00
10/18/2017-10/18/2017 Days: W
7:00 PM - 9:00 PM Sessions: 1
Joseph Foley
Keefe Tech, Second Floor, Yoga Room by Library

ZUMBA WITH ASHLEY LAURIE

Ashley is back and raring to go! This former KAN instructor comes back to school with renewed energy and vitality! In this complete workout class, you will combine all elements of fitness – cardio, muscle conditioning, balance and flexibility, boosted energy and a serious dose of awesome! All fitness levels are welcome. No dance experience is necessary. Bring a towel and a bottle of water. No class: 10/9.

FT16-F171 \$99.00
9/18/2017 - 11/27/2017 Days: M
6:00 PM - 7:00 PM Sessions: 10
Ashley Laurie
Keefe Tech, First Floor, Auditorium Stage

*Visit us at www.keefeatnight.org.
We will post new offerings thru the semester!*



YOGALATES

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 mixed with basic stretching movements, ending with guided meditation and relaxation. What to bring: Yoga mat, towel or Yoga strap, and a bottle of water. Section 1 students, please note that there will be no class on 9/26. Section 2: No class on 11/7.

YG04-F171.SECTION.1 \$99.00
 9/12/2017 - 10/24/2017 Days: T
 7:00 PM - 8:00 PM Sessions: 6
 Karen Fishman
 Keefe Tech, Second Floor, Room 323

YG04-F171.SECTION.2 \$99.00
 10/31/2017 - 12/12/2017 Days: T
 7:00 PM - 8:00 PM Sessions: 6
 Karen Fishman
 Keefe Tech, Second Floor, Room 323

YOGA: KUNDALINI YOGA

Recent studies have shown that the physiology of those who meditate is 10-15 years younger than those who do not. Kundalini yoga employs all facets of yoga, breath, movement, meditation and mantra. Practicing Kundalini yoga will give you greater strength, flexibility and peace of mind. Additionally Kundalini Yoga offers many possibilities for a happier, healthier life. which include: increased metabolism, improved sleep, stress relief, headache reduction, control over moods, strengthened immune system, overcoming depression and greater pain relief. This class is appropriate for all levels. Please wear loose fitting clothing and bring a mat, pillow and blanket or large towel for deep relaxation. It is advisable to eat little or nothing an hour before class. No class 11/7.

YG01-F171 \$129.00
 10/3/2017 - 11/28/2017 Days: T
 7:15 PM - 8:45 PM Sessions: 8
 Ann Finn
 Keefe Tech, Second Floor, Yoga Room by Library

YOGA FOR SENIORS

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 mat and water bottle.

YG05-F171Section.1 \$99.00
 9/11/2017 - 10/23/2017 Days:M
 5:30 PM - 6:30 PM Sessions: 6
 Shubhada Wavikar
 Keefe Tech, Second Floor, Room 323

YG05-F171Section.2 \$99.00
 11/6/2017 - 12/11/2017 Days: M
 5:30 PM - 6:30 PM Sessions: 6
 Shubhada Wavikar
 Keefe Tech, Second Floor, Room 323

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

METAPHYSICAL JOURNEY

New! Metaphysical Messages with Linnea Starr is a workshop to educate, entertain and enlighten on ways to converse with those who have passed. Bring a photo, a piece of jewelry or keepsake from your loved one. Linnea will help you to see spiritual messages that show the eternity of the soul. Come and enjoy another-worldly experience in safe surroundings. For more info on Linnea, visit her website at LinneaStar.com.

HL13-F171 \$49.00
10/18/2017 - 10/18/2017 Days: W
7:00 PM - 9:00 PM Sessions: 1
Linnea Johansson
Keefe Tech, First Floor, Room 206

REGISTER FOR BOTH AND SAVE \$10

GOOGLE SKETCHUP DESIGNS

New! Google SketchUp is a free three-dimensional modeling software used in a wide range of professions such as in architecture, engineering, interior design, and in any art-related professions. This class will cover the basic functions of the software in order to create 3-D structures from floor plans, to create interior house features such as furniture, and to create the environmental surroundings by adding people and trees among other details. SketchUp's toolbox is straightforward and user-friendly, so it is an excellent program for amateurs, but also comprehensive enough for professionals. Whether you want to design the set for your child's theater performance or need 3-D modeling skills for work, learning Google SketchUp is a great way to get started. No prior drafting experience is necessary.

Bring your own laptop – so you will remember your configuration between classes. Bundle this class with AutoCAD for Beginners and save \$10 on tuition.

HG12-F171 \$189.00
10/30/2017 - 12/4/2017 Days: M
6:00 PM - 8:00 PM Sessions: 6
Michael Lafontant
Keefe Tech, Second Floor, Room 320

AUTOCAD FOR BEGINNERS

New! AutoCAD is a software drawing tool often used by architects, interior designers, and contractors to render and edit many types of diagrams, from architectural layouts of homes to mechanical layouts of machine parts. In this course, we will cover the basic AutoCAD functions of drawing and editing. We will create simple images using lines, arcs, and circles, then manipulate these images in two and three dimensions, and finally output our work on a plotter. Basic PC skills are required. A background in drawing, drafting, design, or graphics is helpful but not required.

Bring your own laptop – so you will remember your configuration between classes. Bundle this class with Google SketchUp and save \$10 on tuition. No class: 10/9.

HG10-F171 \$189.00
9/11/2017-10/23/2017 Days:
6:00 PM - 8:00 PM Sessions: 6
Michael Lafontant
Keefe Tech, Second Floor, Room 320

BEEKEEPING FOR BEGINNERS

Ever heard the expression 'Busy as a Bee'? Learn exactly how busy a bee can be! From gathering nectar (and pollinating the Plant World in the process) to tending to their Queen, and the next generation, and the hygiene and temperature of the hive - these little buggers are hardly ever at rest! In this 3-Week Course, you will learn to help this group of declining pollinators in your own backyard right here in New England - one of the best places in the world to keep honeybees! In this course you'll learn what equipment is needed, how to acquire your own bees and set up a good and healthy home for them so they can flourish, and how to safely tend to your hive through each of the four seasons. This class fills fast - so sign up early!

HG08-F171 \$89.00
10/3/2017 - 10/17/2017 Days: T
6:30 PM - 8:30 PM Sessions: 3
Kathy DeGraaf
Keefe Tech, First Floor, Room 205



HOME MAINTENANCE

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: Exterior repairs: Roofing, siding, gutters and trim; Doors & Windows: updates, replacement/repair, adjusting and maintenance; Kitchen Cabinets: discussions on refacing, updating and replacement maybe backsplash updates; Repairing walls & ceilings; Weatherization techniques and more. Some course materials are included in the cost of tuition. Students may bring in supplies for more complicated projects.

HG06-F171 \$249.00
9/13/2017 - 10/18/2017 Days: W
6:30 PM - 9:00 PM Sessions: 6
Shawn Young
Keefe Tech, Ground Floor, Room 112

CLEARING OUT CLUTTER!

New! Do you have piles of mail, a packed-to-the max closet, or a garage you can't use for your car? Are you always looking for misplaced items? Do you avoid having friends over because your house is so cluttered? Have you ever started to tackle the clutter only to become overwhelmed and quit? In this class we will teach you how to get started and keep motivated - no matter how small or large the project. The goal is not perfection but to streamline tasks to save time and money. This class is your first step to becoming organized.

HG14-F171 \$39.00
 10/11/2017 - 10/11/2017 Days: W
 6:30 PM - 8:30 PM Sessions: 1
 Ann Jewell
 Keefe Tech, First Floor, Room 209

MOLDING AND INTERIOR TRIMS WORKSHOP

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 not included. Each student will pick a project, and supply their own wood, paint and fasteners (screws/nails/glue).

HG02-F171 \$109.00
 10/25/2017 - 11/15/2017 Days: W
 6:30 PM - 9:00 PM Sessions: 4
 Shawn Young
 Keefe Tech, Ground Floor, Room Carpentry

INDOOR ORGANIC COMPOSTING IN NEW ENGLAND

Are you interested in organic composting? You can compost even if you don't have access to a backyard! Learn how to create and maintain a healthy, odorless compost bin that will be fully operational year round. You can build a compost system by up-cycling everyday items from you home. Learn how to harvest compost, and how to make compost 'tea'. Your plants will love you, the trees will love you, and our planet will thank you for taking a green initiative

* You will take home a 1/2 lb. container of a compost starter kit which contains all the micro and macro organisms that are needed to start a perfectly healthy, organic, functioning compost bin (included in tuition).

HG09-F171 \$49.00
 11/9/2017 - 11/9/2017 Days: Th
 6:00 PM - 9:00 PM Sessions: 1
 Ray Pourali
 Keefe Tech, First Floor, Room 201

**Up-to-date changes, visit us
 at www.keefeatnight.org**

FALL PRUNING

New! Yes you can do it yourself! Pruning is vital to maintaining healthy plants and an attractive landscape. Knowing whether to cut in fall or spring and WHERE to cut are the key to a healthy and lush garden. JR Gable, a member of KT Horticulture Faculty will help you ensure that your trees and shrubs grow and flourish for years to come.

HG15-F171 \$59.00
 9/12/2017 - 9/19/2017 Days: T
 6:00 PM - 8:00 PM Sessions: 2
 James Gable
 Keefe Tech, First Floor, Room 202

INTRODUCTION TO LANDSCAPE DESIGN - READY? SET? GROW!

New! It's time to turn that dream landscaping project into a reality! In this course you will learn the basic principles and theory of landscape design. Your instructor will help you design and create a sound and feasible plan with emphasis on stability and safety. Some course materials are included in the cost of tuition; but bring your own additions for more ambitious designs.

HG13-F171 \$119.00
 10/3/2017 - 10/24/2017 Days: T
 6:00 PM - 9:00 PM Sessions: 4
 James Gable
 Keefe Tech, Ground Floor, Room Commercial Art Room

THANKSGIVING CENTERPIECE

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. Bring your own candles, ribbons, dried accent to make this stunning centerpiece unique!

HG05-F171 \$69.00
 11/16/2017 - 11/16/2017 Days: Th
 6:00 PM - 9:00 PM Sessions: 1
 Doug Paul
 Keefe Tech, Ground Floor, Room Horticulture

REIKI CERTIFICATION

Learn what Reiki is, and how it works. Start with an introduction to the 7 major chakras (or energy centers). Continue on to the attunement to 'turn on' Reiki in each person and learn the hand positions for self-healing and healing of others. At the end of this 2-week program you will be ready to give Reiki to yourself or offer it to family and friends. Bring a yoga mat, a pillow and blanket to class.

HL10-F171 \$89.00
 10/11/2017 - 10/18/2017 Days: W
 6:00 PM - 8:00 PM Sessions: 2
 Jill Barrett
 Keefe Tech, Second Floor, Room 323

HEALTH, LIFESTYLE, HOME & GARDEN

NATURAL HOLIDAY WREATH

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! Keefe Tech 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 you will enhance your 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 on site.

HG04-F171 \$69.00
12/4/2017 - 12/4/2017 Days: M
6:00 PM - 9:00 PM Sessions: 1
Doug Paul
Keefe Tech, Ground Floor, Room Horticulture

TRANSITIONING INTO RETIREMENT - BEYOND FINANCES

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 life after retirement is crucial. This course explores areas beyond finances such as: life stages of work and retirement; the importance of short- and long-term goal setting; part-time jobs for retirees; how to rebuild your social network and retirement success stories. This is not a 'Finance' Class - but a blueprint for a happy and fulfilling retirement!

HL12-F171 \$39.00
10/10/2017 - 10/10/2017 Days: T
6:00 PM - 9:00 PM Sessions: 1
Herbert Fuchs
Keefe Tech, First Floor, Room 202

LANGUAGE ARTS

REGISTER FOR BOTH AND SAVE \$10

SPANISH I - ACTIVE SPANISH FOR BEGINNERS

The most effective and enjoyable way to learn Spanish is by listening and speaking Spanish, and by using active learning techniques. 85-90% of this class is conducted in Spanish. You will be amazed at how rapidly you learn to understand Spanish through real-life role plays, discussions about your daily activities, games, and hands-on activities. You will see, hear and touch the things that you are talking about. You will also learn some slang and idiomatic expressions that are frequently used in daily conversation by native speakers. Join us, and have fun as you learn! Required textbook to be purchased in advance of class: Easy Spanish Step by Step by Barbara Bregstein. ISBN: 978-0-07-146338-6. Register for both Spanish I and Spanish II and you will not only commit to learning to speak Spanish more quickly - you will also save \$10! No class 9/26.

LA04-F171 \$179.00
9/5/2017 - 10/31/2017 Days: T
6:30 PM - 8:45 PM Sessions: 8
Erica Lerch
Keefe Tech, First Floor, Room 203

SPANISH II - ACTIVE SPANISH: THE NEXT STEP

Students in this class will build on what they learned in Active Spanish for Beginners by creating more complex sentences, using a variety of different verb forms, broadening their vocabulary, and applying their knowledge to a wider range of social situations. Once again, active learning techniques are used, and 85-90% of the class is conducted in Spanish. In addition, students will begin to converse about topics that are relevant to their daily lives. Required textbook to be purchased in advance of class: Easy Spanish Step by Step by Barbara Bregstein. ISBN: 978-0-07-146338-6.

LA05-F171 \$159.00
11/14/2017 - 12/19/2017 Days: T
6:30 PM - 8:45 PM Sessions: 6
Erica Lerch
Keefe Tech, First Floor, Room 203

SPANISH CONVERSATION VAMOS!

New! Starting from the basics, this course will lead you through the proper way to greet new acquaintances, and how to make "small talk" on topics such as: where you are from, what kind of work you do, your daily routines, and your preferences and opinions. This course progresses rapidly and covers a wide range of material. Prerequisite: Students must have completed Spanish I and Spanish II courses and already know the basics of Spanish grammar and have an adequate vocabulary. Required book to be purchased in advance of class: Spanish Conversation Demystified, ISBN: 978-0-07-162707-8. No class: 10/9.

LA10-F171 \$159.00
9/11/2017 - 10/23/2017 Days: M
6:30 PM - 8:00 PM Sessions: 6
Erica Lerch
Keefe Tech, First Floor, Room 203

SPANISH FOR HEALTHCARE PROFESSIONALS

New! ¿Como se siente hoy? (How do you feel today?) Learning to address your patients in their native language can lay the groundwork for a caring and more productive medical conversation. Communicate more effectively with your Spanish-speaking patients, families and co-workers in a health setting. The vocabulary is related to everyday work experiences such as health status, anatomy, medical history and examination. No previous knowledge of Spanish is required. Start here and break down unnecessary barriers!

LA13-F171 \$189.00
10/19/2017 - 11/30/2017 Days: Th
7:00 PM - 9:00 PM Sessions: 6
Sherry Ruff
Keefe Tech, First Floor, Room 203

MEDICAL & ALLIED HEALTH TRAINING

CERTIFIED NURSE ASSISTING (CNA)

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. 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 successfully complete all class hours and clinical sessions. Additional requirements and prerequisites are listed on our web site, or call the office for details. This course includes at least 54 hours of classroom instruction and at least 21 hours of clinical instruction and is recognized and approved by the Massachusetts Department of Public Health. The exact schedule will be given on the first day of class. Textbooks included. 10% tuition discount if paid in full before the first class. No class: 9/21, 9/26, 10/5, 10/26, 11/7.

ME01-F171 \$1,139.00
 9/7/2017 - 11/9/2017 Days: Tu, Th, Sa & Su
 5:00 PM - 9:00 PM Sessions: 14
 Instructor TBA
 Keefe Tech, Second Floor, Room 325



DIALYSIS TECHNICIAN TRAINING

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. Please 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. No class: 10/9 & 11/22. 10% tuition discount if paid in full before the first class.

ME04-F171 \$1,099.00
 10/2/2017 - 11/27/2017 Days: M & W
 6:00 PM - 9:30 PM Sessions: 15
 CCI Staff
 Keefe Tech, Second Floor, Room 306

FALL 2017



CLINICAL MEDICAL ASSISTANT TRAINING

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs and a clinical externship opportunity (160 Hours) at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening and meet other requirements. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. Please see online description for Saturday dates and times: 10% tuition discount if paid in full before the first class. No classes will be held on: 9/21, 9/26, 10/5, 10/26 & 11/7, 11/23.

ME02-F171 \$2,749.00
 9/12/2017 - 12/21/2017 Days: Tu, Th & Sa
 6:00 PM - 9:30 PM Sessions: 33
 CCI Staff
 Keefe Tech, Second Floor, Room 313

SPANISH FOR HEALTHCARE PROFESSIONALS

New! ¿Como se siente hoy? (How do you feel today?) Learning to address your patients in their native language can lay the groundwork for a caring and more productive medical conversation. Communicate more effectively with your Spanish-speaking patients, families, & co-workers in a health setting. The vocabulary is related to everyday work experiences such as health status, anatomy, medical history and examination. No previous knowledge of Spanish is required. Start here and break down unnecessary barriers!

LA13-F171 \$189.00
 10/19/2017 - 11/30/2017 Days: Th
 6:00 PM - 9:30 PM Sessions: 6
 Sherry Ruff
 Keefe Tech, First Floor, Room 203

Register online at www.keefeatnight.org

MEDICAL & ALLIED HEALTH TRAINING



CPR TRAINING

Seconds count when a heart stops. Would you know what to do if someone around you suffered cardiac arrest? CPR is a life-saving technique that helps maintain some blood flow to the brain and heart, and can help “buy time” until paramedics arrive. With the successful completion of this 4-hour class, you will be CPR certified. This course is for anyone with limited or no medical training who needs a course completion card in CPR to meet job, regulatory, or other requirements. A great addition to your resume in any position!

ME13-F171SECTION.1 \$60.00
 9/30/2017 - 9/30/2017 Days: Sa
 9:00 AM - 1:00 PM Sessions: 1
 Sue Baker
 Keefe Tech, Second Floor, Room 325

ME13-F171SECTION.2 \$60.00
 10/21/2017 - 10/21/2017 Days: Sa
 9:00 AM - 1:00 PM Sessions: 1
 Sue Baker
 Keefe Tech, Second Floor, Room 325

PHLEBOTOMY TECHNICIAN PROGRAM

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. See online description for Saturday dates and times. No class: 10/9, 11/22 & 11/29. 10% tuition discount if paid in full at registration.

ME09-F171 \$1,979.00
 9/25/2017 - 12/13/2017 Days: M, W & Sa
 6:00 PM - 9:30 PM Sessions: 24
 CCI Staff
 Keefe Tech, Second Floor, Room 313

MEDICAL BILLING AND CODING PROGRAM

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 (6 months 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 Exam. Textbook included. Please see online description for Saturday dates and times. No class: 10/9, 11/22 & 11/29. 10% tuition discount if paid in full at registration.

ME07-F171 \$2,089.00
 9/25/2017 - 12/4/2017 Days: M, W & Sa
 6:00 PM - 9:30 PM Sessions: 21
 CCI Staff
 Keefe Tech, First Floor, Room 221



PHARMACY TECHNICIAN

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 PTCEB 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. No class: 10/9 & 11/22.. 10% tuition discount if paid in full at registration.

ME08-F171 \$1,099.00
 10/2/2017 - 11/27/2017 Days: M & W
 6:00 PM - 9:30 PM Sessions: 15
 CCI Staff
 Keefe Tech, Second Floor, Room 307

REAL ESTATE & HOME INSPECTION

MASACHUSETTS REALTORS' TRAINING

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 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. No class: 9/21, 9/26, 10/5, 11/7

TP02-F171 \$1,100.00
9/11/2017 - 12/13/2017 Days: M & W
6:30 PM - 9:40 PM Sessions: 25
James Mushinsky
Keefe Tech, First Floor, Room 208

ASSOCIATE HOME INSPECTION

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. The class will cover Roofing, Exterior, Structure, Electrical, 266 CMR, Plumbing, HVAC, Masonry, Ethics, Report Writing, and Contracts. Completion of 75 hours is required for an Associate Home Inspector License. No class: 10/9, 11/22 & 11/29

TP02-F171 \$1,100.00
9/11/2017 - 12/13/2017 Days: M & W
6:30 PM - 9:40 PM Sessions: 25
James Mushinsky
Keefe Tech, First Floor, Room 208

SPORTS AND HOBBIES

INTRO TO THE SPORT OF FLY FISHING



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. Instructor Sheila Hassan is director of the Wulff School of Fly Fishing and is an IGFA world record holder for bonefish and bluefish. Her book, *Fly Casting: A Systematic Approach* is a standard in the industry. 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.

SP03-F171 \$49.00
9/28/2017 - 9/28/2017 Days: Th
7:00 PM - 9:00 PM Sessions: 1
Sheila Hassan
Keefe Tech, First Floor, Room 201

REGISTER FOR BOTH AND SAVE \$10



BEGINNERS' BRIDGE - FILLS FAST!

Back by popular demand! If you are looking for something entertaining and different to do with friends and family, then come and learn the wonderful and challenging game of Bridge. After completing this 8-class course, you will be able to play Contact Bridge with novice and expert alike. The class starts with a short lecture. We then split up into groups of four to practice newly learned points. There will be plenty of opportunity for questions in this very informal and fun setting. No class: 10/5 & 11/23.

SP09-F171 \$129.00
9/28/2017 - 11/30/2017 Days: Th
6:30 PM - 9:00 PM Sessions: 8
Tony Keats
Keefe Tech, Second Floor, Room 309

BRIDGE FOR THE ADVANCING BRIDGE PLAYER

New! This course is designed for people with some bidding and playing experience who want to improve their game. It will begin with a review of basic bidding from straightforward non-competitive auctions to competitive bidding. Some of the discussion will be expanded to include more advanced bidding methods. The course will go on to cover a few other useful conventions used by many duplicate bridge players as well as the popular Two Over One Game Force bidding system. There will be ample time allowed for practice hands to help in learning new concepts covered each week.

SP01-F171 \$129.00
9/27/2017 - 11/15/2017 Days: W
6:30 PM - 9:00 PM Sessions: 8
Tony Keats
Keefe Tech, Second Floor, Room 309

SPORTS AND HOBBIES



HOME FIREARM SAFETY

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 one week before class).

Save \$10 when two people sign up as a pair. Prior to the class, you will need to provide the name of the second participant.

FS01-F171SECTION.1 \$110.00
 10/7/2017 - 10/7/2017 Days: Sa
 9:00 AM - 2:00 PM Sessions: 1
 Mike Burchman
 Offsite, Offsite Milford, MA

FS01-F171SECTION.1COUPLES \$210.00
 10/7/2017 - 10/7/2017 Days: Sa
 9:00 AM - 2:00 PM Sessions: 1
 Mike Burchman
 Offsite, Milford, MA

FS01- F171SECTION.2 \$110.00
 10/21/2017 - 10/21/2017 Days: Sa
 9:00 AM - 2:00 PM Sessions: 1
 Mike Burchman
 Offsite, Milford, MA

FS01-F171SECTION.2COUPLES \$210.00
 10/21/2017 - 10/21/2017 Days: Sa
 9:00 AM - 2:00 PM Sessions: 1
 Mike Burchman
 Offsite, Milford, MA

REGISTER FOR BOTH AND SAVE \$10

ARCHERY I - BEGINNER

Discover recurve archery this semester and experience firsthand the empowerment that comes with learning the way of the bow and arrow. The complex details of the shooting form are broken down into basic steps that are easy to understand and execute. Mastery of the sport takes years, but fundamental success can be found easily with a focused mind and a determined attitude. All equipment is provided. Beginners and intermediates welcome. Register for both Archery I and Archery II and save \$10! No class: 11/6

SP07-F171 \$149.00
 10/16/2017 - 11/13/2017 Days: M
 7:00 PM - 8:00 PM Sessions: 4
 Mark Pirrello
 Keefe Tech, First Floor, Room Gym

ARCHERY II - INTERMEDIATE



Continue developing the shot process and learn a new style of shooting known as the National Training System (NTS). Commonly used by tournament archers and at the Olympic games, students will focus more on technical aspects and advanced steps that are overlooked or absent from the simplified steps of traditional shooting. Emphasis will also be placed on training for tournaments and the mental aspects of archery that can help lead to consistent success.

SP06-F171 \$109.00
 11/27/2017 - 12/11/2017 Days: M
 7:00 PM - 8:00 PM Sessions: 3
 Mark Pirrello
 Keefe Tech, First Floor, Room Gym

RECREATIONAL VOLLEYBALL

Register early. Always sells out! This recreational class is designed for students with some prior volleyball game experience, who want to step right in and play volleyball. Great fun and exercise! No Class: 9/21 & 10/5.

SP05-F171 \$99.00
 9/14/2017 - 11/16/2017 Days: Th
 6:30 PM - 8:30 PM Sessions: 8
 Kevin Kramer
 Keefe Tech, First Floor, Room Gym

BASIC WELDING AND FABRICATION FOR INDUSTRY

This course is an introduction to the world of welding for the hobbyist or enthusiast. Learn the basic skills of all welding and fabrication processes (Stick, MIG, TIG, Torch and Plasma) as well as a variety of hand and power tools for sheet metal and basic fabrication. Learn to make or fabricate, parts, fence work, as well as repair work on construction vehicles. Basic abilities and knowledge of amperage and readings to use equipment in the welding field are taught. All safety equipment and some materials will be provided. Wear long pants and closed toe (preferable steel toed) shoes.

WE01-F171 \$419.00
 9/18/2017 - 11/8/2017 Days: M & W
 6:00 PM - 9:00 PM Sessions: 15
 David Butler
 Keefe Tech, Ground Floor, Room Metals Shop



Welding Students: Wear closed (preferable steel) toed shoes; pull back hair and bring safety goggles!

ELECTRIC CODE - JOURNEYMAN, MODULE 2

In Module 2 topics will include Electrical Bonding and Grounding, Low Voltage Systems and Controls, Fire Warning and Security Systems as well as Design and Testing (NFPA 22). 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. No Class: 9/21, 9/26, 10/5, 10/26 & 11/7.

TP01-F171.MODULE2 \$489.00
 9/5/2017 - 11/28/2017 Days: Tu & Th
 6:00 PM - 10:00 PM Sessions: 19
 Vincent Murdocca
 Keefe Tech, First Floor, Room 220

ELECTRIC CODE - JOURNEYMAN, MODULE 3

Module III - National Electrical Code application of DC Theory, MA Electrical Code and Amendments (527 CMR 12.00); 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. No Class: 9/21, 9/26, 10/5, 10/26 & 11/7.

TP06-F171.MODULE3 \$489.00
 9/5/2017 - 11/28/2017 Days: Tu & Th
 6:00 PM - 10:00 PM Sessions: 19
 Richard Packer
 Keefe Tech, First Floor, Room 219

ELECTRIC CODE - JOURNEYMAN, MODULE 4

Fiber, data and communications wiring and systems, MA Laws and Regulation regarding Electrical Wiring, Conduct of Technicians and Apprentices including Inspection Requirements are all covered in Module 4. This 75 hour course is approved by and required by the Massachusetts State Board of Electrical Examiners as a part of the 600-hour requirement to sit for the Journeyman's Exam.

No Class: 9/21, 9/26, 10/5, 10/26 & 11/7.

TP07-F171.MODULE4 \$489.00
 9/5/2017 - 11/28/2017 Days: Tu & Th
 6:00 PM - 10:00 PM Sessions: 19
 David Hatton
 Keefe Tech, First Floor, Room 223

TRADE PREPARATION (AND WELDING)

CONSTRUCTION SUPERVISOR'S LICENSE EXAM PREPARATION CLASS

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. Prerequisite to take the exam: Three years of documentable construction experience.

Required Books/Materials: Students must purchase five books and two amendments for the Unrestricted Exam: International Building Code 2015 • 780 CMR latest edition Massachusetts Amendment package for the IBC 2015 • International Residential Building Code 2015 • 780 CMR latest edition Massachusetts Amendment package for the IRC 2015 • International Energy Conservation Code 2015 • 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.

TP03-F171 \$359.00
9/27/2017 - 11/8/2017 Days: W
5:30 PM - 9:00 PM Sessions: 7
Construction Certification Institute Staff
Keefe Tech, Second Floor, Room 301

OSHA 10 CONSTRUCTION INDUSTRY TRAINING PROGRAM

The OSHA 10-Hour Construction Industry Outreach Training Program is intended to provide an entry level construction worker's general awareness on recognizing and preventing hazards on a construction site. It is a great 'foot in the door' for many construction positions, and a requirement for all Tier 1 Plumbing Code students.

OSHA 10 Construction includes Fall Protection, Personal Protective equipment, Electrocutation, OSHA inspection and more. Sign up for this 2-day course and be done in less than 24 hours!
Friday Hours: 5:00 - 10:00 p.m. Saturday hours: 9:00 - 2:00 p.m.

TP08-F171.SECTION.1 \$159.00
10/13/2017 - 10/14/2017 Days: F & Sa
5:00 PM - 10:00 PM Sessions: 2
David Hatton
Keefe Tech, Second Floor, Room 301

TP08-F171.SECTION.2 \$159.00
12/1/2017 - 12/2/2017 Days: F & Sa
5:00 PM - 10:00 PM Sessions: 2
Danny Lee
Keefe Tech, Second Floor, Room 301

Instructors Wanted:
Retired Master Electrician or Master Plumber. Call to inquire about passing on your skills.
Call 508-935-0202 for details!

PLUMBING CODE AND THEORY



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/>. Tier 1 tuition includes required OSHA certification.

A tuition discount is available to US Veterans and Keefe Tech graduates. Please call to enroll. Verification will be made on first day of class.

No class: 9/21, 10/5, 10/9, 10/26.

TP04-F171.TIER1 \$479.00
9/7/2017 - 11/15/2017 Days: W & Th
5:30 PM - 9:00 PM Sessions: 17
Jamie Prevosk
Keefe Tech, First Floor, Room 222

TP04-F171.TIER2 \$450.00
9/7/2017 - 11/16/2017 Days: M & Th
5:30 PM - 9:00 PM Sessions: 17
John Del Monte
Keefe Tech, First Floor, Room 206

TP04-F171.TIER3 \$450.00
9/7/2017 - 11/16/2017 Days: M & Th
5:30 PM - 9:00 PM Sessions: 17
Instructor TBA
Keefe Tech, Room TBD

TP04-F171.TIER4 \$450.00
9/7/2017 - 11/16/2017 Days: M & Th
5:30 PM - 9:00 PM Sessions: 17
Eric Gordon
Keefe Tech, First Floor, Room 210

TP04-F171.TIER5 \$450.00
9/7/2017 - 11/16/2017 Days: M & Th
5:30 PM - 9:00 PM Sessions: 17
Adam Mitchell
Keefe Tech, First Floor, Room 207

Dear Keefe at Night Day Trippers:

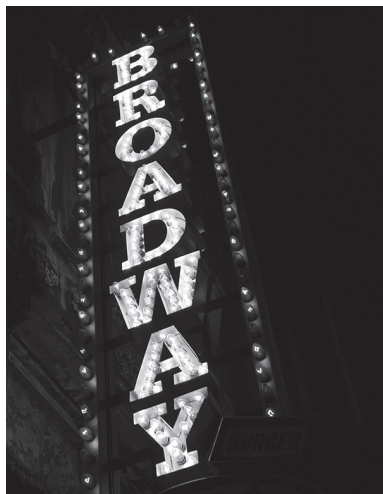
Please dress for the weather. We will only cancel (for weather) if the governor announces a state of emergency.

You will receive an email requesting a cell phone number. If you do not have a cell phone, be sure to partner with some one who does. This contact information will be retained for use on this trip.

If you realize at the last minute that you can not attend a trip for which you are registered, be sure to call the Continuing Education Office. You are welcome to transfer your registration to a friend/guest – just be sure to let us know who will be coming in your place (with contact info) so we are not waiting for you!

All snacks and meals are 'on your own' unless otherwise noted.

NEW YORK - BROADWAY TRIP



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 to ensure seats.) 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. Registrations for the trip are transferrable, but not refundable. No vouchers. No exceptions.

TR02-F171 \$89.00
 11/18/2017 - 11/18/2017 Days: Sa
 7:30 AM - 11:00 PM Sessions: 1
 Doug Sanders
 Keefe Tech, Bus Trip

FALL 2017

A GUIDE TO INTERNATIONAL TRAVEL

In this course you will learn how to plan, choose and enjoy your international trip – whether it be a vacation, or a business trip. You'll get tips on deciding where to go, how to get there, how to travel, how to pack, currency, safety & security, and most importantly, how to make the most out of your experience.

TR11-F171 \$39.00
 10/3/2017 - 10/3/2017 Days: T
 6:00 PM - 9:00 PM Sessions: 1
 Joe Cali
 Keefe Tech, First Floor, Room 201

HISTORIC CONNECTICUT

Our tour starts with a trip to the historic Mark Twain house and Museum. From Hartford we will drive through the heart of Connecticut and stop at the beautiful coastal town of Mystic. Here, we will visit Mystic Seaport where you can have lunch, explore the Seaport village, the shipyard, the vessels and the beautiful seaport. New England by the sea in fall: Picture Perfect!

TR09-F171 \$129.00
 10/22/2017 - 10/22/2017 Days: Su
 8:00 AM - 8:00 PM Sessions: 1
 Joe Cali
 Keefe Tech, Bus Trip

DISCOVERING SPRINGFIELD/CENTRAL MASSACHUSETTS

A visit to the Springfield Quadrangle where you can visit five different museums including The Museum of Springfield History, Michele and Donald D'Amour Museum of Fine Arts, the Springfield Science Museum, and the brand new Dr Seuss Museum and Sculpture Garden. Where else can you see Dr. Seuss favorites come to life as a 14' Horton the Elephant or Thidwick the Big Hearted Moose in living (tree) sculpture?! Or the art deco styled D'Amour Museum opened in 1934? Or the Springfield Science Museum's Seymour Planetarium (which includes Astronomy Hall, Dinosaur Hall, Native American Hall and the Phelon African Hall? We'll have lunch at the historic Student Prince Restaurant.

We conclude this unique trip with a stop at the world famous Yankee Candle Village in Deerfield. One of the most unique retail experiences in America.

At the end of this journey you will be channeling our beloved Theodore Geisel, "That makes a story that no one can beat, When I say that I saw it on Mulberry Street !!!"

TR10-F171 \$129.00
 9/17/2017 - 9/17/2017 Days: Sa
 9:00 AM - 7:30 PM Sessions: 1
 Joe Cali
 Keefe Tech, Bus Trip

 Visit Us on Facebook
www.facebook.com/keefetechconted

Register online at www.keefeatnight.org



CREATIVE WRITING SERIES I

“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. Display and strengthen your writing skills in fiction and nonfiction. 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.

WR03-F171 \$139.00
 9/12/2017 - 10/24/2017 Days: T
 5:00 PM - 7:00 PM Sessions: 6

Giulietta Nardone
 Keefe Tech, First Floor, Main Office Conference Room

CREATIVE WRITING SERIES II

“Writing is the act of burning through the fog in your mind.” N. Goldberg,

For those ready to lift the fog and discover a creative mind, this class will help you explore the hidden stories in your mind or to write that memoir for yourself and your family. Creative writing, fiction and nonfiction, is encouraged through in-class writing, different writing topics and tips each week, and shared reading. A zeal for the zany and poignant, a sense of humor, and a willingness to be open and honest are surefire attributes to aid you in successful creative writing. Class size is limited.

WR04-F171 \$139.00
 10/31/2017 - 12/12/2017 Days: T
 5:00 PM - 7:00 PM Sessions: 6

Giulietta Nardone
 Keefe Tech, First Floor, Main Office Conference Room

PUBLISH YOUR OWN BOOK - GUARANTEED!

Get your book published and marketed successfully at no cost. Modern book publishing technology has evolved using multimedia, turning writers into authors. Become a marketing expert, and use modern media to your advantage to produce printed, online and audio books.

WR10-F171 \$49.00
 9/27/2017 - 9/27/2017 Days: W
 6:00 PM - 9:00 PM Sessions: 1

David K. Ewen
 Keefe Tech, First Floor, Room 201

WRITING CHILDREN’S AND YOUNG ADULT BOOKS

Have you always wanted to write a book for children or young adults, but don’t know how to begin? Have you been working on (or thinking about!) a novel and would like feedback from peers as well as someone ‘in the business’? This course combines an overview of the children’s and young adult literature markets with discussions on craft, in-class workshops and practical information for submitting to agents and editors. Beginner and Intermediate writers will enjoy a supportive atmosphere to hone writing skills and will learn what it takes to get published through a traditional publishing house.

WR06-F171 \$139.00
 9/20/2017 - 10/25/2017 Days: W
 6:30 PM - 8:30 PM Sessions: 6

Laura Woollett
 Keefe Tech, First Floor, Room 205

***Up-to-date changes at
www.keefeatnight.org***



Keefe Tech/Keefe at Night

INSTRUCTOR-LED ONLINE COURSE BUNDLES

Learn from the comfort of home!

These bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new course sessions monthly. Visit our website to view start dates for the courses that interest you.

24-Hour Access

Online Discussion Areas

6 Week Format

Expert Instructor

Monthly start sessions

Enroll Now!

Adobe Value Suite

Interested in digital design and photo editing? This discounted group of courses teaches you the basics of Adobe's powerful image and graphic design software.

Quickbooks 2016 Series

Master the fundamentals and more advanced functions of QuickBooks 2016. Learn everything from creating statements to using batch invoicing and managing journal entries.

Web Design Value Suite

Create your own webpages and websites after learning everything from web design layout to CSS3/HTML5 and Javascript.

Writing and Editing Value Series

Brush up on your grammar, writing, and editing skills with this discounted bundle of online courses!

Accounting Fundamentals Series

If you're interested in increasing your financial awareness while also gaining a marketable skill, this series of courses is perfect for you.

Presentation Skills Suite

Learn everything you need to know to master public speaking, create PowerPoint presentations, and incorporate humor into your presentation delivery.

SQL Series

SQL is one of the most requested skills from today's data-driven employers. Learn the coding language in these easy to follow online courses.

Grant Writing Suite

Learn everything you need to know to start writing grant proposals and consult or volunteer for non-profit, public foundations.

Hundreds of courses to choose from!

ed2go.com/kan

508-935-022

Take a Class; Teach a Class

The Spring 2018 calendar is filling fast.
Share your skill and your passion;
Teach a class this Spring.



*Send the Course Proposal form
(available at www.keefeatnight.org)
along with your resume to
continuinged@jpkeefehs.org or
call 508-935-0202.*

GENERAL INFORMATION

OFFICE HOURS:

Monday-Thursday 1:00 p.m.. to 9:00 p.m., Friday 9:00 a.m. to 3:00 p.m. or by appointment. Keefe Tech is closed on school holidays, school breaks and on snow days.

Summer Break or School Vacation: Please call for an appointment. If we are in, we are happy to meet with you.

Tuition: Tuition in full is due at registration. Cash, check, money order, MasterCard, Visa, Discover, American Express or Purchase Orders are all accepted. 10% discount applies to class over \$1,000 when tuition is paid IN FULL BEFORE the first day of class.

REGISTRATION/AGE REQUIREMENT:

ALL students (with exceptions on a few Travel Trips) must be 18 years of age or older. Children may not attend classes with enrolled students, even if the student is their parent.

THERE ARE 5 CONVENIENT WAYS TO REGISTER:

1. **Online Registration:** Log on to www.keefeatnight.org.
2. **Mail-in Registration:** Mail your registration with payment to: Keefe at Night, 750 Winter Street,, Framingham, MA 01702

Please note: Refunds made to credit cards may take one week or longer – depending on the policy of the credit card company. Refunds by check (for check or cash payments) take up to three weeks to process.

3. **Telephone Registration:** American Express, MasterCard, Visa or Discover during office hours.
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 back of this catalog, you may fax your registration to: 508-416-2231

STUDENTS' RIGHT TO PRIVACY: The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that protects the right to access education records. Keefe at Night Policy prohibits the sharing of student data (attendance or financial records or progress reports). If you need informations regarding your adult child's student records, please confirm with the attending child/student.

LATE REGISTRATION: Students may register for a class after the start date only with the approval of the instructor. Tuition will not be prorated.

DAY & TIME OF CLASSES: Classes are in session Monday through Thursday 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.

CHANGE OF INSTRUCTOR OR CLASS SPACE: Keefe at Night reserves the right to retain, assign or change instructors as necessary without contacting the enrolled student. Keefe at Night may also change the assigned classroom space as needed. Check the dry erase board in the lobby on the first night of your class.

INCLEMENT WEATHER CANCELLATIONS: If the High School (day program) closes, there will be no evening program. If the day program is in session and conditions prohibit safe travel in the evening, every effort will be made to contact the instructors and students. If in doubt, call the Keefe at Night registration phone number (508-935-0202) for a recorded message. An announcement will also be posted on our website.

NO CLASSES WILL BE HELD ON: Sep. 21, Sep. 26, Oct. 5, Oct. 9, Nov. 7, Nov. 22 & 23, Nov. 29. Other changes will be noted online and by the instructor.

SCHOOL POLICIES: All policies, rules and regulations of Keefe Regional Technical School (regarding tobacco products, alcoholic beverages and firearms) are also enforced at night. Keefe Tech is a smoke-free school. This includes the use of all tobacco products and e-cigarettes in school buildings or on school grounds, by students, school personnel and visitors. Thank you in advance for respecting these policies.

CERTIFICATION PROGRAMS: Some programs for certification require a number of hours for successful completion. If you MUST miss hours in a program, be sure to speak with your instructor as soon as you return. Please know that these additional hours MUST be made up (at the convenience of the instructor) and will incur a fee of up to \$50/hour with a four hour minimum.

CANCELLATIONS/WITHDRAWALS/REFUNDS

Please be sure to read the complete Refund Policy. (Additionally, 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 and no vouchers will be issued.)

CANCELLATION: If Keefe at Night cancels, the full amount of the course is refunded.

WITHDRAWAL:

1. **7 Days before start date:** Full tuition refund, less \$10 cancellation fee.
2. **Six Days or less before the start date:** A Course Voucher will be issued: 50% course tuition, less \$10 cancellation fee.
3. **No Course Vouchers or refunds** will be issued after the start of class.
4. **Withdrawal or Absence from One-Day Courses** on day the class meets or if you miss the class for any reason. – No refunds or vouchers.
5. Trip registrations are transferable to other guests **for the same trip only**, but not refundable. No vouchers will be issued.

REFUND POLICY FOR ALL CULINARY PROGRAMS:

Because ingredients and food supplies are included with the cost of tuition, other rules apply to those who must cancel or withdraw from culinary programs

1. **Seven Days before the start date:** Full tuition is refunded with written withdrawal, less the \$10 cancellation and \$25 food supply fee
2. **Six Days or less before the start date:** A course voucher will be issued for 50% of the course tuition, less the ingredients fee of \$25 and \$10 cancellation fee
3. **Withdrawal or absence from the courses on the day that it meets:** No refund or voucher. You may however, transfer your enrollment to a friend/relative.

If you know you will not be able to come to a class (for which you have registered) please contact this office immediately so that we can inform the instructor as a courtesy. This way we will not hold the start, anticipating your arrival!

Thank you for your agreement and anticipated courtesy!

REGISTRATION FORM

First Name: _____ Last Name: _____

Mailing Address: _____

City/St/Zip: _____

Email: _____ Best Phone #: _____

Course ID	Course Title	Day & Time	Amount
TOTAL			

Payment: Check # _____ (Payable to Keefe at Night) Mastercard Visa Discover AmEx

Credit Card No. _____ Exp. Date: _____

Signature _____ Authorization Code: _____

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.

- Seven Days before the start date: Full tuition refund and less \$10 cancellation.
- Six Days or less before the start date: A course voucher will be issued: 50% course tuition, and less \$10 cancellation 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.

Culinary Courses:

Please see page 37 of catalog for additional information on withdrawals from Culinary classes.



Keefe at Night
750 Winter Street
Framingham, MA 01702
www.keefeatnight.org



Permit No. 67
Framingham, MA

Register Now! Call 508-935-0202 or online at www.keefeatnight.org



Continuing Education at Keefe Technical School

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