



SPRING 2017

Continuing Education at Keefe Technical School

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



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

www.keefeatnight.org

SUPERINTENDENT-DIRECTOR'S MESSAGE



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

Keefe Regional Technical School is a public high school option for students in the towns of Ashland, Framingham, Holliston, Hopkinton and Natick. We are pleased to offer Continuing Education options to members of these towns, as well as residents of towns beyond our district. We have been serving the Metrowest area since 1973, and enroll over 2000 students per semester in our Continuing Education programs.

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

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

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

Jonathan Evans
Superintendent-Director

DIRECTOR'S MESSAGE



The Old and the New – Best of Both Worlds!

Perhaps you noticed that this catalog has fewer pages than in previous semesters. This is “A Good Thing!” We are not only ‘saving trees,’ but with the power of the internet and the instant availability of social media there will, in fact be more classes, more one-night programs, and more Keefe at Night travel excursions than ever before!

So how can you find these late-breaking updates? Look for mid-semester and end-of-spring postcards mailed to those who have taken a class in the past year, or who have requested to be on our mailing list. Check out the updates by visiting www.keefeatnight.org. Click on new class links sent monthly in our e-blasts. And of course, “Friend” us on Facebook for the most up-to-date notices.

Longtime staples that strengthen workforce training are expanding. Electric and plumbing code classes, aesthetic licensure, real estate pre-licensing, home inspection and construction supervisor courses, along with computer programs and applications like Cisco and A+ Certification, Microsoft Word, Excel, and medical certification programs can all lead to professional growth opportunities. Participation in fitness,

yoga and swim classes will contribute to your wellbeing, assist in your reaching your goal of good health, and culinary classes focus on fun and healthy creativity.

New offerings expand our base of enjoyable Keefe at Night travel. Join us on our leisurely and fun journeys to Vermont, the Berkshires, Cape Cod or New York City – day-trippers travel in style and comfort on luxury WiFi-equipped buses. No time to travel? We bring Portuguese, Spanish and Japanese language learning to KT to broaden your experiences, for business, fun and family...and maybe a trip abroad in the future!

Have you tried Zentangle? It's a great way to relax, get into meditation and be creative – all at the same time. Or a watercolor workshop? And have you ever experienced anything as primitive and exhilarating as throwing a lump of clay on a wheel?! Join a class and learn how these new experiences can enhance your leisure time and expand your horizons.

No time for a weekly classroom commitment? Look at our online offerings at www.ed2go.com/kan - Business skills, language courses even introductions to new professional fields - there are hundreds of classes you can take from the comfort of any location with an internet connection – (your phone or laptop on the beach will also work!)

Whatever your interests are, there is something here for you. And, if you don't see the class you would like to take – call us! Some of our best offerings come from community suggestions. Hope to see YOU this semester at Keefe at Night!

Joann Sueltenfuss
Director of Continuing Education

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Instructor bios can be found online at keefeatnight.org.

CALENDAR

February

S	M	T	W	T	F	S
			1	2	3	4
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28				

February
27 Semester Begins

March

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

March
2 & 9 No Classes

April

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

April
6 & 13 No Classes
17-21 No Classes - School Vacation

May

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

May
29 No Classes - Memorial Day

June

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

June
15 Semester Ends

ENGLISH AS A SECOND LANGUAGE

ENGLISH AS A SECOND LANGUAGE

Newcomers! If English is not your first language, Keefe at Night can help you begin to learn to speak American English. Take a simple placement test to determine the best level and be on your way! Keefe at Night is committed to providing excellent English as a Second Language (ESL) instruction to the community. Our instructors have years of experience in helping adults learn to speak English. Four levels of study: Beginners, Advanced Beginners, Intermediate and Advanced. Students will become familiar with the structure and vocabulary of English through exercises in listening, speaking, reading and writing. Level assignments will be determined based on test scores and previous class levels.

All NEW students must take a placement test on Tuesday, February 14 from 3:00-8:30 p.m. at Keefe Tech. Returning students do not need to take the placement test. The cost of tuition (\$275) includes textbooks.

Classes Begin: Feb. 28 (End Date: June. 1)
22 Sessions • Tue & Thu: 6:00pm-9:00pm
Room: 300-307 • Tuition: \$275 (textbooks included)

AB01234-S17Book1 • 22 Sessions • Tue & Thu: 6:00-9:00
Domenica Clark, Kimberley McCormack

AB01234-S17Book2 • 22 Sessions • Tue & Thu: 6:00-9:00
Eduardo Cuan, Gregory Parker

AB01234-S17Book3 • 22 Sessions • Tue & Thu: 6:00-9:00
Victoria Kravitz, Regina Regan

AB01234-S17Book4 • 22 Sessions • Tue & Thu: 6:00-9:00
Linda Strayhorn
Tutor: Karl Genes

****IMPORTANT/IMPORTANTE: No classes held/No hay clases/
Não há aulas: 3/2, 3/9, 4/6, 4/13, 4/18, 4/20 ***



INGLÉS COMO SEGUNDO IDIOMA

Aprenda inglés Americano con nosotros. Ofrecemos cuatro niveles de aprendizaje: Principiantes, Principiantes Avanzados, Curso Intermedio y Curso Avanzado. Además de aprender vocabulario, tendrá lecciones sobre la estructura del idioma, por medio de conversaciones hablando y escuchando, y también por medio de la lectura y escritura.

Estudiantes Nuevos: Prueba de Aptitud en el inglés: Martes 14 de Febrero de 3:00 a 8:30 p.m. Los niveles se determinaran con el puntaje de la prueba o por el nivel que el estudiante haya completado en Keefe At Night.

Las clases Empiezan el Martes 28 de febrero (Terminan: 1 de junio)
22 Sesiones • Martes y Jueves: 6:00-9:00 pm.
Costo: \$275, incluye los libros

INGLÊS COMO SEGUNDA LÍNGUA

Aprenda a falar Inglês Americano com a gente. São oferecidos quatro diferentes níveis: Principiantes, Principiantes Avançados, Intermediários e Avançados. Os alunos aprendem a estrutura e o vocabulário da língua Inglesa através de exercícios da audição, fala, leitura e escrita.

As aulas iniciam-se em: Terça, 28 de fevereiro (Terminam em: 1 de junho)

22 Sessões • Terças & Quintas das 6:00 às 9:00 p.m. O custo de \$275 inclui livros de texto.

Alunos Novos: Prova de Colocação no dia 14 de fevereiro das 3:00 às 8:30 p.m. Níveis será determinado com base em resultados de prova ou em nível com a participação de alunos da Keefe at Night

HiSET TEST PREPARATION

This course is an intensive preparation for the HiSET Exam (formerly called 'the GED'). Students study writing, English, social studies, science, literature and mathematics in preparation for the comprehensive High School Equivalency Test. Our instructors will guide and coach you through each section. Focus only on those areas you need the most, or follow the entire curriculum. This course is not mandatory for successful testing, but is encouraged. Textbook is included in the cost of tuition. No Class: 4/17-19

AB05-S171 • Classes Begin: Mar. 1 (End: May 1)
16 Sessions • Mon & Wed: 6:30pm-9:00pm
Room: 303 • Sherry Ruff • Bob Maselek • Tuition: \$275

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AESTHETICIAN TRAINING PROGRAM

Begin a career as a Licensed Aesthetician. Work with clients doing facials, waxing and other skin treatments. This 300 hour training program will cover the art and science, and practical hands on skills that are necessary to take the Massachusetts Licensed Aesthetician exam. Fall Semester (Theory): Concentrate on anatomy, physiology, diseases and disorders of the skin, cosmetic chemical ingredients, product knowledge, sterilization, bacteriology, laws, ethics and massage relaxation techniques. Spring semester (Practical and Hands on): concentrate on makeup application, use of electrical aesthetic equipment, microdermabrasion, high frequency, stone therapy, massage, aromatherapy and DIY techniques, clinical practice, paraffin hand and face treatment procedures, and record keeping. Learn how to stage a successful spa business plan. No class: 2/21-23, 3/2, 3/9, 4/6, 4/13, 4/18-4/20, 5/29.

AE01-S171 • Classes Begin: Feb. 14 (End Date: June 6)
40 Sessions • Tues, Wed. & Thurs: 6:00pm-10:00pm
Room: 316 • Maryse Vernillet • Tuition: \$2,858

Tuition includes: *Textbook, Workbook, State Exam Book, skin care products, and a makeup kit.*

This is a two-semester program. A 10% discount applies when tuition is paid in full each semester. The full payment tuition per semester is \$1299. If you opt for the payment plan, the cost per semester is \$1429.

EYEBROW THREADING

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

AE05-S171 • Classes Begin: Mar. 20 (End Date: Apr. 3)
3 Sessions • Mon: 7:00pm-9:30pm
Room: 316 • Manju Sharma • Tuition: \$129



***Save \$5 Registration Fee Now when you register online!
Register at www.Keefeatnight.org***

ART



NEW! CARTOONING I

Bring your doodles and scribbles to life! Perfect for comics and Manga lovers! In this essential skills course students will learn the basics of cartooning, the importance of the narrative, and how to keep a sketchbook. We will also explore terminology, tools and materials. Textbook is included in the cost of tuition. A list of supplies will be available online at Keefeatnight.org in the Course Description. Students will be responsible for purchases.

AR16-S171 • Classes Begin: Mar. 6 (End Date: Apr. 10)
6 Sessions • Mon: 6:00pm-8:00pm
Room: Commercial Art • Diego Chaves • Tuition: \$109

CARTOONING II - GET PUBLISHED

This course builds on the skills you learned in Introduction to Cartooning I. In this class students will be assigned exercises to further improve their storytelling skills from one panel cartoons to four page stories. You will learn about style development, and publishing methods, such as self-publishing and pitching your work to industry publishers. Textbook is included in the cost of tuition. A list of supplies will be available online at Keefeatnight.org in the Course Description. Students will be responsible for purchases. No Class: 5/30

AR17-S171 • Classes Begin: Apr. 24 (End Date: Jun. 5)
6 Sessions • Mon: 6:00pm-8:00pm
Room: Commercial Art • Diego Chaves • Tuition: \$109

FELTING WITH WOOL

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

AR04-S171 • Classes Begin: Mar. 22 (End Date: Apr. 12)
4 Sessions • Wed: 6:30pm-9:00pm
Room: 210 • Barbara Le
Tuition: \$99

WATERCOLOR TUESDAYS

Join with like minded artists of all levels and learn from each other. Make a commitment to paint at least once a week! Bring your ideas, your paints and other supplies. Work at your own level and at your own pace in Keefe's spacious Commercial Art Studio. No formal instruction, but there will be an accomplished artist/leader dedicated to every session. No Class: 4/18

AR07-S171 • Classes Begin: Mar. 7 (End Date: Apr. 25)
7 Sessions • Tues: 6:30pm-9:30pm
Room: Commercial Art • Bill Chignola • Tuition: \$119

NEW! POTTERY: CLAYWORKS I

Have you always wanted to get some clay under your nails?! Did you do pottery once, a long time ago, and yearn to get back to the wheel? Are you looking for a very physical workout that can create not only strong hands, back and shoulders, but also a stunning work of art??! Try your ideas with our new potters wheels, clay work stations and kilns!

Start with a lump of clay. Work it to a smooth, soft and workable beginning. From there learn about the many techniques for working with clay including pinch, coil, hard and soft slabs, glazes and an introduction to wheel throwing. Once your piece is complete, it will be bisque fired and ready for you to apply glaze. A lot of information for six short weeks but a great way for beginners to start, and for more experienced potters to utilize our great potter's wheels and kilns. Class size is limited to ensure a quality experience.

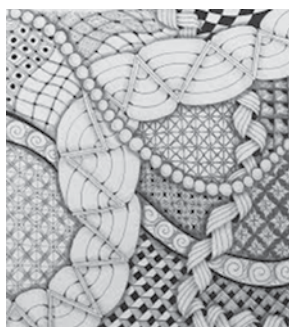
AR19-S171 • Classes Begin: Mar. 7 (End Date: Apr. 11)
6 Sessions • Tues: 6:00pm-9:00pm
Room: 107 Kilns • Gregory Lamb • Tuition: \$259

POTTERY: CLAYWORKS II

Take it to the next level! Enjoy a more independent study of working with clay, understanding the differences in types of clay and how they respond to air, water and the kiln. In this class you will have the freedom to pick your own project (within certain size limitations) and create to your hearts delight, knowing that our instructor will be at the ready to guide and encourage you to the perfect piece of pottery! Class size is limited to ensure a quality experience.

AR20-S171 • Classes Begin: Apr. 25 (End Date: May 30)
6 Sessions • Tues: 6:00pm-9:00pm
Room: 107 Kilns • Gregory Lamb • Tuition: \$259

ZENTANGLE I - INTRODUCTION



Zentangle is an easy to learn method of creating beautiful images from repetitive patterns. It is a fascinating new art form that is fun and relaxing. This class introduces the basic Zentangle principles and methodology. It is intended for those who are not yet acquainted with the Zentangle process or for those who want to review the basics and learn new tangles. Participants will be provided a concept overview along with instruction for 6 different

patterns and produce 2 pieces of original art. This class includes fun instruction, engaging demonstrations and an art kit for practicing in class and enough supplies for producing additional art work at home. This course is a prerequisite for any of the Zentangle Advanced Programs.

AR11-S171 • Classes Begin: Apr. 26 (End Date: May 17)
4 Sessions • Wed: 6:30pm-8:30pm
Room: 203 • Karen Keefe • Tuition: \$129

ART

ZENTANGLE II - ADVANCED

This class is for those who have already participated in the Introduction to Zentangle class and are very familiar with the basic concepts, methodology and practices. Sessions will focus on learning more complex tangles, blending of patterns, techniques of tangulation and use of various Zentangle tools with different media. Participants are asked to bring their kits from the introduction class; additional supplies and instruction will be provided along with materials for producing additional art at home for an easy to learn, fun and relaxing way to create beautiful images by drawing structural patterns using 3 simple marks. The proven benefits of Zentangle reduce stress and anxiety and increased focus, self esteem and mindfulness. Zentangle users have reported improvements in insomnia, panic attacks, fine motor skills, problem solving and artist's/writer's block, among other benefits. Pam will guide you from the basic Zentangle patterns in the first class, to exploring more patterns with shading and enhancements in the classes to follow including matting a piece of your own artwork and creating your very own Zendala. Materials are included in the cost of tuition.

AR15-S171 • Classes Begin: May 24 (End Date: Jun. 14)
4 Sessions • Wed: 6:30pm-8:30pm
Room: 203 • Karen Keefe • Tuition: \$129

KNITTING I

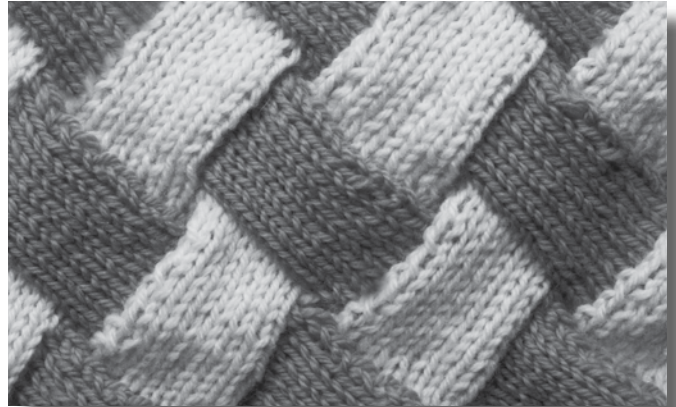
Knitting is a creative, relaxing pastime that can be enjoyed by anyone. This class is designed for new knitters as well as any needing a refresher course. You will learn about different yarns, needles, tools, how to knit, purl, increase, decrease, make a gauge and more! You will also work on individual projects. Supplies for the first few classes will be provided by the instructor. Additional project supplies will be the student's responsibility.

AR03-S171 • Classes Begin: Feb. 27 (End Date: Apr. 3)
6 Sessions • Mon: 6:30pm-9:00pm
Room: 223 • Jessica Pelon • Tuition: \$109

KNITTING II

Eager to start a new project but not sure you can manage it on your own? Have UFO's (UnFinished Projects) lying around that you could use help completing? In this independent study class, you can work on your own projects with assistance from an expert knitter to help and guide you along the way! This is a great continuation from the first class and is also suitable for experienced knitters.
No class: 4/19.

AR01-S171 • Classes Begin: Apr. 12 (End Date: May 24)
6 Sessions • Wed: 6:30pm-9:00pm
Room: 223 • Jessica Pelon • Tuition: \$89



ARCHITECTURAL KNITTING - ENTRELAC AND MITERED SQUARES

Learn the unique architecture of entrelac and mitered square knitting. Both consist of tiers of individually worked blocks joined together as they are knit. Students will learn both techniques (as well as how to pick up stitches and knit backwards), then incorporate them into projects. For the first class please bring scrap yarn and needles to practice techniques. Options for individual projects will be discussed in class – see website under instructor bio for samples.

AR18-S171 • Classes Begin: Mar. 1 (End Date: Apr. 5)
6 Sessions • Wed: 6:30pm-9:00pm
Room: 223 • Jessica Pelon • Tuition: \$99

MUSIC

INSTANT PIANO FOR BUSY PEOPLE

If you yearn to experience the joy of playing piano but don't want years of weekly lessons, this course is for you. In just a few hours, learn secrets of the trade to make piano playing a part of your life. How is it done? Typical piano lessons teach you note reading, but piano professionals use chords. Through a lecture/demonstration format, you will learn all the chords needed to play any pop song in this one session. Every student receives a workbook and CD for follow up home study. Students should know the notes on the piano and be able to read a simple treble clef line to get the most out of this class. Not for the complete beginner. Students who need a refresher with note reading can download the free brochure on Debbie's website www.EasyPianoStyles.com Look under the Free Music tab. Note: Students are encouraged to bring their own keyboard to class.

MU01-S171 • Classes Begin: Apr. 25 (End Date: Apr. 25)
1 Session • Tues: 6:30pm-9:30pm
Room: 201 • Debbie Gruber • Tuition: \$79

Supplies are listed at www.keefeatnight.org

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.

PH12-S171 • Classes Begin: Mar. 23 (End Date: Mar. 30)
2 Sessions • Thur: 6:00pm-8:30pm
Room: 218 • Steve McGrath • Tuition: \$69

DIGITAL PHOTOGRAPHY - AN INTRODUCTION

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

PH04-S171 • Classes Begin: Feb. 27 (End Date: Mar. 20)
4 Sessions • Mon: 6:30pm-9:00pm
Room: 218 • Lynne Damianos • Tuition: \$129

DIGITAL PHOTOGRAPHY - BEYOND THE BASICS

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, start here! 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. You should already understand ISO, white balance, flash and exposure compensation settings. Bring your camera and manual to each class. There will be a photography assignment each week to do on your own that will be used as a learning tool in the following class. Optional: Email two of your photos (good or with issues) in JPEG format (up to 15 MB total per email) to classes@DamianosPhotography.com with the subject line "KeefeBB_YourLastName" to discuss in the first class.

PH03-S171 • Classes Begin: Mar. 27 (End Date: Apr. 10)
3 Sessions • Mon: 6:30pm-9:00pm
Room: 218 • Lynne Damianos • Tuition: \$119



DIGITAL PHOTOGRAPHY - RUSSELL'S GARDEN FIELD TRIP

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 understanding 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 www.russellsgardencenter.com for more information about Russell's.

PH11-S171 • Classes Begin: Apr. 9 (End Date: Apr. 9)
1 Session • Sun: 1:00pm-3:30pm
Room: Russell's Garden Center, Wayland • Lynne Damianos • Tuition: \$49

PHOTOGRAPHY: DIGITAL PHOTO MANAGEMENT

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

PH05-S171 • Classes Begin: Apr. 27 (End Date: Apr. 27)
1 Session • Thurs: 6:00pm-8:30pm
Room: 218 • Steve McGrath • Tuition: \$49

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www.facebook.com/keefetechconted

PHOTOGRAPHY

DIGITAL PHOTOGRAPHY: GARDEN PHOTOGRAPHY AT GARDEN IN THE WOODS

Take your Garden Photography from good to great by capturing Garden in the Woods at its most beautiful. You will learn to sharpen your awareness of light on the landscape. If you are a Beginner to Intermediate photographer looking to fine-tune your skills and expand your knowledge of Photography then this course is for you: ideal for the Photographer with some knowledge of their camera settings that want to take their abilities to the next level. Join Steve McGrath as he reveals his tips and techniques for taking quality close up as well as Landscape Photography in the Gardens. Bring a camera with macro capabilities, a sturdy tripod and a large memory card. We will discuss how to use wide angle, normal and telephoto lenses most effectively in the Garden to strengthen your Composition for maximum impact. Tripod not required.

This class meets on Sunday, May 21 at Garden in the Woods in Framingham from 12:00-3:00p.m. Meet at Garden entrance. Your instructor will be wearing a Keefe Tech cap. Admission to Garden in the Woods is additional and paid directly to the Garden. The second class will take place on Wednesday, May 24 from 6:00-9:00 p.m. in Room 218 at Keefe.

PH13-S171 • Classes Begin: May 21 • Sun: 12:00pm-3:00pm
Classes End: May 24 • Wed: 6:00pm-9:00pm
2 Sessions • Room: 218 • Steve McGrath • Tuition: \$69

DIGITAL PHOTOGRAPHY: WILDLIFE WORKSHOP - SOUTHWICK ZOO

No Time for a Safari?! Learn to photograph wildlife 'in the wild' ...at the zoo! Understand the settings of your camera and what is needed for a composed, polished photo! Meet at the Southwick Zoo for a short presentation on tips and techniques for great zoo photographs that look like they were taken in the wild! Explore the zoo (with your tripod/monopod) and the longest lens you have. Get your best shots at feeding time, or with the special zookeeper close up. In the second class at Keefe Tech, review the images and critique for a 'show and tell' with the class. This class meets on Saturday, May 20 from 10:00 a.m. to 1:00 p.m. at the Southwick Zoo. Meet at the Zoo entrance. Your instructor will be wearing a Keefe Tech cap. The Thursday, May 25 class will meet in Room 218 on the first floor at Keefe from 6:00-9:00 p.m. Admission to the Zoo is additional and paid directly to the park.

PH07-S171 • Classes Begin: May 20 • Sat: 10:00am-1:00pm
Classes End: May 25 • Thurs: 6:00pm-9:00pm
2 Sessions • Room: 218 • Steve McGrath • Tuition: \$69

PHOTOGRAPHY: TAKING BETTER PICTURES WITH YOUR NEW DIGITAL CAMERA

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

PH08-S171 • Classes Begin: Jun. 1 (End Date: Jun. 8)
2 Sessions • Thurs: 6:00pm-8:30pm
Room: 218 • Steve McGrath • Tuition: \$69



PHOTOSHOP ELEMENTS

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

PH01-S171 • Classes Begin: May 18 (End Date: May 18)
1 Session • Thurs: 6:00pm-8:30pm
Room: 215 • Steve McGrath • Tuition: \$49

***Save \$5 Registration Fee Now when you register online!
Register at www.Keefeatnight.org***



HOW TO BUY A USED CAR... WITHOUT GETTING SNOOKERED



Join in a conversation with Melissa Otis, Executive Director of MIADA (the non-profit dedicated to promote and educate" the used car dealer) and representatives from the Commonwealth's Office of Consumer Affairs in a discussion on 'how to buy a used car'. What should you look for? What can you expect in terms of 'returns and repairs'? Massachusetts has the most stringent consumer protection

laws in the country (called the Lemon Law) to protect the rights of consumers of used cars. These are only good if you know how to spot the difference between a quality used car dealer and a 'curb-stoner'... and it is not always as obvious as you may think! Make an informed decision when you purchase your next vehicle. It could be worth hundreds (and perhaps thousands) of dollars!

AU06-S171 • Classes Begin: Apr. 12 (End Date: Apr. 12)
1 Session • Wed: 6:00pm-8:00pm
Room: 224 • Melissa Otis • Tuition: \$29



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. This is hands on class requires participants to wear safety glasses, old work clothes and proper safety shoes. No class: 4/18.

Car Care II begins on May 2. Sign up early.

AU02-S171 • Classes Begin: Mar. 7 (End Date: Apr. 25)
7 Sessions • Tues: 6:30pm-9:30pm
Room: Auto • Chuck Pearson • Tuition: \$219

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!

AU03-S171 • Classes Begin: May 2 (End Date: Jun. 13)
7 Sessions • Tues: 6:30pm-9:30pm
Room: Auto • Chuck Pearson • Tuition: \$219

SMALL ENGINE REPAIR I - WINTER EDITION

Rejuvenate your winter 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! Each student will practice on their own small engine brought to class each week. The engine may remain attached to a snow blower, lawn mower or other small engine equipment. Important: There is no storage available.

AU04-S171 • Classes Begin: Mar. 1 (End Date: Apr. 5)
6 Sessions • Wed: 6:00pm-9:00pm
Room: Auto • James Gable • Tuition: \$159

SMALL ENGINE REPAIR II SPRING/ SUMMER EDITION

String trimmers and lawn mowers are just the beginning of spring/summer yard artillery. Learn to tune up, prep and maintain your equipment for years to come. Each student will practice on their own small engine brought to class each week. The engine may remain attached to your lawn mower or other small engine equipment. There is no storage available.

AU05-S171 • Classes Begin: Apr. 26 (End Date: May 31)
6 Sessions • Wed: 6:00pm-9:00pm
Room: Auto • James Gable • Tuition: \$159

ACCOUNTING BASICS

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

BZ10-S171 • Classes Begin: Mar. 14 (End Date: Apr. 4)
4 Sessions • Tues: 6:30pm-9:30pm
Room: 320 • Instructor: TBA • Tuition: \$199

AUCTIONEERING LICENSE PREPARATION

Are you looking to Break into the Auto Auction Industry or run an Outstanding Auction of household furnishings, or raise funds with your auction services for a charity event? This course, taught by Ron Draper, President of MA Auctioneers Association, will lead you on your way to getting an Auctioneers License in Massachusetts. Stay abreast of the latest auction procedures, education, license law changes and other events that influence the auction profession. It's about more than The Patter! Course dates will be available online on February 1. Or you can call us at 508-935-0202

BZ15-S171 • Classes Begin: May 13 (End Date: May 27)
3 Sessions • Sat: 9:00am-2:00pm
Room: 306 • Ron Draper • Tuition: \$119



DIGITAL PRIVACY AND SECURITY

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

BZ09-S171 • Classes Begin: Apr. 26 (End Date: May 17)
4 Sessions • Wed: 6:00pm-9:00pm
Room: 202 • Howard Cornett • Tuition: \$119

GETTING UNSTUCK: HOW TO MANAGE DIFFICULT CONVERSATIONS

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

BZ07-S171 • Classes Begin: Jun. 14 (End Date: Jun. 14)
1 Session • Wed: 7:00pm-9:00pm
Room: 202 • Halee Burg • Tuition: \$39

LET YOUR VOICE BE HEARD - VOICE OVER

Ever been told you have a voice for radio, TV or cartoon characters? Curious about the world of voice over in commercials, audiobooks and animation? Come join our fast paced fun, interactive workshop full of tips and techniques designed to offer you an introduction to the exploding world of voice over! Learn how to warm up your voice and speech, proper breathing techniques, articulation and accent work, 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-S171 • Classes Begin: Mar. 22 (End Date: Mar. 22)
1 Session • Wed: 7:00pm-9:00pm
Room: 203 • Lau Lapides • Tuition: \$59

INCREASE YOUR PRODUCTIVITY AT WORK & HOME

How do you keep calm, upbeat and organized despite increases in workflow, glitches in systems and general chaos around you? In this course, we will use David Allen's proven processes/methodologies for managing tasks and productivity as detailed in his book, Getting Things Done (www.gettingthingsdone.com). We utilize these techniques and the GTD philosophy in practice to Get Things Done! If you are a busy parent, business manager or entrepreneur (or may all three!); if you have a lot to get done, but feel challenged to do so This class is for you! Purchase of the book is recommended but not required.

BZ17-S171 • Classes Begin: Apr. 5 (End Date: Apr. 12)
2 Sessions • Wed: 6:00pm-9:00pm
Room: 203 • Howard Cornett • Tuition: \$69

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BUSINESS AND CAREERS

LEAN PROJECT MANAGEMENT: PRINCIPLES FOR SUCCESS

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

BZ03-S171 • Classes Begin: Apr. 1 (End Date: Apr. 8)
2 Sessions • Sat: 9:00am-6:00pm
Room: 301 • Kim Walker • Tuition: \$399

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

BZ01-S171 • Classes Begin: Mar. 6 (End Date: Mar. 6)
1 Session • Mon: 6:00pm-9:00pm
Room: 215 • Fan Stanbrough • Tuition: \$69

COMPUTERS AND APPLICATIONS

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



A+ CERTIFICATION

A+ Certification Advance can your career! CompTIA’s A+ certification is one of the most sought after credentials in the computer industry. A+ certifies the abilities of PC Service Specialists and will help realize greater earnings. Master the knowledge and skills needed to recognize major PC components and to understand how the components work together. This class will prepare you for the A+ certification exams. Homework and tests will count toward Certification in Core Hardware and Operating Systems. The major part of the class will prepare you for A+ exams 220 801 and 220 802. Other Certification Exams that will be available for students at no additional cost: Microsoft Technology Associates Operating System Fundamentals, Microsoft Technology Associates Network Fundamentals, Microsoft Technology Associates Security Fundamental. There will be a Certiport charge of \$115 for each additional exam. No class April 18 & 19.

CO01-S171 • Classes Begin: Mar. 7 (End Date: Apr. 26)
14 Sessions • Tues & Wed: 6:00pm-9:00pm
Room: 324 • John Ravidou • Tuition: \$499

CISCO I INTRODUCTION TO NETWORKS

Learn about the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations provide a foundation for the curriculum. By the end of this course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Students will need a computer and internet access for the online self paced homework assignments. Tuition includes enrollment in the Cisco Academy online. Career Pathway

Please contact your instructor Don Conaghan at: dconaghan@gmail.com for information on most current books available. No class: 4/17 & 19.

CO02-S171 • Classes Begin: Mar. 6 (End Date: May 22)
21 Session • Mon & Wed: 6:00pm-9:00pm
Room: 321 • Don Conaghan • Tuition: \$499

CISCO II, III, IV

Cisco II is a continuation of Cisco I. Cisco II is the second course in the series needed to prepare for the Cisco CCENT Certification. Students can bypass this certification and complete all 4 courses if the CCNA certification is desired. Prerequisite: Completion of Cisco I.

For Information regarding CISCO III SCALING NETWORKS, and CISCO IV CONNECTING NETWORKS and books, please contact the instructor directly at dconaghan@gmail.com. No class: 4/17 & 19

CO03-S171 • Classes Begin: Mar. 1 (End Date: May 24)
23 Sessions • Mon & Wed: 6:00pm-9:00pm
Room: 321 • Don Conaghan • Tuition: \$599

INTRO TO COMPUTERS - FOR FUN AND BUSINESS

"Let's start at the very beginning!" The basics of this Sound of Music song aptly apply to computer knowledge. You'll start from scratch turning on the computer. Once you get started, you'll be amazed at just how much can be accomplished on a computer. Learn about email, surfing the web, cyber safety and much more. Take the next step to understanding and better utilizing the power of computer technology. By the end of this class you will be booting and surfing with the best of them. Bring your computer related queries for hands on discussion and interpretation.

CO12-S171 • Classes Begin: Apr. 27 (End Date: May 18)
4 Sessions • Thurs: 6:30pm-8:30pm
Room: 320 • Frank Yeung • Tuition: \$99

PHOTOSHOP ELEMENTS

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

PH01-S171 • Classes Begin: May 18 (End Date: May 18)
1 Session • Thurs: 6:00pm-8:30pm
Room: 215 • Steve McGrath • Tuition: \$49

SPRING 2017

MICROSOFT EXCEL I - 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. Required Textbook: Microsoft Office Excel 2010: Level 1 (Second Edition), Publisher: Logical Operations, ISBN: 1424618479. Order directly online at: <https://store.logicaloperations.com>. Type ISBN Number in Search Bar. Must be purchased in advance of class. Please allow 5-7 days for delivery.

CO07-S171 • Classes Begin: Mar. 7 (End Date: Mar. 28)
4 Sessions • Tues: 6:30pm-9:30pm
Room: 318 • David Thrope • Tuition: \$159

MICROSOFT EXCEL II - INTERMEDIATE

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

CO08-S171 • Classes Begin: Apr. 25 (End Date: May 16)
4 Sessions • Tues: 6:30pm-9:30pm
Room: 318 • David Thrope • Tuition: \$159

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.

CO06-S171 • Classes Begin: May 23 (End Date: Jun. 13)
4 Sessions • Tues: 6:30pm-9:30pm
Room: 318 • David Thrope • Tuition: \$159

QUICKBOOKS

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

CO10-S171 • Classes Begin: Apr. 26 (End Date: May 31)
6 Sessions • Wed: 6:30pm-9:30pm
Room: 318 • Instructor TBA • Tuition: \$349

Register online at www.keefeatnight.org

SEO IS NOT ROCKET SCIENCE

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

CO11-S171 • Classes Begin: Mar. 15 (End Date: Mar. 22)
2 Sessions • Wed: 7:00pm-9:00pm
Room: 215 • Mike Stanbrough • Tuition: \$59

WORDPRESS I

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

CO22-S171 • Classes Begin: Mar. 13 (End Date: Apr. 10)
5 Sessions • Mon: 7:00pm-9:00pm
Room: 215 • Fan Stanbrough • Tuition: \$129

WORDPRESS II

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

CO05-S171 • Classes Begin: May 1 (End Date: May 15)
3 Sessions • Mon: 7:00pm-9:00pm
Room: 215 • Fan Stanbrough • Tuition: \$79

GOOGLE APPS FOR EVERY OCCASION

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

CO18-S171 • Classes Begin: Jun. 1 (End Date: Jun. 8)
2 Sessions • Thurs: 6:30pm-9:30pm
Room: 320 • Frank Yeung • Tuition: \$59

**More course offerings and
up-to-date changes at
www.keefeatnight.org**

IPAD BASICS

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

CO21-S171 • Classes Begin: May 16 (End Date: May 16)
1 Session • Tues: 6:30pm-9:00pm
Room: 320 • Daniel Ellis • Tuition: \$39

ANDROID: EFFECTIVE USE OF YOUR ANDROID PHONE

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

CO20-S171 • Classes Begin: Jun. 14 (End Date: Jun. 15)
2 Sessions • Wed & Thurs: 6:30pm-8:30pm
Room: 318 • Frank Yeung • Tuition: \$59

IPHONE: BE SMARTER THAN YOUR SMART IPHONE

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

CO19-S171 • Classes Begin: Apr. 4 (End Date: Apr. 11)
2 Sessions • Tues: 6:30pm-8:30pm
Room: 318 • Daniel Ellis • Tuition: \$59

NEW! INSTAGRAM 101

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

CO15-S171 • Classes Begin: May 25 (End Date: May 25)
1 Session • Thurs: 6:30pm-9:30pm
Room: 320 • Instructor TBA • Tuition: \$39

FACEBOOK FOR FUN

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

CO14-S171 • Classes Begin: Mar. 6 (End Date: Mar. 6)
1 Session • Mon: 6:00pm-9:00pm
Room: 320 • Joe Cali • Tuition: \$39

FACEBOOK FOR BUSINESS

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

CO13-S171 • Classes Begin: Mar. 13 (End Date: Mar. 13)
1 Session • Mon: 6:00pm-9:00pm
Room: 320 • Joe Cali • Tuition: \$39

TWITTER 101

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

CO17-S171 • Classes Begin: Jun. 6 (End Date: Jun. 13)
2 Sessions • Tues: 6:30pm-9:30pm
Room: 320 • Instructor TBA • Tuition: \$59

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CULINARY ARTS: COOKING

CHINESE CUISINE

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

CA12-S171 • Classes Begin: Mar. 14 (End Date: Mar. 21)
2 Sessions • Tues: 6:30pm-9:30pm
Room: Kitchen • Brenda Wong • Tuition: \$109



Culinary Classes:

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

THAI CUISINE

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

CA13-S171 • Classes Begin: Apr. 4 (End Date: Apr. 11)
2 Sessions • Tues: 6:30pm-9:30pm
Room: Kitchen • Brenda Wong • Tuition: \$109

TEX MEX COOKING

Enjoy these near South of the Border flavors with fresh, homemade Spices and Salsas, accompanying Beans and Rice, Tacos, Quesadillas and Enchiladas. For the main attraction, we will make the classic Chili con Carne, and examine how to balance the heat of our peppers to please every pallet.

CA31-S171 • Classes Begin: Apr. 5 (End Date: Apr. 5)
1 Session • Wed: 6:00pm-9:00pm
Room: Cafe 101 • Edgar levins • Tuition: \$69

INDIAN CUISINE

In this class we will cover a range of traditional Indian recipes, curries and spice tips for everyone. Dishes include Malabar Chicken Korma (spicy stew of chicken in creamy coconut milk), Kashmiri Kheema (a minced meat dish with tender peas, diced potatoes and spices), Paneer Jalfrezi (a delightful stir fry of mild cottage cheese and vegetables), Alu Gobi (a tomato based cauliflower and potato curry), chappati or Indian flat bread, vegetable Pulao (delicate rice dish cooked with basmati rice, vegetables, and fragrant spices), Chutney and Raita. Skip the take out line and make delicious and healthy treats in half the time! Bring an apron and take home containers.

CA34-S171 • Classes Begin: Apr. 24 (End Date: May 1)
2 Sessions • Mon: 6:00pm-9:00pm
Room: Kitchen • Mary Sindhuvad • Tuition: \$109

NEW! GREEK CUISINE - A DELICIOUS TASTE OF GREECE

This will be an evening of fine Greek Dining, including Spanakopita (Spinach and Feta Pie), Avgolemono (Egg Lemon Soup), Pita style Sandwiches with Tzatziki Sauce and the ever popular Eggplant Casserole: Moussaka. We will examine the combination of Spices that make Mediterranean flavors so special, and make Greek Yogurt and Butter Cookies for Dessert. Try Mediterranean Cuisine: A Go To menu that is comforting and healthy!

CA38-S171 • Classes Begin: Mar. 22 (End Date: Mar. 22)
1 Session • Wed: 6:00pm-9:00pm
Room: Kitchen • Edgar levins • Tuition: \$69

ST. PATRICK'S DAY FEAST

Get your Irish On for St. Patty's day and learn to bake some of Ireland's traditional QuickBreads and Pastries, including Classic Irish Soda Bread, Spotted Dog, and Barmback. Included will also be the Chef's personal approach to the ariest Scones ever, and buttery Shortbread Cookies. For lunch we will enjoy an hearty Irish Lamb Stew.

CA35-S171 • Classes Begin: Mar. 11 (End Date: Mar. 11)
1 Session • Sat: 10:00am-3:00pm
Room: Kitchen • Edgar levins • Tuition: \$69

ST. PATRICK'S DAY CUPCAKES

Brilliant, surprisingly easy and a perfect expression of creativity Fondant frosting techniques are easily applied to make Magnificent Cupcakes with a St. Patrick's Day theme. Decorating with fondant has never been easier! Learn how to decorate cupcakes with embossed fondant. Create dimensional designs that cover and embellish your cupcakes, adding a refined modern touch. Bring 10 12 unfrosted cupcakes to class, as well as a box or cupcake carrier to transport finished cupcakes. Your instructor will supply the fondant, icing and a decorating kit which will include tips, icing bags and all other supplies to help you create beautiful and impressive cupcakes.

CA44-S171 • Classes Begin: Mar. 13 (End Date: Mar. 13)
1 Session • Mon: 6:30pm-9:30pm
Room: Kitchen • Karen Siegel • Tuition: \$59

ARTISAN ITALIAN BREADS

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

CA37-S171 • Classes Begin: Apr. 22 (End Date: Apr. 22)
1 Session • Sat: 10:00am-3:00pm
Room: Kitchen • Edgar levins • Tuition: \$69

A CATERED AFFAIR - APPETIZERS

Learn to make impressive appetizer/hors d'oeuvres including Mini Beef Wellingtons with Horseradish Creme Fraiche, Coconut Chicken with Thai peanut sauce, clams casino, Brie stuffed Mushrooms and Spinach Artichoke Dip with Cinnamon pita chips will be prepared. Chef will also give advice on substitute and complimentary menu items and plating for a dazzling display!

CA41-S171 • Classes Begin: May 9 (End Date: May 9)
1 Session • Tues: 6:00pm-9:00pm
Room: Kitchen • Paul Ramsdell • Tuition: \$69

ELEGANT DINNER PARTY

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

CA30-S171 • Classes Begin: May 2 (End Date: May 2)
1 Session • Tues: 6:00pm-9:00pm
Room: Kitchen • Shailini Sisodia • Tuition: \$69

EXPLORE THE WORLD OF TEA IN A CUP

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

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

CA25-S171 • Classes Begin: Mar. 23 (End Date: Mar. 23)
1 Session • Thurs: 6:30pm-8:30pm
Room: Cafe 101 • Hillel Bromberg • Tuition: \$59

COOK WITH FRESH HERBS

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

CA39-S171 • Classes Begin: May 3 (End Date: May 3)
1 Session • Wed: 6:00pm-9:00pm
Room: Kitchen • Edgar Levin • Tuition: \$69

SENSATIONAL SALADS, GREEN AND BEYOND

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

CA40-S171 • Classes Begin: May 24 (End Date: May 24)
1 Session • Wed: 6:00pm-9:00pm
Room: Kitchen • Edgar Levins • Tuition: \$69

SAUTÉ CLASSICS

Learn to prepare some of the classic dishes like Chicken Marsala, Sole Francaise, Wiener Schnitzel and Chicken Parmesan. Proper breading techniques, pan sauces, seasoning and some knife skills will be emphasized. Bring an apron, to go containers and your favorite Chef Knife. Not recommended for beginners.

CA42-S171 • Classes Begin: Apr 25 (End Date: Apr. 25)
1 Session • Tues: 6:00pm-8:00pm
Room: Kitchen • Paul Ramsdell • Tuition: \$69

HOPPY CAKE FOR A HOPPY SPRING!

We know you love baking so we've put together this Springtime Bunny Hoppy cake for you to try. Whether you're after a spectacular Easter cake to impress the family or make it as a gift, we've got you covered. In this fun class, you will learn how to cover your cake with buttercream icing, make grass and flower accents out of fondant and create the bunny right down to the fluffy cotton tail. Please bring in 2 6" round cakes being 2" in height. All other supplies will be provided to you including the icing, fondant, spatula, modeling tools and cake board. Please bring a box to take your finished cake home. Ingredients fee is included in tuition.

CA43-S171 • Classes Begin: Apr. 10 (End Date: Apr. 10)
1 Session • Mon: 6:30pm-9:30pm
Room: Kitchen • Karen Siegel • Tuition: \$59

STELLAR CAKES: THE FROSTING, THE FILLING AND THE TOOLS

Don't be intimidated by the title. 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 Star Tip techniques including Drop Flower Rosettes, Shell Borders, Basic Ribbon Roses, Printing and Writing on a Cake. Please bring the following to class: a cake 2 six inches round and 2-3 inches in height, an apron and a box to transport the cake.

CA16-S171 • Classes Begin: May 10 (End Date: May 10)
1 Session • Wed: 6:00pm-9:00pm
Room: Cafe 101 • Karen Siegel • Tuition: \$59

THE ART OF THE TART FRUIT TARTS

What better way to celebrate Spring than with a scrumptious homemade fruit tart? Learn to make homemade pate sucre (sweet nut crust) and to utilize frangipane (almond paste lining), stabilized pastry cream and citrus curd. Also demonstrated will be short cuts by utilizing commercially available products.

CA36-S171 • Classes Begin: May 13 (End Date: May 13)
1 Session • Sat: 10:00am-3:00pm
Room: Kitchen • Edgar Levins • Tuition: \$69

NEW! MOTHER'S DAY CUPCAKES - TIFFANY & CO. STYLE

Brilliant, surprisingly easy and a perfect expression of creativity Fondant frosting techniques are easily applied to make Magnificent Cupcakes with Tiffany & Co. Theme. Decorating with fondant has never been easier! Learn how to decorate cupcakes with embossed fondant. Create dimensional designs that cover and embellish your cupcakes, adding a refined modern touch. Bring 10 12 unfrosted cupcakes to class, as well as a box or cupcake carrier to transport finished cupcakes. Your instructor will supply the fondant, icing and a decorating kit which will include tips, icing bags and all other supplies to help you create beautiful and impressive cupcakes to adorn your spring brunch table or to give as gifts.

CA45-S171 • Classes Begin: May 11 (End Date: May 11)
1 Session • Thurs: 6:30pm-9:30pm
Room: Kitchen • Karen Siegel • Tuition: \$59



BASICS OF PERSONAL FINANCE

This practical one night course is designed for people in their 20's and 30's or for anyone else who wants to begin learning how to take control of their financial lives. We'll discuss setting goals and budgeting, understanding credit and buying your first home. We will also cover some important financial concepts, various types of investments and retirement plans like IRAs and 401(k) plans.

FN102-S171 • Classes Begin: Mar. 15 (End Date: Mar. 15)
1 Session • Wed: 7:00pm-9:00pm
Room: 201 • David Chwalek • Tuition: \$39

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-S171 • Classes Begin: Mar. 23 (End Date: Mar. 23)
1 Session • Thurs: 6:30pm-9:00pm
Room: 202 • Rocco Bombardieri • Tuition: \$39

UNCONVENTIONAL INVESTING

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

FN16-S171 • Classes Begin: Apr. 4 (End Date: Apr. 4)
1 Session • Tues: 6:30pm-9:00pm
Room: 202 • Tim Higgins • Tuition: \$39

UNDERSTANDING FINANCIAL DECISIONS AND PROCESSES OF DIVORCE

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

FN09-S171 • Classes Begin: Jun. 5 (End Date: Jun. 5)
1 Session • Mon: 7:00pm-9:00pm
Room: 202 • Halee Burg • Tuition: \$39

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-S171 • Classes Begin: Apr. 27 (End Date: Apr. 27)
1 Session • Thurs: 6:30pm-9:00pm
Room: 202 • Halee Burg • Tuition: \$39

MONEY & DIVORCE

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

FN06-S171 • Classes Begin: Apr. 5 (End Date: Apr. 5)
1 Session • Wed: 6:30pm-8:30pm
Room: 209 • Renee Senes • Tuition: \$39

MAXIMIZING 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-S171 • Classes Begin: Apr. 12 (End Date: Apr. 12)
1 Session • Wed: 6:30pm-8:30pm
Room: 202 • Rocco Bombardieri • Tuition: \$39

HOW TO GET DEBT FREE

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

FN13-S171 • Classes Begin: May 11 (End Date: May 11)
1 Session • Thurs: 6:30pm-9:30pm
Room: 202 • Timothy Schnelle • Tuition: \$49



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- Industrial & Commercial Refrigeration/AC
- Refrigerant Recovery Training
- EPA Certification Exam

HVACR Technician Program & Green Technology

- Residential Oil Heat Technology & Service
- Residential Gas Heat Technology & Service
- Industrial & Commercial Refrigeration/AC
- Refrigerant Recovery Training
- EPA Certification Exam
- Geothermal Heating & Cooling
- Solar Water Heating Technology

Facilities Technician Program

- Commercial & Industrial Boiler Operation
- 2nd Class Fireman License Preparation
- Waste Water Treatment Preparation
- Industrial & Commercial Refrigeration/AC
- Refrigerant Recovery Training
- EPA Certification Exam

Facilities Technician Green Awareness & Indoor Air Quality Program

- Combines Facility Technician Program along with Green Awareness & Indoor Air Quality



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

Physical Therapy Aide

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CompTIA A+, Network+ and Security+

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

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

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

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HOW TO REDUCE/ELIMINATE YOUR FEDERAL STUDENT LOAN DEBT

Have you ever wanted to learn how to reduce (or eliminate) your federal student loan debt? If so, please join in one-night, 1 ½ hour class that focuses on the Public Service Loan Forgiveness Program (PSLF). Under the PSLF program, you may qualify for forgiveness of the remaining balance due on your federal student loans after you have made 120 on-time, monthly payments while employed full time in a qualifying public service job (i.e., a teacher, social worker, public librarian, firefighter, etc.). We will discuss the types of loans that are eligible for PSLF, the loan repayment options and requirements for loan forgiveness, and the steps you can take to enhance your eligibility for eligible loan repayment plans.

FN12-S171 • Classes Begin: Jun. 6 (End Date: Jun. 6)

1 Session • Tues: 6:30pm-8:00pm

Room: 202 • Donna Moilanen • Tuition: \$39

NAVIGATING THE ELDER YEARS: PLANNING AND DECISION MAKING

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

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

FN07-S171 • Classes Begin: May 16 (End Date: May 23)

2 Sessions • Tues: 5:00pm-7:00pm

Room: 202 • Halee Burg • Tuition: \$59

FITNESS, SWIM, QIGONG AND YOGA

BOOT CAMP

You can do it! Jump start your fitness regimen with this ten week program of fun filled exercise for all abilities. Expect to work hard within your limits. This co ed class will be held both indoors and outdoors and will include a variety of individual and team activities. Classes will include strength, agility, balance activities, cardio drills, relay races, and obstacle courses. Great class for weight loss, building strength and improving heart health. Participants should wear proper athletic attire, and bring a mat or towel, a set of handheld weights suitable for your ability level, and bottled water. No Class: 4/6, 4/13, 4/20 & 5/18.

FT01-S171 Section1 • Classes Begin: Mar. 16 (End Date: Jun. 15)

10 Sessions • Thurs: 6:00pm-7:00pm

Room: Auditorium • Jo Ellen McCarrick • Tuition: \$89

FT01-S171 Section2 • Classes Begin: Jun. 29 (End Date: Aug. 10)

7 Sessions • Thurs: 6:00pm-7:00pm

Room: Auditorium • Jo Ellen McCarrick • Tuition: \$65

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. Please note: Wear appropriate athletic attire. Bring a yoga/sticky mat and water. Also please bring a set of handheld weights suitable to your activity level. No Class: 4/4, 4/18 & 5/23.

FT15-S171 Section1 • Classes Begin: Mar. 7 (End Date: May 30)

10 Sessions • Tues: 6:00pm-7:00pm

Room: Auditorium • Jo Ellen McCarrick • Tuition: \$89

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: 4/4, 4/18 & 5/23.

FT02-S171 • Classes Begin: Mar. 7 (End Date: May 30)

10 Sessions • Tues: 7:00pm-8:00pm

Room: Auditorium • Jo Ellen McCarrick • Tuition: \$89

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: 4/6, 4/13, 4/20 & 5/18.

FT03-S171 Section1 • Classes Begin: Mar. 16 (End Date: Jun. 15)

10 Sessions • Thurs: 7:00pm-8:00pm

Room: Auditorium • Jo Ellen McCarrick • Tuition: \$89

FT03-S171 Section2 • Classes Begin: Jun. 29 (End Date: Aug. 10)

7 Sessions • Thurs: 7:00pm-8:00pm

Room: Auditorium • Jo Ellen McCarrick • Tuition: \$65

FITNESS, SWIM, QIGONG AND YOGA

BOXING: KICKBOXING IS A BLAST

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

FT05-S171 • Classes Begin: Mar. 9 (End Date: May 25)

12 Sessions • Thurs: 6:30pm-7:30pm

Offsite: Bancroft Boxing Gym, 701 Waverly St., Framingham

Jared Sher • Tuition: \$139



BOXING WITH THE BEST - STEP INTO THE RING!

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

FT04-S171 • Classes Begin: Mar. 8 (End Date: May 24)

12 Sessions • Wed: 6:30pm-7:30pm

Offsite: Bancroft Boxing Gym, 701 Waverly St., Framingham

Jared Sher • Tuition: \$139

QIGONG FOR ARTHRITIS

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

FT13-S171 Section1 • Classes Begin: Apr. 5 (End Date: Apr. 5)

1 Session • Wed: 7:00pm-9:00pm

Room: Yoga Room by Library • Joseph Foley • Tuition: \$49

23 Register online at www.keefeatnight.org



LAP SWIMMING

Enjoy the Best Big Box of Water in Metrowest! Come and exercise in our fabulous pool two nights a week at your lap swimming pace! Thirty minutes or three hours a week the choice is yours. Lifeguard on duty. Change in our locker rooms and bring a towel and water (to drink later). Spring session times for Lap Swimming are 7:00-9:00 p.m. Pool closed on: 3/9, 4/6, 4/13, 4/18, 4/20.

FT14-S171 • Classes Begin: Mar. 7 (End Date: May 23)

18 Sessions • Tues & Thurs: 7:00pm-9:00pm

Room: Pool • Staff YMCA • Tuition: \$159

WATERCIZE

Both swimmers and non swimmers can exercise and get in shape the cool way. You'll have your choice of a shallow or deep water workout each week. You'll feel stronger, gain flexibility and increase muscle strength. Come take the plunge. You'll be glad you did! This low impact workout is easy on your joints but can be a better workout than land aerobics. For all swim/water aerobics classes, a bathing suit is required although Under Armour shirts and leggings may be worn. No Class: 3/13, 4/17, 4/19.

FT07-S171 • Classes Begin: Mar. 6 (End Date: May 8)

16 Sessions • Mon & Wed: 6:30pm-7:30pm

Room: Pool • Staff YMCA • Tuition: \$169

WATER WALKING

Use the unique properties of water with resistance and buoyancy to enhance your workout! This deep water class uses jogger belts and is easy on joints. It's excellent for all muscular groups and the cardiovascular system. Warm up, extended aerobic workout, toning and cool down. Come join the fun! Change in our locker rooms and bring a towel and water (to drink later). No Class: 3/13, 4/17, 4/19.

FT06-S171 • Classes Begin: Mar. 6 (End Date: May 8)

16 Sessions • Mon & Wed: 7:30pm-8:30pm

Room: Pool • Staff YMCA • Tuition: \$169

QIGONG: EIGHT BROCADE

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

FT12-S171 • Classes Begin: Mar. 22 (End Date: Mar. 22)

1 Session • Wed: 7:00pm-9:00pm

Room: Yoga Room by Library • Joseph Foley • Tuition: \$49

SPRING 2017



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

YOGA FOR SENIORS

Breathe, relax and find peace! Yoga benefits the mind, the body and the soul. No matter your age or current ability, this gentle yoga class will help you with flexibility and movement. Our Certified Yoga Teacher, who has additional training in senior yoga, will lead the way to a more balanced existence for those who are now limited with their physical activity. Choose chair yoga, or free standing yoga, or a combination and bring your being into a better alignment. After all You have to take care of your body. It's the only place you have to live in! Please bring your own yoga mat and water bottle. No class: 5/29.

YG05-S171Section 1 • Classes Begin: Feb. 27 (End Date: Apr. 3)
6 Sessions • Mon: 5:30pm-6:30pm
Room: 301 • Shubhada Wavika • Tuition: \$99

YG05-S171Section 2 • Classes Begin: Apr. 24 (End Date: Jun. 5)
6 Sessions • Mon: 5:30pm-6:30pm
Room: 301 • Shubhada Wavika • Tuition: \$99

YOGA FLOW

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

YG02-S171Section1 • Classes Begin: Mar. 8 (End Date: Apr. 12)
6 Sessions • Wed: 6:00pm-7:00pm
Room: 323 • Mary Ellen Kramer • Tuition: \$99

YG02-S171Section2 • Classes Begin: Apr. 26 (End Date: May 31)
6 Sessions • Wed: 6:00pm-7:00pm
Room: 323 • Mary Ellen Kramer • Tuition: \$99

YOGA: KUNDALINI YOGA

Kundalini yoga is the oldest form of yoga on earth. It is where all schools of yoga began, and as the yoga of radical transformation. Kundalini yoga will not only give you greater strength, flexibility and peace of mind, it will also shed light on subconscious self imposed limitations by the use of the breath, meditation, mantra and movement. It offers many possibilities for a happier, healthier life. which include: increased metabolism, improved sleep, stress relief, headache reduction, control over moods, strengthened immune system, overcoming depression and greater pain relief mentally and physically. This class is appropriate for all levels. Please wear loose fitting clothing and bring a mat, pillow (important) and blanket or large towel for deep relaxation. It is advisable to eat little or nothing an hour before class. No class 4/18.

YG01-S171 • Classes Begin: Mar. 14 (End Date: May 9)
8 Sessions • Tues: 7:15pm-8:45pm
Room: Yoga Room by Library • Ann Finn • Tuition: \$149

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 stretching movements, meditation and relaxation. What to bring: Yoga mat, towel or Yoga strap, and a bottle of water. Section 1 students, please note that there will be no class on 4/18.

YG04-S171Section1 • Classes Begin: Mar. 21 (End Date: May 2)
6 Sessions • Tues: 7:00pm-8:00pm
Room: 323 • Karen Fishman • Tuition: \$99

YG04-S171Section2 • Classes Begin: May 9 (End Date: Jun. 13)
6 Sessions • Tues: 7:00pm-8:00pm
Room: 323 • Karen Fishman • Tuition: \$99

NEW! ACUPUNCTURE AND CHINESE MEDICINE, AN OVERVIEW

Acupuncture has been used continuously for thousands of years as an effective method of healthcare in China. In this course, we will explore the roots of Chinese Medicine, discuss how it works from a traditional perspective, and demonstrate some of the techniques associated with this ancient practice. Come with an inquisitive mind! Questions are welcome and encouraged.

HL09-S171 • Classes Begin: Apr. 12 (End Date: Apr. 12)
1 Session • Wed: 6:30pm-8:30pm
Room: 201 • Michael Johnson • Tuition: \$39



NEW! HYPNOSIS FOR WEIGHT CONTROL

Obesity is one of the most serious health problems in America today but this is the class that can help you. A recent study showed that people who include hypnosis in their weight loss program lose 60% more weight than those who do not. This hypnosis program works wonderfully by itself, or in conjunction with any weight loss system or diet. This class will help you to lose weight, to enjoy a healthy diet, and to change your relationship to food. Participants will be asked to listen to a self hypnosis CD every day. (This CD, valued at \$20, is included in the price of tuition.) This class has helped hundreds of people to lose significant amounts of weight and keep it off. Bring a mat, pillows, and a blanket if you like.

HL07-S171 • Classes Begin: Mar. 13 (End Date: Mar. 27)
3 Sessions • Mon: 6:30pm-8:00pm
Room: 201 • Virginia Slep • Tuition: \$119

NEW! HYPNOSIS TO IMPROVE YOUR GAME OF GOLF

Golfers know that the game of golf is 80% mental. This class will help you learn to use the power of your mind to improve your game. Professional golfers use hypnosis before every game to get "in the zone" because they know how well it works. Discover how hypnosis can help you improve your swing, lower your score, and enhance every aspect of your game. A support hypnosis CD, valued at \$20 is included in the price of the tuition. Bring a blanket, pillow, and mat if you like.

HL08-S171 • Classes Begin: Apr. 5 (End Date: Apr. 5)
1 Session • Wed: 6:30pm-8:00pm
Room: 201 • Virginia Slep • Tuition: \$59

NEW! HYPNOSIS TO STOP SMOKING

For less than a carton of cigarettes, you can take this course and maybe never smoke again. This program has allowed hundreds of people to become non smokers in just one session! Give yourself the gift of a healthy body and a smoke free life. Regardless of how many times you've tried to stop smoking, this class is the one that can change your life. A hypnosis support CD, valued at \$20, is provided to each new non smoker and included in the price of the tuition. Bring a mat, pillow, and blanket if you like and bring all your cigarettes, matches, lighters and ashtrays to get rid of them forever!

HL06-S171 • Classes Begin: Mar. 8 (End Date: Mar. 8)
1 Session • Wed: 6:30pm-8:00pm
Room: 201 • Virginia Slep • Tuition: \$89

INTRODUCTION TO ONLINE GENEALOGY

Find out more about your ancestors or determine if that family legend is myth or fact! This course will teach you how to use both free and paid online services to track your family in the United States and abroad, discover new family relations now and in the past and how to properly document for the future. We will cover sources and strategies for Censuses, Immigration, Naturalization, City Directories, Newspapers, Birth, Death and Marriage information all found from the comfort of your office chair. Bring as much family history as you can to the first class including information on at least one person who was living in the United States in 1940 or earlier. Together we'll expand your family tree and start your journey to discovering your ancestral roots.

HL11-S171 • Classes Begin: Apr. 25 (End Date: May 2)
2 Sessions • Tues: 6:00pm-9:00pm
Room: 215 • Steven Goldberg • Tuition: \$89

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 financial class, but a blue print for a happy and fulfilling retirement!)

HL12-S171 • Classes Begin: Mar. 28 (End Date: Mar. 28)
1 Session • Tues: 6:00pm-9:00pm
Room: 202 • Herbert Fuchs • Tuition: \$39

NEW! REIKI CERTIFICATION, LEVEL 1

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

HL10-S171 • Classes Begin: Mar. 16 (End Date: Mar. 23)
2 Sessions • Thurs: 6:00pm-8:00pm
Room: Yoga Room by Library • Jill Barrett • Tuition: \$89

BEEKEEPING FOR BEGINNERS FILLS FAST!

Did you know that New England is one of the best places in the world to keep honeybees? In this course you'll learn what equipment is needed, how to acquire your own bees and set up a good home for them so they can flourish, and how to safely tend to your hive through each of the four seasons. Honeybees are the ultimate team players, working closely with each other to find flowers, tend to their young, and make honey (for themselves and for us!). We'll show you what you can do to care for them in order to help them survive and succeed.

HG08-S171 • Classes Begin: Mar. 28 (End Date: Apr. 4)
2 Sessions • Tues: 6:30pm-8:30pm
Room: 201 • Kathy DeGraaf • Tuition: \$59

SPRING BICYCLE MAINTENANCE

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

HG11-S171 • Classes Begin: Mar. 21 (End Date: Mar. 21)
1 Session • Tues: 6:30pm-9:30pm
Room: Plumbing Shop • Ed Kross • Tuition: \$49

HOME MAINTENANCE

DIY or Call the Pro? This is the perfect class for the homeowner who wants a better understanding of how to maintain their home or condo, and when (for code reasons) it is best to call a professional electrician or plumber. Topics include: Exterior repairs: Roofing, siding, gutters and trim; Doors & Windows: updates, replacement/repair, adjusting and maintenance; Kitchen Cabinets: discussions on re-facing, updating and replacement maybe backsplash updates; Repairing walls & ceilings; Weatherization techniques and more. Course materials are included in the cost of tuition.

HG06-S171 • Classes Begin: Apr. 27 (End Date: Jun. 1)
6 Sessions • Thurs: 6:30pm-9:00pm
Room: 112 • Shawn Young • Tuition: \$249

3D CAD FOR HOMEOWNERS

Have you ever wondered if a new piece of furniture would fit in your house or had trouble explaining your "vision" of a home renovation to a contractor? If you can measure and use a computer you can easily draw a full, three dimensional view of your entire house and "move" that furniture into your newly "renovated" room directly on your computer. In this class we'll use the free online 3D CAD program Sketchup, to quickly and easily draw your house, complete with flooring, windows, doors, wall colors, siding and even landscaping. We'll then add furniture and explain how to make changes to the layout so that you can quickly try any possible design.

HG10-S171 • Classes Begin: Mar. 14 (End Date: Mar. 21)
2 Sessions • Tues: 6:00pm-9:00pm
Room: 215 • Steven Goldberg • Tuition: \$89



MOLDING AND INTERIOR TRIMS WORKSHOP

Cove or crown, batten or baseboard: Molding can bring a 'blah' interior to WOW in a weekend! Woodwork home improvements and decor don't have to cost a bundle. In this 4 week workshop you will learn to create and install baseboards, crown molding, window and door trim, wainscoting and wall panels. This is a hands on class. Come prepared with work clothes. The cost of materials is included in the price of tuition.

HG02-S171 • Classes Begin: Mar. 22 (End Date: Apr. 12)
4 Sessions • Wed: 6:30pm-9:00pm
Room: Carpentry • Shawn Young • Tuition: \$109

INDOOR ORGANIC COMPOSTING IN NEW ENGLAND

Are you interested in organic composting? You can compost even if you don't have access to a backyard! Learn how to create and maintain a healthy, odorless compost bin that will be fully operational year round. You can build a compost system by up cycling everyday items from your home. Learn how to harvest compost, and how to make compost 'tea'. Your plants will love you, the trees will love you, and our planet will thank you for taking a green initiative. You will take home a 1/2 lb. container of a compost starter kit which contains all the micro and macro organisms that are needed to start a perfectly healthy, organic, functioning compost bin (included in tuition).

HG09-S171 • Classes Begin: Mar. 23 (End Date: Mar. 23)
1 Session • Thurs: 6:30pm-9:00pm
Room: 201 • Ray Pourali • Tuition: \$49

JAPANESE FOR TRAVEL AND CONVERSATION I

Learn the basics of language in Japanese (and Japanese culture) in six short weeks. Perfect for students and business people with limited time working in a global environment. Develop an ear for Japanese and master pronunciation. You will also develop useful expressions and phrases to "tell your story" in Japanese.

Students must purchase their textbook in advance of class: Japanese for Busy People The Revised Third Edition. ISBN 13: 978 1568363851

LA08-S171 • Classes Begin: Mar. 8 (End Date: Apr. 12)
6 Sessions • Wed: 6:30pm-8:30pm
Room: 220 • Charlie Duquette • Tuition: \$159

JAPANESE FOR TRAVEL AND CONVERSATION II

In this intermediate class there will be an increased focus on improving listening and comprehension skills, and speaking Japanese at a natural speed. Students will be able to expand their breadth of conversational Japanese through personalized lessons by telling their stories, sharing their interests and having fun.

Purchase your textbook in advance of class: Japanese for Busy People The Revised Third Edition. ISBN 13: 978 1568363851

LA09-S171 • Classes Begin: Apr. 26 (End Date: May 24)
5 Sessions • Wed: 6:30pm-9:00pm
Room: 220 • Charlie Duquette • Tuition: \$135

PORTUGUESE I

If you live and/or work in MetroWest, you hear a lot of Portuguese. This course in Brazilian Portuguese is designed for beginners who are just starting their study of the language. Students will learn basic grammatical structures, and practice everyday language in situational contexts like shopping, dining out, and traveling in Brazil. Taught by a native speaker of Portuguese, students will have the opportunity to listen and to practice correct pronunciation! They will also learn first hand about Brazilian culture. Although the focus is conversation, the course will also help improve reading and writing skills. Come join us and boa sorte (good luck)! Required Textbook to be purchased by student in advance: Living Language Brazilian Portuguese, Complete Edition by Living Language and Dulce Marcello. ISBN 13: 978 0307972088. No Class: 4/18

LA06-S171 • Classes Begin: Mar. 14 (End Date: May 16)
9 Sessions • Tues: 6:30pm-9:00pm
Room: 224 • Maria Holt • Tuition: \$199

PORTUGUESE II

Further your Brazilian Portuguese conversation skills using cultural facts and current events. Write and read with assignments at home. Your instructor a native speaker looks forward to sharing the love of her culture and language with you. Required Textbook to be purchased by student in advance of class: Living Language Brazilian Portuguese, Complete Edition by Living Language and Dulce Marcello. ISBN 13: 978 0307972088.

LA07-S171 • Classes Begin: May 23 (End Date: Jun. 6)
6 Sessions • Tues & Thurs: 6:30pm-9:00pm
Room: 224 • Vanessa Mirielle • Tuition: \$199

SPANISH I - ACTIVE SPANISH FOR BEGINNERS

The most effective and enjoyable way to learn Spanish is by listening and speaking Spanish, and by using active learning techniques. 85-90% of this class is conducted in Spanish. You will be amazed at how rapidly you learn to understand Spanish through real life role plays, discussions about your daily activities, games, and hands on activities. You will see, hear and touch the things that you are talking about. You will also learn some slang and idiomatic expressions that are frequently used in daily conversation by native speakers. Join us, and have fun as you learn! Required textbooks to be purchased in advance of class: Easy Spanish Step by Step by Barbara Bregstein. ISBN: 978 0 07 146338 6 and Al Corriente by Robert J. Johnson, First Edition (1995 96). ISBN: 0 8442 7309 0. (Be sure to purchase the book by Mr. Johnson as there is another book with the same name.) No Class: 4/18.

LA04-S171 • Classes Begin: Mar. 7 (End Date: May 2)
8 Sessions • Tues: 6:30pm-9:00pm
Room: 203 • Erica Lerch • Tuition: \$179

SPANISH II - ACTIVE SPANISH FOR INTERMEDIATES

Students in this class will build on what they learned in Beginning Spanish by creating more complex sentences, using a variety of verb forms, broadening their vocabulary, and applying their knowledge to a wider range of social situations. The teaching method is the same one used in the beginner class. Once again, active learning techniques are used, and 85-90% of the class is conducted in Spanish. In addition, students will begin to converse about topics that are relevant to their daily lives. Required textbooks to be purchased in advance of class: Easy Spanish Step by Step by Barbara Bregstein. ISBN: 978 0 07 146338 6 and Al Corriente by Robert J. Johnson, First Edition (1995 96). ISBN: 0 8442 7309 0. (Be sure to purchase the book by Mr. Johnson as there is another book with the same name.)

LA05-S171 • Classes Begin: May 16 (End Date: Jun. 20)
6 Sessions • Tues: 6:30pm-9:00pm
Room: 203 • Erica Lerch • Tuition: \$159

SPANISH III - ACTIVE SPANISH FOR ADVANCED INTERMEDIATES

This course is taught in Spanish, and is intended for students who have completed Intermediate Spanish II or its equivalent. Sharpening conversational skills is the primary goal, and improving grammatical correctness of speech is a secondary goal. Students will gain a deeper understanding of Spanish grammar, and broaden their vocabulary. Particular attention will be given to the following topics: use of the subjunctive, the distinctive characteristics of the past tense in Spanish, use of direct and indirect objects. Information on required textbook will be posted online in the course description on February 1. You can also call us at 508-935-0202. No Class: 4/17.

LA11-S171 • Classes Begin: Apr. 10 (End Date: May 8)
4 Sessions • Mon: 6:30pm-9:00pm
Room: 203 • Erica Lerch • Tuition: \$139

SPANISH LANGUAGE REFRESHER - LEVEL 1

Have you studied Spanish in the past, but not spoken it for a while? Are you eager to continue your studies, but unsure where to begin? Would you like the opportunity to significantly improve your language skills with a minimum commitment of time? Then, this course is for you! Information on required materials will be posted online in the course description on February 1. You can also call us at 508-935-0202.

LA10-S171Section1 • Classes Begin: Mar. 25 (End Date: Apr. 1)
2 Sessions • Sat: 9:00am-12:00pm
Room: 203 • Erica Lerch • Tuition: \$89

LA10-S171Section2 • Classes Begin: Apr. 29 (End Date: May 6)
2 Sessions • Sat: 9:00am-12:00pm
Room: 203 • Erica Lerch • Tuition: \$89

SPANISH LANGUAGE REFRESHER - LEVEL 2

This course is a continuation of the level 1 course, and is best suited to those students who have already taken Spanish Refresher 1 or its equivalent. Information on required materials will be posted online in the course description on February 1. You can also call us at 508-935-0202.

LA12-S171 • Classes Begin: Jun. 17 (End Date: Jun. 17)
1 Session • Sat: 9:00am-12:00pm
Room: 203 • Erica Lerch • Tuition: \$59

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MEDICAL & ALLIED HEALTH TRAINING



NURSE ASSISTING (CNA)

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

Additional requirements: All students must take a written pre test in order to enroll in the program. They must also provide a recent (within 6 months) physical exam documenting good health and no restrictions and proof of negative TB test within the last 6 months. A CORI check must be taken before the first class (fees apply).

54 Hours total. (21 Clinical hours will take place on Saturdays and/ or Sundays.) You will receive a full schedule of classroom and clinical hours on your first day of class. Textbook included. 10% tuition discount if paid in full at registration.

ME01-S171 • Classes Begin: Feb. 28 (End Date: Jun. 5)
14 Sessions • Tues, Thurs, Sat & Sun: 5:00pm-9:00pm
Room: 325 • Diana Dow • Tuition: \$1,139

NEW! - ME12-S171 CERTIFIED NURSE ASSISTING SUMMER SESSION

FLASH FORWARD C.N.A. CLASS

Perfect for those requiring clinical experience or to qualify for the Certified Nurse Assistant testing by the Commonwealth of MA. See Nurse Assisting (CNA) description.

Tuition: \$1,139

Classroom Dates: Tues., Wed., & Thurs.; June 20 – July 13, 9 am-2 pm

June 20, 21, 22, 27, 28, 29, July 5, 6, 11, 12, 13,

Clinical Dates: Mon-Th., July 17- 20, 8 a.m. - 2 p.m.

Instructor: Sue Baker, RN - KT Faculty

More course offerings and up-to-date changes at www.keefeatnight.org

CLINICAL MEDICAL ASSISTANT TRAINING

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, 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 at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening and meet other requirements. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. No Class: 3/2, 3/9, 4/6, 4/13, 4/18 & 4/20.

ME02-S171 • Classes Begin: Feb. 28 (End Date: Jun. 22)
33 Sessions • Tues & Thurs: 6:00pm-9:30pm & Sat: 9:00am-3:00pm
Room: 205 • Staff CCI • Tuition: \$2,749



PHARMACY TECHNICIAN

This comprehensive 50 hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCEB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the "top 200 drugs", I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. Textbook included. 10% tuition discount if paid in full at registration. No Class: 3/9, 4/6, 4/13, 4/18 & 4/20.

ME08-S171 • Classes Begin: Mar. 7 (End Date: May 11)
15 Sessions • Tues & Thurs: 6:00pm-9:30pm
Room: 219 • Staff CCI • Tuition: \$1,099

MEDICAL BILLING AND CODING PROGRAM

This combined 80 hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD 10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD 10 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD 10 and HCPCS). Note: After obtaining the practical work experience (6months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder Exam (CPC or CPC H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. Textbook included. 10% tuition discount if paid in full at registration. No Class: 4/17 & 19.

ME07-S171 • Classes Begin: Mar. 6 (End Date: May 10)
21 Session • Mon & Wed: 6:00pm-9:30pm
Room: 206 • Staff CCI • Tuition: \$2,089

DIALYSIS TECHNICIAN TRAINING

This 50 hour Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of Dialysis Technicians. Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Furthermore, technicians work with patients during dialysis procedures and monitor and record vital signs as well as administer local anesthetics and drugs as needed. Additionally, they may also be involved in the training of patients for at home dialysis treatment. Note: This program does not include a national or state certification as part of its overall objectives. Additionally there is no student internship or clinical rotation offered as part of this program. Textbook included. 10% tuition discount if paid in full at registration. No Class: 4/17 & 19.

ME04-S171 • Classes Begin: Mar. 6 (End Date: May 1)
15 Sessions • Mon & Wed: 6:00pm-9:30pm
Room: 205 • Staff CCI • Tuition: \$1,099

PHLEBOTOMY TECHNICIAN PROGRAM

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

ME09-S171 • Classes Begin: Mar. 7 (End Date: June 1)
24 Sessions • Tues & Thurs: 6:00pm-9:30pm & Sat: 9:00am-3:00pm
Room: 209 • Staff CCI • Tuition: \$1,979

MASSACHUSETTS REALTORS' TRAINING

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

Important: If you already hold a Real Estate License, this pre Licensing course is not for you.

RE01-S171 • Classes Begin: Apr. 25 (End Date: Jun. 8)
14 Sessions • Tues & Thurs: 6:00pm-9:00pm
Room: 204 • Nelson Zide • Tuition: \$389

HOME OWNERS: FINANCE OPTIONS ABOUND

Are you a future home owner looking to get the home buyer process started, OR a current owner looking for significant savings through a refinance? Construction loans on your mind? How about a rehab loan for an addition or home improvements? Looking for investment properties? There are SO many options! Get the information on a variety of programs for 1st time and new home buyers. Learn about significant savings and benefits for Current Homeowners! Fixed rates, Adjustable rates, even Home Equity Lines of Credit each one can have its advantages in certain situations. Looking to pay off high interest credit cards, debt, or even student loans? You may be able to access your home equity to do so! Come to this information session and learn about your options so you are confident in your decisions before you commit to 20 years or more of mortgage payments.

RE05-S171 • Classes Begin: Mar. 15 (End Date: Mar. 15)
1 Session • Wed: 6:00pm-8:00pm
Room: 202 • Andrew Nawrocki • Tuition: \$39

NEW! HOW TO SORT OUT YOUR TREASURES AND SELL YOUR HOME

You have made the decision to move and now you realize you can't take it all with you. What should you take, what will fit the new space, and finally what to do with everything else? Once everything is organized and you are ready to sell What is the process, what is the right time, and what do I have to do in improvements to get the best price? Moving does not have to be stressful we will give you the information and support you need to make the right choices for the best outcome.

RE07-S171 • Classes Begin: May 17 (End Date: May 17)
1 Session • Wed: 6:00pm-8:00pm
Room: 201 • Daryl Lippman • Tuition: \$39

**Check out more new offerings
at www.keefeatnight.org**

SPRING 2017



COMO COMPRAR CASA O APARTAMENTOS

Quisiera comprar una casa o un apartamento y no sabe por donde comenzar? Le invitamos a que venga y obtenga las respuestas a sus preguntas. Haga que su sueño de tener su propio hogar sea una realidad. Aprenderá sobre las ventajas y desventajas de alquiler vs compra, lo que es el MLS, que necesita hacer para comprar, los tipos de mortgages/hipotecas disponibles, e inspecciones de casa. **IMPORTANTE:** Este curso será presentado en español. Would you like to buy a house or an apartment and don't know where to start? We invite you to come and get your questions answered. Make your dream of home ownership a reality. You will learn about the advantages and disadvantages of rentals vs. ownership, information on MLS, what you need to do to get started, types of mortgages available, and home inspections. **IMPORTANT:** This course will be taught in Spanish

RE04-S171 • Classes Begin: May 3 (End Date: May 3)
1 Session • Wed: 6:00pm-8:00pm
Room: 201 • Martha Convers • Tuition: \$39

FIRST TIME HOME BUYERS' SEMINAR

Are you thinking about buying your first home and unsure of how to begin? Our homebuyer's seminar, led by the award winning Chi Team from William Raveis Real Estate, is designed to simplify the entire home buying process and give you the tools you need to get started. Topics include: the step by step process when putting in an Offer, Buyer Representation, the importance of having a pre approval, home inspection, financing, applying and qualifying for a mortgage, and what to expect at the closing. Learn everything you need to know to make buying your first home easy and stress free.

RE06-S171 • Classes Begin: Mar. 30 (End Date: Mar. 30)
1 Session • Thurs: 6:30pm-9:00pm
Room: 201 • William Raveis RE The Chi Team • Tuition: \$39

ASSOCIATE HOME INSPECTION

This is a 75 hour training program for students who aspire to become MA "Associate Home Inspectors" in accordance with the requirements of 266 CMR Section 4.00. The class will cover Roofing, Exterior, Structure, Electrical, 266 CMR, Plumbing, HVAC, Masonry, Ethics, Report Writing, and Contracts. Completion of 75 hours is required for an Associate Home Inspector License. No Class: 4/17 & 19, 5/29.

TP02-S171 • Classes Begin: Mar. 1 (End Date: Jun. 5)
25 Sessions • Mon & Wed: 6:30pm-9:40pm
Room: 208 • James Mushinsky • Tuition: \$1,100

Register online at www.keefeatnight.org

AMERICA'S BOATING (ABC3) CERTIFICATION

Whether you own, a boat, are thinking of getting a boat, or just like to float around the water in your friends' boats this course will prepare you for life on the water. Learn the basics of boating safety, including boat terminology and handling, basic knots, VHF Marine Radio, piloting, charts and electronic navigation, course plotting, navigation aids and rules, and the Mass. and Federal boating laws and regulations. This course is taught by experienced members of the US Power Squadron, a private national organization dedicated to teaching safe boating. Successful completing students will receive a safety certificate, required in most states for operation of a water craft. This certificate provides you a discount on your boat insurance! Text book, nautical charts, dividers and course plotter are included in tuition. After completing the course become a member of Nobscot Sail & Power Squadron for life long learning and lasting friendships! Speak with us about special membership discounts! No class: April 18.

SP02-S171 • Classes Begin: Mar. 14 (End Date: May 2)
7 Sessions • Tues: 7:00pm-9:30pm
Room: 226 • Staff Nobscot Sail and Power Squadron • Tuition: \$109

BEGINNER'S 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.

SP01-S171 • Classes Begin: Apr. 26 (End Date: Jun. 14)
8 Sessions • Wed: 6:30pm-9:00pm
Room: 209 • Tony Keats • Tuition: \$109

HOME FIREARM SAFETY

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

FS01-S171Section1 • Classes Begin: Mar. 11 (End Date: Mar. 11)
1 Session • Sat: 9:00am-2:00pm
Offsite: Milford, MA • Mike Burchman • Tuition: \$110

FS01-S171Section2 • Classes Begin: Mar. 25 (End Date: Mar. 25)
1 Session • Sat: 9:00am-2:00pm
Offsite: Milford, MA • Mike Burchman • Tuition: \$110

ARCHERY I

Discover recurve archery this semester and experience firsthand the empowerment that comes with learning the way of the bow and arrow. The complex details of the shooting form are broken down into basic steps that are easy to understand and execute. Mastery of the sport takes years, but fundamental success can be found easily with a focused mind and a determined attitude. All equipment is provided. Beginners and intermediates welcome. Enrolled students are eligible to compete in the On the Mark Archery Tournament this June.

Want to practice for the Tournament or just for fun? Join us for Open Range Night on Friday, May 19. And...Don't forget to sign up for Section II. Class starts on April 4. See descriptions below.

SP07-S171 • Classes Begin: Mar. 7 (End Date: Mar. 28)
4 Sessions • Tues: 6:30pm-7:30pm
Room: Gym • Marc Perillo • Tuition: \$149

ARCHERY II

Discover recurve archery this semester and experience firsthand the empowerment that comes with learning the way of the bow and arrow. The complex details of the shooting form are broken down into basic steps that are easy to understand and execute. Mastery of the sport takes years, but fundamental success can be found easily with a focused mind and a determined attitude. All equipment is provided. Beginners and intermediates welcome.

Enrolled students in Sections I and/or II are eligible to compete in the On the Mark Archery Tournament this June. Want to practice for the Tournament or just for fun? Join us for Open Range Night on Friday, May 19. See description below. No Class 4/18

SP06-S171 • Classes Begin: Apr. 4 (End Date: May 2)
4 Sessions • Mon: 6:30pm-7:30pm
Room: Gym • Marc Perillo • Tuition: \$149

***Practice for the On The Mark
Archery Tournament or just join in
a fun Open Range Night
Friday, May 19***

(Participants must be enrolled in either Archery I or Archery II)

ARCHERY OPEN RANGE NIGHT

Join us for a fun and exciting night of archery in a special event workshop class dedicated to practicing and improving shooting form. Recurve archery is one of the oldest sports in the world and requires only patience, focus and effort to succeed. People of all ages have come to love archery for its pure simplicity and disciplined shot process along with the many physical and mental benefits of participation. Newcomers and experienced shooters are welcome to attend. All equipment and coaching is provided. Enrolled students are eligible to compete in the On the Mark Archery Tournament this June.

SP08-S171 • Classes Begin: May 19 (End Date: May 19)
1 Session • Fri: 6:30pm-8:30pm
Room: Gym • Marc Perillo • Tuition: \$59

INTRO TO THE SPORT OF FLY FISHING

*Award winning author and speaker
Sheila Hassan*

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

SP03-S171 • Classes Begin: Mar. 21 (End Date: Mar. 21)
1 Session • Tues: 7:00pm-9:00pm
Room: 222 • Sheila Hassan • Tuition: \$49

RECREATIONAL VOLLEYBALL

Register early. Always sells out! This class is designed for students with prior volleyball game experience, who want to step right in and play volleyball. Games will be played from start to finish and will be officiated and scored. No Class: 4/13 & 4/30.

SP05-S171 • Classes Begin: Mar. 16 (End Date: May 18)
8 Sessions • Thurs: 6:30pm-8:30pm
Room: Gym • Kevin Kramer • Tuition: \$99

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

TRADE PREPARATION (AND WELDING)**CONSTRUCTION SUPERVISOR'S LICENSE EXAM PREPARATION CLASS**

This class prepares students to successfully take the Commonwealth of Massachusetts Unrestricted State Building Code Exam to obtain their Unrestricted Construction Supervisor License. In this course, you will examine the Building Code and learn how to use it as a tool to prepare for the license examination. Books/Materials: Students must purchase five books and two amendments for the Unrestricted Exam prior to class. Books will not be available for purchase at class. List of books and amendments: International Building Code 2009 • 780 CMR Eighth Edition Massachusetts Amendment package for the IBC 2009 • International Residential Building Code 2009 • 780 CMR Eighth Edition Massachusetts Amendment package for the IRC 2009 • International Energy Conservation Code 2012 • 521 CMR Architectural Access Board Rules & Regulations • OSHA CFR Title 29 Part 1926 most recent version. All books are available through CCI and must be purchased in advance of class (1 888 833 5207) www.statecertification.com. Prerequisite to take the exam: Three years of documentable construction experience. This program is presented by CCI, the Construction Certification Institute, Inc. CCI has been providing educational services to the building community for over 20 years and holds classes for the unrestricted construction supervisor license throughout the state. CCI instructors are all Certified Building Officials, Registered Architects, and/or Licensed Professional Engineers. No Class: 4/19.

TP03-S171 • Classes Begin: Apr. 5 (End Date: May 24)
7 Sessions • Wed: 5:30pm-9:00pm
Room: Commercial Arts • Staff Construction Institute • Tuition: \$359

PLUMBING CODE AND THEORY TIERS: 1, 3 & 4

This course is open to two groups of apprentices: those participating in the Tier System licensed after September 1, 2008, and those licensed prior to that date who are in the 300 hour program. Participants in the Tier system are required to have 550 hours over a five year period, at a maximum of 110 hours per year. Apprentices licensed prior to September 1, 2008 are required to accumulate 300 hours over a three year period. This course runs in the fall and spring for a total of 55 hours per semester and covers the state required information including code, science, theory and math. For state requirements: <http://www.mass.gov/ocabr/licensee/dplboards/pl/ceu/>. No Class: 3/2, 3/9, 4/6, 4/13, 4/17, 4/20.

TP04-S171-Tier 1 • Classes Begin: Feb. 27 (End Date: May 15)
17 Sessions • Mon & Thurs: 5:30pm-9:00pm
Room: 222 • John Del Monte • Tuition: \$425

TP04-S171-Tier 3 • Classes Begin: Feb. 27 (End Date: May 15)
17 Sessions • Mon & Thurs: 5:30pm-9:00pm
Room: Landscaping Rel. for Plumbing • Al Sherman • Tuition: \$425

TP04-S171-Tier 4 • Classes Begin: Feb. 27 (End Date: May 15)
17 Sessions • Mon & Thurs: 5:30pm-9:00pm
Room: Plumbing Related and other locations • Eric Gordon
Tuition: \$425

Save \$5 Registration Fee Now when you register online!
Register at www.Keefeatnight.org



ELECTRIC CODE - JOURNEYMAN, MODULE 2

In Module 2 topics will include Electrical Bonding and Grounding, Low Voltage Systems and Controls, Fire Warning and Security Systems as well as Design and Testing (NFPA 22). Keefe at Night is now offering this course in module format as approved by and required by the Massachusetts State Board of Electrical Examiners. To become a licensed electrician/journeyman in Massachusetts, before sitting for the exam, you must complete eight modules of 75 hours each make up the 600 hours of classroom instruction in electric code and theory based on the National Electric Code. The modules may be taken in any order. Textbook Required: NFPA70 2014 and current edition NFPA72. No Class: 3/2, 3/9, 4/6, 4/13, 4/18, 4/20.

TP01-S171 • Classes Begin: Feb. 28 (End Date: May 23)
19 Sessions • Tues & Thurs: 6:00pm-10:00pm
Room: 220 • Vincent Murdocca • Tuition: \$489

ELECTRIC CODE - JOURNEYMAN - MODULE 3

In Module 3 Topics will include National Electrical Code application of DC Theory, MA Electrical Code and Amendments (527 CMR 12.00); Keefe at Night is now offering this course in module format as approved by and required by the Massachusetts State Board of Electrical Examiners. To become a licensed electrician/journeyman in Massachusetts, before sitting for the exam, you must complete eight modules of 75 hours each make up the 600 hours of classroom instruction in electric code and theory based on the National Electric Code. The modules may be taken in any order. Textbook Required: NFPA70 2014 and current edition NFPA72. No Class: 3/2, 3/9, 4/6, 4/13, 4/18, 4/20.

TP06-S171 • Classes Begin: Feb. 28 (End Date: May 23)
19 Sessions • Tues & Thurs: 6:00pm-10:00pm
Room: Electrical Shop • Lance Madden • Tuition: \$489
Call for availability of other modules.

BASIC WELDING AND FABRICATION FOR INDUSTRY

This course is an introduction to the world of welding for the hobbyist or enthusiast. Learn the basic skills of all welding and fabrication processes (Stick, MIG, TIG, Torch and Plasma) as well as a variety of hand and power tools for sheet metal and basic fabrication. Learn to make or fabricate 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. No Class: 4/17 & 4/19.

WE01-S171 • Classes Begin: Mar. 6 (End Date: Apr. 26)
14 Sessions • Mon & Wed: 6:00pm-9:00pm
Room: Metals Shop • Ariel Pettiford • Tuition: \$419

BASIC WELDING AND FABRICATION FOR JEWELER OR CRAFTER

This introduction to the smaller side of welding. Using carbon steel, aluminum, or stainless steel to create one of a kind pieces of sculptures, metal art, junk art, and jewel crafting, or learn the methodology to repair and recreate ornamental projects that are smaller and more delicate. All safety equipment and materials will be provided. (Bring your own jewelry for repairs.) Wear long pants and closed toe (preferably steel toed) shoes. No Class: 3/9, 4/6, 4/13, 4/18, 4/20.

WE02-S171 • Classes Begin: Mar. 7 (End Date: May 9)
14 Sessions • Tues & Thurs: 6:00pm-9:00pm
Room: Metals Shop • Ariel Pettiford • Tuition: \$419



QUINTESSENTIAL VERMONT

Vermont in the spring definitely lives up to its name. “Ver Mont,” or Green Mountains. This ever popular quintessential Vermont Tour will start in Quechee Village where you will see the breathtaking Quechee Gorge, known as Vermont’s “Little Grand Canyon”. From there we will enjoy a private tour of a working Maple Sugar and Cheese farm complete with free samples and tastings of cheeses and syrups made right there by people you’ll meet. Next we will stop for lunch in a nearby village, after which we will visit the Billings Farm & Museum, one of the finest operating dairy farms in America. After our farm visit we will wend our way through the picturesque villages of Woodstock, Taftsville, and Norwich. There we’ll see historic covered bridges, spot picture perfect dairy farms and view “first hand” the impact of hurricane Irene on the area. We will end our Vermont experience by stepping back in time at the world famous Vermont Country Store. Along the way your guide 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”. Registrations for the trip are transferable for the same trip, but not refundable. No vouchers. No exceptions.

TR07-S171 • Classes Begin: Jun. 24 (End Date: Jun. 24)

1 Session • Sat: 8:30am-7:00pm

Room: BUS TRIP • Joe Cali • Tuition: \$89

ARTS IN THE BERKSHIRES

Start the spring with a trip to the Berkshires in western Massachusetts. On this tour we will visit “The Mount”, the Berkshire mansion and estate owned by one of America’s greatest writers, Edith Wharton. Fodors calls ‘The Mount’ as one of the top 10 estate tours in America! Other notable past residents of the area include James Taylor, Andrew Carnegie, The Vanderbilts, Arlo Guthrie, Herman Melville, among others. During our tour you will hear their story, and what brought them to this magnificent part of Massachusetts. In the afternoon you will visit the Norman Rockwell Museum, home to the world’s largest and most significant collection of Rockwell’s work, including 998 original paintings and drawings. Rockwell, considered by many to be America’s greatest illustrator and artist, lived in Stockbridge for the last 25 years of his life. Internationally renowned architect Robert A. M. Stern designed the Museum gallery building. Between sites we will spend time on the picturesque and historic Main Street in Stockbridge. Here you can visit an old fashioned country store, stop into the historic Red Lion Inn, or browse among the many shops and restaurants, where you can grab a lunch. During our trip we’ll stop at Tanglewood, and point out some of the areas’ magnificent mansions and estates. Your guide will provide you with stories and anecdotes about the Berkshires and it’s talk about it’s influence on American history and pop culture. Depending on time, we’ll throw in a surprise or two. Registration for the trips are transferable for the same trip, but not refundable. No vouchers. No exceptions.

TR06-S171 • Classes Begin: May 20 (End Date: May 20)

1 Session • Sat: 8:00am-8:30pm

Room: BUS TRIP • Joe Cali • Tuition: \$99

SPRING 2017

PLAN YOUR ULTIMATE ROAD TRIP

Thinking about taking a road trip? Do you want to tour the USA but not sure where, when, or how to start? Come to this one night discussion with seasoned traveler and accomplished event planner Joe Cali! Whether your interest is National Parks or Amusement Parks, US History or Popular Culture, Road Food or Gourmet food, this class will show you how to plan your ultimate road trip. If you are retired or working or are looking to take the whole family on a road trip, this class will help you avoid costly mistakes (time and money!), save you a lot of planning time, and give you tested and proven insider tips that would take hundreds of hours and thousands of miles to figure out on your own. The cost for the class is \$39 per person. Two people can sign up at a discounted rate of \$59/couple - registration must be done in person or by telephone to receive the discount.

TR08-S171 • Classes Begin: Mar. 8 (End Date: Mar. 8)

1 Session • Wed: 6:30pm-8:30pm

Room: 203 • Joe Cali • Tuition: \$39

NEW YORK BROADWAY TRIP

Encore! Encore! Each semester this trip sells out! Join in an Autumn Broadway Show trip to New York! The trip includes round trip transportation via modern, Wi Fi equipped motor coach, complimentary city map, Broadway Show Guide, Dining Guide, and the assistance of our exuberant and knowledgeable trip guide, Doug Sanders. Leave Keefe Tech at 7:30 am sharp and travel non stop to the “Big Apple.” Once in Times Square, head to the TKT5 Booth to purchase available tickets for matinee performances at half the list price on the day of the show! (Or purchase your tickets in advance if you have your heart set on a particular show.) Once you have purchased tickets, there is time to sightsee, have lunch, or shop until the 2:00 pm performances. Depart NYC at 7:00pm for a non stop return trip arriving back at KeefeTech before 11:00 pm. Approximately two weeks before the trip, you will receive an email with last minute details. The trip will take place rain or shine. Registrations for the trip are transferrable, but not refundable. No vouchers. No exceptions.

TR02-S171 • Classes Begin: Apr. 1 (End Date: Apr. 1)

1 Session • Sat: 7:30am-11:00pm

Room: BUS TRIP • Doug Sanders • Tuition: \$89

CAPE COD HERITAGE TOUR BEFORE THE SUMMER RUSH

Beat the Summer crowds with an early trip to beautiful Cape Cod. Take a day and enjoy its’ beauty while learning about the Cape’s contribution to American history and culture. Visit the beautiful Heritage Museum & Gardens in Sandwich featuring three gallery experiences: The Special Exhibits gallery, American Art & Carousel, and the Automobile Gallery. All this plus 65 Acres of gardens, trails, and over 10,000 American plantings. Later, we’ll explore the beautiful and historic Sandwich village, where you can browse, explore and grab a bite to eat. Then we’ll drive to Hyannis for a visit to the John F Kennedy Museum. Your trip includes a guided tour of the area including the JFK Memorial, the villages of Hyannis, Hyannis Port, and Centerville where we will point out some of the areas famous sites, celebrity homes and vacation spots. Our tour also includes a stop at the Cape Cod Canal. Along the way, your guide will provide you with stories and anecdotes about Cape Cod and talk about its’ influence on American history and pop culture. Depending on time, we’ll throw in a surprise or two. Registrations for the trip are transferable for the same trip, but not refundable. No vouchers. No exceptions.

TR05-S171 • Classes Begin: May 6 (End Date: May 6)

1 Session • Sat: 8:30am-7:00pm

Room: BUS TRIP • Joe Cali • Tuition: \$89

Register online at www.keefeatnight.org



CREATIVE WRITING SERIES I

“Sometimes stories cry out to be told in such loud voices that you write them just to shut them up.” Stephen King For those ready to write those stories waiting to be told, this creative writing class is an inspiration and a guide. Display and strengthen your writing skills in fiction and non fiction. Explore your own life stories, as well as fictional tales, and learn ‘tips of the trade,’ write from prompts, read out loud, and listen to each other’s in class stories. A zeal for the zany and poignant, and a willingness to be open and honest, are surefire attributes to aid you in successful creative writing. Enthusiasm, a great sense of fun, and shared insights are used as learning tools instead of criticism. Class size is limited. We invite you to also join us for Creative Writing Section 2 starting in May. Sign up early. No Class: 4/18

WR03-S171 • Classes Begin: Mar. 14 (End Date: Apr. 25)

6 Sessions • Tues: 5:00pm-7:00pm

Room: Main Office Conference Room • Pamela Wight • Tuition: \$139

WRITING CHILDREN’S AND YOUNG ADULT BOOKS

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

WR06-S171 • Classes Begin: Apr. 26 (End Date: May 31)

6 Sessions • Wed: 6:30pm-8:30pm

Room: 204 • Laura Woollett • Tuition: \$139

CREATIVE WRITING SERIES II

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

WR04-S171 • Classes Begin: May 2 (End Date: Jun. 6)

6 Sessions • Tues: 5:00pm-7:00pm

Room: Main Office Conference Room • Pamela Wight • Tuition: \$139

HUMOR IS THE NEW BLACK

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

WR05-S171 • Classes Begin: Apr. 24 (End Date: May 15)

4 Sessions • Mon: 6:00pm-8:00pm

Room: 202 • Giulietta Nardone • Tuition: \$119

RECENT HIGH SCHOOL GRADUATES

Merge your academic knowledge with advanced technical training in one of Keefe Tech's Post Graduate Programs

KEEFE TECH OFFERS POST GRADUATE INSTRUCTION IN THE FOLLOWING AREAS:

- Automotive Technology
- Culinary Arts
- Graphic Communication
- Metal Fabrication
- Business Technology
- Design and Visual Communication
- Horticulture and Landscape Design
- Plumbing
- Carpentry
- Electrical
- Information Technology
- Programming and Web Development
- Cosmetology

For Post Graduate Program admissions information visit our website at KEEFETECH.org under the Adult Programs or contact our Guidance and Admissions Office at 508.416.2270.

Keefe Regional Technical School
CHOICES | OPPORTUNITIES | RESULTS

Take a Class; Teach a Class

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



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

GENERAL INFORMATION

OFFICE HOURS:

School Year: Monday-Thursday 3:00 p.m. - 9:00 p.m., Friday 9:00 a.m. to 3:00 p.m. or by appointment. We are not available on holidays, school breaks or on snow days.

Summer Break or School Vacation: By appointment

Tuition: Tuition in full is due at registration. Cash, check, money order, AmEx, MasterCard, Visa, Discover or Purchase Orders are all accepted.

Registration/Age Requirement:

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

THERE ARE 5 CONVENIENT WAYS TO REGISTER:

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

Please note: Refunds made to credit cards may take up to 1 week – depending on the policy of the credit card company. Refunds by check may take up to three weeks or longer.

3. **Telephone Registration:** Using your American Express, MasterCard, Visa or Discover during office hours.
4. **Walk-in Registration:** Come into the main office during office hours and ask for the Continuing Education Department. We will gladly meet with you.
5. **Fax:** Using the form on the back of this brochure, you may fax your registration to: 508-416-2231.

REGISTRATION FEE/CONFIRMATION:

There is a one-time, per-person, per-semester \$5.00 fee for all registrations. This fee is waived when you register online. Registration confirmations will be sent to the email address you provide. If an email address is not provided, you may call the office to ascertain registration.

Late Registration: Students may register for a class after the start date only at the approval of the instructor. Tuition will not be prorated.

Day & Time of Classes: Classes are in session Monday through Thursday evening except where noted. The evenings and times are subject to change. However, every effort will be made to hold the class on the dates and times as listed.

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

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

NO Classes Will Be Held On: February 20-24, March 2, March 9, April 6, April 13, April 17 – 21, May 29.

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

CANCELLATIONS/WITHDRAWALS/REFUNDS

Please be sure to read the complete Refund Policy. Additionally, it is important to note that Keefe at Night reserves the right to change instructors and to relocate class space. In these cases tuition and fees are NOT refundable. No vouchers will be issued.

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

Withdrawal:

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

ALL CULINARY PROGRAMS:

All ingredients and food supplies are included with the cost of tuition. For this reason, other rules apply to cancellations and withdrawals to culinary programs.

1. 7 Days before the start date: Full tuition is refunded with written withdrawal, less the \$10 cancellation and \$5 registration fee
2. 6 Days or less before the start date: A course voucher will be issued for 50% of the course tuition, less the ingredients fee of \$20, \$10 cancellation fee and \$5 registration fee.
3. Withdrawal or absence from the courses on the day that it meets: No refund or voucher. You may however, transfer your enrollment to a friend/relative.

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

REGISTRATION FORM

First Name: _____ Last Name: _____

Mailing Address: _____

City/St/Zip: _____

Email: _____ Best Phone #: _____

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

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

Credit Card No. _____ Exp. Date: _____

Signature _____ Authorization Code: _____

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

REFUND POLICY

Refund/Cancellation Policy

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

Cancellation:

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

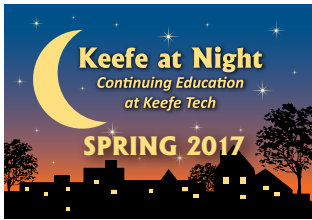
Withdrawal:

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

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

Trade Certification Courses:

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



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



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



*Travel with Keefe at Night to Boston for this
Tony award winning play!*



SOMETHING ROTTEN

The Gift to Give (and to Get !)
for those who love musicals,
live theater and comedy.

***Saturday, Jan 21, 2017, 8 p.m.
at The Opera House, Boston***

Leave Keefe at 5:30pm, Luxury Bus to the Opera
House, Return to Keefe at 11 p.m.

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

Register at www.keefeatnight.org

Continuing Education at Keefe Technical School

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