



Fall 2018 Course Catalog



Keefe at Night

Your Community Resource for Certification,
Licensing, Career, and Fun Programs for Adults

750 Winter Street, Framingham, MA 01702

Continuinged@jpkeefehs.org

Visit us at: www.keefeatnight.org

Phone: 508-416-2170

Fax: 508-416-2231

CERTIFICATE & LICENSING PREPARATION PROGRAMS

AESTHETICS

LICENSE PREPARATION

Aesthetician Training Program -
License Preparation

AUTOMOTIVE

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

COMPUTER TECHNOLOGY, SOFTWARE & APPLICATIONS

Cisco I-IV

FITNESS

Certified Personal Trainer Course

LEGAL STUDIES

Paralegal Certificate Course, **NEW**

MEDICAL AND ALLIED HEALTH TRAINING

Heartsaver CPR AED - 1-Day Certification
Clinical Medical Assistant
Pharmacy Technician
Phlebotomy Technician
Certified Nursing Assistant, CNA Program

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.

REAL ESTATE & HOME INSPECTION LICENSE PREPARATION

Associate Home Inspection License
Preparation
Massachusetts Realtors
License Preparation

SERVSAFE

Servsafe Manager Training -
1-Day Certification

TRADE/LICENSE PREPARATION

Construction Supervisor License and Exam Preparation,
6-Week and 7-Week Options
Electrical Code-Journeyman, Module 1
Electrical Code -Journeyman, Module 2 (Saturday course)
Electrical Code-Journeyman, Module 5
Electrical Code-Journeyman, Module 6, **NEW**
Plumbing Code and Theory - Journeyman, Tier 1
Plumbing Code and Theory - Journeyman, Tier 2
Plumbing Code and Theory - Journeyman, Tier 3
Plumbing Code and Theory - Journeyman, Tier 4
Plumbing Code and Theory - Journeyman, Tier 5

Is class cancelled tonight due to the weather? Please visit our website keefeatnight.org and click on

Inclement
Weather
Updates on FB



[inclement weather button](#)
on the top menu to find out.

Love this class. I have taken classes at Keefe at Night before and have enjoyed every one of them.

- Watercize

Great school! Instructors are very dedicated to helping students. I love Keefe at Night!

- Certified Nursing Assistant Program

Felipe meets students at their own level - and skillfully guides them. Great class. Will recommend it.

- Acrylic Painting

We asked and they shared their experiences . . .

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Fall 2018 Semester Open House

August 22, 2018

Are you looking to make a career change or to advance within your current field? Join us at our Trades/Certification/Licensing programs informational session on August 22. Our program instructors will be on hand to answer questions and provide insight into their respective fields:

- Aesthetician License Preparation
 - Tire Industry Association Certification
 - ServSafe Manager Training
 - Cisco Certification
 - Massachusetts Realtor Training
 - Construction Supervisor License Prep.
 - Clinical Medical Assistant Certification
 - Phlebotomy Technician Training
 - Plumbing Code and Theory
 - Electrical Code
 - Certified Personal Trainer
- ...and more!

Date: August 22, 2018

Time: 5:30 - 8:00 p.m.

Location: Keefe Regional Technical School
750 Winter Street, Framingham MA

If you have any questions, please contact us at
508-416-2170.

We hope to see you at the Open House!
www.keefeatnight.org



English as a Second Language

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 for Levels 2-4: We will be conducting a placement test for students on Monday, August 20 from 4:00 - 8:00 PM at Keefe Tech. The test takes approximately 15-20 minutes.

Monday and Wednesday Classes begin on Wednesday, September 5 and end on Wednesday, December 10.

Tuesday and Thursday Classes begin on Thursday, September 6 and end on Thursday November 29.

The total cost for tuition and books is \$285. The class meets for a total of 22 sessions/66 hours.

Inglés Como Segundo Idioma: El poder comunicarse en inglés puede abrir muchas puertas para personas que actualmente 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 20 de Agosto de 4:00 a 8:00 PM La prueba dura unos 15-20 minutos.

El curso de inglés que se reúne los lunes y miércoles empieza el 5 de Septiembre y termina el 10 de Diciembre, (6:00 - 9:00 p.m.)

El curso que se reúne los martes y jueves empieza el 6 de septiembre y termina el 29 de noviembre, (6:00 - 9:00 p.m.)

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.

Ofrecemos 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, 20 de Agosto das 4:00 às 8:00 PM na escola Keefe Tech. A prova leva 15-20 minutos.

O curso de inglês que se reúne às segundas e quartas começa em 5 de setembro e termina em 10 de dezembro, das (6:00 às 9:00 da noite).

O curso que se reúne às terças e quintas começa em 6 de setembro e termina em 29 de novembro, (das 6:00 às 9:00 da noite).

O custo total por 66 horas/22 aulas é \$285 e inclui livros.

Important/Importante: No classes/No hay clases/ Não há Aulas:

Monday and Wednesday Class/Clase de Lunes y Miercoles/Segundas e Quartas: 9/10, 9/19, 10/8, 11/12, 11/21 & 12/5

Tuesday and Thursday Classes/Clases de Martes y Jueves/ Terças e Quintas: 10/4, 11/6, 11/22

English as a Second Language, ESL, Monday & Wednesday, Level 1 Only

ABMW01234

Fall18 Level 1

9/5/2018-12/10/2018

6:00 PM - 9:00 PM

Kimberley McCormack & Eduardo Cuan

Keefe Tech, Second Floor, Room 302

\$285.00

Days: MW

Sessions: 22

We look forward to seeing you on Campus!

ADULT PREPARATION COURSES: ESL, HISET & CITIZENSHIP TEST PREPARATION

English as a Second Language, ESL, Tuesday & Thursday, Levels 1-4

ABTTH01234-Fall18

Clark Level 1 A-M \$285.00
 9/6/2018-11/29/2018 Days: TTh
 6:00 PM - 9:00 PM Sessions: 22
 Domenica Clark
 Keefe Tech, Second Floor, Room 300

ABTTH01234-Fall18 McCormack

Level 1 N-Z \$285.00
 9/6/2018-11/29/2018 Days: TTh
 6:00 PM - 9:00 PM Sessions: 22
 Kimberley McCormack
 Keefe Tech, Second Floor, Room 302

ABTTH01234-Fall18 Galena

Level 2 A-M \$285.00
 9/6/2018-11/29/2018 Days: TTh
 6:00 PM - 9:00 PM Sessions: 22
 Rosemary Galena
 Keefe Tech, Second Floor, Room 303

ABTTH01234-Fall18 Kravitz

Level 2 N-Z \$285.00
 9/6/2018-11/29/2018 Days: TTh
 6:00 PM - 9:00 PM Sessions: 22
 Victoria Kravitz
 Keefe Tech, Second Floor, Room 301

ABTTH01234-Fall18 Goodwin

Level 3 A-M \$285.00
 9/6/2018-11/29/2018 Days: TTh
 6:00 PM - 9:00 PM Sessions: 22
 Regina Goodwin
 Keefe Tech, Second Floor, Room 306

ABTTH01234-Fall18 Parker

Level 3 N-Z \$285.00
 9/6/2018-11/29/2018 Days: TTh
 6:00 PM - 9:00 PM Sessions: 22
 Gregory Parker
 Keefe Tech, Second Floor, Room 304

ABTTH01234-Fall18 Strayhorn

Level 4 A-Z \$285.00
 9/6/2018-11/29/2018 Days: TTh
 6:00 PM - 9:00 PM Sessions: 22
 Linda Strayhorn
 Keefe Tech, Second Floor, Room 307

High School Equivalency - HiSET Test Preparation

New format! This class will be a guided exploration of the HiSET (a GED equivalent exam). Instruction will be provided in all five testing subjects over the course of a ten-week, two nights per week period, in order to help prepare students to take the test itself on their own. A few classes will be dedicated to practice testing in our computer lab. Your book is included in the cost of tuition. This course is not required to sign up for the HiSET exam, but is recommended. No class: 9/19, 10/8 & 11/12.

AB05-Fall18

\$249.00
 9/12/2018-11/14/2018 Days: MW
 6:00 PM - 9:00 PM Sessions: 16
 Sarah Angelo-Haight & Jessica Haight-Angelo
 Keefe Tech, Second Floor, Room 303

NEW

US Citizenship/Naturalization Test Preparation Course

Have you already submitted your application for United States naturalization/citizenship? If so, this course is for you. Your instructor, Vicki Kravitz, will help you prepare for your interview on English and U.S. Civics Topics. The course will cover: English - Written vocabulary for test; Reading vocabulary for test; Practice with dictation; Practice answering questions orally; US Civics/History – Review of potential questions on: System of Government and Principles of American Democracy; Rights and Responsibilities; American History; and Related topics - Geography, Symbols, Holidays, and a Brief Overview of Citizenship Process.

Prerequisites for Class: Must be eligible for citizenship (must be 18 years of age and have a “green” card or otherwise be a lawful permanent resident); must also be able to speak and read English. (Please note this is not a basic English class. Students should be at an intermediate level of English.)

AB07-Fall18

\$99.00
 10/3/2018-10/31/2018 Days: W
 6:30 PM - 8:30 PM Sessions: 5
 Victoria Kravitz
 Keefe Tech, Second Floor, Room 301

Gift Certificates available
for purchase!

AESTHETICS LICENSE PREPARATION

Aesthetician Training Program - License Preparation

Become a Massachusetts licensed aesthetician in less than one year! Are you looking for a career working in a salon, resort or spa? Would you like to work with clients on specialized skin care and treatment, waxing and facials? This 300-hour, two-semester program will train you on skin care science and practical hands-on skills required to take the Massachusetts Licensed Aesthetician exam.

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 complete list of class dates.

AELIC01-Fall18
9/5/2018-12/18/2018
6:00 PM -10:00 PM

Maryse Vernillet
Keefe Tech, Second Floor, Room 316

\$1,999.00 per Semester
Days: TWTh
Sessions: 40

Maryse is an experienced professional and instructor who is very supportive of her students.



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 at: Keefeatnight.org and on your registration receipt. No class: 11/6.

ART24-Fall18 \$199.00
 9/18/2018-11/27/2018 Days: T
 6:30 PM - 9:00 PM Sessions: 10
 Felipe Zamora
 Keefe Tech, Ground Floor, Visual Design

NEW

Drawing - Beyond the Basics

This class is intended to bring out the curious artist in you. Topics will include composition, introduction to perspective and elementary anatomy. It is a multi-level class welcoming those who want to become better at drawing. The class will expose the beginner student to some professional techniques. Felipe will provide ample individual attention to students. A list of required materials will be listed on the online course description at: Keefeatnight.org and on your registration receipt. No class: 11/21 & 12/5.

ART41-Fall18 \$199.00
 9/26/2018-12/12/2018 Days: W
 6:30 PM - 9:00 PM Sessions: 10
 Felipe Zamora
 Keefe Tech, Ground Floor, Visual Design

Drawing the Human Figure with Diego Chaves

Back by popular demand! Yes, you can draw! If you can draw lines and shapes, then you can draw the human figure too! In this course you will learn what the masters know: Drawing the human figure is easy - when you learn these rules!! The secrets to drawing the head, torso, hips and limbs, and a total understanding of human anatomy is ready in the palm of your hand! Learn techniques that will improve body proportions and add body language to evoke emotion and personality to your figures. This course will benefit beginners and artists who love to draw and want a better understanding of the human body. This is a great course for aspiring artists, comic book, political cartoon and manga creators! Bring your own supplies. Please see online class description at Keefeatnight.org for a list of additional materials. The list will also appear on your registration receipt.

ART23-Fall18 \$129.00
 11/13/2018-12/18/2018 Days: T
 6:00 PM - 8:00 PM Sessions: 6
 Diego Chaves
 Keefe Tech, Second Floor, Room 313
 Fall 2018

NEW

Digital Art - Introduction

In this course you will take your art to the digital realm that is today part of our daily lives. You will learn basic steps on how to draw with a stylus on a computer tablet. Using well-known Adobe Photoshop, you will be capable of adding color to your work without the worries of creating a mess from paint spills, and of course, no dirty brushes at the end! This course is perfect for anyone who loves art and shows an interest in learning alternate methods.

COART25-Fall18 \$109.00
 9/25/2018-10/23/2018 Days: T
 6:00 PM - 8:00 PM Sessions: 5
 Diego Chaves
 Keefe Tech, Ground Floor, Mac Lab

Create Mosaic Art and Have a Smashing Good Time

Come join us for a fun, fast and rewarding introduction to mosaic art! In this class you will learn to cut glass, glue and grout your pieces! Come and smash plates (bring your own if you'd like) learning about coloring and grouting your pieces. Create a mosaic coaster or light switch cover. All materials are provided in the cost of tuition. This class takes place at Cheryl's Mosaics Art Center at 360 Woodland Street, Holliston, MA.



ART13-Fall18 \$139.00
 10/15/2018-10/29/2018 Days: M
 7:00 PM - 9:30 PM Sessions: 3
 Cheryl Cohen
 Location: Cheryl's Mosaic Art Center, 360 Woodland Street, Holliston

NEW

Create Mosaic Jewelry

In these two sessions we will explore 4 mosaic jewelry techniques. Gluing, grouting, resin finishing, and a putty technique. Students will be encouraged to use at least two of these techniques to make up to a total of 4 pendants or earrings (i.e. two pendants and two pairs of earrings in the two sessions). Sterling silver plated bases and chains will be available for an additional fee to be paid in class. This class will take place at Cheryl's Mosaics Art Center, 360 Woodland Street, Holliston, MA.

ART40-Fall18 \$99.00
 11/19/2018-11/26/2018 Days: M
 7:00 PM - 9:30 PM Sessions: 2
 Cheryl Cohen
 Location: Cheryl's Mosaic Art Center, 360 Woodland Street, Holliston

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 knitters 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. No class: 10/8.

ARTXT03-Fall18 \$119.00
9/17/2018-10/29/2018 Days: M
6:30 PM - 9:00 PM Sessions: 6
Jessica Pelon
Keefe Tech, First Floor, Room 223

Knitting Workshop

Eager to start a new project but not sure you can manage it on your own? Have unfinished projects lying around that you could use help completing? In this independent study class, students will work on their own projects with the confidence of knowing someone is there to help and guide them. This is a great continuation from Knitting for Beginners and is also suitable for experienced knitters. No class: 11/12.

ARTXT01-Fall18 \$119.00
11/5/2018-12/17/2018 Days: M
6:30 PM - 9:00 PM Sessions: 6
Jessica Pelon
Keefe Tech, First Floor, Room 223

NEW

Knitting Lined Norwegian Mittens

In this class we will be knitting the Fiddlehead Mittens (see <https://www.ravelry.com/patterns/library/fiddlehead-mittens> for pictures and to purchase the pattern which will also list necessary supplies). In this class you will learn how to do an i-cord cast-on, knit mittens in the round from the bottom up, do stranded color-work knitting, pick-up stitches, and knit a lining. Please contact the instructor with any questions (see bio in online description at Keefeatnight.org) and come to the first class ready to start your mittens!

ARTXT22-Fall18 \$119.00
9/26/2018-10/31/2018 Days: W
6:30 PM - 9:00 PM Sessions: 6
Jessica Pelon
Keefe Tech, First Floor, Room 223



Visit us on Facebook for current news and information on upcoming courses.

www.facebook.com/keefetechconted

Photography

Beginner Digital Photography

Are you still getting to know your digital camera and its features? Here's an opportunity to learn from an expert. Bring your camera and your Manual and Equipment, and learn when and how to use special features, such as program mode, manual mode, aperture priority and shutter priority. Basic composition and best use of light for different situations, such as plants, people, macro and landscape photography will be covered.

ARTPHOTO12-Fall18 \$159.00
10/10/2018-11/7/2018 Days: W
6:00 PM - 8:30 PM Sessions: 5
Steve McGrath
Keefe Tech, First Floor, Room 218

NEW

Digital Photography - Intermediate

If you're comfortable with the Basics of Digital Photography, then this course is for you. In this course we will explore the use of Intermediate Camera Controls such as Metering (spot, matrix, center weight) Exposure and Exposure Compensation. Also using the RAW function on your camera and how to edit using Photoshop Elements 11. We will take an In-depth look into Manual Focus and its use, using Fill Flash and Flash Modes, Reflectors, as well as Controlling Motion, Composition, and many other Intermediate and Advanced Techniques. No class 11/21 & 12/5.

ARTPHOTO18-Fall18 \$129.00
11/14/2018-12/19/2018 Days: W
6:00 PM - 8:30 PM Sessions: 4
Steve McGrath
Keefe Tech, First Floor, Room 218

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.

ARTPHOTO05-Fall18 \$49.00
11/13/2018-11/13/2018 Days: W
6:00 PM - 8:30 PM Sessions: 1
Steve McGrath
Keefe Tech, First Floor, Room 218

Digital Photography Basics

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.

ARTPHOTO4-Fall18 \$129.00
 9/6/2018-9/20/2018 Days: Th
 6:30 PM - 9:00 PM Sessions: 3
 Lynne Damianos
 Keefe Tech, First Floor, Room 207

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, November 26 with the subject line "KeefeBB_YourLastName".

ARTPHOTO3-Fall18 \$129.00
 12/3/2018-12/17/2018 Days: M
 6:30 PM - 9:00 PM Sessions: 3
 Lynne Damianos
 Keefe Tech, First Floor, Room 207



Wildlife Photography Workshop at Southwick's 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 Southwick's Zoo in Mendon 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 Saturday, September 22 from 10:00 AM to 1:00 PM at Southwick's Zoo. Meet at the Zoo entrance. Your instructor will be wearing a Keefe Tech cap. The second class will take place on Tuesday, September 25 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.

ARTPHTRIP07-Fall18 \$69.00
 9/22/2018-9/25/2018 Days: TSa
 10:00 AM - 1:00 PM Sessions: 2
 Steve McGrath
 Keefe Tech, First Floor, Room 218

Photography Field Trip to Russell's Garden Center, Wayland

Rain or Shine! Join us at Russell's Garden Center in Wayland where you will have the opportunity to photograph beautiful plants, greenhouses and garden accessories, both indoors and out, while learning how to better use your camera. We will depict subjects in varying ways, altering both the look of the subject and background. Learn more about close up photography and adjusting the color and exposure of your images. We will examine tools such as the rule of thirds, framing and camera angle to improve your photographic vision. 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 understating of your camera is required. Review your camera manual beforehand and bring it with you along with your camera and fresh batteries. Meet at the indoor fish pond. Visit <http://www.russellsgardencenter.com> for more information about Russell's.

ARTPHTRIP17-Fall18 \$59.00
 9/29/2018-9/29/2018 Days: Sa
 9:30 AM -12:00 PM Sessions: 1
 Lynne Damianos
 Location: Russell's Garden Center
 397 Boston Post Road, Wayland

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

MUSIC

Introduction to Guitar

Created for the absolute beginner, Introduction to Guitar will help students learn the essentials needed to begin playing guitar. Learn note reading, chords, simple strumming, and basic music theory in a fun, relaxed group setting. Other topics include exploring the guitar, electric vs. acoustic guitars, tuning and maintaining your instrument.

What to Bring: Students must provide their own instrument beginning the first day of class. A copy of Introduction to Guitar by Dana Wright, ISBN: 978-1721623341, is also required. The book can be purchased through Amazon.com: <http://a.co/1zlrJk>. A guitar tuner, guitar picks and spare set of guitar strings are also highly recommended. Please visit: <https://www.danawright.org/keefe> for FAQ's and other important information. No class: 10/8.

ARTMUSIC02-Fall18 \$139.00
 9/17/2018-10/29/2018 Days: M
 7:00 PM - 8:00 PM Sessions: 6
 Dana Wright
 Keefe Tech, First Floor, Room 209



Intermediate Guitar

In this class, students will continue to build on the skills learned in Keefe at Night's Introduction to Guitar 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 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. To determine your skill level, a quiz is available online: <https://goo.gl/forms/WsfwWaiHVAEtOAPI3>.

What to Bring: Students must provide their own instrument beginning the first day of class. A copy of Essential Skills for the Guitarist: Master Core Techniques Needed to Play Guitar using Proven Methods by Dana Wright, ISBN: 978-1984200730, is also required. The book can be purchased through Amazon.com: <http://a.co/8kSP5CZ>. A guitar tuner, guitar picks and a spare set of guitar strings are also highly recommended.

Please visit: <https://www.danawright.org/keefe> for FAQ's and other important information. No class 10/8.

ARTMUSIC06-Fall18 \$139.00
 9/17/2018-10/29/2018 Days: M
 6:00 PM - 7:00 PM Sessions: 6
 Dana Wright
 Keefe Tech, First Floor, Room 209

NEW

Singing Rounds Workshop

Join Manoj for this fun, interactive workshop in a relaxed and supportive setting. The goal of this class is to create opportunity for social connection through singing rounds, one of the oldest forms of communal singing, which seems to have fallen on hard times. A round is a song sung by 2, 3 or more groups of people. One group starts off and the next group start to sing the same song a bit later. They go round and round, singing it several times. As research keeps showing, there are countless cognitive, health and social benefits to singing - and, more specifically, engaging in singing with others. We will sing familiar tunes (in major and minor modes) from "Row, Row, Row Your Boat" to "Dona Nobis Pacem," transforming these simple tunes into textured and harmonious music. The course is intended to be accessible for the amateur, and gratifying for true musicians alike. No class: 11/22.

ARTMUSIC07-MU07 \$89.00
 10/18/2018-12/13/2018 Days: Th
 6:30 PM - 7:30 PM Sessions: 8
 Manoj Padki
 Keefe Tech, First Floor, Room 224

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

NEW

Tire Industry Assoc. (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 treadwear 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: 10/4 & 10/8.

AUCERT09-Fall18 \$749.00
 9/13/2018-11/1/2018 Days: Th
 6:30 PM - 9:30 PM Sessions: 7
 Chuck Pearson
 Keefe Tech, Ground Floor, 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. Please note, this hands-on class requires participants to wear safety glasses, old work clothes and proper safety shoes.

AU02-Fall18 \$229.00
 9/11/2018-10/23/2018 Days: T
 6:30 PM - 9:30 PM Sessions: 7
 Chuck Pearson
 Keefe Tech, Ground Floor, Auto

Car Care II

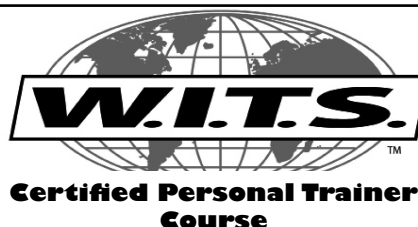
Do you like to do your own car repairs? This course is a continuation of the popular Car Care I - In-depth study of major automotive systems, ABS Braking, Traction Control, OBDII and its relation to the complete system. If you have a basic understanding of Car Care, these 7 sessions will clarify the aspects of Diagnostics and Evaluation of several major systems on today's advanced automobiles. 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! No class: 11/6.

AU03-Fall18 \$229.00
 10/30/2018-12/18/2018 Days: T
 6:30 PM - 9:30 PM Sessions: 7
 Chuck Pearson
 Keefe Tech, Ground Floor, Auto

Small Engine Repair

Don't replace it or pay for repairs. 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: 9/19.

AU04-Fall18 \$179.00
 9/5/2018-10/17/2018 Days: W
 6:00 PM - 9:00 PM Sessions: 6
 James Gable
 Keefe Tech, Ground Floor, Auto



Dates: 10/02/18-11/15/18
 Includes classroom instruction and practical labs at local fitness center.

- Hands-on practical labs that help you to 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

Tuition only \$699

NEW

How to Start Your Own Business and Make it Successful

If you want to start a business, or already have a business and want it to be successful, this workshop is for you. Over four sessions, you will learn the fundamentals of starting and growing a business, how to develop and prepare an effective business plan and budget, organizational structure, marketing and sales planning, managing financial performance and cash flow, and how to secure financing to grow the business. You will hear real-life case studies on owners who did it right, and those that did it wrong, and you will perform your own simple cash flow exercise to get hands-on experience.

BZTOOLS30-Fall18 \$129.00
10/2/2018-10/23/2018 Days: T
6:00 PM - 9:00 PM Sessions: 4
Bruce Share
Keefe Tech , Room 206

NEW

Maximize Cash Flow: Managing Business and Personal Financial Risks

The 7 deadly words to business success are: "You Don't Know What You Don't Know!" In this seminar, you will learn about the tools you need to effectively manage your Cash Flow including business plans, financial projections, and financial statement oversight. You will also learn about various insurance opportunities most business owners are not aware of such as business continuation, business overhead expense insurance, loss of key employees, disability and key person insurance, and business valuation techniques. This seminar is a must for business owners who want to better position your company for success!

FN17-Fall18 \$39.00
10/10/2018-10/10/2018 Days: W
6:30 PM - 8:00 PM Sessions: 1
Robert Roselli
Keefe Tech, First Floor, Room 219

NEW

Mastering Your Business Mindset

This class is designed to develop an understanding of how crucial the proper mindset is and what influences it. Each participant will have the opportunity to identify beliefs (especially limiting beliefs), assumptions, interpretations, and their own inner critic. Then we will practice tools to reinforce or create the mindset that will support them in business-related endeavors.

BZ34-Fall18 \$39.00
10/10/2018-10/10/2018 Days: W
6:00 PM - 8:00 PM Sessions: 1
Eileen Cox
Keefe Tech, First Floor, Room 202

NEW

Google Apps for Small Businesses, Club Management, Event or Classroom Planning

Are you in charge of a small business, a club, planning a large event, or responsible for classroom planning? Google apps can help you get organized and increase productivity. With Google Apps you can create and maintain calendars; invite your constituents to participate in meetings; preview and edit cloud-based documents; send and keep track of responses from surveys and questionnaires; create and maintain contact lists; send email announcements to everyone in your group with the click of a button; create eye-catching documents and slide presentations, and so much more!! The best part is that everyone is able to create a Google account free of charge.

Google enthusiast, Frank Yeung, will show you how to use these powerful tools for your organization, business or just for fun. Requirement: Students will need to sign up for a Gmail account in advance of class. Instructions on setting up a Gmail account can be found at: <https://support.google.com/mail/answer/56256?hl=en>

COAPP18-Fall18 \$139.00
10/25/2018-11/15/2018 Days: Th
6:30 PM - 9:30 PM Sessions: 4
Frank Yeung
Keefe Tech, Second Floor, Room 320

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

BZWEB01-Fall18 \$59.00
12/3/2018-12/3/2018 Days: M
6:00 PM - 9:00 PM Sessions: 1
Fan Stanbrough
Keefe Tech, Second Floor, Room 320

David's presentation was clear, organized and provided a wealth of information.

Publish Your Own Book - Guaranteed!

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!

COWEB11-Fall18 \$69.00
 12/10/2018-12/17/2018 Days: M
 7:00 PM - 9:00 PM Sessions: 2
 Mike Stanbrough
 Keefe Tech, Second Floor, Room 320

Accounting Basics

This 4-class 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 class. Course materials are included in cost of tuition. No class: 9/19.

BZACCT10-Fall18 \$209.00
 9/5/2018-10/3/2018 Days: W
 6:30 PM - 9:30 PM Sessions: 4
 Meagan Jackson
 Keefe Tech, First Floor, Room 204

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. Please see QuickBooks class offerings under Computer Technology, Software & Applications section of this catalog.

BZACCT25-Fall18 \$59.00
 9/11/2018-9/11/2018 Days: T
 6:30 PM - 9:30 PM Sessions: 1
 Meagan Jackson
 Keefe Tech, First Floor, Room 215

Audiobook Narration - Earn Money Reading Books - New Class Date

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-Fall18 \$69.00
 10/17/2018-10/17/2018 Days: W
 7:00 PM - 9:00 PM Sessions: 1
 Derek Perkins
 Keefe Tech, First Floor, Room 219

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-Fall18 \$59.00
 10/24/2018-10/24/2018 Days: W
 7:00 PM - 9:00 PM Sessions: 1
 Lau Lapidés
 Keefe Tech, First Floor, Room 219

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.

BZWR25-Fall18 \$59
 11/7/2018-11/7/2018 Days: W
 6:00 PM - 9:00 PM Sessions: 1
 David K. Ewen
 Keefe Tech, First Floor, Room 206

Please be sure to check out the Computer Technology, Software and Applications section of the catalog for various technology courses geared toward business growth.

The Personal Enrichment section also includes courses geared toward business careers and success.

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: 10/4.

COBASIC12-Fall18 \$139.00
9/20/2018-10/18/2018 Days: Th
6:30 PM - 8:30 PM Sessions: 4
Frank Yeung
Keefe Tech, First Floor, Room 215

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: 10/4, 10/8, 10/18, 11/12 & 11/22.

CO02CERT-Fall18 \$549.00
9/17/2018-12/13/2018 Days: MTh
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: 9/10, 10/4, 10/8, 10/18, 11/12 & 11/22.

COCERT03-Fall18 \$609.00
9/6/2018-12/13/2018 Days: MTh
6:00 PM - 9:00 PM Sessions: 23
Don Conaghan
Keefe Tech, Second Floor, Room 321

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. This class now meets for 21 hours instead of 17.5. No class: 10/8.

COAPP10-Fall18 \$309.00
9/17/2018-11/5/2018 Days: M
6:00 PM - 9:00 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. This class now meets for 24 hours. No class: 11/22.

COAPP12-Fall18 \$349.00
10/25/2018-12/20/2018 Days: Th
6:00 PM - 9:00 PM Sessions: 8
Michael Lafontant
Keefe Tech, First Floor, Room 215



NEW

Digital Art - Introduction

In this course you will take your art to the digital realm that is today part of our daily lives. You will learn basic steps on how to draw with a stylus on a computer tablet. Using well-known Adobe Photoshop, you will be capable of adding color to your work without the worries of creating a mess from paint spills, and of course, no dirty brushes at the end! This course is perfect for anyone who loves art and shows an interest in learning alternate methods.

COART25-Fall18 \$109.00
 9/25/2018-10/23/2018 Days: T
 6:00 PM - 8:00 PM Sessions: 5
 Diego Chaves
 Keefe Tech, Ground Floor, Mac Lab

QuickBooks "Online" - 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 fall. See the Business Tools and Careers section of this catalog.

COACCT26-Fall18 \$299.00
 9/25/2018-10/30/2018 Days: T
 6:30 PM - 9:30 PM Sessions: 6
 Meagan Jackson
 Keefe Tech, First Floor, Room 215

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 fall. See the Business Tools and Careers section of this catalog. No class: 11/7 & 11/21.

COACCT9-Fall18 \$299
 10/10/2018-11/28/2018 Days: W
 6:30 PM - 9:30 PM Sessions: 6
 Meagan Jackson
 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.

COAPP07-Fall18 \$169.00
 9/11/2018-10/2/2018 Days: T
 6:30 PM - 9:30 PM Sessions: 4
 David Thrope
 Keefe Tech, Second Floor, Room 320

Microsoft Excel 2013 - Intermediate

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

COAPP08-Fall18 \$169.00
 10/9/2018-10/30/2018 Days: T
 6:30 PM - 9:30 PM Sessions: 4
 David Thrope
 Keefe Tech, Second Floor, Room 320

Microsoft Word - The Basics

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

COAPP06-Fall18 \$169.00
 11/13/2018-12/4/2018 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!

COWEB11-Fall18 \$69.00
12/10/2018-12/17/2018 Days: M
7:00 PM - 9:00 PM Sessions: 2
Mike Stanbrough
Keefe Tech, Second Floor, Room 320

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

BZWEB01-Fall18 \$59.00
12/3/2018-12/3/2018 Days: M
6:00 PM - 9:00 PM Sessions: 1
Fan Stanbrough
Keefe Tech, Second Floor, Room 320

NEW

Google Apps for Small Businesses, Club Management, Event or Classroom Planning

Are you in charge of a small business, a club, planning a large event, or responsible for classroom planning? Google apps can help you get organized and increase productivity. With Google Apps you can create and maintain calendars; invite your constituents to participate in meetings; preview and edit cloud-based documents; send and keep track of responses from surveys and questionnaires; create and maintain contact lists; send email announcements to everyone in your group with the click of a button; create eye-catching documents and slide presentations, and so much more!! The best part is that everyone is able to create a Google account free of charge.

Google enthusiast, Frank Yeung, will show you how to use these powerful tools for your organization, business or just for fun. Require-

ment: Students will need to sign up for a Gmail account in advance of class. Instructions on setting up a Gmail account can be found at: <https://support.google.com/mail/answer/56256?hl=en>

COAPP18-Fall18 \$139.00
10/25/2018-11/15/2018 Days: Th
6:30 PM - 9:30 PM Sessions: 4
Frank Yeung
Keefe Tech, Second Floor, Room 320

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. No class: 10/8.

COWEB22-Fall18 \$99.00
9/24/2018-10/15/2018 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 on the online class description at: <https://registration.xenegrade.com/keefeatnight/courseDisplay.cfm?schlID=978> or by request. No class: 11/12.

COWEB05-Fall18 \$129.00
10/22/2018-11/19/2018 Days: M
7:00 PM - 9:00 PM Sessions: 4
Fan Stanbrough
Keefe Tech, Second Floor, Room 320

COMPUTER TECHNOLOGY, SOFTWARE & APPLICATIONS

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'!

COTECH20-Fall18 \$79.00
12/6/2018-12/13/2018 Days: Th
6:30 PM - 8:30 PM Sessions: 2
Frank Yeung
Keefe Tech, Second Floor, Room 320

iPhone - Get the Most Out of your Smartphone

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 6 and an iTunes account that you can access in class. (Other iPhones may or may not have the same features.)

CODEVTECH9-Fall18 \$79.00
11/7/2018-11/14/2018 Days: W
6:30 PM - 8:30 PM Sessions: 2
Daniel Ellis
Keefe Tech, Second Floor, Room 317

COOKING AND BAKING - SAVORY AND SWEET

Basic Cooking Workshop for Beginners

Join Emily as she teaches you to develop simple dishes and basic skills that can be applied at home in your own kitchen. Some of the dishes you will be creating are Baked Salmon with a Mango Avocado Salsa, Steak Fajitas, and Baked Seasoned Chicken Breast with a Balsamic Mozzarella Tomato salad, Creamy tomato and Spinach Pasta, and Cobb Salad with a homemade dressing, and Chicken Noodle Soup on the side. No class: 9/24 & 10/8.

CABC62-Fall18 \$209.00
9/17/2018-10/29/2018 Days: M
6:00 PM - 8:00 PM Sessions: 5
Emily Vanasse
Keefe Tech, First Floor, East Side Room Kitchen

Flavorful Soups from Around the World

Fall is here! Why not warm up with some hearty and flavorful soups from different parts of the world?

Students will learn to make 3 delicious soups with fresh vegetables, and different herbs and spices, and also get a generous taste of all the soups.

Enjoy a Thai variation with Gyoza, coconut milk and lime juice. Try the flavors of India with a mixed Lentil soup, and a hearty Kale and Sausage soup. You will not be disappointed.

CA70-Fall18 \$69.00
11/13/2018-11/13/2018 Days: T
6:00 PM - 9:00 PM Sessions: 1
Leena Dasgupta
Keefe Tech, First Floor, East Side Room Kitchen

NEW

Cheese Making - Fresh Homemade Cheeses Saturday Class

What is the science behind cheese making? It's easier and less expensive than you may think. Join artisan cheese maker, Ana Gallagher, as she shares her passion for her craft. In this 3-hour, Saturday session class, you will learn how to make fresh goat cheese, ricotta and mozzarella made from curd. Recipe handouts will be provided. Be sure to bring take-home containers to take home your delicious cheese.

CA72Fall18 \$79.00
10/13/2018-10/13/2018 Days: Sa
9:00 AM -12:00 PM Sessions: 1
Ana Gallagher
Keefe Tech, First Floor, East Side Room Kitchen

NEW

Using Leftovers to Make New Dishes

Create delicious sides or mains from your leftover turkey/chicken, rice or mashed potatoes. Mix mashed potatoes with some veggies and spices, and make delicious cutlets. Or sauté turkey/chicken with Indian spices to make some tasty bites. Use leftover rice as a side after seasoning it. The combinations are endless and delicious.

CA82-Fall18 \$69.00
10/30/2018-10/30/2018 Days: T
6:00 PM - 9:00 PM Sessions: 1
Leena Dasgupta
Keefe Tech, First Floor, East Side Room Kitchen

NEW

Indian Kerala Cuisine - Brunch and Holiday Dishes

Kerala is a lush green region on the south west coast of India. Kerala is often referred to as 'God's own country' due to the variety and abundance of spices, paddy fields, and coconut palms. The cuisine of Kerala is incredibly diverse, utilizing coconut, chili and spices.

In this class we will learn to make delicious appam, which is a bread similar to the crepe but made with rice flour and coconut milk and fermented with yeast. The appam will be served with a chicken curry in a coconut milk gravy. This is an ideal dish for a brunch or special holiday gatherings!

CA83-Fall18 \$69.00
9/20/2018-9/20/2018 Days: Th
6:00 PM - 9:00 PM Sessions: 1
Mary Vadakekalam
Keefe Tech, First Floor, East Side Room Kitchen

NEW

Indian Kerala Cuisine - Cooking with Coconuts

It's all about coconuts! Kerala is actually named after the coconut tree with 'Kera' meaning Coconut tree and 'Alam' meaning land, hence the name, 'Land of Coconut Trees.' Coconut is healthy and delicious, and we will explore this superfood's culinary diversity by making Coconut Shrimp Curry, Beans Thoran (stir fry of spiced green beans with shredded coconut), Coconut Chutney and Cherupayaru Payasam (a wholesome dessert of mung beans and coconut milk sweetened with raw cane sugar and flavored with cardamom and ground ginger).

CA84-Fall18 \$69.00
10/11/2018-10/11/2018 Days: Th
6:00 PM - 9:00 PM Sessions: 1
Mary Vadakekalam
Keefe Tech, First Floor, East Side Room Kitchen

NEW

Plant-Based Brunch - Healthy and Nutritious

For many looking to transition into plant-based diet, breakfast may be the most difficult meal for which to find alternatives. What do you enjoy if you do away with eggs, milk, cheese, butter, pastries or bacon? Join Milka and learn tricks to a great plant-based brunch. We will make pancakes, scrambled "eggs," breakfast burritos, "bacon," "lox" and a quick jam. Bring your aprons, appetites and take-home containers!

CA69-Fall18 \$69.00
11/1/2018-11/1/2018 Days: Th
6:00 PM - 9:00 PM Sessions: 1
Milka Kostic
Keefe Tech, First Floor, East Side Room Kitchen

NEW

Breakfast and Brunch Delights - Saturday Class

Kick up your Breakfast or Brunch with these most popular of breakfast staples. Bagels, customarily served with a cream cheese spread containing Salmon, Herbs or Vegetables (colloquially known as a schmear), English Muffins with poached eggs & Hollandaise Sauce for perfect Eggs Benedict. Crepes with an assortment of fillings will complement fruit salad and a side of Potato Pancakes. We'll also include a couple of last minute show-stopping bites utilizing commercially available puff pastry and phyllo dough.

CA76-Fall18 \$89.00
9/29/2018-9/29/2018 Days: Sa
10:00 AM - 3:00 PM Sessions: 1
Edgar Ilevins
Keefe Tech, First Floor, East Side Room Kitchen

Authentic French Bread - Saturday Class

Back by Popular Demand! Learn to make Authentic French Baguettes, Boules and the ever popular leaf-shaped Fougasse in your own home. In a decidedly "hands-on" approach we will look to identify and demystify individual steps from measuring and combining the ingredients to the tricks of shaping, handling and baking. Tips and suggestions will be provided for specific tools needed and ways of improving the function of your home oven. Lunch will be included, and will feature a full meal that you would find at a French Bistro.

CABAKE15-Fall18 \$89.00
11/10/2018-11/10/2018 Days: Sa
10:00 AM - 3:00 PM Sessions: 1
Edgar Ilevins
Keefe Tech, First Floor, East Side Room Kitchen

NEW

Autumn Harvest Bounty

Celebrate the Autumn Harvest by learning six new ways of utilizing Squash and Root Vegetables. We'll also feature Oven-Roasted Tomatoes, perfect for freezing, and an Apple Roasted Pork Loin with Old-World Braised Cabbage, and mashed Root Vegetables as the main attraction. Dessert will feature Mulled Cider, Homemade Chunky Applesauce and an outrageously flaky Apple Galette.

CA73-Fall18 \$69.00
9/13/2018-9/13/2018 Days: Th
6:00 PM - 9:00 PM Sessions: 1
Edgar Ilevins
Keefe Tech, First Floor, East Side Room Kitchen



Visit us on Facebook for current news and information on upcoming courses.

www.facebook.com/keefetechconted

NEW

Homemade Pasta

Making Pasta from Scratch is a great skill for every cook to know; all you need are simple ingredients and a few basic steps. We'll cover both plain egg pasta, as well as compound variations including spinach, lemon pepper and red bell pepper. We'll make four different sauces to dress up your pasta and include tips how to personalize commercially available and gluten-free products to impress the pickiest of your dining guests.

CA02-Fall18 \$69.00
 10/24/2018-10/24/2018 Days: W
 6:00 PM - 9:00 PM Sessions: 1
 Edgar levins
 Keefe Tech, First Floor, East Side Room Kitchen

Knife Skills - Carving, Sharpening and More!

Impress your guests! Hone the most important skills in the kitchen by learning to cut like a professional. In this two-session class we'll practice slicing and dicing on fruits and vegetables and properly carving whole chickens and festive roasts. We'll prepare a full meal, from appetizer to dessert. We'll introduce specialty knives & devices including mandolins and spiral slicers so you can learn how to purchase knives that best suit your cooking style. You'll learn how to sharpen and care for your knives, and take-home containers will be provided. Please bring a small and large knife to class.

CA27-Fall18 \$119.00
 10/3/2018-10/10/2018 Days: W
 6:00 PM - 9:00 PM Sessions: 2
 Edgar levins
 Keefe Tech, First Floor, East Side Room Kitchen

NEW

A New England Thanksgiving Dinner - Saturday Class

No other holiday captures the spirit of home cooking like Thanksgiving. From the baking and carving the perfect roast turkey to rich, old-fashioned pumpkin pie, good food shared with family and friends is what makes this day so special. If you are a beginning or an experienced cook, and are daunted by the prospect of planning and preparing a family Thanksgiving meal on your own, this course is for you. In addition to perfect turkey and flavorful Apple-Sausage Stuffing, we'll prepare Orange-Cranberry Sauce, assorted sides, and even a couple of dishes for the Vegetarians in your crowd. Presentation, garnishing ideas, and carving how-tos will also be discussed.

CA10-Fall18 \$89.00
 11/17/2018-11/17/2018 Days: Sa
 10:00 AM - 3:00 PM Sessions: 1
 Edgar levins
 Keefe Tech, First Floor, East Side Room Kitchen

NEW

Italian American Seafood - The Feast of Seven Fishes

Come join us for this Italian-American Holiday feast, traditionally served on Christmas Eve. Enjoy the lore of its history while enjoying appetizers including Roasted Shrimp Cocktails, Crab Dip and Long Island Seafood Salad to Spaghetti with Clams, Mussel Soup and a breath-taking entree of Salmon en Croute. For dessert we'll make Pistachio Cranberry Biscotti in the familiar red, white and green colors of the Italian Flag. Bring a healthy appetite,

CA78-Fall18 \$79.00
 12/19/2018-12/19/2018 Days: W
 6:00 PM - 9:00 PM Sessions: 1
 Edgar levins
 Keefe Tech, First Floor, East Side Room 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 Chinese food take-out again.

CA12-Fall18 \$119.00
 11/27/2018-12/4/2018 Days: T
 6:30 PM - 9:30 PM Sessions: 2
 Brenda Wong
 Keefe Tech, First Floor, East Side Room 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 - SAVORY AND SWEET

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-Fall18 \$119.00
12/11/2018-12/18/2018 Days: T
6:30 PM - 9:30 PM Sessions: 2
Brenda Wong
Keefe Tech, First Floor, East Side Room Kitchen

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. Ingredients fee is included in the cost of tuition. Bring containers.

CASWEET18-Fall18 \$69.00
10/23/2018-10/23/2018 Days: T
6:00 PM - 9:00 PM Sessions: 1
Karen Siegel
Keefe Tech, Ground Floor, Room Cafe 101

NEW

Baking with Emily!

Learn to create some tasty treats, from easy to follow recipes that can be applied at home. In this class you will learn to make Lemon Lush Bars and Lemon Blueberry Bread, Almond Cupcakes with a Raspberry filling, Double Chocolate Cupcakes and Boston Crème Pie.

CABAKE79-Fall18 \$79.00
12/11/2018-12/18/2018 Days: T
6:00 PM - 8:00 PM Sessions: 2
Emily Vanasse
Keefe Tech, First Floor, East Side Room Kitchen

NEW

Baking for the Holidays - Saturday Class

Join us for this fun, festive hands-on class where we'll learn how to make some classic and refined Christmas pastries. We'll bake traditional gingerbread men and also craft a couple of elegant desserts including the show-stopping Paris-Brest, and a Buche de Noel (Yule Log), complete with meringue mushrooms and marzipan holly.

CABAKE77-Fall18 \$89
12/1/2018-12/1/2018 Days: Sa
10:00 AM - 3:00 PM Sessions: 1
Edgar Ilevins
Keefe Tech, First Floor, East Side Room 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.

CASWEETS16-Fall18 \$69.00
9/18/2018-9/18/2018 Days: T
6:00 PM - 9:00 PM Sessions: 1
Karen Siegel
Keefe Tech, Ground Floor, Cafe 101

Easy As Pie!

We are thrilled to welcome back Lisa Hachey and our Fall Pies class tradition. Lisa will help you take the fear out of pie baking! In this hands-on class, everyone will roll out pie dough, bake a pie, and share their creations in class, with the possibility of leftovers. Bring a 9-inch Pyrex pie plate, an apron, and a container for leftovers.

CA86-Fall18 \$69.00
11/19/2018-11/19/2018 Days: M
6:00 PM - 9:00 PM Sessions: 1
Lisa Hachey
Keefe Tech, First Floor, East Side Room 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.

CASWEET17-Fall18 \$69.00
12/11/2018-12/11/2018 Days: T
6:00 PM - 9:00 PM Sessions: 1
Karen Siegel
Keefe Tech, Ground Floor, Cafe 101

NEW

Maximize Cash Flow: Managing Business and Personal Financial Risks

The 7 deadly words to business success are: "You Don't Know What You Don't Know!" In this seminar, you will learn about the tools you need to effectively manage your Cash Flow including business plans, financial projections, and financial statement oversight. You will also learn about various insurance opportunities most business owners are not aware of such as business continuation, business overhead expense insurance, loss of key employees, disability and key person insurance, and business valuation techniques. This seminar is a must for business owners who want to better position your company for success!

FN17-Fall18 \$39.00
 10/10/2018-10/10/2018 Days: W
 6:30 PM - 8:00 PM Sessions: 1
 Robert Roselli
 Keefe Tech, First Floor, Room 219

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-Fall18 \$49.00
 9/17/2018-9/17/2018 Days: M
 6:30 PM - 9:00 PM Sessions: 1
 Rocco Bombardieri
 Keefe Tech, First Floor, Room 206

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-Fall18 \$49.00
 10/1/2018-10/1/2018 Days: M
 6:30 PM - 8:30 PM Sessions: 1
 Rocco Bombardieri
 Keefe Tech, First Floor, Room 206

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-Fall18 \$49.00
 9/27/2018-9/27/2018 Days: Th
 6:30 PM - 9:00 PM Sessions: 1
 Rocco Bombardieri
 Keefe Tech, First Floor, Room 206

How to Get Debt Free

If you have debt payments of any kind you should attend - too many people are drowning in debt - particularly high interest credit card debt. This workshop will show you how to eliminate credit card debt in 1 to 3 years and your 30-year mortgage in only another 3 to 4. 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. Credit Report issues (errors, identity theft, how to boost your credit scores, etc.) are also covered. An optional textbook is also available for \$49 and can be purchased from the instructor on the night of class.

FN13-Fall18 \$49.00
 9/20/2018-9/20/2018 Days: Th
 6:30 PM - 9:30 PM Sessions: 1
 Timothy Schnelle
 Keefe Tech, First Floor, Room 206



Please be sure to check out the Computer Technology, Software and Applications section of the catalog for various technology courses geared toward business growth. The Personal Enrichment section also includes courses geared toward business careers and success.

We very much want your class to run. Please sign up early so that we can meet our enrollment minimum 10 days before the class start date.

How to Pay for College without Sacrificing your Retirement

Join Certified Financial Planner and Published Author, Tim Higgins, for this important and informative class. Parents with children of all ages, come hear college planning observations and strategies that you will not hear from your local high school.

Topics include, but not limited to: Learn why choosing a “reach” school may be dangerous; The best financial aid and admissions strategy bar none; How to predict your financial aid package even before you apply; Learn why families who make \$400,000 get financial aid; The #1 question to ask colleges that may save you thousands off the total cost; Why 529 plans should be the 3rd or 4th place you look to save; How to find the right balance between your college and retirement goals.

FN16-Fall18 \$49.00
 10/16/2018-10/16/2018 Days:
 6:30 PM - 9:00 PM Sessions: 1
 Tim Higgins
 Keefe Tech, First Floor, Room 219

Student Debt Relief - Pay Off Your Federal Student Loans

If you're trying to pay off federal student loans, you need to attend this workshop! You will learn the advantages and “how to” of consolidation and how to reduce your monthly payments. Identify which option is best for you. Learn how to get Debt Forgiveness. Learn how reducing your student loan payments can then help rapidly pay off other 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.

FN15-Fall18 \$49.00
 9/13/2018-9/13/2018 Days: Th
 6:30 PM - 9:30 PM Sessions: 1
 Timothy Schnelle
 Keefe Tech, First Floor, Room 206



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-Fall18 \$49.00
 9/20/2018-9/20/2018 Days: Th
 6:30 PM - 8:30 PM Sessions: 1
 Renee Senes
 Keefe Tech, First Floor, Room 204

Divorce Workshop - Navigating the Process and Financial Considerations - Saturday Class

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-Fall18 \$49.00
 11/10/2018-11/10/2018 Days: Sa
 9:00 AM -12:00 PM Sessions: 1
 Halee Burg
 Keefe Tech, First Floor, Room 219

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!

HLPLAN12-Fall18 \$49.00
 10/30/2018-10/30/2018 Days: T
 6:00 PM - 9:00 PM Sessions: 1
 Herbert Fuchs
 Keefe Tech, First Floor, Room 219

Online Learning

For more information please call Kelly Pierce at 887.221.5151
(Please let him know you were referred by Keefe at Night)



Learn from the comfort of home!

ONLINE CAREER TRAINING PROGRAMS

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

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

Some of our most popular programs include:

Administrative Dental Assistant

Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

CBCS Certified Medical Administrative Assistant with Medical Billing and Coding

The CBCS Certified Medical Administrative Assistant with Medical Billing and Coding is geared towards students who are interested in obtaining a career in the healthcare industry, but have little to no experience within the sector.

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 official certification exam to become a Certified Coding Specialist.

Certified Electronic Health Records Specialist

Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist.

Physical Therapy Aide

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

CompTIA™ A+ Certification Training

This course will prepare you for CompTIA A+ certification exams 220-901 and 220-902. It covers the foundational hardware knowledge a PC support technician should know.

CPC Medical Billing and Coding (Voucher Included)

This is an ideal program for students new to a medical career. This comprehensive program will provide you with all of the information you need to earn a certification in medical billing and coding.

Medical Transcription + Medical Terminology

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

Optician Certification Training

Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam.

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.

INSTRUCTOR-LED ONLINE COURSES

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

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

Some of our most popular courses include:

Explore a Career as a Pharmacy Technician

Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and discover the steps you can take to become a Certified Pharmacy Technician (CPhT).

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Explore a Career as an Administrative Medical Assistant

Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor's office—from appointment scheduling and chart creation to medical billing and coding.

Certificate in Legal and Ethical Issues in Healthcare

(12 contact hours) Explore the legal and ethical risks healthcare professionals face, including issues related to HIPPA rules, medication errors, social media and healthcare, organ donation, and workplace violence.

DISCOUNTED COURSE BUNDLES

SAVE!

PMP Prep Series:

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

Basic Computer Skills Suite:

Learn essential computer skills for the 21st century workplace, including how to troubleshoot PC issues!

Microsoft Office Value Suite Series:

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

Microsoft Word Series:

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

Microsoft Excel Series

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

Adobe Value Suite

This group of courses teaches you the basics of Adobe's InDesign, Illustrator and Photoshop image and graphic design software.

Visit our website for program details and to enroll!

careertraining.ed2go.com/kan

Visit our website to view start dates and to enroll!

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EXPAND YOUR OPTIONS

AT KEEFE REGIONAL TECHNICAL HIGH SCHOOL

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

KEEFE TECH PROVIDES AN EXCEPTIONAL HIGH SCHOOL experience that prepares students to enter their respective career paths as skilled employees, or further their study at a variety of two and four-year colleges and universities.

We are continuing to accept applications for the 2018-2019 school year for any interested transfer students going into grades 9-11.

We are also beginning to accept applications for incoming grade 9 students for the Class of 2023, with a Priority Application Deadline of January 15, 2019.

Interested Middle School students and their families should save the date for our Open House Career Night on Wednesday, December 5, 2018 from 5:30 PM - 8:00 PM.

APPLY ONLINE @ KEEFETECHGO2CTE.COM

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

KeefeRegional
TechnicalSchool
CHOICES | OPPORTUNITIES | RESULTS

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

Fall 2018 Trips



- **Fall in Glorious Vermont**
Saturday, October 13, 2018
\$119 Per Person

- **New York - Broadway**
Saturday, November 17, 2018
\$89 Per Person

- **Newport Mansions for the Holidays**
Saturday, December 15, 2018
\$79 Per Person

**To make your reservation, please call us at
508-416-2170 or register online at
www.keefeatnight.org**

Keefe at Night

Aesthetician Training Program- License Preparation

Fall 2018 Class Dates:
September 5 - December 18, 2018
Tuesdays, Wednesdays & Thursdays
6:00 -10:00pm



**Tuition: \$3,998 for two semesters
\$1,999 per Semester**

Includes: Class materials, supplies,
textbook, and the
State Exam Book

Are you looking for a career working in a salon, resort or spa? Our Aesthetician Training Program will prepare you to become a Massachusetts Licensed Aesthetician in less than one year! This 300-hour, two-semester course will train you on skin care science and practical hands-on skills required to take the Massachusetts Licensed Aesthetician exam.

For more information please call us at:
508-416-2170
Email: continuinged@jpkeefehs.org
www.keefeatnight.org



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!

Keefe at Night Hours: 6:00-8:00 p.m., Mon. - Thurs.

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 \$53.00: 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.

FTCERT17-Fall18 \$699.00
 10/2/2018-11/15/2018 Days: TTh
 6:00 PM - 9:00 PM Sessions: 12
 W.I.T.S Staff
 Keefe Tech, First Floor, Room 202

Boxing with the Best - Step Into the Ring!

At Bancroft Boxing Gym you will have access to all of the gym equipment as you learn fundamental boxing techniques. This entails footwork, body positioning, blocking, defensive maneuvers as well as punching and counter-punching combinations. Cultivate your own unique boxing style, develop a skill set to maximize individual

strengths while protecting against specific vulnerabilities. Boxing is fun and provides a full body workout. It will increase your strength, hand-eye coordination and cardiovascular conditioning. The class is rooted in the spirit of teamwork and encouragement. All levels welcome! Bancroft Boxing Gym is located at 701 Waverly Street in Framingham.

FTBOX04-Fall18 \$139.00
 9/11/2018-11/27/2018 Days: T
 6:30 PM - 7:30 PM Sessions: 12
 Jared Sher
 Location: Bancroft Boxing Gym, 701 Waverly Street, Framingham



Kickboxing is a Blast!

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. No class: 11/22.

FTBOX05-Fall18 \$139.00
 9/13/2018-12/6/2018 Days: Th
 6:30 PM - 7:30 PM Sessions: 12
 Jared Sher
 Location: Bancroft Boxing Gym,
 701 Waverly Street, Framingham

Boot Camp

If you've never taken classes with Jo-Ellen, come and find out for yourself why she has such a great following.! You can do it! Jump-start your fitness regimen with this ten-week program of fun-filled exercise for all abilities. Expect to work hard within your limits. This co-ed class will be held both indoors and outdoors and will include a variety of individual and team activities. Classes will include strength, agility, balance activities, cardio drills, relay races, and obstacle courses. Great class for weight loss, building strength and improving heart health. Participants should wear proper athletic attire, and bring a mat or towel, a set of handheld weights suitable for your ability level, and bottled water. No class: 10/4, 10/18, 11/8 & 11/22.

FT01-Fall18 \$89.00
 9/20/2018-12/20/2018 Days: Th
 6:00 PM - 7:00 PM Sessions: 10
 Jo-Ellen McCarrick
 Keefe Tech, First Floor, Stage in Auditorium

FITNESS, DANCE, SWIM, TAI CHI & YOGA

Cardio Blast at Bancroft Gym - Mondays and Wednesdays

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. No class: 10/8, 11/12 & 11/21.

FT20-Fall18 \$129
9/24/2018-12/10/2018 Days: MW
6:15 PM - 7:00 PM Sessions: 20

Jo-Ellen McCarrick

Bancroft Boxing Gym, 701 Waverly Street, Framingham

Cardio Mix

Shake up your fitness routine with interval training. Burn calories, improve your heart health and get stronger. Following a warm-up, the class alternates between periods of high activity which includes hi/low aerobic moves, traditional calisthenics and active rest periods that focus on muscle tone and strength. Participants should wear proper athletic attire, and bring a mat or towel, a set of handheld weights suitable for your ability level, and bottled water. No class: 11/6.

FT02-Fall18 \$89.00
9/18/2018-11/27/2018 Days: T
7:15 PM - 8:15 PM Sessions: 10

Jo-Ellen McCarrick

Keefe Tech, First Floor, Stage in Auditorium

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. No class: 10/19, 10/26 & 11/23.

FT19-Fall18 \$99.00
9/21/2018-12/14/2018 Days: F
6:15 PM - 7:30 PM Sessions: 10

Jo-Ellen McCarrick

Location: Bancroft Boxing Gym, 701 Waverly Street, Framingham

Get On The Ball

Join us and have a "ball" while you exercise on the ball! Participants will use stability balls, soft weighted balls, hand-held weights, and resistance tubing to strengthen, stretch, tone, and stabilize core muscles. Improve balance, posture, coordination, body awareness, strength and flexibility. Wear appropriate athletic gear. Bring a yoga/sticky mat and water. Also please bring a set of handheld weights suitable to your activity level. No class: 11/6.

FT15-Fall18 \$89.00
9/18/2018-11/27/2018 Days: T
6:00 PM - 7:00 PM Sessions: 10

Jo-Ellen McCarrick

Keefe Tech, First Floor, Stage in Auditorium

Gentle Stretch

Suitable for all levels. This class will help to improve flexibility, alleviate back pain, reduce muscle tension, promote relaxation and relieve stress. The class begins with a cardio-based warm up that includes dynamic movements and active stretches. Next, students will perform a series of slow head-to-toe relaxing stretches that draw from dance, yoga, therapeutic conditioning and traditional exercise. Floor work required. Participants should bring a mat or towel and water. No class: 10/4, 10/18, 11/8 & 11/22.

FT03-Fall18 \$89.00
9/20/2018-12/20/2018 Days: Th
7:15 PM - 8:15 PM Sessions: 10

Jo-Ellen McCarrick

Keefe Tech, First Floor, Stage in Auditorium

Belly Dancing - All Levels

Back by popular demand! Now 12 classes. Don't miss out on the fun this semester. 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 fun class is suitable for dancers of all skill levels. Participants should dress in comfortable clothing and bring water. No class: 11/6

FTDA01Fall18 \$119
9/18/2018-12/11/2018 Days: T
6:30 PM - 7:30 PM Sessions: 12

Erica Osborne

Keefe Tech, First Floor, Gym

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

Tai Chi with Jeanne Donnelly

Back by popular demand! 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! Class fills quickly. Don't miss out.

FTYG07Fall18 \$119.00
 9/26/2018-11/14/2018 Days: W
 6:00 PM - 7:00 PM Sessions: 8
 Jeanne Donnelly
 Keefe Tech, First Floor, Stage in Auditorium

Gentle Yoga with Healing Meditation with Jeanne Donnelly

Back by popular demand - Sign up today to avoid getting on the waitlist! 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. Class fills quickly. Don't miss out.

FTYG08-Fall18 \$119.00
 9/26/2018-11/14/2018 Days: W
 7:15 PM - 8:15 PM Sessions: 8
 Jeanne Donnelly
 Keefe Tech, First Floor, Stage in Auditorium

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. Class size is limited. Sign up early. Bring to class: Yoga mat, towel or Yoga strap, and a bottle of water. Section 2: No class on 11/6.

FTYG04-Fall18Section1 \$99.00
 9/11/2018-10/16/2018 Days: T
 7:00 PM - 8:00 PM Sessions: 6
 Karen Fishman
 Keefe Tech, Second Floor, Yoga Room by Library

FTYG04-Fall18Section2 \$99.00
 10/23/2018-12/4/2018 Days: T
 7:00 PM - 8:00 PM Sessions: 6
 Karen Fishman
 Keefe Tech, Second Floor, Yoga Room by Library

Lap Swimming

Come and exercise in our Olympic-size Keefe Tech pool two nights a week at your lap swimming pace! Thirty minutes or three hours a week - the choice is yours. A Certified Lifeguard from the MetroWest YMCA will be on duty. Change in our locker rooms and bring a towel and water (to drink later). Fall hours are 8:30 - 10:00 p.m. Pool closed on: 10/4 & 11/6.

FTWAT14-Fall18 \$149.00
 9/11/2018-11/13/2018 Days: TTh
 8:30 PM - 10:00 PM Sessions: 17
 Staff - YMCA Lifeguard
 Keefe Tech, First Floor, Pool

Watercize

Both swimmers and non-swimmers can exercise and get in shape the cool way. You'll have your choice of a shallow or deep water workout each week. You'll feel stronger, gain flexibility and increase muscle strength. 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. Come take the plunge. You'll be glad you did! No class: 9/19 & 10/8.

FTWS07-Fall18 \$159.00
 9/12/2018-11/7/2018 Days: MW
 7:00 PM - 8:00 PM Sessions: 15
 Staff - YMCA Instructor & Lifeguard
 Keefe Tech, First Floor, Pool



**Hungry? Visit our Snack Shack,
 Monday to Thursday between 6:00-8:00 p.m.**

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.

HLHEALTH13-Fall18 \$49.00
 10/17/2018-10/17/2018 Days: W
 7:00 PM - 9:00 PM Sessions: 1
 Joseph Foley
 Keefe Tech, Second Floor, Yoga Room by Library

Qi Gong: Eight Brocade

Qi Gong is a system of gentle exercises used to increase health, vitality, and to overcome disease. The eight movements are designed to tune up all organ systems, to build a healthy body, and to help prevent disease. This is accomplished by harmonizing the body and mind through deep breathing, whole body movement and stretching. It is easy to learn and to practice, and there is no need for special equipment.

HLHEALTH12-Fall18 \$49.00
 11/14/2018-11/14/2018 Days: W
 7:00 PM - 9:00 PM Sessions: 1
 Joseph Foley
 Keefe Tech, Second Floor, Yoga Room by Library

NEW

Send Away Your Food Cravings

We all have food cravings which can affect our lives in many ways ranging from relationships to health issues. These cravings, common in our American culture, can cause allergies, autoimmune and chronic diseases. Food cravings can be avoided by simply and mindfully eating a diet rich in nutritionally balanced foods. In this interactive workshop, you will learn about mindful eating, understand why you have food cravings, and how to avoid these urges by adding healthful foods to your diet. We will also suggest foods you can eat in increased quantities to reduce cravings and why these foods can improve your health. Learn how to enjoy the food you love, and as a result live a happier healthier life!

HLHEALTH15-Fall18 \$39.00
 10/3/2018-10/3/2018 Days: W
 7:00 PM - 8:30 AM Sessions: 1
 Holli Bassin
 Keefe Tech, First Floor, Room 220

NEW

Tapping for Stress Management Workshop

Emotional Freedom Technique Tapping is simple and anyone can learn to do it. Experience emotional freedom using your own fingertips and discover how your life can be changed for the better. It involves tapping your body's pressure points to alleviate stress. EFT gently and easily releases negative emotions that cause problems and pain. You will benefit from this new discovery that combines two well-established practices, including mind/body medicine and acupuncture (without needles). You can harness the healing power of EFT Tapping to conquer stress, anxiety, and fear. EFT is a drug-free, pain-free, non-invasive method that provides emotional renewal quickly and safely, without side effects!

HLHEALTH14-Fall18 \$39.00
 9/24/2018-9/24/2018 Days: M
 6:00 PM - 8:00 PM Sessions: 1
 Holli Bassin
 Keefe Tech, First Floor, Room 206

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.

After purchasing online, please contact us at 508-935-0202 or at continuing@jpkkeefe.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.



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!

HLPLAN12-Fall18 \$49.00
 10/30/2018-10/30/2018 Days: T
 6:00 PM - 9:00 PM Sessions: 1
 Herbert Fuchs
 Keefe Tech, First Floor, Room 219

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.

HGORG14-Fall18 \$49.00
 10/16/2018-10/16/2018 Days: T
 6:30 PM - 8:30 PM Sessions: 1
 Ann Jewell
 Keefe Tech, First Floor, Room 208

NEW

Home Flow - Organizing Systems to Keep Your House Clutter Free

Do you sometimes get the feeling that there is an endless flow of clutter coming in through the door every day? Do you take time to organize your house but your efforts soon turns to dust after only a few days? Do you feel overwhelmed because it feels like you need to organize your home all the time? In this class you will learn how to create home-flow organizing systems that will help keep your house clutter free. We will cover tips and tricks used by organizing specialists, as well organizing supplies that will fit your budget. Don't waste more time organizing your house over and over! Learn how to use systems to free space, your time and keep your home under control!

HGORG23-Fall18 \$49.00
 12/12/2018-12/12/2018 Days: W
 6:00 PM - 8:30 PM Sessions: 1
 Patricia Allen
 Keefe Tech, First Floor, Room 220



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 of refinishing 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 the evening of the class. Standard supplies are included in the cost of tuition.

HGCARP17-Fall18 \$139.00
 10/24/2018-11/14/2018 Days: W
 6:30 PM - 8:30 PM Sessions: 4
 Shawn Young
 Keefe Tech, Ground Floor, Carpentry

Molding and Interior Trims Workshop

Your instructor Shawn Young is a professional general contractor by day and has a wealth of expertise and knowledge to share with you.

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.

HGCARP02-Fall18 \$169.00
 9/26/2018-10/17/2018 Days: W
 6:30 PM - 9:00 PM Sessions: 4
 Shawn Young
 Keefe Tech, Ground Floor, Carpentry

Floral Design Series

Grab a friend and start your week off with a beautiful floral experience plus celebrate the art of floral design. No Experience necessary. Your certified floral designer, Dawn Bagocius, will provide instructions, tips on elements and principles and suggestions for proper care for flowers. We suggest you wear comfortable clothing and bring a camera to capture the memory. Our goal is for you to have fun, relax & enjoy the art of floral arranging & take away some practical knowledge of flowers for every season.

NEW

Make Your Own Fresh Flower Garden Arrangement

In this class you will learn about popular flower trends, colors and simple, yet elegant arrangements. After this class when you purchase a bouquet at the market or receive one, you will be able to create and arrange your fresh flowers with confidence. All materials are included in the cost of tuition.

HGCRAFT20-Fall18 \$59
 9/25/2018-9/25/2018 Days: T
 6:00 PM - 8:00 PM Sessions: 1
 Dawn Bagocius
 Keefe Tech, Ground Floor, Horticulture

NEW

Boxwood Trees for the Holidays

The beauty of a little Holiday tree will make the perfect eye catching décor. Using fresh English Boxwood, you will learn to assemble your own Christmas tree. These popular arrangements last up to 8 weeks and are great for home, office or schools and make great gifts! All materials are included in the price of tuition.

HGCRAFT22-Fall18 \$59
 12/11/2018-12/11/2018 Days: T
 6:00 PM - 8:00 PM Sessions: 1
 Dawn Bagocius
 Keefe Tech, Ground Floor, Horticulture

Fabulous Holiday Wreath

This will be a great way to begin the holiday season. Learn how to professionally create a holiday wreath. When your guests arrive at your front door, they will be curious where you bought that beautifully designed wreath. Learn some simple tricks that take ordinary to extraordinary. Bring your favorite ribbon, and a glue gun if you have one.

HGCRAFT23Fall18 \$59.00
 12/12/2018-12/12/2018 Days: W
 6:00 PM - 8:00 PM Sessions: 1
 Dawn Bagocius
 Keefe Tech, Ground Floor, Horticulture



Fall Pruning

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

HGLS15-Fall18 \$59.00
 9/11/2018-9/18/2018 Days: T
 6:00 PM - 8:00 PM Sessions: 2
 James Gable
 Keefe Tech, First Floor, Room 220

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).

HGLS09-Fall18 \$69.00
 10/11/2018-10/11/2018 Days: Th
 6:00 PM - 9:00 PM Sessions: 1
 Ray Pourali
 Keefe Tech, First Floor, Room 204



Visit us on Facebook for current news and information on upcoming courses.
www.facebook.com/keefetechconted

Great experience.
I came away being more
confident
with my Spanish.

– Conversational Spanish

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 travelling 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 on conversation, the course will also help improve reading and writing skills. Come Join us. 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: 10/8 & 11.12.

LA06-Fall18 \$209.00
9/17/2018-11/19/2018 Days: M
6:30 PM - 9:00 PM Sessions: 8
Eliane Vaz Louison
Keefe Tech, First Floor, Room 202

Brazilian Portuguese II - Conversation

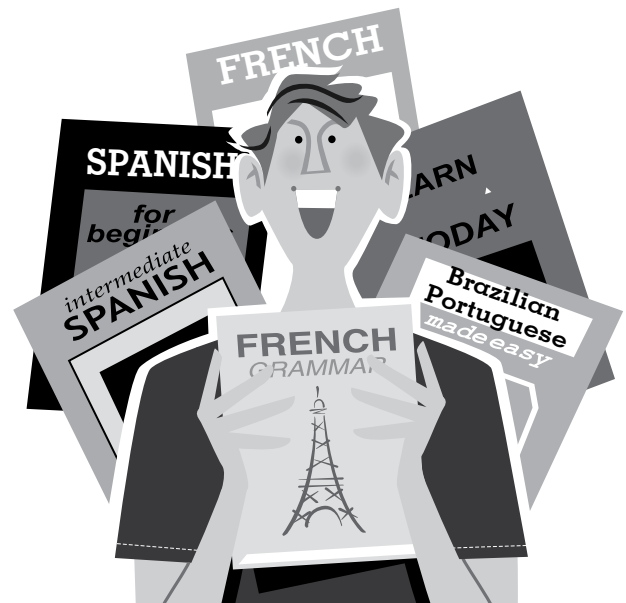
This will be an informal and fun class where you can develop conversation skills using cultural facts and current events. Write and read with assignments at home. Your instructor, a native speaker, looks forward to sharing the love of her culture and language with you. Students are required to purchase a book in advance of class. 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.

LA07-Fall18 \$99.00
11/26/2018-12/17/2018 Days: M
6:30 PM - 9:00 PM Sessions: 4
Eliane Vaz Louison
Keefe Tech, First Floor, Room 202

Beginner French

This class for students who have never studied French, or have limited knowledge of the French language and want to continue improving their skills. The course will focus on learning and using everyday vocabulary, useful phrases, as well as listening, speaking and writing. A variety of media will be used, such as audio, video and printed copy. Classes will be interesting, entertaining as well as educational. Course materials are included in the cost of tuition and will be distributed on the first night of class. No class on 9/19.

LA15-Fall18 \$159.00
9/5/2018-10/24/2018 Days: W
6:30 PM - 8:00 PM Sessions: 7
Anna Mae Ducharme
Keefe Tech, First Floor, Room 205



Intermediate French

This class offers an opportunity for students who have learned some basic French vocabulary and useful phrases to move to the next level. The focus will be on honing the skills you already have and to improve upon them by increasing your knowledge of vocabulary, basic conversation, grammar, listening and speaking. A variety of media will be used: audio, video and printed copy. The goal is to make the learning experience interactive, enjoyable and educational at the same time. Course materials are included in the cost of tuition and will be distributed on the first night of class. No class: 11/21 & 12/5.

LA16-Fall18 \$109
11/7/2018-12/19/2018 Days: W
6:30 PM - 8:00 PM Sessions: 5
Anna Mae Ducharme
Keefe Tech, First Floor, Room 205

LANGUAGE ARTS

Spanish Level I - Beginner

Now a 10-session course! This class is designed for individuals with little or no previous knowledge of the Spanish language. We will focus on learning basic grammar, including conjugations of the verb "to be," and other verbs in their infinite form. In addition, students will learn how to introduce themselves to others, use greetings and farewells correctly, ask and respond to questions, be able to tell time, and express emotions. By the end of this course, students should know how to engage in small conversations about day-to-day topics, be able to read and comprehend short stories, and pronounce words from an extensive vocabulary. Active participation in class, homework preparation and memorization are essential components to succeed in this course. Course materials are included in the cost of tuition. On the first night of class you will receive your Español Progresivo Level One Workbook by Spanish language instructor Elba M. Fernandez. No class: 11/6.

LA04-Fall18 \$229.00
9/11/2018-11/20/2018 Days: T
6:00 PM - 7:30 PM Sessions: 10
Elba Fernandez
Keefe Tech, First Floor, Room 203

Spanish Level II - Intermediate

Now a 10-session course! This class is designed for students who have already taken beginner Spanish or know the basics of the language, and want to continue their learning. The goal is to increase knowledge and use of vocabulary, reinforce and learn new grammatical concepts and structures, and to attain further reading skills and comprehension. This course stresses the understanding of past and future indicative verb tenses and the writing of short compositions. In class-exercises will help students improve their language skills. Expect to leave the class more fluent and feel comfortable communicating in Spanish verbally and in writing. Materials are included in the cost of tuition. On the first night of class students will receive their Español Progresivo Level Two Workbook by Spanish language instructor Elba M. Fernandez. No class 9/19 & 11/21.

LA05-Fall18 \$229.00
9/12/2018-11/28/2018 Days: W
6:00 PM - 7:30 PM Sessions: 10
Elba Fernandez
Keefe Tech, First Floor, Room 203

NEW

Spanish Conversation - Intermediate

Are you looking for a place to practice your acquired Spanish vocabulary? This class offers the opportunity to those of you who can engage in intermediate level Spanish conversations. The emphasis of this course is on vocabulary acquisition, reading, listening to narrative stories, express oral opinions, and participate in discussions of current events. Upon completion, students should be able to communicate effectively, accurately and creatively. Book required to be

purchased in advance of class: Hablemos en Clase, by Maria Rosa Lopez, Second Edition, ISBN: 978-84-89756-26-7. No class 11/21.

LA11-Fall18 \$129.00
10/17/2018-11/28/2018 Days: W
7:30 PM - 9:00 PM Sessions: 6
Elba Fernandez
Keefe Tech, First Floor, Room 203

Spanish for Healthcare Professionals - Part I

Now 10 classes! ¿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!

A \$25 materials fee is payable to the instructor on the first night of class. No class: 11/21 & 12/5.

MELA14-Fall18Part1 \$299.00
9/26/2018-12/12/2018 Days: W
7:00 PM - 9:00 PM Sessions: 10
Sharon Ruff
Keefe Tech, First Floor, Room 210

NEW

Spanish for Healthcare Professionals - Part II

Would you like to learn more in-depth how to communicate effectively with your Spanish-speaking patients, clients, families, & co-workers? Would you like to gain a deeper understanding of the inter-relatedness of health, disease & prevention within the Latino culture? This class builds upon Spanish for Healthcare Professionals – Part 1 & provides additional opportunities for more in-depth learning & practice. The class format will include role playing, conversation & reading/writing. Prerequisite: Spanish for Healthcare Professionals – Part 1. A \$15 materials fee is payable to the instructor on the first night of class. No class: 10/4

MELA15-Fall18Part2 \$149.00
9/13/2018-10/18/2018 Days: Th
7:00 PM - 9:00 PM Sessions: 5
Sharon Ruff
Keefe Tech, First Floor, Room 210

Is class cancelled tonight due to the weather?

Please visit our website
keefeatnight.org and click on

**Inclement
Weather
Updates on FB** 

inclement weather button on the top menu to find out.

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. Also, please be sure to read the refund policy for this particular course.

It is important to note that this class meets on Tuesdays from 6:00 - 9:30 p.m. and Saturdays from 9:00 - 5:00 p.m. A full list of dates and no class dates can be found on the online description as well.

LSCERT27-Fall18 **\$1,289.00**
 9/25/2018-12/1/2018 Days: TSa
 6:00 PM - 9:30 PM Sessions: 24
 Staff Center for Legal Studies
 Keefe Tech, Second Floor, Room 318



Withdrawal from Paralegal Certificate Course: Students withdrawing 7 days before the class start date will receive a full tuition refund, minus a \$10 cancellation fee. No refunds or credit course vouchers will be issued for withdrawals taking place 6 days or less before the start date of the class, or after the class has started.

MEDICAL & ALLIED HEALTH TRAINING

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. (Please note that in addition to Saturday hours, clinical rotation will take place on one Tuesday, Wednesday and Thursday. Please see online description for full schedule.) 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.

Sign up early as class size is limited.

IMPORTANT: In order to be accepted into this program all students must be fluent in English and have strong verbal and written skills.

Prior to September 17 students must:

- Fill out a program application
- Submit a valid driver's license or valid government issued ID
- Submit to a CORI review
- Provide current health records - including proof of a negative TB test.

MECERT01-Fall18 CNA Tuition \$999
 9/22/18 - 11/17/18 Days: Sat
 9:00 a.m. - 4:00 p.m. Sessions: 12
 Deb Eichhorst

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 are 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 class: 10/4, 11/6 & 11/22. Please see online description for Saturday dates and times.

ME0CERT2-Fall18 \$2,749.00
 9/11/2018-12/18/2018 Days: TThSa
 6:00 PM - 9:30 PM Sessions: 34
 Staff CCI
 Keefe Tech, Second Floor, Room 323

Pharmacy Technician

Ready for a new and rewarding career? This comprehensive 50-hour program will prepare students to work as pharmacy technicians 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. No class: 10/8, 11/12 & 11/21.

ME08-Fall18 \$1,099.00
 10/1/2018-11/28/2018 Days: MW
 6:00 PM - 9:30 PM Sessions: 15
 Staff CCI
 Keefe Tech, Second Floor, Room 325

Phlebotomy Technician Program

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. To be eligible for the clinical rotation, students must successfully complete the program, and submit to a thorough background check, drug screening and meet other requirements. Textbook included in cost of tuition. Payment plan available. 10% tuition discount if paid in full at registration. No class: 10/8, 11/12 & 12/5. Please see online description for Saturday dates and times.

ME09-Fall18 \$1,979.00
 9/24/2018-12/17/2018 Days: MWSa
 6:00 PM - 9:30 PM Sessions: 24
 Staff CCI
 Keefe Tech, Second Floor, Room 323

I have taken this course for 30 years at other locations. But this is my first class where all of the equipment worked, and everyone had their own PLUS AEDS. Bravo!

– Heartsaver CPR AED

Heartsaver CPR AED - Saturday Class

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-Fall18Section1 \$89.00
 9/22/2018-9/22/2018 Days: Sa
 9:00 AM - 1:00 PM Sessions: 1
 Jennifer Graham
 Keefe Tech, Second Floor, Room 323

ME13-Fall18Section2 \$89.00
 10/13/2018-10/13/2018 Days: Sa
 9:00 AM - 1:00 PM Sessions: 1
 Jennifer Graham
 Keefe Tech, Second Floor, Room 323

ME13-Fall18Section3 \$89.00
 11/10/2018-11/10/2018 Days: Sa
 9:00 AM - 1:00 PM Sessions: 1
 Jennifer Graham
 Keefe Tech, Second Floor, Room 323

Spanish for Healthcare Professionals - Part I

Now 10 classes! ¿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! A \$25 materials fee is payable to the instructor on the first night of class. No class: 11/21 & 12/5.

MELA14-Fall18Part1 \$299.00
 9/26/2018-12/12/2018 Days: W
 7:00 PM - 9:00 PM Sessions: 10
 Sharon Ruff
 Keefe Tech, First Floor, Room 210

NEW

Spanish for Healthcare Professionals - Part II

Would you like to learn more in-depth how to communicate effectively with your Spanish-speaking patients, clients, families & co-workers? Would you like to gain a deeper understanding of the inter-relatedness of health, disease & prevention within the Latino culture? This class builds upon Spanish for Healthcare Professionals – Part 1 & provides additional opportunities for more in-depth learning & practice. The class format will include role playing, conversation & reading/writing. Prerequisite: Spanish for Healthcare Professionals – Part 1. A \$15 materials fee is payable to the instructor on the first night of class. No class: 10/4

MELA15-Fall18Part2 \$149.00
 9/13/2018-10/18/2018 Days: Th
 7:00 PM - 9:00 PM Sessions: 5
 Sharon Ruff
 Keefe Tech, First Floor, Room 210

PERSONAL ENRICHMENT

NEW

From Goals to Results

This class will take you on a journey beginning with defining the difference between goals and results, to clearly identify the results being sought, the goals that will lead to the ultimate results and how to take the actions necessary to make them a reality. It will also explore the things that can get in the way and how to overcome any obstacles to remain on the path until achieved.

BZPE33-Fall18 \$39.00
 11/28/2018-11/28/2018 Days: W
 6:00 PM - 8:00 PM Sessions: 1
 Eileen Cox
 Keefe Tech, First Floor, Room 217

NEW

Presenting...YOU - Beginner Level Acting

This practical, “hands on” interactive class is designed for business professionals looking to create an instant impact and an overall powerful first impression. Thinking fast on your feet, and projecting confidence all help to develop instant rapport with first-time clients and colleagues. This beginner level acting class is designed for immediate application and immediate results. This will be a fun, interactive class that includes breathing, improvisation, role-playing and business scenarios.

BZPE20-Fall18 \$49.00
 12/4/2018-12/4/2018 Days: T
 7:00 PM - 9:00 PM Sessions: 1
 Lau Lapides
 Keefe Tech, First Floor, Room 219

NEW

Managing Your Time

Those who learn to manage their time are often the most successful both at home and work. In this class we'll explore the common time robbers and ways to overcome them. It's recommended- but not required- that you keep a 30 minute time log for at least several days prior to the class. By doing this you'll come away with an individual plan to get more out of your day at home and work. Over time these new habits will help you achieve your life goals and happiness. Take some time now to save lots of time in the future!

BZTOOLS31-Fall18 \$49
 11/13/2018-11/13/2018 Days: T
 6:00 PM - 9:00 PM Sessions: 1
 Herbert Fuchs
 Keefe Tech, Room 208

NEW

The Keys to Success

The intention of this class is to define what success is to each participant. We will explore what beliefs and values are at the core of the definition, what traits would best serve the participant and most importantly learn how their Energy affects their ability to achieve success. It is an interactive experience where participants will learn the tips and tools to adjust how they show up (Energy) in order to create the success as they defined it in any area of life.

BZPE32-Fall18 \$39.00
 9/26/2018-9/26/2018 Days: W
 6:00 PM - 8:00 PM Sessions: 1
 Eileen Cox
 Keefe Tech, First Floor, Room 217

PERSONAL ENRICHMENT

Public Speaking with Confidence

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!

BZPE19-Fall18

11/7/2018-11/7/2018

7:00 PM - 9:00 PM

Lau Lapidis

Keefe Tech, First Floor, Room 219

\$49.00

Days: W

Sessions: 1



REAL ESTATE & HOME INSPECTION LICENSE PREPARATION

Associate Home Inspection Test Preparation Course

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.

Important: Please note that to become a licensed Massachusetts Associate Home Inspector, you must fulfill all of these requirements: Complete a 75-hour course from an approved provider; Pass the National Home Inspectors Exam (NHIE); Complete 25 supervised home inspections - students will need to secure their placement on their own. No class: 9/10, 9/19, 10/8, 11/12, 11/21 & 12/5.

TP02LIC-Fall18

9/5/2018-12/19/2018

6:30 PM - 9:40 PM

James Mushinsky

Keefe Tech, First Floor, Room 201

\$1,100.00

Days: MW

Sessions: 25

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 -- Textbook and Handbook 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: 10/8 & 11/12.

RE01-Fall18

9/26/2018-11/19/2018

6:00 PM - 9:00 PM

Mark Schultz

Keefe Tech, First Floor, Room 224

\$399.00

Days: MW

Sessions: 14

General information can be found on page 45.

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 two weeks before the class date.

SSCERT01-Fall18Section1 \$169.00
 9/29/2018-9/29/2018 Days: Sa
 9:00 AM - 4:00 PM Sessions: 1
 Lynn Petrowski
 Keefe Tech, First Floor, Room 219

SSCERT01-Fall18Section2 \$169.00
 11/3/2018-11/3/2018 Days: Sa
 9:00 AM - 4:00 PM Sessions: 1
 Lynn Petrowski
 Keefe Tech, First Floor, Room 219

SSCERT01-Fall18Section3 \$169.00
 12/15/2018-12/15/2018 Days: Sa
 9:00 AM - 4:00 PM Sessions: 1
 Lynn Petrowski
 Keefe Tech, First Floor, Room 219



SPORTS AND HOBBIES

Archery I - Beginner

Join the program that has everyone raving about one of the world's most exciting sports: recurve archery. Patience, focus and discipline are the only things needed to find success and achieve consistent shot groups. Our unique lesson plans engage students in unique challenges each class while balancing out individualized attention and feedback. Enrolled students are eligible for the On the Mark Archery Tournament for all students this October. All equipment provided.

SP07-Fall18 \$149.00
 10/3/2018-10/24/2018 Days: W
 7:00 PM - 8:00 PM Sessions: 4
 Mark Pirrello
 Keefe Tech, First Floor, Gym

Archery II - Advanced

Take your game to the next level by learning the methodical step-by-step style of shooting known in the archery world as the 'BEST' method and refined in the United States as 'NTS.' This new shot process deals with the mental side of the game by introducing muscle movements to concentrate on rather than aiming. Students who have archery experience are welcome to join. New students who wish to enroll must first email instructor prior to registering. No class: 11/21 & 12/5.

SP06-Fall18 \$149
 11/14/2018-12/19/2018 Days: W
 7:00 PM - 8:00 PM Sessions: 4
 Mark Pirrello
 Keefe Tech, First Floor, Gym

Recreational Volleyball

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: 10/4.

SP05-Fall18 \$89.00
 9/13/2018-11/8/2018 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: 11/6.

SPHOBBY09-Fall18 \$139.00
 9/25/2018-11/20/2018 Days: T
 6:30 PM - 9:00 PM Sessions: 8
 Tony Keats
 Keefe Tech, Second Floor, Room 309

SPORTS AND HOBBIES

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: 10/4 & 11/21.

SPHOBBY01-Fall18 \$139.00
6:30 PM - 9:00 PM Days: Th
9/27/2018-11/29/2018 Sessions: 8
Tony Keats
Keefe Tech, Second Floor, Room 309

TRADE/LICENSE PREPARATION

Construction Supervisor 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.

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 (1-508-833-5207), www.statecertification.com. Prerequisite to take the exam: Three years of documentable construction experience. No class: 10/8 & 11/12.

TP03LIC-Fall18 \$359.00
9/24/2018-11/19/2018 Days: M
5:30 PM - 9:00 PM Sessions: 7
Staff Construction Certification Institute
Keefe Tech, First Floor, Room 210

NEW

Construction Supervisor Unrestricted License Exam Preparation - 6 Week Program

Tuition cost for this course includes all materials and books. You must register by Thursday, September 20, 2018 in order to receive your materials on your first night of class.

This 6-week course will prepare you to sit for the Massachusetts Construction Supervisors unrestricted license exam. A significant amount of time will be devoted to in-depth study and comprehension of building code materials. The class method will help you retain the process of the system in order to find the answers to the test questions that will be presented. A score of 70% is required to successfully pass the State Exam. It is recommended that you are pre-approved by the state testing agency prior to the class. However, this not a requirement. Important: You will be expected to work on practice exams and to read 6-8 hours

per week, in addition to class time. No class 10/4.

All Textbooks and Study Materials (\$450 value) are included in the Course Fee.

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

TP15LIC-Fall18 \$849
9/27/2018-11/08/2018 Days: Th
6:00 PM - 8:00 PM Sessions: 6
Keefe Tech, First Floor, Room 201

Electrical Code - Journeyman, Module 1

This course is for everyone starting in the module program. (Important: In order to enroll in Modules 2-8, you must have already attained your MA apprentice license.) 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. No Class: 9/10, 9/19, 10/8, 11/12, 11/21.

TP09LIC.MOD1-Fall18 \$519.00
9/5/2018-12/3/2018 Days: MW
6:00 PM -10:00 PM Sessions: 20
Richard Packer
Keefe Tech, First Floor, Room 222

Where do I park? You can park in any numbered legal spot on campus. Kitchen and Auditorium located closest to Fountain Street entrance. Gym and Pool - Winter Street entrance.

Electrical Code - Journeyman, Module 2 - Saturday Class

This course is open to MA Licensed Apprentices. In Module 2 topics will include electrical bonding and grounding, low voltage systems and controls, fire warning and security systems as well as design and testing (NFPA 22). 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: 10/20.

TP01LIC.MOD2-Fall18 \$519.00
 9/8/2018-11/17/2018 Days: Sa
 8:30 AM - 5:00 PM Sessions: 10
 Richard Packer
 Keefe Tech, Second Floor, Room 314, Across from Library

Electrical Code - Journeyman, Module 5

This course is open to MA Licensed Apprentices. In this class you will cover electrician's math and basic electrical formulas, electrical circuit, 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: 10/4, 11/6 & 11/22.

TP06LIC.MOD5-Fall18 \$519.00
 9/6/2018-11/29/2018 Days: TTh
 6:00 PM -10:00 PM Sessions: 20
 Richard Packer
 Keefe Tech, First Floor, Room 222

Electrical Code - Journeyman, Module 6

This course is open to MA Licensed Apprentices. In this class you will cover branch circuit/feeder/service requirements, calculations and voltage drops, motors, controls and transformer requirements, use of code book tables and examples, and swimming pools and similar installations.. 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: 10/4, 11/6 & 11/22.

TPLIC20.MOD6-Fall181 \$519.00
 9/6/2018-11/29/2018 Days: TTh
 6:00 PM -10:00 PM Sessions: 20
 David Hatton
 Keefe Tech, First Floor, Room 223

Plumbing Code and Theory - All 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. Tuition for Tier 1 includes the cost of required OSHA 10 testing. No class 9/10, 9/19, 10/4, 10/8, 11/6 & 11/12.

TP04LIC.TIER1Fall18 (Tier 1) \$484.00
 9/6/2018-11/15/2018 Days: MTh
 5:30 PM - 9:00 PM Sessions: 17
 Jamie Prevosk
 Keefe Tech, First Floor, Room 216

TP04LIC-TIER2Fall18 (Tier 2) \$459.00
 9/6/2018-11/15/2018 Days: MTh
 5:30 PM - 9:00 PM Sessions: 17
 John DelMonte
 Keefe Tech, First Floor, Room 217

TP04LIC.TIER3Fall18 (Tier 3) \$459.00
 9/6/2018-11/15/2018 Days: MTh
 5:30 PM - 9:00 PM Sessions: 17
 John Ryder
 Keefe Tech, First Floor, Room 218

TP04LIC.TIER4Fall18 (Tier 4) \$459.00
 9/6/2018-11/15/2018 Days: MTh
 5:30 PM - 9:00 PM Sessions: 17
 Eric Gordon
 Keefe Tech, First Floor, Room 219

TP04LIC.TIER5Fall18 (Tier 5) \$459.00
 9/6/2018-11/19/2018 Days: MTh
 5:30 PM - 9:00 PM Sessions: 17
 Adam Mitchell
 Keefe Tech, First Floor, Room 221

We very much want your class to run.
 Please sign up early so that we can meet our enrollment
 minimum 10 days before the class start date.

Fall in Glorious Vermont - Saturday, October 13

Visiting Vermont in the Fall is often found on most travelers bucket lists. This October you will have the opportunity to view Vermont in all its colorful glory. On this trip, you will visit Quechee Gorge, known as Vermont's "Little Grand Canyon;" enjoy a private tour of a working Maple Sugar and Cheese farm complete with free samples and tastings of cheeses and syrups; visit Woodstock, Vermont; travel the back roads and byways of Vermont, crossing a famed covered bridge; visit the Simon Pearce Mill, where you will marvel at a Glass blowing demonstration. Along the way, your guides will give you a "behind the scenes" background about the people, culture and history that make this area of the world so unique. This day is sure to leave you with a new appreciation for the state that has over 20 individual sites listed in the book "1,000 places to see before you die." Please note that children 12 and up are welcome on this trip when accompanied by an adult. There are no refunds for this trip, but reservations are transferable. Where to park that morning: Our motor coach will depart from and return to the Fountain Street entrance of Keefe Tech (entrance closest to Loring Arena).

TRIPS07-Fall18

\$119.00

10/13/2018-10/13/2018

Days: Sa

7:00 AM - 9:00 PM

Sessions: 1

Joe Cali Martha Prybylo

Keefe Tech, BUS TRIP

New York - Broadway, Saturday, November 17

Our New York Broadway trip sells out every semester. 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. 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 7:00 pm 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 message containing the information listed above. Please note that children 12 and up are welcome on this trip when accompanied by an adult. The trip will take place rain or shine. Registrations for the trip are transferable, but not refundable. Where to park that morning: Our motor coach will depart from and return to the Winter Street entrance of the building - closest to the Keefe Tech Pool and Gym.

TRIPS02-Fall18

11/17/2018-11/17/2018

7:30 AM - 11:00 PM

Lisa Johnson

Keefe Tech, BUS TRIP

\$89.00

Days: Sa

Sessions: 1

Newport Mansions for the Holidays, Saturday, December 15

Looking for a new holiday tradition? The glitter of gold and the sparkle of silver will dazzle on a tour three magnificent mansions decked out in Yuletide finery. Guided Tours, and spectacular decorations highlight the celebration at the Newport Mansions. The Breakers,



The Elms and Marble House--three National Historic Landmarks and icons of the Gilded Age in America--are filled with thousands of poinsettias, fresh flowers, evergreens and wreaths. From gardens to ballroom, boudoirs to scullery kitchens: take a break from the holiday hustle and bustle and enjoy the wonder of life at the last turn of the century. Pack a lunch, or dine at one of many nearby eateries.

Trip cost includes admission to the three historic landmarks listed above. You will receive your tickets upon bus check in. Please note that children 12 and up are welcome on this trip when accompanied by an adult. Registrations for the trip are transferable, but not refundable. Where to park that morning: Our motor coach will depart from and return to the Winter Street entrance of the building - closest to the Keefe Tech Pool and Gym.

TRIPS01-Fall18

12/15/2018-12/15/2018

8:00 AM - 6:00 PM

Lisa Johnson

Keefe Tech, BUS TRIP

\$79.00

Days: Sa

Sessions: 1

Great course.
Steve is quite knowledgeable
and very helpful.

Wildlife Photography Workshop at Southwick's Zoo

Wildlife Photography Workshop at Southwick's 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 Southwick's Zoo in Mendon 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 Saturday, September 22 from 10:00 AM to 1:00 PM at Southwick's Zoo. Meet at the Zoo entrance. Your instructor will be wearing a Keefe Tech cap. The second class will take place on Tuesday, September 25 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.

ARTPHTRIP07-Fall18 \$69.00
9/22/2018-9/25/2018 Days: TSa
10:00 AM - 1:00 PM Sessions: 2
Steve McGrath
Keefe Tech, First Floor, Room 218

Photography Field Trip to Russell's Garden Center, Wayland

Rain or Shine! Join us at Russell's Garden Center in Wayland where you will have the opportunity to photograph beautiful plants, greenhouses and garden accessories, both indoors and out, while learning how to better use your camera. We will depict subjects in varying ways, altering both the look of the subject and background. Learn more about close up photography and adjusting the color and exposure of your images. We will examine tools such as the rule of thirds, framing and camera angle to improve your photographic vision. 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 understating of your camera is required. Review your camera manual beforehand and bring it with you along with your camera and fresh batteries. Meet at the indoor fish pond. Visit <http://www.russellsgardencenter.com> for more information about Russell's.

ARTPHTRIP17-Fall18 \$59.00
9/29/2018-9/29/2018 Days: Sa
9:30 AM -12:00 PM Sessions: 1
Lynne Damianos
Location: Russell's Garden Center
397 Boston Post Road, Wayland

Gift Certificates
available for purchase.



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 class - No class: 9/19, 10/8 & 11/12. Tuesday and Thursday class - No class: 10/4 & 10/18.

WE01MW-Fall18MW

9/12/2018-11/14/2018
6:00 PM - 9:00 PM

David Butler

Keefe Tech, Ground Floor, Metals

\$439.00

Days: MW

Sessions: 15



WE02TTH-Fall18TuTh

9/11/2018-11/5/2018
6:00 PM - 9:00 PM

Brian DeCiero

Keefe Tech, Ground Floor, Metals

\$439.00

Days: TTh

Sessions: 15

WRITING

Creative Writing for Fun

Sign up early. This course fills fast! 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.

WR03-Fall18

9/11/2018-10/16/2018
5:00 PM - 7:00 PM

Sessions: 6

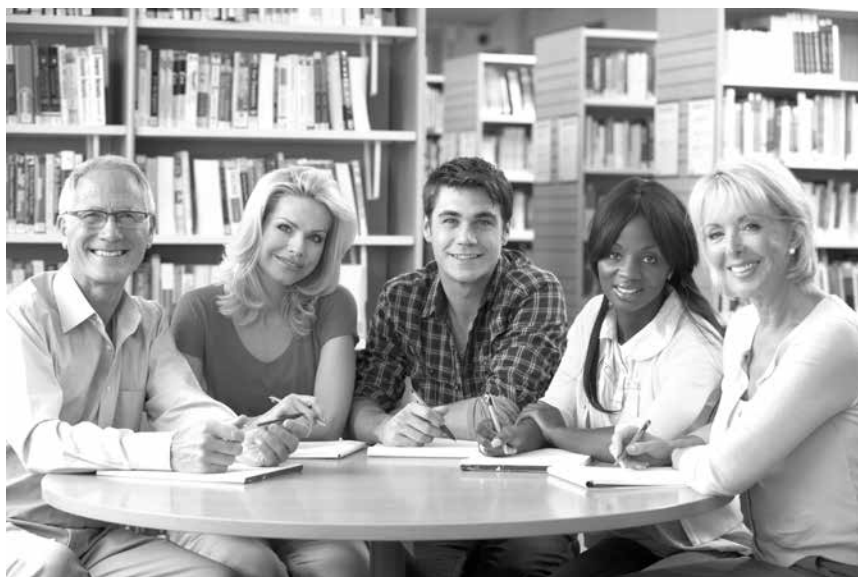
Pamela Wight

Keefe Tech, First Floor,

Main Office Conference Room

\$139.00

Days: T



Visit us on Facebook for current news and information on upcoming courses.
www.facebook.com/keefetechconted

Welcome to Keefe at Night! For a better understanding of our Fall 2018 schedule and procedures, please read the information that appears below.

Fall Semester Office Hours:

Starting Monday, August 6: Monday-Thursday, 8:00 a.m. to 4:00 p.m. & 5:30 - 7:30 p.m., Friday, 8:00 a.m. to 4:00 p.m.

Starting Wednesday, September 5: Monday - Thursday, 9:00 a.m. to 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 Monday - Friday from 9:00 a.m. to 5:00 p.m.

Please see scheduled school closings and inclement weather information below.

Fall Semester Scheduled Keefe at Night School Closings:

September: 10 & 19

October: 4 & 8

November: 6, 12 & 21-24

December: 5

Registration/Age Requirement: With the exception of trip reservations, all students/participants must be at least 18 years old. The minimum age for trip participation is 12.

Tuition/Registration Payment: Payment in full is due at registration. Payment plans are available as noted in specific class descriptions. Registrations under payment plans must be processed in person.

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 bar 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, please call us at 508-416-2170.
4. **Walk-in Registration:** Visit Keefe Tech's Main Office during office hours. Please see above.

5. **Fax:** Using the registration form in this catalog, you may fax your registration to: 508-416-2231.

Gift Certificates: Gift certificates can be purchased online or in person at the Keefe Tech Main Office.

Forms of Payment: 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 to appear on your online statement. Refunds by check (for check or cash payments) may take up to three weeks to process.

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

Refund Policy for Courses and Trips

Cancellation for All Classes: If Keefe at Night cancels a course/trip, the full amount paid for the course/trip will be 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 credit voucher will be issued for 50% of course tuition.
3. **No course credit 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 credit 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 credit vouchers will be issued.

Course credit vouchers are valid for one year from the date of issue.

Additional information for Withdrawal Refund Policy for Culinary Programs: An additional ingredients/supplies

GENERAL INFORMATION *Continued*

deduction of \$25.00 will be made to credit vouchers for withdrawals less than 7 days prior to the class date.

Withdrawal from Paralegal Certificate Course: Students withdrawing 7 days before the class start date will receive a full tuition refund, minus a \$10 cancellation fee. No refunds or credit course vouchers will be issued for withdrawals taking place 6 days or less before the start date of the class, or after the class has started.

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 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.

Certificates of Completion: Certificates of completion will be provided for professional development, licensing and certificate courses, or upon request. There will be a \$5.00 processing fee for each lost or misplaced certificate.

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

Incident Weather Cancellations: If Keefe Regional Technical School closes during the day, 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 all instructors and students by email and when necessary by phone. If in doubt, please call the Keefe at Night main phone number (508-416-2170) for a recorded message. An announcement will also be posted on our website (incident weather tab on the menu bar) and our Facebook page: <https://www.facebook.com/keefetechconted/>.

Textbooks/Class Supplies/Ingredients:

Books: Unless otherwise noted, students will need to 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.

School Policies: All policies, rules and regulations pertaining to 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.

We look forward to seeing you on campus. Please do not hesitate to contact us if you have any questions. You can reach us at 508-416-2170 or by email at: continuinged@jpkeefehs.org.

We very much want your class to run.
Please sign up early so that we can meet our enrollment
minimum 10 days before the class start date.

REGISTRATION FORM

First Name: _____ Last Name: _____

Mailing Address: _____

City/State/Zip: _____

Email Address: _____ Best Phone #: _____

Course ID	Course Title	Class Dates	Tuition Amount
Form of Payment: <input type="checkbox"/> Check No. _____ (Payable to Keefe at Night) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> AmEx			TOTAL

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

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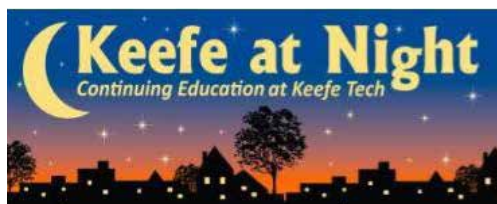
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Keefe at Night
750 Winter Street
Framingham, MA 01702

Permit
No. 67
Framingham, MA



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

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

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