



SPRING 2016



Culinary
ESL & Language Arts
Electric/Plumbing
Prep
Computer Applications
Photography

**continuing education
at keefe technical school**



Real Estate Licensure
Automotive Tech
Dance & Fitness
Home & Garden
Medical Certificate
Training

Superintendent's Welcome



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 2300 students per semester in our Continuing Education programs.

Our evening school, Keefe at Night, offers a variety of programs to meet our community's needs, including trade preparation, medical certificate programs, computer and business technology, fitness, arts and cooking courses. We are always striving to add new courses, particularly those that will further our mission to be a premier workforce training and development resource.

This semester, I am pleased to welcome Joann Sueltenfuss, our new Director of Continuing Education, to the Keefe family. Joann brings a great deal of energy and expertise to our program. I am confident that through Joann's leadership, our Keefe at Night program will continue to be an exceptional resource to the

community we serve.

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

Jonathan Evans
Superintendent-Director

Director's Message



This is the time of year for new beginnings... and what better time to enhance your current employment opportunities or explore a topic of interest! Keefe at Night has classes and programs (on site and online!) for every interest, every level and every goal:

Trade Continuing Education: Are you an apprentice electrician or plumber looking to earn a Journeyman's License? Keefe at Night has classes approved by the Commonwealth of Massachusetts to help you achieve these goals. Already a Journeyman and looking to become a Master Electrician? We have those programs, too!

Health Assisting, Medical Assisting, A+ Certification, Cisco Certification, HVAC, Aesthetics Training: These are all Keefe at Night programs whose top notch instructors will lead you to high growth fields.

Personal Enrichment: Explore a new hobby or expand your knowledge of a favorite field. Try Lap Swimming or Watercize, or fly a drone on a Saturday. Yoga, Dance, Fitness, Boating, Culinary Adventures, Language Arts, Fine Arts, even trips to the Big Apple - these opportunities are all offered in a low-cost, accessible and friendly way at Keefe at Night.

Online Learning and Certification: No time in your busy evenings? Information Technology, Allied Medical and Computer Science: Certifications in these topics (and many more) are available for you to complete 24 hours a day/7 days a week - from any internet connection!

NOW is the time to take that one step closer to your next job or to a secure current career path. Register for a class that makes learning fun - Take a Class Or Teach a Class! Keefe at Night is a great way to get involved in the community and to expand your horizons professionally or personally. There is always something new!

I am thrilled to be here, carrying forward the many programs of continuing education at Keefe Tech/Keefe at Night and maybe adding some new ones! I look forward to working with all who share this vision!

Your Schedule • Your Budget • Your Future...Today!

Sincerely,

Joann Sueltenfuss



*Special thanks to Keefe Technical sophomore **Jordan Rodriguez** of Ashland who designed the new Keefe at Night logo. Jordan's talent and dedication to detail are sure to serve him well as he builds the foundation of a Graphic Communications career at Keefe Tech. Thanks to all the Graphic Communications majors who submitted their designs for consideration. The talent at KT - in every field is amazing!*

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Instructor Bios can be found at www.keefeatnight.org

ESL

ENGLISH AS A SECOND LANGUAGE

Classes Begin: March 1 (End Date: May 24)

No Class Mar 31, Apr 19 & 21

66 Hours • 22 Sessions • Tue & Thu: 6:00-9:00

Rooms: 300, 301, 303, 304 • Domenica Clark, Eduardo Cuan, Gina Regan, Linda Strayhorn • Tuition: \$250 (textbooks included)

AB-01 - Book 1 • 66 Hours • 22 Sessions • Tue & Thu: 6:00-9:00 p.m.

AB-02 - Book 2 • 66 Hours • 22 Sessions • Tue & Thu: 6:00-9:00 p.m.

AB-03 - Book 3 • 66 Hours • 22 Sessions • Tue & Thu: 6:00-9:00 p.m.

AB-04 - Book 4 • 66 Hours • 22 Sessions • Tue & Thu: 6:00-9:00 p.m.

Testing for new students: Tuesday, February 23 or Wednesday, February 24, between 6:00-8:00 p.m. Testing takes approximately 15 minutes.

Learn to speak English at Keefe Regional Technical School. Keefe at Night Continuing Education is committed to providing excellent ESL instruction to the community. Our teachers have many years of experience in helping adults learn to speak English. We offer 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. The first night of class will be on Tuesday March 1st, but all **new** students must take a placement test either on Tuesday, February 23 or Thursday, February 25. Returning students do not need to take the placement test. The cost of tuition includes the textbooks. **IMPORTANT: You must bring either your pink receipt or your email confirmation on the first night of class in order to enter the class and receive your textbooks.**

INGLÉS COMO SEGUNDO IDIOMA

Las Clases Empiezan el martes 1 de marzo (Terminan: el 24 de mayo) No hay clases 3/31, 4/19 y 4/21

66 Horas • 22 Sesiones • Martes y Jueves: 6:00-9:00

AB-01 - Libro 1, AB-02 - Libro 2, AB-03 - Libro 3, AB-04 - Libro 4
Salones de Clases: 300, 301, 303, 304 • Maestros: Domenica Clark, Eduardo Cuan, Gina Regan, Linda Strayhorn • Costo: \$250, incluye los libros

Prueba de Aptitud en el inglés: Martes 23 o Miercoles 24 de febrero para todo estudiante que no haya estudiado en Keefe Tech.

Aprenda inglés con nosotros. El programa de Educación Continua de Keefe Regional Technical School se compromete a proveer excelentes cursos de instrucción de inglés como segundo idioma. Nuestros maestros llevan muchos años ayudando a personas adultas que desean aprender inglés. 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. La primera clase comienza el 1 de marzo, pero todos los estudiantes **nuevos** deberán tomar una prueba de aptitud del inglés, el 23 o 25 de febrero. El costo de \$250 incluye los libros de texto. **IMPORTANTE: Para poder ingresar en la clase y recibir su libro debe mostrar su recibo de pago por la inscripción.**

INGLÊS COMO SEGUNDA LÍNGUA

As aulas iniciam-se em: el lunes, 1 de marzo (Terminam em : 24 de mayo) Não há aulas: 3/31, 4/19, 4/21
66 Horas • 22 Sessões • Terças & Quintas das 6:00 às 9:00 p.m.
Custo: \$250, inclui livros de texto.

AB-01 - Livro 1, AB-02 - Livro 2, AB-03 - Livro 3, AB-04 - Livro 4

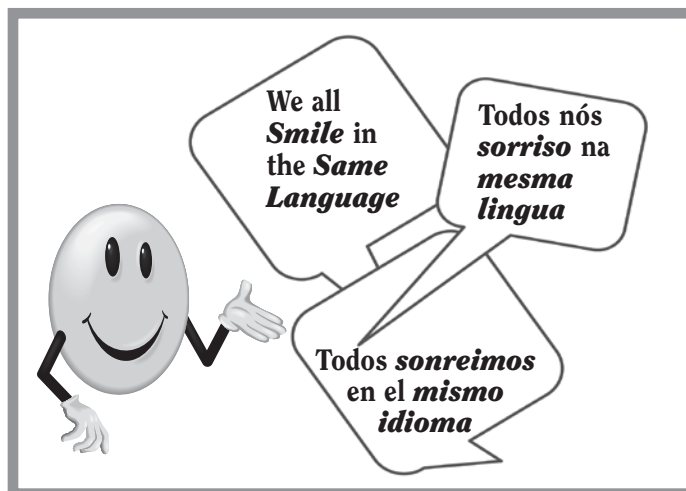
Prova de Colocação no dia 23 ou no dia 24 de fevereiro

Aprenda a falar Inglês com a gente. A Educação Continua da Keefe Regional Technical School está empenhada em proporcionar uma excelente instrução de Inglês como Segunda Língua (ESL) aos membros da nossa comunidade. Os nossos professores possuem anos de experiência em ajudar os adultos a aprender e falar o Inglês. São oferecidos quatro diferentes níveis: Principiantes, Principiantes Avanzados, Intermedios e Avanzados. Estas classes destinam-se às pessoas que querem aprender Inglês ou melhorar as suas aptidões no Inglês. Os alunos aprendem a estrutura e o vocabulário da língua Inglesa através de exercícios da audição, fala, leitura e escrita. A primeira aula será no dia 1 de marzo, porém antes de serem admitidos, todos os alunos **novos** devem submeter-se a uma prova de colocação, no dia 23 ou no dia 24 de fevereiro. O custo de \$250 inclui 2 livros de texto. **Voce deve trazer seu formulario/recibo cor-de-rosa ou enviar um e-mail confirmando a primeira noite de aula, para poder ao entrar na sala de aula, receber seu livros de texto.**

AB-05 ESL READING AND WRITING FOR ADVANCED ESL STUDENTS

Classes Begin: Mar 7 (End Date: May 2) No Class on Apr 18
16 Hours • 8 Sessions • Mon: 6:00 - 8:00
Room: 306 • Linda Strayhorn • Tuition: \$119

Designed for those students who have completed Keefe at Night's Book 4 ESL course, or for individuals with advanced ESL skills. The course focuses on advanced grammar, sentence structure, idioms, vocabulary, reading and writing. Students will learn to form complex sentences through assigned readings, exercises and classroom discussion. Students who did not complete Book 4 at keefe will take a placement test on the first night of class. **Textbook is included in the cost of tuition.**



HiSET

HiSET TEST PREPARATION

AB-06 • Classes Begin: March 14 (End: May 11)
No Class on Apr 18 & 20
40 Hours • 16 Sessions • Mon & Wed: 6:30-9:00
Rooms: 303 & 304 • Robert Maslek and Nancy Duffy
Tuition: \$249

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 teachers will guide and coach you through each section. You may focus only on those areas where you feel you need the most improvement. Students who have taken this course have often scheduled the HiSET test at a time that coincided with the completion of the course. **Textbook is included in the cost of tuition.**

Visit Us on



*HiSET (Formerly called 'GED') Testing Information

Massachusetts has replaced the GED with the HiSET, a test designed by the Educational Testing Service (ETS). This new test measures the academic knowledge and proficiencies equivalent to those of a high school graduate and provides students the opportunity to earn a high school credential. This credential is recognized as key to employment opportunities, career advancement, and further education.

Keefe Tech is a state-approved HiSET testing center. **However, registration for the test must be processed through ETS.** You can also call them at 855-694-4738 for information on test dates.

Please visit <http://keefetech.org/page6/page26/index.html> for information on the HiSET.

For information on **day-of-the-test logistics (only)**, please contact Betty Bruynell at ebruynell@jpkeefe.org.

AESTHETICS AND COSMETOLOGY

AESTHETICIAN TRAINING PROGRAM - 300 Hours

AE-01 • Classes Begin: Feb 9 (End: May 31)
No Class: March 31 & April 19-22
Classes are held on Tuesday, Wednesday and Thursday
evenings from 6:00-10:00
Room: 316 • Rina Zarba • 300 hours • Tuition: \$2,598

This 300-hour training program will cover the art and science, and practical hands-on skills that are necessary to become a successful Licensed Aesthetician. Successful completion of this course will prepare you to sit for the state boards. You can complete the program in less than a year! This affordable, creative and exciting opportunity will serve as a starting point in the field of skin care with many career options. Enroll now in this Commonwealth of Massachusetts approved Aesthetics Program:

First Semester for all students – Theory

The Theory semester concentrates on anatomy, physiology, diseases and disorders of the skin, cosmetic chemical ingredients, product knowledge, sterilization, bacteriology, laws, ethics and massage relaxation techniques. Chapter tests are conducted for all chapters.

Second semester for all students – Practical and Hands-on Study

Practical study concentrates on makeup application, use of electrical aesthetic equipment, microdermabrasion, high frequency, stone therapy (new), massage, aromatherapy and DIY techniques, clinical practice, paraffin hand and face treatment procedures, record keeping, and discussions of your internship. Learn what is required for a successful spa business plan. Practical and Theory exams are included in all second semester studies for overall review prior to course completion.

Tuition: \$1,299 per semester if paid in full by start of semester.
Tuition for TWO semesters is \$2,598. Tuition includes a complete Aesthetics kit: **Textbook • Workbook**
State Exam Book • skin care products • a makeup kit

Enter a Growth Field... in Aesthetics/Cosmetology



**A stand-alone certification
that adds value to other
licenses as well!**

**Work in a spa, salon or
medical clinical environment
As a Certified Aesthetician.**

**The job growth in this field is
40% with a median salary
of \$30,000.**

Sources: * U.S. Bureau of Labor Statistics (BLS).



Whether you own a beauty salon, or hope to; or if you are an aspiring Cosmo Student or just someone who likes to 'play with make-up' - these classes are stand-alones that are perfect for personal use or professional development.



EYEBROW THREADING (HAIR REMOVAL)

AE-02 • Classes Begin: Mar 28 (End Apr 11)
7.5 Hours • 3 Sessions • Mon: 7:00-9:30
Room: 316 • Staff • Tuition: \$109

Learn step-by-step techniques of brow threading in 3 sessions. 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.

Note: A \$15 materials fee is payable to the instructor of the first night of class, by cash or check.



MAKEUP BASICS for Special Occasions and Every Day

AE-03 Class Held: Mar 7
3 Hours • 1 Session • Mon: 6:30-9:30
Room: 316 • Staff • Tuition: \$59

Learn the step-by-step basics of makeup application. Begin by identifying skin types and preparing the face for optimal application. Students will also learn about product selection and use of makeup tools. After this class you will have the knowledge necessary to bring out your own natural beauty and glow. **Bring your own makeup to class for this hands-on experience.**

MAKEUP INTERMEDIATE - CONTOUR

AE-04 • Class Held: Mar 14
3 Hours • 1 Session • Mon: 6:30-9:30
Room: 316 • Staff • Tuition: \$59

Contour, or shading, is de rigueur in today's salons. Learn how different hues of strategically-applied, thoroughly blended-facial makeup can define your bone structure. Preparation for contour makeup application is the key to set the makeup pallet - highlighting with dimensions complementary to the shape of the face. **Bring your own makeup to class for this hands-on experience.**

MAKEUP TECHNIQUES - ADVANCED

AE-05 • Class Held: Mar 21
3 Hours • 1 Session • Mon: 6:30-9:30
Room: 316 • Staff • Tuition: \$59

Advanced Makeup Techniques covers the theory of lighting; special occasion makeup & holiday makeup techniques; how to enhance eyes and apply eyelashes, and how to save money by buying standard make up rather than costly cosmetics. Perfect for every bride and her attendants. **Bring your own makeup to class for this hands-on experience.**

Take a Class...TEACH a class!
Call 508-935-0202
For More Information

Creative Writing



CREATIVE WRITING FOR FUN WORKSHOP	CREATIVE WRITING - THE SERIES
AR-01 Class Held on: Mar 15 2 Hours • 1 Session • Tue: 6:15-8:15 Room: 210 • Pamela Wight • Tuition: \$49	AR-02 Classes Begin: Mar 22 (End: May 3) No Class on Apr 19 12 hours • 2 hours • 6 sessions • Tue: 6:15 - 8:15 p.m. Room: 210 • Pamela Wight • Tuition: \$139
<p>“Writing is the act of burning through the fog in your mind” - N. Goldberg. If you are ready to lift the fog and discover, this workshop will reveal the hidden stories that are in your mind! Creative writing, fiction and nonfiction is explored in this dynamic workshop where all you need to bring are a zeal for the zany and poignant, a sense of humor and a willingness to be open and honest as you write. The workshop is interactive. Learn to unleash the words yearning to become a story.</p> <p>Sign up for the Workshop and The Series and save \$19! Register for both for \$169.</p>	<p>Do you love to write, but not sure what to do with those stories in your head? Are you brave enough to write freely in a class of like-minded adults? Could you share your written words minutes later-un-edited?! If so, sign up! Designed to encourage creative writing, this popular class includes in-class writing, different writing topics and tips each week.</p> <p>Sign up for the Workshop and The Series and save \$19! Register for both for \$169.</p>

HOW TO GET YOUR NON-FICTION WRITING PUBLISHED

AR-03 Classes Held: April 6 & 13
4 hours • 2 Sessions • Wed: 6:30 - 8:30 p.m.
Room: 306 • Giuletta Nardone • Tuition: \$79

NEW! If your motto is “Publish or Perish” this class is for you! Learn how to publish your non-fiction essays and stories from this seasoned professional writer. Local writer Giuletta Nardone’s work has appeared in *Chicken Soup for the Soul*, *The Boston Globe*, *Skirt! Magazine* and *the Metrowest Daily News*. This encouraging class offers the “Five Simple Steps to Publication.” **Bring your work to class or your ideas for real and on-chart methods to get your work in print.**

Coloring for Adults

MEDITATIVE COLORING FOR ADULTS	CREATE A PERSONAL MANDALA
AR-04 Class Held: Mar 1 3 Hours • 1 Session • Tue: 6:00-9:00 Room: Library • Judith Moffatt • Tuition: \$39	AR-05 Class Begins: Mar 8 (End Date: Apr 12) 15 Hours • 6 Sessions • Tue: 6:00-8:30 Room: Library • Judith Moffatt • Tuition: \$159
<p>New! Psychologists have been using coloring as a relaxation technique since the early 20th century. Adult coloring has recently become a popular trend and has been proven to help relieve stress. Try out this beneficial activity and at the same time create a beautiful and intricate piece of artwork to enjoy! Begin with a relaxing night out to rediscover the enjoyable pastime of coloring.</p> <p>Start with one of Ms. Moffatt’s printed coloring pages. Sample a few different kinds of pencils and create your own pallet. Tips on color choices, and techniques for blending and application will put you in a new and tranquil state of mind! Please note: There is \$10 materials (Mandala Book and Pencil) fee payable to the instructor on the first night of class by cash or check.</p> 	<p>New! Mandalas are circular forms of art with repetitive images that make it easy to create. Express your inner self by incorporating symbols, shapes and designs that reflect who you are. Or build a mandala as a special gift for an anniversary, wedding, new baby or birthday. With Ms. Moffatt’s prepared grids, your designs and patterns will quickly take shape to a memorable and meaningful mandalas! Please note: There is \$10 materials (Mandala Book and Pencil) fee payable to the instructor on the first night of class by cash or check.</p> <p>Check out Ms. Moffatt’s Mandala Mondays on Facebook or http://msmoffatt.blogspot.com.</p> 

Drawing, Painting and Sketching

ACRYLIC PAINTING WITH CHRISTINA KEATING

AR-06 • Classes Begin: March 1 (End Date: March 29)
12.5 Hours • 5 Sessions • Tue: 6:00-8:30
Room: Commercial Art • Christina Keating • Tuition: \$159

Before you even read this description, view Christina's website: www.ckeating.com and you'll want to enroll in her classes for sure! Christina will focus on two elements to guide the artist: color and intuition. These are two important factors in the making of a satisfying painting. Let your instinct guide you, and learn how to use color to create a work of beauty. Get your brushes ready! All levels welcome! **A list of required supplies is available online at: www.keefeatnight.org.**

PORTRAITS IN PENCIL, CHARCOAL AND COLLAGE

AR-08 • Classes Begin: Apr 7 (End Date: May 19)
No Class Apr 21
12 Hours • 6 Sessions • Thu: 6:00-8:00
Room: 302 • Kajal Sen Gupta • Tuition: \$119

New! Learn to create portraits of people or pets, using drawing and collage techniques. Complete at least two portraits by the end of this course. Your instructor will show you how to draw, edit and complete portraits that will make you feel like an accomplished artist. **A list of required art supplies is available online at: www.keefeatnight.org**

LEARN TO PAINT LIKE THE MASTERS - POST WAR EXPRESSIONIST ABSTRACT PAINTING

AR-07 • Classes Begin: Apr 5 (End: May 31) No Class on Apr 19
24 Hours • 8 Sessions • Tue: 6:00-9:00
Room: Commercial Art • Michelle Mercier • Tuition: \$169

New! In this 8-week course, students will study post-war abstract expressionists, and create pieces of their own, applying their techniques. Studies will include artists such as Jackson Pollack, Helen Frankenthaler, Juan Miro and more. **A list of required art supplies is available online at: www.keefeatnight.org**

SKETCHING AND DRAWING FOR BEGINNERS

AR-09 • Classes Begin: Mar 9 (End date: May 4)
No Class Apr 20
20 Hours • 8 Sessions • Wed: 6:00-8:30
Room: Commercial Art • Sally Meding • Tuition: \$149

New! This is a step-by-step class using graphite pencil. The class will cover basics of sketching and drawing including contour, shape, form, shading techniques/value, mark-making (texture), and basics of perspective using photos and still life. Several methods will be shown while you learn to "see" like an artist. **Note: A list of required art supplies is available online at: www.keefeatnight.org**



Snack while you learn!

The Keefe Tech "Parent Booster Club" volunteers

operate a snack and
soft drinks bar nightly
for Keefe at Night students.

*All proceeds support
Keefe Tech student activities.*



WATERCOLOR WITH SALLY MEDING - INTRO

AR-10 • Classes Begin: Feb 29 (End Date: Mar 28)
24 Hours • 5 Sessions • Mon: 6:00-9:00
Room: Commercial Art • Sally Meding • Tuition: \$149

Starting out or needing a refresher in watercolor? This class covers the tips and techniques to jumpstart your creativity in this vibrant transparent medium including wet-in-wet, wet on dry, dry brush, sgraffito, masking and texturing techniques. Step-by-step demonstrations during each class will help you to complete several paintings in a relaxed, fun atmosphere. View Sally's work at www.sallymeding.com **Note: A list of required art supplies is available online at: www.keefeatnight.org**

WATERCOLOR WITH SALLY MEDING - INTERMEDIATE/ADVANCED

AR-11 • Classes Begin: Apr 4 (End Date: Jun 6)
No Class April 18 & May 30
24 Hours • 8 Sessions • Mon: 6:00-9:00
Room: Commercial Art • Sally Meding • Tuition: \$189

In this class there will be different weekly projects designed to help you further develop your techniques/style in this vibrant transparent medium. There will be demonstrations every class plus individual attention and a brief critique. View Sally's work at www.sallymeding.com . **Bring your own on-topic material to paint from. Requirement: Basic watercolor skills. Note: A list of art supplies is available online at: www.keefeatnight.org**



WATERCOLOR THURSDAYS - OPEN STUDIO

AR-12 Classes Begin: Mar 3 (End Date: May 19)
No Sessions on Mar 31 & Apr 21
24 Hours • 8 Sessions • Thu: 6:30-9:30
Room: Commercial Art • Leader Bill Chignola • Tuition: \$149

Join with like-minded artists of all levels and learn from each other. This opportunity will help you '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 a leader dedicated to mentoring and guiding your path is available at every session. This community painting experience could change your life!

***Meet our Instructors
at
www.keefeatnight.org***

Fiber Arts

BEADED KNITTING

AR-13 Classes Begin: Mar 2 (End Date: Apr 6)
15 Hours • 6 Sessions • Wed: 6:30-9:00
Room: 223 • Jessica Pelon • Tuition: \$89

Those lovely beaded knit projects are not as difficult as they may seem! Learn the different techniques for adding beads to your knitting and the various looks they create. Practice fixing mistakes in beaded knitting and learn to incorporate beads into non-beaded patterns. Bring lightweight yarn (fingering or sport), US 3 or similarly-sized knitting needles, and a 1.25mm or smaller crochet hook. The instructor will supply practice beads and other supplies. Options for individual projects will be discussed – see website under instructor bio for samples. **Note: A \$5 materials fee is payable to the instructor of the first night of class, by cash or check.**

KNITTING FOR BEGINNERS

AR-14 Classes Begin: Feb 29 (End Date: Apr 4) 15 Hours • 6 Sessions • Mon: 6:30-9:00
Room: 223 • Jessica Pelon • Tuition: \$89

Knitting is a creative, relaxing pastime that can be enjoyed by all. This class is designed for new knitters as well as any needing a refresher course. The instructor will teach basic knitting skills and discuss different types of yarn and knitting tools. Students will work on a simple project. Supplies for the first few classes will be provided. **Note: A \$10 materials fee is payable to the instructor of the first night of class, by cash or check. Additional project supplies will be the student's responsibility.**

Music

INSTANT PIANO FOR HOPELESSLY BUSY PEOPLE

MU-01 • Class Held: April 26
3 Hours • 1 Session • Tue: 6:30-9:30
Room: 201 • Debbie Gruber • Tuition: \$79

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



Photography and Photoshop

DIGITAL PHOTOGRAPHY - AN INTRODUCTION

PH-01 • Classes Begin: Mar 2 (End Date: Mar 23)
10 Hours • 4 Sessions • Wed : 6:30-9:00
Room: 218 • Lynne Damianos • Tuition: \$129

This course is an introduction to photography for those who want to improve their digital pictures, whether point-and-shoot or SLR camera users. Topics include: length, quality of light, flash & exposure compensation, white balance, file type and appropriate file sizes for specific uses. **Bring your camera with fresh batteries, and manual to each class. By Wednesday February 24, please email two of your photos (good or with issues) in JPEG format to classes@DamianosPhotography.com with the subject line "KeefeDig_HW1_YourLastName" (or bring them into class in a separate folder on a thumb drive or your camera's flash card).**



DIGITAL PHOTOGRAPHY BEYOND THE BASICS

PH-02 • Classes Begin: Mar 30 (End Date: Apr 13)
9 Hours • 3 Sessions • Wed : 6:30-9:30
Room: 218 • Lynne Damianos • Tuition: \$119

This three-session course is suitable for SLR camera and point-and-shoot (camera must have Aperture and Shutter Priority modes) users who have a basic understanding of the menus and buttons on their camera and want to be more creative. Topics to be covered include depth of field, aperture priority, shutter priority and manual settings, understanding scene modes, light modification and what to put in your gear bag. **Prerequisite: An understand ISO, white balance, flash and exposure compensation settings. Please note: Bring your camera and manual to each 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 by Monday, March 28 with the subject line "KeefeBB_YourLastName" to discuss in the first class.**

Take a Class...TEACH a class!
Call 508-935-0202
For More Information

BETTER PICTURES WITH YOUR NEW DIGITAL CAMERA

PH-03 • Classes Held: Apr 4 & 11
4 Hours • 2 Sessions • Mon: 6:30-8:30
Room: 218 • Steve McGrath • Tuition: \$69

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

CREATING PANORAMIC IMAGES

PH-04 • Classes Held: Apr 28 & May 5
4 Hours • 2 Sessions • Thu: 6:30-8:30
Room: 218 • Steve McGrath • Tuition: \$69

Breathtaking panoramic images are even more beautiful when taking multiples images and combining them in Photoshop. Learn to combine exposures and compositions for unique and outstanding results. **This is a 'hands on' class and requires a camera with 'manual' setting and a tripod (if you have one). Also bring your laptop with any version of Photoshop or Elements, and/or a flashdrive to save your work.**

DIGITAL WORKFLOW FOR BEGINNING PHOTOGRAPHERS

PH-05 • Classes Held: Apr 7 & 14
4 Hours • 2 Sessions • Thu: 6:30-8:30
Room: 218 • Steve McGrath • Tuition: \$69

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.**

MACRO PHOTOGRAPHY

PH-06 • Class Held: Saturday, Jun 4
3 Hours • 1 Session • Sat: 9:00 a.m. - 12:00 p.m.
Location, Framingham Garden in the Woods
Steve McGrath • Tuition: \$69

Winter, Spring, Summer or Fall - Macro photography opens the door to a wonderful new world of photo opportunities. Learn to use your existing camera gear to make spectacular macro photography - in the close-up world of magical pattern, light and color. **Bring your camera with fresh batteries. Important note: Admission to Garden in the Woods is additional and paid directly to the park.**

PHOTOGRAPHIC COMPOSITION AND CRITIQUE

PH-07 • Classes Held: Apr 25 & May 2
4 Hours • 2 Sessions • Mon: 6:30-8:30
Room: 218 • Steve McGrath • Tuition: \$69

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

PHOTOSHOP ELEMENTS FOR ASPIRING PHOTOGRAPHERS

PH-08 • Classes Held: Feb 29 & Mar 7
4 Hours • 2 Sessions • Mon: 6:30-8:30
Room: 215 • Steve McGrath • Tuition: \$69

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

WILDLIFE PHOTOGRAPHY WORKSHOP

PH-09 • Class Held: Saturday, May 28 and Thursday, June 2
6 Hours • 2 Sessions • Sat: 12:00. - 3:00 p.m.,
Thu: 6:00 - 9:00 p.m.
May 28 Class at Southwick Zoo in Mendon;
June 2 Class at Keefe Tech.
Location: Southwick Zoo and Keefe Tech Room: 218
Steve McGrath • Tuition: \$69

Join Nature Photographer Steve McGrath on a Zoo Photography Shoot - Learn to use your digital camera like a pro and improve your wildlife photography. Understand the settings of your camera and what you need to compose a polished end photo! On Saturday, 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** and get your best shots at feeding time, or with the special zookeeper close-up. In the second class at Keefe Tech, review the images and critique for a 'show and tell' with the class. **Important note: Admission to The Zoo is additional and paid directly to the park.**

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Meet our Instructors
at
www.keefeatnight.org
.....



Take a Class...TEACH a class!
Call 508-935-0202
For More Information

ADOBE PHOTOSHOP: INTRODUCTION

PH-10 • Classes Begin: Mar 14 (End Date: Apr 11)
15 Hours • 5 Sessions • Mon: 6:30-9:30
Room: 215 • Al Perez • Tuition: \$249

Adobe Photoshop is the industry standard for professionally enhancing and manipulating digital images. Use this incredibly powerful tool for everything from simple photo retouching to producing complex composite images. This course introduces students to the fundamental features of Photoshop. Learn the basics of selecting and modifying images, and creating and manipulating layers and other effects; retouch and re-size images, and prepare images for use in print and on the Web. **Prerequisites: Students must have a basic understanding of the computer operating systems.** **Required Textbook: Adobe Photoshop CS5: Level 1, Publisher: Logical Operations, ISBN: 1424617006. 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.**

AUTOMOTIVE/SMALL ENGINE TECHNOLOGY

AUTOMOTIVE ELECTRICAL TROUBLESHOOTING AND REPAIR

AU-01 • Classes Begin: Apr 28 (End Date: Jun 9)
21 Hours • 7 Sessions • Thu: 6:30-9:30
Room: Auto Shop • Charles Pearson • Tuition: \$219

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

CAR CARE I

AU-02 • Classes Begin: Feb 23 (End Date: Apr 5)
21 Hours • 7 Sessions • Tue: 6:30-9:30
Room: Auto Shop • Charles Pearson • Tuition: \$199

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

CAR CARE II

AU-03 • Classes Begin: Apr 12 (End Date: May 31)
No Class on Apr 19
21 Hours • 7 Sessions • Tue: 6:30-9:30
Room: Auto Shop • Charles Pearson • Tuition: \$219

Do you like to do your own car repairs? This course is a continuation of the popular Car Care I. The instructor will cover a much more 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, these 7 sessions will clarify the aspects of Diagnostics and Evaluation of several major systems on today's advanced automobiles. **Please bring the following tools and supplies to class with you: DVOM multimeter, code scanner, test light, safety glasses, proper safety shoes, pen and notepad!**

DO-IT-YOURSELF CLINIC FOR THE AUTO DRIVER

AU-04 • Classes Begin: Mar 3 (End Date: Mar 24)
12 hours • 4 sessions • Thu: 6:00-9:00
Room: Auto Shop • JR Gable • Tuition: \$ 149

Learn the fundamentals of responsible driving. Oil changes, transmission fuel and tire rotations won't cost a fortune when you *DIY (Do-It-Yourself)*! Learn when it is best to DIY and when to call the professionals! One fewer trip to the repair shop will more than cover the cost of this class.

SMALL ENGINE REPAIR - WINTER EDITION

AU-05 • Classes Begin: Feb 24 (End Date: Mar 30)
18 Hours • 6 Sessions • Wed: 6:00-9:00
Room: Auto Shop • JR Gable • Tuition: \$119

Rejuvenate your winter equipment! Learn how to tune-up, repair and even overhaul small gasoline engines found in lawn mowers, snow blowers, tillers, go-carts, leaf blowers, string trimmers, chain-saws, and small outboard motors. Information gained here will be useful for many seasons to come! Don't pay for expensive repairs when you can do them yourself! **Each student will practice on their own small engine brought to class each week. The engine may remain attached to a lawn mower, snow blower or other small engine equipment.**

Important: There is no storage available in the shop. Engines must be transported to and from Keefe Tech each week.

SMALL ENGINE REPAIR - SPRING EDITION

AU-06 Classes Begin: Apr 6 (End date: May 18)
No Class Apr 20
18 Hours • 6 Sessions • Wed: 6:00-9:00
Room: Auto Shop • JR Gable • Tuition: \$119

String trimmers and lawnmowers are just the beginning of spring/summer yard artillery. Learn to tune-up, prep and maintain your equipment for years to come. Don't throw out that machines in the cellar: Be the envy of the neighborhood when you learn how easy it is to fix and maintain your own garden and yard tools! **Each student will practice on their own small engine brought to class each week. The engine may remain attached to a lawn mower, snow blower or other small engine equipment.**

Important: There is no storage available in the shop. Engines must be small enough to be transported to and from Keefe Tech each week.

Meet our Instructors at www.keefeatnight.org

BUSINESS, ACCOUNTING, SOCIAL MEDIA & LEADERSHIP SKILLS

ACCOUNTING BASICS

BZ-01 • Classes Begin: Mar 15 (End Date: Apr 5)
12 Hours • 4 Sessions • Tue: 6:30-9:30
Room: 318 • Ed Jaworski • Tuition: \$164

This course will introduce you to the basics of financial accounting and bookkeeping. Topics discussed include common issues relating to accounting for assets, liabilities, and equity and other GAAP (Generally Accepted Accounting Practices). Also reviewed are basic accounting statements, including the balance sheet and the income statement. This is a great class to take before the Quick-Books computer class. **Course materials are included in cost of tuition.**

INSTAGRAM 101

BZ-02 • Class Held: Mar 30
3 Hours • 1 Session • Wed: 6:00-9:00
Room: 318 • Jody Gladstein • Tuition: \$39

Since bursting onto the scene in 2010, Instagram has grown exponentially! It is now one of the most widely used social networks with more than 100 million monthly active users. With such a wide audience of active users, everyone 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.**

LINKEDIN 101

BZ-03 • Classes Held: Apr 7 & 14
6 Hours • 2 Sessions • Thu: 6:00-9:00
Room: 215 • Jody Gladstein • Tuition: \$59

Brand new to LinkedIn and not sure where to start? In this 2-session workshop, we'll discuss creating an online presence, address building your profile and control your settings. Learn how to engage with your professional network on LinkedIn using a variety of features such as: connecting with other members, Groups, Pulse, and Company Pages. **Bring a USB with a professional photo, resume and any documents that you would like to add from your work portfolio.**

TWITTER 101

BZ-04 • Classes Held: Apr 28 & May 5
6 Hours • 2 Sessions • Thu: 6:00-9:00
Room: 320 • Jody Gladstein • Tuition: \$59

Back by Popular Demand! Twittering is NOT just for the birds! This popular micro-blogging network is a very useful 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 the most 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.

LOGO AND WEB DESIGN FOR THE SMALL BUSINESS OWNER

BZ-05 Classes Held: Apr 6 & 13
6 Hours • 2 Sessions • Wed: 6:00-9:00
Room: 215 • Debra Michalides • Tuition: \$79

Could anything be more daunting to the small business owner than developing a professional logo and a website to hang it on?! You know it is important but who has the time?! In this class, learn about the basic principles and tools used by design professionals to create sophisticated logos and websites that will help you attract more business. There are many great free or low cost ways to make your business look refined and set you apart from the competition! You will learn how to create an online presence quickly and painlessly so you can get back to focusing on growing your business. **Please bring your laptop to class.**

EXECUTIVE LEADERSHIP SKILLS AND TOOLS FOR EVERYONE

BZ-07 • Classes Begin: Feb 25 (End: Apr 28)
No Class Mar 31 & Apr 21
16 Hours • 8 Sessions • Thu: 6:00 - 8:00
Room: 222 • Michelle Mercier • Tuition: \$299

New! In this 8-week course, you will learn necessary leadership skills for executives and nonprofit managers alike. Students will cover leadership principles such as clarification of your life's purpose and understanding how to make purpose-driven choices, how to conduct yourself as a leader no matter your position, effective communication, accountability vs. responsibility, goal setting and strategies for clearing up breakdowns.

SMALL BUSINESS SIMPLIFIED - LEARN FROM THE EXPERTS IN TWO NIGHTS

BZ-09 • Class Held: Mar 2 & 9
4 Hours • 2 Sessions • Wed: 7:00-9:00
Room: 206 • Jane Dee, Sherry Imbrogna, Janet McKetchnie
Tuition: \$69

New! If you are starting a business or already have one, then this class is for you. Professional organizer, Jane Dee will show you how to set up an efficient office space, no matter how much (little?) space is available. QuickBooks ProAdvisor Janet McKetchnie, will show you how Quickbooks Online can simplify your small business bookkeeping. To round out your knowledge base, Web Designer Sherry Imbrogna will show you how to reach your client database on the web.

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

BZ-06 • Classes Begin: Feb 23 (End Date: Mar 8)
9 Hours • 3 Sessions • Tue: 6:30-9:30
Room: 320 • James Feudo • Tuition: \$69

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

Please Note: There is a \$30 materials fee payable to the instructor on the first night of class. While computers are provided, students are welcome to bring their own laptops or tablets to class.

PUBLIC SPEAKING

BZ-08 • Classes Held: Mar 23 & 30
6 Hours • 2 Sessions • Wed: 6:00-9:00
Room: 202 • James Balducci • Tuition: \$39

We have no difficulty speaking with our friends and relatives. But how about people we don't know or work colleagues? Why is it such an ordeal? The answer is: Fear of Rejection. By learning simple techniques, you can show the world how easy it is to speak. This class will improve your professional and personal communication skills. Join us and begin speaking with power!

VOICE OVERS

BZ-10 • Class Held: Apr 4 • 2 Hours • 1 Session • Mon 7:00-9:00
Room: 219 • Dan Levine • Tuition: \$59

This fun and exciting class could be the game changer you've been looking for! We will show you how YOU could actually begin using your speaking voice for commercials, films, videos and more! You will learn about a unique, outside-the-box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf on your own time! And NOW is the best time to make this happen as new companies are looking for new voices like never before.

Take a Class...TEACH a class!
Call 508-935-0202
For More Information

Software Methods

SEO IS NOT ROCKET SCIENCE

CO-01 • Classes held on Mar 9 & 16
4 Hours • 2 Sessions • Wed: 7:00-9:00
Room: 318 • Mike Stanbrough • Tuition: \$59

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

WORDPRESS INTRODUCTION - CREATING YOUR OWN WEBSITE

CO-02 • Classes Begin: Mar 7 (End Date: Apr 4)
10 Hours • 5 Sessions • Mon: 7:00-9:00
Room: 318 • Fan Stanbrough • Tuition: \$159

WordPress is one of the most popular blogging tools on the web, making it easy for anybody to post their ideas, pictures, and audio/video. WordPress can be used as so much more than just a blog. You can build a fully functional website with the help of WordPress, and the built-in content management system (CMS) makes it easy to maintain. In this class we will go through the fundamental roles of WordPress, and we will cover some tips that will get you up and running quickly. Register early, this class is limited to 10 students.

WORDPRESS II

CO-03 • Classes Begin: May 2 (End Date: May 16)
6 Hours • 3 Sessions • Mon: 7:00-9:00
Room: 318 • Fan Stanbrough • Tuition: \$79

After taking the beginner WordPress class, and learning how to use the WordPress application, now what? It's time to build a working website by yourself. Start with buying a domain name, purchasing a hosting package, and installing WordPress on your own server. 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.)**

SMART PHONES FOR SMART PEOPLE - (Android)

CO-04 • Classes Held: Mar 17 & 24
4 Hours • 2 Sessions • Thu: 6:30-8:30
Room: 320 • Jennifer Saldana • Tuition: \$39

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! **Bring your fully-charged phone to class.**

YOU CAN BE SMARTER THAN YOUR SMARTPHONE! (Apple iPhone)

Section 1: CO-05 • Classes Held: Apr 5 & 12
4 Hours • 2 Sessions • Tue: 6:30-8:30
Section 2: CO-06 • Classes Held: May 4 & 11
4 Hours • 2 Sessions • Wed: 6:30-8:30
Room: 320 • Daniel Ellis • Tuition: \$39 Per Section

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.)**

Certificate Programs

A+ CERTIFICATION

CO-07 • Classes Begin: Feb 22 (End date: Apr 6)
42 Hours • 14 Sessions • Mon & Wed: 6:00-9:00
Room: 322 • John Rabidou • Tuition: \$499

Advance your career! Enter the computer industry or advance your career with A+ Certification! 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 you realize greater earning potential. Master the knowledge and skills needed to recognize major PC components and to understand how the components work together. This class will prepare you for the A+ certification exams. Homework and tests will count toward Certification in Core Hardware and Operating Systems. The major part of the class will prepare you for A+ exams 220-901 and 220-902.

Additional 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. Certiport charge \$115 for each additional exam.

Keefe at Night is a Certiport Certified Testing Center as well as a PearsonVue Testing Center. All Certification Exams take place in the classroom

Need A High Demand, Fast Growth Career Change?

Get Your CCENT Certification to be:

- A Network Administrator
- A Design Networks
- Or as a Stepping Stone to Network Security

The demand is huge and continues to grow - and starting salary is about \$65,000 (\$80,000 with Security Certification)!
Finance options available.



CISCO SWITCHING AND ROUTING COURSES

Learn about comprehensive networking concepts, from network applications to the protocols and services provided by those applications. Progress from basic networking to more complex enterprise and theoretical networking models.

Four courses in the recommended sequence:

- **CISCO I - Introduction to Networks**
- **CISCO II - Routing and Switching Essentials (CCENT 50% voucher is earned if Final is passed with high enough score)**
- **CISCO III - Scaling Networks**
- **CISCO IV - Connecting Networks (CCNA 50% voucher is earned if Final is passed with high enough score).**

CISCO I - INTRODUCTION TO NETWORKS

CO-08 • Classes Begin: Feb 24 (End date: May 11)
No Class Apr 18 & 20
63 Hours • 21 Sessions • Mon & Wed: 6:00-9:00
Room: 321 & 324 • Donald Conaghan • Tuition: \$499

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

CISCO II - ROUTING AND SWITCHING ESSENTIALS

CO-09 • Classes Begin: Feb 22 (End Date: May 16)
No Class Apr 18 & 20 • 69 Hours • 23 Sessions
Mon & Wed: 6:00-9:00
Room: 321 & 324 • Donald Conaghan • Tuition: \$599

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

For Information regarding CISCO III - SCALING NETWORKS, and CISCO IV - CONNECTING NETWORKS, please contact the instructor directly at dconaghan@gmail.com

In each course, Networking Academy™ students learn technology concepts with the support of interactive media, and then apply and practice this knowledge through a series of hands-on and simulated activities that reinforce their learning. Multimedia learning tools, including videos, games, and quizzes, address a variety of learning styles and promote increased knowledge retention. Hands-on labs and Cisco® Packet Tracer simulation-based learning activities help students develop critical thinking and complex problem solving skills. Embedded assessments provide immediate feedback to support the evaluation of knowledge.

Office Applications

GOOGLE APPS - USING GOOGLE APPLICATIONS SUCCESSFULLY

CO-10 • Classes Begin: Mar 8 (End date: Mar 29)
12 Hours • 4 Sessions • Tue: 6:00-9:00
Room: 318 • Daniel Ellis • Tuition: \$109

New! Learn to use all the Apps that go along with Google Drive, a suite of free application software that replaces Microsoft Office for the average user. Learn tips and tricks to organize your Google mail and contacts. Create documents, spreadsheets, slides and forms using Google Apps. Set up your Google calendar to share with your co-workers, family and friends. This hands-on course will take participants through basic use and practical application of tools in Google Apps.

GOOGLE DOCS

CO-11 • Classes Held: Apr 6 & 13
6 Hours • 2 Sessions • Wed: 6:00-9:00
Room: 318 • Jody Gladstein • Tuition: \$79

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

Requirements: Students will need to sign up for a Gmail account.

IPAD BASICS FOR BEGINNERS

CO-12 • Class Held: Mar 2
2.5 Hours • 1 Session • Wed: 6:30-9:00
Room: 318 • Daniel Ellis • Tuition: \$39

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

**MICROSOFT EXCEL: INTRODUCTION**

CO-13 • Classes Begin: Mar 1 (End Date: Mar 22)
12 Hours • 4 Sessions • Tue: 6:30-9:30
Room: 215 • David Thrope • Tuition: \$149

Microsoft Excel is a full-featured spreadsheet for PCs. Learn to use this popular spreadsheet 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. Basic computer skills essential. **Required Textbook: *Microsoft Office Excel 2010: Level 1 (Second Edition)*, Publisher: Logical Operations, ISBN: 1424618479. Order directly online at: <https://store.logicaloperations.com>. Type ISBN Number in Search Bar. Must be purchased in advance of class. Please allow 5-7 days for delivery.**

MICROSOFT EXCEL: INTRODUCTION

CO-14 • Classes Begin: Apr 7 (End date: May 5)
No Class Apr 21
12 Hours • 4 Sessions • Thu: 6:30-9:30
Room: 318 • Staff • Tuition: \$149

Microsoft Excel is a full-featured spreadsheet for PCs. Learn to use this popular spreadsheet program effectively in your office and home applications. Create and edit worksheets and workbooks. You will take home the practical knowledge required to use the program and apply it to real life situations - at home or at work. Basic computer skills essential. **No required text. Handouts are given.**

Take a Class...TEACH a class!
Call 508-935-0202
For More Information

MICROSOFT EXCEL: INTERMEDIATE

CO-15 • Classes Begin: Mar 29 (End Date: Apr 26)
No Class Apr 19
12 Hours • 4 Sessions • Tue: 6:30-9:30
Room: 215 • David Thrope • Tuition: \$149

Become even more proficient with Excel! You will learn to create templates, sort and filter data, import and export data, and analyze data. This is the course that covers the very popular charting and Pivot Tables lessons. Prerequisite: Basic Knowledge of Excel. **Required Textbook: Title: Microsoft Excel 2010: Level 2 (Second Edition), Publisher: Logical Operations, ISBN: 1424618940. Order directly online at: <https://store.logicaloperations.com>. Use the ISBN # to Search. Allow 5-7 days for delivery.**

MICROSOFT EXCEL: INTERMEDIATE

CO-16 • Classes Begin: May 11 (End date: Jun 1)
12 Hours • 4 Sessions • Wed: 6:30-9:30
Room: 318 • Staff • Tuition: \$149

Become even more proficient with Excel! You will learn to create templates, sort and filter data, import and export data, and analyze data. This is the course that covers the very popular charting and Pivot Tables lessons. **Prerequisite: Basic Knowledge of Excel. No text required. Handouts will be distributed in class.**

MICROSOFT POWERPOINT

CO-17 • Classes Begin: May 3 (End date: May 17)
9 Hours • 3 Sessions • Tue: 6:30-9:30
Room: 320 • David Thrope • Tuition: \$149

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

MICROSOFT PUBLISHER: BEGINNER - INTERMEDIATE

CO-18 Classes Begin: May 12 (End date: Jun 2)
8 Hours • 4 Sessions • Thu: 6:30-8:30
Room: 215 • Jennifer Saldana • Tuition \$149

Cards and flyers, posters and banners, invitations and more will be at your fingertips with this powerful (and often overlooked!) Microsoft product. Publisher comes as a part of most Microsoft packages, along with Word and Excel. This group will lead you to professional results whether for home or office!

MICROSOFT WORD: THE BASICS

CO-19 • Classes Begin: May 2 (End Date: May 23)
12 Hours • 4 Sessions • Mon: 6:30-9:30
Room: 320 • Al Perez • Tuition: \$129

This basic course is a perfect springboard for a new career! Many offices use MicroSoft Word and other applications as a barometer of employability. This course is for individuals who have little or no experience using Microsoft Word. You will learn about 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.**

QUICKBOOKS

CO-20 • Classes Begin: Apr 12 (End Date: May 24)
No Class Apr 19
18 Hours • 6 Sessions • Tue: 6:30-9:30
Room: 318 • Edward Jaworski • Tuition: \$319

Newest Version! QuickBooks is a comprehensive tool to help you manage your 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.**

Meet our Instructors at www.keefeatnight.org

ServSafe

SERVSAFE CERTIFICATION

CK-01 Class is Held on: Mar 7 • 4 hours
1 Session • Mon: 5:00-9:00
Room: 320 • Staff • Tuition: \$179

ServSafe Certification: Come take the ServSafe Prep Class and take the test the same night - The vast majority of our students pass the first time! This is the required credential to be a restaurant manager in almost every city/town in the USA including all of Massachusetts. This credential makes you more valuable as an employee or soup kitchen volunteer...and is essential for safe home-based food preparation businesses.



Savory

CHEESE MAKING FOR BEGINNERS

Section 1: CK-02 • Class Held: Mar 15
Section 2: CK-03 • Class Held: Mar 22
3 Hours • 1 Session • Tue: 6:30-9:30
Room: Cafe 101 • Rosemary Roman Nolan
Tuition: \$59 Per Section

Master the ancient and glorious art of cheesemaking—a simple and delectable process that dates back thousands of years in human history! We'll make a fresh herbed farmer's cheese as well as a fast mozzarella, perfect for eating fresh or marinating. You'll receive complete instructions and resources to continue making your own cheese at home, along with a detailed discussion of how to obtain the best milk for your homemade products and where to get your cheese-making equipment. Although we'll devour some of what we all make in class, please bring a few small lidded containers in case of leftovers. **Note: A \$10 ingredients fee is payable to the instructor on the night of class, by cash or check.**

CHINESE CUISINE

CK-04 • Classes Held: April 5 & 12
6 Hours • 2 Sessions • Tue: 6:30-9:30
Room: Kitchen • Brenda Wong • Tuition: \$79

Sells out every semester! In this class you will learn to make simple, healthy Chinese dishes from scratch that you will love. Recipes for this hands-on class are simple to follow and easy to prepare. Begin with appetizers: BBQ Pork Spareribs and Quick Potstickers with Ginger Sauce. Next comes: Shrimp with Lobster Sauce, Beef with Green Pepper, General Gau's Chicken, Sautéed String Beans, and Seafood Fried Rice. SO much better (and healthier!) than Take Out! **Please bring an apron and take home containers on both nights. Note: A \$25 ingredients fee is payable to the instructor on the first night of class, by cash or check.**

THAI CUISINE

CK-05 • Classes Held: Apr 26 & May 3
6 Hours • 2 Sessions • Tue: 6:30-9:30
Room: Kitchen • Brenda Wong • Tuition: \$79

Sells out every semester! In this class you will learn to make simple, delicious, and authentic food from Thailand. You will prepare two appetizers - Thai BBQ Chicken with BBQ Sauce, and Soft Spring Roll with Seasoning Hoisin Sauce. For main dishes you will make Spicy Chicken with Chili and Basil, Pineapple Shrimp Fried Rice, and Fish Fillet in Coconut Milk, Pad Thai. 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. Note: A \$25 ingredients fee is payable to the instructor on the first night of class, by cash or check.**

PAELLA WORKSHOP

CK-06 Class Held: May 11
3 Hours • 1 Session • Wed: 6:00-9:00
Room: Kitchen • Betsy Lyons & Lynn Lausen • Tuition: \$59

Paella is the quintessential dish of Spain and a festive way to bring people together. With its signature golden hue, heavenly scent and satisfying mix of vegetables/meat or seafood, authentic paella is deliciously impressive and easy to make! We'll show you how to prepare the sofrito (or flavor base) and share secrets for ensuring perfectly cooked rice every time. In this class, you'll learn how to blend traditional Spanish flavors with fresh, seasonal ingredients to create this world-famous dish - perfect for entertaining or everyday satisfying family meals. The menu? Sofrito, Classic Chicken/Chorizo Paella and Vegetable Paella. **Bring an apron, a container for leftovers - and a hearty appetite! Note: A \$20 ingredients fee is payable to the instructor on the first night of class, by cash or check.**

COOKING AND BAKING WITH FRESH HERBS

CK-07 Class Held: Saturday, May 7
4 Hours • 1 Session • Sat: 10:00 a.m.-2:00 p.m.
Room: Kitchen • Edgar levins • Tuition: \$59

Used separately or in combinations, herbs impart freshness and fullness of flavor, especially when one is looking to cut back on salt. We will review how we grow and secrets of buying, using, storing and preserving fresh herbs in dishes including an Oven Roasted Spring Vegetables, Herb Roasted Chicken, Tarragon infused Potato Salad, Gnocchi in Sage flavored Brown Butter Sauce to be served with an Herb Infused Focaccia. Basil Gelato will complete this Herb- Infused Feast. Take home containers will be provided. **Note: A \$20 ingredients fee is payable to the instructor on the day of class, by cash or check.**

COOKING WITHOUT RECIPES - FOUR WEEKS TO BECOMING A BETTER COOK

CK-08 • Classes Begin: Mar 23 (End Date: Apr 13)
12 Hours • 4 Sessions • Wed: 6:00-9:00
Room: Kitchen • Edgar levins • Tuition: \$129

Always sells out! Have you ever wondered -- Why do some recipes work better than others? How do I make substitutions for certain ingredients? How certain ingredient combinations express specific cultures or cuisines? In this course we will examine various approaches to preparation, cooking styles, and the very science behind taste itself. From quick and healthy stir-fry dishes to slow-cooked braises, we will apply professional techniques to improve the existing skills of students who already possess basic cooking skills. Each session will be complete with dinner, take-home containers, and printed copies of recipes we use and/or develop over the course of this class. **Requirements: Basic cooking skills. Note: A \$75 ingredients fee is payable to the instructor on the first night of class, by cash or check.**

HOMEMADE PIZZA FROM AROUND THE WORLD

CK-09 • Class held on: Mar 2
3 Hours • 1 Session • Wed: 6:00-9:00
Room: Kitchen • Edgar levins • Tuition: \$49

Whether grilled, baked or fried, nearly all cultures have their signature flatbreads. While focusing on making super-thin crusted Neapolitan Style Pizza with traditional Italian toppings, we will travel the globe by making Quesadillas from the "New World", Alsatian Tarts from France and Scallion Pancakes from China. We will address both made from scratch as well as time saving, commercially available ingredients and provide suggestions on how to improve the performance of your home oven. Provided will be Vegetarian-Friendly as well as Omnivore based toppings and fillings, a full dinner, and take-home Pizza Boxes for your creations. As always, come hungry! Class limited to 18. **Note: A \$20 materials fee is payable to the instructor on the night of class, by cash or check.**

ITALIAN VEGETARIAN

CK-10 Class held on: May 25
3 Hours • 1 Sessions • Wed: 6:00-9:00
Room: Kitchen • Edgar levins • Tuition: \$59

Whether your interest in Vegetarian Cooking is based on culture or conscience, come and enjoy the bounty of Italian Vegetarian Cuisine. We will go far beyond basic marinara sauce and pasta, making Eggplant Meatballs, a warm Faro Salad with Braised Kale, Grilled Chickpea Polenta Cakes, and dining on the spectacular Torte Milanese. Through the use of aromatic vegetables and plant-based molecular gastronomy, we will strive to define and achieve full flavors and complete plant-based protein combinations. Dessert will be the ever-popular Tiramisu. **Be sure to come hungry, take-home containers will be provided. Note: A \$20 materials fee is payable to the instructor on the night of class, by cash or check.**

FRESH AND FILLED PASTA AT HOME

CK-11 • Classes Held: Apr 6 & 13
6 Hours • 2 Sessions • Thu: 6:00-9:00
Room: Cafe 101 • Meredith Elkins • Tuition: \$89

Back by Popular Demand! On the first night you will learn the basic recipe and techniques for making dough by demonstration, rolling and cutting by hand, and by manual pasta machine. Flavored dough (spinach, sun-dried tomato) and herb-enhanced dough will also be covered. On the second night, get ready to take your flat pasta and fill it! Ravioli, cappelletti, agnolotti, and tortellini are some of the classic shapes you'll be filling. Cannelloni, lasagna and stuffed shells - since they can be filled with a filling very similar to that of ravioli - will also be covered. You'll also use wonton wrappers in lieu of fresh pasta for a quick weeknight meal. Aren't you hungry now? Students are encouraged to bring a manual pasta machine if they have one. **Note: A \$20 ingredients fee is payable to the instructor on the first night of class, by cash or check.**

SAUCY! MAKING PASTA SAUCES THAT SING!

CK-12 • Class Held: Apr 28
3 Hours • 1 Session • Thu: 6:00-9:00
Room: Kitchen • Meredith Elkins • Tuition: \$59

Building on Fresh and Filled Pasta at Home, this class will show you how to sauce both your filled and unfilled pasta. Students will try their hand at Bolognese, Alfredo and Marinara, as well as lighter and quicker alternatives. Since these sauces elevate store-bought fresh or dried pasta, students do not have to have taken the fresh pasta courses to enjoy this course. **Note: A \$15 ingredients fee is payable to the instructor on the night of class, by cash or check.**

PASTA WORKSHOP

CK-13 Class Held: May 18
3 Hours • 1 Session • Wed: 6:00-9:00
Room: Kitchen • Betsy Lyons & Lynn Lausen • Tuition: \$59

Making fresh pasta is easier than you think! Join us for a fun evening; learn how to make the perfect pasta dough; and transform that dough into 3 different types of pasta. Make ravioli with wild mushroom filling, Tortellini filled with 3 cheeses and spinach flavored fettuccini. We'll also pair these pastas with 3 simple sauces that can be easily mixed and matched for any pasta shape. **Bring an apron, and a container for leftovers - and a hearty appetite! Note: A \$15 ingredients fee is payable to the instructor on the first night of class, by cash or check.**

ARTISANAL ITALIAN BREADS

CK-14 • Class Held: Saturday, Mar 12
5 Hours • 1 Session • Sat: 10:00 a.m.-3:00 p.m.
Room: Kitchen • Edgar levins • Tuition: \$59

Back by popular demand! Learn to make some of Italy's most prized loaves of bread, including Ciabatta, Focaccia and the deceptively easy whole-grain Pane Integrale in your own home. In a decidedly "hands-on" approach we will look to identify and demystify individual steps from measuring and combining the ingredients to the tricks of shaping, handling and baking. Lunch, also included, will feature Italian Bread as the star ingredient, and for dessert, we will make biscotti (or Tiramisu...your choice). **Note: A \$20 ingredients fee is payable to the instructor on the day of class, by cash or check.**

Sweet

BASIC CAKE DECORATING

CK-15 • Class Held: Mar 1
3 Hours • 1 Session • Tue: 6:00-9:00
Room: Cafe 101 • Karen Siegel • Tuition: \$39

Who doesn't love cake? And a 'custom decorated cake' is even better! Karen will show you the best way to decorate, step by step, so that you can experience the excitement of successfully decorating a cake. Using buttercream frosting, you will learn about: Buttercream Frosting, Frosting a cake, Filling and Holding a Decorating Bag, Decorating Bag Pressure, Controlling Consistency, Star Tip techniques, 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 in which to take your cake home. **Note: A \$20.00 ingredients/materials fee is payable to the instructor on the night of class, which includes an instruction booklet. Additional materials will be supplied for use in class.**

BEYOND BASIC CAKE DECORATING

CK-16 • Class Held: Mar 8
3 Hours • 1 Session • Tue: 6:00-9:00
Room: Cafe 101 • Karen Siegel • Tuition: \$39

Your cakes will be too gorgeous to cut! Beyond Basic Cake Decorating will teach you how to take your cake decorating to the next level! The following techniques will be covered in class: Basket Weave with Buttercream, Roses, Leaves with Vine Work, Ribbons, Rose Buds and Half Roses. **Please bring the following to class: Two unfrosted cakes (2 six inches round, 2-3 inches in height) an apron, and boxes in which to take your cakes home. Note: A \$20.00 materials fee is payable to the instructor the night of class.**

CAKE POPS

CK-17 • Class Held: May 10
3 Hours • 1 Session • Tue: 6:00-9:00
Room: Cafe 101 • Karen Siegel • Tuition: \$49

By the end of this class you will know how to create cake pops that will elicit 'oohh's and ahhh's'! Learn to mix and mold cake pops with cake and buttercream frosting to confectionary delight! **Bring the following to class: a 10" x 10" X 4" box to take home your creations and an apron. Note: A \$20 materials fee is payable to the instructor on the night of class, by cash or check.**



HIP CAKE

CK-18 • Class Held: Mar 29
3 Hours • 1 Session • Tue: 6:00-9:00
Room: Cafe 101 • Karen Siegel • Tuition: \$69

New! You are our soon-to-be expert! From kneading the fondant to stretching and smoothing it down, our experienced Cake Artist will guide you and assist you as you decorate your own cake. This class includes the use of petal cutters, fondant smoother, rolling pins, rolling mats and piping bags. **Please bring the following to class: a 6 inch round cake, 2-3 inches in height, a 10" x 10" X 4" box and an apron. We will provide the buttercream frosting, fondant, an instruction guide, buttercream frosting & marshmallow fondant recipes. Note: A \$20 materials fee is payable to the instructor on the night of class, by cash or check.**

GLUTEN FREE & DAIRY FREE CAKES (a.k.a. "Paleo Cooking")

CK-19 • Class Held: Apr 7
3 Hours • 1 Session • Thu: 6:00-9:00
Room: Cafe 101 • Debra Michalides • Tuition: \$49

Have you removed gluten and dairy from your diet, but still have a need for special treats on your birthday? In this class we have you covered with cakes, cupcakes and frostings to create any special occasion dessert you need that are also Paleo friendly. We will cover the basics of alternative baking and how to stock your pantry. **Note: A \$20 ingredients fee is payable to the instructor on the day of class, by cash or check.**

FROZEN DESSERTS

CK-20 • Class Held: June 8
3 Hours • 1 Session • Wed: 6:00-9:00
Room: Kitchen • Edgar levins • Tuition: \$59

New! Learn the basics of making both dairy and non-dairy frozen desserts. Learn the function of the individual ingredients, stabilizers, and emulsifiers, and the necessary machines (if any) to make each delectable dish. We'll make ice cream, parfaits, frozen mousses, and granitas, along with sauces and toppings, and also try out plating designs. Take-home containers will be provided; bring insulated bags and ice packs to keep them cold. **Note: A \$20 ingredients fee is payable to the instructor on the day of class, by cash or check.**

HOMEMADE CROISSANTS AND CREPES

CK-21 • Class Held: Mar 26
4.5 Hours • 1 Session • Sat: 10:00 a.m. - 2:30 p.m.
Room: Kitchen • Edgar levins • Tuition: \$59

Among the fond memories of living in Manhattan are Edgar's forays to the local French Patisserie for fresh Croissants. They were available all year round except for two weeks in August when the Croissant Chef was on vacation. The bakery would rather do without than allow a lesser talent to handle these delicacies. While perfecting the process requires an internship, we will cover the basics making both savory and sweet - Plain, Ham and Cheese, and of course, Chocolate. We will utilize the proofing time by brushing up on our crepe making skills. **Note: There is a \$20 ingredients fee payable to the instructor on the day of class, by cash or check.**

Take a Class...TEACH a class!
Call 508-935-0202
For More Information



Soups

COLD DELECTABLE SOUPS

CK-22 • Class Held: Jun 6
3 Hours • 1 Session • Mon: 6:00-9:00
Room: Kitchen • Dagmar Smith • Tuition: \$59

New Recipes! Get ready Summer! In this hands-on cooking class, you will learn how to make assorted cold soups. Recipes include: Gazpacho, Melon and Cuke/Yogurt Soups. All recipes will be easy, straight forward, and possible for the beginner to repeat at home. **Note: A \$10 ingredients fee is payable to the instructor on the night of class, by cash or check.**

SCRUMPTIOUS TOMATO SOUPS

CK-23 • Class Held: May 9
3 Hours • 1 Session • Mon: 6:00-9:00
Room: Kitchen • Dagmar Smith • Tuition: \$59

New Recipes! Get ready for Spring. In this hands-on cooking class, you will learn how to make assorted tomato-based soups. Recipes include: Basil and Tomato, Mediterranean Fish, Tomato and Rice and Minestrone Soups. All recipes will be easy, straight forward, and possible for the beginner to repeat at home. **Note: A \$10 ingredients fee is payable to the instructor on the night of class, by cash or check.**

Online Career Training Programs

Online Learning Anytime, Anywhere...Just a click away!

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

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are included in the course fee
- Payment plans available

Pharmacy Technician

This nationally recognized Pharmacy Technician online course and training program teaches the skills needed to gain employment as a Pharmacy Tech in either the hospital or retail setting.

Medical Coding and Billing

Upon successful completion of the Medical Billing and Coding course, students will be prepared for an entry-level position doing medical billing or coding in a medical office setting.

Medical Transcription

This nationally recognized medical transcription online course and training program prepares you to start a new career as a medical transcriptionist.

Six Sigma Black Belt

Course material provides an in-depth look at the Six Sigma Black Belt DMAIC problem-solving methodology, as well as deployment and project development approaches.

Freight Broker/Agent Training

Learn the skills to be a successful Freight - Load Broker Agent. Tutorials and projects will teach you the practical application of Freight Broker skills.

AutoCAD 2015 Certified User

In this program you will learn basic and advanced 2D functionality for AutoCAD 2015 and prepare for certification.

Veterinary Assistant

Prepare for an exciting new career as an administrative veterinary assistant. Students in the program learn about the care of animals as well as how to recognize signs of illness and disease. This online program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. And much more!

Paralegal

This program will prepare you to be successful in the fast growing paralegal career field. The paralegal training program includes free access to the official NALA Campus certification exam prep and Westlaw.

Project Management

This program will provide you with a solid introduction to the understanding of project management and help you comply with the minimum 35 hours of training as required by the Project Management Institute (PMI) before you take the Project Management Professional (PM) exam.

More programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development



Visit our site to learn more! career.ed2go.com/kan

Post-Graduate Program for recent High School Graduates!



Keefe Technical School offers technical training to recent high school graduates looking to further their education. Post-Graduate refers to students who have recently graduated from high school, or have earned a GED certificate. You may earn a program certificate or a certificate of occupational proficiency, provided you receive passing test scores on required exams and competency tests - and have fulfilled attendance requirements. Training is completed over a ten-month period from September through June. Post Graduate students spend every week, Monday through Friday, 8:00 a.m. to 2:00 p.m. in their respective program area.

Program Offerings

Automotive Technology • Business Technology • Carpentry • Cosmetology
Culinary Arts • Design & Visual Communications • Electrical • Graphic Communications
Horticulture & Landscape • Information Technology • Metal Fabrication • Plumbing
Programming & Web Development

For Further information visit us at www.keefetech.org, and click on Adult Ed.

KEEFE AT NIGHT

KEEFE AT NIGHT - CONTINUING EDUCATION CALENDAR

SPRING 2016

JANUARY 2016

S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016

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21	22	23	24	25*	26	27
28	29					

* Parent Information Night

MARCH 2016

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27	28	29	30	31*		

* Advisory Board Mtg.

JANUARY

19 Online Registration Begins
 25 Spring Registration Begins
Keefe at Night Office Hours:
12:00 - 7:00pm, Mon-Thu
12:00 - 3:00pm, Friday

FEBRUARY

22 **Evening Classes Begin**
Keefe at Night Office Hours:
9:00 am- 9:00pm, Mon-Thu
9:00am- 3:00pm, Friday
 23 & 24 ESL Testing New Students

MARCH

1 First Day ESL Classes
 25 No School - Good Friday
 31 No School - Adv. Board

APRIL

18-22 No School - Spring Vacation

MAY

30 Closed - Memorial Day

JUNE

10 Last Day of Classes

REGISTRATION OPENING DATES AND FIRST

DAY OF CLASSES

ESL TESTING

NO EVENING CLASSES

APRIL 2016

S	M	T	W	R	F	S
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MAY 2016

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JUNE 2016

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26	27	28	29	30		

Jobs for NOW; Careers for Ever!

Right now, 119,600 jobs are unfilled in Massachusetts because employers can't find applicants with the right education. We've listed some of the hottest jobs markets in the state right now, and they pay more than you think. Financing may be available.

Information technology project managers

Project Management Professional certifications

are among the top five certifications in greatest demand. Cisco or IT classes – on line or on site will open these doors.

Number of openings: 1,291

Mean Massachusetts salary: \$134,380

Marketing managers

Take a look at the online offerings at www.ed2go.com/KAN and prepare for this exciting and fast paced career.

Number of openings: 1,340

Mean Massachusetts salary: \$135,710

Marketing managers rank 18th on the list of the state's highest-paying jobs.

Administrative assistants

Number of openings: 1,432

Mean Massachusetts salary: \$51,410

Front desk jobs are always in demand in nearly every industry. Word, Excel and Google Docs will open doors to these positions. Classes online or onsite at Keefe at Night.

Retail supervisors & salespeople

Despite online shopping, brick-and-mortar retail isn't going away and there is no need to look further than Route 9! Online courses (www.ed2go.com/KAN) can open a new career in business.

Number of openings: 3,000

Mean Massachusetts salary: \$26,180 - \$42,850

Computer systems analysts

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

As the healthcare industry relies more on electronic filing and records, computer systems analysts will find greater demand in their work. On-line and onsite classes are available

Computer programmers & Software application developers

Number of openings: 7,000

Mean Massachusetts salary: \$80,000 and up

Demand will remain high in tech-heavy Massachusetts for programmers of all types. Apple or Android –this is the wave of the future.

Certified Aesthetics/Cosmetology

A stand-alone certification that adds value to other licenses as well! In a spa, salon or medical clinical environment there are jobs there! The job growth in this field is 40% with a median salary of \$30,000. The course for certification is at Keefe at Night

Certified Nurse Assistant

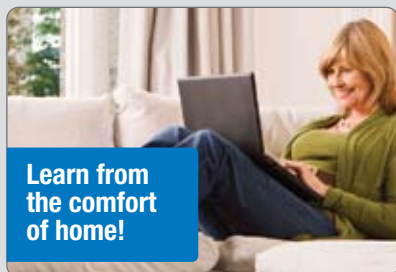
This pathway course can lead to steady and growth employment or as a stepping stone to an RN or PRN program. In 3 months, you can earn your certification at Keefe at Night.

Number of openings: 5,000

Mean Massachusetts salary: \$25,000 and up

* Source: www.mass.gov – Division of Labor and Employment

New Offerings at Keefe at Night!



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the comfort
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6 Week Format

Our **instructor-led** online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

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at any time of the day or night.

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INSTRUCTOR LED ONLINE COURSES

Introduction to Google Analytics

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

Performing Payroll in QuickBooks

Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Accounting Fundamentals

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Creating Web Pages

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

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Final Cut Pro X

Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.

Introduction to Microsoft Excel

Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Intermediate Microsoft Excel

Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5

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

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

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SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

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

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Design and Visual Communications • Early Childhood Education • Electrical
Graphic Communications • Health Careers • Information Technology • Horticulture & Landscape
Law and Protective Services • Metal Fabrication • Plumbing • Programming & Web Development**

Serving the in-district towns of Ashland, Framingham, Holliston, Hopkinton and Natick

FINANCIAL PLANNING FOR WOMEN

FN-01 • Class Held: May 3
2 Hours • 1 Session • Tue: 6:30-8:30
Room: 223 • Donna Moilanen • Tuition: \$39

Developing a financial plan requires time and extensive knowledge. This course is designed to help women of all ages to take control of their financial future. You will learn basic financial planning as it pertains to special challenges women face (e.g. on average earning less pay). Discussion will focus on the Five Steps to Financial Security and Eight Action Steps that each participant can take to take control of her own financial future.

CRITICAL ISSUES IN ESTATE PLANNING

FN-02 • Class Held: Mar 21
2 Hours • 1 Session • Mon: 6:30-8:30
Room: 219 • Rocco Bombardieri • Tuition \$39

Whether your holdings are vast or modest, the way you plan your estate (i.e. whatever you own) will control what you have during your life and after. 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 sometime result in a major financial loss.

Meet our Instructors at www.keefeatnight.org

RETIREMENT INCOME STRATEGIES: DON'T OUTLIVE YOUR MONEY

FN-03 • Class Held: Mar 30
2 Hours • 1 Session • Wed: 6:30-8:30
Room: 217 • Rocco Bombardieri • Tuition \$39

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

MAXIMIZING SOCIAL SECURITY FOR A CONFIDENT RETIREMENT

FN-04 • Class Held: Apr 7
2 Hours • 1 Session • Thu: 6:30-8:30
Room: 219 • Rocco Bombardieri • Tuition \$39

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

CONSOLIDATING AND PAYING OFF STUDENT LOANS

FN-05 • Class Held: Apr 4
3 Hours • 1 Session • Mon: 6:30-9:30
Room: 202 • Tim Schnelle • Tuition: \$49

New! When it comes to repaying student loans, a large majority of grads and/or their parents are vaguely aware of the options available to them, but have no specific information on how to choose or apply them effectively. Dealing directly with the government can be an intimidating and daunting challenge.

This course is designed to give information and strategic alternatives to make intelligent decisions on what can be crushing long-term debt including information on consolidation, loan discharge and forgiveness. The workshop includes a take-home workbook for students to add their own pertinent information to determine repayment plans best suited for their financial and employment situations.

A textbook for use as a workshop reference during class is optional and available for purchase from the instructor for an additional cost of \$39. Cash or check accepted.

GET COMPLETELY DEBT FREE!

FN-06 • Class Held: Apr 28
3 Hours • 1 Session • Thu: 6:30-9:30
Room: 202 • Tim Schnelle • Tuition: \$49

If you have debt payments of any kind you should attend this class. Eliminate credit cards in 1 to 4 years and your 30-year mortgage in only another 3 to 6 years. Learn a simple guaranteed system to 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. Course fee includes a 16-page workbook, a \$10 value. **Optional text also available in class for \$49.** Reduce your stress and become debt free!

PAY FOR COLLEGE WITHOUT SACRIFICING YOUR RETIREMENT!

FN-07 • Classes Held: Mar 22
2.5 Hours • 1 Session • Tue: 6:30- 9:00
Room: 201 • Tim Higgins • Tuition: \$44

Author of *Pay for College Without Sacrificing Your Retirement*, Tim Higgins, who has appeared on The Lou Dobbs show, MSN Money, CNN Money, and in The Wall Street Journal, Money Magazine, SmartMoney magazine, and U.S. News, and was named FIVE STAR Wealth Manager in Boston Magazine will address the most efficient ways to address the high cost of college. Parents with children of all ages, come hear college planning observations and strategies that you will not hear from your local high school. Topics include, but are not limited to: How every family (regardless of children's ages or household income) can be guaranteed scholarships at specific schools; Why a student's choice of major matters more than the college they attend; Learn why choosing a "reach" school may be dangerous; The best financial aid and admissions strategy bar none; How to predict your financial aid package even before you apply; Learn why families who make \$400,000 get financial aid;

The #1 question to ask colleges that may save you thousands off the total cost; Why 529 plans should be the 3rd or 4th place you look to save; How to find the right balance between your college and retirement goals. Walk away with tools you can use NOW!



LONG-TERM CARE - MANAGING RISK

FN-08 • Class Held: April 27
1.5 Hours • 1 Session • Wed: 7:00-8:30
Room: 202 • Len May • Tuition: \$39

The good news is that people are living longer. But living a long life doesn't guarantee that it will be a perfectly healthy one; and as baby boomers age, the long-term care crisis in America will only worsen. At least 70% of people over age 65 will require long-term care services at some point in their lives (see www.longtermcare.gov). A well thought out plan for addressing the need for care is essential to the physical, emotional, and financial needs of you and your family. Topics to be covered: Long term care risks and consequences; Affordability of long-term care and available options; Role of the government; Traditional and new insurance alternatives; How to develop a plan of action.

MONEY AND DIVORCE: COSTLY MISTAKES YOU DON'T WANT TO MAKE

FN-09 • Class Held: March 15
2 Hours • 1 Session • Tue: 7:00-9:00
Room: 202 • Rene Senes • Tuition: \$39

You want to keep the house that has \$150,000 in equity. Your spouse takes the stock portfolio worth \$150,000. Five years from now, is one of you struggling to pay 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 look at common financial mistakes that are often made in divorce settlements and discuss how to avoid them. You'll gain an understanding of how issues around cash flow, liquidity, income taxes, capital gains, retirement account rules, insurance, debt and credit could impact your future well-being. We'll look at the new Alimony Reform Act of 2011 which became effective March 1, 2012 and the new Child Support Guidelines which changed on August 1, 2013.

SOCIAL SECURITY - OPTIMIZING YOUR BENEFITS

FN-10 • Class Held: Apr 28
2 Hours • 1 Session • Thu: 7:00-9:00
Room: 201 • Rene Senes • Tuition: \$39

Have you read about the sweeping changes to Social Security? Do you know how they could impact you? Are you thinking of taking Social Security at 62 just to be safe? What difference will it make if you wait and take those benefits at age 66 or 70? What if you decide to work part time during retirement? How would being divorced or widowed impact social security? If you are over 50, join us to discuss the basics of social security and all new numbers for 2016. We'll examine the factors to take into consideration when you decide to take benefits. You'll learn how to create a retirement income strategy using social security as one source of income. The information provided is general in nature and should not be construed as personal tax or legal advice.

TRANSITIONING INTO RETIREMENT

FN-11 • Class Held: Mar 29
3 Hours • 1 Session • Tue: 6:00-9:00
Room: 203 • Herb Fuchs • Tuition: \$39

So it's here....or about to be here....may be your choice....maybe not. Did you always have visions about retirement being like a vacation but lasting longer, only to find that it can create unexpected anxiety? So what do you do with the rest of your life? You can't get there without a plan. This course will explore areas beyond the financial ones such as: The life stages of work and retirement; The importance of short and long-term goal setting; Keys to a successful retirement; Part-time jobs for retirees; Re-building your social network, and retirement success stories.

AN INVESTMENT STRATEGY FOR THE 21ST CENTURY

FN-12 • Class Held: Apr 14
2 Hours • 1 Session • Thu: 6:30-8:30
Room: 219 • Rocco Bombardieri • Tuition \$39

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



Take a Class...TEACH a class!
Call 508-935-0202
For More Information

BASICS OF PERSONAL FINANCE AND INVESTMENTS

FN-13 • Class Held: May 11
2 Hours • 1 Session • Wed: 7:00-9:00
Room: 219 • David Chwalek • Tuition: \$39

New! 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 building your financial plan, budgeting 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.

INVESTMENTS MADE SIMPLE

FN-14 • Classes Held: Mar 1 & 8
Room: 202 • James Balducci • Tuition: \$69
6 Hours • 2 Sessions • Tue: 6:00-9:00

This course is for those who know absolutely nothing about investments. We will discuss how to prepare an investment plan; how to make good investments; what are some of these and when to make them. Nearly everyone who works for a living will get a 401 (k) plan, the best plan you'll ever receive. We will show you how it works and the possibility of making lots of money to put your children through college or for your retirement. We encourage all questions so that we can answer them to your satisfaction.

STOCK AND BOND MARKETS

FN-15 • Classes Held: Apr 4 & 11
6 Hours • 2 Sessions • Mon: 6:00-9:00
Room: 203 • James Balducci • Tuition: \$69

If you know absolutely nothing about stocks and bonds, then this class is for you. In this two-session course, we will act as your personal trainer to guide you to an understanding of how stock and bond markets work. We will discuss the simple ways you can be part of our country's economy. Our teaching methods have been a rallying cry at many schools and colleges where we have taught.

Note: No sales pitches of any kind in this course! This is purely educational and is being offered to help students understand this sometimes confusing topic.

UNCONVENTIONAL INVESTING

FN-16 • Classes Held: Mar 23
2.5 Hours • 1 Session • Wed: 6:30-9:00
Room: 201 • Tim Higgins • Tuition: \$39

This class is based on the book Unconventional Investing - written with the common investor in mind. If you were not taught (or do not remember!) investment strategies from school or the workplace, this class is for you! Financial education is a proactive choice. The goal of this class is to educate and stimulate thought and/or discussion. Topics include: How to better manage your 401K; How many mutual funds are inherently flawed; What is the next evolution fund investing; How to build a more diversified portfolio and better tailor it to your risk tolerance. Note: This class will not address individual stock or option trading.

Massage, Tai-Chi & QiGong, Dance, Boxing, Exercise - Cardio, Aerobic & Yoga

Note: Most fitness classes are aerobic in nature. If you have any health concerns, please speak with your physician prior to enrolling in the class to be cleared for the level of activity in the class. We cannot refund after enrollment.



MASSAGE FOR PARTNERS

FT-01 • Classes Held: Mar 2 & 9
5 Hours • 2 Sessions • Wed: 6:30-9:00
Room: 300 • Staff • Tuition: \$59 per person

Massage for partners is designed to help participants learn the art of non-verbal communication through touch. Parents, partners and caregivers can all benefit from learning the therapeutic techniques offered in this class. We start with massage of the head, neck and shoulders moving on to arms, legs and stretches for the hips. By the end of the 2nd session you will be able to give a full body massage to your partner in 60 minutes. Please join us for a class filled with therapeutic touch and stress reduction! **No single registrations please. We do not assign a partner.**

Wear loose clothing that you can move and stretch in. Shorts are suggested for the second class. Please bring to class an unscented lotion or cream (no oil) or massage lotion (available at Whole Foods Market or Bath and Body Works). Also bring 2 pillows, 2 blankets, and 2 sheets.

Tai Chi & QiGong

EIGHT BROCADE QIGONG

FT-02 • Class Held: Mar 23
2 Hours • 1 Session • Wed: 7:00-9:00
Room: 300 • Joe Foley • Tuition: \$39

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

QIGONG FOR ARTHRITIS - AND MORE

FT-03 • Class Held: Apr 13
2 Hours • 1 Session • Wed: 7:00-9:00
Room: 300 • Joe Foley • Tuition: \$59

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.

TAI CHI & QIGONG

(Pronounced Tie Chee & Chee Gong)

FT-04 • Section 1 • Classes Begin: Feb 29 (End Date: May 9)
No Class Apr 18
Section 2 • Classes Begin: Jun 6 (End Date: Aug 8)
10 Hours • 10 Sessions • Mon: 6:00-7:00
Room: Cafeteria • Jeanne Donnelly • Tuition: \$109 Per Section

Register early, sells out quickly! Tai Chi is more than a physical exercise. It incorporates body, mind, and spirit. Traditionally called Taijiquan, meaning grand ultimate fist, Taijiquan is actually a Martial Art often practiced as a qigong exercise. Qigong is an energy enhancing system used with diet and other healing modalities to alleviate many ailments including cancer, arthritis and heart disease. Numerous studies have shown that the practice of Tai Chi has benefits for stress reduction, arthritis, insomnia, Parkinson's, weight loss and other serious conditions. This class will introduce you to the healing powers of Tai Chi and Qigong, and show you how they can improve your balance, strength, and flexibility. **Wear comfortable clothing.**

Register Online
at
www.keefeatnight.org

Dance

INTRODUCTION TO SWING WORKSHOP

FT-05 • Classes Begin: Feb 24 (End Date: Mar 23)
5 Hours • 5 Sessions • Wed: 7:00-8:00
Room: Gymnasium • Carole Ann Baer • Tuition: \$159/person;
\$199/couple; per section.

SWING II

FT-06 • Classes Begin: Feb 24 (End Date: Mar 23)
5 Hours • 5 Sessions • Wed: 8:00-9:00
Room: Gymnasium • Carole Ann Baer • Tuition: \$159/person;
\$199/couple; per section

These 5-week workshops, as in all other ballroom dance workshops, are designed to focus solely on teaching style, technique and footwork in a fun and easy setting. Approximately 5-7 steps will be taught in each dance, following a routine for easy recognition. Whether you have danced before or are just a beginner – you will love these workshops! Partners are suggested, as are comfortable and dance appropriate shoes. “Introduction to Swing” will be for beginner dancers with no Swing experience, and “Swing II” will be for dancers who have taken Swing before and do not need the basic foundation steps. ALL are welcome.

DANCE AT YOUR WEDDING/WALTZ, FOX TROT AND SWING

FT-09 • Classes Begin: May 11 (End Date: Jun 8)
6 Hours • 4 Sessions • Wed: 7:00-8:30
Room: Gymnasium • Carole Ann Baer
Tuition: \$139/person; \$169/couple

A dance party extravaganza! But NOT just for wedding-goers. All dancers are welcome! This will be a 4 week class mainly designed to focus on wedding parties and getting you comfortable on that dance floor. We will also help the bride and groom learn how to make their dance “POP”! Bring your whole wedding party for 4 weeks of fun and enjoyment, while you learn to “*Dance at Your Wedding*” or anywhere else for that matter!

WALTZ AND FOXY (NIGHT CLUB STYLE SLOW DANCING) WORKSHOP

FT-07 • Classes Begin: Mar 30 (End Date: May 4) No Class Apr 20
5 Hours • 5 Sessions • Wed: 7:00-8:00
Room: Gymnasium • Carole Ann Baer
Tuition: \$159/person; \$199/couple

SALSA WORKSHOP - New Dances Singles Welcome

FT-08 • Classes Begin: Mar 30 (End Date: May 5) No Class Apr 20
5 Hours • 5 Sessions • Wed: 8:00-9:00
Room: Gymnasium • Carole Ann Baer
Tuition: \$159/person; \$199/couple

These 5-week workshops will be designed to ease you into some of the most popular dances. Feel the relaxed way of the Waltz and slow dance club styling of the “Foxy” and also the free spirit of the fast paced salsa. The music will delight and you will be thrilled with the routines. Get ready to have some fun! *Singles are welcome.

LINE DANCING

FT-10 • Classes Begin: Mar 8 (End Date: May 10)
No Class Mar 29 & Apr 19
12 Hours • 8 sessions • Tue: 6:30-8:00
Room: Gymnasium • Staff • Tuition: \$149 per person

New Dances! No need to sit on the sidelines when you can be up on the dance floor. Line dancing is a great way to exercise and have fun. Step sheets will be provided for each dance. Register early! This class fills up quickly and you want to make sure you get on the dance floor! In this class you will learn new line dances and some of the old favorites. We will be dancing to a variety of music.

No partner, no problem! All are welcome!

Boxing

BOXING WITH THE BEST

FT-11 • Classes Begin: Feb 29 (End Date: May 16)
12 Hours • 12 Sessions • Mon: 6:30-7:30
New Location: 701 Waverly Street, Framingham, Route 135
Jared Sher • Tuition: \$139

Step into the ring! *Always sells out!* Held at Bancroft Boxing Gym across the street from Keefe Tech. 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 welcome.

KICKBOXING IS A BLAST!

FT-12 • Classes Begin: Feb 25 (End Date: May 12)
12 Hours • 12 Sessions • Thu: 6:30-7:30 pm
New Location: 701 Waverly street, Framingham, Route 135
Jared Sher • Tuition: \$139

Always sells out! It’s time to kick some...calories! You’ve always wanted to kickbox and now you can learn how! Held off-site at Bancroft Boxing, across the street from Keefe Tech. Let Jared and Karen show you the moves that will have you shredding fat and calories while having a blast. Kickboxing, a stand-up combat sport, incorporates classic boxing moves (think jabs, hooks, and uppercuts) with the fast footwork of karate and Muay Thai. All three elements combined result in an awesome workout. Come get in great shape and have a blast while kicking...! Our boxing classes always sell out at Bancroft. Don’t wait! Register now!

Exercise - Cardio and Aerobic

BODYTONING

FT-13 • Section 1 • Classes Begin: Feb 29 (End Date: May 11)
No Class Apr 18 & 20
20 Hours • 20 Sessions • Mon & Wed: 5:15-6:15

FT-14 • Section 2 • Classes Begin: Feb 29 (End Date: May 11)
No Class Apr 18 & 20
20 Hours • 20 Sessions • Mon & Wed: 7:15-8:15

FT-15 • Section 3 • Classes Begin: Jun 6 (End Date: Aug 15)
No Class Jul 4
20 Hours • 20 Sessions • Mon & Wed: 5:15-6:15

FT-16 • Section 4 • Classes Begin: Jun 6 (End Date: Aug 15)
No Class Jul 4
20 Hours • 20 Sessions • Mon & Wed: 7:15-8:15

Room: Auditorium • Jo-Ellen McCarrick
Tuition: \$119 per section

Don't Miss Out! Register early for this popular class. Strengthen core muscles, increase bone density, develop lean muscles, build stamina, improve flexibility, achieve balance and reduce stress! Learn proper exercise techniques and gain valuable fitness tips. This is a great class for both men and women of all ages and abilities. Hand-held weights and resistance bands provided. Please note: Wear loose comfortable clothing/athletic attire. Bring water and a mat or towel for floor work.

Take a Class...TEACH a class!
Call 508-935-0202
For More Information

CARDIO BLAST (FOR AEROBICS FANS)

FT-19 • Section 1 • Classes Begin: Feb 22 (End Date: May 4)
No Class Apr 18 & 20

20 Hours • 20 Sessions • Mon & Wed: 6:15-7:15

FT-20 • Section 2 • Classes Begin: June 6 (End Date: Aug 15)
No Class July 4

20 Hours • 20 Sessions • Mon & Wed: 6:15-7:15

Room: Auditorium • Jo-Ellen McCarrick
Tuition: \$119 per section

Have a "blast" while you burn calories, lose weight, and improve your heart health. This hi/low aerobics class is great for men and women of all ages and abilities. Hip shaking is optional, as it is a great alternative to those "dancier" class formats, such as Zumba. Join us for this fun, low-impact class that will get you moving and get you in shape! The class will conclude with abdominal work and stretching. Our Bodytoning and/or Total Workout classes are a great addition to this class for a well-rounded fitness program. **Please note: Wear sneakers and proper athletic attire. Bring a mat or towel and water.**

BOOT CAMP

FT-17 • Section 1 • Classes Begin: Mar 3 (End Date: May 19)
No Class Mar 31 & Apr 21
10 Hours • 10 Sessions • Thu: 6:00-7:00

FT-18 • Section 2 • Classes Begin: Jun 9 (End Date: Aug 11)
10 Hours • 10 Sessions • Thu: 6:00-7:00
Room: Auditorium • Jo-Ellen McCarrick
Tuition: \$89 per section

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 and bottled water.

CARDIO MIX

FT-21 • Classes Begin: Feb 23 (End Date: May 17)
No Class Mar 1, Apr 18 & 26
10 Hours • 10 Sessions • Tue: 7:00-8:00
Room: Auditorium • Jo-Ellen McCarrick • Tuition: \$89

Shake up your fitness routine with interval training. Burn calories, improve your heart health and get stronger. Following a warm-up, the class alternates between periods of high activity which includes hi/low aerobic moves, traditional calisthenics and active rest periods that focus on muscle tone and strength. The class will include use of hand-held weights, and resistance tubing. **Please note: Wear appropriate athletic attire. Participants should bring a mat or towel for floor work and bottled water.**

GENTLE STRETCH

FT-22 • Section 1 • Classes Begin: Mar 3 (End Date: May 19)
No Class Mar 31 & Apr 21
10 Hours • 10 Sessions • Thu: 7:00-8:00

FT-23 • Section 2 • Classes Begin: Jun 9 (End Date: Aug 11)
10 Hours • 10 Sessions • Thu: 7:00-8:00
Room: Auditorium • Jo-Ellen McCarrick • Tuition: \$89

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

GET ON THE BALL

FT-24 • Classes Begin: Feb 23 (End Date: May 17)
No Class Mar 1, Apr 18 & 26
10 Hours • 10 Sessions • Tue: 6:00-7:00
Room: Auditorium • Jo-Ellen McCarrick • Tuition: \$89

Join us and have a "ball" while you exercise on the ball! Participants will use stability balls, soft weighted balls, hand-held weights, and resistance tubing to strengthen, stretch, tone, and stabilize core muscles. Improve balance, posture, coordination, body awareness, strength and flexibility. **Please note: Wear appropriate athletic attire. Bring a yoga/sticky mat and water. All other exercise equipment provided.**



Water Fitness

LAP SWIMMING

FT-26 • Begins: Mar 8 (End: May 17) Pool closed on Mar 31, Apr 19 & 21
18 Sessions • Tue & Thu: 7:00-8:30
Location: Pool • Staff • Tuition: \$159

Enjoy the nicest 'big box of water' in Framingham! Come and exercise in our fabulous pool two nights a week. Because this is an open class, you can come and swim laps for any amount of time within the scheduled Lap Swim. You can swim for 30 minutes or 3 hours a week! There will be a lifeguard on duty. Showers and lockers are available right next to the pool. For all swim sessions, a bathing suit and towel are needed. Goggles and swim caps are recommended but not required.

WATER WALKING

FT-28 • Classes Begin: Mar 14 (End Date: May 11)
No Class Apr 18 & 20
12 Hours • 16 Sessions • Mon & Wed: 8:00-8:45
Location: Pool • Terry Perron • Tuition: \$119

Run, don't walk, to register for our newest pool class! This deep water class uses jogger belts and is easy on joints while being a great workout. It's excellent for all muscular groups and the cardiovascular system. This class incorporates a warm-up, extended aerobic workout, toning and cool down. Take advantage of the unique properties of water with resistance and buoyancy to enhance your workout. Come join the fun! **For all swim/water aerobics classes, a bathing suit is required although Under Armour Shirts and leggings may be worn.**

TOTAL WORKOUT

FT-25 • Classes Begin: Feb 26 (End Date: May 13)
No Class Mar 25 & Apr 22
15 Hours • 10 Sessions • Fri: 6:15-7:45
Room: Gymnasium • Jo-Ellen McCarrick • Tuition: \$89

End the week on a great note with this total-body workout that combines aerobics, muscle conditioning, and flexibility training. Start your weekend off right, reduce the stress from your week, and register now for this fun workout to lively music. **Please note: Wear sneakers and proper athletic attire. Bring a set of hand-held weights appropriate for your ability level, water and a mat or towel for floor work.**

Take a Class...TEACH a class!
Call 508-935-0202
For More Information

WATERCIZE

FT-27 • Classes Begin: Mar 14 (End Date: May 11)
No Class Apr 18 & 20
16 Hours • 16 Sessions • Mon & Wed: 7:00-8:00
Location: Pool • Terry Perron • Tuition: \$139

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.**

New This Spring! **LIFEGUARD TRAINING**

Students over 16 are encouraged to enroll in
**LIFEGUARD TRAINING
AT KEEFE TECH**

**Prepare now for the Best
Summer Job Ever!**

Call us for more information:
508-935-0202 or see our web page:
www.keefeatnight.org
 Age exemption class



Yoga

GENTLE YOGA WITH HEALING MEDITATIONS

**Section 1: FT-29 • Classes Begin: Feb 29 (End Date: May 9)
No Class Apr 18**
**Section 2: FT-30 • Classes Begin: Jun 6 (End Date: Aug 8)
10 Hours • 10 Sessions • Mon: 7:15-8:15**
Room: Cafeteria • Jeanne Donnelly • Tuition: \$129 per section

This class is designed for all levels: beginners, and those with experience. When done gently, yoga practice can help to repair joints, decrease stress, increase flexibility, and prevent injuries. Regular yoga practice also helps one lose unwanted weight, and maintain a healthy weight! Viniyoga is a style of yoga that allows the student to adapt a practice based on their current level of ability, age, flexibility, strength and injuries. In addition to practicing gentle (asana) posture flow, the classes will close with healing meditations to balance and guide the body to higher levels of healing. **Please bring water, a yoga mat and towel or blanket.**



KUNDALINI YOGA & THE EMOTIONAL FREEDOM TECHNIQUE WORKSHOP

**FT-32 • Classes Begin: Feb 29 (End Date: Mar 21)
5 Hours • 4 Sessions • Mon: 7:15-8:30**
Room: 301 • Ann Finn • Tuition: \$99

This workshop introduces the science of Kundalini Yoga and the Emotional Freedom technique. Kundalini Yoga and EFT work on the flow of energy which is vital for good health (mental and physical). When the flow of energy is working as it should your mind, body and energy work together in harmony to create a sense of well-being and your glands and organs work as they should. Too often the flow is disrupted and negative patterns keep us stuck in emotional and physical ill health. This powerful, 4-part course will give simple approaches to greater health and happiness using yoga, breath, meditation and an acupuncture technique widely used by the medical community called EFT (Emotional Freedom Technique). By releasing negative emotions the body and mind work as they should and often old negative patterns shift and even deep trauma can be released. Students report less stress, pain relief (both physical and emotional) and a sense of perspective they never had before. You have endless potential. Join us and find and learn what a very short daily practice can do to improve your life! **Students should wear loose fitting clothing; bring a pillow and a blanket or large towel. Please eat lightly or not at all before class. Please note: this workshop fills up quickly so sign up early!**

KUNDALINI YOGA

**FT-31 • Classes Begin: Mar 15 (End Date: May 10)
No Class Apr 19**
12 Hours • 8 Sessions • Tue: 7:15-8:45
Room: 226 • Ann Finn • Tuition: \$129

Studies have shown that the physiology of those who meditate can be as much as fifteen years younger than those who do not. Kundalini Yoga offers many possibilities for a happier, healthier life, including: weight loss; increased flexibility; stress relief; headache reduction; strengthened immune system; less depression; improved mood.

Kundalini is the oldest and most powerful form of yoga and incorporates all facets of yoga including movement, breath work, meditation and mantra. Practicing Kundalini yoga strengthens the nervous system and enables the practitioner to harness the energy of the mind and the emotions. Release the energy blocks along the spine and experience a sense of well-being and overall physical health. Kundalini classes are appropriate for beginners as well as experienced practitioners. **Please eat lightly or at least two hours before class. Wear loose, layered clothing and bring a mat, pillow and towel or blanket to throw over yourself during deep relaxation.**

VINYASA YOGA FLOW (ALL LEVELS WELCOME)

**FT-33 • Classes Begin: Feb 24 (End Date: Apr 13)
8 Hours • 8 Sessions • Wed: 7:00-8:00**
Room: 301 • Allison Latina • Tuition: \$119

This traditional Vinyasa Yoga Flow is the movement between the poses. This safe functional all levels flow encompasses traditional yoga philosophy, proper alignment, breath and relaxation technique. Come to class and leave feeling calm, balanced and stronger. This class is geared to all levels of ability regardless of yoga experience.

YOGALATES

**FT-34 • Classes Begin: Mar 28 (End Date: May 23)
No Class Apr 18**
8 Hours • 8 Sessions • Mon: 7:00 -8:00
Room: 301 • Karen Fishman • Tuition: \$119

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.**

Meet our Instructors at www.keefeatnight.org

Hobbies, Home and Personal Care Training, Home & Garden

Hobbies

THE CONSTELLATIONS OF SPRING

HL-01 • Classes Held: Mar 15 & Mar 29
3 Hours • 2 Sessions • Tue: 8:30-10:00
(Rain Dates: Mar 17 and/or Mar 31)
Location: Keefe Tech Football Fields (Signs will direct you to location. Park by Pool/Gym end of Building.)
Diane and Ken Menzies • Tuition: \$79

Learn about the spring sky through outdoor observation with the naked eye, binoculars and small telescopes; to identify the major stars and constellations as we transition from winter to spring; and how to use star charts (provided to participants). **Bring your own binoculars to view interesting star groups.** Look through a telescope at Jupiter. Observe the Moon in the evening sky. Survey the spring's Messier objects; star clusters, nebulae and galaxies. The Constellations of Spring will provide an enjoyable view of the sky.

Requirements: **The only prerequisite is an interest in astronomy!** This is a fine complement to the Fall 2015 course - A Beginner's Guide to the Sky.

INTRODUCTION TO ONLINE GENEALOGY

HL-04 • Classes Held: Mar 3 & 10
6 Hours • 2 Sessions • Thu: 6:00-9:00
Room: 318 • Steven Goldberg • Tuition: \$59

Have you ever wanted to find out more about your ancestors or finally determine if that family legend is true? 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 all of it for the future. We will cover sources and strategies for Census, 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 are able 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 you on your journey to discovering your own ancestral roots.

EXTREME COUPONING

HL-02 • Class Held: Mar 22
2.5 Hours • 1 Session • Tue: 6:30-9:00
Room: 209 • Liz Lahens • Tuition: \$39

Grocery prices are skyrocketing! Do you want to learn how extreme couponers do it? Well, now you can! In this fun 2-hour class you will learn how to drastically save on chicken, beef, seafood, dairy, ice cream, organic food, fresh fruit and veggies, back to school items, household goods, clothing and more in our local stores! Come and learn the tricks of the trade and start saving your hard earned money today! As a suggestion, please bring to class one non-perishable food item to be donated to the local food pantry. Most food pantries are struggling and your donation is greatly appreciated.

SOAPMAKING FOR BEGINNERS

HL-05 • Class Held: April 12
3 Hours • 1 Session • Tue: 6:00-9:00
Room: 310 • Rosemary Nolan • Tuition: \$39

New! Making your own soap is a fun, frugal way to control what ingredients are used on your skin and in your home, avoiding some chemicals that we know are irritants, allergenic, and potentially harmful to our bodies. Soapmaking is not nearly as scary or complicated as you may have heard - we'll make two different soaps: a lye soap and a gentle glycerine soap. You'll get a crash course in aromatherapy along the way, using pure essential oils and natural botanical ingredients to customize the soaps you take home. **Please note: There is a \$10 materials fee payable to the instructor on the night of class, by cash or check. Also, this is a hands-on class, so please bring at least two small (one cup) lidded plastic containers or any individual bar-soap molds you already have.**

SAVE BEYOND THE GROCERY STORE: MEALS OUT, ENTERTAINMENT, CLOTHING & MORE

HL-03 • Class Held: Apr 12
2.5 Hours • 1 Session • Tue: 6:30-9:00
Room: 209 • Liz Lahens • Tuition: \$39

Do you want to get meals out for FREE or at a discount? Are you limited with \$ in this economy and the mall is too expensive to buy clothes? Are you not going out as often due to the cost of entertainment? Is the pharmacy proving to be too expensive again and again? Coupons and discounts are available, you just need to learn where to look!

Extreme Couponing instructor, Elizabeth Lahens, will teach you how to save, save, save! Come take this FUN 2.5 hour class and start enjoying yourself now, saving money and looking great at a fraction of the cost! Please bring to class one or more non-perishable food items to be donated to the food pantry.



Home and Personal Care Training

BECOMING A NEWBORN CARE SPECIALIST

HL-06 • Class Begins Mar 14 (End Date: May 25)

No Class Apr 18 & 20

40 Hours • 20 Sessions • Mon & Wed: 6:30-8:30

Room 204 • Leeann Keady • Tuition: \$499

If you have cared for babies under 3 months in the past 2 years, come and gain all of the necessary skills and practices to support new families with their little ones. Families looking to hire a newborn Care Specialist will be impressed with your knowledge and confidence to help them on this new road to parenthood. Schedules, feeding, sleeping, nursery essentials, swaddling, breast pump operations, infant development, what to expect at the first doctors appointments, developmental milestones are just a few of the topics covered in this course. While there are no official requirements to care for babies, this class will give all students the credential, the certificate and the knowledge of the most recent information from the American Academy of Pediatrics. **A course manual is included in the cost of tuition. After the course ends, students are encouraged to be CORI tested for employment. Students are responsible for CORI testing fees. Text/Workbook included in price of tuition.**



UNDERSTANDING DEMENTIA

HL-07 • Class Held: May 12

2 Hours • 1 Session • Thu: 6:30-8:30

Room: 223 • Debbie Gitner, LCSW; Linda Sullivan, RN, CNC

Tuition: \$49

How do you care for someone with dementia? What do you need to know to navigate the Medical Maze? Learn about the different types of dementia; how the disease progresses; and techniques and coping methods for family members and caregivers.

Both instructors are professionals in the field of elder care and will provide information on home care/safety, tests to be completed and techniques for approaching a patient with memory loss. Hear about community services and factors to consider in a assisted living versus a medical facility. Be a strong advocate for your loved one as you learn to compare options and make good decisions.

ELDER CARE - The ABC's of Elder Care

HL-08 • Class Held: May 19

2 Hours • 1 Session • Thu: 6:30-8:30

Room: 223 • Debbie Gitner, LCSW; Linda Sullivan, RN, CNC

Tuition: \$49

In this course the instructors will help you map out a plan for the care of your aging family member. You will discuss medical insurance coverage -- HMO, Medicare and Medicaid and regulations in the medical industry. You will learn on how to obtain services in the home, a rehabilitation facility, in an assisted living or nursing home, and through the Commonwealth of Massachusetts. This course will provide you with important information that you will need in determining when it's time to take over someone's care and when to bring in services with dignity and respect for your loved one.

MASSHEALTH 101 FOR SENIORS

HL-09 • Class Held: Mar 10

2 Hours • 1 Session • Thu: 7:00-9:00

Room 217 • Arthur P. Bergeron • Tuition: \$49

In this one-night course you will learn about the steps that would be necessary if you, your spouse or a loved one, became afflicted with Alzheimer's. We will discuss ways of safeguarding your assets through changes to your will, asset restructuring and long-term care insurance, while continuing to qualify for MassHealth.

Jobs with Career Growth

Get a Head Start in the field of Allied Health Professional at Keefe at Night!



Projected Employment growth:

- **Healthcare support occupations: 23%**
- **Nursing Assistants: 18%**
- **Nursing Assistants and orderlies: 17%**

Source: U.S. Bureau of Labor Statistics

Home and Garden

3D CAD FOR HOMEOWNERS

HL-10 • Classes Held: Mar 17 & 24
6 Hours • 2 Sessions • Thu: 6:00-9:00
Room: 318 • Steven Goldberg • Tuition: \$119

Back by Popular Demand 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? Well, 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 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 design you can think of. **Bring the measurements of one or more rooms in your home, including the location and size of any windows and doors and the height of the ceiling. Students are required to bring in their own laptops to class. Minimum computer requirements: Windows 7 or higher or Mac OSX 10.9 or higher.**



HOME MAINTENANCE

HL-11 • Classes Begin: Apr 6 (End Date: May 18)
No Class Apr 20
18 Hours • 6 Sessions • Wed: 6:30-9:30
Room: 107 • Dennis Callahan • Tuition: \$99

Register Early-always sells out! This is the perfect class for the homeowner who wants a better understanding of how to maintain their home or condo. Topics include: Basic tool selection, safety, wall patching and refinishing, toilet and faucet repair, how to find studs and hang pictures, phone and video wiring, kitchen and bath tile, flooring installation, window glass replacement, screen repair and door knobs and lock replacements.



LANGUAGES ARTS

ITALIAN - INTRO

FL-01 • Classes Begin: Feb 24 (End Date: Apr 27)
No Class Apr 20
27 Hours • 9 Sessions • Wed: 6:30-9:30
Room: 203 • Loredana Leonard • Tuition: \$159

What sounds more beautiful than spoken Italian? Whether you are planning a trip to Italy or to Boston's North End - this course is for you! Begin studying Italian improve your fluency. Topics include: Everyday situations such as asking for directions, meeting people or going out to eat. The instructor, a native speaker, will emphasize conversation and expressing thoughts in Italian. **Required Textbook to be purchased by student ahead of class: Italian in 7 Days, Author: Shirley Baldwin and Sarah Boas. Publisher: McGraw-Hill, ISBN: 0071432558.**

ITALIAN - INTERMEDIATE

FL-02 • Classes Begin: Feb 25 (End Date: Apr 28)
No Class Mar 31 & Apr 21
16 Hours • 8 Sessions • Thu: 7:00-9:00
Room: 203 • Loredana Leonard • Tuition: \$149

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

Meet our Instructors at www.keefeatnight.org

JAPANESE INTRO

FL-03 • Classes Begin: Mar 9 (End Date: May 4)
No Class Apr 20
16 Hours • 8 Sessions • Wed: 6:30-8:30
Room: 219 • Hiroko Park • Tuition: \$159

Back by popular demand! In this introductory course, you will explore and learn more about this beautiful language and culture. You will learn pronunciation, greetings, useful daily expressions, days, time, basic verbs and sentence structure. You'll learn expressions through situational dialogues on topics such as making friends, going shopping, dining out etc. Hiragana characters are also introduced for beginning reading. Taught by native speaker Hiroko Park, come be one of the more four million people worldwide currently studying Japanese! **Required Textbook to be purchased by student ahead of class: Japanese for Busy People, Association for Japanese Language Teaching, Kodansha USA, ISBN 978-1568363844.**



PORTUGUESE INTRO

FL-04 • Classes Begin: Mar 1 (End Date: May 3)
No Class Apr 19
22.5 Hours • 9 Sessions • Tue : 6:30-9:00
Room: 217 • Maria Vanda Holt • Tuition: \$199

If you live and/or work in Framingham, chances are 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 build their vocabulary, 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 to correct pronunciation and to practice it! 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 ahead of class: Living Language Brazilian Portuguese, Essential Edition, Written by Living Language, ISBN: 9780307972071.**

PORTUGUESE INTERMEDIATE

FL-05 • Classes Begin: May 4 (End Date: Jun 8)
15 Hours • 6 Sessions • Wed: 6:30-9:00
Room: 217 • Vanessa Santos • Tuition: \$149

In this course you will further develop your Brazilian Portuguese language skills over conversations of cultural facts and current events. Your writing and reading skills will be enhanced through readings and written assignments. The course instructor is a native speaker of Brazilian Portuguese and she looks forward to sharing the love of her culture and language with you. **Go to www.keefeatnight.org for required textbook information.**

SPANISH INTRO

FL-06 • Classes Begin: Feb 23 (End Date: May 3)
No Class Apr 19
25 Hours • 10 Sessions • Tue: 6:30-9:00
Room 306 • Linda Paul • Tuition: \$199

¡Hola! ¿Cómo se llama? Students will learn the basics of the Spanish language. Beginners will be introduced to basic speech patterns and vocabulary, as well as simple grammar and idioms. The ability to communicate is developed through question and answer drills, written exercises, and dialogs. Emphasis is placed on correct pronunciation and intonation. **Required Textbook to be purchased by student ahead of class: 5-Minute Spanish, Publisher: Berlitz Publishing, ISBN: 9789812684561.**

SPANISH INTERMEDIATE

FL-07 • Classes Begin: May 10 (End Date: Jun 7)
12.5 Hours • 5 Sessions • Tue: 6:30-9:00
Room 306 • Linda Paul • Tuition: \$159

Do you have an inventory of about 200 words in Spanish and know a few grammar rules? Do you ask yourself, ¿Y ahora qué? Well, you don't have to spend a lot of money travelling to a Spanish-speaking country to practice Spanish anymore. In this class, practice Spanish and add vocabulary to your inventory, while improving your grammar. The content will be discussions of cultural facts, current events and many other issues of interest to the group. You will have the opportunity to train your ears to the sounds of Spanish through a variety of learning tools such as media, games and formal conversations. **Course materials are included in the cost of tuition.**

CERTIFIED NURSING ASSISTANT PREP

MC-01 • Classes Begin: Feb. 29
75 Hours Total: 18 Classroom Sessions • 21 Clinical Hours
Mon, Tue, Wed and Thu: 6:00-9:00 (Clinical Hours TBA)
Room: 325 • Staff • Tuition: \$999 if paid in full by start of semester

Health 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 the student 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, 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. **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). Textbook and supplies included.**

MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM

MC-03 • Classes Begin: Mar 7 (End Date: May 2)
No class Apr 18 & 20
50 Hours • 15 Sessions • Mon & Wed: 6:00-9:30
Room: 205 • Instructor: Staff • Tuition: \$999 if paid in full by start of semester. (Includes Textbook)

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the healthcare field.



CLINICAL MEDICAL ASSISTANT PROGRAM – 140 Classroom Hours + a Clinical Externship

MC-02 • Classes Begin: Mar 1 (End Date: Jun 14)
No Class Mar 31, Apr 19 & 21
140 Classroom Hours • 160 Externship Hours
Tue & Thu: 6:00-9:30
Saturdays: 9:00am-4:30pm on 3/12; 3/19; 4/9; 5/7; 5/21 & 6/4
Room: 206 • Instructor: Staff • Tuition: \$2499 if paid in full by start of semester. (Includes Textbook)

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. Students will be trained to assist physicians by performing functions related to the clinical responsibilities of a medical office: 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, working in a professional workplace, 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. Additional costs apply.**

PHARMACY TECHNICIAN PROGRAM

MC-04 • Classes Begin: Mar 8 (End Date: May 5)
No Class Mar 31, Apr 19 & 21
50 Hours • 15 Sessions • Tue & Thu: 6:00-9:30
Room: 205 • Instructor: Staff • Tuition: \$999 if paid in full by start of semester. (Includes Textbook)

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

MEDICAL TRAINING AND CERTIFICATE PROGRAMS

PHLEBOTOMY TECHNICIAN CERTIFICATION PROGRAM WITH CLINICAL ROTATION

MC-05 • Classes Begin: Mar 8 (End Date: Th. May 5) • No Class Mar 31, Apr 19 & 21
90 Classroom Hours • 40 Clinical Externship Hours • 24 Sessions • Tue & Thu: 6:00-9:30 • Saturdays: 9:00am-3:00pm on 3/19, 4/9 & 5/7
Room: 207 • Instructor: Staff • Tuition: \$1,799 if paid in full by start of semester. (Includes Textbooks)

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 a clinical externship rotation for all students. To be eligible for the clinical rotation, students must successfully complete the 90-hour program, submit to a thorough background check, drug screening and meet other requirements. **Students who complete this program will have the opportunity to pursue the National Healthcareer Association (NHA) Phlebotomy Technician Exam. Additional costs apply.**

REAL ESTATE

BUYING AND SELLING REAL ESTATE IN TODAY'S MARKET

RE-01 • Classes Begin: Mar 2 (End Date: Mar 16)
9 Hours • 3 Sessions • Wed: 6:30-9:30
Room: 209 • Nelson Zide • Tuition: \$149

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

LANDLORD 202

RE-03 • Classes Held: Apr 27 & May 4
6 Hours • 2 Sessions • Wed: 6:30-9:30
Room: 222 • J.C. McCall • Tuition: \$79

Landlord 202 builds on the information from Landlord 101 and focuses on putting the knowledge gained from that class into practice. We will take an in-depth look at the required Massachusetts residential rental documents; zero-in on proper business practices; along with methods to maximize the return on rental properties. You will receive a CD of the presentation along with a wide selection of forms and documents that will be discussed during the class and that you will be able to take home. **Note: Due to quantity of material given out by the instructor, a \$30 materials fee is payable to the instructor, by cash or check on the first night of class.**

LANDLORD 101 - RENTING RESIDENTIAL PROPERTIES

RE-02 • Classes Held: April 6 & 13
6 Hours • 2 Sessions • Wed: 6:30-9:30
Room: 222 • J.C. McCall • Tuition: \$79

Being a landlord and keeping up with the laws and regulations pertaining to renting residential properties is not as easy as it seems. State and local laws change constantly which can result in even the most well-intentioned landlord being out of compliance. We will examine the complexities of renting residential properties and help landlords understand their rights and responsibilities. Class discussion will involve over 20 topics including: properly handling last month's rent and security deposits, screening applicants, proper use of rental agreements, understanding state and local codes, and much more! **A 2CD of the lecture is available for \$5. Fee payable directly to the instructor, by cash or check on the first night of class.**

FIRST TIME HOME BUYERS - IN SPANISH / EN ESPAÑOL

RE-04 • Class Held: Apr 6
3 Hours • 1 Session • Wed 6:00-9:00
Room: 210 • Martha Convers • Tuition: \$49

Please note: This class will be conducted in Spanish. Should you rent, or buy? If you buy, how do you get pre-approved for a mortgage? What is MLS? Whether you are a first time home buyer or an old pro, our native Spanish speaking and licensed realtor will help you through the process of home buying, the documentation and the time that this will require. Tuition Includes check list and resource list.

Esta clase se enseñará exclusivamente en español. ¿Debería alquilar o comprar su propia casa? Aprenda como obtener una hipoteca y lo que significa MLS. No importa si ya es dueño de propiedades o si se está preparando para comprar su primera casa. Nuestra maestra hispano parlante le explicará los detalles desde el principio hasta el final del proceso. El costo de la clase incluye un listado de fuentes de información sobre este tema. Martha es agente de bienes raíces con licencia.

MASSACHUSETTS REAL ESTATE SALESPERSON'S TRAINING

**RE-05 • Classes Begin: Apr 5 (End Date: May 26) No Class on Apr 19 & 21
42 Hours • 14 Sessions • Tue & Thu: 6:00-9:00 • Room: 204 • ERA Key Realty Staff • Tuition: \$ 349**

Back by Popular Demand! 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. The real estate market is bouncing back and it's once again a lucrative career choice. To obtain a Massachusetts Real Estate Salesperson's License you must be 18 years of age and have completed a 40-hour course from an approved Massachusetts Real Estate School. This licensing course, offered by Framingham-based **ERA Key Realty Services University**, (fully licensed and credentialed by the Commonwealth of Massachusetts) is your first step to obtaining your license. The course is both lecture and interactive in format. Once the course is complete you will receive a certification booklet. This allows you to take the state examination. As long as you obtain a 70% or better, you will receive your license that day! Start here on your road to becoming a million dollar seller! **All materials will be provided by Key Realty. Please visit their website for more information on becoming a licensed real estate agent: www.erakeyuniversity.com**

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

SPORTS (LAND, WATER & AIRDRONES) & FIREARM SAFETY
AMERICA'S BOATING (ABC3) CERTIFICATION - NOBSCOT SAIL AND POWER SQUADRON

**SP-01 • Classes Begin: Mar 7 (End Date: Apr 25) No Class Apr 18 • 17.5 Hours • 7 Sessions • Mon: 7:00-9:30
Room: 201 • Nobscot Sail and Power Squadron Staff • Tuition: \$99**

Back by Popular Demand! Get ready for warm weather water fun. Whether you are just getting started in boating, or need a refresher course to keep pace with new regulations, this course covers your boating needs. In this seven-session course students will learn the basics of boating and safety including: boat terminology and handling, basic knots, VHF Marine Radio, piloting, charts and electronic navigation, course plotting, navigation aids and rules, and Massachusetts and Federal boating laws and regulations. Also included: buoys and day markers, navigation rules, light and sound signals, adverse conditions, emergencies, personal watercraft operation. The course will be taught by experienced and enthusiastic members of the United States Power Squadron, a private national organization dedicated to teaching safe boating to the public. *America's Boating Course (ABC3) is approved by the National Association of State Boating Law Administrators (NASBLA), is recognized by the United States Coast Guard, and is accepted by most states as meeting their requirements for obtaining a safety certificate, required in most states for operation of a water craft.*

The cost of the course covers all the materials. You will be receive a workbook, a full size nautical chart, dividers and a course plotter.

ARCHERY

**SP-02 • Classes Begin: Mar 7 (End Date: Apr 4)
No Class Mar 28 • 4 Hours • 4 Sessions • Mon: 6:30-7:30
Room: Gymnasium • On The Mark Archery Staff • Tuition: \$99**

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

BEGINNERS BRIDGE

**SP-04 • Classes Begin: May 2 (End Date: May 25)
20 Hours • 8 Sessions • Mon & Wed: 6:30-9:00
Room: Library • Tony Keats • Tuition: \$199**

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

SPORTS (LAND, WATER & AIRDRONES) & FIREARM SAFETY

HOME FIREARM SAFETY

SP-05 • Section 1 • Class Held: Feb 27 • 5 Hours

1 Session • Sat: 9:00 a.m. - 2:00 p.m.

SP-06 • Section 2 • Class Held: Mar 12 • 5 Hours •

1 Session • Sat: 9:00 a.m. - 2:00 p.m.

Register Early-Fills Fast! 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.

The course is taught in a non-stressful and friendly environment, providing participants with knowledge necessary to keep them safe. Small classes ensure that you receive the individualized attention you deserve. Everyone can learn what he or she needs to know without any anxiety. **Participants must attend the entire course to earn their certificates, so please arrive about 15 minutes early.**

Location: Off-site in Milford (directions will be sent to participants) • Mike Burchman Tuition: \$110 per Section

SPRING BICYCLE MAINTENANCE

SP-10 • Class Held: Apr 6

3 Hours • 1 Session • Wed: 6:30-9:30pm

Room: Plumbing Shop • Ed Kross • Tuition: \$49

It's time to clean up that bike and get it tuned up for the coming season. This class is for all bike owners - even those who say, "I don't even know if the thing still works." 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. You will get answers to all your questions, from "Why all the gears?" to "Where can I get the best tires for me?" The more you know about how your bike works, the more confidence you will have in riding it. Get your bike in great shape so you can too!

RECREATIONAL VOLLEYBALL

SP-12 • Classes Begin: Mar 17 (End Date: May 19)

No Class Mar 31 & Apr 21

16 Hours • 8 Sessions • Thu: 6:30-8:30

Room: Gymnasium • Kevin Kramer • Tuition: \$79

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.

FLY A DRONE

SP-07 • Section 1: 9:00 - 10:30 am

Classes Begin: Saturday, March 26 (End Date: Sat April 16)

Rain Dates: Apr 23 / Apr 30

6 Hours • 4 Sessions • Saturdays

SP-08 • Section 2: 10:30 am - 12:00 pm

Classes Begin: Saturday, March 26 (End Date: Sat April 16)

Rain Dates: Apr 23 / Apr 30

6 Hours • 4 Sessions • Saturdays

SP-09 • Section 3: 12:00 - 1:30 pm

Classes Begin: Saturday, March 26 (End Date: Sat April 16)

Rain Dates: Apr 23 / Apr 30

6 Hours • 4 Sessions • Saturdays

Location: Keefe Tech Football Fields (Signs will direct you to location. Park by Pool/Gym end of Building.)

Ravi Mynampathy • Tuition \$69 per person, per section

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

INTRO TO THE SPORT OF FLY FISHING

SP-11 • Class Held: Mar 22

2 Hours • 1 Session • Tue: 7:00-9:00

Room: 222 • Sheila and Bill Hassan • Tuition: \$49

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.**

***Instructor Bios can be found
at
www.keefeatnight.org***

ASSOCIATE HOME INSPECTOR TRAINING - TERM I

TP-01 • Classes Begin: Feb 22 (End Date: Apr 4)
39 Hours • 13 Sessions • Mon & Wed: 6:30-9:40
Room: 208 • James Mushinsky • Tuition: \$499

This is a training program for the student who aspires to become a MA "Associate Home Inspector" in accordance with the requirements of 266 CMR Section 4.00. Term I is a 39-hour course which covers: Roofing, Exterior, Structure, Electrical, 266 CMR, Report Writing, and Contracts. **Terms do not have to be taken in order. Completion of 75 hours is required for an Associate Home Inspector License.**

ASSOCIATE HOME INSPECTOR TRAINING - TERM II

TP-02 • Classes Begin: Apr 25 (End Date: June 6)
No Class May 30
36 Hours • 12 Sessions • Mon & Wed: 6:30-9:40
Room: 208 • James Mushinsky • Tuition: \$499

This is a training program for the student who aspires to become a MA "Associate Home Inspector" in accordance with the requirements of 266 CMR Section 4.00. The Term II 36-hour course covers: Plumbing, HVAC, Masonry, Ethics, 266 CMR, Report Writing, and Contracts. **Terms do not have to be taken in order. Completion of 75 hours is required for an Associate Home Inspector License.**

CONSTRUCTION SUPERVISOR'S LICENSE EXAM PREPARATION CLASS

TP-03 Classes Begin: Apr 4 (End Date: May 23) • No class April 18
24.5 Hours • 7 Sessions • Mon: 5:30-9:00 • Room: 209 • CCI Staff • Tuition: \$359

This class prepares students to successfully take the Commonwealth of Massachusetts Unrestricted State Building Code Exam to obtain their Unrestricted Construction Supervisor License. In this course, you will examine the Building Code and learn how to use it as a tool to prepare for the license examination. **Books/Materials: Students must purchase five books and two amendments for the Unrestricted Exam prior to class.** Books will not be available for purchase at class. List of books and amendments: International Building Code 2009 • 780 CMR Eighth Edition Massachusetts Amendment package for the IBC 2009 • International Residential Building Code 2009 • 780 CMR Eighth Edition Massachusetts Amendment package for the IRC 2009 • International Energy Conservation Code 2012 • 521 CMR Architectural Access Board Rules & Regulations • OSHA CFR Title 29 Part 1926 most recent version. **All books are available through CCI and must be purchased in advance of class (1-888-833-5207) www.statecertification.com.** 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.

Take a Class...TEACH a class!
Call 508-935-0202
For More Information

HVAC/R - HEATING, VENTILATION, AIR CONDITIONING/ REFRIGERATION

Keefe At Night, Continuing Education offers an HVAC-HVACR Program that can lead to Massachusetts Licensure. Keefe at Night and The Technology Learning Center of Oxford, MA have partnered to provide these state-approved programs. Keefe Technical School has served the community as a leader in adult education and training programs since 1973. The Technology Learning Center has been providing training to adults since 2001. If you've been thinking about embarking on a career as an HVAC/HVACR Technician, compare us to the more expensive programs and you'll find that you'll earn the same license as the more expensive schools, for thousands less!

ALL students interested in the HVAC Programs program must apply in person. Please contact the Keefe at Night Office (508-935-0202) to schedule a registration appointment. During this appointment you will receive a brochure with detailed program fee information and requirements.

COMBINED AC & REFRIGERATION TECHNICIAN PROGRAM

TP-04 • Classes Begin: Feb 24 (End Date: Jun 29) • No Class on Apr 18 & 20, May 30
170 Hours • 34 Sessions • Mon & Wed: 5:00-10:00 • Room: 112 • Technology Learning Center Staff
Tuition: \$4175 if paid in full by start of semester. (Books included)

Program Description: Students will learn the principles of commercial refrigeration, air conditioning, conditioned air quality, air distribution, and duct sizing as well as the basics of refrigeration technology, as applied in residential, commercial and industrial applications. Enrolled students will earn 100 credit hours of advanced refrigeration theory as required by the Massachusetts Department of Public Safety for technician and contractor licensing. **Upon completion of this course, students will receive the EPA certificate for transition and recovery of refrigerants. The Certification test will be conducted in-house.** After passing the EPA Certification the student will be qualified to work on AC and Refrigeration Systems under 10 Tons of capacity. The student will also receive 100 hours of Refrigeration Theory as required by the State Department of Public Safety for the Refrigeration Licensing exam for system of 10 tons and over. Course emphasis is on both hands-on practice in our lab, and theory.



***Instructor Bios can be found
at www.keefeatnight.org***

COMBINED OIL & GAS HEAT TECHNOLOGY PROGRAM

TP-05 • Classes Begin: Feb 25 (End Date: Jun 30)
No Class on Mar 31, Apr 19 & 21
170 Hours • 34 Sessions • Tue & Thu: 5:00-10:00
Room: 112 • Technology Learning Center Staff • Tuition: \$2,825
if paid in full by start of semester. (Books Included)

Program Description: Students will learn the basics of residential heating and oil burner technology, installation, service, repair and maintenance, and the basics of residential gas heat technology, installation, service, repair and maintenance. Course emphasis is on both hands-on practice in our lab, and theory. **Upon completion of this course students will be prepared for the State Oil Burner Technician License exam.**

ELECTRIC CODE AND THEORY JOURNEYMAN'S LICENSE MODULE 1

TP-06 • Classes Begin: Feb. 29 (End Date: May 9)
No Class Apr 18-20
75 Hours • 19 Sessions • Mon & Wed: 6:00-10:00
Room: 207 • Ricky Ricci, Master Electrician • Tuition: \$489

MODULE 1 TOPICS: Jobsite and Electrical Safety, Introduction to the National Electrical, Code and Process, DC/Alarm Theory, Basic Math.

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

PLUMBING CODE AND THEORY - TIER 3

TP-07 • Classes Begin: Feb 22 (End Date: May 2)
No Class on Mar 31, Apr 7, 18 & 21
59.5 Hours • 17 Sessions • Mon & Thu: 5:30-9:00
Room: Plumbing Related Room • Eric Gordon • Tuition: \$399

This course is open to two groups of apprentices: those participating in the Tier System licensed after September 1, 2008, and those licensed prior to that date who are in the 300-hour program. Participants in the Tier system are required to have 550 hours over a five-year period, at a maximum of 110 hours per year. Apprentices licensed prior to September 1, 2008 are required to accumulate 300 hours over a three-year period. This course runs in the fall and spring for a total of 55 hours per semester and covers the state required information including code, science, theory and math. (One make-up session is included.)

WELDING AND FABRICATION FOR THE HOBBYIST / ENTHUSIAST

WE-01 • Section 1 • Classes Begin: Feb 29 (End Date: Apr 13)
42 Hours • 14 Sessions • Mon & Wed: 6:00-9:00

WE-02 • Section 2 • Classes Begin: Feb 25 (End Date: Apr 26)
No Class on Mar 31, Apr 7, Apr 18
42 Hours • 14 Sessions • Tue & Thu: 6:00-9:00
Room: Metals Shop • Richard Leblanc (Mon, Wed) & Louis V. Garneau (Tue, Thu) • Tuition: \$359

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

NEW YORK HALF-PRICE BROADWAY SHOW TRIP

TR-01 • Saturday, April 2 • 7:30 am to 11:00 pm
Host/Guide: Doug Sanders • Cost: \$79 per person.
Registrations for the trip are transferable (for use on this trip).
No refunds. No vouchers. No exceptions.

Register Early! Tickets sell out quickly! Join us for our Spring semester 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.

You will leave Keefe Tech at 7:30 am sharp and travel non-stop to the "Big Apple." Our guide will distribute a list of current Broadway offerings while en route. Once in Times Square, you will head to the TKTS Booth where you may purchase available tickets for the matinee performance at half the list price! We never know what shows will be available but there is always something for everyone. Broadway Theatres make available their unsold tickets to the TKTS Booth the day of performance. This can be a fun and inexpensive way to see a Broadway Show! For those who want a guaranteed seat to a specific show at full price, you may call the theater ahead and charge tickets to a credit card and pick up the tickets the day of the show at the theatre box office.

We will mail a full information packet to trip participants two weeks prior to departure. Once you have purchased your theater tickets, you will have time to sightsee, have lunch, or shop until the 2:00 pm performances. We will depart NYC at 7:00pm for your non-stop return trip arriving back at Keefe Tech before 11:00 pm. The trip will take place rain or shine.

Where to park that morning: Our motor coach will depart from and return to the Winter Street entrance of Keefe Tech.

STATUE OF LIBERTY AND ELLIS ISLAND DAY TRIP

TR-02 • Saturday, Jun 11 • 6:30 am to 10:30 pm Rain or Shine
Host/Guide: Nick Fulham • Cost: \$99 per person.
Registrations for the trip are transferrable, but not refundable.
No vouchers. No exceptions.

Join us on a day of exploration of American History as you view the place where many of our forefathers first set foot in the United States. For thousands of European immigrants, the Statue of Liberty was the first sight of America and a welcoming symbol of American freedom. Ellis Island, known as Island of Hope, Island of Tears, was their first step in this country. Ellis Island is one of the most-visited museums in New York City, and is open again after being closed following Hurricane Sandy. Keefe Tech's own history enthusiast, Nick Fulham, will be your guide and is sure to make your trip memorable. You will leave Keefe Tech at 6:30 a.m. sharp. Once arriving in New York, enjoy the ferry ride to the islands, with magnificent views of NYC and the harbor. For those wishing to do so, there will be time to tour the museum at the Statue of Liberty and explore the Battery Park area of Manhattan.

Your registration includes round-trip transportation-via, Wi-Fi equipped motorcoach, ferry transportation and admission to both the Pedestal of the Statue of Liberty, and Ellis Island.

Where to park that morning: We will be departing from and return to the Fountain Street entrance.

YES IT'S POSSIBLE – TRAVEL TO CUBA TODAY

TR-03 • Class Held On: Mar 10
3 Hours • 1 Session • Thu: 6:30-9:30
Room: 210 • Kelly Santiesteban • Tuition: \$44

Have you always wondered what it would be like to travel to Cuba and experience the era of the 1950's all over again, or stroll down the streets of Havana as salsa music fills the air, or wander through historic hotels where people like Hemingway spent their time? Are you confused with the current changing of the law regarding Cuba and you don't know where to start or how to go? Join this one-night class to learn the ins and outs of travel to Cuba. Whether on a budget or looking for a luxury tour, this class will highlight the legalities of travelling to Cuba, as well as where to go, what to see, where to stay, when to go, and how to find legal, customized trips tailored to your hobbies.



GENERAL INFORMATION

Office Hours:

Monday-Thursday 9:00 a.m. to 9:00 p.m., Friday 9:00 a.m. to 3:00 p.m.
or by appointment. Our office follows the Keefe Tech High School calendar.
We are not available on holidays, school breaks or on snow days.

Tuition:

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

Registration Fee/Confirmation:

There is a one-time, per-person, per-semester \$5.00 fee for all registrations, including online registrations. 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.

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 that it may take up to three weeks to refund payments made by check.)
3. **Telephone Registration:** Using your MasterCard, Visa or Discover during office hour.
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

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.

NO Classes Will Be Held On: March 25 & 31, April 18 - 22, and May 30, 2016.

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.

Refunds:

Please be sure to read the 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.

First Name _____ **Last Name** _____
Mailing Address _____
City/State/Zip Code _____
Email Address _____ **Phone No (best)** _____ **Phone (cell)** _____

Course ID	Course Title	Day & Time	Amount
\$5 Non-Refundable Registration Fee per person			\$5.00
Total Due			

Payment: ☐ Check # _____ (Payable to Keefe at Night)

 ☐ Mastercard

 ☐ Visa

 ☐ Discover

Credit Card No. _____ **Exp. Date** _____

Signature _____

By submitting this form, you acknowledge that you have read and accept all policies and procedures of Keefe at Night, including the Refund Policy below. You also understand that participants **MUST** be at least 18 years of age to enroll in Keefe at Night Programs.

Mail completed form to: Keefe at Night, 750 Winter Street, Framingham, MA 01702 (NO CASH)

REFUND POLICY

EFFECTIVE JANUARY 1, 2016

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.

Keefe Regional Technical School
750 Winter Street
Framingham, MA 01702

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



SPRING 2016 CLASSES

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