

Spring 2018 Course Catalog



Keefe at Night

Your Community Resource For Adult Continuing Education

Join Us!

750 Winter Street, Framingham, MA 01702
Continuinged@jpkefehs.org

Phone: 508-416-2170
or 508-935-0202
Fax: 508-416-2231

Visit us at: www.keefeatnight.org

CAREER, CERTIFICATE, LICENSING AND TRADE PREPARATION COURSES

AESTHETICS LICENSE PREPARATION

Aesthetician Training Program - License Preparation

AUTOMOTIVE

Tire Industry Association (TIA) ATS Certification Program, **NEW**

COMPUTERS AND APPLICATIONS

Cisco I-IV
COMP TIA A+ Certification

CULINARY/SERVSAFE

ServSafe Manager Training

FITNESS

Certified Personal Trainer Course, **NEW**

HEALTH & LIFESTYLE

Reiki Level I Certification

LEGAL STUDIES

Legal Secretary Certificate Program, **NEW**
Paralegal Certificate Course, **NEW**

Change your career or boost your credentials! Keefe at Night has a great variety of Certificate and Licensing programs that could help you reach your career goals.

MEDICAL & ALLIED HEALTH TRAINING

Certified Nursing Assistant, CNA Program
Clinical Medical Assistant Training
CPR Training
Pharmacy Technician Program

SPORTING

America's Boating (ABC3) Certification

REAL ESTATE & HOME INSPECTION

Associate Home Inspection
Massachusetts Realtors' Training

TRADE PREPARATION

Construction Supervisor's License Exam Preparation
Electric Code - Journeyman, Module 1 - Saturday, **NEW**
Electric Code - Journeyman, Module 4
Electric Code - Journeyman, Module 5

Plumbing Code and Theory, Tier 1
Plumbing Code and Theory, Tier 2
Plumbing Code and Theory, Tier 3
Plumbing Code and Theory, Tier 4
Plumbing Code and Theory, Tier 5

Keefe at Night is a jewel for the Community. I love coming here. There's so much positive energy.

– Stanley Galazka, Cisco Program

I very much enjoyed this class. Now I want to take more classes at Keefe at Night.

– P. Collins, Certified Nursing Assistant Program

I've been taking classes at Keefe at Night since 1992. Jo-Ellen is great. She knows her field extremely well, is upbeat and a great motivator. Good music and the price is right.

– Donna Beling, Fitness Class Student

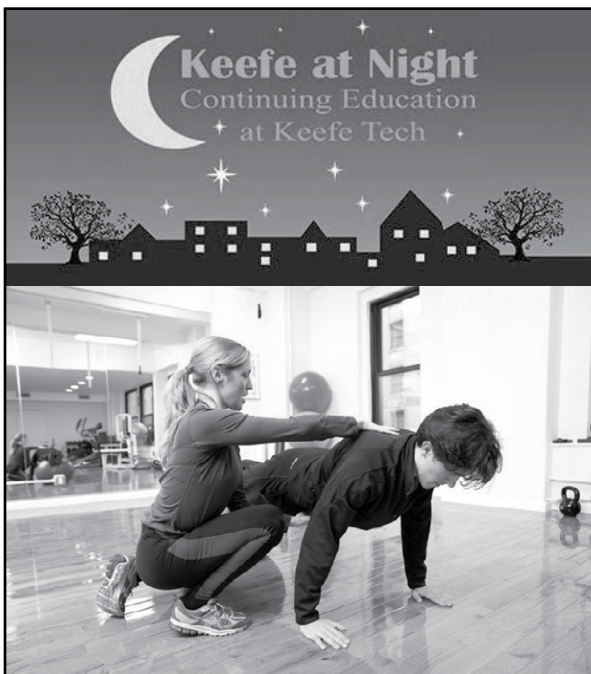
people are talking . . .

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**Inclement Weather Notifications -
Information will be posted on our
website and our Facebook page.**

**REGISTER TODAY! CALL 508-416-2170 OR
508-935-0202 OR ONLINE AT WWW.KEEFATNIGHT.ORG**



Certified Personal Trainer Course

- Hands-on practical labs that help you master skills for success
- Program internships can lead to job opportunities
- Employer Driven-National pool of fitness sites waiting for you
- Earn an excellent salary!
- Certification Exams included in the cost of tuition

**Class Dates: March 20 - May 3, 2018
Tuesdays & Thursdays 6:00 pm - 9:00 pm**

English as a Second Language



English as a Second Language, ESL, Books 1-4

Welcome/Bienvenidos/Bem vindos/Benvenuti/Bienvenue!

Learning to speak English can open up many opportunities to non-English speakers. Keefe at Night provides excellent ESL classes to the community. Our instructors are truly committed and seasoned professionals who have a love for teaching ESL to adult learners.

We offer 4 levels of study: Beginner, Intermediate, Advanced Intermediate and Advanced.

If you have never taken English language classes and consider yourself a beginner, you place in Level 1. If you've taken courses in the past at other schools, you will need to take a simple placement test to determine your level of proficiency. Returning Keefe at Night students will move to their next level.

Placement Test: We will be conducting a placement test for students on Monday, February 12 from 3:00 - 8:00 PM at Keefe Tech.

Inglés Como Segundo Idioma: El poder comunicarse en inglés puede abrir muchas puertas para personas que actual-

mente no hablan el idioma. Keefe at Night brinda excelentes clases de ESL a la comunidad. Nuestros maestros son profesionales con mucha experiencia, quienes aprecian la importancia de la enseñanza del idioma a personas adultas.

Ofrecemos cuatro niveles de aprendizaje: Principiantes, Principiantes Avanzados, Curso Intermedio y Curso Avanzado. Si nunca ha tomado cursos de inglés y se considera principiante, entrará al primer nivel. Si ha tomado cursos en otra escuela, deberá tomar una simple prueba para determinar su nivel. Las personas que han estudiado en Keefe at Night seguirán al próximo nivel.

Prueba Para Determinar Su Nivel: Se llevará a cabo el Lunes 12 de Febrero de 3:00 a 8:00 PM. El curso de inglés empieza el 27 de febrero y termina el 29 de mayo. Las clases se reúnen los martes y jueves de 6:00 a 9:00 PM. El costo total del curso es \$285 por 66 horas/22 clases, incluye libros.

Inglês Como Segunda Língua: Aprender a falar inglês pode abrir muitas oportunidades para pessoas não falantes da língua Inglesa. Keefe at Night oferece excelentes aulas de ESL para a comunidade. Nossos instrutores são profissionais verdadeiramente comprometidos e experientes que estimam a importância de ensinar ESL a estudantes adultos.

Oferecemos 4 níveis de estudo: Iniciante, Intermediário, Avançado Intermediário e Avançado. Se você nunca fez aulas de inglês e se considera um iniciante, você será colocado no Nível 1. Se você já obteve cursos no passado em outras escolas, você precisará fazer uma prova simples para determinar em qual nível você será colocado. Os alunos que retornam a Keefe at Night serão colocados no próximo nível.

Prova de colocação para Alunos: Segunda-feira, 12 de fevereiro, das 3:00 às 8:00 PM na escola Keefe Tech. O curso da Primavera começará no dia 27 de fevereiro e termina dia 29 de maio. As aulas serão às terças e quintas-feiras das 6:00 às 9:00 PM. O custo total por 66 horas/22 aulas é \$285 e inclui livros.

Important/Importante: No classes/No hay clases/ Não há Aulas: 3/8, 4/5, 4/17, 4/19, 5/3.

AB01234-SP181. All Levels	\$285
2/27/2018-5/29/2018	Days: TTh
6:00 PM - 9:00 PM	Sessions: 22
Instructor Assignments Depend on Class Level	
Keefe Tech, Second Floor, Room 300-307	

We look forward to seeing you on Campus!



NEW

Business English for ESL Students

This course is designed to help ESL students improve their written and spoken English in an office/business setting. It's ideal for students who already work in an office or business, or would like to enter into this type of environment. Topics include: Business vocabulary and common expressions; writing emails with appropriate tone and content; making clear and concise oral presentations; understanding charts and graphs; attending and leading meetings; English pronunciation; conducting interviews.

Prerequisite: Students should have completed at least Level 3 of an ESL class or be able to speak/understand English at an intermediate-high level. No class: 4/18.

AB06-SP181 \$159
 3/14/2018-4/25/2018 Days: W
 6:30 PM - 8:30 PM Sessions: 6
 Victoria Kravitz
 Keefe Tech, First Floor, Room 220

HiSET Test Preparation

This course is an intensive preparation for the HiSET Exam (formerly called 'the GED'). It is a self-paced course, where students study writing, English, social studies, science, literature and mathematics in preparation for the comprehensive High School Equivalency Test. Focus only on those areas you need the most, or follow the entire curriculum. Your instructor will guide and coach you through each section. This course is not mandatory for successful testing, but is encouraged. Textbook is included in the cost of tuition. No class: 4/16 & 4/18.

AB05-SP181 \$285
 3/12/2018-5/9/2018 Days: MW
 6:00 PM - 9:00 PM Sessions: 16
 Sarah Haight-Angelo
 Keefe Tech, Second Floor, Room 303

We had a great Fall 2017 Semester

A huge thank you to Keefe Regional Technical School Faculty and Staff for their continued support of our evening programs, with special thanks to our Keefe at Night Instructors, Students and Evening Staff.

AESTHETICS LICENSE PREPARATION

Aesthetician Training Program - License Preparation

Are you looking for a career working in a salon, resort or spa? Would you like to become a Licensed Aesthetician, working with clients on specialized skin care and treatment, waxing and facials? This 300-hour program will train you on skin care science and practical hands-on skills required to take the Massachusetts Licensed Aesthetician exam.

This is a two-semester program --The practical hands-on part of this program takes place in the Spring Semester. You will focus on the use of electrical aesthetic equipment, high frequency, massage, aromatherapy, clinical practice, face treatment procedures, and record keeping. You will also learn how to stage a successful spa business plan. In Fall you will learn theory and concentrate on anatomy, physiology, diseases and disorders of the skin, cosmetic chemical ingredients, product knowledge, sterilization, bacteriology, laws, ethics and massage relaxation techniques. Both semesters must be successfully completed to qualify to sit for the Aesthetician's License Exam.

Tuition includes texts and the State Exam Book. The total cost for this two-semester program is \$3,998. Tuition for each semester is \$1,999. Pay each semester in full before the first class and receive a 10% discount. Your instructor will provide a list of no-class dates.



AE01-SP181

2/14/2018-5/31/2018

6:00 PM -10:00 PM

Maryse Vernillet

Keefe Tech, Second Floor, Room 316

\$1,999

Days: TWTh

Sessions: 40

We really want your class to run! Please sign up early so that we meet our minimum enrollment at least 10 days before the start of the class.

**It was amazing! I'm never
buying a store-bought
wreath again.**

– Student, Holiday Wreath Making

**This was the best baking
class I've ever taken by far.
I thought it would be great.
It was better than great.**

– Student, Artisan French Bread

people are talking . . .

Arts & Crafts



BOSTON COMMONS, LOCAL ARTIST FELIPE ZAMORA

NEW

Acrylic Painting with Felipe Zamora - All Levels

Do you love to paint and want to develop your abilities further? This cool multi-level class is geared toward students who need to "brush up" on their painting skills or have not had formal training. A variety of exercises will be presented to help students understand concepts such as value, composition, and perspective. We will work from photos or images that we choose, as it presents an opportunity to be more engaged in our paintings. As the class develops, instruction will become more personalized depending on each student's skill level. Bring materials you already have. Additional supplies (to be purchased by students in advance of class) will be listed on the course online description and on your registration receipt. No class: 4/16.

AR24-SP181 \$199
3/5/2018-5/14/2018 Days: M
6:30 PM - 9:00 PM Sessions: 10
Felipe Zamora
Keefe Tech, Ground Floor, Commercial Art Room

Knitting for Beginners

Knitting is a creative, relaxing pastime that can be enjoyed by anyone. Have fun while making unique gifts for friends, family, yourself or charity. This class is designed for new knitters as well as anyone needing 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. Students will need to purchase additional project supplies at a craft store.

TXT03-SP181 \$119
2/26/2018-4/2/2018 Days: M
6:30 PM - 9:00 PM Sessions: 6
Jessica Pelon
Keefe Tech, First Floor, Room 205

NEW

Knitting: Herringbone and Brioche

Know how to knit-two-together? Then you can create beautiful herringbone and brioche projects. Once we've mastered the stitches flat and in-the-round, we will work on patterning and cabling in brioche as well. You will have the opportunity to make one or more Herringbone or Brioche projects of your choice. For the first class bring US 8 or similarly-sized needles and some worsted-weight yarn to practice techniques. We will discuss project supplies then. No class: 3/7.

TXT02-SP181 \$119
2/28/2018-4/11/2018 Days: W
6:30 PM - 9:00 PM Sessions: 6
Jessica Pelon
Keefe Tech, First Floor, Room 205

Music

NEW

Blues and Harmonica

Do you have a passion for or an interest in learning more about the Blues and all its various styles? Then this fun and interactive course is made for you. Each night you will learn about the history of the blues, the fascinating artists, and listen to many rare recordings of the pioneers of this pure American music. In addition, how would you like to learn some actual Blues songs and riffs on your very own harmonica? Absolutely no prior musical talent is required. Cost of harmonica and practice CD is included in the cost of tuition. No class 4/18.

MU05-SP181 \$109
4/4/2018-5/2/2018 Days: W
6:00 PM - 8:00 PM Sessions: 4
Kent Kissinger
Keefe Tech, First Floor, Room 224

Introduction to Guitar

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 on our online class description, or available by email. Required textbook to be purchased in advance of class: Hal Leonard Guitar Method Book 1, ISBN-13: 978-0793512454. No class. 4/16.

MU02-SP181 \$139
3/19/2018-4/30/2018 Days: M
7:00 PM - 8:00 PM Sessions: 6
Dana Wright
Keefe Tech, First Floor, Room 209

NEW

Intermediate Guitar

This class is a continuation of the first 'Introduction to Guitar' course. Students will continue to build on the skills from the first course. Topics include building chord vocabulary, more advanced strumming patterns, barre chords, syncopation, scales, chord spelling, improvising, and music theory. Prerequisites for this class: Solid knowledge of common open chords, switching between chords using whole, half, quarter, and eighth notes. Ability to read natural notes in the first position (low E string to high G first string). While completion of the introductory class is preferable, students who fulfill the prerequisites are welcome to join. Students must provide their own instrument. A guitar pick and spare set of guitar strings are also highly recommended. Additional recommendations are listed on our online class description, or available by email. Required textbook to be purchased in advance of class: Hal Leonard Guitar Method Book 1, ISBN-13: 978-0793512454. No Class: 4/16.

MU06-SP181 \$139
3/19/2018-4/30/2018 Days: M
6:00 PM - 7:00 PM Sessions: 6
Dana Wright
Keefe Tech, First Floor, Room 209

Photography

Organize and Manage Your Digital Photos

Do you have lots of wonderful digital pictures but you can't seem to get them organized? Can't find that special picture that you wanted to show your friends and family?

Let our expert, Steve McGrath, show you how to: Format your digital media card, organize and store your pictures into digital albums, share your pictures and picture albums with others, and so much more. While Mac/Apple users are welcome, this class is taught in PC language.

PH05-S181 \$49
4/4/2018-4/4/2018 Days: W
6:00 PM - 8:30 PM Sessions: 1
Steve McGrath
Keefe Tech, First Floor, Room 206

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-SP181 \$69
3/13/2018-3/20/2018 Days: T
6:00 PM - 8:00 PM Sessions: 2
Steve McGrath
Keefe Tech, First Floor, Room 218

Digital Photography Basics

Are you frustrated in trying to use your digital camera, and the manual isn't really helpful? Learn how to improve your photographs in this 3-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.

PH04-SP181 \$129
4/25/2018-5/9/2018 Days: W
6:30 PM - 9:00 PM Sessions: 3
Lynne Damianos
Keefe Tech, First Floor, Room 218

Digital Photography - Beyond the Basics

This 3-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. Optional: for discussion in 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 Monday, May 14 with the subject line "KeefeBB_YourLast-Name".

PH03-SP181 \$129
5/16/2018-5/30/2018 Days: W
6:30 PM - 9:30 PM Sessions: 3
Lynne Damianos
Keefe Tech, First Floor, Room 218

Inclement Weather Notifications -
Information will be posted on our
website and our Facebook page.

Photography Outings

Photo Field Trip to Tower Hill Botanic Garden

Snow, Rain or Shine! Join Lynne Damianos at Tower Hill Botanic Garden in Boylston, MA where you will have the opportunity to photograph beautiful indoor gardens, while learning how to better use your camera. Explore macro (close up) and manual focus settings, how to brighten or darken exposures, adjust color (white balance) and more. 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 an admission fee, but you may be able to obtain a discounted pass at your local library or via Groupon.com. Visit www.towerhillbg.org for more information about the Garden.

PH11SP181	\$59
3/11/2018-3/11/2018	Days: Su
1:00 PM - 3:30 PM	Sessions: 1
Lynne Damianos	
Offsite, Tower Hill Botanic Garden	

Macro Photography at Garden in the Woods

Garden in the Woods is New England's premier wildflower garden. What better place to take your Garden Photography from good to great? 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. Join Steve McGrath as he reveals his tips and techniques for taking quality close-ups as well as landscape photography in the Gardens. We 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, April 22 at Garden in the Woods in Framingham from 12:00 - 3:00 PM. Meet at Garden entrance. Your instructor will be wearing a Keefe Tech cap. The second class will take place on Tuesday, April 24 from 6:00 - 8:00 PM in room 218 (first floor) at Keefe Tech. Admission to Garden in the Woods is additional and paid directly to the Garden. For more information visit: <http://www.newenglandwild.org/visit/Garden-in-the-Woods>.

PH13-SP181	\$69
4/22/2018-4/24/2018	Days: SuT
6:00 PM - 8:00 PM	Sessions: 2
Steve McGrath	
Garden in the Woods, Framingham & Keefe Tech, First Floor, Room 218	



Wildlife Photography Workshop at Southwick Zoo

No Time for a Safari? Learn to photograph wildlife 'in the wild' ...at the zoo! Understand the settings of your camera and what is needed for a composed, polished photo! Meet at the Southwick Zoo for a short presentation on tips and techniques for great zoo photographs that look like they were taken in the wild! Explore the zoo (with your tripod/monopod) and the longest lens you have. Get your best shots at feeding time, or with the special zookeeper close up. In the second class at Keefe Tech, we will review the images for a 'show and tell' with the class.

This class meets on Sunday, May 6 from 10:00 AM to 1:00 PM at Southwick Zoo. Meet at the Zoo entrance. Your instructor will be wearing a Keefe Tech cap. The second class will take place on Wednesday, May 9 from 6:00-8:30 PM in Room 218 (first floor) at Keefe Tech. Admission to the zoo is additional and paid directly to the park.

PH07-SP181	\$69
5/6/2018-5/9/2018	Days: Su W
10:00 AM - 1:00 PM	Sessions: 2
Steve McGrath	
Keefe Tech, First Floor, Room 218	

With over 170 courses
offered in Spring 2018,
there's bound to be a
perfect one for you.
Join us!

AUTO, CAR CARE & SMALL ENGINE REPAIR

NEW

Tire Industry Association (TIA) ATS Certification Program

Give your career a boost with this excellent credential. Certified Automotive Tire Service (ATS) is a certification program that provides in-depth and comprehensive instruction on the recommended procedures for servicing modern automobiles and light trucks.

Certified ATS is designed for the existing professional passenger and light truck tire technician or an entry level Technician who desires to become the best in his or her field. The subjects range from the relationship between torque and clamping force to the TPMS relearn procedures on domestic and import vehicles. Certified ATS also includes an exclusive module on Tire Conditions Analysis that uses images from TIA's Passenger and Light Truck Tire Conditions Manual to educate technicians on the most likely reasons for common irregular tread-wear patterns. Shops will be proud of their ability to staff their company with technicians whom have the passion to improve their education and training in which there is an absolute return on investment. No class: 5/3.

AU09-SP181 \$949
4/26/2018-6/14/2018 Days: Th
6:30 PM - 9:30 PM Sessions: 7
Chuck Pearson
Keefe Tech, Ground Floor, Room Auto



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.

AU02-SP181 \$229
2/27/2018-4/10/2018 Days: T
6:30 PM - 9:30 PM Sessions: 7
Chuck Pearson
Keefe Tech, Ground Floor, Room Auto

**Chuck is an outstanding
instructor. Great program.**

– Michael Hachey, Car Care I & Car Care II

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 multi-meter, code scanner, test light, safety glasses, proper safety shoes, pen and notepad!

AU03-SP181 \$229
4/24/2018-6/5/2018 Days: T
6:30 PM - 9:30 PM Sessions: 7
Chuck Pearson
Keefe Tech, Ground Floor, Room Auto

Fundamentals of Automotive Electrical

Today's cars are highly evolved electrical systems and can be frustrating to fix...if you don't know how! In this course, learn how to develop common practices to properly diagnose and repair systems and components of vehicles. No class: 3/8 & 4/5.

AU01-SP181 \$169
3/1/2018-4/12/2018 Days: Th
6:30 PM - 9:30 PM Sessions: 5
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. No class: 4/18.

AU04-SP181 \$169
3/14/2018-4/25/2018 Days: W
6:00 PM - 9:00 PM Sessions: 6
James Gable
Keefe Tech, Ground Floor, Room Auto

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. We will 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. No class: 3/7.

BZ10-SP181 \$209
2/28/2018-3/28/2018 Days: W
6:30 PM - 9:30 PM Sessions: 6
Meagan Jackson
Keefe Tech, First Floor, Room 204

NEW

How to Choose the Right QuickBooks for Your Business

Did you know that there are multiple editions of QuickBooks out there? And within those multiple editions, there are also versions for desktop and cloud? On top of that there are different apps that can be used along with those different versions and additions. And just to add some more complexity, QuickBooks Desktop and QuickBooks Online are two completely different softwares! How do you know which one is going to work for your business? Is it going to be able to give you the information that you are looking for? This class is a high level overview of the different QuickBooks products and how to begin understanding what goes into picking the right program for your needs. See QuickBooks class listings under Computers & Applications section.

CO25-SP181 \$59
3/5/2018-3/5/2018 Days: M
6:30 PM - 9:30 PM Sessions: 1
Meagan Jackson
Keefe Tech, Second Floor, Room 320

LEAN Project Management: Principles for Success - Yellow Belt

Improve your 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 with 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. 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

BZ03-SP181 \$409
5/12/2018-5/19/2018 Days: Sa
9:00 AM - 6:00 PM Sessions: 2
Kim Walker
Keefe Tech, Second Floor, Room 306

NEW

Basics of Cyber Security for Business and Home

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

BZ09-SP181 \$119
4/26/2018-5/24/2018 Days: Th
6:00 PM - 9:00 PM Sessions: 4
Howard Cornett
Keefe Tech, First Floor, Room 215

Position Your Business and Personal Finances for Success!

Your choice: Cash Flow or Cash Crunch! This course will provide you with the tools you need to help better position your company for success by learning the basic types of business organizations and continuation plans, maximizing Cash Flow, while protecting your personal and business assets. Learn how to leverage critical success tools including business plans, budgets, financial oversight, various insurance and other business and personal protection instruments to grow and prosper. This course was created for entrepreneurs and business owners who want knowledge on how to achieve their dreams.

FN17-SP181 \$49
5/8/2018-5/8/2018 Days: T
6:30 PM - 8:00 PM Sessions: 1
Robert Roselli
Keefe Tech, First Floor, Room 222

FN17-SP181.Section2 \$49
6/7/2018-6/7/2018 Days: Th
6:30 PM - 8:00 PM Sessions: 1
Robert Roselli
Keefe Tech, First Floor, Room 222



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www.facebook.com/keefetechconted

BUSINESS TOOLS AND CAREERS

Blogging for Business

Learn about blogging in today's digital multimedia world and take advantage of the growing technologies of social media distribution tools. Understand how to use the resources that take advantage of blogging methods using text, pictures, and videos. Know the techniques that make blogging effective in today's increasingly entrepreneurial online environment.

CO27-SP181 \$49
5/8/2018-5/8/2018 Days: T
6:00 PM - 9:00 PM Sessions: 1
David K. Ewen
Keefe Tech, First Floor, Room 217

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 login information for an email account and any social media services that you may have.

BZ01-SP181 \$59
6/4/2018-6/4/2018 Days: M
6:00 PM - 9:00 PM Sessions: 1
Fan Stanbrough
Keefe Tech, Second Floor, Room 320

Optimize Your Business Website Presence with SEO

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). Reach your goals with the help of SEO, and own your space in the market!

CO11-SP181 \$69
5/14/2018-5/21/2018 Days: M
7:00 PM - 9:00 PM Sessions: 2
Mike Stanbrough
Keefe Tech, Second Floor, Room 320



NEW

Thumbtack Pro Advertising for Small Businesses

Are you too busy to find new paying clients? Are you self-employed, a contractor or small business owner with 5 employees or less? Do you lack funds for an advertising budget, and worry about attracting new clients? Do you often wonder how they will find you, and become overwhelmed with providing a service and trying to find them at the same time? Then this course is for you. In this class you will explore Thumbtack Pro, an online tool that has been changing the lives of small business owners nationwide! Thumbtack Pro will help you draw new clients, straight to your inbox - even if you don't have a website! You will learn how to stand out from the competition; how to present your business so you can close the sale; how to develop rates that will allow you to grow and; how to optimize your use of Thumbtack Pro. You will have so many new leads, you won't have to worry about new clients anymore! Free quote templates included.

BZ26-SP181 \$89
3/14/2018-3/21/2018 Days: W
6:00 PM - 8:30 PM Sessions: 2
Patricia Allen
Keefe Tech, Second Floor, Room 320

NEW

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 contact 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. This is a great opportunity to practice speaking in a supportive, pressure-free environment. Wear comfortable clothing, and bring a notebook and water. No prior speaking experience necessary!

BZ19-SP181 \$59
4/26/2018-4/26/2018 Days: Th
7:00 PM - 9:00 PM Sessions: 1
Lau Lapidés
Keefe Tech, First Floor, Room 206

Presenting....YOU (only Better!)

"It's all in the Presentation!" A compelling speaker can make all the difference when it comes to getting people excited about their business or promotion. Learn from a bag of tricks geared specifically for corporate presenters, sales professionals and 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-SP181 \$59
 5/9/2018-5/9/2018 Days: W
 7:00 PM - 9:00 PM Sessions: 1
 Lau Lapides
 Keefe Tech, First Floor, Room 206

Audiobook Narration - Earn Money Reading Books

Back by popular demand! This course is an easy-to-understand, detailed, but practical guide to earning money recording audiobooks - and you'll have the opportunity of reading in the class. You will be taken through each step of the process that can take you from volunteer reader to paid narrator, including: where to go to get your first experience of narrating; how to set up a home studio; when to create a demo and what to include; how to market yourself once your demo is ready; developing an efficient operational process. Tuition includes an audiobook narration manual.

BZ22-SP181 \$69
 3/21/2018-3/21/2018 Days: W
 7:00 PM - 9:00 PM Sessions: 1
 Derek Perkins
 Keefe Tech, First Floor, Room 201

Voice-Over Training Workshop

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-SP181 \$59
 4/24/2018-4/24/2018 Days: T
 7:00 PM - 9:00 PM Sessions: 1
 Lau Lapides
 Keefe Tech, First Floor, Room 206

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.

BZ25-SP181 \$59
 4/25/2018-4/25/2018 Days: W
 6:00 PM - 9:00 PM Sessions: 1
 David K. Ewen
 Keefe Tech, First Floor, Room 206

Be sure to check out
the Computers and
Applications section of
this catalog for various
technology courses
geared toward business
and career growth.



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 portable laptop or tablet for classroom use and for 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. (Not required.) No class: 3/7, 4/16, 4/18 & 5/28.

CO02-SP181 \$509
3/5/2018-5/30/2018 Days: MW
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 more information regarding CISCO III - SCALING NETWORKS, and CISCO IV - CONNECTING NETWORKS and books, please contact the instructor directly at dconaghan@gmail.com. No class: 4/16, 4/18 & 5/28.

CO03-SP181 \$609
3/12/2018-6/6/2018 Days: MW
6:00 PM - 9:00 PM Sessions: 23
Don Conaghan
Keefe Tech, Second Floor, Room 321

COMP TIA A+ Certification

Advance your career! CompTIA's A+ certification is one of the most sought-after credentials in the computer industry. A+ certifies the abilities of PC Service Specialists and will help realize greater earnings. Master the knowledge and skills needed to recognize major PC components and to understand how the components work together. This class will prepare you for the A+ certification exams. Homework and tests will count toward Certification in Core Hardware and Operating Systems. The major part of the class will prepare you for A+ exams 220-901 and 220-902. Other Certification Exams that will be available for students at no additional cost: Microsoft Technology Associates Operating System Fundamentals, Microsoft Technology Associates Network Fundamentals, Microsoft Technology Associates Security Fundamentals. There will be a Certiport charge of \$115 for each additional exam. No class: 3/8, 4/5, 4/17, 4/19 & 5/3

CO01-SP181 \$459
3/6/2018-5/8/2018 Days: TTh
6:00 PM - 9:00 PM Sessions: 14
John Rabidou
Keefe Tech, Second Floor, Room 324

WordPress I - Create Your Own Website or Blog

Do you want to create an easy-to-build website or personal blog? Don't want to deal with website updates, worry about site security and technical problems? Then a WordPress site is for you. WordPress is a powerful and easy-to-use tool for building virtually any kind of site. In this class you will learn to set up a site using this service, with their starter free plan. You will choose the look and feel of your site, add text and photos, and use specialized features. You will also learn how to grow your website traffic with simple Search Engine Optimization (SEO) tips. We'll cover everything you need to know to manage your site. Class takes place in a computer lab so there's no need to bring your own computer. This class is for beginners. Prerequisite: Basic computer experience and Internet skills required.

CO22-SP181 \$99
3/12/2018-3/26/2018 Days: M
7:00 PM - 9:00 PM Sessions: 3
Fan Stanbrough
Keefe Tech, Second Floor, Room 320

WordPress II -

Build on Your Working Website or Blog

Take your website or blog to the next level. If you have purchased a domain name or are ready to buy a hosting package, this class is for you. Your instructor will guide you through the hosting domain process and will help you install WordPress on your own server. You will review the steps to configure settings, pick a theme, add pages and a blog; install essential plugins for Search Engine Optimization (SEO), Google Analytics, and photo gallery. You will learn to build online forms, and learn to sell advertising, set up PayPal on your site, back up your database, control your bandwidth usage, and make money. This class is taught in a computer lab. There is no need to bring your own computer. Before the first class, you must set up a website host for your site. Instructions are available under the class description at: Keefeatnight.org or by request. No class 4/16.

CO05-SP181 \$169
4/2/2018-5/7/2018 Days: M
7:00 PM - 9:00 PM Sessions: 5
Fan Stanbrough
Keefe Tech, Second Floor, Room 320

Thanks!
Great Job.

— Student, Google Apps

AutoCAD for Beginners

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. No class: 4/16.

APP10-SP181 \$259
 3/5/2018-4/23/2018 Days: M
 6:00 PM - 8:30 PM Sessions: 7
 Michael Lafontant
 Keefe Tech, First Floor, Room 215

SketchUp - 3D Modeling Designs

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 profession. 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 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. No class: 5/28.

APP12-SP181 \$289
 4/30/2018-6/25/2018 Days: M
 6:00 PM - 8:30 PM Sessions: 8
 Michael Lafontant
 Keefe Tech, First Floor, Room 215

NEW

Adobe Photoshop - Beginner Level 1

These days image manipulation is all around us, and it's a great skill to have for work or fun. Have you been curious about Photoshop but didn't know where to start? Have you used image manipulation software, but wanted to take it up to the next level with Photoshop? In this course students will become familiar with Photoshop's interface and navigate confidently through the tools that help enhance, restore or modify photos. Attention will be given to layout and saving your work in different formats such as PDF, JPEG & PNG.

At the end of the course, it is recommended that you install your own or trial version of Photoshop for further learning. Practice makes perfect. Required book to be purchased in advance of class: Adobe Photoshop CC, Classroom in a Book (2014 Release), ISBN-13: 978-0133924442

CO28-SP181 \$199
 3/6/2018-3/27/2018 Days: T
 6:00 PM - 9:00 PM Sessions: 4
 Felipe Zamora
 Keefe Tech, Second Floor, Room 321

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.

APP06-SP181 \$169
 5/8/2018-5/29/2018 Days: T
 6:30 PM - 9:30 PM Sessions: 4
 David Thrope
 Keefe Tech, Second Floor, Room 320

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.

APP07-SP181 \$169
 3/6/2018-3/27/2018 Days: T
 6:30 PM - 9:30 PM Sessions: 4
 David Thrope
 Keefe Tech, Second Floor, Room 320

COMPUTERS AND APPLICATIONS

Microsoft Excel 2013 - Intermediate

Become even more proficient in Excel! Create templates, sort and filter data, import, export and analyze data. This 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.

APP08-SP181 \$169
4/3/2018-5/1/2018 Days: T
6:30 PM - 9:30 PM Sessions: 4
David Thrope
Keefe Tech, Second Floor, Room 320

Optimize Your Business Website Presence with SEO

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). Reach your goals with the help of SEO, and own your space in the market!

CO11-SP181 \$69
5/14/2018-5/21/2018 Days: M
7:00 PM - 9:00 PM Sessions: 2
Mike Stanbrough
Keefe Tech, Second Floor, Room 320

NEW

How to Choose the Right QuickBooks for Your Business

Did you know that there are multiple editions of QuickBooks out there? And within those multiple editions, there are also versions for desktop and cloud? On top of that there are different apps that can be used along with those different versions and additions. And just to add some more complexity, QuickBooks Desktop and QuickBooks Online are two completely different softwares! How do you know which one is going to work for your business? Is it going to be able to give you the information that you are looking for? This class is a high level overview of the different QuickBooks products and how to begin understanding what goes into picking the right program for your needs.

CO25-SP181 \$59
3/5/2018-3/5/2018 Days: M
6:30 PM - 9:30 PM Sessions: 1
Meagan Jackson
Keefe Tech, Second Floor, Room 320

NEW

"QuickBooks Online"

(Cloud-Based QuickBooks) - Classroom Course

This course will be taught in a classroom! QuickBooks Online is a comprehensive tool to manage small business finances effectively. This 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 Online. Topics include: setting up a QuickBooks company, working with company lists, setting up and working with items, creating customer invoices and billing statements, receiving payments from customers, performing bank transactions, entering and paying bills, and conducting online banking services. Learn to complete estimates, create customized letters and forms, reports, and graphs. Course materials are included in cost of tuition. Don't know whether you want to take QuickBooks Online (classroom course) or QuickBooks Desktop? You may want to consider taking the 'How to Choose the Right QuickBooks For Your Business' class being offered this spring. No class: 4/17.

CO26-SP181 \$299
4/10/2018-5/22/2018 Days: T
6:30 PM - 9:30 PM Sessions: 6
Meagan Jackson
Keefe Tech, First Floor, Room 215

I've already started implementing
what I've learned at work. Meagan
is very dedicated to her students.

– Student, Quickbooks Desktop

Quickbooks Desktop

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 items, creating customer invoices and billing statements, receiving payments from customers, performing bank transactions, entering and paying bills, and conducting online banking services. Learn to complete estimates, time tracking and costing, create customized letters and forms, reports, and graphs. Course materials are included in cost of tuition. Don't know whether you want to take QuickBooks Online (classroom course) or QuickBooks Desktop? You may want to consider taking the 'How to Choose the Right QuickBooks For Your Business' class being offered this spring. No Class: 4/18.

BZ29-SP181 \$299
4/11/2018-5/23/2018 Days: W
6:30 PM - 9:30 PM Sessions: 6
Meagan Jackson
Keefe Tech, Second Floor, Room 320

NEW

Intro to Computers and Basic Applications

If you are a complete novice at computers and would like to learn not just the basics but want to delve into the world of basic applications, the internet and social media, then this class is perfect for you. Don't let the newest technology intimidate you. Get in the know and start sending emails, sharing photos, uploading documents, surfing the web and so much more. Part of this course will guide you through the type of computer that would be most suitable for beginners like you. Frank Yeung has received rave reviews from former students. Find out why for yourself. No class: 4/5.

CO12-SP181 \$139
3/15/2018-4/12/2018 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 are everywhere! Once you have experienced Google Suite, you too will become a fan. This free product can help you perform tasks more efficiently and with better results. Create calendars, 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 these powerful tools for your business or just for fun. Requirement: Students will need to sign up for a Gmail account in advance of class.

APP18-SP181 \$79
5/24/2018-5/31/2018 Days: Th
6:30 PM - 9:30 PM Sessions: 2
Frank Yeung
Keefe Tech, Second Floor, Room 320



iPad Basics Workshop

In this workshop you will learn how to get the most out of your iPad. 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 account; protect and care for your device and so much more! Be sure to update your iPad to the latest iOS before class and don't forget your Apple ID and Password.

CO21-SP181 \$49
4/4/2018-4/4/2018 Days: W
6:30 PM - 9:00 PM Sessions: 1
Daniel Ellis
Keefe Tech, Second Floor, Room 317

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, contact lists, 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'!

APP20-SP181 \$79
5/10/2018-5/17/2018 Days: Th
6:30 PM - 8:30 PM Sessions: 2
Frank Yeung
Keefe Tech, Second Floor, Room 320

Smart iPhone - Optimal Use of your iPhone

Smartphones are like mini computers and so much can be done with them. In this class you will learn basic and advanced functions. Learn to text, take pictures and share them, send email, set a "clock" alarm, get road directions, access your contact lists and calendars and more. Dan will help you customize your phone with applications that are most useful to you. Requirements: iPhone 5 or newer and an iTunes account that you can access in class. (Other iPhones may or may not have the same features.)

CO19-SP181 \$79
4/3/2018-4/10/2018 Days: T
6:30 PM - 8:30 PM Sessions: 2
Daniel Ellis
Keefe Tech, Second Floor, Room 317

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We really want your class to run!
Please sign up early so that we meet
our minimum enrollment at least
10 days before the start of the class.

CULINARY ARTS & SERVSAFE CERTIFICATION

ServSafe Manager Training - 1 Day Certification - Saturday Class

This National Restaurant Association food and beverage safety training course is appropriate for food-service management staff working in health care, schools, restaurants and all food service establishments. Your paper-based certification exam will be conducted in the last hour of the program. The vast majority of our students pass the exam on their first try and leave the classroom with their ServSafe Certification credential. Materials are included in the cost of tuition. An optional book can be purchased in advance of class for \$65. The deadline for your paid book order is Thursday, March 15.

SE01-SP181.Section1 \$169
4/28/2018-4/28/2018 Days: Sa
9:00 AM - 4:00 PM Sessions: 1
Lynn Petrowski
Keefe Tech, First Floor, Room 219

SE01-SP181.Section2 \$169
5/19/2018-5/19/2018 Days: Sa
9:00 AM - 4:00 PM Sessions: 1
Lynn Petrowski
Keefe Tech, First Floor, Room 219

NEW

Basic Cooking Workshop for Beginners

Join Emily for this informative and instructional scratch to finish cooking class. In this course you will learn to develop basic cooking skills and learn to make various cost and time-effective dishes. Some of the dishes you will be creating are simple Stir-Fry Chicken and Vegetables, Spaghetti with Bolognese sauce, Balsamic Glazed Steak, and pan-seared Salmon. Come hungry. No class: 4/16.

CA62-SP181 \$259
3/19/2018-4/30/2018 Days: M
6:00 PM - 9:00 PM Sessions: 6
Emily Vanasse
Keefe Tech, First Floor, Kitchen

Artisan Italian Breads

Do you love the taste and aroma of freshly baked artisan bread, but feel intimidated to make your own? Enjoy the sense of accomplishment that comes from baking bread yourself, and learn techniques including mixing, shaping, baking, and ensuring proper rising. Using the simple straight dough method, we'll learn to make an assortment of homemade artisan Italian breads including Ciabatta, Focaccia, Pane Integrale (whole wheat) and more.

CA37-SP181 \$89
3/17/2018-3/17/2018 Days: Sa
10:00 AM - 3:00 PM Sessions: 1
Edgar levins
Keefe Tech, First Floor, Kitchen

Chinese Cuisine

In this class you will learn how to make simple, healthy Chinese dishes from scratch that you will love. Recipes for this hands-on class are simple to follow and easy to prepare. For appetizers you will learn to make: Beef Teriyaki and Crab Rangoon with homemade Duck Sauce. Main courses will be: Beef with Broccoli, Chicken with Cashew Nuts, Shrimp with Ginger and Tomato Sauce, and Beef Lo Mein. After this class you'll never want to do take-out again.

CA12-SP181 \$119
4/3/2018-4/10/2018 Days: T
6:30 PM - 9:30 PM Sessions: 2
Brenda Wong
Keefe Tech, First Floor, Kitchen

NEW

Classic Cuban Cuisine

Join us for a Latin American celebration of tastes with the picante flavors of Cuba. From the classic Black Beans & Rice (Moros y Cristianos) and slow-roasted Pork Shoulder, an updated Cubano Sandwich, Arroz con Pollo to the ever popular Shredded Beef (Ropa Vieja), balanced with fried Plantains. We will make enough of these tasty delights for you to take home plenty for the next day's dinner! Bring an apron and take home containers.

CA60-SP181 \$69
6/6/2018-6/6/2018 Days: W
6:00 PM - 9:00 PM Sessions: 1
Edgar levins
Keefe Tech, First Floor, Kitchen

You are in for a great treat!

Come hungry, bring take-home containers and an apron; learn and enjoy!
The Kitchen is located by the entrance closest to Loring Arena.

Cooking and Baking with Fresh Herbs

Once used as a means of preserving food where salt was scarce, we now look to herbs to enhance the flavor of everything from soup to nuts (literally). Along with tips on buying and storing fresh herbs, you will learn how to add spark and flavor to dishes such as shrimp and guacamole appetizers, focaccia with rosemary & thyme and garlic olives, basil pesto with gnocchi, tarragon-infused potato salad, and herb-roasted chicken. Come hungry and bring your own apron and take-home containers.

CA39-S181 \$69
 5/16/2018-5/16/2018 Days: W
 6:00 PM - 9:00 PM Sessions: 1
 Edgar Ilevins
 Keefe Tech, First Floor, Kitchen

NEW

Flavorful Soups from Around the World

Has this winter been cold enough for you? Why not warm up with some hearty and flavorful soups from different parts of the world? In this course students will learn to make 4 soups with fresh vegetables, and a variety of herbs and spices. Enjoy a Thai variation with Gyoza, coconut milk and lime juice. Use fresh vegetables and tomatoes to make a smooth Market Vegetable soup. Try the flavors of India with a mixed Lentil soup, and enjoy a hearty Kale and Sausage soup. Come hungry and bring containers.

CA70-SP181 \$69
 5/22/2018-5/22/2018 Days: T
 6:00 PM - 9:00 PM Sessions: 1
 Leena Dasgupta
 Keefe Tech, First Floor, Kitchen

NEW

Flavors of India

India is well known for the diversity and richness of the cuisine from various regions. In this class we will sample the best from the various parts of the country in one menu. Chicken masala a classic chicken curry with spices and tomatoes, Paneer Korma a mild curry made with Indian cottage cheese and cashew cream, Pulav Rice a mildly spiced basmati rice with vegetables and chutney.

CA34-SP181 \$69
 5/9/2018-5/9/2018 Days: W
 6:00 PM - 9:00 PM Sessions: 1
 Mary Vadakekalam
 Keefe Tech, First Floor, Kitchen

Indian Cuisine - Masala Dosai, Gluten Free!!

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-SP181 \$69
 4/11/2018-4/11/2018 Days: W
 6:00 PM - 9:00 PM Sessions: 1
 Ashwini Ramanisan
 Keefe Tech, First Floor, Kitchen

NEW

Italian and Australian Cuisine - Around the World with Alastair

Al's courses fill fast and sell out. Register early! Join Renowned Chef, Alastair McLean through a myriad of culinary delights based on his world travels and training. In this course you will learn to cook an Italian dish (one of Al's favorites) and an Australian dish. First you will start with a Sun Dried Tomato - Arugula Pasta. This dish is a must have in your culinary kit not only due to its ease but its extremely unique flavors. The second dish takes you to Australia with a common New England food ...Oysters in a very non New England way -- Australian Oysters Kilpatrick. These bacon BBQ-stuffed and baked oysters will be perfect for the upcoming season.

This Food Network's CutThroat Kitchen chef contestant will share his experiences and techniques, with a focus on the importance of preparation, as well as cooking with minimal utensils and equipment. Come hungry.

CA54-S181SECTION.1 \$69
 3/22/2018-3/22/2018 Days: Th
 6:00 PM - 9:00 PM Sessions: 1
 Alastair McLean
 Keefe Tech, First Floor, Kitchen

CA54-S181SECTION.2 \$69
 3/29/2018-3/29/2018 Days: Th
 6:00 PM - 9:00 PM Sessions: 1
 Alastair McLean
 Keefe Tech, First Floor, Kitchen

Gift Certificates available
for purchase online!

Brenda's teaching
is outstanding.

– Thai Cuisine, Student

NEW

Plant-Based Cooking - Healthy and Nutritious

A plant-based diet has been part of different cultures for centuries, and it is now becoming recommended and adapted more broadly because of its health and environmental benefits. This class is designed to showcase that plant-based recipes offer a delicious alternative without sacrificing flavor. You will learn to prepare meat-free, dairy-free and egg-free recipes at home and for every occasion. Join Milka Kostic as she shares her passion for healthy and nutritious plant-based cooking, as she walks you through the basics, from appetizers to dessert, and everything in between.

CA69-SP181 \$69
5/17/2018-5/17/2018 Days: Th
6:00 PM - 9:00 PM Sessions: 1
Milka Kostic
Keefe Tech, First Floor, Kitchen

Sensational Salads, Greens and Beyond

This summery salad class will take you from traditional picnic and potluck fare to interesting new ways of approaching familiar ingredients, including tips on adding pizzaz to your plating. We will cover sour cream-based salads (potato and pasta) and vinaigrettes (roasted beets with orange-raspberry-hazelnut vinaigrette and seaweed salad). While primarily geared toward vegetarian dishes, we will also make a hearty bacon panzanella salad. We will make dressings from scratch using fresh herbs and exotic nut oils. You may never use store-bought salad dressing again!

CA40-SP181 \$69
5/31/2018-5/31/2018 Days: Th
6:00 PM - 9:00 PM Sessions: 1
Edgar Levins
Keefe Tech, First Floor, Kitchen

NEW

Snacks and Appetizers of North India

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), Papri Chaat (crisp fried dough wafers, boiled potatoes, chickpeas, tamarind and cilantro chutneys, and yogurt). These great roadside snacks and appetizers will leave your guests asking for more.

CA46-SP181 \$69
3/27/2018-3/27/2018 Days: T
6:00 PM - 9:00 PM Sessions: 1
Leena Dasgupta
Keefe Tech, First Floor, Kitchen

Thai Cuisine

In this hands-on class you will learn to make simple, delicious and authentic dishes from Thailand. You will prepare two appetizers - Thai BBQ Chicken with BBQ Sauce, Soft Spring Rolls with Hoisin Sauce Seasoning. For the main dishes you will make Spicy Chicken with Chili & Basil, Pineapple Shrimp Fried Rice, Fish Fillet in Coconut Milk and Pad Thai. Find out for yourself why Brenda's classes always sell out.

CA13-SP181 \$119
4/24/2018-5/1/2018 Days: T
6:30 PM - 9:30 PM Sessions: 2
Brenda Wong
Keefe Tech, First Floor, Kitchen

NEW

The Complete Vegetarian

This 2-session class will cover both the science of and practical approach to healthy meatless cooking. From the very best Vegetarian Burgers & Chili, Ratatouille with Goat Cheese, Mushroom Bolognese, Eggplant Involtini and twice cooked Broccoli with Hazelnuts to the show stopping Torte Milanese, we will learn to make mains & sides that both, satisfy the pallet as well as pack complete proteins. Also included, will be suggestions from primarily Vegetarian cultures for incorporating protein substitutions such as the dreaded Tofu and Texturized Gluten. Come hungry and bring your own apron and take-home containers.

CA31-S181 \$119
4/25/2018-5/2/2018 Days: W
6:00 PM - 9:00 PM Sessions: 2
Edgar levins
Keefe Tech, First Floor, Kitchen

Basic Cake Decoration

This class is for beginners and advanced students alike. Weddings, anniversaries, birthday and holiday parties would not be the same without the ultimate treat - the cake! In this one-night course, Karen will show you the best way to decorate, step by step, so that you can experience the excitement of a stellar cake. Using buttercream frosting, learn to frost, fill and decorate something wonderful! She will teach you StarTip techniques including Drop Flower Rosettes, Shell Borders, Basic Ribbon Roses, Printing and Writing on a Cake. Please bring the following to class: a cake: 6 inches round and 2-3 inches in height, an apron and a box to transport the cake. Ingredients and material fees are included in cost of tuition.

CA16-SP181 \$69
5/29/2018-5/29/2018 Days: T
6:00 PM - 9:00 PM Sessions: 1
Karen Siegel
Keefe Tech, First Floor, Kitchen

CULINARY ARTS & SERVSAFE CERTIFICATION

Chocolate Truffles

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

CA18-SP181 \$69
5/8/2018-5/8/2018 Days: T
6:00 PM - 9:00 PM Sessions: 1
Karen Siegel
Keefe Tech, First Floor, Kitchen

Holiday Cupcakes - Basic to Beautiful Decoration

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

CA17-SP181 \$69
3/13/2018-3/13/2018 Days: T
6:00 PM - 9:00 PM Sessions: 1
Karen Siegel
Keefe Tech, First Floor, Kitchen

FINANCE

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-SP181 \$49
3/26/2018-3/26/2018 Days: M
6:30 PM - 9:00 PM Sessions: 1
Rocco Bombardieri
Keefe Tech, First Floor, Room 206

Divorce Workshop - Navigating the Process and Financial Considerations

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-S181 \$49
5/5/2018-5/5/2018 Days: Sa
9:00 AM - 12:00 PM Sessions: 1
Halee Burg
Keefe Tech, Second Floor, Room 307

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-SP181 \$49
4/2/2018-4/2/2018 Days: M
6:30 PM - 9:00 PM Sessions: 1
Rocco Bombardieri
Keefe Tech, First Floor, Room 206

We really want your class to run! Please sign up early so that we meet our minimum enrollment at least 10 days before the start of the class.



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 information on Credit Report issues including how best to deal with correcting errors, identity theft, dealing directly with the bureaus for best results. Credit scores are also explained along with tips and strategies on how to monitor, protect and improve. A complimentary credit report review is available to each student. 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-SP181

3/21/2018-3/21/2018

6:30 PM - 9:30 PM

Timothy Schnelle

Keefe Tech, First Floor, Room 210

\$49

Days: W

Sessions: 1

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-SP181

3/22/2018-3/22/2018

6:30 PM - 8:30 PM

Rocco Bombardieri

Keefe Tech, First Floor, Room 205

\$49

Days: Th

Sessions: 1

Inclement Weather Notifications -
Information will be posted on our
website and our Facebook page.

HIGHLIGHTING KEEFE REGIONAL TECHNICAL SCHOOL'S NEWEST CAREER AND TECHNICAL PROGRAMS!

We are excited to highlight the most recent additions to our **Career and Technical offerings**. Last year we opened our Legal and Protective Service Program and are currently working to enroll our second group of students. This fall, we opened our brand new Dental Assisting Program to expand our offerings in the medical fields and meet the demands of prospective students and the MetroWest workforce. Beginning with the Class of 2021, students will be able to explore and enroll in our Dental Assisting Program.

DENTAL ASSISTING

- Care for patients and interact with healthcare professionals in the dental industry.
- Use professional medical equipment, technology and techniques in on-site dental assisting lab and clinical settings in MetroWest.
- Practice skills to manage medical and dental emergencies, including all aspects of infection control and sterilization.

Career Focus: Prepared for immediate employment, advanced certifications and further education.

LEGAL AND PROTECTIVE SERVICES

- Investigate simulated crime scenes, tag and process evidence, and use CSI forensic techniques.
- Observe and work alongside local, state, and federal law enforcement agencies.
- Identify and report relevant facts from simulated crime scenes and articulate the Constitutional rights involved in the scenario.

Career Focus: Prepared for immediate employment, advanced certifications and further education.

KEEFETECH.ORG

**KeefeRegional
TechnicalSchool**
CHOICES | OPPORTUNITIES | RESULTS

HIGHLIGHTING KEEFE REGIONAL TECHNICAL SCHOOL'S NEWEST CAREER AND TECHNICAL PROGRAMS!

DENTAL ASSISTING

Entry Level Careers

*High School Diploma
from Keefe Tech*

Dental Assistant
Entry Level Orthodontic Assistant
Entry Level Dental Lab Technician
Dental Receptionist/ Front desk
Oral Surgery Assistant
Front Desk Coordinator
Insurance Coordinator
Claims Representative for
Insurance Company
Sterilization Technician

Technical Careers

*Adult Education, Licensing,
Certificate Program or
Associates (2-year) Degree*

Dental Hygienist
Certified Dental Assistant
Certified Dental
Laboratory Technician
Dental Office Manager
Dental Sales
Consultant/Specialist
Dental Educator
Equipment Repair Specialist
Community Health
Dental Coordinator
Pharmaceutical Representative

Professional Careers

*Bachelors Degree (4-year)
and Graduate or Doctoral Degree
for some*

General Dentist
Orthodontist
Pediatric Dentist
Endodontist
Periodontist
Prosthodontist
Dental Therapist
Oral Maxillofacial Pathologist
Oral Maxillofacial Radiologist
Oral Maxillofacial Surgeon

LEGAL AND PROTECTIVE SERVICES

Entry Level Careers

*High School Diploma
from Keefe Tech*

911 Dispatcher
Animal Cruelty Investigator
Corrections Officer
Juvenile Detention Officer
Military Personnel
Parking Enforcement
Police Aide
Private Investigator
Security Guard
Victim Services Advocate
Work Release Officer

Technical Careers

*Adult Education, Licensing,
Certificate Program or
Associates (2-year) Degree*

Border Patrol Agent
Prison Warden
Paralegal
Forensic Science Technician
Police Officer
Court Reporter
K-9 Officer
Park Ranger
Parole Officer
Customs Agent
TSA Screener
Bailiff

Professional Careers

*Bachelors Degree (4-year)
and Graduate or Doctoral Degree
for some*

ATF Agent
Crime Scene Investigator
Criminologist
DEA Agent
Detective
Director of Security
FBI Agent
Homeland Security Officer
Judge
Lawyer
Attorney General
Appellate Judge
Chief Legal Officer
Chief of Police
General Counsel

KEEFETECH.ORG

**KeefeRegional
TechnicalSchool**
CHOICES | OPPORTUNITIES | RESULTS

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

ONLINE COURSE BUNDLE DEALS



ONLINE COURSE Bundle Deals FOR BUSINESS

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.

Keefe at Night

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.

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.

Grant Writing Suite

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

Microsoft Office 2016 Value Suite

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.

Supervision and Management Series

Whether you're new to managing employees or are a seasoned pro, these courses will help you brush up on your leadership and interpersonal communication skills, to help you lead your team to success.

Creating Wordpress Websites Series

This series of courses will take you from having zero experience and knowledge of web design to more advanced techniques.

Digital Marketing Suite

Learn how to develop an Internet marketing plan, use popular social media platforms, and achieve higher positions with major search engines.

HTML and CSS Series

Learn to use CSS3 and HTML5 to create professional-quality websites for desktops, laptops, and mobile devices.

Computer Networking Suite

Learn the fundamentals of networking and prepare for a career in an exciting and fast-growing field.

And More!!....

To Enroll or learn more, visit or call us at:

ed2go.com/kan

508-935-0202 or 508-416-2170



Keefe Tech Snack Shack

Don't have time to grab something to eat before coming to class? We've got you covered! The Keefe Tech Snack Shack, run and operated by Keefe's Parents Booster Club, offers a great variety of foods, drinks and snacks. All proceeds from sales go directly to fund Keefe Tech High School student activities.

Thank you Boosters for your commitment and support of the entire Keefe Tech Community!



Online Career Training Programs

Our online programs can start you on a path to an in-demand profession or help advance your current career with industry certification. You may begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a certificate of completion.

All materials are included in the program fees. Each course has an instructor assigned to answer questions and solve student problems.

Features:

- 6-18 month self-paced, start anytime
- Textbook and materials included
- Prepare for industry certification
- Certification exam vouchers are included
- Financial assistance is available
- Student advisors provide you coaching, motivation, and career readiness support

Jump Start Your Career or Find a New One

CPC Medical Billing and Coding (Voucher Included)

This program with 60 HRS of medical terminology training, gives you a competitive edge in entering the healthcare field. 340 HRS

Certified Bookkeeper

The Certified Program helps professional bookkeepers earn prestigious American Institute of Professional Bookkeepers (AIPB) certification. 140 HRS

Pharmacy Technician (Voucher Included)

Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program. 330 HRS

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. 120 HRS

Certified Medical Administrative Assistant (CCMA)(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. 160 HRS

Certified Outpatient Coder (Voucher Included)

This program teaches the competencies needed to prepare you to sit for the AAPC Certified Outpatient Coder (COC) certification exam. 200 HRS

HVACR Certified Technician

The HVACR Certified Technician program is a comprehensive online training that encompasses heating, ventilation, air conditioning, and refrigeration. 265 HRS

Web Applications Developer

Master the skills you need to create dynamic database-driven websites using the latest technologies. 360 HRS

Professional Bookkeeping with QuickBooks 2015, Software Included

This program teaches students how to master professional bookkeeping using QuickBooks 2015 software. 140 HRS

Payroll Practice and Management (Voucher Included)

Become knowledgeable in all facets of payroll rules and regulations, and join one of the fastest-growing career fields today. 100 HRS

SSCP Systems Security Certified Practitioner (Voucher Included)

This program is an ideal course for individuals interested in advancing their knowledge of information and systems security. 75 HRS

CompTIA Security+ Certification Training (Voucher Included)

Take your first step toward a career as a security professional and prepare yourself for the CompTIA Security+ certification exam as you master the basics of system security, network infrastructure, access control, and organizational security. 80 HRS

CompTIA A+ Certification Training (Voucher Included)

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. It opens the door to an exciting career in computer technology, and ed2go's online program makes training convenient and interactive. 230 HRS

ICD-10 Medical Coding

Prepare for the future of medical coding by mastering the steps for using the ICD-10-CM and ICD-10-PCS to code medical diagnoses and procedures. 200 HRS

CompTIA Healthcare IT Technician

The CompTIA Healthcare IT Technician course teaches the fundamentals of healthcare IT (HIT) by using the CompTIA Healthcare IT Technician (HIT-001) exam objectives as the framework. 80 HRS

Certified Information Systems Security Professional (CISSP)

CISM is one of the most valued certifications in the IT security industry. This online program will prepare you to sit for the CISM certification exam, and the exam cost is included. 150 HRS

Grant Writing

Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program. 300 HRS

Certified Wedding Planner

This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. This program will provide all the knowledge you need to work as a professional wedding planner or start your own business. 340 HRS

Advanced Hospital Coding and CCS Prep

This program will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the certification exam to become a Certified Coding Specialist. 80 HRS

CNA: Routing and Switching (Voucher Included)

Gain the knowledge to install, configure, operate, and troubleshoot medium-size routed and switched networks while preparing you for the 200-125 CCNA exam or the 100-105 ICND1 and 200-105 ICND2 exams. 180 HRS

CBBS 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. 340 HRS

To enroll or learn more, visit or call us at:

(508) 935-0202 or (508) 416-2170

careertraining.ed2go.com/kan

Money & Divorce - Costly Mistakes You Don't Want to Make

You want to keep the house that has \$150,000 in equity. Your spouse takes the stock portfolio worth \$150,000. Five years from now, is one of you struggling to pay bills while the other has a growing net worth? We'll look at common financial mistakes that are often made in divorce settlements and discuss how to avoid them. You'll gain an understanding of how issues around cash flow, liquidity, income taxes, capital gains, retirement account rules, insurance, debt and credit could impact your future well-being.

Be knowledgeable about your finances before you sign your settlement agreement.

FN06-SP181 \$49
3/20/2018-3/20/2018 Days: T
6:30 PM - 8:30 PM Sessions: 1
Renee Senes
Keefe Tech, First Floor, Room 209

Pay for College Without Sacrificing your Retirement - Unconventional Strategies

Join Certified Financial Planner and Published Author, Tim Higgins, for this important and informative class. The class is based on information provided in the book Unconventional Investing which was written with the common investor in mind. The goal of this class is to educate and stimulate thought and/or discussion. What you will find presented are investment ideas and strategies that are rarely discussed by the financial media or large financial firms. Topics include but not limited to: How to better manage your 401k or other work-based retirement accounts; How many mutual funds are inherently flawed and the next evolution of fund investing; How to build a more diversified portfolio and better tailor it to your risk tolerance. Note: Individual stock or option trading will not be addressed..

FN16-SP181 \$49
3/28/2018-3/28/2018 Days: W
6:30 PM - 9:00 PM Sessions: 1
Tim Higgins
Keefe Tech, First Floor, Room 210

NEW

Position Your Business and Personal Finances for Success!

Your choice: Cash Flow or Cash Crunch! This course will provide you with the tools you need to help better position your company for success by learning the basic types of business organizations and continuation plans, maximizing Cash Flow, while protecting your personal and business assets. Learn how to leverage critical success tools including business plans, budgets, financial oversight, various insurance and other business and personal protection instruments to grow and prosper. This course was created for entrepreneurs and business owners who want knowledge on how to achieve their dreams.

FN17-SP181 \$49
5/8/2018-5/8/2018 Days: T
6:30 PM - 8:00 PM Sessions: 1
Robert Roselli
Keefe Tech, First Floor, Room 222

FN17-SP181.Section2 \$49
6/7/2018-6/7/2018 Days: Th
6:30 PM - 8:00 PM Sessions: 1
Robert Roselli
Keefe Tech, First Floor, Room 222



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-SP181 \$49
3/14/2018-3/14/2018 Days: W
6:30 PM - 9:30 PM Sessions: 1
Timothy Schnelle
Keefe Tech, First Floor, Room 210

We really want your class to run! Please sign up early so that we meet our minimum enrollment at least 10 days before the start of the class.

NEW

Certified Personal Trainer Course

Start an exciting fitness career and become a nationally Certified Personal Trainer. Our personal trainer course is a great way to become a successful Certified Personal Trainer with an option to complete an employer internship that can walk you into jobs! The course consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment and 15 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more.

Included in this course is a complete 200-page student workbook, access to online student study tools and test vouchers to take the Certified Personal Trainer exams. You can work right after passing the exams with proof of CPR/AED to obtain your Level 1 Certified Personal Trainer. As a special bonus, you can take advantage of our 30-hour employer internship to get our advanced Level 2 Certified Personal Trainer credential at no additional cost!!

This program is accredited by the National Commission for Certifying Agencies (NCCA), the gold standard for certification programs. W.I.T.S. is an approved CEU provider for the American Occupational Therapy Association (AOTA), National Certification Board for Therapeutic Massage and Bodywork (NCBTMB), the International Association of Continuing Education and Training (IACET) and the American Council on Education (ACE) has recommended 3 undergraduate academic credits for this course.

Required textbook to be purchased in advance of class: Fitness Professional's Handbook-7th Edition with Web Resource ISBN-13: 9781492523376 is available for purchase from W.I.T.S. at \$89.95 including shipping. An e-book is also available for purchase through W.I.T.S. at \$53; ISBN-13: 9781492535935. You can order the book through W.I.T.S. by calling 1-888-330-9487. The complete course schedule can be found in the online description and it will appear on your registration receipt.

FT17-SP181 \$699
3/20/2018-5/3/2018 Days: TTh
6:00 PM - 9:00 PM Sessions: 12
W.I.T.S. Staff
Keefe Tech, First Floor, Room 208

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. Section 1: No class 3/8, 4/5, 4/19, 5/3 & 5/31.

FT01-SP181.Section1 \$89
3/1/2018-6/7/2018 Days: Th
6:00 PM - 7:00 PM Sessions: 10
Jo-Ellen McCarrick
Keefe Tech, First Floor, Auditorium Stage

FT01-SP181.Summer \$89
6/14/2018-8/16/2018 Days: Th
6:00 PM - 7:00 PM Sessions: 10
Jo-Ellen McCarrick
Keefe Tech, First Floor, Auditorium Stage



Boxing with the Best - Step Into the Ring at Bancroft Gym

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-SP181 \$139
3/6/2018-5/22/2018 Days: T
6:30 PM - 7:30 PM Sessions: 12
Jared Sher
Bancroft Boxing Gym

NEW

Cardio Blast at Bancroft Gym

Have a “blast” while you burn calories, lose weight and improve your heart health. This hi/low aerobics class is great alternative to those “dancier” class formats, such as Zumba. This low-impact class will get you moving and get you in shape! ALL ages and abilities welcome. Bring water and a mat or towel and for abdominal work and stretching.

Important: This class takes place at Bancroft Gym, 701 Waverly Street in Framingham.

FT20-SP181.Section1 \$129
4/2/2018-6/13/2018 Days: MW
6:15 PM - 7:00 PM Sessions: 20
Jo-Ellen McCarrick
Bancroft Boxing Gym

FT20-SP181.Summer \$129
6/20/2018-8/29/2018 Days: MW
6:15 PM - 7:00 PM Sessions: 20
Jo-Ellen McCarrick
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. Section 2 class at Keefe: No class on 4/17.

Important: The Friday class takes place at Bancroft Boxing Gym, 701 Waverly Street in Framingham.

FT02-SP181.Section1 \$89
2/27/2018-5/8/2018 Days: T
7:15 PM - 8:15 PM Sessions: 10
Jo-Ellen McCarrick
Keefe Tech, First Floor, Auditorium Stage

NEW

Cardio Mix - Fridays at Bancroft Gym

Please see description for Cardio Mix class above. This class also includes a 15 minute stretch at the end. Bancroft Gym is located at 701 Waverly Street, in Framingham.

FT19-SP181.Bancroft \$99
4/6/2018-6/8/2018 Days: F
6:15 PM - 7:30 PM Sessions: 15
Jo-Ellen McCarrick
Bancroft Boxing Gym

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. Section 1: No class on 3/8, 4/5, 4/19, 5/3, 5/31.

FT03-SP181.Section1 \$89
3/1/2018-6/7/2018 Days: Th
7:15 PM - 8:15 PM Sessions: 10
Jo-Ellen McCarrick
Keefe Tech, First Floor, Auditorium Stage

FT03-SP181.Summer \$89
6/14/2018-8/16/2018 Days: Th
7:15 PM - 8:15 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 on 4/17.

FT15-SP181 \$89
2/27/2018-5/8/2018 Days: T
6:00 PM - 7:00 PM Sessions: 10
Jo-Ellen McCarrick
Keefe Tech, First Floor, Auditorium Stage

Kickboxing is a Blast at Bancroft Gym!

In this high energy class, you will learn the moves that will help you shed 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! This class is taught at Bancroft gym, located at 701 Waverly Street in Framingham.

FT05-SP181 \$139
3/8/2018-5/24/2018 Days: Th
6:30 PM - 7:30 PM Sessions: 12
Jared Sher
Bancroft Boxing Gym

NEW

Belly Dancing

Belly dance is rich in art and culture. In this course students will learn basic belly dance techniques, from well known shimmies to undulations and isolations. Through these movements we will improve core strength. In each session we will work on building a basic choreography with the movements learned in class, set to a traditional Middle Eastern rhythm. This class is suitable for dancers of all skill levels. Participants should dress in comfortable clothing and bring water. No class on 4/17.

DA01SP181 \$125
3/13/2018-5/22/2018 Days: T
6:30 PM - 7:30 PM Sessions: 10
Erica Osborne
Keefe Tech, First Floor, Gym

Zumba with Ashley Laurie

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 fun! All fitness levels are welcome. No dance experience is necessary. Bring a towel and a bottle of water. No class: 4/16.

FT16-SP181 \$99
3/12/2018-5/22/2018 Days: M
6:00 PM - 7:00 PM Sessions: 10
Ashley Laurie
Keefe Tech, First Floor, Auditorium Stage

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. No class: 4/16, 4/18.

FT07-SP181 \$169
3/12/2018-5/9/2018 Days: MW
7:00 PM - 8:00 PM Sessions: 16
YMCA Staff and Lifeguard
Keefe Tech, First Floor, Pool

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). Spring hours are 7:00 - 8:30 PM. Pool closed on: 4/5, 4/17 & 4/19.



FT14-SP181 \$159
3/13/2018-5/22/2018 Days: TTh
7:00 PM - 8:30 PM Sessions: 18
YMCA Lifeguard
Keefe Tech, First Floor, Pool

Qi Gong for Arthritis

Also called "Chinese Yoga," this therapeutic form of Qi Gong 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, Qi Gong will not only prevent this ailment from getting worse, but will also help to promote circulation to promote the healing process. This Qi Gong also helps speed recovery from surgery and cancer treatment. It is useful for people of all ages, especially senior citizens.

FT13-SP181 \$49
3/14/2018-3/14/2018 Days: W
7:00 PM - 9:00 PM Sessions: 1
Joseph Foley
Keefe Tech, Second Floor, Yoga Room by Library

Reiki Level I Certification

Reiki is an ancient Japanese healing system that anyone can learn. It's a method of using the laying-on of hands to channel natural healing energy in a powerful way to increase and balance energy; and to allow emotional, spiritual and/or physical healing. In this class you will learn about the history Reiki and how it works. You will be introduced to the three levels of Reiki and the 7 major chakras (energy centers). Your instructor will facilitate "placement meditation" to turn on your Reiki and teach you 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-SP181 \$89
3/22/2018-3/29/2018 Days: Th
6:30 PM - 8:30 PM Sessions: 2
Jill Barrett
Keefe Tech, Second Floor, Yoga Room by Library

Gift Certificates available for
purchase online!

Tai Chi with Jeanne Donnelly

Yes, Jeanne is back!!! This class presents you with an opportunity to explore the popular 24-step Tai Chi form practiced throughout the world. Although taijiquan is a Martial Art, this particular form is known for its slow, relaxing flowing movements and is practiced mainly to heal and prevent injuries, decrease stress, increase strength and flexibility, and enhance longevity. It was simplified from the taijiquan yang style 108 form, to make it accessible to more people. The taiji or yin yang symbol can be translated as grand ultimate, as the healing that occurs through practicing tai chi encompasses both the internal and external. In this class, Jeanne shares skills that she has learned from studying tai chi with renowned tai chi masters. Students will also experience healing Qi gong. No prior experience necessary. Past students are always welcome to come and learn more!

FTYG07SP181 \$119
3/21/2018-5/16/2018 Days: W
6:00 PM - 7:00 PM Sessions: 8
Jeanne Donnelly
Keefe Tech, First Floor, Auditorium Stage

NEW

Gentle Stretching and Meditation for All Levels - Saturday Class

With the hectic pace and demands of modern life, many people feel stressed and over-worked. Stretching and meditation can help you to overcome your stress and find some inner peace and balance. Go at your own pace in a relaxed and supportive environment. Shubhi will guide you through meditation, relaxation and gentle stretches to help improve your attention focus, reduce stress and become more self aware.

YG06-SP181.Section1 \$99
3/3/2018-4/7/2018 Days: Sa
3:00 PM - 4:00 PM Sessions:6
Shubhada Wavikar
Keefe Tech, Second Floor, Room Yoga Room by Library

YG06-SP181.Section.2 \$99
4/14/2018-5/19/2018 Days: Sa
3:00 PM - 4:00 PM Sessions: 6
Shubhada Wavikar
Keefe Tech, Second Floor, Yoga Room by Library

NEW

Gentle Yoga for All Levels - Saturday Class

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. Go at your own pace in a relaxed and supportive environment. Choose chair yoga, or free standing yoga, or a combination and bring your being into a better alignment. 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. Please bring your own mat and water bottle.

Spring 2018

YG05-SP181.Section.1 \$99
3/3/2018-4/7/2018 Days: Sa
2:00 PM - 3:00 PM Sessions: 6
Shubhada Wavikar
Keefe Tech, Second Floor, Yoga Room by Library

YG05-SP181.Section.2 \$99
4/14/2018-5/19/2018 Days: Sa
2:00 PM - 3:00 PM Sessions: 6
Shubhada Wavikar
Keefe Tech, Second Floor, Yoga Room by Library

Gentle Yoga with Healing Meditation with Jeanne Donnelly

Jeanne is back! This yoga class is designed for all levels: beginners and students who have experience. When done gently, yoga practice can help to repair joints, decrease stress, increase flexibility, and prevent and heal injuries. Jeanne teaches this class based on her training in Viniyoga, a style of gentle yoga taught by Gary Kraftsow and transmitted by T. Krishnamacharya and T.K.V. Desikachar. Viniyoga practice allows students to develop a practice based on their current level of ability, age, flexibility, strength and injuries. In addition to learning and practicing gentle (asana) postures, this class will explore the seven major chakras or energy systems with specific postures and meditations to balance and guide the body to higher levels of healing. Please bring a yoga mat and water bottle.

FTYG08-SP181 \$119
3/21/2018-5/16/2018 Days: W
7:15 PM - 8:15 PM Sessions: 8
Jeanne Donnelly
Keefe Tech, First Floor, Auditorium Stage

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. Bring to class: Yoga mat, towel or Yoga strap, and a bottle of water.

FTYG04-SP181.Section1 \$99
3/6/2018-4/10/2018 Days: T
7:00 PM - 8:00 PM Sessions: 6
Karen Fishman
Keefe Tech, Second Floor, Yoga Room by Library

FTYG04-SP181.Section2 \$99
4/24/2018-5/29/2018 Days: T
7:00 PM - 8:00 PM Sessions: 6
Karen Fishman
Keefe Tech, Second Floor, Yoga Room by Library

GIFT CERTIFICATES

Gift Certificates

Gift certificates can be used toward registration in Keefe at Night classroom/on-site courses and trips. They are not valid for Online Courses.

With over 170 courses and more than 3 dozen NEW courses, there's bound to be a perfect course for your gift certificate recipient.

After purchasing online, please contact us at 508-935-0202 or at continuing@jpkeefe.org to give us the name and address of the recipient so that we can add their name to our database, and we can send the Gift Certificate to you or directly to them. The certificate is valid for 2 years from the date of purchase. Certificates are available for: \$50, \$100, \$150 & \$200. If you would like to purchase a gift certificate for over \$200, we'd be happy to assist you by phone or in person.



HEALTH, LIFESTYLE, HOME & GARDEN

Please see descriptions for Qi Gong for Arthrititis and Reiki classes under Fitness/Yoga section in this catalog.

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-SP181	\$59
5/8/2018-5/8/2018	Days: T
6:00 PM - 9:00 PM	Sessions: 1
Herbert Fuchs	
Keefe Tech, First Floor, Room 217	

Clearing Out Clutter!

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-SP181	\$49
4/4/2018-4/4/2018	Days: W
6:30 PM - 8:30 PM	Sessions: 1
Ann Jewell	
Keefe Tech, First Floor, Room 201	

NEW

Downsizing for Older Adults and their Families

Downsizing is a hot topic for children and parents alike. Some families have no problem navigating it, but for most there is disagreement and frustration. This class will give you the tools necessary to begin this daunting process and help eliminate some of the confusion and the overwhelming feelings that accompany it. Learn how to create a decluttered and safe living space.

HG16-SP181	\$49
4/25/2018-4/25/2018	Days: W
6:30 PM - 8:30 PM	Sessions: 1
Ann Jewell	
Keefe Tech, First Floor, Room 201	

NEW

Flower Garden: Create Your Own with Perennials and Annuals

Have you always dreamed of creating your own flower garden but don't know where to start? Have you asked yourself: What is the difference between perennials and annuals? When should the seeds be planted? What about bulbs? Sun or no sun? How often should I water the plants and flowers? Join JR Gable as he takes you through the process step by step, and watch your beautiful garden blossom this Spring.

HG18-SP181	\$129
3/20/2018-4/3/2018	Days: T
6:00 PM - 9:00 PM	Sessions: 3
James Gable	
Keefe Tech, First Floor, Room 217	

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 your 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-SP181 \$69
 5/10/2018-5/10/2018 Days: Th
 6:00 PM - 9:00 PM Sessions: 1
 Ray Pourali
 Keefe Tech, First Floor, Room 204

NEW

Furniture Refinishing - Introduction

Learn to restore and refinish, working with your own small piece of furniture. In this class you will learn the various processes including, stripping, preparation, application of stains and final touches. Repair and reinforcement are addressed as needed. It is important to note that storage is not available for your furniture at Keefe at Night. Your piece must be small enough for you to be able to carry and transport to and from on the evening of the class. Standard supplies are included in the cost of tuition.

HG17-SP181 \$139
 5/9/2018-5/30/2018 Days: W
 6:30 PM - 8:30 PM Sessions: 4
 Shawn Young
 Keefe Tech, Ground Floor, Carpentry

NEW

Landscape Design Basics for Beginners

Yes, you can do it. 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 guide you and 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-SP181 \$149
 5/1/2018-5/22/2018 Days: T
 6:00 PM - 9:00 PM Sessions: 4
 James Gable
 Keefe Tech, Second Floor, Room 314A

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. Standard materials and supplies are included in the cost of tuition. As there is no storage available, students must transport their projects to and from Keefe on each night of class.

HG02-SP181 \$169
 3/14/2018-4/4/2018 Days: W
 6:30 PM - 9:00 PM Sessions: 4
 Shawn Young
 Keefe Tech, Ground Floor, Carpentry

Spring Bicycle Maintenance

It's time to clean up that bike and get it tuned up for the coming season. If you've ever wondered "does this thing still work," this course is for you. This class is designed to take the intimidation out of bike maintenance. You will learn the basics of bike fitting, operational adjustments, common repairs, regular maintenance and safety checks. Get your bike in great shape so you can get in shape too!

HG11-SP181 \$59
 3/27/2018-3/27/2018 Days: T
 6:30 PM - 9:30 PM Sessions: 1
 Ed Kross
 Keefe Tech, Ground Floor, Plumbing



LANGUAGE ARTS

Business English for ESL Students

This course is designed to help ESL students improve their written and spoken English in an office/business setting. It's ideal for students who already work in an office or business, or would like to enter into this type of environment. Topics include: Business vocabulary and common expressions; Writing emails with appropriate tone and content; Making clear and concise oral presentations; Understanding charts and graphs; Attending and leading meetings; English pronunciation; Conducting interviews.

Prerequisite: Students should have completed at least Level 3 of an ESL class or be able to speak/understand English at an intermediate-high level. No class: 4/18.

AB06-SP181 \$159
3/14/2018-4/25/2018 Days: W
6:30 PM - 8:30 PM Sessions: 6
Victoria Kravitz
Keefe Tech, First Floor, Room 220

Brazilian Portuguese I

This course in Brazilian Portuguese is designed for beginners who are just starting their study of the language. Students will learn basic grammatical structures, and practice everyday language in situational contexts like shopping, dining out, and traveling in Brazil. Taught by a native speaker of Portuguese, students will have the opportunity to listen and to practice correct pronunciation! They will also learn first-hand about Brazilian culture. Although the focus is conversation, the course will also help improve reading and writing skills. Come join us and boa sorte (good luck)! Required Textbook to be purchased by student in advance: Living Language Brazilian Portuguese, Complete Edition by Living Language and Dulce Marcello. ISBN-13: 978-0307972088. No Class: 4/16

LA06-SP181 \$209
3/12/2018-5/7/2018 Days: M
6:30 PM - 9:00 PM Sessions: 8
Vanessa Mirielle
Keefe Tech, First Floor, Room 202

NEW

Brazilian Portuguese - Conversation

This will be an informal and fun class where you can develop conversation skills using cultural facts and current events. Write and read with assignments at home. Your instructor, a native speaker, looks forward to sharing the love of her culture and language with you. Required Textbook to be purchased by student in advance of class: Living Language Brazilian Portuguese, Complete Edition by Living Language and Dulce Marcello. ISBN-13: 978-0307972088. No class: 5/28.

LA07-SP181 \$129
5/14/2018-6/18/2018 Days: M
6:30 PM - 9:00 PM Sessions: 5
Vanessa Mirielle
Keefe Tech, First Floor, Room 202

NEW

Beginner French

If you have never taken a French language class before or have limited prior knowledge of French, this class is for you. After this course you will be able to: use simple sentences to express yourself; ask and answer questions; start basic social conversations you might need in daily interactions. In this course, you will build correct and clear pronunciation skills necessary for intelligible communication in the future. We will cover 6 units of the class textbook. Required textbook to be purchased in advance of class: Café Crème Méthode de Français 1, by Marcella Di Giura Beacco, ISBN: -13: 978-2011550170.

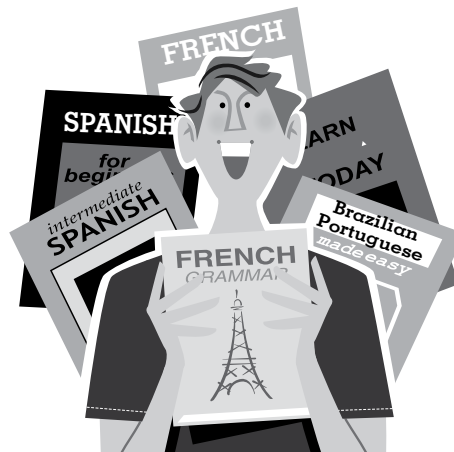
LA15-SP181 \$169
4/3/2018-5/15/2018 Days: T
6:30 PM - 8:30 PM Sessions: 6
Narcisse Isukapati
Keefe Tech, First Floor, Room 205

NEW

Intermediate French

Can you speak about familiar topics related to your daily life or to express personal meaning in French? Are you able to ask simple questions and speak in simple sentences during a conversation? Then we invite you to sign up for this intermediate course. It's time to go beyond basics. In this intermediate course you will improve your grammar, vocabulary and pronunciation skills, all at the same time. Your speaking and listening skills will progress as you learn about French culture and enjoy French music and songs. This course will cover 6 units of your textbook. Required textbook to be purchased in advance of class: Café Crème Méthode de Français 2. ISBN: 9782011550934.

LA16-SP181 \$169
4/4/2018-5/16/2018 Days: W
6:30 PM - 8:30 PM Sessions: 6
Narcisse Isukapati
Keefe Tech, First Floor, Room 209



NEW

Advanced and Conversational French - Saturday Class

Can you read and write in French, and understand it while listening to the radio or TV? But, do you still struggle with conversational exchanges? Accelerate your journey to fluency by joining this advanced course. We will review and practice a mixture of tenses. We will work on relevant grammar to help you get to a point where you can narrate and describe in major time frames of past, present, and future in paragraph-length discourse. You will practice vocabulary in informal and formal conversations on topics of your interest. This course will cover 6 units of your textbook. Required textbook to be purchased in advance of class: Café Crème Méthode de Français 2. ISBN: 9782011550934.

LA17-SP181 \$169
4/7/2018-5/19/2018 Days: Sa
10:00 AM -12:00 PM Sessions: 6
Narcisse Isukapati
Keefe Tech, First Floor, Room 209

Spanish Level I - Beginner

This course is designed for students with little or no previous knowledge or exposure to Spanish. The focus will be on developing skills in the areas of listening, speaking, reading and comprehension. Students will acquire basic understanding of grammar, including conjugations of the verb 'to be,' and use of Spanish regular and irregular verbs. By the end of the course, students should be able to understand and pronounce multiple Spanish words including those related to greetings, numbers and telling time. In addition, students will be able to ask simple questions, describe themselves and others, express emotion, and have short conversations about day-to-day topics. Active participation in class, homework preparation, and memorization are essential to succeed in this course. Required textbook to be purchased in advance of class. "Easy Spanish Step by Step" by Barbara Bregstein, ISBN 978-0-07-146338-6. No class: 4/17.

LA04-SP181 \$189
3/6/2018-5/1/2018 Days: T
6:00 PM - 7:30 PM Sessions: 8
Elba Fernandez
Keefe Tech, First Floor, Room 203

Inclement Weather Notifications -
Information will be posted on our
website and our Facebook page.

Spanish Level II - Intermediate

This course builds upon knowledge gained in Spanish Level I. It will reinforce listening, speaking, reading and comprehension. Emphasis will be placed on acquisition of additional vocabulary, and learning additional grammatical principles. Students will be able to communicate in the present tense, and will learn to express past actions using the preterite tense. Students are required to read their textbook before class, memorize vocabulary and answer questions. During class the teacher, through guided conversation, will engage students in a dialogue about the content. Required textbook to be purchased in advance of class. Level II starts on Chapter 9, page 125 of the book "Easy Spanish Step by Step" by Barbara Bregstein. ISBN 978-0-07-146338-6. This is the same text used in Level I. No class: 4/17.

LA05-SP181 \$169
3/6/2018-5/1/2018 Days: T
7:30 PM - 9:00 PM Sessions: 8
Elba Fernandez
Keefe Tech, First Floor, Room 203

NEW

Spanish III - Conversation

The goal of this course is to provide an opportunity to enhance fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading and writing skills. Students must have completed Spanish I and Spanish II courses or their equivalent; already know the basics of Spanish grammar and: have adequate vocabulary. Book required to be purchased in advance of class: Hablemos en Clase, by Maria Rosa Lopez, Second Edition, ISBN:978- 84-89756-26-7.

LA11-SP181 \$189
5/9/2018-6/13/2018 Days: W
6:30 PM - 8:30 PM Sessions: 6
Elba Fernandez
Keefe Tech, First Floor, Room 203

Spanish for Healthcare Professionals

¿Cómo se siente hoy? (How are you feeling 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 taught in this class 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! No class: 5/3.

LA13-SP181 \$189
4/26/2018-6/7/2018 Days: Th
7:00 PM - 9:00 PM Sessions: 6
Sherry Ruff
Keefe Tech, First Floor, Room 203



NEW

Paralegal Certificate Course

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of law in which paralegals are in most demand. Course sessions will focus on: Legal Terminology, Introduction to the Evidentiary Predicate, Identifying Relevant Authority, Legal Research Practice and Legal Writing and Appellate Procedure.

There are no prerequisites to take the course, but students will be expected to complete a significant amount of homework for each session. This program will help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills. Books are not included in the cost of tuition. Please view the full list of required textbooks on the online class description at Keefeatnight.org. No class: 4/2, 4/5, 4/16-4/19 & 5/3.

BZ27-SP181

3/26/2018-5/15/2018

6:00 PM - 9:30 PM

Center for Legal Studies Staff

Keefe Tech, Second Floor, Room 318

\$1,289

Days: MTWTh

Sessions: 24

NEW

Legal Secretary Certificate Program -

This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. Students will study topics including: legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; an overview of commonly used word and data processing programs; legal research; memoranda preparation, and citation format. Students will receive a certificate of completion at the end of this program. Important: Books are not included in the cost of tuition. Please view the course online description for a full listing of required books at Keefeatnight.org. No class: 4/5, 4/17, 4/19 & 5/3.

BZ28-SP181

3/27/2018-5/16/2018

6:00 PM - 9:30 PM

Center for Legal Studies Staff

Keefe Tech, Room 207

\$645

Days: TuTh

Sessions: 12

General information can be found on page 45.

Certified Nursing Assistant, CNA Program

Certified Nursing Assistants are in high demand in Massachusetts. This training program - approved by the Massachusetts Department of Public Health - is designed to prepare students for a career as professional health care providers. Fifty-four hours of classroom study will prepare students for 21 hours of supervised clinical rotation. Students will be instructed in all of the competencies and prepared for the CNA certifying exam conducted 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.

IMPORTANT: In order to be accepted into this program, all students must take a basic reading and math skills test; submit to a CORI review, and provide current health records - including proof of a negative TB test. Payment plan available. A 10% discount is available to students who pay for tuition in full at registration. Sign up early as class size is limited. In addition to Tuesdays and Thursdays, the class will meet on two Wednesdays and one Saturday. Please see the online description for exact dates of program.

ME01-SP181	\$1,139
2/20/2018-4/3/2018	Days: TTh
5:00 PM - 9:30 PM	Sessions: 20
Becki Blanton and Nancy Favulli	
Keefe Tech, Second Floor, Room 323	

This was an overall great experience. It's a great course for people wanting to get into the medical field. I'm so grateful to have had the opportunity to take this course at Keefe at Night.

– Jurgita Pikilingyte,
Clinical Medical Assistant Program

Clinical Medical Assistant Training

Do you want to prepare for an exciting, challenging and rewarding career in healthcare? In this program you will receive training on how to assist physicians and nurses by performing functions related to the clinical responsibilities of a medical office. You will learn about: patient preparation 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. Textbooks included in cost of tuition. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, and submit to a thorough background check, drug screening and meet other requirements. A high-school diploma or equivalency is required. 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. Payment plan available. 10% tuition discount if paid in full before the first class. No classes will be held on: 3/8, 4/5, 4/17, 4/19 & 5/3. Please see online description for Saturday dates and times,

ME02-SP181	\$2,749
2/27/2018-6/19/2018	Days: TThSa
6:00 PM - 9:30 PM	Sessions: 34
CCI Staff	
Keefe Tech, Second Floor, Room 313	

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. This course is for anyone with limited or no medical training who needs a course of completion card in CPR to meet job, regulatory, or other requirements. At the conclusion of this 4-hour class you will have become CPR certified.

ME13-S181SECTION.1	\$89
3/10/2018-3/10/2018	Days: Sa
9:00 AM - 1:00 PM	Sessions: 1
Jennifer Graham	
Keefe Tech, Second Floor, Room 325	

ME13-SP181SECTION.2	\$89
4/7/2018-4/7/2018	Days: Sa
9:00 AM - 1:00 PM	Sessions: 1
Jennifer Graham	
Keefe Tech, Second Floor, Room 325	

MEDICAL & ALLIED HEALTH TRAINING

Pharmacy Technician

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

ME08-SP181	\$1,099
3/5/2018-5/2/2018	Days: MW
6:00 PM - 9:30 PM	Sessions: 15
Staff CCI	
Keefe Tech, Second Floor, Room 319	

Phlebotomy Technician Program

Are you ready for a rewarding career change? This 90-hour Phlebotomy Technician Program will train you on how 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 a local healthcare facility at the completion of the course. Textbook included in cost of tuition. Payment plan available. 10% tuition discount if paid in full at registration. No classes will be held on: 3/7, 4/16 & 4/18. See online description for Saturday dates and times.

ME09-SP181	\$1,979
3/5/2018-5/23/2018	Days: MWSa
6:00 PM - 9:30 PM	Sessions: 24
CCI Staff	
Keefe Tech, Second Floor, Room 313	

REAL ESTATE & HOME INSPECTION

Massachusetts Realtors' Training

Back by popular demand! The Real Estate market in Massachusetts is roaring. If you would like to be part of this boom, this class is your first step to becoming a licensed real estate salesperson! Completion of this 40-hour course will qualify students to sit for the Massachusetts Real Estate Salesperson's Test. This course is taught by professionals from Framingham-based Key Realty Services University, an approved, fully licensed and credentialed Massachusetts Real Estate School. The course is taught in both lecture and interactive in format. At the completion of the course you will receive a certification booklet, which allows you to take the state examination. If you score 70% or better on your exam, you will receive your license that day! 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 held on: 4/5, 4/17, 4/19 & 5/3.

RE01-SP181	\$399
3/13/2018-5/10/2018	Days: TTh
6:00 PM - 9:00 PM	Sessions: 14
Nelson Zide	
Keefe Tech, First Floor, Room 210	



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: 3/7, 4/16, 4/18, 5/28.

TP02-SP181	\$1,100
2/28/2018-6/6/2018	Days: MW
6:30 PM - 9:40 PM	Sessions: 25
James Mushinsky	
Keefe Tech, First Floor, Room 208	

MA Home Inspector CE Ethics, CE-266 CMR-Report Writing 1 and CE-266 CMR-Report Writing 2 will be offered this semester. Dates and times have yet to be determined. Contact us to get on a list of students interested in registration. We will contact you once the classes have been scheduled.

America's Boating (ABC3) Certification

Whether you own, a boat, are thinking of getting a boat, or just like to float around the water in your friends' boat - this course will prepare you for life on the water. Learn the basics of boating safety, including boat terminology and handling, basic knots, VHF Marine Radio, piloting, charts and electronic navigation, course plotting, navigation aids and rules, and the MA and Federal boating laws and regulations. This course is taught by experienced members of the US Power Squadron, a private national organization dedicated to teaching safe boating. Students who complete this course successfully will receive a safety certificate, required in most states for operation of a water craft. This certificate provides you a discount on your boat insurance! Textbook, nautical charts, dividers and course plotter are included in tuition. No class: 3/8, 4/5 & 4/19.

SP02-SP181 \$109
 3/1/2018-5/10/2018 Days: Th
 7:00 PM - 9:30 PM Sessions: 7
 Staff Nobscot Sail and Power Squadron
 Keefe Tech, Ground Floor, Commercial Art Room

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.

SP07-SP181 \$149
 2/26/2018-3/19/2018 Days: M
 7:00 PM - 8:00 PM Sessions: 4
 Mark Pirrello
 Keefe Tech, First Floor, 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. No class: 4/16.

SP06-SP181 \$149
 3/26/2018-4/23/2018 Days: M
 7:00 PM - 8:00 PM Sessions: 4
 Mark Pirrello
 Keefe Tech, First Floor, Gym

Intro to the Sport of Fly Fishing

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-SP181 \$49
 3/20/2018-3/20/2018 Days: T
 7:00 PM - 9:00 PM Sessions: 1
 Sheila Hassan
 Keefe Tech, First Floor, Room 222

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: April 5 & 19.

SP05-SP181 \$99
 3/15/2018-5/17/2018 Days: Th
 6:30 PM - 8:30 PM Sessions: 8
 Kevin Kramer
 Keefe Tech, First Floor, Gym

Beginners' Bridge

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: 4/17.

SP09-SP181 \$139
 4/3/2018-5/29/2018 Days: T
 6:30 PM - 9:00 PM Sessions: 8
 Tony Keats
 Keefe Tech, Second Floor, Room 309

Bridge for the Advancing Bridge Player

Back by popular demand! 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 straight forward 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. This is a fun and informal class. No class: 4/19 & 5/3.

SP01-SP181 \$139
 4/12/2018-6/14/2018 Days: Th
 6:30 PM - 9:00 PM Sessions: 8
 Tony Keats
 Keefe Tech, Second Floor, Room 309

Would you like to Learn How to Become an Electrician?

FREE Informational Session!

Have you ever considered becoming an electrician but don't know where to start? Skilled trade workers are in high demand and on average Journeyman electricians can expect to earn over \$30 an hour, according to figures from the State of Massachusetts.

Join Keefe at Night's Master Electricians, Richard Packer and David Hatton, for a free informational session on all steps required by the State of Massachusetts to be able to sit for the state licensing exam. Be on time and come ready with your questions.

Date: Thursday, February 15

Time: 5:30 - 7:00 p.m.

Location: Keefe at Night, Second Floor, Room 300

Registration is required. Sign up online today.



Construction Supervisor's License Exam Preparation

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. No class: 4/16.

TP03-SP181 \$359
4/2/2018-5/31/2018 Days: M
5:30 PM - 9:00 PM Sessions: 7
Construction Certification Institute Staff
Keefe Tech, First Floor, Room 210

NEW

Electric Code - Journeyman, Module 1 - Saturday

This course is for everyone starting in the module program. In this class you will cover: Jobsite and electrical safety, introduction to National Electrical Code and process, DC/Alarm Theory and Basic Math. 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.

TP09-SP181.Mod1 \$519
3/3/2018-5/5/2018 Days: Sa
8:30 AM - 5:00 PM Sessions: 10
Richard Packer
Keefe Tech, First Floor, Room 201



Electric Code - Journeyman, Module 4

In Module 4 topics will include 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 class meets the requirements set forth 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: 3/8, 4/5, 4/17, 4/19.

TP07-SP181.Mod4 \$519
 2/27/2018-5/22/2018 Days: TTh
 6:00 PM -10:00 PM Sessions: 20
 Richard Packer
 Keefe Tech, First Floor, Room 201

Electric Code - Journeyman, Module 5

This course will cover electrician's math and basic electrical formulas, electrical circuits, AC theory, raceway and outlet box conductor fill, conductor selection and overcurrent protection. This 75-hour class meets the requirements set forth 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: 3/8, 4/5, 4/17, 4/19.

TP06-SP181.Mod5 \$519
 2/27/2018-5/22/2018 Days: TTh
 6:00 PM -10:00 PM Sessions: 20
 David Hatton
 Keefe Tech, First Floor, Room 202



Plumbing Code and Theory - All 5 Tiers Offered

This course is open to two groups of current 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/>. Please bring your code book to class. No class: 3/7, 4/5, 4/16, 4/19.

TP04-SP181.Tier1 \$459
 2/26/2018-5/7/2018 Days: MTh
 5:30 PM - 9:00 PM Sessions: 17
 Jamie Prevosk
 Keefe Tech, First Floor, Room 222

TP04-S181.Tier2 \$459
 2/26/2018-5/7/2018 Days: MTh
 5:30 PM - 9:00 PM Sessions: 17
 John Del Monte
 Keefe Tech, First Floor, Room 219

TP04-S181.Tier3 \$459
 2/26/2018-5/7/2018 Days: MTh
 5:30 PM - 9:00 PM Sessions: 17
 John Ryder
 Keefe Tech, First Floor, Room 218

TP04-S181.Tier4 \$459
 2/26/2018-5/7/2018 Days: MTh
 5:30 PM - 9:00 PM Sessions: 17
 Eric Gordon
 Keefe Tech, First Floor, Room 217

TP04-S181.Tier5 \$459
 2/26/2018-5/7/2018 Days: MTh
 5:30 PM - 9:00 PM Sessions: 17
 Adam Mitchell
 Keefe Tech, First Floor, Room 221



Visit us on Facebook
www.facebook.com/keefetechconted

NEW

Coastal Maine:

History, Shopping and Blueberry Pie

Join travel guide experts, Joe Cali and Martha Prybalo, on a one-day trip to Maine. Your bus tour includes a visit to the Cape Neddick Lighthouse, followed by a historic walking tour of Portland Maine, and a visit to the Wadsworth-Longfellow House. Lunch is on your own in Portland. Following lunch you will travel through some quaint and historic seaside towns on your way to Freeport for a visit to the LL Bean Store. On the way back you will stop for some Maine blueberry pie, before making our way back to Framingham.

TR12-SP181 \$129
 5/5/2018-5/5/2018 Days: Sa
 8:00 AM - 8:00 PM Sessions: 1
 Travel Guides: Joe Cali & Martha Prybalo
 Keefe Tech, Offsite, BUS TRIP

NEW

New Hampshire: Historic, Natural and Bountiful

Join travel guide experts, Joe Cali and Martha Prybalo, on a one-day trip to New Hampshire. Your tour starts with a visit to the historic Strawberry Banke in Portsmouth, NH. From there the tour will take you to downtown Portsmouth for lunch (on your own). On our way to Great Bay National Wildlife Refuge in Newington, you will see interesting and curious sites in Southern New Hampshire. Great Bay National Wildlife Refuge is a 1,000 acre preserve under the direction and protection of the National Park Service. The Refuge is home to Osprey, Heron, Deer, Bald eagles and other wildlife. We will have a guided 1/2 mile nature walk (Rated: Easy). As we head home, we will pass through the seacoast town of Rye where we will see many of the summer mansions and estates along the coast. The day will end with a visit with local artisans who produce various food products and art.

TR14-S181 \$129
 6/9/2018-6/9/2018 Days: Sa
 8:00 AM - 8:00 PM Sessions: 1
 Travel Guides: Joe Cali & Martha Prybalo
 Keefe Tech, Offsite, BUS TRIP

More Saturday
 classes available
 this semester!

New York - Broadway

Encore! Encore! Each semester this trip sells out! 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 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 transferable, but not refundable.

TR02-SP181 \$89
 4/7/2018-4/7/2018 Days: Sa
 7:30 AM - 11:00 PM Sessions: 1
 Travel Guide: Doug Sanders
 Keefe Tech, Offsite, BUS TRIP



Statue of Liberty and Ellis Island Day Trip

Join us on a day of exploration of American History as you view the place where many of our forefathers first set foot in the United States. Your trip includes round trip transportation, ferry ride fare and admission to the pedestal of the Statue of Liberty. This trip promises to be memorable! Children 12 years of age and older are welcome. Registrations for the trip are transferable for the same trip, but not refundable. No vouchers. No exceptions.

TR04-SP181 \$129
 6/23/2018-6/23/2018 Days: Sa
 6:30 AM - 10:30 PM Sessions: 1
 Travel Guide: Lisa Johnson
 Keefe Tech, Offsite, BUS TRIP

Photography Outings Meet us at the Gardens and the Zoo!

Photo Field Trip to Tower Hill Botanic Garden

Snow, Rain or Shine! Join Lynne Damianos at Tower Hill Botanic Garden in Boylston, MA where you will have the opportunity to photograph beautiful indoor gardens, while learning how to better use your camera. Explore macro (close up) and manual focus settings, how to brighten or darken exposures, adjust color (white balance) and more. 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 an admission fee, but you may be able to obtain a discounted pass at your local library or via Groupon.com. Visit www.towerhillbg.org for more information about the Garden.

PH11SP181 \$59
3/11/2018-3/11/2018 Days: Su
1:00 PM - 3:30 PM Sessions: 1
Lynne Damianos
Offsite, Offsite, Tower Hill Botanic Garden

Macro Photography at Garden in the Woods

Garden in the Woods is New England's premier wildflower garden. What better place to take your Garden Photography from good to great? 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. Join Steve McGrath as he reveals his tips and techniques for taking quality close-ups as well as landscape photography in the Gardens. We 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, April 22 at Garden in the Woods in Framingham from 12:00 - 3:00 PM. Meet at Garden entrance. Your instructor will be wearing a Keefe Tech cap. The second class will take place on Tuesday, April 24 from 6:00 - 8:00 PM in room 218 (first floor) at Keefe Tech. Admission to Garden in the Woods is additional and paid directly to the Garden. For more information visit: <http://www.newenglandwild.org/visit/Garden-in-the-Woods>.

PH13-SP181 \$59
4/22/2018-4/24/2018 Days: SuT
6:00 PM - 8:00 PM Sessions: 2
Steve McGrath
Garden in the Woods, Framingham & Keefe Tech,
First Floor, Room 218

Wildlife Photography Workshop at Southwick Zoo

No Time for a Safari? Learn to photograph wildlife 'in the wild' ...at the zoo! Understand the settings of your camera and what is needed for a composed, polished photo! Meet at the Southwick Zoo for a short presentation on tips and techniques for great zoo photographs that look like they were taken in the wild! Explore the zoo (with your tripod/monopod) and the longest lens you have. Get your best shots at feeding time, or with the special zookeeper close up. In the second class at Keefe Tech, we will review the images for a 'show and tell' with the class

This class meets on Sunday, May 6 from 10:00 AM to 1:00 PM at Southwick Zoo. Meet at the Zoo entrance. Your instructor will be wearing a Keefe Tech cap. The second class will take place on Wednesday, May 9 from 6:00-8:30 PM in Room 218 (first floor) at Keefe Tech. Admission to the zoo is additional and paid directly to the park.

PH07-SP181
5/6/2018-5/9/2018 Days: SuW
10:00 AM - 1:00 PM Sessions: 2
Steve McGrath
Southwick Zoo & Keefe Tech, First Floor, Room 218



WELDING

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. Being able to make or fabricate ornaments, fix cars, fence work, as well as repair work on construction vehicles, and basic abilities and knowledge of amperage and readings to use equipment in the welding field. All safety equipment and materials will be provided. Wear long pants and closed toe (preferable steel toed) shoes. Monday and Wednesday Course - No class: April 16 & 18. Tuesday and Thursday Course - No class: April 17 & 19

WE01-S181.MW \$429
3/12/2018-5/7/2018 Days: MW
6:00 PM - 9:00 PM Sessions: 15
David Butler
Keefe Tech, Ground Floor, Room Metals Shop

WE01-SP181.TuTh \$429
3/13/2018-5/15/2018 Days: TTh
6:00 PM - 9:00 PM Sessions: 15
Brian DeCiero
Keefe Tech, Ground Floor, Room Metals Shop



WRITING

Creative Writing for Fun

Do you love to write, but not sure what to do with those stories in your head or hidden somewhere in a back drawer? Are you brave enough to write spontaneously in a class of like-minded adults and then share your written word minutes later? If so, sign up! Designed to encourage creative writing productivity, this popular class includes in-class writing, different writing topics and tips each week, and shared reading. Both fiction and non-fiction (memoir and essays) are encouraged. Enthusiasm, a great sense of fun, and shared insights are used as learning tools instead of criticism.

This course is offered in two sections. Take both sections or just one. Cost of tuition is per section. Sign up early. Class size is limited. No class: 4/17

WR03-SP181.Section1 \$139
3/20/2018-5/8/2018 Days: T
5:00 PM - 7:00 PM Sessions: 6
Pamela Wight
Keefe Tech, First Floor, Room Main Office Conference Room

WR03-SP181.Section2 \$139
5/15/2018-6/19/2018 Days: T
5:00 PM - 7:00 PM Sessions: 6
Pamela Wight
Keefe Tech, First Floor, Room 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.

BZ25-SP181 \$59
4/25/2018-4/25/2018 Days: W
6:00 PM - 9:00 PM Sessions: 1
David K. Ewen
Keefe Tech, First Floor, Room 206



Welcome to Keefe at Night! For a better understanding of our schedules and procedures, please read the information that appears below.

SPRING SEMESTER OFFICE HOURS:

Starting on February 20: Monday-Thursday 9:00 a.m.- 9:00 p.m., Friday 9:00 a.m.- 5:00 p.m.

The office is closed on holidays and snow days. During school breaks, you can reach us **by phone** Monday - Friday 9:00 a.m. - 5:00 p.m. Please see information on inclement weather closings below.

Spring Semester No Class Dates: March 7-8, April 5, April 16-19, May 3 (only pool & gym will be available on May 3).

Registration/Age Requirement: All students/participants must be at least 18 years old.

There are 5 convenient ways to register and pay:

1. **Online Registration:** Visit www.keefeatnight.org and click on the "Registration" tab that appears on the menu section at the top of the main page. From there click "Register" and click on "My Account." If you don't have an account, you can create a new one there as well.
2. **Mail-in Registration:** Using the registration form in this catalog, mail your registration with payment to: Keefe at Night, 750 Winter Street, Framingham, MA 01702. No cash please.
3. **Telephone Registration:** During office hours at 508-416-2170 or 508-935-0202.
4. **Walk-in Registration:** Visit Keefe Tech's Main Office during office hours.
5. **Fax:** Using the registration form in this catalog, you may fax your registration to: 508-416-2231.

We accept: American Express, MasterCard, Visa or Discover, checks, money orders, organization purchase orders, and cash (in person only). 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.

Tuition Payment: Payment in full is due at registration. Payment plans are available as noted in specific class descriptions.

Late Registration: Students may register for a class after the start date only with the approval of the instructor. There are no discounts on the tuition.

Day of the Week & Time of Classes: Classes are in session Monday through Thursday evenings (with a few Saturdays and Sundays). Evenings and times are subject to change. However, every effort will be made to hold classes on the dates and times as listed in the Catalog.

Change of Instructor or Class Space: Keefe at Night reserves the right to retain, assign or change instructors as necessary without contacting enrolled students. When necessary, we may also change the assigned classroom space.

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, please call the Keefe at Night main phone number (508-935-0202) for a recorded message. An announcement will also be posted on our website and our Facebook page: <https://www.facebook.com/keefetechconted/>.

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 the school building or on school grounds, by students, school personnel, instructors and visitors.

Certification/Licensing Programs: Some programs require a set number of hours for successful completion. If you must miss more than one class, be sure to speak with your instructor as soon as you return. Please know that missed hours will

GENERAL INFORMATION *Continued*

be made up at a time when your instructor is available and there will be a fee of up to \$50/hour with a three-hour minimum.

REFUND POLICY FOR COUSES AND TRIPS

Cancellation for All Classes: If Keefe at Night cancels, the full amount of the course is refunded.

Withdrawals:

1. **7 Days before start date:** Full tuition refund, minus \$10 cancellation fee.
2. **6 Days or less before start date:** A Course Voucher will be issued for 50% of course tuition.
3. **No Course Vouchers or refunds** will be issued after the start of class.
4. **Withdrawal or absence from course on the day that it meets:** No refund or voucher. You may however, transfer your enrollment to a friend/relative.
5. **Trip registrations are transferable** to other guests **for the same trip only**, but not refundable. No vouchers will be issued.

Additional information for Withdrawal Refund Policy

for Culinary Programs: An additional ingredients/supplies deduction of \$25.00 will be made to Vouchers for withdrawals less than 7 days prior to class date.

Information for Withdrawal Refund Policy for Legal

Studies Programs: Students withdrawing 7 days before the class start date will receive full tuition refund, minus \$10 cancellation fee. No refunds or vouchers will be available for withdrawals taking place 6 days or less before the start date of class, or after the class has started.

We look forward to seeing
you on Campus!

.....
Thank You: John Quintin KT'19 for your assistance with photography and ads for the spring catalog.
.....

We really want your class to run!

Please sign up early so that we meet our minimum enrollment
at least 10 days before the start of the class.

TEXTBOOKS/CLASS SUPPLIES/INGREDIENTS:

Books: Unless otherwise noted, students must purchase their books on their own in advance of their first class. Please check course descriptions to confirm whether or not books are included. When needed, ISBN numbers are provided. Some descriptions will direct you to go online to get a full list of books.

Class Supplies: Some arts and crafts courses require that students purchase supplies on their own. Please see the online course description for a full list of supplies.

Cooking Ingredients: Cooking ingredients fees are included in the cost of tuition.

Parking: Keefe at Night students can park in any legal spot even if its numbered.

Class Locations: Please check your confirmation receipts for your classroom room number/location.

All technical program spaces are located on the ground floor.

Classrooms in the 200's are located on the 1st floor. Rooms in the 300's are located on the 2nd floor.

If you are taking cooking classes, or fitness classes taking place in the auditorium, we recommend that you enter Keefe and park by the Fountain Street entrance (closest to Loring Arena).

If your class takes place in the pool or gym, we recommend that you enter Keefe and park by the Winter Street entrance.

Gift Certificates: Gift certificates can be purchased online or by phone with a credit card.

REGISTRATION FORM

First Name: _____ Last Name: _____

Mailing Address: _____

City/State/Zip: _____

Email Address: _____ Best Phone #: _____

Course ID	Course Title	Class Dates	Tuition Amount
			TOTAL

Form of Payment: ☐ Check No. _____ (Payable to Keefe at Night)

☐ MasterCard ☐ Visa ☐ Discover ☐ AmEx

Credit Card Number: _____ Expiration Date: _____

Name of Card Holder: _____ Authorization Code: _____

Billing Address if Different from Above: _____

By submitting this registration form you acknowledge that you have read and accept the Refund Policy that appears below. You also understand that all participants/students must be at least 18 years of age in order to enroll in Keefe at Night programs.

Please mail the completed form to: Keefe at Night, 750 Winter Street, Framingham, MA 01702. No cash please.

REFUND POLICY

CANCELLATION FOR ALL CLASSES:

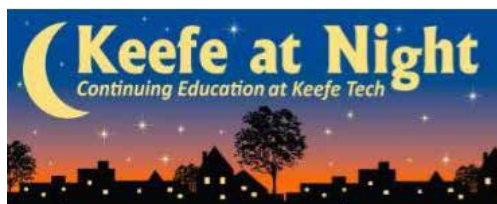
If Keefe at Night cancels, the full amount of the course tuition is refunded.

WITHDRAWALS:

1. 7 Days before start date: Full tuition refund, minus \$10 cancellation fee.
2. 6 Days or less before start date: A Course Voucher will be issued for 50% of course tuition.
3. No Course Vouchers or refunds will be issued after the start of class.
4. Withdrawal or absence from course on the day that it meets: No refund or voucher. You may however, transfer your enrollment to a friend/relative.
5. Trip registrations are transferable to other guests for the same trip only, but not refundable. No vouchers will be issued.

Information for Withdrawal Refund Policy for **Culinary Programs**: An additional ingredients/supplies deduction of \$25.00 will be made to Vouchers for withdrawals less than 7 days prior to class date.

Legal Studies Refund Policy: 7 days before the class start date: full tuition refund, minus \$10 cancellation fee. No refunds or vouchers will be available for withdrawals taking place 6 days or less before the start date of class, or after the class has started.



Keefe at Night
750 Winter Street,
Framingham, MA 01702

Permit
No. 67
Framingham, MA



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To view all of our courses by categories, please visit:

<https://registration.xenegrade.com/keefeatnight/categorySearch.cfm?category=1>

**REGISTER TODAY! CALL 508-416-2170 OR
508-935-0202 OR ONLINE AT WWW.KEEFEATNIGHT.ORG**