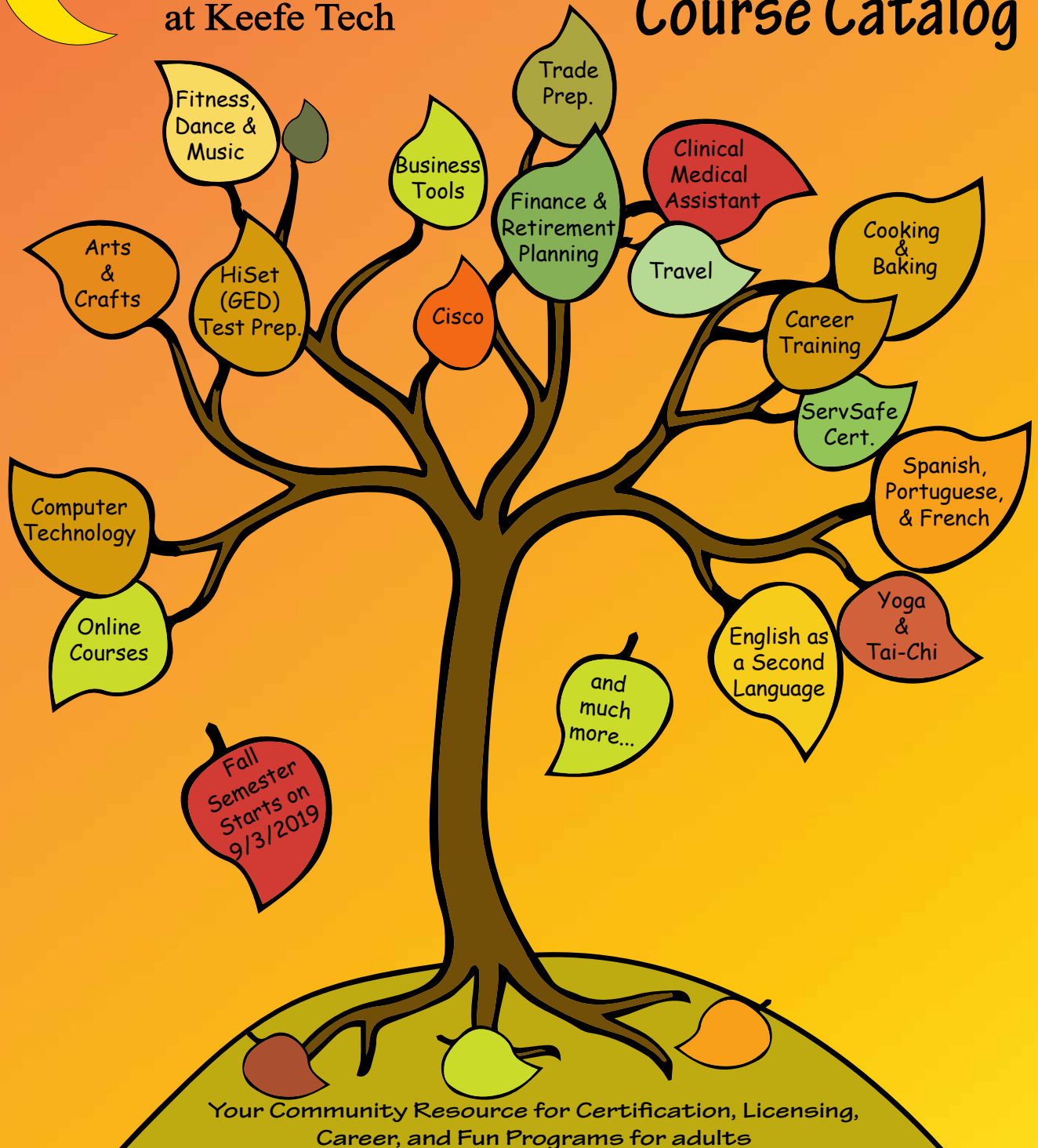




# Keefe at Night

Continuing Education  
at Keefe Tech

## Fall 2019 Course Catalog



750 Winter Street  
Framingham, MA 01702  
[Continuinged@jpkeefehs.org](mailto:Continuinged@jpkeefehs.org)

Phone: 508-416-2170  
Fax: 508-416-2231  
Visit us at: [www.keefeatnight.org](http://www.keefeatnight.org)

# CERTIFICATE & LICENSING PREPARATION COURSES

## COMPUTER TECHNOLOGY AND APPLICATIONS

Cisco I to Cisco IV

## COSMETOLOGY-FACIAL THREADING CERTIFICATION

Facial Threading Certification

## FITNESS

Certified Personal Trainer

## HEALTH AND WELLNESS

Usui/Holy Fire Reiki - Level 1

Usui/Holy Fire Reiki - Level 2

## MEDICAL AND ALLIED HEALTH TRAINING

Clinical Medical Assistant Training

Pharmacy Technician Training

Phlebotomy Technician Training

Certified Nursing Assistant, CNA Program

Heartsaver CPR AED: 1-Day Certification

## PARALEGAL CERTIFICATION - ONLINE

Online Paralegal Certification through Ed2go

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

## REAL ESTATE & HOME INSPECTION LICENSE PREPARATION

Associate Home Inspection

License Preparation

Massachusetts Real Estate

Salesperson Training

## SERVSAFE CERTIFICATION

ServSafe Manager Training:

1-Day Certification

## TRADES/LICENSE PREPARATION

Construction Supervisor Unrestricted License Exam Preparation

Construction Supervisor - Continuing Education

Electrical Code- Journeyman Modules

Plumbing Code and Theory - Journeyman Tiers

Cover design by  
John Quintin,  
Keefe Tech '19



## Quick Access Information

### Fall 2019 Semester Dates:

September 3 to December 19, 2019

### Fall 2019 Office Hours:

9:00 AM - 9:00 PM -

Monday through Thursday

9:00 AM - 5:00 PM - Fridays

### English as a Second Language Test

Date for Level 2 to 4 Students:

August 27, 4:00 - 8:00 p.m.

### Contact Info:

By Phone: 508-416-2170

By Email: [continuinged@jpkeefehs.org](mailto:continuinged@jpkeefehs.org)

On Facebook:

<https://www.facebook.com/keefetechconted/>

### Age Requirement:

With the exception of bus trips, the minimum participant age is 18.

### Scheduled No-Class Dates:

September 30

October 3, 9 & 14

November 11, 21, 27 & 28

### Class Locations:

- Technical Shops are located on the ground floor
- Rooms numbered 200 and up are on the main floor
- Rooms numbered 300 and up are on the second floor
- Gym and Pool are located by the Winter Street entrance
- Kitchen and Auditorium are located by the Fountain Street entrance (closest to Loring Arena)

### Inclement Weather or Unscheduled School Closings:

Please visit our Website:

[Keefeatnight.org](http://Keefeatnight.org). Click on the Inclement Weather button on the menu bar. Or like our Facebook Page and you will receive immediate notification on your page feed.

### Textbooks/Supplies:

Keefe at Night does not operate a book store or sell supplies. Please see your course description for instructions on how to obtain books/and or supplies.

### Registration Receipt:

In addition to the cost of tuition, dates and times, your receipt also includes:

- Classroom location
- No-class dates
- When applicable, information on required books and supplies
- Withdrawal/Refund Policy

### Withdrawal and Cancellation Policies:

Please see page 39 of catalog

### Cooking Classes:

You are encouraged to bring an apron, and containers for take home goodies.

### Snack Shack:

The Snack Shack is located by the Gym/Pool end of the building by the Winter Street entrance. It's open Monday to Thursday from 5:30 to 8:00 p.m.

For more detailed information on policies and procedures, please go to our General Information page - 37.

We hope to see you on Campus!!

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

# NEW CLASSES/TRIPS

## ADULT ED

Conversational English for ESL Learners

## ARTS

Coastal Window Workshop  
British Period Dramas  
Marine Photography at the  
New England Aquarium  
Easy Color-Play Knitting  
Inkle Weaving for Beginners  
Tablet Weaving for Beginners

## BUSINESS TOOLS AND CAREERS

Intro to Marketing  
LinkedIn Basics  
Technical Writing  
Explore a Career in Stenographic  
Reporting and Captioning

## COMPUTER TECHNOLOGY

Intro to the Internet  
Build a WordPress Website or Blog from Scratch  
Introduction to Google Analytics  
Introduction to Google Ads

## COOKING AND BAKING:

Exotic Spices and Herbs of India  
Flavors of India  
Hearty Fall Soups  
The Chicken, The Whole Chicken &  
Nothing But The Chicken  
The Unapologetic Vegetarian  
Christmas Sugar Cookies Decoration  
Elegant European Cookies for the Holidays  
French Macaron Cookies  
Outstanding Breakfast Pastries

## COSMETOLOGY - FACIAL THREADING CERTIFICATION:

Facial Threading Certification

## FINANCE AND RETIREMENT PLANNING:

Broaden Your Knowledge of Investing  
Simplify Your Spending and Saving Strategies  
The Power of Money

## FITNESS

Hula Hooping for Fun and Fitness

## HEALTH AND WELLNESS

Introduction to Self-Defense

## HOME & GARDEN

Pumpkin and Gourd Floral Centerpiece  
English Boxwood Trees  
Holiday Garlands

## LANGUAGE ARTS

American Sign Language Beginner  
American Sign Language Intermediate  
Intermediate-Advanced French 1

## TRADE PREPARATION

Construction Supervisor-Continuing Education -  
Classroom Course  
Construction Supervisor-Continuing Education -  
Hybrid Course

## TRAVEL

Classic New Hampshire Lakes Region  
Vermont: From Lincoln to Rockwell

# ADULT ED.: ESL & HISET PREPARATION

## English as a Second Language, ESL, Levels 1-4

### Welcome/Bienvenidos/Bem vindos/ Benvenuti/Bienvenue - ESL Fall 2019

Learning to speak English can open up many opportunities for 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. There is no need to take a placement test. 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 - Levels 2 to 4:** We will be conducting a placement test for students on Tuesday, August 27 from 4:00 - 8:00 PM at Keefe Tech. The test takes approximately 15-20 minutes.

Classes begin on Tuesday, September 10, and end on Tuesday, December 3. Classes take place on Tuesdays and Thursdays from 6:00 - 9:00 PM. Textbooks included in the cost of tuition.

**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. No necesita tomar la prueba. 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 27 de Agosto de 4:00 a 8:00 PM en Keefe Tech. La prueba dura unos 15 a 20 minutos.

El curso de inglés empieza el 10 de Septiembre y termina el 3 de Diciembre. Las clases se reúnen los martes y jueves de 6:00 a 9:00 PM. El costo total del curso es \$285 por 66 horas/22 clases, incluye libros.

**Inglês Como Segunda Língua:** Aprender a falar inglês pode abrir muitas oportunidades para pessoas não falantes da língua Inglesa. Keefe at Night oferece excelentes aulas de ESL para a comunidade. Nossos instrutores são profissionais verdadeiramente comprometidos e experientes que estimam a importância de ensinar ESL a estudantes adultos. Oferecemos 4 níveis de estudo: Iniciante, Intermediário, Avançado Intermediário e Avançado. Se você nunca fez aulas de inglês e se considera um iniciante, você será colocado no Nível 1. Você não precisa fazer a prova. 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:** Terça-feira, 27 de Agosto das 4:00 às 8:00 PM na escola Keefe Tech. A prova leva aproximadamente 15 - 20 minutos.

O curso começará no dia 10 de Setembro e termina dia 3 de Dezembro. As aulas serão às terças e quintas-feiras das 6:00 às 9:00 PM. O custo total por 66 horas/22 aulas é \$285 e inclui livros.

**Important/Importante: No classes/No hay clases/ Não há Aulas: 10/3, 11/21 & 11/28**

**ABTTH01234-Fall2019**

9/10/2019-12/3/2019

6:00 PM - 9:00 PM

Domenica Clark, Rosemary Galena, Vicki Kravitz, Kimberley McCormack, Gina Regan & Linda Strayhorn  
Keefe Tech, Second Floor, Rooms 300-307

\$285.00

Days: TTH

Sessions: 22

**Inclement weather cancellations -  
Information will be posted on our website  
and our Facebook page.**

**Inclement  
Weather  
Updates on FB**

**Please sign up early so that  
we meet our minimum class enrollment.**

This class is perfect for students who have completed advanced ESL classes. Practice your English language skills with other ESL learners in conversations about topics related to daily activities and American culture. You will also learn English idioms and slang. Come relax, chat and have fun with us!

[illegible]

# ARTS, CRAFTS, PHOTOGRAPHY & MUSIC

## Arts & Crafts

Please see the Home and Garden section in this catalog for additional home and garden craft courses.

### 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: 10/9.**

**ART24-Fall2019** \$199.00  
9/11/2019-11/20/2019 Days: W  
6:30 PM - 9:00 PM Sessions: 10  
Felipe Zamora  
Keefe Tech, Ground Floor, Visual Design

### Art for Healing: Color and Play for the Inner Child

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-Fall2019** \$59.00  
10/10/2019-10/10/2019 Days: Th  
7:00 PM - 9:00 PM Sessions: 1  
Joyce Firth  
Keefe Tech, Ground Floor, Visual Design

Steve offers a lot of great information and encourages you to go beyond your level of comfort.

— Digital Photography

## NEW

### Coastal Window: 1-Night Workshop

Make your own "window." In this class, you will use shells, star fish, urchins, sand dollars, stones, glass, driftwood, coral, sand and other goodies to make a wood framed 8" x 10" glass "window" art piece. Create your own design or use one of the provided templates. Tuition includes the cost of materials.

**ART42-Fall2019Section1** \$69.00  
10/7/2019-10/7/2019 Days: M  
6:30 PM - 8:30 PM Sessions: 1  
Lisa Young  
Keefe Tech, Second Floor, Room 310

**ART42-Fall2019Section2** \$69.00  
11/7/2019-11/7/2019 Days: Th  
6:30 PM - 8:30 PM Sessions: 1  
Lisa Young  
Keefe Tech, Second Floor, Room 310

## NEW

### British Period Dramas - Downton Abby and Victoria

Are you a fan of Downton Abby, Victoria or other BBC period dramas? Or do you have an interest in the Victorian and/or post Edwardian eras? If so, join us for interesting discussions of these two series and their historical backdrops, which have provided a window into both the lives of the British commoner and crown heads of their respective eras. We will also cover the periods of World War I and World War II, characterized by upheaval, tragedy and fallout.

**ARTHISTORY01-Fall2019** \$79.00  
10/16/2019-11/20/2019 Days: W  
7:00 PM - 9:00 PM Sessions: 6  
Lauren Taylor  
Keefe Tech, First Floor, Room 204

## Knitting and Weaving

### 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. You are welcome to bring any needles or yarn you have. Additional project supplies will be the student's responsibility. **No class: 9/30 & 10/14.**

**ARTTXT03-Fall2019** \$129.00  
9/16/2019-11/4/2019 Days: M  
6:30 PM - 9:00 PM Sessions: 6  
Jessica Pelon  
Keefe Tech, First Floor, Room 223

The most fun course I've had in years. Loved the class!

— Weaving for Beginners



# ARTS, CRAFTS, PHOTOGRAPHY & MUSIC

## Knitting Workshop

Want help learning a new technique? Eager to start a 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 guide them. This is a great continuation from Knitting for Beginners and is also suitable for experienced knitters. **No class:** 11/27.

### ARTTXT01-Fall2019

11/6/2019-12/18/2019  
6:30 PM - 9:00 PM

Jessica Pelon  
Keefe Tech, First Floor, Room 223

\$119.00  
Days: W  
Sessions: 6

## NEW

## Easy Color-Play Knitting

Want to have some fun knitting with color? Come learn Mosaic and Shadow/Illusion knitting. These are two simple ways to create fantastic color work! Each of these techniques only requires you to work with one color at a time, so it's relaxing and fun but with impressive results. For the first class bring US 8 or similarly sized needles and two different colors of worsted-weight yarn to practice techniques. We will discuss projects & supplies then. For questions or to see project examples, go to <https://sites.google.com/site/pugspearlsandpurls/keefe>. **No class:** 10/9.

### ARTTXT29-Fall2019

9/18/2019-10/30/2019  
6:30 PM - 9:00 PM

Jessica Pelon  
Keefe Tech, First Floor, Room 223

\$119.00  
Days: W  
Sessions: 6

## Weaving for Beginners

Back by popular demand! Now 9 sessions. This class is for beginners. No experience is necessary. 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 four harness table looms. At the end of the class you will have a 6' x 8" wide 100% cotton Swedish lace shawl that is 100% machine washable. Weaving looms will be available during class and materials are included in the cost of tuition. Registration is limited. Sign up early. **No class:** 10/9.

### ARTTXT25-Fall2019

9/18/2019-11/20/2019  
6:00 PM - 9:00 PM

Donna Gonzalez  
Keefe Tech, First Floor, Room 209

\$349.00  
Days: W  
Sessions: 9

## NEW

## Inkle Weaving for Beginners

Make a colorful belt or hatband with an ancient pattern on an inkle loom in this 3-hour class. Learn to warp it up too. Materials are included in the cost of tuition. Class limited to 10. Sign up early.

### ARTTXT30-Fall2019

9/26/2019-9/26/2019  
6:00 PM - 9:00 PM

Barbara Provost  
Keefe Tech, Room 209

\$69.00  
Days: Th  
Sessions: 1

## NEW

## Tablet Weaving for Beginners

Students will weave Ancient patterns using cards to make colorful bands. Card-weaving is one of the oldest and most versatile textile techniques. Its history can be traced back 6,000 years to ancient Egypt. Traces have also been found throughout Europe, Scandinavia, India and the Middle East. Materials are included in the cost of tuition. Class limited to 6 students. Sign up early.

### ARTTXT31-Fall2019

9/3/2019-9/3/2019  
6:00 PM - 9:00 PM

Barbara Provost  
Keefe Tech, Room 209

\$69.00  
Days: T  
Sessions: 1

## Photography

### Beginner Digital Photography

Are you still getting to know your digital camera and its features? Here's an opportunity to learn from an expert. Bring your camera, 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, your 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 the Wayside Inn Grist Mill in Sudbury on Sunday, September 22 from 11:00 AM to 1:00 PM. Steve will provide more details during class. **No class:** 10/9.

### ARTPHOTO12-Fall2019

9/18/2019-10/23/2019  
6:00 PM - 8:30 PM

Steve McGrath  
Keefe Tech, First Floor, Room 218

\$169.00  
Days: W Su  
Sessions: 6

### Intermediate Digital Photography

If you're comfortable with the basics of digital photography, then this course is for you. In this class we will explore the use of intermediate camera controls such as metering (spot, matrix, center weight) and exposure compensation. You will also learn to use 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, flash modes, reflectors, controlling motion, composition, and many other intermediate and advanced techniques. **No class:** 11/27.

### ARTPHOTO18-Fall2019

10/30/2019-12/4/2019  
6:00 PM - 8:30 PM

Steve McGrath  
Keefe Tech, First Floor, Room 218

\$149.00  
Days: W  
Sessions: 5

Interested in Online Courses?  
Please see pages 19 & 31.

# ARTS, CRAFTS, PHOTOGRAPHY & MUSIC

## Digital Photography I - The Basics

Learn how to harness the power of your camera's controls in this 3-session class. You will learn what automatic settings to use and which to change, how to brighten and darken images, adjust flash settings, change the color, and focus on what YOU want to! Take Digital Photo II –Beyond the Basics for more advanced techniques. Review your camera manual beforehand and bring it with you along with your camera and fresh batteries. This workshop is suitable for point-and-shoot or beginning SLR camera users.

### ARTPHOTO4-Fall2019

9/5/2019-9/26/2019

6:30 PM - 9:00 PM

Lynne Damianos

Keefe Tech, First Floor, Room 207

\$119.00

Days: Th

Sessions: 4

## Digital Photography II - Beyond the Basics

This three-session course is suitable for SLR camera and point-and-shoot (camera must have aperture and shutter priority modes) users who have a basic understanding of the menus and buttons on their camera and want to be more creative. Learn how to soften or sharpen the background, freeze or blur subjects in motion, modify light with reflectors and other tools, and use manual settings. Bring your camera and manual to each class. This is the perfect course to take after Digital Photo I.

Optional: for discussion in class, email two of your photos (good or with issues) in JPEG format (up to 15 MB total per email) to [classes@DamianosPhotography.com](mailto:classes@DamianosPhotography.com) by Friday, November 29 with the subject line "KeefeBB\_YourLastName."

### ARTPHOTO3-Fall2019

12/2/2019-12/16/2019

6:30 PM - 9:00 PM

Lynne Damianos

Keefe Tech, First Floor, Room 207

\$89.00

Days: M

Sessions: 3

## NEW

## Marine Photography at the New England Aquarium - Workshop

The first session of this workshop will take place at the New England Aquarium from 11:00 AM to 1:00 PM on Sunday, September 15. Participants will meet at the Aquarium's main entrance. Learn to take some fishy photos that are sure to impress your friends and family. This course will teach you basics and intermediate levels of camera settings, angles and editing to help you capture the perfect Aquarium pictures. Before heading off on your own, we will go over camera settings, composition, and how to manage tough lighting conditions. We will pay special attention to low light, limited mobility, and fast moving subjects. At a designated time the group will meet at the Aquarium Bar and Food Tent for lunch (on your own). Or you can bring a lunch.

IMPORTANT: Students will be responsible for their own transportation and admission to the New England Aquarium. Please visit the Aquarium's website for information on the cost of tickets, parking, and public transportation: <https://www.neaq.org/visit/>  
The second session of this workshop will take place on Monday, September 16 from 6:00 - 8:30 PM in Room 204 at Keefe at Night.

### ARTPHOTOTRIP18-Fall2019

9/15/2019-9/16/2019

6:00 PM - 8:30 PM

Steve McGrath

Keefe Tech, First Floor, Room 204

\$69.00

Days: SuM

Sessions: 2

## 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-Fall2019

10/17/2019-10/24/2019

6:00 PM - 8:30 PM

Steve McGrath

Keefe Tech, First Floor, Room 210

\$59.00

Days: Th

Sessions: 2

## Music

### Introduction to Guitar

Created for the absolute beginner, Introduction to Guitar will help students learn the essentials needed to begin playing guitar. Learn note reading, chords, simple strumming, and basic music theory in a fun, relaxed group setting. Other topics include exploring the guitar, electric vs. acoustic guitars, tuning and maintaining your instrument. What to Bring: Students must provide their own instrument beginning the first day of class. A copy of Introduction to Guitar by Dana Wright, ISBN: 978-1721623341, is also required. The book can be purchased through Amazon.com: <http://a.co/1zlrJk>: A guitar tuner, guitar picks and spare set of guitar strings are also highly recommended. Please visit: <https://www.danawright.org/keefe> for FAQ's and other important information. **No class:** 9/30, 10/14

### ARTMUSIC02-Fall2019

9/16/2019-11/4/2019

7:00 PM - 8:00 PM

Dana Wright

Keefe Tech, First Floor, Room 209

\$139.00

Days: M

Sessions: 6

### 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. The book can be purchased at Amazon.com at [https://www.amazon.com/dp/1984200739/ref=cm\\_sw\\_r\\_cp\\_ep\\_dp\\_0AmsBb49AR9KS](https://www.amazon.com/dp/1984200739/ref=cm_sw_r_cp_ep_dp_0AmsBb49AR9KS)

A guitar tuner, guitar picks and a spare set of guitar strings are also highly recommended. Please visit: <https://www.danawright.org/keefe> for FAQ's and other important information. **No class:** 9/30, 10/14.

### ARTMUSIC12-Fall2019

9/16/2019-11/4/2019

6:00 PM - 7:00 PM

Dana Wright

Keefe Tech, First Floor, Room 209

\$139.00

Days: M

Sessions: 6

With over 170 courses offered  
in Fall 2019, there's bound to be a  
perfect one for you. Join us!



# 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 (provided), old work clothes and proper safety shoes.

**AU02-Fall2019** \$229.00  
9/10/2019-10/22/2019 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-Fall2019** \$229.00  
11/5/2019-12/17/2019 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. **No class:** 10/9.

**AU04-Fall2019** \$179.00  
9/11/2019-10/23/2019 Days: W  
6:00 PM - 9:00 PM Sessions: 6  
James Gable  
Keefe Tech, Ground Floor, Auto

# BUSINESS TOOLS AND CAREERS

Please see our Computer Technology and Applications section for information on technology business tools.

## 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 6-session workshop is for you. You will learn the fundamentals of starting and growing a business, developing and preparing an effective business plan and budget, maximizing cash flow, and securing financing to grow the business. Importantly, over the 6-session course, you will be developing your own Business Plan template and learn how to complete your Business Plan moving forward. **No class:** 10/3.

**BZTOOLS30-Fall2019** \$129.00  
9/5/2019-10/17/2019 Days: Th  
6:00 PM - 9:00 PM Sessions: 6  
Bruce Share  
Keefe Tech, First Floor, Room 206

## 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-Fall2019** \$209.00  
9/4/2019-9/25/2019 Days: W  
6:30 PM - 9:30 PM Sessions: 4  
Meagan Jackson  
Keefe Tech, First Floor, Room 204

## NEW

### Intro to Marketing

This course is an overview of the basic factors involved in implementing the "marketing concept" with emphasis on the four elements of the marketing mix: product planning, promotion, pricing, and distribution. Also covered are the societal, legal, economic, and competitive environments within which the modern marketing organization functions. You will learn about branding, marketing strategies, customer service, marketing communications through the web, social media, print materials, publicity, press releases, advertising and public relations. Materials to be provided by the instructor.

**BZ14-Fall2019** \$109.00  
11/12/2019-11/26/2019 Days: T  
6:30 PM - 9:30 PM Sessions: 3  
David Thrope  
Keefe Tech, First Floor, Room 209

## NEW

### LinkedIn Basics

LinkedIn is the premier business networking site. Having a high-quality LinkedIn profile is now nearly as essential as having a resume to find a job or advance your career. Over 90% of recruiters use LinkedIn to find and evaluate candidates, and most hiring managers will view your LinkedIn profile before they interview you. Come and learn the key steps to creating a strong LinkedIn profile, and how to use it to build your professional network and expand your career prospects.

**BZ40-Fall2019** \$39.00  
10/16/2019-10/16/2019 Days: W  
6:00 PM - 8:00 PM Sessions: 1  
Brett Peruzzi  
Keefe Tech, Second Floor, Room 317

# BUSINESS TOOLS AND CAREERS

## NEW

### Technical Writing: Improve Your Career Prospects with Technical Writing Skills

Are you interested in turning your writing skills and curiosity about how things work into a lucrative career, increasing your value in your current job, or learning a new skill that can help you get your next job or promotion? Technical writers are needed to explain often complex subjects in simple language in every industry from information technology to financial services to consumer products. But professionals in other technical jobs, from engineers to scientists to business analysts, can also benefit by having good technical writing skills. You will first learn the basic skills you need to have and then the best practices to follow to be a successful technical writer. Finally, we'll cover how to create a technical writing-oriented resume and professional portfolio, and job search and interview strategies. **No class:** 9/30 & 10/14.

**WR10-Fall2019** \$109.00  
9/16/2019-10/28/2019 Days: M  
6:00 PM - 8:00 PM Sessions: 5  
Brett Peruzzi  
Keefe Tech, First Floor, Main Conference Room

## Careers

Please be sure to view our other career training/trade preparation programs in these catalog sections:

- Medical and Allied Health
- Online Courses
- Real Estate License & Home Inspection
- Trade Preparation

### Certified Personal Trainer Course - Online Coursework/Saturday Practical

This is a hybrid course which consists of online instruction with Saturday Practical Sessions at a local 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! This program includes:

- 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.
- 15 hours of hands-on practical training labs at a local fitness center with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. These take place on Saturdays from 1:00 - 4:00 p.m.
- A complete 200-page student workbook, access to online student study tools and test vouchers to take the Certified Personal Trainer exams.

After completing the program and passing the exams (with proof of CPR/AED certification) you will become a 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!! **(CPR/AED course is available at Keefe at Night for an additional cost. Please see Medical and Allied Health section for more information.)**

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: 11/16. National Certification Testing will take place on 11/23.**

**FTCERT17-Fall2019** \$729.00  
10/12/2019-11/23/2019 Days: Sa  
1:00 PM - 4:00 PM Sessions: 6  
W.I.T.S. Staff  
Online/Encompass Fitness

## NEW

### Explore a Career in Stenographic Reporting and Captioning Professions

Court reporting is a demanding job but can provide many benefits like job security, good pay and flexible hours. While this is not a certification program, it is an opportunity for students to have a "trial run," so they can decide whether a career in Stenographic Reporting and Captioning is for them. **The certification program requires completion of a two-year court reporting school.** This course is designed to create awareness of the many career options available in the stenographic reporting and captioning professions. It's an excellent option for someone who is proficient in grammar and the English language. It is not difficult to learn the concept of the steno machine, but to become a fast writer takes a lot of practice - at least an hour a day. The program is a hands-on opportunity to learn the basics of machine shorthand "steno" theory.

Should you take the course? The program offers a self-selection opportunity that helps you answer some important questions: Is stenographic reporting the right career for you? Do you have the interest, natural dexterity, grammar skills, motivation and discipline required to complete the two-year program? If the answer is **Yes**, your instructor will help you select the right court reporting school for you. "Graduates" of this six-week program can apply for Project Steno's tuition assistance program. Details of the selective tuition assistance program (and an application) can be found at <http://www.ProjectSteno.org/students>. **Textbook is included in the cost of tuition.** A steno machine will be provided to each student for use throughout the program.

**BZST01-Fall2019** \$49.00  
10/16/2019-11/20/2019 Days: M  
7:00 PM - 9:00 PM Sessions: 6  
Lorraine Hollingsworth  
Keefe Tech, Room 307

## BUSINESS TOOLS AND CAREERS

### Audiobook Narration Workshop

In this exciting, fast-paced 2-hour audiobook narration workshop we will teach you vocal delivery techniques that work and the craft of producing, recording & performing. Whether you are voicing your own published book or other genres of narration, we will give you a step-by-step guide to stand out from the rest. Topics of interest may include: breathing techniques, vocal & speech tips, accent & character development & producer expectations for basic technical set-up. Casting opportunities & best business practices may also be discussed. Please come dressed in comfortable, cool clothing. Bring water and a notebook. Industry Q & A included!

**BZ22-Fall2019** \$39.00  
9/18/2019-9/18/2019 Days: W  
7:00 PM - 9:00 PM Sessions: 1  
Lau Lapides  
Keefe Tech, First Floor, Room 219

### Voice Over Training Workshop

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

**BZ02-Fall2019** \$39.00  
9/11/2019-9/11/2019 Days: W  
7:00 PM - 9:00 PM Sessions: 1  
Lau Lapides  
Keefe Tech, First Floor, Room 219

### Publish Your Own Book - Guaranteed!

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

**BZWR25-Fall2019**  
\$49.00  
9/25/2019-9/25/2019 Days: W  
6:00 PM - 9:00 PM Sessions: 1  
David K. Ewen  
Keefe Tech, First Floor, Room 210

I now have an understanding of my new job duties due to this course but mainly because of Meagan.

— Accounting Basics

## COMPUTER TECHNOLOGY AND APPLICATIONS

### NEW

### Intro to Computers and Basic Applications

If you are a complete novice at computers and would like to learn not just the basics but want to delve into the world of basic applications, the internet and social media, then this class is perfect for you. Don't let the newest technology intimidate you. Get in the know and start sending emails, sharing photos, uploading documents, surfing the web and so much more. Part of this course will guide you through the type of computer that would be most suitable for beginners like you. Frank Yeung has received rave reviews from former students. Find out why for yourself. **No class:** 10/3.

**COBASIC12-Fall2019** \$119.00  
9/26/2019-10/24/2019 Days: Th  
6:30 PM - 8:30 PM Sessions: 4  
Frank Yeung  
Keefe Tech, Second Floor, Room 317

### Intro to the Internet

Most people have been using the Internet or Web for many years. This course is for you and those who are new to the Web. Increase your knowledge by learning what you can do online, and how to connect to the Internet. You will also gain a greater understanding of the cloud and how it works, and factors to consider when choosing a Web Browser and how it works so you can be more productive. You will master how hyperlinks work to connect various web pages. Become adept at uploading and downloading files on your computer. Become search engine literate so you can find information on the Web. Knowing how URLs work and what they are will also be explored here. You will gain the knowledge of how to set up your Wi-Fi network. Basic computer skills required. Materials to be provided by instructor.

**CO210-Fall2019** \$119.00  
12/3/2019-12/17/2019 Days: T  
6:30 PM - 9:30 PM Sessions: 3  
David Thrope  
Keefe Tech, Second Floor, Room 317

### Android: Effective Use of Your Android Phone

Android Smart Phones today are more powerful than a massive room full of computers just a decade 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-Fall2019** \$59.00  
11/7/2019-11/14/2019 Days: Th  
6:30 PM - 8:30 PM Sessions: 2  
Frank Yeung  
Keefe Tech, Second Floor, Room 317

# COMPUTER TECHNOLOGY AND APPLICATIONS

## Cisco I - Introduction to Networks

Learn about the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations provide a foundation for the curriculum. By the end of this course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Students will need a portable laptop or tablet for classroom use and for online self-paced homework assignments. Tuition includes enrollment in the Cisco Academy online. Please contact your instructor Don Conaghan at: dconaghan@gmail.com for information on most current books available. (Not required.) **No class:** 9/30, 10/3, 10/14, 10/31, 11/11, 11/21, 11/28.

**CO02CERT-Fall2019** \$549.00  
9/9/2019-12/12/2019 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:** 9/30, 10/3, 10/14, 10/31, 11/11, 11/21, 11/28.

**COCERT03-Fall2019** \$609.00  
9/5/2019-12/16/2019 Days: MTh  
6:00 PM - 9:00 PM Sessions: 23  
Don Conaghan  
Keefe Tech, Second Floor, Room 322

## 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:** 9/30, 10/14 & 11/11.

**COAPP10-Fall2019** \$339.00  
9/16/2019-11/25/2019 Days: M  
6:00 PM - 9:00 PM Sessions: 8  
Michael Lafontant  
Keefe Tech, First Floor, Room 215

## SketchUp - 3D Modeling Designs

SketchUp is a free three-dimensional modeling software used in a wide range of professions such as in architecture, engineering, interior design, and in any art-related profession. This class will cover the basic functions of the software in order to create 3-D structures from floor plans, to create interior house features such as furniture, and to create the environmental surroundings by adding people and trees among other details.

SketchUp's toolbox is straightforward and user-friendly, so it is an excellent program for amateurs, but also comprehensive enough for professionals. Whether you want to design the set for your child's theater performance or need 3-D modeling skills for work, learning SketchUp is a great way to get started. No prior drafting experience is necessary. Bring your own laptop – so you will remember your configuration between classes. **No class:** 10/3.

**COAPP12-Fall2019** \$339.00  
9/19/2019-11/14/2019 Days: Th  
6:00 PM - 9:00 PM Sessions: 8  
Michael Lafontant  
Keefe Tech, First Floor, Room 215

## QuickBooks "Online" - Classroom Course

This course is 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.

**COACCT26-Fall2019** \$299.00  
9/24/2019-10/29/2019 Days: T  
6:30 PM - 9:30 PM Sessions: 6  
Meagan Jackson  
Keefe Tech, First Floor, Room 215

## QuickBooks Desktop

QuickBooks is a comprehensive tool to manage small business finances effectively. This QuickBooks Desktop class takes the student with no prior knowledge of computerized accounting to a stage where they can confidently perform day-to-day operations with QuickBooks accounting software. Topics include: setting up a QuickBooks company, working with company lists, setting up and working with items, creating customer invoices and billing statements, receiving payments from customers, performing bank transactions, entering and paying bills, and conducting online banking services. Learn to complete estimates, time tracking and costing, create customized letters and forms, reports, and graphs. Course materials are included in cost of tuition. **No class:** 10/9.

**COACCT9-Fall2019** \$199.00  
10/2/2019-10/30/2019 Days: W  
6:30 PM - 9:30 PM Sessions: 4  
Meagan Jackson  
Keefe Tech, First Floor, Room 215

## 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.

**COMS07-Fall2019** \$169.00  
9/3/2019-9/24/2019 Days: T  
6:30 PM - 9:30 PM Sessions: 4  
David Thrope  
Keefe Tech, Second Floor, Room 317

## 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.

**COMS08-Fall2019** \$169.00  
10/15/2019-11/5/2019 Days: T  
6:30 PM - 9:30 PM Sessions: 4  
David Thrope  
Keefe Tech, Second Floor, Room 317

## 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!

**COMS201-Fall2019** \$59.00  
9/19/2019-9/19/2019 Days: T  
6:00 PM - 9:00 PM Sessions: 1  
Ray Pourali  
Keefe Tech, Second Floor, Room 320

Mike gave me some excellent advice on how to use social media for my public relations business..

— Promote Your Business Online:  
Inbound Marketing, Social Media, Blogging and SEO

## NEW

### Build a WordPress Website or Blog from Scratch

New format! Do you want to create an easy-to-build website or personal blog? If you have purchased a domain name or are ready to buy a hosting package, this class is for you. WordPress is a powerful and easy-to-use tool for building virtually any kind of site.

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; learn how to grow your website traffic with simple Search Engine Optimization (SEO) tips; install essential plugins for 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 and control your bandwidth usage.

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. (At an additional cost, the instructor can set up a temporary site upon your request. Please contact Fan at [bbsdesign.com](mailto:bbsdesign.com) for more information.) **No class:** 9/30 & 10/14.

**COWEB22-Fall2019** \$159.00  
9/16/2019-10/28/2019 Days: M  
7:00 PM - 9:00 PM Sessions: 5  
Fan Stanbrough  
Keefe Tech, Second Floor, Room 320

## NEW

### Introduction to Google Ads for Business

Google Ads (formerly Adwords) is the most well-known advertising platform on the web. Running Google Ads is the fastest way to get on page one of Google search results – the fastest way to get your website noticed. Learn how to establish an account, go through the setup process, and control your ad budget. Quick introduction to the campaign /ad group/ads layers. Learn how to find keywords relevant to your business. Great advice on writing good ads that will drive site visits and convert.

**CO30-Fall2019** \$49.00  
11/4/2019-11/4/2019 Days: M  
6:00 PM - 9:00 PM Sessions: 1  
Mike Stanbrough  
Keefe Tech, Second Floor, Room 317

## NEW

### Introduction to Google Analytics

Learn how to use Google Analytics to measure your website traffic, and get more specific information about which pages on your website are most popular, where your site visitors come from, how long they stay on your site, and measure relevant business goals. We will go through the basics of establishing a free Google Analytics account and installing your tracking code to start collecting data.

**CO29-Fall2019** \$49.00  
10/28/2019-10/28/2019 Days: M  
6:00 PM - 9:00 PM Sessions: 1  
Mike Stanbrough  
Keefe Tech, Second Floor, Room 317



# COMPUTER TECHNOLOGY AND APPLICATIONS

## 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-Fall2019

12/02/2019-12/09//2019

7:00 PM - 9:00 PM

Mike Stanbrough

Keefe Tech, Second Floor, Room 317

\$69.00

Days: M

Sessions: 2

# COOKING AND BAKING

## Cooking

### Basic Cooking Workshop for Beginners

Dagmar is back to teach Basic Cooking at Keefe at Night! Learn the foundation skills of basic cooking in this six week, hands-on class. Whether you are a beginner or more experienced cook, this class will give you the opportunity to develop classic cooking skills which will help you understand recipes and allow you to improvise. We'll start with knife skills and move on to cooking techniques including: steaming, pan frying, roasting, braising, boiling, baking and more. In the process we'll make (and eat!) roasted chicken, baked salmon, pan fried steak, oven roasted potatoes, lots of fresh vegetables, and chocolate chip cookies. There will be discussions about which cuts of meats are best suited for dry heat cooking versus moist heat cooking. We'll also talk about where to shop and about kitchen equipment. All the recipes for the class will be simple and easy to prepare and teach you basic cooking techniques. On each night we will cook a complete meal from appetizer to dessert which will be shared at the end of class, so come hungry! **No class:** 10/3, 10/24.

### CA95-Fall2019

9/26/2019-11/14/2019

6:00 PM - 9:00 PM

Dagmar Smith

Keefe Tech, First Floor, Kitchen

\$259.00

Days: Th

Sessions: 6

### 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 4-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.

### CA72Fall2019

09/21/2019-09/21/2019

10:00 AM - 2:00 PM

Ana Gallagher

Keefe Tech, First Floor, Kitchen

\$89.00

Days: Sa

Sessions: 1

### 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 and easy to follow and prepare. For appetizers you will learn how to make BBQ Pork Spareribs and Quick Pot Sticker with Ginger Sauce. Shrimp with Lobster Sauce, Beef with Green Pepper, Sautéed String Bean, and Seafood fried Rice will be your main courses. After this you and your family can enjoy really good and healthy Chinese meals at home!

### CA12-Fall2019

9/10/2019-9/17/2019

6:30 PM - 9:30 PM

Brenda Wong

Keefe Tech, First Floor, Kitchen

\$119.00

Days: T

Sessions: 2

## NEW

### 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 vegetable, rice and chicken dishes. Come hungry and bring containers!

### CA85-Fall2019

10/22/2019-10/22/2019

6:00 PM - 9:00 PM

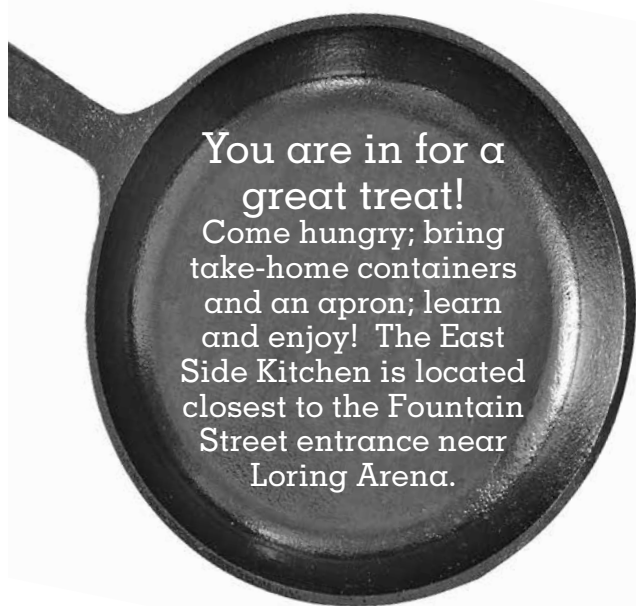
Leena Dasgupta

Keefe Tech, First Floor, Kitchen

\$69.00

Days: T

Sessions: 1



## NEW

### Flavors of India

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

**CA34-Fall2019**  
10/15/2019-10/15/2019  
6:00 PM - 9:00 PM  
Mary Vadakekalam  
Keefe Tech, First Floor, Kitchen

\$69.00  
Days: T  
Sessions: 1

## NEW

### Hearty Fall Soups

Great soups start with a flavorful broth. In this hands on cooking class, we will make a wonderful vegetable broth, as well as, work with some alternatives to homemade stock. The recipes will include: Mushroom Barley Soup, Butternut Squash Soup, Chicken Wonton Soup, and Split Pea Soup. Students will also make corn muffins to accompany the soups. All the recipes will be easy, straight forward, and possible for the beginner to repeat at home.

**CA06-Fall2019**  
12/5/2019-12/5/2019  
6:00 PM - 9:00 PM  
Dagmar Smith  
Keefe Tech, First Floor, Kitchen

\$69.00  
Days: Th  
Sessions: 1

### Homemade and Fresh-Filled Pasta

Do you own a Pasta Machine? Ever wondered how to use it? Even if you don't have one, 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 from scratch. In this class you will learn the basics of dough making, cutting, and drying. Pair this class with the Homemade Pasta Sauces class, and you'll have an Italian feast that is truly *deliziosa*! For those of you who own pasta machines, you are strongly encouraged to bring yours to class.

**CA105-Fall2019**  
9/25/2019-10/2/2019  
6:30 PM - 9:30 PM  
Meredith Elkins  
Keefe Tech, First Floor, Kitchen

\$119.00  
Days: W  
Sessions: 2

### Homemade Pasta Sauces

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 top our pasta with our delicious homemade sauces at the conclusion of class.

**CA107-Fall2019**  
10/30/2019-10/30/2019  
6:30 PM - 9:30 PM  
Meredith Elkins  
Keefe Tech, First Floor, Kitchen

\$69.00  
Days: W  
Sessions: 1

### Italian American Seafood - The Feast of Seven Fishes

Come join us for this Italian-American Holiday feast, traditionally served on Christmas Eve. Enjoy the lore of its history while enjoying appetizers including Roasted Shrimp Cocktails, Crab Cakes and Long Island Seafood Salad to Spaghetti with Clams, and a breath-taking entree of Salmon en Croute. Bring a healthy appetite, and we'll provide the take-home containers.

**CA78-Fall2019**  
12/19/2019-12/19/2019  
6:00 PM - 9:00 PM  
Edgar levins  
Keefe Tech, First Floor, Kitchen

\$79.00  
Days: Th  
Sessions: 1

### Stress-Free Thanksgiving

No other holiday captures the spirit of home cooking like Thanksgiving. From the perfect roast turkey to rich, old-fashioned pumpkin pie, good food shared with family and friends is what makes this day so special. If you are a beginning or an experienced cook, and are daunted by the prospect of planning and preparing a family Thanksgiving meal on your own, this course is for you. In addition to the moist turkey and flavorful Apple- Sausage Stuffing, we'll prepare Orange-Cranberry Sauce, Butternut Squash Soup, Garlicky Mashed Potatoes with Homemade Gravy, and more.

**CA10-Fall2019**  
11/23/2019-11/23/2019  
10:00 AM - 3:00 PM  
Edgar levins  
Keefe Tech, First Floor, Kitchen

\$89.00  
Days: Sa  
Sessions: 1

### Thai Cuisine

In this class you will learn to make simple, delicious and authentic food from Thailand. You will prepare two appetizers - Thai BBQ Beef with peanut Sauce and Chicken Coconut Soup. For main dishes you will make pan Fried Fish with Chili Lime Sauce, Chicken with Fresh Pineapple, Beef with Mango Curry and Spicy Chicken Fried Rice. You'll never want to order out for Thai food again after taking this class!

**CA13-Fall2019**  
9/24/2019-10/1/2019  
6:30 PM - 9:30 PM  
Brenda Wong  
Keefe Tech, First Floor, Kitchen

\$119.00  
Days: T  
Sessions: 2

## NEW

### The Chicken, The Whole Chicken & Nothing But The Chicken

While roasting whole chickens for a Weekend Feast, we'll make five additional time-saving recipes perfect for weekday nights. Included will be Chicken Milanese, Chicken Parmesan, Cashew Crusted Chicken, Asian Style Chicken & Broccoli, and of course, Game-Night Oven Roasted Chicken Wings. You may not have to cook for a week. Take-home containers will be provided.

**CA07-Fall2019**  
9/19/2019-9/19/2019  
6:00 PM - 9:00 PM  
Edgar levins  
Keefe Tech, First Floor, Kitchen

\$69.00  
Days: Th  
Sessions: 1

# COOKING AND BAKING

## NEW

### The Unapologetic Vegetarian

Maintaining a healthy vegetarian diet entails more than simply picking around the animal based ingredients. Learn to combine complementary plant-based proteins with this entirely new international menu that both, satisfies the palate & provides the many benefits of a phytonutrient-rich diet. Dinner and take-home containers are provided in this class.

#### CASWEET18-Fall2019

9/12/2019-9/12/2019  
6:00 PM - 9:00 PM

Edgar levins

Keefe Tech, First Floor, Kitchen

\$69.00

Days: Th

Sessions: 1

## Baking and Decorating

### Authentic French Bread at Home

Looking to dramatically improve your skills as a baker? We'll tackle artisan yeast breads from around the Mediterranean, including Baguettes and Battards, assorted Focaccia, and the nearly "no-knead" Pane Integrale in this intensive class. Explore concepts, terms, techniques, and hone your skills and get suggestions for continued improvement. Lunch and snacks will be served; take-home containers and recipes for your creations will be provided.

#### CABAKE15-Fall2019

10/26/2019-10/26/2019  
10:00 AM - 3:00 PM

Edgar levins

Keefe Tech, First Floor, Kitchen

\$89.00

Days: Sa

Sessions: 1

### 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-Fall2019

11/5/2019-11/5/2019  
6:30 PM - 9:30 PM

Karen Siegel

Keefe Tech, Ground Floor, Cafe 101

\$65.00

Days: T

Sessions: 1

### 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 delectable, melt-in-your-mouth bites to give as gifts or 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-Fall2019

11/18/2019-11/18/2019  
6:30 PM - 9:00 PM

Karen Siegel

Keefe Tech, Ground Floor, Cafe 101

\$65.00

Days: M

Sessions: 1

## NEW

### Christmas Sugar Cookies Decoration

Learn how to make your own Royal Icing to fill and outline your cookies. You will receive 8 pre-baked cookies ready to be decorated. Some of the designs included are Snowflakes, Snowmen, Christmas Trees, and Stockings. You will learn how to make the perfect shortbread cookie (recipe included), get tips on how to keep your dough from spreading, and learn the secrets of piping and using different decorating tips.

#### CASWEET23-Fall2019c

12/11/2019-12/11/2019  
6:30 PM - 9:00 PM

Karen Siegel

Keefe Tech, Ground Floor, Cafe 101

\$65.00

Days: W

Sessions: 1

### Easy As Pie!

Lisa will help you take the fear out of pie baking! In this hands-on class, everyone will roll out pie dough, bake a pie, and share their creations in class, with the possibility of leftovers. Bring a 9-inch Pyrex pie plate, an apron, and a container for leftovers.

#### CA86-Fall2019

11/19/2019-11/19/2019  
6:00 PM - 9:00 PM

Lisa Hachey

Keefe Tech, First Floor, Kitchen

\$69.00

Days: T

Sessions: 1

## NEW

### Elegant European Cookies for the Holidays

Get ready for the holidays with a host of fan favorites including German Spice Cookies (Lebkuchen), Apricot Filled Hungarian Christmas Cookies, Peppermint & Chocolate Merengue Kisses, Gingerbread Cookies, Austrian Lemon Crescents, and Pistachio Cranberry Biscotti in the familiar red, white and green colors of the Italian flag. Included in this session will be information explaining the function of the ingredients and various methods of handling and trouble-shooting the dough. Be sure to come hungry, as we will serve a full holiday dinner to enjoy while our cookies are baking.

#### CA55-Fall2019

12/7/2019-12/7/2019  
10:00 AM - 3:00 PM

Edgar levins

Keefe Tech, First Floor, Kitchen

\$89.00

Days: Sa

Sessions: 1

## COOKING AND BAKING

### NEW

#### French Macaron Cookies

The macaron is a delicate French pastry and 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 in small groups. Each student will take home a gift box of macarons and a recipe card. Limited registration. Sign up early.

**CASWEET25-Fall2019** \$65.00  
10/16/2019-10/16/2019 Days: W  
6:30 PM - 9:00 PM Sessions: 1  
Karen Siegel  
Keefe Tech, First Floor, Kitchen

### NEW

#### Outstanding Breakfast Pastries

Embrace the true meaning of "Flour Power" by learning the tricks and techniques of professional bakers. We'll make Brilliant Muffins, Light Scones & the Flakiest of Biscuits. A demonstration of making Homemade Croissants will be included. Remember, I can't take the calories away, but I can make your products "Calorie Worthy". Come hungry for this one. Lunch will be provided.

**CA42-Fall2019** \$89.00  
11/16/2019-11/16/2019 Days: Sa  
10:00 AM - 3:00 PM Sessions: 1  
Edgar levins  
Keefe Tech, First Floor, Kitchen

## COSMETOLOGY-FACIAL THREADING CERT.

### NEW

#### Facial Threading Certification

Threading is becoming popular in the U.S. because it's less painful, more precise, and a long lasting hair removal modality. Learn the history, fundamentals, eyebrow shaping, full face threading techniques and business smarts. Even if you're not a cosmetologist, an aesthetician, or a makeup artist adding this technique into your repertoire, you will learn how to thread yourself. Supplies are included in the cost of tuition.

**BEAUT-1Fall20191** \$99.00  
11/7/2019-11/14/2019 Days: Th  
6:00 PM - 9:00 PM Sessions: 2  
Amanda Bavaro  
Keefe Tech, Second Floor, Room 316

## FINANCE & RETIREMENT PLANNING

### NEW

#### Broaden Your Knowledge of Investing

In this class you will learn about: Rules of investment, strategy development, how to choose quality investments, diversifying your portfolio, investing for the long term, and focus on what you can control.

**FN205-Fall2019** \$39.00  
11/13/2019-11/13/2019 Days: W  
6:00 PM - 8:30 PM Sessions: 1  
Alex Winkelmann  
Keefe Tech, First Floor, Room 210

#### 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 too can do. Instructor is an investment coach, not connected with fund companies, advisors and brokers.

**FN200-Fall2019** \$59.00  
10/1/2019-10/15/2019 Days: 3  
6:30 PM - 9:00 PM Sessions: 3  
Ani Chitaley  
Keefe Tech, First Floor, Room 201

### NEW

#### Simplify Your Spending and Saving Strategies

Manage your budget by: developing a budget plan, identifying financial goals, understanding the balance between spending, saving and borrowing, and having a strategy.

**FN206-Fall20191** \$39.00  
11/20/2019-11/20/2019 Days: W  
6:00 PM - 8:30 PM Sessions: 1  
Alex Winkelmann  
Keefe Tech, First Floor, Room 202

### NEW

#### The Power of Money

What is your Money Story? What descriptions come to mind when you think about money? How often does money become a deciding factor when making a decision in your life? These are a few of the questions that we will shine a light on in this class. We will dig in to what you believe and what you experience with money in your life. Then we will go over some of the science behind taking back your power and control over it. We will also go over the practical tips and tools to manage your money on a day to day basis so that you can create what you want in your life.

**FN202-Fall2019** \$39.00  
11/14/2019-11/14/2019 Days: Th  
6:00 PM - 8:00 PM Sessions: 1  
Eileen Cox  
Keefe Tech, First Floor, Room 202

# FINANCE & RETIREMENT PLANNING

## How to Get Debt Free

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

### FN13-Fall2019

10/28/2019-10/28/2019

6:30 PM - 9:30 PM

Timothy Schnelle

Keefe Tech, First Floor, Room 205

\$39.00

Days: M

Sessions: 1

## Critical Issues in Estate Planning

Whether your holdings are vast or modest, the way you plan your estate will control what you have- now and later. In simple to understand language, your instructor will review: Wills, living wills, trusts, probates and taxes. You will also learn how a Power of Attorney or Health-Care Proxy works.

### FN02-Fall2019

9/19/2019-9/19/2019

6:30 PM - 9:00 PM

Rocco Bombardieri

Keefe Tech, First Floor, Room 203

\$39.00

Days: Th

Sessions: 1

## 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 3-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-Fall2019

10/5/2019-10/5/2019

9:00 AM - 12:00 PM

Halee Burg

Keefe Tech, First Floor, Room 219

\$49.00

Days: Sa

Sessions: 1

Halee is extremely knowledgeable,  
accessible, absolutely fabulous!

— Divorce Workshop - Navigating the Process  
and Financial Considerations



## 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-Fall2019

10/10/2019-10/10/2019

6:30 PM - 8:30 PM

Renee Senes

Keefe Tech, First Floor, Room 204

\$39.00

Days: Th

Sessions: 1

## 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-Fall2019

10/8/2019-10/8/2019

6:30 PM - 9:00 PM

Tim Higgins

Keefe Tech, First Floor, Room 204

\$39.00

Days: T

Sessions: 1

Finance and Retirement Planning continues on page 23



# 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)

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

#### 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
- Hundreds of courses to choose from
- Monthly start sessions

#### 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!

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

# EXPAND YOUR OPTIONS

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

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

We are continuing to accept applications for the 2019-2020 school year for any interested transfer students going into grades 9-11.

We are also beginning to accept applications for incoming grade 9 students for the Class of 2024, with a Priority Application Deadline of January 15, 2020.

Interested Middle School students and their families should save the date for our Open House Career Night on Thursday, November 21, 2019 from 5:30pm-8:00pm.

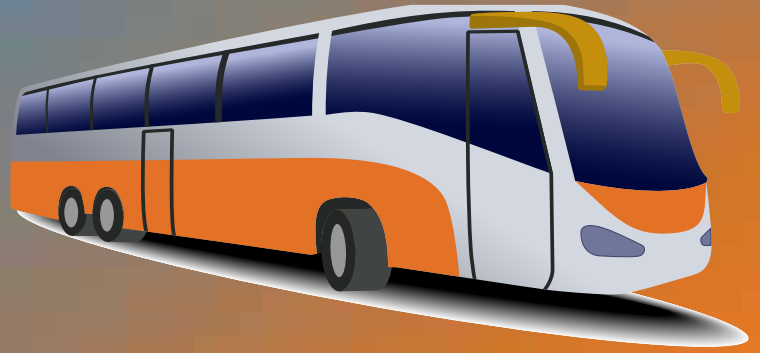
**APPLY ONLINE AT [KEEFETECHGO2CTE.COM](https://www.keefetechgo2cte.com)**

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

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

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

# Fall 2019 Trips



**Classic New Hampshire  
Lakes Region**  
September 28  
\$149 Per Person

**New York-Broadway**  
November 23  
\$89 Per Person

**Vermont-From Lincoln to Rockwell**  
November 2  
\$139 Per Person

**Newport Mansions for the  
Holidays**  
December 7  
\$89 Per Person

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



## Certified Personal Trainer

Dates: 10/12/2019- 11/23/2019  
*Includes online lessons and practical labs at  
local fitness center.*

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



Please see page 10 for more information.

## Keefe Tech Snack Shack



Run by the Keefe Tech Parent Boosters, the Snack Shack offers fast food, snacks, soft drinks, and coffee. Proceeds from sales go directly to fund Keefe Tech student activities.

**Open Monday - Thursday  
5:30 - 8:00pm**

*The Snack Shack is located in the west side of the building by the gym and pool.*

# Training for Careers in Medical and Allied Health at Keefe at Night



Are you ready to start a new and rewarding career in healthcare services. In one semester or less you can become certified as a Clinical Medical Assistant, Phlebotomist, Pharmacy Technician or Nursing Assistant (CNA).

## **Clinical Medical Assistant Training**

This program includes 140 classroom hours and 160 hours of hands-on clinical training. Students successfully completing this program are eligible to sit for the National Healthcareer Association Clinical Medical Assistant Exam.

**Starts on September 10**

## **Phlebotomy Technician Training**

This program includes 90 classroom hours and up to 120 hours of hands-on clinical training. Students successfully completing the program can opt to sit for the National Healthcareer Association Certified Phlebotomy Technician Exam.

**Starts on October 2**

## **Certified Nursing Assistant, CNA Program**

This program includes 54 hours of classroom study and 21 hours of hands-on clinical training. Students who successfully complete the program are eligible to sit for the American Red Cross Certifying Exam.

**Starts on September 9**

## **Pharmacy Technician Training**

This course offers 50 hours of classroom study. Upon successful completion, students are eligible to sit for the Pharmacy Technician Certification Board's PTCB Exam. This program does not include an externship option.

**Starts on October 7**

We also offer CPR/AED Certification, which is required by many healthcare service providers.

**Call us at 508-416-2170 for more information or to register.**

Please see our Medical and Allied Health section in this catalog for tuition costs and program details.

Also please be sure to view our Online Courses Section.

Through a partnership with Ed2go we offer numerous ONLINE course in healthcare services.



# FINANCE & RETIREMENT PLANNING

## Finance and Retirement Planning continues from page 18

### 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-Fall2019

10/29/2019-10/29/2019

6:30 PM - 9:30 PM

Timothy Schnelle

Keefe Tech, First Floor, Room 205

\$39.00

Days: T

Sessions: 1

### 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-Fall2019

9/25/2019-9/25/2019

6:30 PM - 8:00 PM

Ryland Hanstad

Keefe Tech, First Floor, Room 206

\$39.00

Days: W

Sessions: 1

### 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!

#### BFN203-Fall2019

9/24/2019-9/24/2019

6:00 PM - 9:00 PM

Herbert Fuchs

Keefe Tech, First Floor, Room 208

\$45.00

Days: T

Sessions: 1

### Don't Outlive Your Money: Retirement Income Strategies

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

#### FN04-Fall2019

10/2/2019-10/2/2019

6:30 PM - 9:00 PM

Rocco Bombardieri

Keefe Tech, First Floor, Room 206

\$39.00

Days: W

Sessions: 1

### 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-Fall2019

10/16/2019-10/16/2019

6:00 PM - 8:30 PM

Alex Winkelmann

Keefe Tech, First Floor, Room 210

\$39.00

Days: W

Sessions: 1

### What Happens After the Paychecks Stop?

Are you nearing retirement or 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-Fall2019

10/24/2019-10/24/2019

6:00 PM - 8:30 PM

Alex Winkelmann

Keefe Tech, First Floor, Room 202

\$39.00

Days: Th

Sessions: 1

# FITNESS, DANCE, SWIM, TAI CHI & YOGA

Please see our Certified Personal Trainer class in Business and Careers section of this catalog.

### 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:** 10/15 & 11/5.

#### FTDA01Fall2019

9/10/2019-12/10/2019

6:30 PM - 7:30 PM

Erica Osborne

Keefe Tech, First Floor, Gym

\$119.00

Days: T

Sessions: 12

The best yoga instructor I've ever had!

— Gentle Yoga with Healing Meditation



# FITNESS, DANCE, SWIM, TAI CHI & YOGA

## NEW

### Hula Hooping for Fun and Fitness

This is a beginner hoop dance class focusing on foundational on and off body moves - no experience necessary. Heavier, adult-sized hoops mean hooping is not just for kids anymore! Hula hooping is an easy and fantastic way to burn calories (up to 300-500 an hour), strengthen your core, improve your balance, relieve stress, and express yourself. Whether you do it for fitness, fun, dance, performance, or relaxation purposes, hooping is sure to reveal parts of yourself you never knew existed! Dress in comfortable clothes. Hula hoops are available for class use, but if you have your own, bring it to class.

#### FT21-Fall2019

10/10/2019-11/14/2019

6:30 PM - 7:30 PM

Jessica Pelon

Keefe Tech, First Floor, Gym

\$69.00

Days: Th

Sessions: 4

### 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, bring a mat or towel, a set of handheld weights suitable for your ability level, and bottled water. **No class:** 10/3, 11/21 & 11/28.

#### FT01-Fall2019

9/19/2019-12/12/2019

6:00 PM - 7:00 PM

Jo-Ellen McCarrick

Keefe Tech, First Floor, Stage in Auditorium

\$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 a 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 for abdominal work and stretching. **Important: This class takes place at Bancroft Gym, 701 Waverly Street in Framingham. No class:** 10/14, 11/11 & 11/27.

#### FT20-Fall2019BancroftS

9/30/2019-12/16/2019

6:15 PM - 7:00 PM

Jo-Ellen McCarrick

Offsite, Bancroft Gym

\$129.00

Days: MW

Sessions: 20

### 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.

#### FT02-Fall2019

9/17/2019-11/19/2019

7:15 PM - 8:15 PM

Jo-Ellen McCarrick

Keefe Tech, First Floor, Stage in Auditorium

\$89.00

Days: T

Sessions: 10

### Cardio Mix with Stretch- Fridays at Bancroft Gym

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, bring a mat or towel, a set of handheld weights suitable for your ability level, and bottled water. **Important: This class takes place at Bancroft Gym, 701 Waverly Street in Framingham. No class:** 11/29.

#### FT19-Fall2019

10/4/2019-12/13/2019

6:15 PM - 7:30 PM

Jo-Ellen McCarrick

Offsite, Bancroft Gym

\$99.00

Days: F

Sessions: 10

### Gentle Stretch - All Levels

Suitable for all levels. This class will help improve flexibility, alleviate back pain, reduce muscle tension, promote relaxation and relieve stress. The class begins with a cardio-based warm up that includes dynamic movements and active stretches. Next, students will perform a series of slow head-to-toe relaxing stretches that draw from dance, yoga, therapeutic conditioning and traditional exercise. Floor work required. Participants should bring a mat or towel and water. **No class:** 10/3, 11/21 & 11/28

#### FT03-Fall2019

9/19/2019-12/12/2019

7:15 PM - 8:15 PM

Jo-Ellen McCarrick

Keefe Tech, First Floor, Stage in Auditorium

\$89.00

Days: Th

Sessions: 10

### 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.

#### FT15-Fall2019

9/17/2019-11/19/2019

6:00 PM - 7:00 PM

Jo-Ellen McCarrick

Keefe Tech, First Floor, Stage in Auditorium

\$89.00

Days: T

Sessions: 10

**Please sign up early so  
that we meet our minimum  
class enrollment.**

# FITNESS, DANCE, SWIM, TAI CHI & YOGA

## 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-Fall2019

9/5/2019-12/5/2019

6:30 PM - 7:30 PM

Jared Sher

Offsite, Bancroft Gym

\$139.00

Days: Th

Sessions: 12

## 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 gym, located at 701 Waverly Street in Framingham.**

### FTBOX04-Fall2019

9/10/2019-11/26/2019

6:30 PM - 7:30 PM

Jared Sher

Offsite, Bancroft Gym

\$139.00

Days: Th

Sessions: 12

## Tai Chi with Jeanne Donnelly - Fills Quickly!

An exercise originally developed in China, Tai Chi has become a very popular form of exercise. Many doctors and health insurance companies now recommend it to their patients. Among its many benefits, Tai Chi helps to improve one's balance, strength, focus, and coordination. It has been shown to decrease stress when practiced regularly. 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. No class 10/9.

### FTYG07Fall2019

10/2/2019-11/13/2019

6:00 PM - 7:00 PM

Jeanne Donnelly

Keefe Tech, First Floor, Stage in Auditorium

\$89.00

Days: W

Sessions: 6

## Gentle Yoga with Healing Meditation with Jeanne Donnelly - Fills Quickly!

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. **No class: 10/9.**

### FTYG08-Fall2019

10/2/2019-11/13/2019

7:15 PM - 8:15 PM

Jeanne Donnelly

Keefe Tech, First Floor, Stage in Auditorium

\$89.00

Days: W

Sessions: 6

## 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-Fall2019

9/17/2019-10/22/2019

7:00 PM - 8:00 PM

Karen Fishman

Keefe Tech, Second Floor, Yoga Room by Library

\$99.00

Days: T

Sessions: 6

### FTYG04-Fall2019Section2

10/29/2019-12/3/2019

7:00 PM - 8:00 PM

Karen Fishman

Keefe Tech, Second Floor, Yoga Room by Library

\$99.00

Days: T

Sessions: 6

## Lap Swimming

Come and exercise in our Olympic-size Keefe Tech pool two nights a week at your lap swimming pace! Thirty minutes or three hours a week - the choice is yours. A Certified Lifeguard from the MetroWest YMCA will be on duty. Change in our locker rooms and bring a towel and water (to drink later). Fall hours are 8:30 p.m. to 10:00 p.m. Pool closed: 10/3.

### FTWAT14-Fall2019

9/10/2019-11/7/2019

8:00 PM - 9:30 PM

YMCA Staff

Keefe Tech, First Floor, Pool

\$139.00

Days: TTh

Sessions: 17

## 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: 9/30, 10/9 & 10/14.**

### FTWS07-Fall2019

9/9/2019-11/6/2019

7:00 PM - 8:00 PM

YMCA Staff

Keefe Tech, First Floor, Pool

\$159.00

Days: MW

Sessions: 15

We look forward to seeing  
you in the Fall!

# HEALTH & WELLNESS

## NEW

### Introduction to Self-Defense and Safety for Women

Taught by Jeanne Donnelly 4th Degree Black Belt, with her daughter Erica, 3rd Degree Black Belt, this class could save your life! All levels welcome. No experience necessary. Women will learn how to avoid dangerous situations, and gain the necessary skills to defend themselves in a variety of scenarios ranging from basic intimidation to potentially life threatening situations. These skills can be learned and effectively practiced by all. Beginners will start with basics. Students with prior martial arts or self-defense training will have an opportunity to learn and practice more advanced techniques. Class is taught in a comfortable and safe manner. Please wear comfortable clothing, and limited or no jewelry.

#### FTSD21-Fall2019d

11/20/2019-11/20/2019  
6:00 PM - 7:30 PM

Jeanne Donnelly

Keefe Tech, First Floor, Stage in Auditorium

\$39.00

Days: W

Sessions: 1

### 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-Fall2019

11/13/2019-11/13/2019  
7:00 PM - 9:00 PM

Joseph Foley

Keefe Tech, Second Floor, Yoga Room by Library

\$39.00

Days: W

Sessions: 1

### 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-Fall2019

10/16/2019-10/16/2019  
7:00 PM - 9:00 PM

Joseph Foley

Keefe Tech, Second Floor, Yoga Room by Library

\$39.00

Days: W

Sessions: 1

### 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-Fall2019

10/23/2019-10/23/2019  
7:00 PM - 8:30 PM

Holli Bassin

Keefe Tech, First Floor, Room 220

\$29.00

Days: W

Sessions: 1

### Tap Away Your Stress 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-Fall2019

9/23/2019-9/23/2019  
6:00 PM - 8:00 PM

Holli Bassin

Keefe Tech, First Floor, Room 206

\$39.00

Days: M

Sessions: 1

## GIFT CERTIFICATES

Gift certificates can be used towards 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 email us 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 gift certificate is valid for 2 years from the date of purchase. If you would like to purchase a gift certificate for over \$200, we'd be happy to assist you by phone or in person



## HEALTH & WELLNESS

### 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 lectures 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-Fall2019

9/12/2019-9/19/2019

6:00 PM - 9:00 PM

Amanda Bavaro

Keefe Tech, Second Floor, Yoga Room by Library

\$89.00

Days: Th

Sessions: 2

### 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 advanced 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-Fall2019

10/10/2019-10/17/2019

6:00 PM - 9:00 PM

Amanda Bavaro

Keefe Tech, Second Floor, Yoga Room by Library

\$89.00

Days: Th

Sessions: 2



## HOME & GARDEN

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

#### HGLS42-Fall2019

10/16/2019-11/6/2019

6:00 PM - 9:00 PM

Shawn Young

Keefe Tech, Ground Floor, Carpentry

\$129.00

Days: W

Sessions: 4

### 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. **No class:** 11/27.

#### HGCARP02-Fall2019

11/13/2019-12/11/2019

6:30 PM - 9:00 PM

Shawn Young

Keefe Tech, Ground Floor, Carpentry

\$169.00

Days: W

Sessions: 4

### 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-Fall2019

9/11/2019-10/2/2019

6:30 PM - 8:30 PM

Shawn Young

Keefe Tech, Ground Floor, Carpentry

\$119.00

Days: W

Sessions: 4

### Fall Pruning

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

#### HGLS15-Fall2019

9/24/2019-10/1/2019

6:00 PM - 8:00 PM

James Gable

Keefe Tech, First Floor, Room 220

\$59.00

Days: T

Sessions: 2

## HOME & GARDEN

### 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-Fall2019

9/26/2019-9/26/2019

6:00 PM - 9:00 PM

Ray Pourali

Keefe Tech, First Floor, Room 204

\$69.00

Days: Th

Sessions: 1

### 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 for working with lye. 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 – Just in time for holiday giving! 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-Fall2019

11/16/2019-11/16/2019

12:00 PM - 4:00 PM

Melissa Probst

Keefe Tech, Ground Floor, Cafe 101

\$69

Days: Sa

Sessions: 1

### 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-Fall2019

10/29/2019-10/29/2019

6:30 PM - 8:30 PM

Ann Jewell

Keefe Tech, First Floor, Room 208

\$39.00

Days: T

Sessions: 1

With over 170 courses offered  
in Fall 2019, there's bound to be a  
perfect one for you. Join us!

## NEW

### Pumpkin and Gourd Floral Centerpiece

Pumpkins and gourds make excellent natural floral containers for festive autumn floral designs. In this class, you will create a beautiful arrangement in hollowed-out pumpkins/gourds and learn the techniques for assuring a long-lasting design. This centerpiece is perfect for Halloween decorating!

#### HGCRAFT24-Fall2019

10/16/2019-10/16/2019

6:00 PM - 8:00 PM

Dawn Bagocius

Keefe Tech, Ground Floor, Horticulture

\$69.00

Days: W

Sessions: 1

## NEW

### English Boxwood Trees

The beauty of a little Holiday tree will make the perfect eye catching décor. Using fresh English Boxwood, you will learn to assemble your own Christmas tree. Decorations will be provided. However, if you have a preference for something of your own style, bring it with you. These popular tree arrangements last up to 8 weeks and make a fabulous statement on your table top for home or office.

#### HGCRAFT27-Fall2019

12/18/2019-12/18/2019

6:00 PM - 8:00 PM

Dawn Bagocius

Keefe Tech, Ground Floor, Horticulture

\$69.00

Days: W

Sessions: 1

### Fabulous Holiday Wreath

This will be a fabulous way to begin the holiday season. Learn how to professionally create a holiday wreath from scratch using a variety of seasonal greenery. Your guests will be in awe when they arrive at your front door, they will be curious where you bought that beautifully designed wreath. Learn some simple tricks that take ordinary to extraordinary.

#### HGCRAFT25-Fall2019

12/4/2019-12/4/2019

6:00 PM - 8:00 PM

Dawn Bagocius

Keefe Tech, Ground Floor, Horticulture

\$69.00

Days: W

Sessions: 1

## NEW

### Holiday Garlands

The easiest way to add conversation to any event is using fresh foliage garlands. In this class, you will learn uses for garlands, see examples of different styles and learn to create your own custom garland using different types of foliage. You will take home a beautiful garland you designed to dress up a mantel or stairway.

#### HGCRAFT26-Fall2019

12/11/2019-12/11/2019

6:00 PM - 8:00 PM

Dawn Bagocius

Keefe Tech, Ground Floor, Horticulture

\$69.00

Days: W

Sessions: 1



## NEW

### American Sign Language I - Beginner

In this class, you will learn the basics of American Sign Language. The group is very interactive. You will gain experience and a foundation for basic sign language conversation skills. We will also learn about deaf environment and culture.

**LA18-Fall2019** \$199.00  
 9/25/2019-12/11/2019 Days: W  
 6:00 PM - 7:30 PM Sessions: 10  
 Kathleen Romeo  
 Keefe Tech, Room 307

## NEW

### American Sign Language II - Intermediate

This class is a continuation of the basic American Sign Language course. Some beginner students fall in love with the language and want to increase their expertise with more advanced lessons, using sentences they have learned. In this class students should expect to work on conversation skills.

**LA19-Fall2019** \$199.00  
 9/25/2019-12/11/2019 Days: W  
 7:30 PM - 9:00 PM Sessions: 10  
 Kathleen Romeo  
 Keefe Tech, Room 307

### 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: 11/27.**

**LA15-Fall2019** \$159.00  
 10/30/2019-12/18/2019 Days: W  
 6:30 PM - 8:00 PM Sessions: 7  
 Anna Mae Ducharme  
 Keefe Tech, First Floor, Room 205

## NEW

### Intermediate-Advanced French 1

This course "A Rendezvous With French Speaking Cultures from The Great Courses" is designed for adult language learners who are serious about enjoying and using French.

Previous experience with the French language is recommended, such as Beginning French or High School French. This is a video/workbook combination method in which Professor Ann Williams provides the core building blocks of the language, while also offering crucial insight into the relationship between French and French culture. The goal is always to make the learning experience interactive, enjoyable and educational at the same time. Course materials will be distributed at the first class. **No class: 10/9.**

**LA20-Fall2019** \$159.00  
 9/4/2019-10/23/2019 Days: W  
 6:30 PM - 8:00 PM Sessions: 7  
 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 students in advance of class: *Living Language Brazilian Portuguese, Complete Edition* by Living Language and Dulce Marcello. ISBN-13: 978-0307972088. Come Join us. **No class: 9/30 & 10/14,**

**LA06-Fall2019** \$159.00  
 9/9/2019-11/4/2019 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 students in advance of class: *Living Language Brazilian Portuguese, Complete Edition* by Living Language and Dulce Marcello. ISBN-13: 978-0307972088.

**LA07-Fall2019** \$119.00  
 11/18/2019-12/16/2019 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.**

**LA04-Fall2019** \$159.00  
 9/10/2019-11/12/2019 Days: T  
 6:30 PM - 8:00 PM Sessions: 10  
 Elba Fernandez  
 Keefe Tech, First Floor, Room 203

It was a wonderful experience.  
 Easy, non-pressure learning!

— Beginner French

## LANGUAGE ARTS

### 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: 10/9.**

**LA05-Fall2019** \$159.00  
9/4/2019-11/13/2019 Days: W  
6:30 PM - 8:00 PM Sessions: 10  
Elba Fernandez  
Keefe Tech, First Floor, Room 203

### Spanish Reading and Conversation, Level III

This class offers an opportunity to students who are able to engage in intermediate level Spanish conversations. You will learn additional vocabulary, including Spanish slang, and will read about traditions in Spanish speaking countries, and about tourist destinations. In addition, students will participate in discussions and express verbal opinions on current events. Upon completion, students should be able to communicate effectively, accurately and creatively. **No book required for this class.**

**LA21-Fall2019** \$79.00  
11/18/2019-12/16/2019 Days: M  
6:30 PM - 8:00 PM Sessions: 5  
Elba Fernandez  
Keefe Tech, First Floor, Room 203

## MEDICAL & ALLIED HEALTH TRAINING

### 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. 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. **Exam fees are not included in the cost of tuition.** Payment plan available. 10% tuition discount if paid in full before the first class. **Textbooks included in cost of tuition. No class: 10/3, 11/21 & 11/28.** Saturday classes take place from 9:00 a.m. to 4:30 p.m. on September 14 & 28, October 12 & 26, November 9 & 23 and December 7.

**ME0CERT2-Fall2019** \$2,749.00  
9/10/2019-12/17/2019 Days: TThSa  
6:00 PM - 9:30 PM Sessions: 34  
Nicole Williams, CCI  
Keefe Tech, Second Floor, Room 323

### Pharmacy Technician Training

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 class: 10/9, 10/14, 11/11 & 11/27.**

**ME08-Fall2019** \$1,099.00  
10/7/2019-12/9/2019 Days: MW  
6:00 PM - 9:30 PM Sessions: 15  
Staff CCI  
Keefe Tech, Second Floor, Room 306

### Phlebotomy Technician Training

Are you ready for a rewarding career change? This 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 90 hours of classroom study and, an externship consisting of up to 120 hours 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: 10/9, 10/14, 11/11 & 11/2.** Saturday classes take place from 9:00 a.m. -3:00 p.m. on: 10/19, 11/2, 11/16 & 12/7.

**ME09-Fall2019** \$1,979.00  
10/2/2019-12/18/2019 Days: MWSa  
6:00 PM - 9:30 PM Sessions: 24  
Lucy Fonseca, CCI  
Keefe Tech, Second Floor, Room 304

# MEDICAL & ALLIED HEALTH TRAINING

## Certified Nursing Assistant, CNA Program

Certified Nursing Assistants are in high demand in Massachusetts. This training program - approved by the Massachusetts Department of Public Health - is designed to prepare students for a career as a professional health care provider. Fifty-four hours of classroom study will prepare students for 21 hours of supervised clinical rotation. The 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. Sign up early as class size is limited. **Textbook is included in the cost of tuition.**

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

communication skills.

### Prior to September 2, 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.

Classroom Dates: September 9-November 18.

(No class: 9/30, 10/9/10/14 & 11/11.)

Clinical Rotation: Saturdays. Dates: Start after November 18 - TBD

### MECER01-Fall2019

\$1,099.00

9/9/2019-11/18/2019

Days: MWSa

4:30 PM - 8:30 PM

Sessions: 17

Debbie Eichhorst

Keefe Tech, Second Floor, Room 325

### CPR - Heartsaver CPR AED

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 supplies, fee for CPR AED certification card and required handbook.**

### ME13-Fall2019

\$99.00

10/5/2019-10/5/2019

Days: Sa

9:00 AM - 1:00 PM

Sessions: 1

Jennifer Graham

Keefe Tech, Second Floor, Room 323

### ME13-Fall2019Section2

\$99.00

11/2/2019-11/2/2019

Days: Sa

9:00 AM - 1:00 PM

Sessions: 1

Jennifer Graham

Keefe Tech, Second Floor, Room 323

### ME13-Fall2019Section3

\$99.00

12/7/2019-12/7/2019

Days: Sa

9:00 AM - 1:00 PM

Sessions: 1

Jennifer Graham

Keefe Tech, Second Floor, Room 323

## ONLINE COURSES THROUGH ED2GO

### Spanish for Medical Professionals I

Are you struggling to communicate with your Spanish-speaking patients? If so, here's the perfect solution. Whether you're new to the Spanish language or just want a refresher, this fun and simple course will give you the basic tools you need to bridge the communication gap. By the end of this course, you'll have a strong foundation in basic medical Spanish that you can build on for years to come.

### Spanish for Medical Professionals II

Do you feel like you have a pretty good sense of intro Spanish, but are ready to take it to the next level? This course picks up where Spanish for Medical Professionals left off. And, if you didn't take the first course, no problem! This course is also for healthcare providers who already have a pretty good sense of Spanish, but just need

more medical vocabulary to sharpen their skills. You can register online at <https://www.ed2go.com/kan/online-courses/medical-spanish-course?tab=detail> or you can call Kelly Pierce at 951-972-3668

### MELA141-Fall2019I

\$199.00

Dates and Times: TBD

Ed2go Instructor

INSTRUCTOR-LED

ONLINE COURSES

### Medical Interpreter Spanish/English

The Spanish Medical Interpreter certification examination is a rigorous exam that requires intensive training and access to practices. The Medical Interpreter program includes the finest online interpreting laboratory in the market. You will be able to practice numerous court cases as if they were in an actual medical appointment. The material presented in each lecture is immediately practiced in the online laboratory to make sure that you are able not only to memorize the transfer of a word or phrase, but also are able to interpret as it is required in the healthcare setting. This program is entirely online and is completed at your own

pace. When you register, you receive nine (9) months to complete this program. You can register online at <https://careertraining.ed2go.com/kan/training-programs/medical-interpreter> or you can call Kelly Pierce at 951-972-3668.

### InterpreterSpanFall20192

\$2,395.00

Self-Paced Course -

You Set Your Schedule

ONLINE COURSE

### Certified Paralegal

Paralegals play a vital role in the legal profession. These qualified professionals take on a variety of tasks ranging from legal research to drafting legal documents in traditional law office settings and in the corporate, government, and public arenas. Formal training is a critical part of preparing for a career as a paralegal. The Paralegal course will help you gain the skills you need to enter the paralegal workforce. You will learn how to conduct legal research and legal interviews, how to perform legal analyses, and more. As you prepare for your paralegal career, you will also receive soft skills training to increase workplace effectiveness. The course concludes with a capstone project and a portfolio review.

You will first create a complete litigation file that includes: a legal analysis brief, an investigative report, client interview checklist, intake memo, complaint, legal research, and interoffice memorandum of law. Then, you will learn how to create a strong resume that encompasses your specialized skill set and showcases the impact you would make for your next employer.

Through our partnership with National Association of Legal Assistants (NALA), you will also receive membership and access to NALA's Certified Paralegal (CP) Exam Review courses should you choose to take the NALA CP exam at a future time. You can register online at <https://careertraining.ed2go.com/kan/training-programs/certified-paralegal?Category=legal> or you can contact Kelly Pierce at 951-972-3668.

Other Online legal certification courses are also available. Please visit the link that appears above.

### OnlinelegalFall20194

\$2,395.00

Self-Paced Course -

You Set Your Schedule

ONLINE COURSE

## PERSONAL ENRICHMENT

### Goal Achievement

This will be an interactive session where all attendees will learn and work through the complete process to achieve any goal. It all begins with a preparation process in defining the goal, and dives into a series of steps toward identifying and overcoming any obstacles in order to actually reach the finish line and achieve the goal. All attendees should come to class with something new they would like to achieve or something they have had a difficult time in achieving.

**BZPE33-Fall2019** \$39.00  
10/24/2019-10/24/2019 Days: Th  
6:00 PM - 8:00 PM Sessions: 1  
Eileen Cox  
Keefe Tech, First Floor, Room 203

### The Secrets of Success

How do you define success? How well are you achieving it? These questions will be answered by each attendee according to their own definitions and experiences. From there, we will discuss what the top athletes and most successful and wealthy people know and live by. We will go over how so many pieces that are crucial to achieve success are not necessarily talent or work.

**BZPE32-Fall2019** \$39.00  
9/17/2019-9/17/2019 Days: T  
6:00 PM - 8:00 PM Sessions: 1  
Eileen Cox  
Keefe Tech, First Floor, Room 217

## 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.

**SSCERT01-Fall2019** \$169.00  
10/19/2019-10/19/2019 Days: Sa  
9:00 AM - 4:00 PM Sessions: 1  
Lynn Petrowski  
Keefe Tech, First Floor, Room 219

**SSCERT01-Fall2019Section2** \$169.00  
11/16/2019-11/16/2019 Days: Sa  
9:00 AM - 4:00 PM Sessions: 1  
Lynn Petrowski  
Keefe Tech, First Floor, Room 219

**SSCERT01-Fall2019Section3** \$169.00  
12/21/2019-12/21/2019 Days: Sa  
9:00 AM - 4:00 PM Sessions: 1  
Lynn Petrowski  
Keefe Tech, First Floor, Room 219

## REAL ESTATE LICENSE & HOME INSPECTION

### Associate Home Inspection Test Preparation Course

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

**Important: Please note that to become a licensed Massachusetts Associate Home Inspector, you must fulfill all of these requirements: Complete a 75-hour course from an approved provider; Pass the National Home Inspectors Exam (NHIE); Complete 25 supervised home inspections - students will need to secure their placement on their own. No class: 9/30, 10/9, 10/14, 11/11 & 11/27.**

**TP02LIC-Fall2019** \$1,150.00  
9/9/2019-12/18/2019 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: 9/30, 10/9, 10/14, 11/11.**

**RE01-Fall2019** \$399.00  
9/23/2019-11/20/2019 Days: MW  
6:00 PM - 9:00 PM Sessions: 14  
Mark Shultz  
Keefe Tech, First Floor, Room 224

## SPORTS AND HOBBIES

### 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-Fall2019** \$149.00  
10/2/2019-10/30/2019 Days: W  
7:00 PM - 8:00 PM Sessions: 4  
Mark Pirrello  
Keefe Tech, First Floor, Gym

## SPORTS AND HOBBIES

### 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. **No class:** 11/27.

**SP06-Fall2019** \$149.00  
11/13/2019-12/11/2019 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:** 10/8.

**SPHOBBY09-Fall2019** \$139.00  
9/10/2019-11/5/2019 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. **No class:** 10/3.

**SPHOBBY01-Fall2019** \$139.00  
9/12/2019-11/7/2019 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 saltwater fly-fishing; basic knot tying; fly selection; fishing conservation; as well as beginning fly-casting with an indoor practice rod. Co-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-Fall2019** \$49.00  
9/17/2019-9/17/2019 Days: T  
7:00 PM - 9:00 PM Sessions: 1  
Sheila & Bill Hassan  
Keefe Tech, First Floor, Room 222

## TRADE PREPARATION

### Electrical Code Journeyman, Module 3

This course is open to all seeking licensure in Massachusetts. Meeting the requirements for registered apprentice programs, this class 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. Please note that students have access to over 45 DVD study aids in our study library on campus, including video discussions of code articles by industry experts. All students must have the current edition of the 2017 NEC in class. All classes start promptly on time in order to ensure state policy compliance. **No class:** 11/11, 11/21, 11/27, 12/25 & 1/1.

**TP03LIC.MOD3-Fall2019** \$519.00  
11/4/2019-1/22/2020 Days: MW  
6:00 PM -10:00 PM Sessions: 20  
Richard Packer  
Keefe Tech, Ground Floor, Electrical Related

### Electrical Code - Journeyman, Module 4 -Saturday Class

This course is open to all seeking licensure in Massachusetts. Meeting the requirements for registered apprentice programs, this class will cover Fiber, data and communications wiring and systems, MA Laws and Regulations pertaining to Electrical Wiring, and Conduct of Technicians and Apprentices including Inspection Requirements. 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. Please note that students have access to over 45 DVD study aids in our study library on campus, including video discussions of code articles by industry experts.

All students must have the current edition of the 2017 NEC in class.. All classes start promptly on time in order to ensure state policy compliance. **No class:** 10/5.

**TPLIC07.MOD4-Fall2019** \$519.00  
9/14/2019-12/21/2019 Days: Sa  
8:00 AM - 2:00 PM Sessions: 13  
Richard Packer  
Keefe Tech, Ground Floor, Electrical Related

### Electrical Code Journeyman, Module 8

This course is open to all seeking licensure in Massachusetts. Meeting the requirements for registered apprentice programs, this class will cover NEC calculations for conductors, motors and HVAC, voltage drop, dwelling units, commercial, transformers and fire/life safety equipment. Review of OSHA and MA CFR's including, multiple final practice exams. 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. Students have access to over 45 DVD study aids in our study library on campus, including video discussions of code articles by industry experts. All students must have the current edition of the 2017 NEC in class. Other books on the reading list are optional. All classes start promptly on time in order to ensure state policy compliance. **No class:** 10/3,

**TP08LIC.MOD8-Fall2019** \$519.00  
9/10/2019-11/19/2019 Days: TTTh  
6:00 PM -10:00 PM Sessions: 20  
David Hatton  
Keefe Tech, First Floor, Room 223

# TRADE PREPARATION

## Construction Supervisor Unrestricted License Exam

### Preparation: 6-Class Program

Registration Deadline: Thursday, September 12. Space is limited. Only a person licensed by the Massachusetts Board of Building Regulations and Standards may supervise the construction and renovation of all one and two family dwellings and all buildings containing less than 35,000 cubic feet of enclosed space. This class will help you prepare for your Massachusetts Construction Supervisors unrestricted license exam. This class requires students to devote a significant amount of time familiarizing with the building code materials and methods of preparation for the exam. Through this learning method, you will be able to 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 is not a requirement. You will be expected to work on practice exams and to read 6-8 hours per week, in addition to class time.

**All Textbooks and Study Materials (\$450 value) are included in the cost of tuition:** 2015 International Building Code, 2015 International Residential Code, 2015 International Energy, Conservation Code, Massachusetts Amendments for the IBC, Massachusetts Amendments for the IRC, Massachusetts A.A.B. Regulations, 29 CFR OSHA 1926, Construction Standard, Classroom study supplies are also included.

**Prerequisite to take the State Exam: Three years of documentable construction experience. No class: 10/3.**

#### TP15LIC-Fall2019

9/19/2019-10/31/2019

6:00 PM - 8:00 PM

Michael Giampietro

Keefe Tech, First Floor, Room 201

\$850.00

Days: Th

Sessions: 6

## NEW

## Construction Supervisor - Continuing Education - Classroom Course

This entire classroom course consists of 12 class hours at Keefe at Night: On Saturday, students attend from 8:00 AM. to 4:00 PM and on Sunday from 8:00 AM - 12:00 PM. Two separate hybrid classroom/online sessions are also being offered this semester. Please see class listings. The course has been approved by the Massachusetts Board of Building Regulations and Standards for 12 hours of unrestricted construction supervisor continuing education (BBRS Course Approval: CS-2307). Certificates will be issued at the completion of the course on Sunday. There is no final examination.

The following topics will be covered: IRC 2015 Residential Code with Mass Amendments 9th Edition 4 hours, IBC 2015 Commercial Code with Mass Amendments 9th Edition 2 hours, IECC 2015 Energy Code with Mass Amendments 9th Edition 1 1/2 hours, Massachusetts Zoning Act 1 1/2 hours, Business and Workman's Comp 1 1/2 hours, Safety 1 1/2 hours. **Course materials will be provided by the instructor.** Please be sure to bring a lunch, snacks and water on Saturday/Sunday as our Snack Shack will be closed on the weekend.

#### TP04CLIC-Fall2019Section1

10/19/2019-10/20/2019

8:00 AM - 4:00 PM

Michael Giampietro

Keefe Tech, First Floor, Room 201

\$295.00

Days: SaSu

Sessions: 2

#### TP04CLIC-Fall2019Section2

11/16/2019-11/17/2019

8:00 AM - 4:00 PM

Michael Giampietro

Keefe Tech, First Floor, Room 201

\$295.00

Days: SaSu

Sessions: 2

## NEW

## Construction Supervisor - Continuing Education - Hybrid Classroom Course/Online Course

This hybrid classroom/online course consists of 12 class hours. You will attend 6 class hours at Keefe at Night: on a Saturday from 8:00 AM to 2:00 PM. You will complete the remaining 6 hours online on your own.

The tuition fee for the classroom session is \$149. For the online session, you will need to register at: Mass Nail It LLC. There is a \$70 online tuition fee. (Two separate all-classroom courses are also being offered this semester. Please see class listings.) The course has been approved by the Massachusetts Board of Building Regulations and Standards for 12 hours of unrestricted construction supervisor continuing education (BBRS Course Approval: CS-2307). Certificates will be issued at the completion of the course. There is no final examination.

The following topics will be covered:

IRC 2015 Residential Code with Mass Amendments 9th Edition 4 hours, IBC 2015 Commercial Code with Mass Amendments 9th Edition 2 hours, IECC 2015 Energy Code with Mass Amendments 9th Edition 1 1/2 hours, Massachusetts Zoning Act 1 1/2 hours, Business and Workman's Comp 1 1/2 hours, Safety 1 1/2 hours. **Course materials will be provided by the instructor.** Please be sure to bring a lunch, snacks and water on Saturday as our Snack Shack will be closed on the weekend.

#### TP05CTLIC-Fall2019Section1

10/19/2019-10/19/2019

8:00 AM - 12:00 PM

Michael Giampietro

Keefe Tech, First Floor, Room 201

\$149.00

Days: Sa

Sessions: 1

#### TP05CTLIC-Fall2019Section2

11/16/2019-11/16/2019

8:00 AM - 12:00 PM

Michael Giampietro

Keefe Tech, First Floor, Room 201

\$149.00

Days: Sa

Sessions: 1

## Plumbing Code and Theory Tiers 1 to 5

These courses are 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. **Tier 1 students only:** The cost for OSHA testing is \$25 is included in your tuition fee. Students who complete the Fall Semester of Tier 1 at Keefe at Night will not incur this fee in Spring 2020.

## Plumbing Code and Theory Tier 1

### TP04LIC.TIER1Fall2019

9/4/2019-10/21/2019

**No class:** 9/30, 10/3, 10/9 & 10/14.

5:00 PM - 8:30 PM

Jamie Prevosk

Keefe Tech, First Floor, Room 216

\$495.00

Days: MWTh

Sessions: 17



## TRADE PREPARATION

### Plumbing Code and Theory Tier 2

TP04LIC.TIER2Fall2019

9/5/2019-11/14/2019

No class: 9/30, 10/3, 10/14, 11/11.

5:30 PM - 9:00 PM

John DelMonte

Keefe Tech, First Floor, Room 217

\$469.00

Days: MTh

Sessions: 17

### Plumbing Code and Theory Tier 3

TP04LIC.TIER3Fall2019

9/3/2019-10/17/2019

No class: 9/30, 10/3, 10/14.

5:30 PM - 9:00 PM

John Ryder

Keefe Tech, First Floor, Room 218

\$469.00

Days: MTTh

Sessions: 17

### Plumbing Code and Theory Tier 4

TP04LIC.TIER4Fall2019

9/3/2019-10/31/2019

No class: 10/3

5:00 PM - 8:30 PM

Matthew Flynn

Keefe Tech, First Floor, Room 219

\$469.00

Days: TTh

Sessions: 17

### Plumbing Code and Theory Tier 5

TP04LIC.TIER5Fall2019

9/9/2019-11/18/2019

No class: 9/30, 10/3, 10/14 & 11/11

5:30 PM - 9:00 PM

Adam Mitchell

Keefe Tech, First Floor, Room 221

\$469.00

Days: MTh

Sessions: 17

Richard is very knowledgeable and his passion for teaching definitely shows.

— Electrical Code

## TRAVEL

### NEW

#### Classic New Hampshire Lakes Region, Saturday September 28

Join us for this special autumn trip to the Granite State. We will head to the beautiful Lakes' region of New Hampshire and start with a tour of Castle in the Clouds in Moultonborough. It sits atop the Ossipee Range and boasts extraordinary views, which should be ablaze with fall foliage. Tour the home and grounds at your own pace and see many innovations which were rare at the time, including a circular shower, interlocking kitchen tiles, and a central vacuum system. Enjoy the fine wood, bronze and tile craftsmanship and the beauty of the glass by Tiffany. Just last year the property was listed on the National Register of Historic Places. Next we go back in time for lunch at the iconic Hart's Turkey Farm in Meredith. Started in 1954 by Russell and Larry Hart and their wives Helen and Gerda, this nostalgic eatery still serves some of the best home cooked meals in the area. Choose turkey, ham or haddock dinner with all the fixings and finish with their legendary apple crisp, perfect for the season. Hart's is considered a Lake's region treasure and throwback to simpler times. Lunch is included in the price.

After lunch we begin our return home with a stop to stretch your legs with a walk on the shores of Lake Winnepesaukee and our drive will take in the scenes, beauty and bounty of classic New Hampshire. Price includes: All transportation, site visits, lunch, and all gratuities. Registrations for the trip are transferable, but not refundable. Credit vouchers are also not available on trips. **Parking at Keefe: Please park on the west side of campus, located at the Winter Street entrance, closest to the pool and gym.**

TRJC02-Fall2019

9/28/2019-9/28/2019

7:00 AM - 7:00 PM

Joe Cali & Martha Prybylo

Keefe Tech, Offsite, BUS TRIP

\$149.00

Days: Sa

Sessions: 1

### NEW

#### Vermont: From Lincoln to Rockwell, Saturday November 2

His father was born in a log cabin and called from the humblest rank in life to preside over our nation during the most momentous period of its history. One generation later, Robert Todd Lincoln, only child of Abraham and Mary Todd Lincoln to survive to adulthood, became chairman of Pullman Company, largest manufacturing corporation at the turn of the 20th century. He built this Georgian Revival mansion in 1905 in scenic Manchester. It became home to only Lincoln descendants until 1975, longer than any other Lincoln residence. It is an example of the "Great American Story" and the story of the Lincoln family's love affair with Vermont. You'll have an opportunity to explore the Lincoln Family Home, including the historic mansion, beautiful gardens, and scenery. We will stop in historic Village of Manchester for lunch on your own. Here you can choose from one of the many local restaurants, shops and cafes. Next we will continue to the town of Arlington, where artist Norman Rockwell called home for 14 years and completed some of his most well-known paintings. Here, we will visit the Sugar Shack, a working sugar farm that features the Norman Rockwell Exhibition. Price includes: All transportation, site visits, and all gratuities. Registrations for the trip are transferable, but not refundable. Credit vouchers are also not available on trips. **Parking at Keefe: Please park on the west side of campus, located at the Winter Street entrance, closest to the pool and gym.**

TRJC01-Fall2019

11/2/2019-11/2/2019

7:00 AM - 6:00 PM

Joe Cali & Martha Prybylo

Keefe Tech, Offsite, BUS TRIP

\$139.00

Days: Sa

Sessions: 1

## TRAVEL

### New York - Broadway, Saturday November 23

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 a.m. 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 p.m. performances. Depart NYC at 7:00 p.m. 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. Credit vouchers are also not available on trips. **Parking at Keefe: Please park on the west side of campus, located at the Winter Street entrance, closest to the pool and gym.**

#### TRIPS02-Fall2019

11/23/2019-11/23/2019

7:30 AM - 11:00 PM

Doug Sanders

Keefe Tech, Offsite, BUS TRIP

\$89.00

Days: Sa

Sessions: 1

### Newport Mansions for the Holidays, Saturday, December 7

Looking for a new holiday tradition? The glitter of gold and the sparkle of silver will dazzle on a tour three magnificent mansions decked out in Yuletide finery. Guided Tours, and spectacular decorations highlight the celebration at the Newport Mansions. The Breakers & The Elms - two National Historic Landmarks and icons of the Gilded Age in America--are filled with thousands of poinsettias, fresh flowers, evergreens and wreaths. From gardens to ballroom, boudoirs to scullery kitchens: take a break from the holiday hustle and bustle and enjoy the wonder of life at the last turn of the century. The group will make a stop for lunch (on your own). Trip cost includes admission to the Breakers and Elms Mansions. You will receive your entrance tickets upon bus check in. Please note that children 12 and up are welcome on this trip when accompanied by an adult. Registrations for the trip are transferable, but not refundable. Credit vouchers are also not available on trips.

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

#### TRIPS01-Fall2019

12/7/2019-12/7/2019

8:00 AM - 6:00 PM

Lisa Johnson

Keefe Tech, Offsite, BUS TRIP

\$89.00

Days: Sa

Sessions: 1

## WELDING

### Basic Welding and Fabrication

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. **No class:** 10/3, 10/24.

#### WE02TTH-Fall2019

9/17/2019-11/12/2019

6:00 PM - 9:00 PM

David Nowlan

Keefe Tech, Ground Floor, Metals Shop

\$439.00

Days: TTH

Sessions: 15

**Please sign up early so that we meet our minimum class enrollment.**

## WRITING

**Please see Business Tools and Careers section for information on Technical Writing class.**

### Creative Writing for Fun

Fills fast. Don't miss out! Join a Creative Writing for Fun class that is the opposite of a critique class, which can BLOCK (impede, jam) writing. Instead, this writing class ENCOURAGES writing from the creative part of you. Each class includes new writing techniques and tips interspersed with fun prompts. Participants learn from each other through in-class writing and sharing those impromptu stories. Fiction and non-fiction are explored. Enthusiasm, an ability to "let go," and shared insights are the learning tools. Open for new and continuing students. Section II: **No class:** 11/5 & 12/10.

#### WR03-Fall2019Section1

9/10/2019-10/15/2019

5:00 PM - 7:00 PM

Pamela Wight

Keefe Tech, First Floor, Main Conference Room

\$139.00

Days: T

Sessions: 6

#### WR03-Fall2019Section2

10/29/2019-12/17/2019

5:00 PM - 7:00 PM

Pamela Wight

Keefe Tech, First Floor, Main Conference Room

\$139.00

Days: T

Sessions: 6

## GENERAL INFORMATION - FALL 2019

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

### Fall Semester Office Hours:

Starting Tuesday, September 3: Monday-Thursday, 9:00 a.m. to 9:00 p.m. and 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.**

### Fall Semester Scheduled Keefe at Night School Closings:

**September 30**

**October 3, 9 & 14**

**November 11, 21, 27 & 28**

**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:

1. **7 Days before start date:** Full tuition refund, minus \$10 cancellation fee.
2. **6 Days or less before start date:** A course credit voucher will be issued for 50% of course tuition.
3. **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.
4. **No course credit vouchers or refunds** will be issued after the start of class.
5. **Trip registrations are transferable** to other guests **for the same trip only**, but not refundable. No credit vouchers will be issued.
6. **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.**

**Inclement weather cancellations -  
Information will be posted on our website  
and our Facebook page.**

**Inclement  
Weather  
Updates on FB**

## GENERAL INFORMATION - FALL 2019 *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 and Sundays). 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 main 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.

Please do not hesitate to contact us if you have any questions. You can reach us at 508-416-2170 or by email at: [continuinged@jpkeefehs.org](mailto:continuinged@jpkeefehs.org). Thank you.

With over 170 courses offered in Fall 2019, there's bound to be a perfect one for you. Join us!

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



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[www.facebook.com/keefetechconted](http://www.facebook.com/keefetechconted). Like us and get immediate notifications of  
inclement weather closings.

**Join Us!**  
**Call Us at 508-416-2170 or**  
**Visit Us Online at [www.keefeatnight.org](http://www.keefeatnight.org)**