



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

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# CERTIFICATE & LICENSING PREPARATION PROGRAMS

## AESTHETICIAN TRAINING PROGRAM - LICENSE PREPARATION

Fall 2019 Start

## AMERICA'S BOATING (ABC) CERTIFICATION

## COMPUTER TECHNOLOGY AND APPLICATIONS

Cisco I to Cisco IV

## FITNESS

Certified Personal Trainer

## HEALTH AND WELLNESS

Usui/Holy Fire Reiki - Level 1  
Usui/Holy Fire Reiki - Level 2

## MEDICAL AND ALLIED HEALTH TRAINING

Heartsaver CPR AED: 1-Day Certification

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

Clinical Medical Assistant  
Pharmacy Technician  
Phlebotomy Technician  
Certified Nursing Assistant,  
CNA Program

## REAL ESTATE & HOME INSPECTION LICENSE PREPARATION

Associate Home Inspection License Preparation  
Massachusetts Real Estate Salesperson Training

## SERVSAFE CERTIFICATION

ServSafe Manager Training: 1-Day Certification

## TRADES/LICENSE PREPARATION

Construction Supervisor Unrestricted License Exam Preparation  
Electrical Code- Journeyman Modules  
Plumbing Code and Theory - Journeyman, Tiers I to V

This class was great! Gave me many useful tips on preparing furniture for a very nice finish. I will be coming back in the Spring!!!

- Furniture Refinishing

I passed all subjects on my first try. Thank you so much for your guidance and support.

- HiSet Test Prep

Chef Edgar was fabulous! Cannot wait to take another class with him!

- Cooking Class

The instruction was extremely thorough and well-organized. Debbie was very supportive.

- CNA

Cover design by  
John Quintin,  
Keefe Tech '19



## We asked and they shared their experiences . . .

# TABLE OF CONTENTS

Adult Preparation Courses: ESL, HiSET .....	4	Sports and Hobbies.....	40
Aesthetics License Preparation.....	6	Trade Preparation:	
Arts, Crafts, Photography & Music .....	6	Plumbing & Electrical Code Journeyman.....	41
Auto: Car Care & Small Engine Repair .....	10	Construction Supervisor License Preparation .....	41
Business Tools and Careers .....	11	Travel .....	43
Computer Technology & Applications .....	15	Local Photography Outings.....	44
Cooking and Baking .....	18	Welding .....	44
Finance & Retirement Planning .....	22	Writing .....	44
Fitness, Dance, Swim, Tai Chi & Yoga.....	28		
Health & Wellness .....	31		
Home & Garden .....	33	General Information.....	45
Language Arts.....	35	Gift Certificates.....	32
Medical & Allied Health Training.....	37	Registration Form.....	47
Online Courses through Ed2Go.....	23	Keefe Regional Technical High School Options .....	24
Real Estate License Preparation & Home Inspection ...	39	Snack Shack.....	26
ServSafe Certification.....	39	Scheduled School Closings & Inclement Weather.....	45

**REGISTER TODAY! CALL 508-416-2170 OR ONLINE AT [WWW.KEEFENIGHT.ORG](http://WWW.KEEFENIGHT.ORG)**

## NEW CLASSES

### ADULT ED: ESL

ESL Level 1 - Summer Session

### ARTS AND CRAFTS

Weaving for Beginners  
 Quilting for Beginners  
 Knitting with Specialty Stitches  
 Art for Healing - Expressing Feelings with Color

### MUSIC

Essential Skills for Guitar - Intermediate  
 Singing Rounds Workshop II

### PHOTOGRAPHY:

Portrait Photography  
 Special Effects Photography

### BUSINESS TOOLS AND CAREERS

Increase Productivity with Bullet Journaling  
 Acting Skills for Business - Introduction  
 Managing Your Time at Home and Work

### COMPUTER TECHNOLOGY AND APPLICATIONS

Microsoft Excel Pivot Tables  
 Microsoft Excel 2013 - Advanced

### COOKING AND BAKING

Basic Cooking with Chef Edgar  
 Asian Inspired Seafood

Authentic Napoli Style Pizza from Home

Exotic Spices and Herbs of India  
 Fresh Filled Pasta II  
 Great British Baking Homage  
 Homemade Chili  
 Impressive Entrees - Did Someone Say Paella and...?  
 Indian Kerala Cuisine - Brunch and Holiday Dishes  
 Steak and Potatoes  
 Vegetarian Tomato Soup  
 Vegetarian with a Vengeance  
 French Macaron Cookies

### FINANCE AND RETIREMENT PLANNING

How to Shop for Free  
 Successfully Manage Your Savings in 401K, IRA and Broker Accounts  
 Estate Planning Seminar - Script Your Family's Future  
 What Happens After the Paychecks Stop?  
 Social Security: Your Questions Answered

### FITNESS - DANCE

Salsa Dancing

### HEALTH AND WELLNESS

Effective Long-Term Weight Management  
 Life Energy Exercise for Complete Health  
 Usui/Holy Fire Reiki, Level 1 Certification  
 Usui/Holy Fire Reiki, Level 2 Certification

### HOME AND GARDEN

Contemporary Floral Design  
 Spring Flower Basket  
 Topiary Designs  
 Natural Soap Making - 101  
 Soapmaking for Beginners  
 Organic, Conventional vs. Local Produce  
 Spring Pruning

### LANGUAGE ARTS

Let's Talk Spanish, Level III

### REAL ESTATE

Real Estate Transactions

### SPORTS

Volleyball for Beginners

### TRAVEL

9/11 Memorial & Museum Trip  
 The Berkshires: Imposing Cottages & Inspiring Gardens Trip

### TRADE PREPARATION

Electrical Journeyman 1 - Summer session

## English as a Second Language, Levels/Niveles/Níveis 1-4

### Welcome/Bienvenidos/Bem vindos/ Benvenuti/Bienvenue!

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

We offer 4 levels of study: Beginner, Intermediate, Advanced Intermediate and Advanced. If you have never taken English language classes and consider yourself a beginner, you place in Level 1. If you've taken courses in the past at other schools, you will need to take a simple placement test to determine your level of proficiency. Returning Keefe at Night students will move to their next level.

Placement Test for Level 2-4 Students Who Have Not Attended Classes at Keefe at Night: We will be conducting a placement test for students on Tuesday, February 19 from 4:00 - 8:00 PM at Keefe Tech. The test takes approximately 15-20 minutes.

There are two options for Level 1 ONLY (Mon/Wed or Tue/Thu): Monday/Wednesday classes begin on February 27 and end on May 20. Tuesday/Thursday classes for all levels (1-4) begin on February 26 and end on May 23. All classes meet from 6:00 - 9:00 PM.

We have also just added a NEW Summer ESL Level 1-ONLY Session which starts on June 4 and ends on August 20.

The total cost for this 66 hour/22 class program is \$285 and includes books.

**Inglés Como Segundo Idioma:** El poder comunicarse en inglés puede abrir muchas puertas para personas que actualmente no hablan el idioma. Keefe at Night brinda excelentes clases de ESL a la comunidad. Nuestros maestros son profesionales con mucha experiencia, quienes aprecian la importancia de la enseñanza del idioma a personas adultas.

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

**Prueba Para Determinar Su Nivel - Niveles 2 a 4:** Se llevará a cabo el martes 19 febrero de 4:00 a 8:00 PM. La prueba dura unos 15-20 minutos.

Hay dos opciones para estudiantes del Nivel 1 (lunes y miércoles o martes y jueves). Clases de lunes/miércoles empiezan el 27 de febrero y terminan el 23 de mayo.

Clases de martes/jueves para todos los niveles (1-4) empiezan el 26 de febrero y terminan el 23 de mayo. Todas las clases se reúnen de 6:00 a 9:00 PM.

También acabamos de agregar una clase NUEVA de verano para estudiantes principiantes de Nivel 1. La clase empieza el 4 de junio y termina el 20 de agosto.

El costo total del curso es \$285 por 66 horas/22 clases, incluye libros.

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

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

**Prova de colocação para Alunos** - Níveis 2 a 4: Segunda-feira, 19 de Fevereiro das 4:00 às 8:00 PM na escola Keefe Tech. A prova leva 15-20 minutos.

Existem duas opções para o Nível 1 SOMENTE (Segunda / Quarta ou Terceira / Quinta): Segunda / Quarta as aulas começam em 27 de fevereiro e terminam em 20 de maio. As aulas de terça a quinta-feira começam em 26 de fevereiro e terminam em 23 de maio. Todas as classes se encontram das 6:00 às 9:00 p.m.

Também acabamos de adicionar uma Sessão NOVA de Verão Nível 1 de ESL, que começa em 4 de junho e termina em 20 de agosto.

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

### Important/Importante:

No classes/No hay clases/ Não há Aulas:  
M/W: 4/15 & 4/17 & Tu/Thu: 3/14, 4/4, 4/16, 4/18  
Summer Class/Verano/Verão: 7/4.

We look forward to seeing you on Campus!



## Arts and Crafts

### Acrylic Painting with Felipe Zamora - All Levels

Do you love to paint and want to develop your abilities further? This cool multi-level class is geared toward students who need to "brush up" on their painting skills or have not had formal training. A variety of exercises will be presented to help students understand concepts such as value, composition, and perspective. We will work from photos or images that we choose, as it presents an opportunity to be more engaged in our paintings. As the class develops, instruction will become more personalized depending on each student's skill level. Bring materials you already have. Additional supplies (to be purchased by students in advance of class) are listed on the course online description at: [Keefeatnight.org](http://Keefeatnight.org) and on your registration receipt. No class: 4/17.

**ART24-Spring2019**                      \$199.00  
3/13/2019-5/22/2019                  Days: W  
6:30 PM - 9:00 PM                      Sessions: 10  
Felipe Zamora  
Keefe Tech, Ground Floor, Visual Design

### Digital Art - Introduction

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

**ARTCO25-Spring2019**                      \$109.00  
4/23/2019-5/21/2019                      Days: T  
6:00 PM - 8:00 PM                          Sessions: 5  
Diego Chaves  
Keefe Tech, Ground Floor, Mac Lab

**Starts Again in Fall 2019**

## Aesthetician Training Program-License Preparation Two-Semester Program

**Registration for this program  
opens in August 2019.**

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

**Tuition: \$3,998 for two semesters**  
Includes: Class materials, supplies, textbook, and the State Exam Book

**For more information please call  
508-416-2170**  
Email: [continuinged@jpkeefehs.org](mailto:continuinged@jpkeefehs.org)  
[www.keefeatnight.org](http://www.keefeatnight.org)



## NEW

### Art for Healing: Expressing Feelings with Color

This ART4Healing© workshop will provide an opportunity for participants to process their feelings using the venue of abstract painting. Art experiences, guided by a certified ART4Healing© facilitator, are used as a tool for self-expression and self-exploration. Participants need to have no particular talent or experience with painting in order to create meaningful expressions with acrylic paints on canvas. There is an opportunity for sharing, if the participant so desires. All materials are provided and participants typically leave with 4 to 5 paintings. Please note: ART4Healing© Facilitators do not offer any interpretation or diagnosis. The focus remains on the participants to be in charge of their own exploration. The fact that this process is therapeutic does not make it art therapy, which is a legally separate field of practice.

**HL202-Spring2019** \$59.00  
 3/21/2019-3/21/2019 Days: Th  
 7:00 PM - 9:00 PM Sessions: 1  
 Joyce Firth  
 Keefe Tech, Ground Floor, Visual Design

### Create Mosaic Art and Have a Smashing Good Time!

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

**ART13-Spring2019** \$139.00  
 3/21/2019-4/4/2019 Days: Th  
 7:00 PM - 9:30 PM Sessions: 3  
 Cheryl Cohen  
 Offsite, Cheryl Cohen Mosaic Art Center, Holliston

**ART13-Spring20192** \$139.00  
 5/23/2019-6/6/2019 Days: Th  
 10:00 AM - 12:30 PM Sessions: 3  
 (Offsite Morning Class)  
 Cheryl Cohen  
 Offsite, Cheryl Cohen Mosaic Art Center, Holliston

### Knitting for Beginners

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

**ARTTXT03-Spring2019** \$129.00  
 2/25/2019-4/1/2019 Days: M  
 6:30 PM - 9:00 PM Sessions: 6  
 Jessica Pelon  
 Keefe Tech, First Floor, Room 223

Spring 2019

### Knitting Workshop

Eager to start a new project but not sure you can manage it on your own? Have unfinished projects lying around that you could use help completing? In this independent study class, students will work on their own projects with the confidence of knowing someone is there to help and guide them. This is a great continuation from Knitting for Beginners and is also suitable for experienced knitters. No class: 4/15.

**ARTTXT01-Spring2019** \$129.00  
 4/8/2019-5/20/2019 Days: M  
 6:30 PM - 9:00 PM Sessions: 6  
 Jessica Pelon  
 Keefe Tech, First Floor, Room 223

## NEW

### Knitting With Specialty Stitches

Always wondered what linen, herringbone and Indian-cross stitches were? How about smocking or butterfly stitch? Come learn these and more! We will practice different stitches, then make one or more projects, incorporating your favorite new stitch. For the first class bring US 8 or similarly-sized needles and some worsted-weight yarn to practice techniques. We will discuss project supplies then. For questions or to see project samples, go to <https://sites.google.com/site/pugspearlsandpurls/keefe>.

**ARTTXT22-Spring2019** \$129.00  
 2/27/2019-4/3/2019 Days: W  
 6:30 PM - 9:00 PM Sessions: 6  
 Jessica Pelon  
 Keefe Tech, First Floor, Room 223

## NEW

### Quilting for Beginners

Have you ever wanted to make your own quilt and use your latent creative expression to make a special gift for someone you love? Or have you ever wanted to make a quilt as an expression of your own creativity and self? Didn't think you could do it? In this introductory class to quilting, you are going to take a jellyroll (2 1/2 inch strips) and create a unique designer quilt. Students will learn and understand the importance of quarter-inch seams, how to piece the top, quilt it, make binding, and complete the quilt. This is a class for beginner sewers. No experience necessary. Sewing machines are available for use during class and materials are included in the cost of tuition. Registration is limited. Sign up early.



**ARTTXT26-Spring2019** \$289  
 4/23/2019-5/28/2019 Days: T  
 6:30 PM - 9:30 PM Sessions: 6  
 Donna Gonzalez  
 Keefe Tech, First Floor, Room 209

## NEW

### Weaving for Beginners

Learn how to design, plan, and weave an ancient Swedish lace shawl. Understand the differences between weaving, knitting, and felting. Learn how to wind a warp, dress a loom, and weave your shawl. We will be using harness table looms. At the end of the class you will have a 6' x 8" wide 100% cotton Swedish lace shawl. 100% machine washable. This class is for beginners. No experience is necessary. Weaving looms will be available during class and materials are included in the cost of tuition. Registration is limited. Sign up early.

**ARTTXT25-Spring2019** \$289  
 4/24/2019-5/29/2019 Days: W  
 6:30 PM - 9:30 PM Sessions: 6  
 Donna Gonzalez  
 Keefe Tech, First Floor, Room 209

## Photography

### Beginner Digital Photography / Grist Mill Field Trip

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

Please note that this 6-class course now includes a photography field trip/class to Grist Mill in Sudbury on Sunday, March 31 from 11:00 a.m. to 1:00 p.m. Steve will provide more details during class. No class: April 17.

**ARTPHOTO12-Spring2019** \$169.00  
 3/20/2019-4/24/2019 Days: W/Su  
 Wednesday Classes at Keefe: 6:00 PM - 8:30 PM  
 Sunday at Grist Mill: March 31: 11:00 AM to 1:00 PM  
 Sessions: 6  
 Steve McGrath  
 Keefe Tech, First Floor, Room 218

### Digital Photography - Intermediate

If you're comfortable with the Basics of Digital Photography, then this course is for you. In this course we will explore the use of Intermediate Camera Controls such as Metering (spot, matrix, center weight) Exposure and Exposure Compensation. Also using the RAW function on your camera and how to edit using Photoshop Elements 11. We will take an In-depth look into Manual Focus and its use, using Fill Flash and Flash Modes, Reflectors, as well as Controlling Motion, Composition, and many other Intermediate and Advanced Techniques.

**ARTPHOTO18-Spring2019** \$159.00  
 5/1/2019-5/29/2019 Days: W  
 6:00 PM - 8:30 PM Sessions: 5  
 Steve McGrath  
 Keefe Tech, First Floor, Room 218

## NEW

### Portrait Photography

This portrait photography course is designed to teach you everything you need to know to take professional-quality portraits. You will learn how to work with all different types of subjects, from individuals and groups to children and pets. Steve will explain the nuances of lighting and posing, how to shoot in studio or on location, and how to master the gear you will need to create inspiring work! There is also an assignment with this class.

**ARTPHOTO10-Spring2019** \$59.00  
 5/7/2019-5/14/2019 Days: T  
 6:00 PM - 8:30 PM Sessions: 2  
 Steve McGrath  
 Keefe Tech, First Floor, Room 218

## NEW

### Special Effects Photography

Do you want to learn how to Star the Sun, add depth to your Landscape Images with the Aperture, how to use Filters, and how to create Panoramic Images? In this class you will learn to control Motion with the Shutter Speed! You will also learn how to use a Zoom lens to create the zoom technique! Bring your camera and lenses to this class and learn how to create great effects with the equipment you already have.

**ARTPHOTO11-Spring2019** \$59.00  
 6/5/2019-6/12/2019 Days: W  
 6:00 PM - 8:30 PM Sessions: 2  
 Steve McGrath  
 Keefe Tech, First Floor, Room 218

### Wildlife Photography Workshop at Southwick's Zoo

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

This class meets on Saturday, May 4, from 10:00 AM to 1:00 PM at Southwick's Zoo in Mendon. Meet at the Zoo entrance. Your instructor will be wearing a Keefe Tech cap. The second class will take place on Thursday, May 9 from 6:00-8:30 PM in Room 218 (first floor) at Keefe Tech. Admission to the zoo is additional and paid directly to the park.

**ARTPHTRIP07-Spring2019** \$79  
 5/4/2019-5/9/2019 Days: ThSa  
 Sessions: 2  
 Saturday at Zoo: May 4: 10:00 AM - 1:00 PM  
 Thursday Class at Keefe: May 9: 6:00 - 8:30 PM  
 Steve McGrath  
 Offsite -Southwick's Zoo / Keefe Tech, First Floor, Room 218



## Photo Composition

What makes a great photograph? Learn to make better composition decisions regarding subject placement, pattern and line. We will examine tools such as the rule of thirds, focal length, depth of field, framing and camera angle to improve your photographic vision. A handout will be provided.

Bring your camera (with fresh batteries) and manual to class. Email up to five of your photos in JPEG format (up to 15 MB total per email) to [classes@DamianosPhotography.com](mailto:classes@DamianosPhotography.com) by Tuesday, April 9 with the subject line "HKeefeC\_YourLastName" for inclusion in the discussion (optional).

<b>PH15-Spring2019</b>	<b>\$59.00</b>
4/11/2019-4/11/2019	Days: Th
6:30 PM - 9:00 PM	Sessions: 1
Lynne Damianos	
Keefe Tech, First Floor, Room 218	

## What's Wrong With This Photograph?

### A Positive Critique

Why do some photos look great and others don't? Learn how to modify your camera settings and/or technique for better results! This one-session workshop includes a variety of examples and interaction among participants. Consider this photographic therapy! You will walk away with more "tools" under your belt and a better understanding of how to handle different photographic challenges. Bring your camera (with fresh batteries) and manual to class. Email up to five of your photos with issues in JPEG format (up to 15 MB total per email) to [classes@DamianosPhotography.com](mailto:classes@DamianosPhotography.com) by Tuesday, April 23 with the subject line "KeefePC\_YourLastName" for inclusion in the discussion.

<b>ARTPHOTO2-Spring2019</b>	<b>\$49.00</b>
4/25/2019-4/25/2019	Days: Th
6:30 PM - 9:00 PM	Sessions: 1
Lynne Damianos	
Keefe Tech, First Floor, Room 218	

## Music

### Introduction to Guitar

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

What to Bring: Students must provide their own instrument beginning the first day of class. A copy of Introduction to Guitar by Dana Wright, ISBN: 978-1721623341, is also required. The book can be purchased through Amazon.com: <http://a.co/1zilrJk>: A guitar tuner, guitar picks and spare set of guitar strings are also highly recommended.

Please visit: <https://www.danawright.org/keefe> for FAQ's and other important information.

<b>ARTMUSIC02-Spring2019</b>	<b>\$139.00</b>
3/4/2019-4/8/2019	Days: M
7:00 PM - 8:00 PM	Sessions: 6
Dana Wright	
Keefe Tech, First Floor, Room 209	

## NEW

### Essential Skills for Guitar - Intermediate

This class presents a set of core techniques every guitarist needs to know to play in almost any musical situation. Instead of focusing on a particular style of music, the focus is on learning a set of fundamental skills for playing the guitar and music in general. Reading music is not required. Topics covered include learning the notes on the fretboard, intervals, major scales, open chords, barre chords, as well as tips for practicing. What to Bring: Students must provide their own instrument beginning the first day of class. A copy of Essential Skills for the Guitar is also required. A guitar tuner, guitar picks and a spare set of guitar strings are also highly recommended.

Please visit: <https://www.danawright.org/keefe> for FAQ's and other important information.

<b>ARTMUSIC12-Spring20192</b>	<b>\$139.00</b>
3/4/2019-4/8/2019	Days: M
6:00 PM - 7:00 PM	Sessions: 6
Dana Wright	
Keefe Tech, First Floor, Room 209	

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

# ARTS, CRAFTS, PHOTOGRAPHY & MUSIC

## Blues and Harmonica

Do you have a passion for or an interest in learning more about the Blues and all its various styles? Then this fun and interactive course is made for you. Each night you will learn about the history of the blues, the fascinating artists, and listen to many rare recordings of the pioneers of this pure American music. In addition, how would you like to learn some actual Blues songs and riffs on your very own harmonica? Absolutely no prior musical talent is required. Cost of harmonica and practice CD is included in the cost of tuition. No class 4/16.

**ARTMUSIC05-Spring2019** \$109.00  
 4/2/2019-4/30/2019 Days: T  
 6:00 PM - 8:00 PM Sessions: 4  
 Kent Kissinger  
 Keefe Tech, First Floor, Room 224

## Singing Rounds Workshop I

Join Manoj for this fun, interactive workshop in a relaxed and supportive setting. The goal of the workshop is to create opportunity for social connection singing rounds, one of the oldest forms of communal singing, which seems to have fallen on hard times. A round is a song sung by 2, 3 or more groups of people. One group starts off and the next group start to sing the same song a bit later. They go round and round, singing it several times. As research keeps showing, there are countless cognitive, health and social benefits of singing - and, more specifically, engaging in singing with others. We will sing familiar

tunes (in major and minor modes) from "Row, Row, Row Your Boat" to "Dona Nobis Pacem," transforming these simple tunes into textured and harmonious music. The course is intended to be accessible for the amateur, and gratifying for true musicians alike. No class: 3/14, 4/4 & 4/18.

**ARTMUSIC07-Spring2019** \$89.00  
 2/28/2019-5/9/2019 Days: Th  
 6:30 PM - 7:30 PM Sessions: 8  
 Manoj Padki  
 Keefe Tech, First Floor, Room 224

## NEW

## Singing Rounds Workshop II

This class is a continuation of Singing Rounds Workshop I. We will tackle more advanced rounds & canons of 4, 5 and 6 parts, as well as musically more intricate & challenging pieces. Basic music reading competence recommended. No class: 3/14, 4/4 & 4/18.

**ARTMUSIC08Spring20192** \$89.00  
 2/28/2019-5/9/2019 Days: Th  
 7:30 PM - 8:30 PM Sessions: 8  
 Manoj Padki  
 Keefe Tech, First Floor, Room 224

# AUTO: CAR CARE & SMALL ENGINE REPAIR

## Car Care I

Designed for the novice do-it-yourselfer, this course will cover all of the major systems of the modern automobile. Each class has a 30 minute lecture/demonstration, with the remaining time spent working on an automobile. Please note, this hands-on class requires participants to wear safety glasses, old work clothes and proper safety shoes. No class: 4/16.

**AU02-Spring2019**  
 \$229.00  
 3/5/2019-4/23/2019  
 Days: T  
 6:30 PM - 9:30 PM  
 Sessions: 7  
 Chuck Pearson  
 Keefe Tech, Ground Floor, Auto

## Car Care II

Do you like to do your own car repairs? This course is a continuation of the popular Car Care I - In-depth study of major automotive systems, ABS Braking, Traction Control, OBDII and its relation to the complete system. If you have a basic understanding of Car Care, these 7 sessions will clarify the aspects of Diagnostics and Evaluation of several major systems on today's advanced automobiles. Please bring the following tools and supplies to class with you: DVOM multi-meter, code scanner, test light, safety glasses, proper safety shoes, pen and notepad!

**AU03-Spring2019**  
 \$229.00  
 4/30/2019-6/11/2019  
 Days: T  
 6:30 PM - 9:30 PM  
 Sessions: 7  
 Chuck Pearson  
 Keefe Tech, Ground Floor, Auto

## Small Engine Repair

Rejuvenate your equipment! Learn how to tune-up, repair and even overhaul

small gasoline engines found in snow blowers, go-carts, chainsaws, lawn mowers, tillers, leaf blowers, string trimmers, and small outboard motors. Don't pay for expensive repairs when you can do them yourself! Come prepared and bring your small engine on the first day of class. The engine may remain attached to a snow blower, lawn mower or other small engine equipment. Important: There is no storage available. Be sure you can transport your equipment to and from class each week. Section 2: No class: 3/14, /4/4 & 4/18.

**AU04-Spring2019Section1** \$179.00  
 3/7/2019-5/2/2019 Days: Th  
 6:00 PM - 9:00 PM Sessions: 6  
 James Gable  
 Keefe Tech, Ground Floor, Auto

**AU04-Spring2019Section2** \$179.00  
 5/9/2019-6/13/2019 Days: Th  
 6:00 PM - 9:00 PM Sessions: 6  
 James Gable  
 Keefe Tech, Ground Floor, Auto





## How to Start Your Own Business and Make it Successful

If you want to start a business, or already have a business and want it to be successful, this workshop is for you. Over four sessions, you will learn the fundamentals of starting and growing a business, how to develop and prepare an effective business plan and budget, organizational structure, marketing and sales planning, managing financial performance and cash flow, and how to secure financing to grow the business. You will hear real-life case studies on owners who did it right, and those that did it wrong, and you will perform your own simple cash flow exercise to get hands-on experience. No class: 4/16.

**BZTOOLS30-Spring2019** \$129  
 3/26/2019-4/23/2019 Days: T  
 6:00 PM - 9:00 PM Sessions: 4  
 Bruce Share  
 Keefe Tech, First Floor, Room 206

## WordPress I - Create Your Own Website or Blog - For Business or Fun

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

**COWEB22-Spring2019** \$99.00  
 3/25/2019-4/8/2019 Days: M  
 7:00 PM - 9:00 PM Sessions: 3  
 Fan Stanbrough  
 Keefe Tech, Second Floor, Room 320

## WordPress II - Build on Your Working Website or Blog

Take your website or blog to the next level. If you have purchased a domain name or are ready to buy a hosting package, this class is for you. Your instructor will guide you through the hosting domain process and will help you install WordPress on your own server. You will review the steps to configure settings, pick a theme, add pages and a blog; install essential plugins for Search Engine Optimization (SEO), Google Analytics, and photo gallery. You will learn to build online forms, and learn to sell advertising, set up PayPal on your site, back up your database, control your bandwidth usage, and make money. This class is taught in a computer lab. There is no need to bring your own computer. Before the first class, you must set up a website host for your site. Instructions are available on the online class description at: <https://registration.xenegrade.com/keefeatnight/courseDisplay.cfm?schID=978> or by request.

**COWEB05-Spring2019** \$129.00  
 4/22/2019-5/13/2019 Days: M  
 7:00 PM - 9:00 PM Sessions: 4  
 Fan Stanbrough  
 Keefe Tech, Second Floor, Room 320

## Promote your Business Online: Inbound Marketing, Social Media, Blogging and SEO

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

**BZWEB01-Spring2019** \$59.00  
 5/20/2019-5/20/2019 Days: M  
 6:00 PM - 9:00 PM Sessions: 1  
 Fan Stanbrough  
 Keefe Tech, Second Floor, Room 320

## Optimize Your Business Website Presence with SEO

Ever wonder how successful businesses manage to draw heavy traffic onto their websites? In this course you will learn how to: optimize your website; get it fully indexed by search engines; assess your website's search engine ranking and performance; spidering your site to assess indexability and SEO status, select keywords. You will learn how to use several tools, including Google Analytics (GA) and Webmaster Tools (WMT). Reach your goals with the help of SEO, and own your space in the market!

**COWEB11-Spring2019** \$69.00  
 6/3/2019-6/10/2019 Days: M  
 7:00 PM - 9:00 PM Sessions: 2  
 Mike Stanbrough  
 Keefe Tech, Second Floor, Room 320

## Google Apps for Small Businesses and Organization Planning

Are you in charge of a small business, a club, planning a large event, or responsible for classroom planning? Google apps can help you get organized and increase productivity. With Google Apps you can create and maintain calendars; invite your constituents to participate in meetings; preview and edit cloud-based documents; send and keep track of responses from surveys and questionnaires; create and maintain contact lists; send email announcements to everyone in your group with the click of a button; create eye-catching documents and slide presentations, and so much more!! The best part is that everyone is able to create a Google account free of charge. Google enthusiast, Frank Yeung, will show you how to use these powerful tools for your organization, business or just for fun. Requirement: Students will need to sign up for a Gmail account in advance of class. Instructions on setting up a Gmail account can be found at: <https://support.google.com/mail/answer/56256?hl=en>

**COAPP18-Spring2019**

5/23/2019-6/13/2019

6:30 PM - 9:30 PM

Frank Yeung

Keefe Tech, Second Floor, Room 320

\$139.00

Days: Th

Sessions: 4

## Accounting Basics

This 4-class introduction to the basics of financial accounting and bookkeeping will include common topics relating to accounting. Assets, liabilities, and equity and how they relate to GAAP (Generally Accepted Accounting Practices) will be discussed. We will review basic accounting statements, including balance sheets, income statement and profit and loss. This is a great class to take before the QuickBooks class. Course materials are included in cost of tuition.

**BZACCT10-Spring2019**

3/6/2019-3/27/2019

6:30 PM - 9:30 PM

Meagan Jackson

Keefe Tech, First Floor, Room 204

\$209.00

Days: W

Sessions: 4

## QuickBooks

### How to Choose the Right QuickBooks for Your Business

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

**BZACCT25-Spring2019**

\$59.00

2/26/2019-2/26/2019

Days: T

6:30 PM - 9:30 PM

Sessions: 1

Meagan Jackson

Keefe Tech, First Floor, Room 215

### QuickBooks "Online" - Classroom Course

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

Don't know whether you want to take QuickBooks Online (classroom course) or QuickBooks Desktop? You may want to consider taking the 'How to Choose the Right QuickBooks For Your Business' class being offered this Spring. No class 4/17.

**COACCT26-Spring2019**

\$299.00

4/10/2019-5/22/2019

Days: W

6:30 PM - 9:30 PM

Sessions: 6

Meagan Jackson

Keefe Tech, First Floor, Room 215

### QuickBooks Desktop

QuickBooks is a comprehensive tool to manage small business finances effectively. This QuickBooks Desktop class takes the student with no prior knowledge of computerized accounting to a stage where they can confidently perform day-to-day operations with QuickBooks accounting software. Topics include: setting up a QuickBooks company, working with company lists, setting up and working with items, creating customer invoices and billing statements, receiving payments from customers, performing bank transactions, entering and paying bills, and conducting online banking services. Learn to complete estimates, time tracking and costing, create customized letters and forms, reports, and graphs. Course materials are included in cost of tuition. Don't know whether you want to take QuickBooks Online (classroom course) or QuickBooks Desktop? You may want to consider taking the 'How to Choose the Right QuickBooks For Your Business' class being offered this Spring. No class: 4/16.

**COACCT9-Spring2019**

\$299.00

4/2/2019-5/14/2019

Days: T

6:30 PM - 9:30 PM

Sessions: 6

Meagan Jackson

Keefe Tech, First Floor, Room 215

**NEW**

## Increase Productivity with Bullet Journaling

Bullet journaling is the latest productivity craze, covered in magazines and blogs like Inc., Vogue, and Lifehacker. Simply put, a bullet journal is a notebook that you keep everything in -- your calendar, notes on your projects, to do lists, etc. In this class, we will cover what goes into a bullet journal and how to make it your own. No prior experience required, only a pen and notebook. Come learn how to build a personal organizer that works for you!

**BZ17-Spring2019** \$39.00  
 4/25/2019-4/25/2019 Days: Th  
 6:00 PM - 9:00 PM Sessions: 1  
 Howard Cornett  
 Keefe Tech, First Floor, Room 202

**NEW**

## Managing Your Time at Home and Work

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

**BZTOOLS31-Spring2019** \$49.00  
 6/4/2019-6/4/2019 Days: T  
 6:00 PM - 9:00 PM Sessions: 1  
 Herbert Fuchs  
 Keefe Tech, First Floor, Room 218

**NEW**

## Acting Skills for Business - Introduction

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

**BZPE20-Spring2019** \$49.00  
 4/2/2019-4/2/2019 Days: T  
 7:00 PM - 9:00 PM Sessions: 1  
 Lau Lapidés  
 Keefe Tech, First Floor, Room 204

## Public Speaking with Confidence

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

**BZPE19-Spring2019** \$49.00  
 4/9/2019-4/9/2019 Days: T  
 7:00 PM - 9:00 PM Sessions: 1  
 Lau Lapidés  
 Keefe Tech, First Floor, Room 204

## Keefe at Night



### Certified Personal Trainer Course

Dates: 04/06/19 - 05/18/19

**New Format:** Online course work and practical labs at local fitness center.

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

Tuition only \$699



## Careers



### **Certified Personal Trainer Course - New Format: Online Instruction/ with Saturday Practical Sessions at Fitness Center**

Start an exciting fitness career and become a nationally Certified Personal Trainer. Our personal trainer course is a great way to become a successful Certified Personal Trainer with an option to complete an employer internship that can walk you into jobs!

The course consists of:

1. Online lectures on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health and assessment. While the online lectures do not have a live instructor, mentors and teachers will be available to chat with you should questions arise, and you get to set your schedule.
2. 15 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. Saturdays from 1:00 -4:00 p.m.

Included in this course is a complete 200-page student workbook, access to online student study tools and test vouchers to take the Certified Personal Trainer exams.

You can work right after passing the exams with proof of CPR/AED to obtain your Level 1 Certified Personal Trainer. As a special bonus, you can take advantage of our 30-hour employer internship to get our advanced Level 2 Certified Personal Trainer credential at no additional cost!!

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

Required textbook to be purchased in advance of class: Fitness Professional's Handbook-7th Edition with Web Resource ISBN-13: 9781492523376 is available for purchase from W.I.T.S at \$89.95 including shipping. An e-book is also available for purchase through W.I.T.S at \$53.00: ISBN-13: 9781492535935. You can order the book through W.I.T.S. by calling 1-888-330-9487. No Practical Lab: 4/20. National Certification Testing will take place on 5/18.

**FTCERT17-Spring2019**

4/6/2019-5/18/2019

1:00 PM - 4:00 PM

W.I.T.S. Staff

Online Instruction/Practical Labs

\$699.00

Days for Practical Lab: Sa

Sessions: 6

### **Audiobook Narration - Earn Money Reading Books**

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

**BZ22-Spring2019**

4/11/2019-4/11/2019

7:00 PM - 9:00 PM

Derek Perkins

Keefe Tech, First Floor, Room 219

\$69.00

Days: Th

Sessions: 1

### **Publish Your Own Book - Guaranteed!**

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

**BZWR25-Spring2019**

4/3/2019-4/3/2019

6:00 PM - 9:00 PM

David K. Ewen

Keefe Tech, First Floor, Room 206

\$59.00

Days: W

Sessions: 1

### **Voice Over Training Workshop**

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



**BZ02-Spring2019**

4/23/2019-4/23/2019

7:00 PM - 9:00 PM

Lau Lapidés

Keefe Tech, First Floor, Room 219

\$49.00

Days: T

Sessions: 1

## Intro to Computers and Basic Applications

If you are a complete novice at computers and would like to learn not just the basics but want to delve into the world of basic applications, the internet and social media, then this class is perfect for you. Don't let the newest technology intimidate you. Get in the know and start sending emails, sharing photos, uploading documents, surfing the web and so much more. Part of this course will guide you through the type of computer that would be most suitable for beginners like you. Frank Yeung has received rave reviews from former students. Find out why for yourself.

**COBASIC12-Spring2019**                      \$119.00  
 4/25/2019-5/16/2019                      Days: Th  
 6:30 PM - 8:30 PM                          Sessions: 4  
 Frank Yeung  
 Keefe Tech, Second Floor, Room 320

## AutoCAD for Beginners

AutoCAD is a software drawing tool often used by architects, interior designers, and contractors to render and edit many types of diagrams, from architectural layouts of homes to mechanical layouts of machine parts. In this course, we will cover the basic AutoCAD functions of drawing and editing. We will create simple images using lines, arcs, and circles, then manipulate these images in two and three dimensions, and finally output our work on a plotter. Basic PC skills are required. A background in drawing, drafting, design, or graphics is helpful but not required. Bring your own laptop – so you will remember your configuration between classes. No class: 4/15.

**COAPP10-Spring2019**                      \$309.00  
 3/11/2019-4/29/2019                      Days: M  
 6:00 PM - 9:00 PM                          Sessions: 7  
 Michael Lafontant  
 Keefe Tech, First Floor, Room 215

## SketchUp - 3D Modeling Designs

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

**COAPP12-Spring2019**                      \$339.00  
 4/25/2019-6/13/2019                      Days: Th  
 6:00 PM - 9:00 PM                          Sessions: 8  
 Michael Lafontant  
 Keefe Tech, First Floor, Room 215

## WordPress I - Create Your Own Website or Blog - For Business or Fun

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

**COWEB22-Spring2019**                      \$99.00  
 3/25/2019-4/8/2019                          Days: M  
 7:00 PM - 9:00 PM                          Sessions: 3  
 Fan Stanbrough  
 Keefe Tech, Second Floor, Room 320

## Cisco I - Introduction to Networks

Learn about the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations provide a foundation for the curriculum. By the end of this course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Students will need a portable laptop or tablet for classroom use and for online self-paced homework assignments. Tuition includes enrollment in the Cisco Academy online. Please contact your instructor Don Conaghan at: dconaghan@gmail.com for information on most current books available. (Not required.) No class: 3/14, 4/4, 4/15 & 4/18.

**CO02CERT-Spring2019**                      \$549.00  
 2/28/2019-5/23/2019                      Days: MTh  
 6:00 PM - 9:00 PM                          Sessions: 21  
 Don Conaghan  
 Keefe Tech, Second Floor, Room 321

## CISCO II, III, IV

Cisco II is a continuation of Cisco I. Cisco II is the second course in the series needed to prepare for the Cisco CCENT Certification. Students can bypass this certification and complete all 4 courses if the CCNA certification is desired. Prerequisite: Completion of Cisco I. For more information regarding CISCO III - SCALING NETWORKS, and CISCO IV - CONNECTING NETWORKS and books, please contact the instructor directly at dconaghan@gmail.com. No class: 3/14, 4/4, 4/15, 4/18 & 5/27.

**COCERT03-Spring2019**                      \$609.00  
 2/25/2019-5/30/2019                      Days: MTh  
 6:00 PM - 9:00 PM                          Sessions: 23  
 Don Conaghan  
 Keefe Tech, Second Floor, Room 322

## WordPress II - Build on Your Working Website or Blog

Take your website or blog to the next level. If you have purchased a domain name or are ready to buy a hosting package, this class is for you. Your instructor will guide you through the hosting domain process and will help you install WordPress on your own server. You will review the steps to configure settings, pick a theme, add pages and a blog; install essential plugins for Search Engine Optimization (SEO), Google Analytics, and photo gallery. You will learn to build online forms, and learn to sell advertising, set up PayPal on your site, back up your database, control your bandwidth usage, and make money. This class is taught in a computer lab. There is no need to bring your own computer. Before the first class, you must set up a website host for your site. Instructions are available on the online class description at: <https://registration.xenegrade.com/keefeatnight/courseDisplay.cfm?schlID=978> or by request.

**COWEB05-Spring2019** \$129.00  
4/22/2019-5/13/2019 Days: M  
7:00 PM - 9:00 PM Sessions: 4  
Fan Stanbrough  
Keefe Tech, Second Floor, Room 320

## Optimize Your Business Website Presence with SEO

Ever wonder how successful businesses manage to draw heavy traffic onto their websites? In this course you will learn how to: optimize your website; get it fully indexed by search engines; assess your website's search engine ranking and performance; spidering your site to assess indexability and SEO status, select keywords. You will learn how to use several tools, including Google Analytics (GA) and Webmaster Tools (WMT). Reach your goals with the help of SEO, and own your space in the market!

**COWEB11-Spring2019** \$69.00  
6/3/2019-6/10/2019 Days: M  
7:00 PM - 9:00 PM Sessions: 2  
Mike Stanbrough  
Keefe Tech, Second Floor, Room 320

## Promote your Business Online: Inbound Marketing, Social Media, Blogging and SEO

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

**BZWEB01-Spring2019** \$59.00  
5/20/2019-5/20/2019 Days: M  
6:00 PM - 9:00 PM Sessions: 1  
Fan Stanbrough  
Keefe Tech, Second Floor, Room 320

## QuickBooks "Online" - Classroom Course

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

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**COACCT26-Spring2019** \$299.00  
4/10/2019-5/22/2019 Days: W  
6:30 PM - 9:30 PM Sessions: 6  
Meagan Jackson  
Keefe Tech, First Floor, Room 215

## QuickBooks Desktop

QuickBooks is a comprehensive tool to manage small business finances effectively. This QuickBooks Desktop class takes the student with no prior knowledge of computerized accounting to a stage where they can confidently perform day-to-day operations with QuickBooks accounting software. Topics include: setting up a QuickBooks company, working with company lists, setting up and working with items, creating customer invoices and billing statements, receiving payments from customers, performing bank transactions, entering and paying bills, and conducting online banking services. Learn to complete estimates, time tracking and costing, create customized letters and forms, reports, and graphs. Course materials are included in cost of tuition. Don't know whether you want to take QuickBooks Online (classroom course) or QuickBooks Desktop? You may want to consider taking the 'How to Choose the Right QuickBooks For Your Business' class being offered this Spring. No class: 4/16.

**COACCT9-Spring2019** \$299.00  
4/2/2019-5/14/2019 Days: T  
6:30 PM - 9:30 PM Sessions: 6  
Meagan Jackson  
Keefe Tech, First Floor, Room 215

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

## Microsoft Excel 2013 - Intro

MS Excel is a full-featured spreadsheet for PCs. Learn to use this popular program effectively in office and home applications. Create and edit worksheets and workbooks. Take home the practical knowledge required to use the program and apply it to real life situations. While this is an MS Excel 2013 class, we will use the following required textbook as it remains very relevant: Microsoft Office Excel 2010: Level 1 (Second Edition), Publisher: Logical Operations, ISBN: 1424618479. Order directly online at: <https://store.logicaloperations.com>. Type ISBN Number in Search Bar. Must be purchased in advance of class. Please allow 5-7 days for delivery.

**COAPP07-Spring2019**                      \$169.00  
 2/26/2019-3/19/2019                      Days: T  
 6:30 PM - 9:30 PM                          Sessions: 4  
 David Thrope  
 Keefe Tech, Second Floor, Room 320

**NEW**

## MicroSoft Excel Pivot Tables - 1 Night Class

Spreadsheet skills are essential in today's workplace but merely compiling all your data into a spreadsheet is one thing; making sense of it is another. Pivot tables allow you to arrange information quickly and efficiently so you can examine it from various perspectives. Not only will you develop the skills to sort through data you will become efficient in conditional formatting, charts, if/then statements, and much more!

**COAPP201-Spring2019**                      \$59.00  
 3/28/2019-3/28/2019                      Days: Th  
 6:00 PM - 9:00 PM                          Sessions: 1  
 Ray Pourali  
 Keefe Tech, Second Floor, Room 320

## Microsoft Excel 2013 - Intermediate

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

While this is an MS Excel 2013 class, we will use the following required textbook as it remains very relevant: Title: Microsoft Excel 2010: Level 2 (Second Edition), Publisher: Logical Operations, ISBN: 1424618940. Order directly online at: <https://store.logicaloperations.com>. Use the ISBN # to Search. Allow 5-7 days for delivery.

**COAPP08-Spring2019**                      \$169.00  
 3/26/2019-4/23/2019                      Days: T  
 6:30 PM - 9:30 PM                          Sessions: 4  
 David Thrope  
 Keefe Tech, Second Floor, Room 320

**NEW**

## Microsoft Excel 2013 - Advanced

Become an Excel Expert! Students will learn various advanced techniques for analyzing and manipulating data in Excel. Topics to be covered will include: creating and running a Macro, working with multiple spreadsheets, auditing worksheets and customizing Excel. Prerequisite: Students enrolling in this course should understand the basic concepts involved in using Excel or have taken our Intro class.

Required Text to be purchased in advance of class: Microsoft Office Excel 2010 Level 3; Publisher: Logical Operations 2007; Product # 084892. 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.

**COAPPP09-Spring2019**                      \$119.00  
 4/30/2019-5/14/2019                      Days: T  
 6:30 PM - 9:30 PM                          Sessions: 3  
 David Thrope  
 Keefe Tech, Second Floor, Room 320

## Microsoft Word - The Basics

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

**COAPP06-Spring2019**                      \$169.00  
 5/21/2019-6/11/2019                      Days: T  
 6:30 PM - 9:30 PM                          Sessions: 4  
 David Thrope  
 Keefe Tech, Second Floor, Room 320

## Android: Effective Use of Your Android Phone

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

**COTECH20-Spring2019**                      \$79.00  
 3/21/2019-3/28/2019                      Days: Th  
 6:30 PM - 8:30 PM                          Sessions: 2  
 Frank Yeung  
 Keefe Tech, Second Floor, Room 317

## NEW

### Basic Cooking with Chef Edgar

Learn from the best!! Have you ever wondered: Why some recipes work better than others; How to 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 and from appetizers to desserts, we will apply professional techniques to get complete beginners off to a good start, and improve the existing skills of students who possess some 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.

**CA95-Spring2019** \$259  
2/27/2019-3/20/2019 Days: W  
6:00 PM - 9:00 PM Sessions: 4  
Edgar levins  
Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

### Artisan Italian Breads

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

**CABAKE37-Spring2019** \$89.00  
4/6/2019-4/6/2019 Days: Sa  
10:00 AM - 3:00 PM Sessions: 1  
Edgar levins  
Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

## NEW

### Asian Inspired Seafood

In this class students will learn to use a variety of cooking methods for seafood to prepare Asian-inspired seafood recipes, including spicy Thai Fish Cakes with a cucumber dipping sauce, and Chinese Wonton Soup. We'll also make a Japanese Seafood Nabe with several different kinds of seafood and Vietnamese Spring rolls with peanut sauce.

**CA101-Spring2019** \$79.00  
4/11/2019-4/11/2019 Days: Th  
6:00 PM - 9:00 PM Sessions: 1  
Dagmar Smith  
Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

Gift Certificates available  
for purchase!

## NEW

### Authentic Napoli Style Pizza from Home

Whether grilled, baked or fried, nearly all cultures have their signature flatbreads. While focusing on making 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. This class includes a full dinner and take-home Pizza Boxes for your creations. As always, come hungry!

**CA93-Spring2019** \$69.00  
4/24/2019-4/24/2019 Days: W  
6:00 PM - 9:00 PM Sessions: 1  
Edgar levins  
Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

### Bistro on a Budget

Enjoy the elegant tastes of Paris without breaking the bank in this study of French cuisine. With as much emphasis on technique as on recipes, we will prepare appetizers, salads, and main dishes, including blini with sour cream and smoked salmon, French onion soup, warm goat cheese salad, croque monsieur, and steak au poivre in this hands-on class. For dessert, we will enjoy the classic chocolate marquise. We'll enjoy a complete dinner and take-home containers will be provided.

**CA75-Spring2019** \$69.00  
4/10/2019-4/10/2019 Days: W  
6:00 PM - 9:00 PM Sessions: 1  
Edgar levins  
Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

**You are in for  
a great treat!**

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

## Cheese Making - Fresh Homemade Cheeses

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

**CA72Spring2019** \$79.00  
 6/6/2019-6/6/2019 Days: Th  
 6:00 PM - 9:00 PM Sessions: 1  
 Ana Gallagher  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

## Chinese Cuisine

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

**CA12-Spring2019** \$119.00  
 3/19/2019-3/26/2019 Days: T  
 6:30 PM - 9:30 PM Sessions: 2  
 Brenda Wong  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

## Thai Cuisine

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

**CA13-Spring2019** \$119.00  
 4/2/2019-4/9/2019 Days: T  
 6:30 PM - 9:30 PM Sessions: 2  
 Brenda Wong  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

## Classic Cuban Cuisine

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

**CA60-Spring2019** \$69.00  
 5/8/2019-5/8/2019 Days: W  
 6:00 PM - 9:00 PM Sessions: 1  
 Edgar levins  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

Spring 2019

## Cooking and Baking with Fresh Herbs

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

**CA39-Spring2019** \$69.00  
 6/5/2019-6/5/2019 Days: W  
 6:00 PM - 9:00 PM Sessions: 1  
 Edgar levins  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

## Exotic Spices and Herbs of India

Have you ever wondered how to use spices like cloves, cinnamon, cardamom and bay leaf, or herbs like mint, dill and cilantro? Come and learn more about these and other spices, and use them to make some delicious vegetables, rice and chicken dishes. Come hungry and bring containers!

**CA85-Spring2019** \$69.00  
 5/15/2019-5/15/2019 Days: W  
 6:00 PM - 9:00 PM Sessions: 1  
 Leena Dasgupta  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance



## Fresh Filled Pasta I

Calling all pasta machine owners! Bring your machine if you have one. Ever wondered how to use that machine you've likely got still in its box? Join us for a two-night course where you'll discover how easy it is to make that linguine, angel hair or ravioli you've always wanted to make. The second session will be all filled pasta, while the first will teach you the basics of dough making, cutting, and drying. Pair this class with the Sauces that Sing class, and you'll have an Italian feast!

**CA105-Spring2019** \$119.00  
 5/9/2019-5/16/2019 Days: Th  
 6:00 PM - 9:00 PM Sessions: 2  
 Meredith Elkins  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

**NEW**

## Fresh Filled Pasta II

Already took Fresh & Filled Pasta at Home, or just know how it's done? Join us for this new class with all new fillings and recipes. This class will focus on making various fillings and assembling layered dishes with fresh pasta. Bring your pasta machine if you have one. And come hungry – we'll eat our work at the end of the night!

**CA106-Spring2019** \$69  
 5/23/2019-5/23/2019 Days: Th  
 6:00 PM - 9:00 PM Sessions: 1  
 Meredith Elkins  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

## Sauces That Sing! Homemade Pasta Sauce

You've made the pasta, now what's going on top? Join us for a session that will teach you a range of Italian sauces: Bolognese, Alfredo, Marinara and others. Come hungry as we will eat our work at the end of the night!

**CA107-Spring2019** \$69.00  
 5/30/2019-5/30/2019 Days: Th  
 6:00 PM - 9:00 PM Sessions: 1  
 Meredith Elkins  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

**NEW**

## Great British Baking Homage

If you're a fan of Great British Baking Show (sans the stress of competition) this is the class for you! You'll be sure to become a "Star Baker" in your own right as we make Genoise Sponges, Full & Rough Puff for Vol au Vents, Choux Paste and "Creme Pat" for your Eclair Sculptures. For lunch you will enjoy traditional English Pub fare including Pasties and Bubble & Squeak. Take home containers will be provided.

**CABAKE90-Spring2019** \$89.00  
 5/25/2019-5/25/2019 Days: Sa  
 10:00 AM - 3:00 PM Sessions: 1  
 Edgar levins  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

## Greek Cuisine - A Delicious Taste of Greece

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

**CA38-Spring2019** \$69.00  
 5/1/2019-5/1/2019 Days: W  
 6:00 PM - 9:00 PM Sessions: 1  
 Edgar levins  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

**NEW**

## Homemade Chili

In this class you will make several kinds of chili, including black bean turkey chili, Tex-Mex beef chili, and traditional Mexican chunky pork chili. We'll have sour cream, tortilla chips, pepper jack cheese and more for toppings and make cheddar corn muffins to accompany the chili. Dagmar will also discuss peppers and hot sauces. Come hungry!

**CA104-Spring2019** \$69.00  
 3/21/2019-3/21/2019 Days: Th  
 6:00 PM - 9:00 PM Sessions: 1  
 Dagmar Smith  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

**NEW**

## Impressive Entrees - Did Someone Say Paella and ...?

Do you want to serve your friends or family elegant dinners but are unsure of where to start or if your cooking skills are up to the challenge? Join us for this one-night course and learn to make classic entrees such as paella, beef Wellington, coq au vin and others (depending on class size). No previous cooking experience is necessary!

**CA108-Spring2019** \$69  
 3/28/2019-3/28/2019 Days: Th  
 6:00 PM - 9:00 PM Sessions: 1  
 Meredith Elkins  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

**NEW**

## Indian Kerala Cuisine - Brunch and Holiday Dishes

Kerala is a lush green region on the south west coast of India. Kerala is often referred to as 'God's own country' due to the variety and abundance of spices, paddy fields, and coconut palms. The cuisine of Kerala is incredibly diverse, utilizing coconut, chili and spices. In this class we will learn to make delicious appam, which is a bread similar to the crepe but made with rice flour and coconut milk and fermented with yeast. The appam will be served with a chicken curry in a coconut milk gravy. This is an ideal dish for a brunch or special holiday gatherings!

**CA83-Spring2019** \$69.00  
 3/27/2019-3/27/2019 Days: W  
 6:00 PM - 9:00 PM Sessions: 1  
 Mary Vadakekalam  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

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

## NEW

### Steak and Potatoes

In this class you will pan sear sirloin steaks and make several potato sides dishes, as well as, a salad to create a complete meal. Dagmar will go over cuts of meat and provide buying tips for selecting the best steaks. This is a hands on cooking class with everyone cooking their own steaks. Come hungry!

**C A103-Spring2019** \$69.00  
 3/7/2019-3/7/2019 Days: Th  
 6:00 PM - 9:00 PM Sessions: 1  
 Dagmar Smith  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

## NEW

### Vegetarian Tomato Soup

Vegetable soups are surprisingly easy and delicious to make from scratch. In this hands-on cooking class you will start with tomato-based products to create wonderful tasting and healthy soups. You will make classic cream of tomato soup, tomato and wild rice soup, minestrone, and roasted tomato with basil soup. We'll also make some corn bread muffins to accompany our soups. Come hungry!

**C A102-Spring2019** \$69.00  
 5/2/2019-5/2/2019 Days: Th  
 6:00 PM - 9:00 PM Sessions: 1  
 Dagmar Smith  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

## NEW

### Vegetarian with a Vengeance

From the very best Vegetarian Burgers & Chili, Ratatouille with Goat Cheese, Mushroom Bolognese, Eggplant Involtini and twice cooked Broccoli with Hazelnuts to the show stopping Torte Milanese, we will learn to make mains & sides that both, satisfy the pallet as well as pack complete proteins.

**C A31-Spring2019** \$69  
 6/12/2019-6/12/2019 Days: W  
 6:00 PM - 9:00 PM Sessions: 1  
 Edgar levins  
 Keefe Tech, First Floor, Kitchen / Fountain Street Entrance

### Basic Buttercream Cake Decoration

This class is for beginners and advanced students alike. Weddings, anniversaries, birthday and holiday parties would not be the same without the ultimate treat - the cake! In this one-night course, Karen will show you the best way to decorate, step by step, so that you can experience the excitement of a stellar cake. Using buttercream frosting, learn to frost, fill and decorate something wonderful! She will teach you StarTip techniques including Drop Flower Rosettes, Shell Borders, Basic Ribbon Roses, and printing and writing on a cake.

Please bring the following to class: a cake: 6 inches round and 2-3 inches in height, an apron and a box to transport the cake. Additional ingredients and material fees are included in cost of tuition.



**CASWEETS16-Spring2019** \$69.00  
 4/23/2019-4/23/2019 Days: T  
 6:00 PM - 9:00 PM Sessions: 1  
 Karen Siegel  
 Keefe Tech, Ground Floor, Cafe 101

### Chocolate Truffles

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

**CASWEET18-Spring2019** \$65.00  
 3/26/2019-3/26/2019 Days: T  
 6:30PM - 9:00 PM Sessions: 1  
 Karen Siegel  
 Keefe Tech, Ground Floor, Cafe 101

## NEW

### French Macaron Cookies

The macaron is a delicate French pastry. This is Paris's most iconic and stylish treat. It is made of 2 light crunchy and chewy cookies, filled with a delicious ganache. Flavors can be classic chocolate ganache to salted caramel. First, a macaron is not hard to make! But indeed, you need to know the little secrets behind these delicious cookies. Once you know them, your macaron will be nice and perfect. Students will work small groups. Each student will take home a gift box of macarons and a recipe card. Limited registration. Sign up early.

**CASWEET25-Spring2019** \$65.00  
 2/26/2019-2/26/2019 Days: T  
 6:00 PM - 8:30 PM Sessions: 1  
 Karen Siegel  
 Keefe Tech, Ground Floor, Cafe 101

**NEW**

## Successfully Manage Your Savings in 401k, IRA and Broker Accounts

Approximately \$25 trillion in savings of about 90 million people are invested in mutual funds and ETFs through their 401k, IRA and broker accounts. This class will show how to successfully and easily grow your savings, worry free.

The class will cover three topics: 1) Secrets of Mutual Funds and ETFs, 2) How to avoid the pitfalls of 7 popular myths of investing, 3) The proven way for selecting and buying/selling funds, that you can too. Instructor is an investment coach, not connected with fund companies, advisors and brokers.

**FN200-Spring2019** \$69.00  
 5/7/2019-5/14/2019 Days: T  
 6:30 PM - 9:00 PM Sessions: 2  
 Ani Chitale  
 Keefe Tech, First Floor, Room 201

**NEW**

## Estate Planning Seminar - Script Your Family's Future

In this class you will learn about asset transfer, incapacity protection, guardian for minors or dependents, charitable intent and/or tax control. This class also addresses estate planning needs pertaining to business owners and sizable estates.

**FN02-Spring2019** \$39.00  
 4/9/2019-4/9/2019 Days: T  
 6:00 PM - 8:30 PM Sessions: 1  
 Alex Winkelmann  
 Keefe Tech, First Floor, Room 201

## How to Pay for College without Sacrificing your Retirement

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

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

**FN16-Spring2019** \$49.00  
 3/26/2019-3/26/2019 Days: T  
 6:30 PM - 9:00 PM Sessions: 1  
 Tim Higgins  
 Keefe Tech, First Floor, Room 218

## Student Debt Relief - Pay Off Your Federal Student Loans

If you're trying to pay off federal student loans, you need to attend this workshop! You will learn the advantages and "how to" of consolidation and how to reduce your monthly payments. Identify which option is best for you. Learn how to get Debt Forgiveness. Learn how reducing your student loan payments can then help rapidly pay off other crushing long term debt. The workshop includes a free workbook. An optional textbook is available for \$39, which you can purchase from the instructor on the night of class.

**FN15-Spring2019** \$49.00  
 4/9/2019-4/9/2019 Days: T  
 6:30 PM - 9:30 PM Sessions: 1  
 Timothy Schnelle  
 Keefe Tech, First Floor, Room 205

## How to Get Debt Free

If you have debt payments of any kind you should attend – too many people are drowning in debt - particularly high interest credit card debt. This workshop will show you how to eliminate credit card debt in 1 to 3 years and your 30 year mortgage in only another 3 to 4. Learn a simple guaranteed system to eliminate all debt within your current income. Bring a list of debts along with minimum monthly payments and a calculator. Before you leave the workshop you will have developed your own debt elimination plan that you can implement immediately into your lifestyle. Credit Report issues (errors, identify theft, how to boost your credit scores, etc.) are also covered. An optional textbook is also available for \$49 and can be purchased from the instructor on the night of class.

**FN13-Spring2019** \$49.00  
 4/23/2019-4/23/2019 Days: T  
 6:30 PM - 9:30 PM Sessions: 1  
 Timothy Schnelle  
 Keefe Tech, First Floor, Room 205

**NEW**

## How To Shop for Free

Inspired by Kathy Spencer, author of How to Shop for Free, Isaiah Davis will teach you how to use the methods and strategies in this book, by using the internet, coupons and other resources to not only save money on your favorite household items, but to get those items for free! You will go through live cases, discuss ways to get coupons, learn the best websites to use when shopping and leave with at least two new ways to be a better shopper! As a participant, all you will need is a notebook and a pen, Isaiah will handle the rest.

**FN20-Spring2019** \$39.00  
 3/25/2019-3/25/2019 Days: M  
 6:30 PM - 8:00 PM Sessions: 1  
 Isaiah Davis  
 Keefe Tech, First Floor, Room 203

Finance and Retirement Planning continues on page 27

# Online Learning

For more information please call Kelly Pierce at 951-972-3668  
(Please let him know you were referred by Keefe at Night.)



## ONLINE CAREER TRAINING PROGRAMS

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

### Features

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

#### Advanced Hospital Coding and CCS Prep

This program will increase your coding skills and prepare you to take the certification exam to become a Certified Coding Specialist. 80 HRS

#### CBCS Medical Billing and Coding (Vouchers Included)

This nationally recognized program combines the Medical Billing and Coding program with 60 hours of medical terminology training to give you a competitive edge in the healthcare field. 340 HRS

#### Certified Bookkeeper

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

#### Certified Information Systems Security Professional (CISSP)

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

#### Certified Wedding Planner

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

#### CCNA: Routing and Switching (Voucher Included)

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

#### CompTIA Security+ Certification Training (Voucher Included)

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

#### Grant Writing

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

#### Human Resources Professional

Master the skills you need to gain an entry-level position in human resources and prepare to take the PHR (Professional in Human Resources) certification exam. 120 HRS

#### HVACR Certified Technician

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

#### Payroll Practice and Management (Voucher Included)

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

#### Web Applications Developer

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

## INSTRUCTOR-LED ONLINE COURSE BUNDLES

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

### Features

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction Per Course
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#### Microsoft Word 2016 Series

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

#### QuickBooks 2016 Series

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

#### Supervision and Management Series

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

#### Accounting Fundamentals Series

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

#### PHP and MySQL Series

Learn how to create interactive websites, including how to create an interactive online store complete with an online catalog of products.

#### Web Design Value Suite

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

#### Basic Computer Skills Suite

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

#### Project Management Suite

Learn the fundamentals of project management.

#### HTML and CSS Series

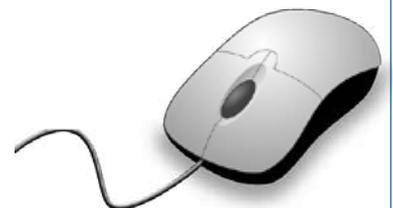
Learn to use CSS3 and HTML5 to create professional-quality websites for desktops, laptops, and mobile devices.

#### Computer Networking Suite

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

#### PMP Series

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



Visit our website for program details and to enroll!

[careertraining.ed2go.com/kan](http://careertraining.ed2go.com/kan)

Visit our website to view start dates and to enroll!

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# EXPAND YOUR OPTIONS AT KEEFE REGIONAL TECHNICAL SCHOOL

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

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

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

Keefe Tech offers 16 unique Career and Technical areas including the most recently added programs, Dental Assisting and Legal & Protective Services.

We are now accepting applications at Keefe Tech for the 2019-2020 school year for students enrolling in grade 9.

**APPLY ONLINE AT  
KEEFETECHGO2CTE.COM**

**Questions about applying  
to Keefe Tech?**

**Contact Adrienne Bogusky,  
Director of Guidance and Admissions  
at [abogusky@jpkeefehs.org](mailto:abogusky@jpkeefehs.org)  
or 508.416.2270**

***keefetech.org***

**Keefe Regional  
Technical School**  
CHOICES | OPPORTUNITIES | RESULTS



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

**Spring 2019 Trips**



- **New York - 9/11 Memorial & Museum**  
Saturday, April 6, 2019  
*\$149 Per Person*
- **New York - Broadway**  
Saturday, May 4, 2019  
*\$89 Per Person*
- **The Berkshires: Imposing Cottages & Inspiring Gardens**  
Saturday, June 8, 2019  
*\$129 Per Person*

**To make your reservation, please call  
508-416-2170 or register online at  
[www.keefeatnight.org](http://www.keefeatnight.org)**

# WANTED

for Fall 2019

Excellent Instructors to  
Teach at Keefe at Night

## Master Electricians

We have part-time, temporary positions for Master Electricians who have teaching experience.

If you have a talent in

**Arts & Crafts, Music or Dance, Computer Technology or other areas**  
relevant to adult learners, we'd like to hear from you.

We are looking for instructors who have a passion for teaching adult learners and want to be part of a community that offers courses and programs that empower students to succeed. Please submit a course proposal by visiting [Keefeatnight.org](http://Keefeatnight.org); click on the "Contact Us" menu tab, and click on the "Teach at Keefe at Night" link.

*We look forward to hearing from you.*



## Keefe Tech Snack Shack

Don't have time to grab something to eat before coming to class?

We've got you covered! The Keefe Tech Snack Shack, run and operated by Keefe's Parents Booster Club, offers a great variety of foods, drinks and snacks.

All proceeds from sales go directly to fund Keefe Tech High School student activities.

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

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

Finance and Retirement Planning continues from page 22

## Divorce Workshop - Navigating the Process and Financial Considerations

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

**FN09-Spring2019** \$49.00  
 3/9/2019-3/9/2019 Days: Sa  
 9:00 AM -12:00 PM Sessions: 1  
 Halee Burg  
 Keefe Tech, First Floor, Room 219

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

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

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

**FN06-Spring2019** \$49.00  
 4/10/2019-4/10/2019 Days: W  
 6:30 PM - 8:30 PM Sessions: 1  
 Renee Senes  
 Keefe Tech, First Floor, Room 204

## Transitioning Into Retirement - Beyond Finances

So it's here...or about to be here. Maybe by choice or maybe not. Retirement is like a vacation that can last forever, but - like vacations - it has its own 'stressors.' Making a plan for life after retirement is crucial. This course explores areas beyond finances such as: life stages of work and retirement; the importance of short- and long-term goal setting; part-time jobs for retirees; how to rebuild your social network and retirement success stories. This is not a 'Finance' Class - but a blueprint for a happy and fulfilling retirement!

**HLPLAN12-Spring2019** \$49.00  
 4/2/2019-4/2/2019 Days: T  
 6:00 PM - 9:00 PM Sessions: 1  
 Herbert Fuchs  
 Keefe Tech, First Floor, Room 208



## Preparing for Retirement - Finances

In this course we will review and discuss a checklist of important topics and changes that are necessary to address as you enter into retirement. Topics will include important matters such as: the amount of money that is needed to retire; what you will need to contribute to reach your goals; proper investment asset allocation; Social Security options; Medicare; long-term care and much more. The knowledge gained in this course will help you develop a thoughtful and comprehensive retirement plan. Participants will leave with specific action steps to help ensure that this new stage in life will be secure and enjoyable.

**FN201-Spring2019** \$39.00  
 5/8/2019-5/8/2019 Days: W  
 6:30 PM - 8:30 PM Sessions: 1  
 Ryland Hanstad  
 Keefe Tech, First Floor, Room 206

**NEW**

## What Happens After the Paychecks Stop?

Are you nearing retirement or are between the ages of 50-70? Then this class is for you. Examine how to budget for retirement expenses, potential sources of retirement income and potential risks such as long-term care and health care costs.

**FN07-Spring2019** \$39.00  
 3/26/2019-3/26/2019 Days: T  
 6:00 PM - 8:30 PM Sessions: 1  
 Alex Winkelmann  
 Keefe Tech, First Floor, Room 201

**NEW**

## Social Security: Your Questions Answered

In this class you will learn ways to maximize Social Security benefits for individuals and couples based on age, life expectancy, employment and need.

**FN03-Spring2019** \$39.00  
 3/21/2019-3/21/2019 Days: Th  
 6:00 PM - 8:30 PM Sessions: 1  
 Alex Winkelmann  
 Keefe Tech, First Floor, Room 201

## **Certified Personal Trainer Course - New Format: Online Instruction/ with Saturday Practical Sessions at Fitness Center**

Start an exciting fitness career and become a nationally Certified Personal Trainer. Our personal trainer course is a great way to become a successful Certified Personal Trainer with an option to complete an employer internship that can walk you into jobs!

### **The course consists of:**

1. Online lectures on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health and assessment. While the online lectures do not have a live instructor, mentors and teachers will be available to chat with you should questions arise, and you get to set your schedule.

2. 15 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. Saturdays from 1:00 -4:00 p.m.

Included in this course is a complete 200-page student workbook, access to online student study tools and test vouchers to take the Certified Personal Trainer exams.

You can work right after passing the exams with proof of CPR/AED to obtain your Level 1 Certified Personal Trainer. As a special bonus, you can take advantage of our 30-hour employer internship to get our advanced Level 2 Certified Personal Trainer credential at no additional cost!!

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

Required textbook to be purchased in advance of class: Fitness Professional's Handbook-7th Edition with Web Resource ISBN-13: 9781492523376 is available for purchase from W.I.T.S. at \$89.95 including shipping. An e-book is also available for purchase through W.I.T.S. at \$53.00: ISBN-13: 9781492535935. You can order the book through W.I.T.S. by calling 1-888-330-9487.. No Practical Lab: 4/20. National Certification Testing will take place on 5/18.

### **FTCERT17-Spring2019**

4/6/2019-5/11/2019

1:00 PM - 4:00 PM

W.I.T.S. Staff

Online Instruction/Practical Labs

Days for Practical Lab: Sa

Sessions: 6

## **Boot Camp**

If you've never taken classes with Jo-Ellen, come and find out for yourself why she has such a great following. You can do it! Jump-start your fitness regimen with this ten-week program of fun-filled exercise for all abilities. Expect to work hard within your limits. This co-ed class will be held both indoors and outdoors and will include a variety of individual and team activities. Classes will include strength, agility, balance activities, cardio drills, relay races, and obstacle courses. Great class for weight loss, building strength and improving heart health. Participants should wear proper athletic attire, and bring a mat or towel, a set of handheld weights suitable for your ability level, and bottled water.

Spring Session: No class: 3/14, 4/4 and 4/18. Summer Session: No class July 4.

### **FT01-Spring2019**

2/28/2019-5/23/2019

6:00 PM - 7:00 PM

Jo-Ellen McCarrick

Keefe Tech, First Floor, Auditorium Stage / Fountain Street Entrance

\$89.00

Days: Th

Sessions: 10

### **FT01-Spring2019Summer**

6/6/2019-8/15/2019

6:00 PM - 7:00 PM

Jo-Ellen McCarrick

Keefe Tech, First Floor, Auditorium Stage / Fountain Street Entrance

\$89.00

Days: Th

Sessions: 10

## **Cardio Blast -**

### **Mondays and Wednesdays at Bancroft Gym**

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

**Spring Session:** No class: 4/15, & 17 and 5/27. Summer Session: No class: 9/2 & 9/4. Important: This class is taught at Bancroft Gym, located at 701 Waverly Street in Framingham.

### **FT20-Spring2019Bancroft**

4/8/2019-6/24/2019

6:15 PM - 7:00 PM

Jo-Ellen McCarrick

Offsite, Bancroft Boxing Gym

\$129.00

Days: MW

Sessions: 20

### **FT20-Spring2019Bancrofts**

7/8/2019-9/18/2019

6:15 PM - 7:00 PM

Jo-Ellen McCarrick

Offsite, Bancroft Boxing Gym

\$129.00

Days: MW

Sessions: 20

With over 190 courses offered in Spring 2019, there's bound to be a perfect one for you. Join us!

## Cardio Mix

Shake up your fitness routine with interval training. Burn calories, improve your heart health and get stronger. Following a warm-up, the class alternates between periods of high activity which includes hi/low aerobic moves, traditional calisthenics and active rest periods that focus on muscle tone and strength. Participants should wear proper athletic attire, and bring a mat or towel, a set of handheld weights suitable for your ability level, and bottled water. No class: 4/16.

**FT02-Spring2019** \$89.00  
 3/5/2019-5/14/2019 Days: T  
 7:15 PM - 8:15 PM Sessions: 10  
 Jo-Ellen McCarrick  
 Keefe Tech, First Floor, Auditorium Stage / Fountain Street Entrance

## Cardio Mix with Stretch- Fridays at Bancroft Gym

Please see description for Cardio Mix class above. This class also includes a 15 minute stretch at the end. No class: 4/19. Important: This class is taught at Bancroft Gym, located at 701 Waverly Street, in Framingham.

**FT19-Spring2019** \$99.00  
 4/5/2019-6/14/2019 Days: F  
 6:15 PM - 7:30 PM Sessions: 10  
 Jo-Ellen McCarrick  
 Offsite, Bancroft Boxing Gym

## Gentle Stretch

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

Spring Session: No class: 3/14, 4/4 and 4/18. Summer Session: No class July 4.

**FT03-Spring2019** \$89.00  
 2/28/2019-5/23/2019 Days: Th  
 7:15 PM - 8:15 PM Sessions: 10  
 Jo-Ellen McCarrick  
 Keefe Tech, First Floor, Auditorium Stage / Fountain Street Entrance

**FT03-Spring2019Summer** \$89.00  
 6/6/2019-8/15/2019 Days: Th  
 7:15 PM - 8:15 PM Sessions: 10  
 Jo-Ellen McCarrick  
 Keefe Tech, First Floor, Auditorium Stage / Fountain Street Entrance

## Get On The Ball

Join us and have a "ball" while you exercise on the ball! Participants will use stability balls, soft weighted balls, hand-held weights, and resistance tubing to strengthen, stretch, tone, and stabilize core muscles. Improve balance, posture, coordination, body awareness, strength and flexibility. Wear appropriate athletic gear. Bring a yoga/sticky mat and water. Also please bring a set of handheld weights suitable to your activity level. No class: 4/16.

Spring 2019

**FT15-Spring2019** \$89.00  
 3/5/2019-5/14/2019 Days: T  
 6:00 PM - 7:00 PM Sessions: 10  
 Jo-Ellen McCarrick  
 Keefe Tech, First Floor, Auditorium Stage / Fountain Street Entrance

## Kickboxing is a Blast!

In this high energy class, you will learn the moves that will help you shed fat and blast calories! Kickboxing, a stand-up combat sport, incorporates classic boxing moves (think jabs, hooks, and uppercuts) with the fast footwork of karate and Muay Thai. A great way to start - or kick-start, your regime! Important: This class is taught at Bancroft gym, located at 701 Waverly Street in Framingham.

**FTBOX05-Spring2019** \$139.00  
 3/21/2019-6/6/2019 Days: Th  
 6:30 PM - 7:30 PM Sessions: 12  
 Jared Sher  
 Offsite, Bancroft Boxing Gym

## Boxing with the Best - Step Into the Ring!

At Bancroft Boxing Gym you will have access to all of the gym equipment as you learn fundamental boxing techniques. This entails footwork, body positioning, blocking, defensive maneuvers as well as punching and counter-punching combinations. Cultivate your own unique boxing style, develop a skill set to maximize individual strengths while protecting against specific vulnerabilities. Boxing is fun and provides a full body workout. It will increase your strength, hand-eye coordination and cardiovascular conditioning. The class is rooted in the spirit of teamwork and encouragement. Be forewarned, you may become 'hooked!' All levels welcome! Important: This class is taught at Bancroft Boxing Gym, located at 701 Waverly Street in Framingham.

**FTBOX04-Spring2019** \$139.00  
 3/12/2019-5/28/2019 Days: T  
 6:30 PM - 7:30 PM Sessions: 12  
 Jared Sher  
 Offsite, Bancroft Boxing Gym

## Belly Dancing - All Levels

Don't miss out on the fun! Belly dance is rich in art and culture. In this course students will learn basic belly dance techniques, from well-known shimmies to undulations and isolations. Through these movements we will improve core strength. In each session we will work on building a basic choreography with the movements learned in class, set to a traditional Middle Eastern rhythm. This fun class is suitable for dancers of all skill levels. Participants should dress in comfortable clothing and bring water. No class: 4/16.

**FTDA01Spring2019** \$119.00  
 3/5/2019-5/28/2019 Days: T  
 6:30 PM - 7:30 PM Sessions: 12  
 Erica Osborne  
 Keefe Tech, First Floor, Gym / Winter Street Entrance

## NEW

### Salsa Dancing

Welcome to Salsa! This is a couples dancing course, but single dancers are welcome. In this class you will delve into the basics of Salsa Dancing.

At first you will learn basic techniques and footwork. Later there will be in-depth sessions of a single Salsa pattern at the beginner to advanced beginner level. Throughout the semester we will be going over how to properly turn your partner, the cross body lead, the hammerlock, haircombs, beginner dips and so much more! Each new lesson is comprised of entirely new moves and patterns. It's going to be a semester of thrill, laughs and excitement, let's dance Salsa! No class: 4/15.

**ARTDA100-Spring2019**                      \$109.00  
 3/11/2019-5/20/2019                      Days: M  
 6:30 PM - 7:30 PM                      Sessions: 10  
 Justin Weinstein  
 Keefe Tech, First Floor, Gym / Winter Street Entrance



### Tai Chi with Jeanne Donnelly

An exercise originally developed in China, Tai Chi has become a popular form of exercise in this area of the country. In fact, many doctors and health insurance companies now recommend it for people with joint pain and other medical issues. Among its many benefits, Tai Chi helps to improve one's balance, strength and coordination. It has also been shown to decrease stress with regular practice.

This class will introduce you to this amazing form of exercise and provide a sequence for you to practice at home. Please wear comfortable clothing and footwear. Class fills quickly. No class 3/13.

**FTYG07Spring2019**                      \$79.00  
 3/6/2019-4/10/2019                      Days: W  
 6:00 PM - 7:00 PM                      Sessions: 5  
 Jeanne Donnelly  
 Keefe Tech, First Floor, Auditorium Stage / Fountain Street Entrance

### Gentle Yoga with Healing Meditation with Jeanne Donnelly

This yoga class is designed for all levels: beginners and students who have experience. When done gently, yoga practice can help to repair joints, decrease stress, increase flexibility, and prevent and heal injuries. Jeanne teaches this class based on her training in Viniyoga, a style of gentle yoga taught by Gary Kraftsow and transmitted by T. Krishnamacharya and T.K.V. Desikachar. Viniyoga practice allows students to develop a practice based on their current level of ability, age, flexibility, strength and injuries. In addition to learning and practicing gentle (asana) postures, this class will explore the seven major chakras or energy systems with specific postures and meditations to balance and guide the body to higher levels of healing. Please bring a yoga mat and water bottle. Class fills quickly. Don't miss out. No class: 3/13.

**FTYG08-Spring2019**                      \$79.00  
 3/6/2019-4/10/2019                      Days: W  
 7:15 PM - 8:15 PM                      Sessions: 5  
 Jeanne Donnelly  
 Keefe Tech, First Floor, Auditorium Stage / Fountain Street Entrance

### Yogalates

Strengthen your core, tone your arms and legs and then stretch it all out from head to toe with this enjoyable mix of Pilates, Basic Yoga poses and traditional stretching positions. Students will begin with 30 minutes of Pilates, followed by 30 minutes of Yoga mixed with basic stretching movements, ending with guided meditation and relaxation. Bring to class: Yoga mat, towel or Yoga strap, and a bottle of water.

**FTYG04-Spring2019Section1**                      \$99.00  
 3/5/2019-4/9/2019                      Days: T  
 7:00 PM - 8:00 PM                      Sessions: 6  
 Karen Fishman  
 Keefe Tech, Second Floor, Yoga Room (Across from Library)

**FTYG04-Spring2019Section2**                      \$99.00  
 4/23/2019-5/28/2019                      Days: T  
 7:00 PM - 8:00 PM                      Sessions: 6  
 Karen Fishman  
 Keefe Tech, Second Floor, Yoga Room (Across from Library)

### Lap Swimming

Come and exercise in our Olympic-size Keefe Tech pool two nights a week at your lap swimming pace! Thirty minutes or three hours a week - the choice is yours. A Certified Lifeguard from the MetroWest YMCA will be on duty. Change in our locker rooms and bring a towel and water (to drink later). Spring hours are: 7:00 - 8:30 p.m. Pool closed on 3/14, 4/4, 4/16 & 4/18.

**FTWAT14-Spring2019**                      \$149.00  
 3/5/2019-5/14/2019                      Days: TTh  
 7:00 PM - 8:30 PM                      Sessions: 17  
 YMCA Lifeguard  
 Keefe Tech, First Floor, Pool / Winter Street Entrance



## Watercize

Both swimmers and non-swimmers can exercise and get in shape in the pool. You'll have your choice of a shallow or deep water workout each week. You'll feel stronger, gain flexibility and increase muscle strength. This low-impact workout is easy on your joints but can be a better workout than land aerobics. For all swim/water aerobics classes, a bathing suit is required although Under Armour shirts and leggings may be worn. Come take the plunge. You'll be glad you did! No class: 4/15 & 4/17.

**FTWS07-Spring2019**                      \$159.00  
 3/11/2019-5/6/2019                      Days: MW  
 7:00 PM - 8:00 PM                      Sessions: 15  
 YMCA Instructor  
 Keefe Tech, First Floor, Pool / Winter Street Entrance

## NEW

### Usui/Holy Fire Reiki, Level 1 Certification

Learn about the concepts, energies, and history of Usui/Holy Fire Reiki. It is a powerful yet gentle form of healing that provides stress relief, relaxation, mental clarity and more. You'll gain a general understanding of the concept of chakras, auras and Reiki energy using scanning and traditional hand positions. In level one you will learn to give Reiki yourself, your friends, family and even your pets! This class is for beginners or anyone interested in learning more about energy healing. Training consists of lecture and as well as hands-on practice. Certification will be presented at completion of course.

Required Textbook: Students will need to purchase required textbook on their own in advance of class: Reiki, The Healing Touch: First and Second Degree Manual by William Lee Rand, 2000. ISBN 1-886785-03-1.

**HL101-Spring2019**                      \$109.00  
 4/25/2019-5/2/2019                      Days: Th  
 6:00 PM - 9:00 PM                      Sessions: 2  
 Amanda Bavaro  
 Keefe Tech, Second Floor, Yoga Room (Across from Library)

## NEW

### Usui/Holy Fire Reiki Level 2 Certification

Enhance your healing powers, intuition and confidence with Reiki Level 2. In this class you will learn full treatment techniques including

advance body scanning and meditations. Gain a deeper understanding of: clearing negative energies from people and homes, distant healing, healing of emotional problems, healing of trauma and healing unwanted habits. This class will prepare you to open your own Reiki practice or integrate it into your daily life. Certification will be presented after completion of the class.

**Prerequisite:** Successful completion Usui/Holy Fire Reiki Level 1 Certification course.

Required Textbook: Students will need to purchase required textbook on their own in advance of class: Reiki, The Healing Touch: First and Second Degree Manual by William Lee Rand, 2000. ISBN 1-886785-03-1.

**HL102-Spring2019**                      \$109.00  
 5/16/2019-5/23/2019                      Days: Th  
 6:00 PM - 9:00 PM                      Sessions: 2  
 Amanda Bavaro  
 Keefe Tech, Second Floor, Yoga Room (Across from Library)

### Art for Healing: Expressing Feelings with Color

This ART4Healing© workshop will provide an opportunity for participants to process their feelings using the venue of abstract painting. Art experiences, guided by a certified ART4Healing© facilitator, are used as a tool for self-expression and self-exploration. Participants need to have no particular talent or experience with painting in order to create meaningful expressions with acrylic paints on canvas. There is an opportunity for sharing, if the participant so desires. All materials are provided and participants typically leave with 4 to 5 paintings.

Please note: ART4Healing© Facilitators do not offer any interpretation or diagnosis. The focus remains on the participants to be in charge of their own exploration. The fact that this process is therapeutic does not make it art therapy, which is a legally separate field of practice.

**HL202-Spring2019**                      \$59.00  
 3/21/2019-3/21/2019                      Days: Th  
 7:00 PM - 9:00 PM                      Sessions: 1  
 Joyce Firth  
 Keefe Tech, Ground Floor, Visual Design

## NEW

### Life Energy Exercise for Complete Health

Learn the basics of the body's energy system and a set of 8 life energy exercises. Life energy exercise is the qigong exercise that is safe for people to practice and focuses on increasing life energy and improving energy flow for good health and longevity. The exercises strengthen every organ in the body for complete health and help to heal all kinds of health problems including physical, emotional, and addictive problems. The exercises are easy to learn and are good for people of all ages.

**HL201-Spring2019**                      \$49.00  
 4/24/2019-5/1/2019                      Days: W  
 6:30 PM - 8:00 PM                      Sessions: 2  
 Julia Sun  
 Keefe Tech, First Floor, Room 206

## Tapping for Stress Management Workshop

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

**HL14-Spring2019** \$39.00  
 4/8/2019-4/8/2019 Days: M  
 6:00 PM - 8:00 PM Sessions: 1  
 Holli Bassin  
 Keefe Tech, First Floor, Room 206

## Qi Gong for Arthritis

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

**HL16-Spring2019** \$49.00  
 4/10/2019-4/10/2019 Days: W  
 7:00 PM - 9:00 PM Sessions: 1  
 Joseph Foley  
 Keefe Tech, Second Floor, Yoga Room (Across from Library)

## Qi Gong: Eight Brocade

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

**HL12-Spring2019** \$49.00  
 3/6/2019-3/6/2019 Days: W  
 7:00 PM - 9:00 PM Sessions: 1  
 Joseph Foley  
 Keefe Tech, Second Floor, Yoga Room  
 (Across from Library)

## Send Away Your Food Cravings

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

**HL15-Spring2019** \$29.00  
 5/6/2019-5/6/2019 Days: M  
 7:00 PM - 8:30 PM Sessions: 1  
 Holli Bassin  
 Keefe Tech, First Floor, Room 220

## NEW

## Effective Long-Term Weight Management

Learn how weight problems are rooted in the body's energy systems, and how our fad diets, improper exercises, modern lifestyle, and current western beliefs about body weight damage the energy system and cause additional and long-term weight issues. Discover how to strengthen the body to reach an ideal weight.

**HL200-Spring2019** \$39.00  
 3/20/2019-3/20/2019 Days: W  
 6:30 PM - 8:30 PM Sessions: 1  
 Julia Sun  
 Keefe Tech, First Floor, Room 206

## GIFT CERTIFICATES

### Gift Certificates

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

After purchasing online, please contact us at 508-416-2170 or at [continuinged@jpkeefe.org](mailto:continuinged@jpkeefe.org) to give us the name and address of the recipient so that we can add their name to our database, and we can send the Gift Certificate to you or directly to them. The certificate is valid for 2 years from the date of purchase. Certificates are available for: \$50, \$100, \$150 & \$200. If you would like to purchase a gift certificate for over \$200, we'd be happy to assist you by phone or in person.



## Basic Home Improvement

Learn or refresh your skills on maintaining and improving your home. Change a faucet or repair a drain. Replace door hardware or adjust a stuck door, and much more. In this class you will also learn about finding the right tools for the job, with a quick hands-on guide to using common power tools. Your instructor Shawn Young is a professional general contractor by day and has a wealth of expertise and knowledge to share with you.

**HGLS42-Spring2019** \$129.00  
 4/24/2019-5/15/2019 Days: W  
 6:00 PM - 9:00 PM Sessions: 4  
 Shawn Young  
 Keefe Tech, Ground Floor, Carpentry

## Molding and Interior Trims Workshop

Cove or crown, batten or baseboard: Molding can bring a 'blah' interior to WOW in a weekend! Woodwork home improvements and decor don't have to cost a bundle. In this 4-week workshop you will learn to create and install baseboards, crown molding, window and door trim, wainscoting and wall panels. This is a hands-on class. Come prepared with work clothes. Standard materials and supplies are included in the cost of tuition. As there is no storage available, students must transport their projects to and from Keefe on each night of class.

**HGCARP02-Spring2019** \$169.00  
 5/22/2019-6/12/2019 Days: W  
 6:30 PM - 9:00 PM Sessions: 4  
 Shawn Young  
 Keefe Tech, Ground Floor, Carpentry

## Furniture Refinishing - Introduction

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

**HGCARP17-Spring2019** \$139.00  
 3/13/2019-4/3/2019 Days: W  
 6:30 PM - 8:30 PM Sessions: 4  
 Shawn Young  
 Keefe Tech, Ground Floor, Carpentry

## Clearing Out Clutter!

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

**HGORG14-Spring2019** \$49.00  
 4/3/2019-4/3/2019 Days: W  
 6:30 PM - 8:30 PM Sessions: 1  
 Ann Jewell  
 Keefe Tech, First Floor, Room 208

## Flower Garden: Create Your Own with Perennials and Annuals



Have you always dreamed of creating your own flower garden but don't know where to start? Have you asked yourself: What is the difference between perennials and annuals? When should the seeds be planted? What about bulbs? Sun or no sun? How often should I water the plants and flowers? Join JR Gable as he takes you through the process step by step, and watch your beautiful garden blossom this Spring. No class: 4/16.

**HG18-Spring2019** \$129.00  
 4/2/2019-4/23/2019 Days: T  
 6:00 PM - 9:00 PM Sessions: 3  
 James Gable  
 Keefe Tech, First Floor, Room 217

## Spring Pruning

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

**HGLS15-Spring2019** \$59.00  
 3/19/2019-3/26/2019 Days: T  
 6:00 PM - 8:00 PM Sessions: 2  
 James Gable  
 Keefe Tech, First Floor, Room 220

**NEW**

## Soap Making for Beginners

Learn how to make soap that looks like stained-glass. We will be using essential oils to make designer soap. While waiting for the soap to process, we will have a discussion about ancient soapmaking technique. We will also go over the difference between glycerin and olive oil soap. This is a class for someone who has never made soap.

**ARTHG102-Spring2019** \$49.00  
 3/21/2019-3/21/2019 Days: T  
 6:30 PM - 8:00 PM Sessions: 1  
 Donna Gonzalez  
 Keefe Tech, Ground Floor, Cafe 101

**NEW**

## Natural Soap Making - 101

Come and discover how soap is made! Learn about different carrier oils, essential oils, and other soap ingredients, along with safety guidelines. Join in making a fresh batch of soap, using the traditional cold process method. Explore the value of using natural ingredients, in contrast to the chemical additives found in commercial soap products. Each participant will take home close to a pound of natural handmade soap, with simple instructions for cutting and curing at home.

All materials and equipment will be provided. Please dress for mess, preferably with long sleeves and closed shoes; and please bring an old towel to insulate your fresh block of soap.

**ARTHG101-Spring2019**                      \$69.00  
 6/8/2019-6/8/2019                      Days: Sa  
 12:00 PM - 4:00 PM                      Sessions: 1  
 Melissa Probst  
 Keefe Tech, Ground Floor, Cafe 101

## Indoor Organic Composting in New England

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

**HGLS09-Spring2019**                      \$69.00  
 3/7/2019-3/7/2019                      Days: Th  
 6:00 PM - 9:00 PM                      Sessions: 1  
 Ray Pourali  
 Keefe Tech, First Floor, Room 204

## Floral Design Series

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

**NEW**

### Spring Flower Basket

This will be a fabulous way to bring the Spring season into your home. Learn how to professionally create a basket design with vibrant soft Spring colors. Learn some simple tricks that take ordinary to extraordinary. Materials are included in the cost of tuition, and you get to take home your beautiful Spring Flower Basket.

**HG201-Spring2019**                      \$69.00  
 4/10/2019-4/10/2019                      Days: W  
 6:00 PM - 8:00 PM                      Sessions: 1  
 Dawn Bagocius  
 Keefe Tech, Ground Floor, Horticulture

**NEW**

### Contemporary Floral Design

This class is for the person who likes a modernized sleek looking floral design with fine lines and detail. You will create this look using fresh flowers and other materials. Materials are included in the cost of tuition and you get to take home your beautiful floral design.

**HG203-Spring2019**                      \$69.00  
 5/15/2019-5/15/2019                      Days: W  
 6:00 PM - 8:00 PM                      Sessions: 1  
 Dawn Bagocius  
 Keefe Tech, Ground Floor, Horticulture

**NEW**

### Topiary Designs

At this class you will learn about popular flower trends, colors and simple, yet elegant topiary designs. After this class, you will be able to create and arrange your own with confidence. Materials are included in the cost of tuition and you get to take home your beautiful topiary design.

**HG202-Spring2019**                      \$69.00  
 3/13/2019-3/13/2019                      Days: W  
 6:00 PM - 8:00 PM                      Sessions: 1  
 Dawn Bagocius  
 Keefe Tech, Ground Floor, Horticulture

## NEW

**Organic, Conventional vs. Local Produce**

Learn the difference between organic, conventional, and local fruits and vegetables by joining our discussion about what organic standards really mean. It's not as simple as you think! You will be surprised by some of the choices available. Participants will learn how to pick produce on the farm and in the supermarket by discussing tips from Environmental Working Group (EWG). We will also discuss the health benefits of produce, the differences in nutrients, and what you can do to feed your family a healthy diet.

**HGLS12Spring2019** \$39.00  
 4/1/2019-4/1/2019 Days: M  
 6:00 PM - 8:00 PM Sessions: 1  
 Holli Bassin  
 Keefe Tech, First Floor, Room 203



## LANGUAGE ARTS

**Beginner French**

This class is for individuals who have never studied French or who have limited knowledge of the French language and want to continue improving their skills. This class will focus on learning and using everyday vocabulary, useful phrases, as well as listening, speaking and writing. A variety of media will be used, such as audio, video and writing. Classes will be interesting, entertaining as well as educational. Course materials will be distributed at the first class. No class. 4/17.

**LA15-Spring2019** \$159.00  
 3/13/2019-5/1/2019 Days: W  
 6:30 PM - 8:00 PM Sessions: 7  
 Anna Mae Ducharme  
 Keefe Tech, First Floor, Room 205

**Advanced Intermediate French**

This class offers an opportunity for those who have learned some basic French vocabulary and useful phrases to move up to the next level. The focus will be on honing the skills you already have and to improve upon them by increasing your knowledge of vocabulary, basic conversation, grammar, listening and speaking. A variety of media will be used: audio, video and writing. The goal is to make the learning experience interactive, enjoyable and educational at the same time. Course materials will be distributed at the first class.

**LA16-Spring2019** \$129.00  
 5/15/2019-6/19/2019 Days: W  
 6:30 PM - 8:00 PM Sessions: 6  
 Anna Mae Ducharme  
 Keefe Tech, First Floor, Room 205

**Brazilian Portuguese I - Beginner**

This course in Brazilian Portuguese is designed for beginners who are just starting their study of the language. Students will learn basic grammatical structures, and practice everyday language in situational contexts like shopping, dining out, and travelling in Brazil. Taught by a native speaker of Portuguese, students will have the opportunity to listen and to practice correct pronunciation. They will also learn first-hand about Brazilian culture. Although the focus is conversation, the course will also help improve reading and writing skills. Required Textbook to be purchased by student in advance of class: Living Language Brazilian Portuguese, Complete Edition by Living Language and Dulce Marcello. ISBN-13: 978-0307972088. Come Join us.

**LA06-Spring2019** \$159.00  
 2/25/2019-4/8/2019 Days: M  
 6:30 PM - 9:00 PM Sessions: 7  
 Eliane Vaz Louison  
 Keefe Tech, First Floor, Room 202

**Brazilian Portuguese - Intermediate**

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

**LA07-Spring2019** \$119.00  
 4/22/2019-5/20/2019 Days: M  
 6:30 PM - 9:00 PM Sessions: 5  
 Eliane Vaz Louison  
 Keefe Tech, First Floor, Room 202



## Spanish Level I - Beginner

This class is designed for individuals with little or no previous knowledge of the Spanish language. We will focus on learning basic grammar, including conjugations of the verb "to be," and other verbs in their infinite form. In addition, students will learn how to introduce themselves to others, use greetings and goodbyes correctly, ask and respond to questions, be able to tell time, and express emotions. By the end of this course, students should know how to engage in simple conversations about day-to-day topics, be able to read and comprehend short stories, and pronounce words from an extensive vocabulary. Active participation in class, homework preparation and memorization are essential components to succeed in this course. Course materials are included in the cost of tuition. On the first night of class you will receive your Español Progresivo Level One Workbook by Spanish language instructor Elba M. Fernandez. No class 4/16.

**LA04-Spring2019**                      \$229.00  
 3/5/2019-5/14/2019                      Days: T  
 6:30 PM - 8:00 PM                      Sessions: 10  
 Elba Fernandez  
 Keefe Tech, First Floor, Room 203

## Spanish Level II - Intermediate

This class is designed for students who have already taken beginner Spanish or know the basics of the language, and want to continue their learning. The goal is to increase knowledge and use of vocabulary, reinforce and learn new grammatical concepts and structures, and to attain further reading skills and comprehension. This course stresses the understanding of past and future indicative verb tenses and the writing of short compositions. In class-exercises will help students improve their language skills. Expect to leave the class more fluent and feel comfortable communicating in Spanish verbally and in writing. Materials are included in the cost of tuition. On the first night of class students will receive their Español Progresivo Level Two Workbook by Spanish language instructor Elba M. Fernandez. No class: 4/17.

**LA05-Spring2019**                      \$229.00  
 3/6/2019-5/15/2019                      Days: W  
 6:30 PM - 8:00 PM                      Sessions: 10  
 Elba Fernandez  
 Keefe Tech, First Floor, Room 203

## NEW

### Let's Talk in Spanish, Level III

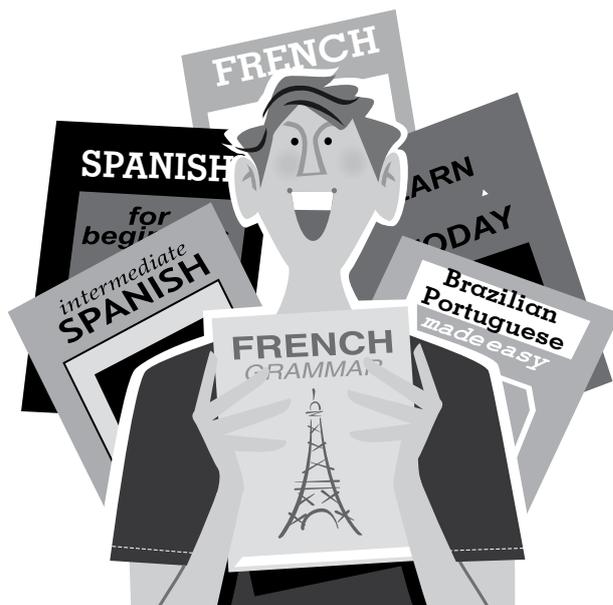
Are you looking for a place to practice your acquired Spanish vocabulary? This class offers the opportunity to those of you who can engage in intermediate level Spanish conversations. The emphasis of this course is on vocabulary acquisition, reading, listening to narrative stories, express oral opinions, and participate in discussions of current events. Upon completion, students should be able to communicate effectively, accurately and creatively. Required Textbook to be purchased in advance of class: *Hablemos en Clase*, by Maria Rosa Lopez, Second Edition, ISBN: 978-84-89756-26-7.

**LA11-Spring2019**                      \$119.00  
 5/21/2019-6/18/2019                      Days: T  
 6:30 PM - 7:30 PM                      Sessions: 5  
 Elba Fernandez  
 Keefe Tech, First Floor, Room 203

### Spanish for Healthcare Professionals

¿Cómo se siente hoy? (How are you feeling today?) Learning to address your patients in their native language can lay the groundwork for a caring and more productive medical conversation. Communicate more effectively with your Spanish-speaking patients, families, and co-workers in a health setting. The vocabulary taught in this class is related to everyday work experiences such as health status, anatomy, medical history and examination. No previous knowledge of Spanish is required. Start here and break down unnecessary barriers! A \$25 materials fee is payable to the instructor on the first night of class. No class: 4/16 & 4/30.

**MELA14-Spring2019**                      \$299.00  
 3/26/2019-6/11/2019                      Days: T  
 7:00 PM - 9:00 PM                      Sessions: 10  
 Sherry Ruff  
 Keefe Tech, First Floor, Room 210



## CPR - Heartsaver CPR AED

Seconds count when a heart stops. Would you know what to do if someone around you suffered cardiac arrest? CPR is a life-saving technique that helps maintain some blood flow to the brain and heart, and can help “buy time” until paramedics arrive. This course is for anyone with limited or no medical training who needs a course of completion card in CPR to meet job, regulatory, or other requirements. At the conclusion of this 4-hour class you will have become CPR certified. Cost of tuition includes fee for CPR AED certification card.

**ME13-Spring2019Section1**                     \$89.00  
 3/2/2019-3/2/2019                     Days: Sa  
 9:00 AM - 1:00 PM                     Sessions: 1  
 Jennifer Graham  
 Keefe Tech, Second Floor, Room 323

**ME13-Spring2019Section2**                     \$89.00  
 4/6/2019-4/6/2019                     Days: Sa  
 9:00 AM - 1:00 PM                     Sessions: 1  
 Jennifer Graham  
 Keefe Tech, Second Floor, Room 323

**ME13-Spring2019Section3**                     \$89.00  
 5/4/2019-5/4/2019                     Days: Sa  
 9:00 AM - 1:00 PM                     Sessions: 1  
 Jennifer Graham  
 Keefe Tech, Second Floor, Room 323

## Certified Nursing Assistant, CNA Program

Certified Nursing Assistants are in high demand in Massachusetts. This training program - approved by the Massachusetts Department of Public Health - is designed to prepare students for a career as professional health care providers. Fifty-four hours of classroom study will prepare students for 21 hours of supervised clinical rotation. Clinical rotation takes place on Saturdays. Students will be instructed in all of the competencies and prepared for the CNA certifying exam conducted by the American Red Cross. Topics include: Physical and emotional care of patients, vital signs, communication skills, safety issues, the aging process and ways to handle stress. In order to be eligible to apply for the American Red Cross certifying exam, it is mandatory that all students successfully complete all class hours and clinical sessions. (Please see online description for full class schedule.) Sign up early as class size is limited.

Please note: Heartsaver CPR AED is available at Keefe at Night at an additional cost. Please see CPR course class description.

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

Prior to February 15, students must:

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

**MECERT01-Spring20190**                     \$1,099.00  
 02/25/2019-05/04/2019                     Days: M/W/Sa  
 M/W: 5:00 - 9:00 PM  
 Sa: 8:00 - 5:00 p.m.                     Sessions: 12  
 Debbie Eichhorst  
 Keefe Tech, Second Floor, Room 325

Spring 2019



## Clinical Medical Assistant Training

Do you want to prepare for an exciting, challenging and rewarding career in healthcare? In this program you will receive training on how to assist physicians and nurses by performing functions related to the clinical responsibilities of a medical office. You will learn about: patient preparation for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands-on labs and a clinical externship opportunity (160 Hours) at a local healthcare provider. Textbooks included in cost of tuition. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, and submit to a thorough background check, drug screening and meet other requirements. A high-school diploma or equivalency is required. Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. Payment plan is available. 10% tuition discount if paid in full before the first class. No classes will be held on: 3/14, 4/4, 4/16, 4/18. Please see online description for Saturday dates and times.

**MEOCERT2-Spring2019**                     \$2,749.00  
 2/26/2019-6/13/2019                     Days: TThSa  
 6:00 PM - 9:30 PM                     Sessions: 34  
 CCI Staff  
 Keefe Tech, Second Floor, Room 323

Gift Certificates available for  
 purchase online!



## Pharmacy Technician

Ready for a new and rewarding career? This comprehensive 50-hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the "top 200 drugs," I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. Textbook included in the cost of tuition. Payment plan available. 10% tuition discount if paid in full at registration. No classes will be held on 4/15 & 4/17.

**ME08-Spring2019** \$1,099.00  
 3/4/2019-4/29/2019 Days: MW  
 6:00 PM - 9:30 PM Sessions: 15  
 CCI Staff  
 Keefe Tech, Second Floor, Room 306

## Phlebotomy Technician Program

Are you ready for a rewarding career change? This 90-hour Phlebotomy Technician Program will train you on how to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. This program includes an externship at a local healthcare facility at the completion of the course. Textbook included in cost of tuition. Payment plan available. 10% tuition discount if paid in full at registration. No class: 4/15 & 4/17. Please see online description for Saturday dates and times.

**ME09-Spring2019** \$1,979.00  
 3/4/2019-5/20/2019 Days: MWSa  
 6:00 PM - 9:30 PM Sessions: 24  
 CCI Staff  
 Keefe Tech, Second Floor, Room 304

## Spanish for Healthcare Professionals

¿Cómo se siente hoy? (How are you feeling today?) Learning to address your patients in their native language can lay the groundwork for a caring and more productive medical conversation. Communicate more effectively with your Spanish-speaking patients, families, and co-workers in a health setting. The vocabulary taught in this class is related to everyday work experiences such as health status, anatomy, medical history and examination. No previous knowledge of Spanish is required. Start here and break down unnecessary barriers! A \$25 materials fee is payable to the instructor on the first night of class. No class: 4/16 & 4/30.

**MELA14-Spring2019** \$299.00  
 3/26/2019-6/11/2019 Days: T  
 7:00 PM - 9:00 PM Sessions: 10  
 Sherry Ruff  
 Keefe Tech, First Floor, Room 210

## Online Courses

Online Advanced Career Training Programs are designed by a team of experts from their respective field. They work to provide students with a highly effective web-based learning experience.

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Please see our Ed2Go ad on page 23

"Class was perfect for me. Loved the course, the material, and the teacher. Amazing class!"

— Pharmacy Tech

# REAL ESTATE LICENSE & HOME INSPECTION

## Associate Home Inspection Test Preparation Course

This is a 75-hour training program for students who aspire to become MA "Associate Home Inspectors" in accordance with the requirements of 266 CMR Section 4.00. The class will cover Roofing, Exterior, Structure, Electrical, 266 CMR, Plumbing, HVAC, Masonry, Ethics, Report Writing, and Contracts. Completion of 75 hours is required for an Associate Home Inspector License.

**Important:** Please note that to become a licensed Massachusetts Associate Home Inspector, you must fulfill all of these requirements: Complete a 75-hour course from an approved provider; Pass the National Home Inspectors Exam (NHIE); Complete 25 supervised home inspections - students will need to secure their placement on their own. No class: 4/15, 4/17 & 5/27.

**TP02LIC-Spring2019** \$1,100.00  
 3/6/2019-6/10/2019 Days: MW  
 6:30 PM - 9:40 PM Sessions: 25  
 James Mushinsky  
 Keefe Tech, First Floor, Room 201

## Massachusetts Real Estate Salesperson Training

Back by popular demand! This class is your first step to becoming a licensed real estate salesperson! Completion of this 40-hour course will qualify students to sit for the Massachusetts Real Estate Salesperson's Test.

This course is taught by professionals from Framingham-based Key Realty Services University, an approved, fully licensed and credentialed Massachusetts Real Estate School. The course is taught in both

lecture and interactive in format. At the completion of the course you will receive a certification booklet, which allows you to take the state examination. If you score 70% or better on your exam, you will receive your license that day! All materials -- Textbook and Handbook will be provided by Key Realty. Important: If you already hold a Real Estate License, this Pre-Licensing course is not for you. No class: No class: 4/15 & 4/17.

**RE01-Spring2019** \$399.00  
 3/18/2019-5/8/2019 Days: MW  
 6:00 PM - 9:00 PM Sessions: 14  
 Mark Shultz  
 Keefe Tech, First Floor, Room 224

## NEW

## Real Estate Transactions

This course will give a general overview of steps and considerations to make when buying and selling real estate, whether as a first time buyer, seller or investor. We will review resources available to buyers and sellers, as well as the mechanics of the basic forms used in modern real estate transactions, along with the chronology of events from the initial stage to closing of the transaction.

**RE08-Spring2019** \$39.00  
 5/1/2019-5/1/2019 Days: W  
 6:00 PM - 9:00 PM Sessions: 1  
 Peter Haranas  
 Keefe Tech, First Floor, Room 208

# SERVSAFE CERTIFICATION

## ServSafe Manager Training - 1 Day Certification - Saturday Class

This National Restaurant Association food and beverage safety training course is appropriate for food-service management staff working in health care, schools, restaurants and all food service establishments. Your paper-based certification exam will be conducted in the last hour of the program. The vast majority of our students pass the exam on their first try. Materials are included in the cost of tuition. An optional book can be purchased in advance of class for \$65. The deadline for your paid book order is two weeks before the class date. Please contact us at 5058-416-2170 to place your order.

Please note: If you work for a company that is looking to enroll more than 6 individuals, we can set up a Saturday class on a date that is more convenient for your group.

**SSCERT01-Spring2019Section1** \$169.00  
 3/16/2019-3/16/2019 Days: Sa  
 9:00 AM - 4:00 PM Sessions: 1  
 Lynn Petrowski  
 Keefe Tech, First Floor, Room 219



**SSCERT01-Spring2019Section2** \$169.00  
 4/27/2019-4/27/2019 Days: Sa  
 9:00 AM - 4:00 PM Sessions: 1  
 Lynn Petrowski  
 Keefe Tech, First Floor, Room 219

**SSCERT01-Spring2019Section3** \$169.00  
 5/18/2019-5/18/2019 Days: Sa  
 9:00 AM - 4:00 PM Sessions: 1  
 Lynn Petrowski  
 Keefe Tech, First Floor, Room 219

## America's Boating (ABC3) Certification

Whether you own, a boat, are thinking of getting a boat, or just like to float around the water in your friends' boat - this course will prepare you for life on the water. Learn the basics of boating safety, including boat terminology and handling, basic knots, VHF Marine Radio, piloting, charts and electronic navigation, course plotting, navigation aids and rules, and the MA and Federal boating laws and regulations. This course is taught by experienced members of the US Power Squadron, a private national organization dedicated to teaching safe boating. Students who complete this course successfully will receive a safety certificate, required in most states for operation of a water craft. This certificate provides you a discount on your boat insurance! Textbook, nautical charts, dividers and course plotter are included in tuition.

**SP02-Spring2019** \$109.00  
 2/26/2019-4/9/2019 Days: T  
 7:00 PM - 9:00 PM Sessions: 7  
 Nobscot Sail and Power Squadron Staff  
 Keefe Tech, Ground Floor, Visual Design

## Archery I - Beginner

Join the program that everyone is raving about and is one of the world's most exciting sports: Recurve Archery. Patience, focus and discipline are the only things needed to find success and achieve consistent shot groups. Our lesson plans engage students in unique challenges each class, while balancing out individualized attention and feedback. All equipment is provided during class.

**SP07-Spring2019** \$149.00  
 3/13/2019-4/3/2019 Days: W  
 7:00 PM - 8:00 PM Sessions: 4  
 Mark Pirrello  
 Keefe Tech, First Floor, Gym

## Archery II - Intermediate/Advanced

Take your game to the next level by learning the methodical step-by-step style of shooting known in the archery world as the 'BEST' method, and refined in the United States as 'NTS.' This new shot process deals with the mental side of the game by introducing muscle movements to concentrate on rather than aiming. Students who have archery experience are welcome to join. New students who wish to enroll must first email instructor prior to registering.

**SP06-Spring2019** \$149.00  
 4/24/2019-5/15/2019 Days: W  
 7:00 PM - 8:00 PM Sessions: 4  
 Mark Pirrello  
 Keefe Tech, First Floor, Gym

## Beginners' Bridge

If you are looking for something entertaining and different to do with friends and family, then come and learn the wonderful and challenging game of Bridge. After completing this 8-class course, you will be able to play Contact Bridge with novice and expert alike. The class starts with a short lecture. We then split up into groups of four to practice newly learned points. There will be plenty of opportunity for questions in this very informal and fun setting. No class: 4/16.

**SPHOBBY09-Spring2019** \$139.00  
 4/9/2019-6/4/2019 Days: T  
 6:30 PM - 9:00 PM Sessions: 8  
 Tony Keats  
 Keefe Tech, Second Floor, Room 309

## Bridge for the Advancing Bridge Player

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

**SPHOBBY01-Spring2019** \$139.00  
 4/25/2019-6/13/2019 Days: Th  
 6:30 PM - 9:00 PM Sessions: 8  
 Tony Keats  
 Keefe Tech, Second Floor, Room 309

## Intro to the Sport of Fly Fishing

This indoor class will cover the basics of how to get started in fly-fishing. You will learn about the equipment, including rods, reels, lines, waders and other gear; learn the differences between fresh and salt-water fly-fishing; basic knot tying; fly selection; fishing conservation; as well as beginning fly-casting with an indoor practice rod. Instructor Sheila Hassan is director of the Wulff School of Fly Fishing and is an IGFA world record holder for bonefish and bluefish. Her book, *Fly Casting: A Systematic Approach* is a standard in the industry. This is a fast-paced class designed to get you ready for the next fly-fishing season. Instructor will provide all materials and handouts. Register early. Class is limited to 10 students.

**SP03-Spring2019** \$49.00  
 3/28/2019-3/28/2019 Days: Th  
 7:00 PM - 9:00 PM Sessions: 1  
 Sheila & Bill Hassan  
 Keefe Tech, First Floor, Room 222

**NEW**

## Volleyball for Beginners

Learn the basics of Volleyball in a fun and supportive environment. In this beginner course you will learn techniques including passing and ball control. You will have lots of playing time. Great fun and exercise.

**SP05-Spring2019** \$99.00  
 4/25/2019-6/13/2019 Days: Th  
 6:30 PM - 8:30 PM Sessions: 8  
 Kevin Kramer  
 Keefe Tech, First Floor, Gym / Winter Street Entrance



## Construction Supervisor Unrestricted License Exam Preparation - 7-Class Program

This 7-session program prepares students to successfully take the Commonwealth of Massachusetts Unrestricted State Building Code Exam to obtain their Unrestricted Construction Supervisor License. In this course, you will examine the Building Code and learn how to use it as a tool to prepare for the license examination.

Required Books/Materials: Students must purchase five books and two amendments for the Unrestricted Exam: International Building Code 2015 • 780 CMR latest edition Massachusetts Amendment package for the IBC 2015 • International Residential Building Code 2015 • 780 CMR latest edition Massachusetts Amendment package for the IRC 2015 • International Energy Conservation Code 2015 • 521 CMR Architectural Access Board Rules & Regulations • OSHA CFR Title 29 Part 1926 most recent version. All books are available through CCI and must be purchased in advance of class (1-508-833-5207), [www.statecertification.com](http://www.statecertification.com). Prerequisite to take the State Exam: Three years of documentable construction experience. No class: 4/15.

**TP03LIC-Spring2019**                      \$359.00  
 4/1/2019-5/20/2019                      Days: M  
 5:30 PM - 9:00 PM                      Sessions: 7  
 Construction Certification Institute Staff  
 Keefe Tech, First Floor, Room 210

## Construction Supervisor Unrestricted License Exam Preparation: 6-Class Program

This 6-session course will prepare you to sit for the Massachusetts Construction Supervisors unrestricted license exam. A significant amount of time will be devoted to in-depth study and comprehension of building code materials. The class method will help you retain the process of the system in order to find the answers to the test questions that will be presented. A score of 70% is required to successfully pass the State Exam. It is recommended that you are pre-approved by the state testing agency prior to the class. However, this not a requirement. Please note: You will be expected to work on practice exams and to read 6-8 hours per week, in addition to class time. Important: Course materials must be purchased from the instructor by April 8. Please call 508-416-2170 to place your order and make payment. Prerequisite to take the State Exam: Three years of documentable construction experience. No class: 4/18, 5/9 & 5/30.

**TP15LIC-Spring2019**                      \$325.00  
 4/11/2019-6/6/2019                      Days: Th  
 6:00 PM - 8:00 PM                      Sessions: 6  
 Michael Giampietro, Mass Nail It, LLC  
 Keefe Tech, First Floor, Room 201

## Electrical Code - Journeyman, Module 1, Summer Class

This course is for everyone starting in the module program. In order to enroll in Modules 2-8, you must have already attained your MA Apprentice License. In this class you will cover: Jobsite and electrical safety, introduction to National Electrical Code and process, DC/Alarm

Theory and Basic Math. This 75-hour course is approved by and required by the Massachusetts State Board of Electrical Examiners as a part of the 600-hour requirement to sit for the Journeyman's Exam.

**TP09LIC.MOD1-Summer2019**                      \$519  
 6/04/2019-8/20//2019                      Days: TTh  
 6:00 PM - 9:00 PM                      Sessions: 20  
 Richard Packer  
 Keefe Tech, First Floor, Room 222

## Electrical Code - Journeyman, Module 2

This course is open to MA Licensed Apprentices. In Module 2 topics will include Electrical Bonding and Grounding, Low Voltage Systems and Controls, Fire Warning and Security Systems as well as Design and Testing (NFPA 22). This 75-hour class meets the requirements set forth by the Massachusetts State Board of Electrical Examiners as a part of the 600-hour requirement to sit for the Journeyman's Exam. No Class: 4/15 & 4/17.

**TP01LIC.MOD2-Spring2019**                      \$519.00  
 2/25/2019-5/8/2019                      Days: MW  
 6:00 PM -10:00 PM                      Sessions: 20  
 Richard Packer  
 Keefe Tech, First Floor, Room 222

## Electrical Code Journeyman, Module 3 - Saturday Class

This course is open to MA Licensed Apprentices. In Module 3 you will cover National Electrical Code application of DC Theory, Massachusetts Electrical Code and Amendments (527 CMR 12.00) and wiring methods. This 75-hour class meets the requirements set forth by the Massachusetts State Board of Electrical Examiners as a part of the 600-hour requirement to sit for the Journeyman's Exam. No class: 4/20.

**MOD3-Spring2019**                      \$529.00  
 3/2/2019-6/1/2019                      Days: Sa  
 8:00 AM - 2:00 PM                      Sessions: 13  
 Richard Packer  
 Keefe Tech, Second Floor, Room 314A, Across from Library

## Electrical Code - Journeyman, Module 7

This course is open to MA Licensed Apprentices. In Module 7 you will cover One Family and Multi-Family Dwelling Calculations, Commercial Load Calculations and Use of Code Book tables and examples. This 75-hour class meets the requirements set forth by the Massachusetts State Board of Electrical Examiners as a part of the 600-hour requirement to sit for the Journeyman's Exam.No class: 3/14, 4/4, 4/16 & 4/18.

**TP07LIC.MOD7-Spring2019**                      \$519.00  
 2/26/2019-5/16/2019                      Days: TTh  
 6:00 PM -10:00 PM                      Sessions: 20  
 David Hatton  
 Keefe Tech, First Floor, Room 223

## All 5 Tiers Offered at Keefe at Night!



### Plumbing Code and Theory Tier 1

For Second Semester Tier 1 Students & New First Semester Tier 1 Students

This course is open to two groups of current apprentices: those participating in the Tier System licensed after September 1, 2008, and those licensed prior to that date who are in the 300-hour program. Participants in the Tier system are required to have 550 hours over a five-year period, at a maximum of 110 hours per year. Apprentices licensed prior to September 1, 2008 are required to accumulate 300 hours over a three-year period. This course runs in the fall and spring for a total of 55 hours per semester and covers the state required information including code, science, theory and math. (One make-up session is included.) For state requirements: <http://www.mass.gov/ocabr/licensee/dpl-boards/pl/ceu/>. Please bring your code book to class. The cost for OSHA testing is \$25. Students who completed the Fall Semester of Tier 1 at Keefe at Night will not incur this fee in Spring.

**TP04LIC.TIER1Spring2019 - TIER 1** \$459.00  
*For Second Semester Tier 1 Students*  
 2/5/2019-4/9/2019 Days: TTh  
 No class: 3/14 & 4/4  
 5:30 PM - 9:00 PM Sessions: 17  
 Jamie Prevosk  
 Keefe Tech, First Floor, Room 216

**TP04LIC.TIER1S19**  
**FirstSemTier1 - TIER 1** \$484.00  
*For NEW Tier 1 Students*  
 3/19/2019-5/23/2019 Days: TTh  
 No class: 4/4, 4/16 & 4/18  
 5:30 PM - 9:00 PM Sessions: 17  
 Jamie Prevosk  
 Keefe Tech, First Floor, Room 216

### Plumbing Code and Theory - TIERS 2-5

This course is open to two groups of current apprentices: those participating in the Tier System licensed after September 1, 2008, and those licensed prior to that date who are in the 300-hour program. Participants in the Tier system are required to have 550 hours over a five-year period, at a maximum of 110 hours per year. Apprentices licensed prior to September 1, 2008 are required to accumulate 300 hours over a three-year period. This course runs in the fall and spring for a total of 55 hours per semester and covers the state required information including code, science, theory and math. (One make-up session is included.) For state requirements: <http://www.mass.gov/ocabr/licensee/dpl-boards/pl/ceu/>. Please bring your code book to class.

**TP04LIC-TIER2Spring2019 - TIER 2** \$459.00  
 2/4/2019-4/11/2019 Days: MTh  
 No class: 2/18, 3/14 & 4/4  
 5:30 PM - 9:00 PM Sessions: 17  
 John DeMonte  
 Keefe Tech, First Floor, Room 217

**TP04LIC.TIER3Spring2019 - TIER 3** \$459.00  
 2/4/2019-3/18/2019 Days: MTTh  
 No class: 2/18 & 3/14.  
 5:30 PM - 9:00 PM Sessions: 17  
 John Ryder  
 Keefe Tech, First Floor, Room 218

**TP04LIC.TIER4Spring2019 - TIER 4** \$459.00  
 2/5/2019-4/9/2019 Days: TTh  
 No class 3/14 & 4/4  
 5:30 PM - 9:00 PM Sessions: 17  
 Matthew Flynn  
 Keefe Tech, First Floor, Room 219

**TP04LIC.TIER5Spring2019 - TIER 5** \$459  
 2/4/2019-4/11/2019 Days: MTh  
 No Class: 2/18, 3/14 & 4/4  
 5:30 PM - 9:00 PM Sessions: 17  
 Adam Mitchell  
 Keefe Tech, First Floor, Room 221

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

NEW

## New York - 9/11 Memorial & Museum, Saturday April 6

Join us for a memorable trip to for New York City. This trip is sure to touch all of your senses and emotions.

When we arrive in New York we will stop at the Chelsea Market, one of the greatest indoor food halls in the world, with over 35 vendors purveying everything local, and tasty. Attracting over 6 million visitors annually, it is one of the most written about destinations of any kind in New York City. It's been featured on the Travel Channel, Food Network, and multiple other travel related shows.

After Chelsea Market, we'll travel the short distance to Ground Zero, to visit the 9/11 Memorial and Museum. This moving and inspiring site was named the #2 Museum in the world in 2018.

National September 11 Memorial is a powerful and moving tribute of remembrance and honor to the 2,977 people killed in the terror attacks of



September 11, 2001 at the World Trade Center site, near Shanksville, Pennsylvania, and at the Pentagon, as well as the six people killed in the World Trade Center bombing in February 1993. The Memorial's twin reflecting pools are each nearly an acre in size and feature the largest manmade waterfalls in North America. The pools sit within the footprints where the Twin Towers once stood. The Museum's 110,000 square feet of exhibition space is located within the archaeological heart of the World Trade Center site – telling the story of 9/11 through multimedia displays, archives, narratives and a collection of monumental and authentic artifacts. All site entry fees and gratuities are included.

**Important:** Security screening is mandatory for all visitors. All bags, equipment, and personal belongings are subject to mandatory security screening. Permissible baggage, handbags, backpacks, shopping bags, equipment, and belongings are limited

On the way home, we will point out some of the highlights of New York City. We will stop at a rest stop to take a break or grab a bite to eat.

Your expected arrival at Keefe Tech will be between 10:00 - 10:30 p.m. after a most memorable day in New York, the Big Apple! Registrations for the trip are transferable, but not refundable.

**Parking at Keefe:** Please park on the west side of campus, located at the Winter Street entrance, closest to the pool and gym.

**TR15Spring2019** \$149.00  
4/6/2019-4/6/2019 Days: Sa  
6:30 AM -10:30 PM Sessions: 1

Joe Cali & Martha Prybylo  
Keefe Tech, BUS TRIP

## New York - Broadway, Saturday May 4

Our New York Broadway trip sells out every semester. The trip includes round-trip transportation via modern, Wi-Fi equipped motor coach, complimentary city map, Broadway Show Guide, Dining Guide, and the assistance of our knowledgeable trip guide. Leave Keefe Tech at 7:30

am sharp and travel non-stop to the "Big Apple." Once in Times Square, head to the TKTS Booth to purchase available tickets for matinee performances at half the list price on the day of the show! (Or purchase your tickets in advance to ensure seats.) Once you have purchased tickets, there is time to sightsee, have lunch, or shop until the 2:00 pm performances. Depart NYC at 7:00 pm for a non-stop return trip arriving back at Keefe Tech before 11:00 pm.

Approximately two weeks before the trip, you will receive an email message containing the information listed above. Please note that children 12 and up are welcome on this trip when accompanied by an adult. The trip will take place rain or shine. Registrations for the trip are transferable, but not refundable.

**Parking at Keefe:** Please park on the west side of campus, located at the Winter Street entrance, closest to the pool and gym.

**TRIPS02-Spring2019** \$89.00  
5/4/2019-5/4/2019 Days: Sa  
7:30 AM -11:00 PM Sessions: 1  
Doug Sanders  
Keefe Tech, BUS TRIP

NEW

## The Berkshires: Imposing Cottages & Inspiring Gardens, Saturday June 8

Take a journey to Western Massachusetts with us and we promise you'll experience a day of beauty and wonder.

Our first stop will be at Ventfort Hall, in Lenox, the imposing home of Sarah Morgan, of the JP Morgan family. Ventfort is the home of "The Museum of the Gilded Age". The home interprets the great changes that occurred in American life, industry, and society during the Nineteenth Century, a fascinating period of American history. After Ventfort Hall we take a short trip to Stockbridge. We will have a brief walking tour of Main Street where we will point out the original location of Arlo Guthrie's Alice's Restaurant, famous sites and scenes used in Norman Rockwell paintings, and visit the famed Red Lion Inn, whose guests have included the Roosevelts, Nathaniel Hawthorne, John Wayne and Bob Dylan.

After our tour, you will have lunch on your own at one of the many eateries along Main Street. After lunch we will take a short drive to the Berkshire Botanical Gardens, a fifteen acre living museum of beauty. With dozens of display areas, and hundreds of local and native varieties, this is among the oldest botanical gardens in the region. All site entry fees and gratuities are included.

As with all Endless Byways trips, your adventure starts from the moment you board the bus. Joe & Martha will entertain you with stories, trivia, songs and fun surprises. Your expected arrival at Keefe Tech will be between 7:30-8:00 p.m. Registrations for the trip are transferable, but not refundable.

**Parking at Keefe:** Please park on the west side of campus, located at the Winter Street entrance, closest to the pool and gym.

**TR06-Spring2019** \$129.00  
6/8/2019-6/8/2019 Days: Sa  
8:00 AM - 8:30 PM Sessions: 1  
Joe Cali & Martha Prybylo  
Keefe Tech, BUS TRIP

## LOCAL PHOTOGRAPHY OUTINGS

### Wildlife Photography Workshop at Southwick's Zoo

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

This class meets on Saturday, May 4, from 10:00 AM to 1:00 PM at Southwick's Zoo in Mendon. Meet at the Zoo entrance. Your instructor will be wearing a Keefe Tech cap. The second class will take place on Thursday, May 9 from 6:00-8:30 PM in Room 218 (first floor) at Keefe Tech. Admission to the zoo is additional and paid directly to the park.

**ARTPHTRIP07-Spring2019** \$79  
5/4/2019-5/9/2019 Days: ThSa  
Saturday at Zoo: May 4: 10:00 AM - 1:00 PM  
Thursday Class at Keefe: May 9: 6:00 - 8:30 PM  
Sessions: 2  
Steve McGrath  
Offsite - Southwick's Zoo / Keefe Tech, First Floor, Room 218

### Beginner Digital Photography / Grist Mill Field Trip

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

Please note that this 6-class course now includes a photography field trip/class to Grist Mill in Sudbury on Sunday, March 31 from 11:00 a.m. to 1:00 p.m. Steve will provide more details during class. No class: April 17.

**ARTPHOTO12-Spring2019** \$169.00  
3/20/2019-4/24/2019 Days: W/Su  
Wednesday Classes at Keefe: 6:00 PM - 8:30 PM  
Sunday at Grist Mill: March 31: 11:00 AM to 1:00 PM  
Sessions: 6  
Steve McGrath  
Keefe Tech, First Floor, Room 218

## WELDING

### Basic Welding and Fabrication for Industry: Monday/Wednesday & Tuesday/Thursday Classes

This course is an introduction to the world of welding for the hobbyist or enthusiast. Learn the basic skills of all welding and fabrication processes (Stick, MIG, TIG, Torch and Plasma) as well as a variety of hand and power tools for sheet metal and basic fabrication. Being able to make or fabricate ornaments, fix cars, fence work, as well as repair work on construction vehicles, and basic abilities and knowledge of amperage and readings to use equipment in the welding field. All safety equipment and materials will be provided. Wear long pants and closed toe (preferably steel toed) shoes. Monday/Wednesday Class: No class: 4/15 & 4/17. Tuesday/Thursday Class: No class: 3/14, 4/4, 4/16 & 4/18.

**WE01MW-Spring2019** \$439.00  
3/4/2019-4/29/2019 Days: MW  
6:00 PM - 9:00 PM Sessions: 15  
David Butler  
Keefe Tech, Ground Floor, Metals Shop

**WE02TTH-Spring2019** \$439.00  
3/5/2019-5/7/2019 Days: TTh  
6:00 PM - 9:00 PM Sessions: 15  
David Nowlan  
Keefe Tech, Ground Floor, Metals Shop

## WRITING

### Creative Writing for Fun

This course fills fast! Do you love to write, but not sure what to do with those stories in your head or hidden somewhere in a back drawer? Are you brave enough to write spontaneously in a class of like-minded adults and then share your written word minutes later? If so, sign up! Designed to encourage creative writing productivity, this popular class includes in-class writing, different writing topics and tips each week, and shared reading. Both fiction and non-fiction (memoir and essays) are encouraged. Enthusiasm, a great sense of fun, and shared insights are used as learning tools instead of criticism. Section I: No class: 4/2 and 4/16.

**WR03-Spring2019Section1** \$139.00  
3/19/2019-5/7/2019 Days: T  
5:00 PM - 7:00 PM Sessions: 6  
Pamela Wight  
Keefe Tech, First Floor, Main Conference Room

**WR03-Spring2019Section2** \$139.00  
5/14/2019-6/18/2019 Days: T  
5:00 PM - 7:00 PM Sessions: 6  
Pamela Wight  
Keefe Tech, First Floor, Main Conference Room

## Welcome to Keefe at Night! For a better understanding of our Spring 2019 schedule and procedures, please read the information that appears below.

### Spring Semester Office Hours:

Starting Monday, February 25: Monday-Thursday, 9:00 a.m. to 9:00 p.m., Friday, 9:00 a.m. to 5:00 p.m.

The office is closed on holidays and snow days. During school breaks, you can reach us Monday - Friday from 9:00 a.m. to 5:00 p.m.

Please see scheduled school closings and inclement weather information below.

### Spring Semester

#### Scheduled Keefe at Night School Closings:

March 14

April 4

April 15-April 19

May 27

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

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

### There are 5 convenient ways to register and pay:

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

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

**Forms of Payment:** We accept American Express, MasterCard, Visa and Discover, checks, money orders, organization purchase orders, and cash (in person only). Please note: Refunds made to credit cards may take one week or longer to appear on your online statement. Refunds by check (for check or cash payments) may take up to three weeks to process.

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

### Refund Policy for Courses and Trips

**Cancellation for All Classes:** If Keefe at Night cancels a course/trip, the full amount paid for the course/trip will be refunded.

### Withdrawals:

**7 Days before start date:** Full tuition refund, minus \$10 cancellation fee.

**6 Days or less before start date:** A course credit voucher will be issued for 50% of course tuition.

**No course credit vouchers or refunds** will be issued after the start of class.

**Withdrawal or absence from course** on the day that it meets: No refund or credit voucher. You may, however, transfer your enrollment to a friend/relative.

**Trip registrations are transferable** to other guests for the same trip only, but not refundable. No credit vouchers will be issued.

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

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

## GENERAL INFORMATION *Continued*

### **Missed Classes in Certification/Licensing Programs:**

Some programs require a set number of hours for successful completion. If you must miss more than one class, be sure to speak with your instructor as soon as you return. Please know that missed hours will be made up at a time when your instructor is available and there will be a fee of up to \$50/hour with a three-hour minimum.

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

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

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

**Inclement Weather Cancellations:** If Keefe Regional Technical School closes during the day, there will be no evening program. If the day program is in session and conditions prohibit safe travel in the evening, every effort will be made to contact all instructors and students by email and when necessary by phone. If in doubt, please call the Keefe at Night main phone number (508-416-2170) for a recorded message. An announcement will also be posted on our website (inclement weather tab on the menu bar) and our Facebook page: <https://www.facebook.com/keefetechconted/>. Like us on Facebook and you will receive immediate notification of closings on your Facebook page feed.

### **Textbooks/Class Supplies/Ingredients:**

**Books:** Unless otherwise noted, students will need to purchase their books on their own in advance of their first class. Please check course descriptions to confirm whether or not books are included. When needed, ISBN numbers are provided. Some descriptions will direct you to go online to get a full list of books. Keefe at Night does not operate an internal bookstore. Please visit your local bookstore or place your order online.

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

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

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

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

All technical program spaces are located on the ground floor. Classrooms in the 200's are located on the 1st floor. Rooms in the 300's are located on the 2nd floor.

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

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

**School Policies:** All policies, rules and regulations pertaining to Keefe Regional Technical School regarding tobacco products, alcoholic beverages and firearms are also enforced at night. Keefe Tech is a smoke-free school. This includes the use of all tobacco products and e-cigarettes in the school building or on school grounds, by students, school personnel, instructors and visitors.

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

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

# REGISTRATION FORM

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Best Phone #: \_\_\_\_\_

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

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_ Authorization Code: \_\_\_\_\_

Billing Address if Different from Above: \_\_\_\_\_

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

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

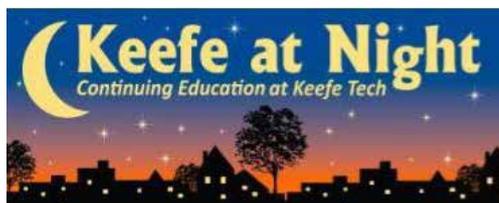
## REFUND POLICY FOR COURSES AND TRIPS

**Cancellation for All Classes:** If Keefe at Night cancels a course/trip, the full amount paid for the course/trip will be refunded.

### WITHDRAWALS:

- 7 Days before start date:** Full tuition refund, minus \$10 cancellation fee.
- 6 Days or less before start date:** A course credit voucher will be issued for 50% of course tuition.
- No course credit vouchers or refunds** will be issued after the start of class.
- Withdrawal or absence from course on the day that it meets:** No refund or credit voucher. You may however, transfer your enrollment to a friend/relative.
- Trip registrations are transferable** to other guests for the same trip only, but not refundable. No credit vouchers will be issued.
- Withdrawal Refund Policy for Culinary Programs:** An additional ingredients/supplies deduction of \$25.00 will be made to credit vouchers for withdrawals less than 7 days prior to the class date.

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



Keefe at Night  
750 Winter Street  
Framingham, MA 01702

Permit  
No. 67  
Framingham, MA



## TABLE OF CONTENTS

Adult Preparation Courses: ESL, HiSET .....	4	Sports and Hobbies.....	40
Aesthetics License Preparation.....	6	Trade Preparation:	
Arts, Crafts, Photography & Music .....	6	Plumbing & Electrical Code Journeyman.....	41
Auto: Car Care & Small Engine Repair .....	10	Construction Supervisor License Preparation .....	41
Business Tools and Careers .....	11	Travel .....	43
Computer Technology & Applications .....	15	Local Photography Outings.....	44
Cooking and Baking .....	18	Welding .....	44
Finance & Retirement Planning .....	22	Writing .....	44
Fitness, Dance, Swim, Tai Chi & Yoga.....	28		
Health & Wellness .....	31		
Home & Garden .....	33	General Information.....	45
Language Arts.....	35	Gift Certificates.....	32
Medical & Allied Health Training.....	37	Registration Form.....	47
Online Courses through Ed2Go.....	23	Keefe Regional Technical High School Options.....	24
Real Estate License Preparation & Home Inspection ....	39	Snack Shack.....	26
ServSafe Certification.....	39	Scheduled School Closings & Inclement Weather.....	45



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