



# Spring 2020 Catalog

## Unlock your Potential



**Spring Semester Starts on March 2, 2020**

750 Winter Street, Framingham, MA 01702 | (508)-416-2170 | [www.keefeatnight.org](http://www.keefeatnight.org)

## CERTIFICATE & LICENSING PREPARATION COURSES

### COMPUTER TECHNOLOGY AND APPLICATIONS

Cisco I to Cisco III, CCNA®

### 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



Cover and Ad Design by  
John Quintin, Keefe Tech '19

**Make a career move or boost your credentials. Keefe at Night offers 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  
EMT - Emergency Medical Training  
Plumbing Code and Theory - Journeyman Tiers

## Answers to Frequently Asked Questions

### Spring 2020 Semester Dates:

March 2 to June 30, 2020

### Spring 2020 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:  
February 11, 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:

March 12  
April 2, 20 - 25, 30  
May 25

### Class Locations:

- Most Technical Shops, and Cafe 101 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 43 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.

We hope to see you on Campus!!

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

### People are saying ...

Amanda is an amazing instructor.

— Facial Threading Certification

The course that Dana Wright taught on Intermediate Guitar was absolutely fantastic and far exceeded my expectations.

— Essential Skills for Guitar

Bruce gave us the tools we needed for a great foundation to our businesses. Thank you Bruce.

— How to Start Your Own Business and Make it Successful

I've wanted to take this class for a very long time. I'm glad I did. It was everything I wanted. I now feel very comfortable working with small engines.

— Small Engine Repair

David is not only extremely knowledgeable of the subject matter, but was able to explain it in a way that everyone understood.

— Publish Your Own Book Guaranteed

# ADULT ED.: ESL & GED ® TEST PREPARATION

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

### Spring & Summer 2020 Classes

#### Clases/Aulas de Primavera & Verano/Verão 2020

#### Welcome/Bienvenidos/Bem vindos/Benvenuti/Bienvenue - ESL Spring 2020

Learning to speak English can open up many opportunities to non-English speakers. Keefe at Night provides excellent ESL classes to the community. Our instructors are truly committed and seasoned professionals who have a love for teaching ESL to adult learners. We offer 4 levels of study: Beginner, Intermediate, Advanced Intermediate and Advanced. If you have never taken English language classes and consider yourself a beginner, you place in Level 1. 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.

**Placement Test - Levels 2 to 4: We will be conducting a placement test for students on Tuesday, February 11 between 4:00 - 8:00 PM at Keefe Tech.** The test takes approximately 15-20 minutes. Returning Keefe at Night students will move to their next level.

Classes begin on Tuesday, March 3 and end on Tuesday, June 2. They take place on Tuesdays and Thursdays from 6:00 - 9:00 PM. (Level 2 only class also available on Mondays and Wednesdays from 6:00 to 9:00 p.m. Please see below.) The total cost for the program is \$285 for 66 hours/22 classes. **Textbooks are 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 una prueba. Si ha tomado cursos en otra escuela, deberá tomar una simple prueba para determinar su nivel.

**Prueba Para Determinar Su Nivel- Niveles 2 a 4: Se llevará a cabo el 11 de febrero entre 4:00 y 8:00 PM. La prueba dura unos 15 a 20 minutos.** Las personas que han estudiado en Keefe at Night seguirán al próximo nivel.

El curso de inglés empieza el martes 3 de Marzo y termina el 2 de Junio. Las clases se reúnen los martes y jueves de 6:00 a 9:00 PM. (También ofrecemos una clase de Nivel 2 los lunes y miércoles de 6:00 p.m. a 9:00 p.m. Por favor ver abajo.) 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.

**Prova de colocação para Alunos - Níveis 2 a 4:** Terça-feira, 11 de fevereiro entre às 4:00 e às 8:00 PM na escola Keefe Tech. A prova leva aproximadamente 15 - 20 minutos. Os alunos que retornam a Keefe at Night serão colocados no próximo nível.

O curso começará no dia 3 de março e termina dia 2 de Junho. As aulas serão às terças e quintas-feiras das 6:00 às 9:00 PM. (Aulas de nível 2 também estão disponíveis às segundas e quartas-feiras, das 6:00 às 9:00 PM. Por favor veja abaixo.) O custo total por 66 horas/22 aulas é \$285 e inclui livros.

#### Important Spring/Primavera:

**Tue/Thu, No classes/Não há Aulas: 3/12, 4/2, 4/21, 4/23 & 4/30**  
**M/W Level 2, No classes/Não há Aulas: 4/20, 4/22 & 5/25**

**Instructors/Profesoras/Professoras:** Domenica Clark, Regina Goodwin, Vicki Kravitz, Kim McCormack, Katie Oettinger, Linda Paul & Linda Strayhorn

#### Spring/Primavera 2020: English As a Second Language, Level 1-4

**ABMWTT1234-Spring2020** \$285.00  
Tuesdays and Thursdays, Levels 1 to 4  
3/3/2020-6/2/2020 Days: TTTh  
6:00 PM - 9:00 PM Sessions: 22  
**No classes/Não há Aulas: 3/12, 4/2, 4/21, 4/23 & 4/30**  
Keefe Tech, Second Floor, Room 300-307

**ABMW1234-Spring2020** \$285.00  
Mondays and Wednesdays, Level 2  
3/4/2020-5/27/2020 Days: MW  
6:00 PM - 9:00 PM Sessions: 22  
**No classes/Não há Aulas: 4/20, 4/22 & 5/25**  
Keefe Tech, Second Floor, Room 307

#### Summer/Verano/Verão 2020: English As a Second Language, Level 2 M/Tu/W

Students who have completed Level 1 at Keefe at Night can go directly into the Summer Level 2 course. If you have taken the class elsewhere, please call us to set up a time to come in and take a placement test.

Aquellos estudiantes que han completado el Nivel 1 en Keefe at Night, pueden entrar al Nivel 2 del verano. Si ha tomado la clase en otro lugar, por favor llámenos para concretar una cita para tomar la prueba de aptitud del idioma.

Os alunos que concluíram o Nível 1 no Keefe at Night podem entrar diretamente no curso de verão do Nível 2. Se você já teve aula em outro lugar, ligue para marcar um horário para entrar e fazer uma prova.

**ABSummerEnglishSummer2020** \$275.00  
7/20/2020-9/2/2020 Days: MTuW  
6:00 PM - 9:00 PM Sessions: 21  
Keefe Tech, Second Floor, Room 302



**ONLINE GED® TEST PREPARATION**

**ONLINE GED ® Test Preparation Course - Instructor Led,  
Through Ed2go**

This instructor-led ONLINE course will help you analyze your strengths and weaknesses, so you can focus your studying on the areas that you need most. You will get the basics of what you need to know to succeed on the four GED® test modules: Reasoning Through Language Arts, Social Studies, Science, and Mathematical Reasoning.

Please visit: <https://www.ed2go.com/kan/online-courses/ged-preparation> for more information or to sign up. You can also contact Kelly Pierce at 951-972-3668. When you sign up you get 6 weeks of access to the program and you can choose from different start dates posted on the website.

For information on GED® testing in Massachusetts, please visit:  
<http://www.doe.mass.edu/hse/>



## ABONLINE01-Spring2020

ONLINE COURSE  
Access for 6 weeks  
You set your own schedule.  
\$115.00

Gift certificates available for purchase online! See pages 8 and 26 for details.

**Inclement Weather Updates on FB**

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

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



## ONLINE GED® TEST PREPARATION

### ONLINE: Prepare for GED® Math Test - Instructor Led, Through Ed2go

This ONLINE instructor-led course helps you master the skills required to pass the Mathematical Reasoning module in the GED® test series.\* You will start off with a review of math basics and begin building the foundation you will need to solve the types of math problems commonly found on the test. In the process, you will develop hands-on experience with percentages, proportions, statistics, algebra, geometry, and more.

Each lesson will give you a chance to apply your knowledge by practicing with the same kind of questions you may find on the test. By the time you finish this course, you will be much more comfortable with your math skills, and you will know how, when, and

why to use each math concept you learn. When you sign up you get 6 weeks of access to the program and you can choose from different start dates posted on the website. \*If you need to review all subjects, please see separate GED prep listing.

Please visit: <https://www.ed2go.com/kan/online-courses/ged-math-test-prep> for more information or to sign up. You can also contact Kelly Pierce at 951-972-3668.

#### ABONLINE02-Spring20202

ONLINE COURSE  
Access for 6 weeks  
You set your own schedule.  
\$115.00

## ARTS, CRAFTS, PHOTOGRAPHY & MUSIC

### Arts & Crafts

#### Acrylic Painting with Felipe Zamora - All Levels

Do you love to paint and want to develop your abilities further? This cool multi-level class is geared toward students who need to "brush up" on their painting skills or have not had formal training. A variety of exercises will be presented to help students understand concepts such as value, composition, and perspective. We will work from photos or images that we choose, as it presents an opportunity to be more engaged in our paintings. As the class develops, instruction will become more personalized depending on each student's skill level. Bring materials you already have. Additional supplies (to be purchased by students in advance of class) are listed on the online course description at: [Keefeatnight.org](http://Keefeatnight.org) and on your registration receipt. **No Class: 4/22.**

**ART24-Spring2020** \$199.00  
3/11/2020-5/20/2020 Days: W  
6:30 PM - 9:00 PM Sessions: 10  
Felipe Zamora  
Keefe Tech, Ground Floor, Visual Design

#### 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 templates that are provided. Tuition includes the cost of materials. To view your instructor, Lisa Young's art, please visit: <https://www.coastalwindowworkshop.com/>.

**ART42-Spring2020** \$69.00  
4/7/2020-4/7/2020 Days: T  
6:30 PM - 8:30 PM Sessions: 1  
Lisa Young  
Keefe Tech, Second Floor, Room 310

**The ESR Kitchen and the Auditorium are located closest to the Fountain Street entrance. The Pool and Gym are located closest to the Winter Street entrance.**

### NEW

#### Jewelry Making 101

In this class you will learn to make two pieces of jewelry: one bracelet and one necklace. **Please see the online description for a full list of supplies and materials that you will need to purchase in advance of the class.** Jewelry making tools will be available for use during class. However, we have also provided a list of tools that would be needed if you decide to purchase them.

**ARTXT30-Spring2020** \$59.00  
4/29/2020-5/6/2020 Days: W  
6:00 PM - 8:30 PM Sessions: 2  
Donna Gonzalez  
Keefe Tech, First Floor, Room 209

### NEW

#### Basket Weaving - Traditional Egg Basket

In this class you will learn to make a traditional egg basket, also known as a potato basket. Students will gain confidence in constructing and designing/or fixing their own baskets. Supplies and materials are included in the cost of tuition.

**ARTXT29-Spring2020** \$99.00  
3/11/2020-3/25/2020 Days: W  
6:00 PM - 9:00 PM Sessions: 3  
Donna Gonzalez  
Keefe Tech, First Floor, Room 209

#### 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 anyone 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. Practice supplies will be provided by the instructor for in-class use only. You are welcome to bring any needles or yarn you have. Students will be responsible for purchasing additional project supplies.

**ARTT03-Spring2020** \$129.00  
3/3/2020-4/7/2020 Days: T  
6:30 PM - 9:00 PM Sessions: 6  
Jessica Pelon  
Keefe Tech, First Floor, Room 224

# 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 to Knitting for Beginners and is also suitable for experienced knitters.

### ARTTX01-Spring2020

5/5/2020-6/9/2020

6:30 PM - 9:00 PM

Jessica Pelon

Keefe Tech, First Floor, Room 224

\$119.00

Days: T

Sessions: 6

**NEW**

## Knitting: Beading and Felting

Want to learn to knit with beads? Want to learn to felt? Want to make some unique jewelry or a traditional felted or beaded project? Then this class is for you! We will learn to knit with beads and felt by practicing on some fun small projects. Then you can work on a project of your choosing: felted, beaded or both. For the first class bring US2 double-pointed or circular needles, a small amount of light fingering yarn or perle cotton #5, and 20grams of size 6/0 or 5/0 beads. Check out project ideas and supplies: <https://sites.google.com/site/pugspearlsandpurls/keefe>.

### ARTTX29-Spring2020

3/2/2020-4/6/2020

6:30 PM - 9:00 PM

Jessica Pelon

Keefe Tech, First Floor, Room 223

\$119.00

Days: M

Sessions: 6

**NEW**

## Weaving: Twill Towel

Join us for this two-session class and learn to make a Twill Towel. Table looms will be warped for you to practice your choice of 62 basic twill patterns. You will go home with a very absorbent towel that should last you 20 years or more.

### ARTTX30-Spring2020

4/7/2020-4/8/2020

6:30 PM - 8:30 PM

Barbara Provost

Keefe Tech, First Floor, Room 208

\$79.00

Days: TW

Sessions: 2



## Photography

### Digital Photography I - The Basics

Learn how to harness the power of your camera's controls in this 4-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.

### ARTPH04-Spring2020

5/7/2020-5/28/2020

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 -The Basics.

**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, May 29 with the subject line "KeefeBB \_YourLastName."

### ARTPH03-Spring2020

6/4/2020-6/18/2020

6:30 PM - 9:00 PM

Lynne Damianos

Keefe Tech, First Floor, Room 207

\$89.00

Days: Th

Sessions: 3

## Photography Field Trip to Russell's Garden Center, Wayland

Rain or Shine! Join us at Russell's Garden Center in Wayland where you will have the opportunity to photograph beautiful flowers, plants and many other subjects, both indoors and out, while learning how to better use your camera. We will depict subjects in varying ways, altering both the look of the subject and background. Learn more about close-up photography and adjusting the color and exposure of your images. We will examine tools such as the rule of thirds, framing and camera angle to improve your photographic vision. You will have plenty of time to photograph on your own, plus have guidance from the instructor. Suitable for photographers of all levels (with either DSLR or point-and-shoot cameras), however, a basic understanding of your camera is required.

Review your camera manual beforehand and bring it with you along with your camera and fresh batteries. **Meet at the indoor fish pond in the cactus area.** Visit [russellsgardencenter.com](http://russellsgardencenter.com) for more information about Russell's. The Center is located at Russell's Garden Center, 397 Boston Post Road, Wayland. **Please park across the street.**

### ARTPHTRIP17-Spring2020

5/2/2020-5/2/2020

9:30 AM -12:00 PM

Lynne Damianos

Russell's Garden Center, Wayland, MA

\$49.00

Days: Sa

Sessions: 1



## ARTS, CRAFTS, PHOTOGRAPHY & MUSIC

### 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 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.

**Required Textbook to be purchased in advance of class:** Introduction to Guitar by Dana Wright, ISBN-13: 978-1721623341. Available through Amazon.com. **No Class: 4/20.**

**ARTMUSIC02-Spring2020** \$139.00  
3/16/2020-4/27/2020 Days: M  
7:00 PM - 8:00 PM Sessions: 6  
Dana Wright  
Keefe Tech, First Floor, Room 209

#### 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 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.

**Required Textbook to be purchased in advance of class:** Essential Skills for the Guitarist, by Dana Wright, ISBN: 978-1984200730. Available through Amazon.com. **No Class: 4/20.**

**ARTMUSIC12-Spring2020** \$139.00  
3/16/2020-4/27/2020 Days: M  
6:00 PM - 7:00 PM Sessions: 6  
Dana Wright  
Keefe Tech, First Floor, Room 209

## 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.



## AUTO: SMALL ENGINE REPAIR

### Small Engine Repair

Rejuvenate your equipment! Learn how to tune-up, repair and even overhaul small gasoline engines found in snow blowers, go-karts, 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 night 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.**

**AU04-Spring2020** \$179.00  
3/4/2020-4/8/2020 Days: W  
6:00 PM - 9:00 PM Sessions: 6  
James Gable  
Keefe Tech, Ground Floor, Auto

## BUSINESS TOOLS AND CAREERS

A full listing of career licensing/certification programs can be found on page 2 of this catalog.

### 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 4/21.**

**BZTOOLS30-Spring2020** \$129.00  
3/17/2020-4/28/2020 Days: T  
6:00 PM - 9:00 PM Sessions: 6  
Bruce Share  
Keefe Tech, First Floor, Room 206

### 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-Spring2020** \$99.00  
5/13/2020-5/27/2020 Days: W  
6:30 PM - 9:30 PM Sessions: 3  
David Thrope  
Keefe Tech, First Floor, Room 209

General information can be found on page 41.

## BUSINESS TOOLS AND CAREERS

### Build a WordPress Website or Blog from Scratch

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.

**Important Requirement:** 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 bbdssdesign.com for more information.)

**COWEB22-Spring2020** \$139.00  
3/16/2020-4/13/2020 Days: M  
7:00 PM - 9:00 PM Sessions: 5  
Fan Stanbrough  
Keefe Tech, Second Floor, Library Computer Lab

### 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 and 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-Spring2020** \$59.00  
5/11/2020-5/18/2020 Days: M  
7:00 PM - 9:00 PM Sessions: 2  
Mike Stanbrough  
Keefe Tech, Second Floor, Library Computer Lab

### Increase Productivity with Google Apps

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

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

**COAPP18-Spring2020** \$129.00  
6/4/2020-6/25/2020 Days: Th  
6:30 PM - 9:30 PM Sessions: 4  
Frank Yeung  
Keefe Tech, Second Floor, Library Computer Lab

### Optimizing Your LinkedIn Profile

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-Spring2020** \$39.00  
4/27/2020-4/27/2020 Days: M  
6:00 PM - 8:00 PM Sessions: 1  
Brett Peruzzi  
Keefe Tech, Second Floor, Library Computer Lab

### Accounting Basics

This 5-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 course serves as a pre-requisite for QuickBooks classes. Course materials are included in cost of tuition. **No Class: 4/1.**

**BZACCT10-Spring2020** \$249.00  
3/4/2020-4/8/2020 Days: W  
6:30 PM - 9:30 PM Sessions: 5  
Meagan Jackson  
Keefe Tech, First Floor, Room 204

### 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.

**WR10-Spring2020** \$99.00  
3/16/2020-4/13/2020 Days: M  
6:00 PM - 8:00 PM Sessions: 5  
Brett Peruzzi  
Keefe Tech, First Floor, Room 207

**Inclement  
Weather  
Updates on FB**

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



## BUSINESS TOOLS AND CAREERS

### NEW

#### Entry Level Florist Training

Learn what it takes to get into the floral industry. This three-session classroom course will give students an understanding of industry procedures, knowledge of floral care, general pricing and how to advance in the field. If you do not have experience and have always wanted to work in a Florist Business or learn more about the industry, this is a great place to start. After you have completed this six-hour training, you will have the foundation to be able to apply for an entry level position at a Florist business, and can advance your skills to become a certified floral designer.

**HGCR100-Spring2020** \$89.00  
3/2/2020-3/16/2020 Days: M  
6:00 PM - 8:00 PM Sessions: 3  
Dawn Bagocius  
Keefe Tech, Ground Floor, Horticulture Related Room

#### 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 and 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 and best business practices may also be discussed. Please come dressed in comfortable clothing. Bring water and a notebook. Industry Q&A included!

**BZ22-Spring2020** \$39.00  
5/11/2020-5/11/2020 Days: M  
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-Spring2020** \$39.00  
4/27/2020-4/27/2020 Days: M  
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-Spring2020** \$49.00  
3/25/2020-3/25/2020 Days: W  
6:00 PM - 9:00 PM Sessions: 1  
David K. Ewen  
Keefe Tech, First Floor, Room 202

## COMPUTER TECHNOLOGY AND APPLICATIONS

#### AutoCAD for Beginners

AutoCAD is a software drawing tool often used by architects, interior designers, and contractors to render and edit many types of diagrams, from architectural layouts of homes to mechanical layouts of machine parts. In this course, we will cover the basic AutoCAD functions of drawing and editing. We will create simple images using lines, arcs, and circles, then manipulate these images in two and three dimensions, and finally output our work on a plotter. **Basic PC skills are required.** A background in drawing, drafting, design, or graphics is helpful but not required. **Bring your own laptop** – so you will remember your configuration between classes. **No Class: 4/20.**

**COAPP10-Spring2020** \$339.00  
3/16/2020-5/11/2020 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. **Basic PC skills are required.** No prior drafting experience is necessary, however. **Bring your own laptop** – so you will remember your configuration between classes. **No Class: 4/2, 4/23 & 4/30.**

**COAPP12-Spring2020** \$339.00  
3/19/2020-5/28/2020 Days: Th  
6:00 PM - 9:00 PM Sessions: 8  
Michael Lafontant  
Keefe Tech, First Floor, Room 215

# COMPUTER TECHNOLOGY AND APPLICATIONS

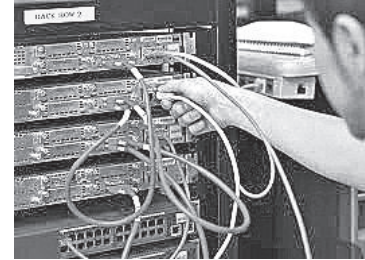
## NEW FORMAT

### Introducing the New, Foundational CCNA® Program, V7.0

Maybe you're looking to break into a technology career. Or maybe you want to climb higher. But software, networking, and infrastructure are growing more and more interconnected every day. To move forward with a technology career in this changing landscape, you need to know the latest networking technologies plus security, automation, and programmability—and hiring managers need to know that you know. Cisco® Certified Network Associate (CCNA) certification can take you where you want to go. Cisco designed the new CCNA program to help you improve your skills in the ever-changing landscape of IT. The program now has one certification that validates a broad range of fundamentals for all IT careers, with one exam and one training course to help you prepare. The CCNA exam covers a breadth of topics including network fundamentals, network access, IP connectivity, IP services, security fundamentals, and automation and programmability. Newly retooled for the latest technologies and job roles, the CCNA training course and exam give you the foundation you need to take your career in any direction. The industry's most widely recognized and respected associate-level certification, CCNA is our way of saying we believe in you. And the process couldn't be simpler: pass one exam and you're done -- All in just 3 courses, not 4 as before.

#### 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. **IMPORTANT: 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: 4/2, 4/20, 4/23, 4/30 & 5/25.**



#### COCERT04-Spring2020

3/16/2020-6/11/2020  
6:00 PM - 9:00 PM  
Don Conaghan  
Keefe Tech, Second Floor, Room 321

\$549.00  
Days: MTh  
Sessions: 21

#### CISCO II

This is a more advanced course with a lot of hands-on work and/or simulations. This is the second of 3 courses needed to prepare for the CCNA certification. **No Class: 3/12, 4/2, 4/20, 4/23, 4/30 & 5/25.**

#### COCERT03-Spring2020

3/5/2020-6/11/2020  
6:00 PM - 9:00 PM  
Don Conaghan  
Keefe Tech, Second Floor, Room 322

\$579.00  
Days: MTh  
Sessions: 23

#### Cisco III

This is the last of 3 courses, with updated and advanced, modern topics including API's, cloud computing and other concepts needed to prepare for the CCNA certification. **No Class: 3/12, 4/2, 4/20, 4/23, 4/30 & 5/25.**

#### COCERT02-Spring2020

3/5/2020-6/11/2020  
6:00 PM - 9:00 PM  
Don Conaghan  
Keefe Tech, Second Floor, Room 321

\$579.00  
Days: MTh  
Sessions: 23



### Travel with Us!

This Spring we will be visiting Ellis Island and the Statue of Liberty, Maine & New Hampshire, and returning to NY-Broadway. Join us!

Full details can be found on pages 38 and 39.

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

# COMPUTER TECHNOLOGY AND APPLICATIONS

## 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 also learn about conditional formatting, charts, if/then statements, and much more!

**Prerequisite:** Basic MS Excel skills.

**COMS201-Spring2020Sect1** \$59.00  
3/5/2020-3/5/2020 Days: Th  
6:00 PM - 9:00 PM Sessions: 1  
Ray Pourali  
Keefe Tech, First Floor, Room 215

**COMS201-Spring2020Sect2** \$59.00  
4/9/2020-4/9/2020 Days: Th  
6:00 PM - 9:00 PM Sessions: 1  
Ray Pourali  
Keefe Tech, Second Floor, Library Computer Lab

## 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. **Required**

**Textbook:** 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 (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. **Basic PC skills are required.**

**COMS07-Spring2020** \$169.00  
3/10/2020-3/31/2020 Days: T  
6:30 PM - 9:30 PM Sessions: 4  
David Thrope  
Keefe Tech, Second Floor, Library Computer Lab

## 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. **Required Textbook:** While this is an MS Excel 2013 class, we will use the following required textbook as it remains very relevant: 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. **Prerequisite: Basic MS Excel skills. No class 4/21.**

**COMS08-Spring2020** \$169.00  
4/7/2020-5/5/2020 Days: T  
6:30 PM - 9:30 PM Sessions: 4  
David Thrope  
Keefe Tech, Second Floor, Library Computer Lab

## 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. **Prerequisites:** Understanding of accounting basics and basic computer skills. Please see Business Tools & Careers category for information on Accounting Basics class being offered at Keefe at Night this semester. **No Class: 4/21.**

**COACCT26-Spring2020** \$299.00  
4/7/2020-5/19/2020 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. **Prerequisites:** Understanding of accounting basics and basic computer skills. Please see Business Tools & Careers category for information on Accounting Basics class being offered at Keefe at Night this semester. **No Class: 4/22.**

**COACCT9-Spring2020** \$199.00  
4/15/2020-5/13/2020 Days: W  
6:30 PM - 9:30 PM Sessions: 4  
Meagan Jackson  
Keefe Tech, First Floor, Room 215

## 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-Spring2020** \$59.00  
5/11/2020-5/18/2020 Days: M  
7:00 PM - 9:00 PM Sessions: 2  
Mike Stanbrough  
Keefe Tech, Second Floor, Library Computer Lab

# COMPUTER TECHNOLOGY AND APPLICATIONS

## Build a WordPress Website or Blog from Scratch

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.

**Important Requirement:** 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.)

**COWEB22-Spring2020** \$139.00  
3/16/2020-4/13/2020 Days: M  
7:00 PM - 9:00 PM Sessions: 4  
Fan Stanbrough  
Keefe Tech, Second Floor, Library Computer Lab

## Increase Productivity with Google Apps

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

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

**COAPP18-Spring2020** \$129.00  
6/4/2020-6/25/2020 Days: Th  
6:30 PM - 9:30 PM Sessions: 4  
Frank Yeung  
Keefe Tech, Second Floor, Library Computer Lab

## Optimizing Your LinkedIn Profile

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-Spring2020** \$39.00  
4/27/2020-4/27/2020 Days: M  
6:00 PM - 8:00 PM Sessions: 1  
Brett Peruzzi  
Keefe Tech, Second Floor, Library Computer Lab

## 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.

**COBASIC12-Spring2020** \$109.00  
5/7/2020-5/28/2020 Days: Th  
6:30 PM - 8:30 PM Sessions: 4  
Frank Yeung  
Keefe Tech, Second Floor, Library Computer Lab

## 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 & factors to consider when choosing a Web Browser. You will master how hyperlinks work to connect various webpages. 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 are required.** Materials to be provided by instructor.

**CO210-Spring2020** \$89.00  
3/11/2020-3/25/2020 Days: W  
6:30 PM - 9:30 PM Sessions: 3  
David Thrope  
Keefe Tech, Second Floor, Library Computer Lab

## Android: Effective Use of Your Android Phone

Android Smart Phones 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-Spring2020** \$59.00  
3/19/2020-3/26/2020 Days: Th  
6:30 PM - 8:30 PM Sessions: 2  
Frank Yeung  
Keefe Tech, Second Floor, Library Computer Lab

Great instructor. I have been confused about pivot tables for a long time and never could get it. Now I do!

— Microsoft Excel Pivot Tables



# COOKING AND BAKING



## Basic Cooking Workshop for Beginners

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 and baking. 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 on which cuts of meat 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!

**CA95-Spring2020** \$299.00  
3/11/2020-4/15/2020 Days: W  
6:00 PM - 8:00 PM Sessions: 6  
Dagmar Smith  
Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)

## 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.

**CA72spring20202** \$89.00  
5/16/2020-5/16/2020 Days: Sa  
10:00 AM - 2:00 PM Sessions: 1  
Ana Gallagher  
Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)

## Chinese Cuisine

In this class you will learn how to make simple, healthy Chinese dishes from scratch that you will love. Recipes for this hands-on class are simple to follow and easy to prepare. For appetizers you will learn how to make Beef Teriyaki and Crab Rangoon with Homemade Duck Sauce. You will prepare these main courses: Beef with Broccoli, Soy Sauce Chicken, Shrimp with Ginger and Tomato Sauce, and Beef Lo Mein. After this class you and your family can enjoy really good Chinese at home!

**CA12-Spring2020** \$119.00  
4/28/2020-5/5/2020 Days: T  
6:30 PM - 9:30 PM Sessions: 2  
Brenda Wong  
Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)

## Thai Cuisine

In this hands-on 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 after this class.

**CA13-Spring2020** \$119.00  
5/12/2020-5/19/2020 Days: T  
6:30 PM - 9:30 PM Sessions: 2  
Brenda Wong  
Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)

## NEW

## A Day at the Butcher's from Cheek to Trotter - Pork & Beef

Pork is celebrated for its ability to enhance the flavors of nearly everything with which it is paired. Whether flash fried on a weeknight, or braised low and slow for Barbecue, served alone, with vegetables or with seafood, pork currently ranks as the most widely consumed meat in the world. Also included will be three different cuts of Beef including Brisket, Loin and Round, and the best approach to preparing each. Take-home containers will be provided for this Carnivore's delight.

**CA117-Spring2020** \$89.00  
5/2/2020-5/2/2020 Days: Sa  
10:00 AM - 3:00 PM Sessions: 1  
Edgar levins  
Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)

## Artisan Italian Breads

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

**CABAKE37-Spring2020** \$89.00  
4/4/2020-4/4/2020 Days: Sa  
10:00 AM - 3:00 PM Sessions: 1  
Edgar levins  
Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)



## COOKING AND BAKING

### Pizza from Around the Globe - From Home

Whether grilled, baked or fried, nearly all cultures have their signature flatbreads. While focusing on making Neapolitan Style Pizza with traditional Italian toppings, we will travel the globe by making Quesadillas from the "New World," Alsatian Tarts from France and Scallion Pancakes from China. We will address both made from scratch as well as time saving, commercially available ingredients and provide suggestions on how to improve the performance of your home oven. Provided will be Vegetarian-Friendly as well as Omnivore based toppings and fillings. This class includes a full dinner and take-home pizza boxes for your creations. As always, come hungry!

**CA93-Spring2020** \$89.00  
 5/30/2020-5/30/2020 Days: Sa  
 10:00 AM - 3:00 PM Sessions: 1  
 Edgar levins  
 Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)

### NEW

#### The Incredible Edible Egg

Whether you're looking to master the perfect omelet or fluffiest soufflé, eggs are one of the single most versatile ingredients in the kitchen. We will offer a scientific approach to this affordable, low-calorie protein, to ensure that you can produce the exact texture desired, time after time. In addition to savory dishes, for dessert we'll include meringues and the always appreciated, French Macarons. Eggs are not just for breakfast anymore.

**CA118-Spring2020** \$69.00  
 6/25/2020-6/25/2020 Days: Th  
 6:00 PM - 9:00 PM Sessions: 1  
 Edgar levins  
 Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)

### NEW

#### Everyday Seafood

Come and learn easy, budget-friendly seafood recipes suitable for weeknight meals. Every recipe will be quick and easy to prepare, as well as, easy on the pocket book. The class will prepare 3 fish soup, curried mussels, tuna and olive pasta, and green salad with microwaved fish and lemon dressing.

**CA111-Spring2020** \$69.00  
 5/14/2020-5/14/2020 Days: Th  
 6:00 PM - 9:00 PM Sessions: 1  
 Dagmar Smith  
 Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)

**The ESR Kitchen and the Auditorium  
 are located closest to the Fountain  
 Street entrance. The Pool and Gym  
 are located closest to the Winter  
 Street entrance.**



### NEW

#### Gourmet Burger Bar

In this class we'll put together a great gourmet burger bar. We will use mushrooms, bacon, fresh and sautéed onions, avocados, salsa, as well as, lettuce and tomatoes. We'll have an assortment of cheeses, rolls and condiments. Students will make slider-size burgers out of turkey, beef and lamb and everyone will be able to try several different burgers. For accompaniment we'll roast some potatoes and veggies and share a fabulous meal at the end of the evening.

**CA110-Spring2020** \$69.00  
 5/7/2020-5/7/2020 Days: Th  
 6:00 PM - 9:00 PM Sessions: 1  
 Dagmar Smith  
 Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)

### NEW

#### Spring Soups

In this class we'll work with recipes that do not depend on a homemade stock to produce fabulous, great tasting soups. The class will make Curried Zucchini, Creamy Tomato, Chicken Hot and Sour, and Minestrone soups. We will also make our own croutons. Come hungry!

**CA112-Spring2020** \$69.00  
 5/21/2020-5/21/2020 Days: Th  
 6:00 PM - 9:00 PM Sessions: 1  
 Dagmar Smith  
 Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)

### NEW

#### Indian Kebabs and Curry

In this class we will be making creamy Malai Chicken Tikka (Tandoori-Style Chicken Kebabs), Chapli Kebabs (Tangy Beef Patties) and some sides like Mango Kachumber, Corn and Pomegranate Kachumber, and Rice with Peas. This is the ideal menu for a spring or summer cookout!

**CA115-Spring2020** \$69.00  
 3/26/2020-3/26/2020 Days: Th  
 6:00 PM - 9:00 PM Sessions: 1  
 Mary Vadakekalam  
 Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)

# COOKING AND BAKING

## NEW

### Indian Vegetarian

No cuisine in the world has made vegetarian food so appetizing, delicious and flavorful like Indian cuisine. Enjoy making Paneer Makhani - a combination of creamy, buttery, tomatoey makhani sauce and cubes of paneer, lentils, masala cauliflower potatoes and a dessert of baked cheese in cardamom flavored sauce. Come hungry.

**CASWEET13-Spring2020** \$69.00  
3/31/2020-3/31/2020 Days: T  
6:00 PM - 9:00 PM Sessions: 1  
Mary Vadakekalam  
Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)

### Basic Buttercream Cake Decoration

This class is for beginners and advanced students alike. Weddings, anniversaries, birthdays 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 that is 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-Spring2020** \$65.00  
4/6/2020-4/6/2020 Days: M  
6:30 PM - 9:30 PM Sessions: 1  
Karen Siegel  
Keefe Tech, Ground Floor, Cafe 101

## NEW

### Chocolate Eclairs

Need a French pastry degree to make eclairs? Nope - your instructor will show you how to create Classic Chocolate Dipped Eclairs with Vanilla Bean Pastry Cream, and Salted Caramel Dipped Eclairs with Dulce de Leche Pastry Cream. Try your hand at mixing, piping and baking crisp choux pastry. Then whisk together two flavors of pastry cream, practice filling eclairs and top each one with a patisserie-style glaze. Sweet! You will work with other students in groups of 4, in a fun, hands-on environment led by your instructor.

**CASWEET300-Spring2020** \$65.00  
5/6/2020-5/6/2020 Days: W  
6:30 PM - 9:00 PM Sessions:  
Karen Siegel  
Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)

Fun class. Delicious cheese.

— Cheese Making - Fresh Homemade Cheeses

### Chocolate Truffles

Truffles are 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. Bring containers.

**CASWEET18-Spring2020** \$65.00  
4/13/2020-4/13/2020 Days: M  
6:30 PM - 9:00 PM Sessions: 1  
Karen Siegel  
Keefe Tech, Ground Floor, Cafe 101

### 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.

**CASWEET25-Spring2020** \$65.00  
4/29/2020-4/29/2020 Days: W  
6:30 PM - 9:00 PM Sessions:  
Karen Siegel  
Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)

## NEW

### Frozen Desserts - This is Your Brain on Ice Cream

Learn the basics of making both dairy and non-dairy frozen desserts. Learn the function of the individual ingredients, stabilizers and emulsifiers, and the necessary machines (if any) to make each delectable dish. We'll make ice cream, parfais, frozen mousses, and granitas, along with sauces and toppings, and also try out plating designs. Take-home containers will be provided. **Bring insulated bags and ice packs to keep your treats cold.**

**CASWEET116-Spring2020** \$89.00  
6/13/2020-6/13/2020 Days: Sa  
10:00 AM - 3:00 PM Sessions: 1  
Edgar levins  
Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)

### Great British Baking Homage

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

**CABAKE90-Spring2020** \$89.00  
3/7/2020-3/7/2020 Days: Sa  
10:00 AM - 3:00 PM Sessions: 1  
Edgar levins  
Keefe Tech, First Floor, Kitchen (by Fountain Street entrance)

## COSMETOLOGY- FACIAL THREADING

### Facial Threading

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, you too can learn how to thread. Supplies are included in the cost of tuition.

**BEAUT-1Spring2020** \$99.00  
3/20/2020-3/27/2020 Days: F  
6:00 PM - 9:00 PM Sessions: 2  
Amanda Bavaro  
Keefe Tech, Second Floor, Room 316

## FINANCE & RETIREMENT PLANNING

### Finance

#### 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-Spring2020** \$29.00  
3/24/2020-3/24/2020 Days: T  
6:00 PM - 8:30 PM Sessions: 1  
Alex Winkelmann  
Keefe Tech, First Floor, Room 210

## NEW

#### Understanding and Using Your VA Home Loan Benefits

VA guaranteed loans are for veterans, active duty personnel, reservists and National Guard, as well as surviving spouses of Veterans.

In this class we will discuss and review the benefits of the VA guaranteed home loan. You will learn how to purchase a home with no down payment, as well as how to refinance your current home mortgage.

**FN301-Spring2020** \$10.00  
3/11/2020-3/11/2020 Days: W  
6:30 PM - 8:00 PM Sessions: 1  
Michael Shain  
Keefe Tech, Room 206

## 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 and how to boost your credit scores are also covered). An optional textbook is also available for \$49.00 and can be purchased from the instructor on the night of class.

**FN13-Spring2020** \$39.00  
5/11/2020-5/11/2020 Days: M  
6:30 PM - 9:30 PM Sessions: 1  
Timothy Schnelle  
Keefe Tech, First Floor, Room 205

#### Preparing Your Estate Plan - Seminar

This class includes a basic overview of estate planning - account registration, beneficiary designation, will, trust, tax information, life insurance and Transfer on Death.

**FN76-Spring2020** \$29.00  
4/7/2020-4/7/2020 Days: T  
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

In this class, your instructor will show you how to select Mutual Funds and ETFs in your 401k, IRA and broker accounts, for long term, worry-free growth. The class consists of three consecutive sessions. You will learn 1) Secrets of the industry 2) How to avoid the pitfalls of investing myths 3) How to use an advanced subscription based tool, and 4) Get hands-on practice using Yahoo Finance and other free websites. Your instructor, Ani Chitaley, is an investment educator, and is not connected with fund companies, advisors or brokers.

**FN200-Spring2020** \$49.00  
3/10/2020-3/24/2020 Days: T  
6:30 PM - 9:00 PM Sessions: 3  
Ani Chitaley  
Keefe Tech, First Floor, Room 201

**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.**

# FINANCE & RETIREMENT PLANNING

## Retirement Planning

### 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!

**BFN03-Spring2020** \$49.00  
3/24/2020-3/24/2020 Days: T  
6:00 PM - 9:00 PM Sessions: 1  
Herbert Fuchs  
Keefe Tech, First Floor, Room 208

**NEW**

### Retirement: Making Your Money Last

In this class you will learn about considerations/tradeoffs when developing a withdrawal strategy - working longer, spending less and delaying social security, and ways to plan for expected and unexpected expenses.

**FN77-Spring2020** \$29.00  
4/16/2020-4/16/2020 Days: Th  
6:00 PM - 8:30 PM Sessions: 1  
Alex Winkelmann  
Keefe Tech, First Floor, Room 210

### 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-Spring2020** \$49.00  
5/2/2020-5/2/2020 Days: Sa  
9:00 AM - 12:00 PM Sessions: 1  
Halee Burg  
Keefe Tech, First Floor, Room 219



## 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-Spring2020Sect1** \$29.00  
3/10/2020-3/10/2020 Days: T  
6:00 PM - 8:30 PM Sessions: 1

**FN03-Spring2020Sect2** \$29.00  
5/19/2020-5/19/2020 Days: T  
6:00 PM - 8:30 PM Sessions: 1  
Alex Winkelmann  
Keefe Tech, First Floor, Room 210

**NEW**

### Health Care and Your Retirement

This class Includes an introduction of Medicare coverage and costs, long-term care costs, available options for supplemental health care, and long-term care insurance.

**FN75-Spring2020** \$29.00  
4/9/2020-4/9/2020 Days: Th  
6:00 PM - 8:30 PM Sessions: 1  
Alex Winkelmann  
Keefe Tech, First Floor, Room 210

### 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 of 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-Spring2020** \$39.00  
3/4/2020-3/4/2020 Days: W  
6:30 PM - 9:00 PM Sessions: 1  
Tim Higgins  
Keefe Tech, First Floor, Room 210

### What Happens After the Paychecks Stop?

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

**FN07-Spring2020Sect1** \$29.00  
3/19/2020-3/19/2020 Days: Th  
6:00 PM - 8:30 PM Sessions: 1  
Alex Winkelmann  
Keefe Tech, First Floor, Room 201

**FN07-Spring2020Sect2** \$29.00  
6/10/2020-6/10/2020 Days: W  
6:00 PM - 8:30 PM Sessions: 1  
Alex Winkelmann  
Keefe Tech, First Floor, Room 202



## Keefe At Night

# Online Learning

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



### ONLINE CAREER TRAINING PROGRAMS

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

#### Features

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

#### Advanced Hospital Coding and CCS Prep

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

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

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

#### Certified Bookkeeper

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

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

CISSP is one of the most valued certifications in the IT security industry. This online program will prepare you to sit for the CISSP 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

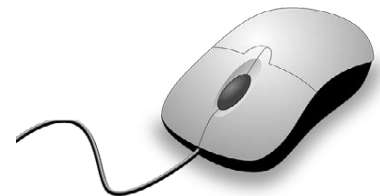
Learn to use CSS3 and HTML5 to create professional-quality websites for desktops, laptops, and mobile devices.

#### 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 AT KEEFE REGIONAL TECHNICAL SCHOOL

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

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

Keefe Tech offers 15 unique Career and Technical areas including the most recently added programs, Dental Assisting and Legal & Protective Services.

We are now accepting applications at Keefe Tech for the 2020-2021 school year for students enrolling in grade 9.

***keefetech.org***

*Serving the in-district communities of Ashland, Framingham, Holliston, Hopkinton and Natick.*

SOUTH MIDDLESEX REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

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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

# Spring 2020 Trips



**New York – Broadway**  
May 2  
\$89 Per Person

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**New York – Statue of Liberty & Ellis Island**  
May 16  
\$129 Per Person

(Includes ferry ride, admission to Statue of Liberty pedestal and Ellis Island Immigration Museum.)

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**Old Port Lobster & Strawberry Banke Forever –**  
**Portland, ME and Portsmouth, NH**  
June 13  
\$139 Per Person

(Includes admission to Museum.)

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

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## 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 on the west side of the building by the gym and pool.*



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



*We offer **CPR/AED Certification** and **Heartsaver First Aid**, which are required by many healthcare service providers.*

## 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 Exams

March 3 - June 23  
Tuition \$2,749

## 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 Healthcare Association Certified Phlebotomy Technician Exam.

March 23 - June 10  
Tuition \$1,979

## 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.

March 9 - May 11  
Tuition \$1,099

## 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.

March 16 - May 11  
Tuition \$1,099

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## Emergency Medical Technician - EMT Certification Training



This class is taught by Metro-West EMS Educators, which is accredited by the Massachusetts Office of Emergency Services. Upon successful completion of this 160 - hour course, you will be able to take the practical and written certification exams to become certified nationally and in the Commonwealth of Massachusetts.

*This course includes AHA Healthcare Provider CPR.*

March 3 - June 25  
Tuition: \$1,149

# FITNESS, TAI CHI, YOGA & SWIM

## 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 (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. **No Class: 6/4.**

**FT21-Spring2020** \$89.00  
5/7/2020-6/18/2020 Days: Th  
6:30 PM - 7:30 PM Sessions: 6  
Jessica Pelon  
Keefe Tech, First Floor, Gym (by Winter Street entrance)

## Boot Camp

You can do it! Jump-start your fitness regimen with this ten-week program of fun-filled exercise for all abilities. **Expect to work hard within your limits.** This 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.

**Spring Session - No Class: 4/2, 4/23, 4/30 & 6/4.**

**FT01-Spring2020** \$89.00  
3/19/2020-6/18/2020 Days: Th  
6:00 PM - 7:00 PM Sessions: 10  
Jo-Ellen McCarrick  
Keefe Tech, First Floor, Stage in Auditorium

**FT01-Summer2020** \$89.00  
6/25/2020-8/27/2020 Days: Th  
6:00 PM - 7:00 PM Sessions: 10  
Jo-Ellen McCarrick  
Keefe Tech, First Floor, Stage in Auditorium

## Cardio Mix

Shake up your fitness routine with interval training. Burn calories, improve your heart health and get stronger. Following a warm-up, the class alternates between periods of high activity which includes hi/low aerobic moves, traditional calisthenics and active rest periods that focus on muscle tone and strength. Participants should wear proper athletic attire, and bring a mat or towel, a set of handheld weights suitable for your ability level, and bottled water. **No Class: 3/24 & 4/21.**

**FT02-Spring2020** \$89.00  
3/3/2020-5/19/2020 Days: T  
7:15 PM - 8:15 PM Sessions: 10  
Jo-Ellen McCarrick  
Keefe Tech, First Floor, Stage in Auditorium

## Gentle Stretch - All Levels

Suitable for all levels. This class will help to improve flexibility, alleviate back pain, reduce muscle tension, promote relaxation and relieve stress. The class begins with a cardio-based warm up that includes dynamic movements and active stretches. Next, students will perform a series of slow head-to-toe relaxing stretches that draw from dance, yoga, therapeutic conditioning and traditional exercise. Floor work required. Participants should bring a mat or towel and water. **Spring Session - No class: 4/2, 4/23, 4/30 & 6/4.**

**FT03-Spring2020** \$89.00  
3/19/2020-6/18/2020 Days: Th  
7:15 PM - 8:15 PM Sessions: 10  
Jo-Ellen McCarrick  
Keefe Tech, First Floor, Stage in Auditorium

**FT03-Summer2020** \$89.00  
6/25/2020-8/27/2020 Days: Th  
7:15 PM - 8:15 PM Sessions: 10  
Jo-Ellen McCarrick  
Keefe Tech, First Floor, Stage in Auditorium

## Get On The Ball

Participants will use stability balls, soft weighted balls, hand-held weights, and resistance tubing to strengthen, stretch, tone, and stabilize core muscles. Improve balance, posture, coordination, body awareness, strength and flexibility. Wear appropriate athletic gear. Bring a yoga/sticky mat and water. Also please bring a set of handheld weights suitable to your activity level. **No Class: 3/24 & 4/21.**

**FT15-Spring2020** \$89.00  
3/3/2020-5/19/2020 Days: T  
6:00 PM - 7:00 PM Sessions: 10  
Jo-Ellen McCarrick  
Keefe Tech, First Floor, Stage in Auditorium

## Gentle Yoga with Healing Meditation

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. Your instructor 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: 4/22.**

**FTYG08-Spring2020** \$119.00  
3/18/2020-5/27/2020 Days: W  
7:15 PM - 8:15 PM Sessions: 10  
Jeanne Donnelly  
Keefe Tech, First Floor, Stage in Auditorium

We look forward to seeing you in the spring!

Please be sure to check your registration receipt for class dates/times and location.

# FITNESS, TAI CHI, YOGA & SWIM

## NEW

### Guided Meditation for Healing and Relaxation

We all need to relax and de-stress. Research has shown the importance of relaxation in connection to our health and immune function. This class will provide you with a mini-vacation of relaxation. We will begin with gentle warm up and release exercise, followed by relaxation and guided healing meditation. You will have the option of doing the meditation sitting in a chair or on a yoga mat. Please bring a yoga mat if you prefer to use one. **No Class: 4/22.**

**FTYG25-Spring2020** \$59.00  
4/15/2020-5/13/2020 Days: W  
6:00 PM - 7:00 PM Sessions: 4  
Jeanne Donnelly  
Keefe Tech, First Floor, Stage in Auditorium

### Tai Chi

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.

**FTYG07Spring2020** \$59.00  
3/18/2020-4/8/2020 Days: W  
6:00 PM - 7:00 PM Sessions: 4  
Jeanne Donnelly  
Keefe Tech, First Floor, Stage in Auditorium

### Yogalates

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

**FTYG04-Spring2020Section1** \$99.00  
3/10/2020-4/14/2020 Days: T  
7:00 PM - 8:00 PM Sessions: 6  
Karen Fishman  
Keefe Tech, Second Floor, Yoga Room by Library

**FTYG04-Spring2020Section2** \$99.00  
4/28/2020-6/2/2020 Days: T  
7:00 PM - 8:00 PM Sessions: 6  
Karen Fishman  
Keefe Tech, Second Floor, Yoga Room by Library

**Scheduled No-Class Dates:**  
March 12, April 2, 20 - 25 & 30, and  
May 25. Your instructor will alert you  
if there are any other no-class dates  
scheduled for your respective class/es.

### Lap Swimming

Come and exercise in our Olympic-size Keefe Tech pool two nights a week at your lap swimming pace! Thirty minutes or three hours a week - the choice is yours. A Certified Lifeguard from the MetroWest YMCA will be on duty. Change in our locker rooms and bring a towel and water (to drink later). **Spring hours: 7:00 - 8:30 p.m. Pool closed on: 3/12, 4/2, 4/21, 4/23 & 4/30.**

**FTWAT14-Spring2020** \$139.00  
3/10/2020-5/21/2020 Days: TTh  
7:00 PM - 8:30 PM Sessions: 17  
YMCA Staff  
Keefe Tech, First Floor, Pool (by Winter Street Entrance)

### Watercize

Both swimmers and non-swimmers can exercise and get in shape in the pool. You'll have your choice of a shallow or deep water workout each week. You'll feel stronger, gain flexibility and increase muscle strength. This low-impact workout is easy on your joints but can be a better workout than floor aerobics. For all swim/water aerobics classes, a bathing suit is required although Under Armour shirts and leggings may be worn. Come take the plunge. You'll be glad you did! **No Class: 4/20 & 4/22.**

**FTWS07-Spring2020** \$159.00  
3/11/2020-5/6/2020 Days: MW  
7:00 PM - 8:00 PM Sessions: 15  
YMCA Staff  
Keefe Tech, First Floor, Pool (by Winter Street Entrance)

### 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! No experience is 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. Class is taught in a comfortable and safe manner. Please wear comfortable clothing, and limited or no jewelry.

**FTSD21-Spring2020** \$49.00  
5/20/2020-5/27/2020 Days: W  
6:00 PM - 7:00 PM Sessions: 2  
Jeanne Donnelly  
Keefe Tech, First Floor, Stage in Auditorium





## 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 to 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 in advance of class: Reiki, The Healing Touch: First and Second Degree Manual by William Lee Rand, 2000. ISBN 1-886785-03-1.

**HL101-Spring2020** \$89.00  
5/1/2020-5/8/2020 Days: F  
6:00 PM - 9:00 PM Sessions: 2  
Amanda Bavaro  
Keefe Tech, Second Floor, Yoga Room by Library

## 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 in advance of class: Reiki, The Healing Touch: First and Second Degree Manual by William Lee Rand, 2000. ISBN 1-886785-03-1.

**HL102-Spring2020** \$89.00  
5/15/2020-5/22/2020 Days: F  
6:00 PM - 9:00 PM Sessions: 2  
Amanda Bavaro  
Keefe Tech, Second Floor, Yoga Room by Library

## 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 may 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. Qi Gong may help prevent arthritis from getting worse and promote circulation for healing. This Qi Gong may also help speed up recovery from surgery and cancer treatment. It is useful for people of all ages, especially senior citizens.

**HL16-Spring2020** \$39.00  
4/8/2020-4/8/2020 Days: W  
7:00 PM - 9:00 PM Sessions: 1  
Joseph Foley  
Keefe Tech, Second Floor, Yoga Room by Library

## Qi Gong: Eight Brocade

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

**HL12-Spring2020** \$39.00  
3/11/2020-3/11/2020 Days: W  
7:00 PM - 9:00 PM Sessions: 1  
Joseph Foley  
Keefe Tech, Second Floor, Yoga Room by Library

## 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-Spring2020** \$39.00  
3/30/2020-3/30/2020 Days: M  
6:00 PM - 8:00 PM Sessions: 1  
Holli Bassin  
Keefe Tech, First Floor, Room 206

**NEW**

## Your Healthiest You - A Holistic Approach

Do you have health symptoms such as anxiety or sleep issues that generally don't concern you health provider, or are attributed to aging? Make a connection between nutrition, lifestyle and health. Understand food choices in restaurants, your home, and the supermarket, and how they make you feel. We will discuss eating hygiene, digestive health, anxiety, insomnia, low energy and fatigue. Learn how you can feel amazing just by adding a few new holistic tips and lifestyle changes to your daily routine.

**HL26-Spring2020** \$39.00  
4/15/2020-4/15/2020 Days: W  
7:00 PM - 8:30 PM Sessions: 1  
Holli Bassin  
Keefe Tech, First Floor, Room 220



## HEALTH & WELLNESS

### NEW

#### Chocolate Tasting for Health

Chocolate is delicious, but there's more! Learn important health benefits of dark organic chocolate, its origin, basics of chocolate processing and surprise tips about how food choices impact our health!

Learn about foods that nourish our bodies, what comes from the ground and how you can determine which brands make a difference. Then experience the proper way to taste chocolate! This is like a wine tasting, only with chocolate. Learn how to enjoy the food you love, and as a result live a happier healthier life!

**HL25-Spring2020** \$49.00  
4/27/2020-4/27/2020 Days: M  
7:00 PM - 8:30 PM Sessions: 1  
Hollie Bassin  
Keefe Tech, First Floor, Room 220

#### 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! No experience is 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. Class is taught in a comfortable and safe manner. Please wear comfortable clothing, and limited or no jewelry.

**FTSD21-Spring2020** \$49.00  
5/20/2020-5/27/2020 Days: W  
6:00 PM - 7:00 PM Sessions: 2  
Keefe Tech, First Floor, Stage in Auditorium

## 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.



## HOME & GARDEN

#### Basic Home Improvement

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. Standard supplies are included in the cost of tuition.

**HGLS42-Spring2020** \$129.00  
5/27/2020-6/17/2020 Days: W  
6:00 PM - 9:00 PM Sessions: 4  
Shawn Young  
Keefe Tech, Ground Floor, Room Carpentry

#### Molding and Interior Trims Workshop

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

**HGCARP02-Spring2020** \$149.00  
3/25/2020-4/15/2020 Days: W  
6:30 PM - 9:00 PM Sessions: 4  
Shawn Young  
Keefe Tech, Ground Floor, Carpentry

#### Furniture Refinishing - Introduction

Learn to restore and refinish, working with your own small piece of furniture. In this class you will learn the various processes of refinishing including stripping, preparation, application of stains and final touches. Repair and reinforcement are addressed as needed. It is important to note that storage is not available for your furniture at Keefe Tech. 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-Spring2020** \$109.00  
4/29/2020-5/20/2020 Days: W  
6:30 PM - 8:30 PM Sessions: 4  
Shawn Young  
Keefe Tech, Ground Floor, Room Carpentry

#### Clearing Out Clutter!

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

**HGORG14-Spring2020** \$39.00  
3/4/2020-3/4/2020 Days: W  
6:30 PM - 8:30 PM Sessions: 1  
Ann Jewell  
Keefe Tech, First Floor, Room 208

**Downsizing for Older Adults and Their Families**

Downsizing is a hot topic for children and parents alike. Some families have no problem navigating it, but for most there is disagreement and frustration. This class will give you the tools necessary to begin this daunting process and help eliminate some of the confusion and the overwhelming feelings that accompany it. Learn how to create a decluttered and safe living space.

**HG16-Spring2020** \$39.00  
 3/11/2020-3/11/2020 Days: W  
 6:30 PM - 8:30 PM Sessions: 1  
 Ann Jewell  
 Keefe Tech, First Floor, Room 208

**Floral Design Series**

Grab a friend, have fun, relax and enjoy the art of floral arranging. Your certified floral designer, Dawn Bagocius, will guide you through the arranging process. She will also provide tips and suggestions for proper care of flowers. Materials are included in the cost of tuition and you get to take home your beautiful floral design. We suggest that you wear comfortable clothing and bring a camera to capture the memory.

**NEW****Contemporary Floral Design**

This class is for the person who likes a modernized sleek looking floral design with fine lines and detail. You will create this look using fresh flowers and other materials.

**HG203-Spring2020** \$69.00  
 3/19/2020-3/19/2020 Days: Th  
 6:00 PM - 8:00 PM Sessions: 1  
 Dawn Bagocius  
 Keefe Tech, Ground Floor, Horticulture

**NEW****Do-It-Yourself Bridal Designs**

Today's modern brides enjoy creating their own floral designs for their special day. In this class, you will learn how to make some basic pieces: boutonniere, a wrist corsage and an arm spray arrangement.

**HG75-Spring2020** \$69.00  
 4/16/2020-4/16/2020 Days: Th  
 6:00 PM - 8:00 PM Sessions: 1  
 Dawn Bagocius  
 Keefe Tech, Ground Floor, Horticulture

**NEW****Spring Basket Floral Designs**

This will be a fabulous way to bring the Spring season into your home. Learn how to professionally create a basket design with vibrant soft Spring colors. Learn some simple tricks that transform the ordinary into extraordinary.

**HG76-Spring2020** \$69.00  
 4/9/2020-4/9/2020 Days: Th  
 6:00 PM - 8:00 PM Sessions: 1  
 Dawn Bagocius  
 Keefe Tech, Ground Floor, Horticulture

**NEW****Entry Level Florist Training**

Learn what it takes to get into the floral industry. This three-session classroom course will give students an understanding of industry procedures, knowledge of floral care, general pricing and how to advance in the field. If you do not have experience and have always wanted to work in a Florist Business or learn more about the industry, this is a great place to start. After you have completed this six-hour training, you will have the foundation to be able to apply for an entry level position at a Florist business, and can advance your skills to become a certified floral designer.

**HGCR100-Spring2020** \$89.00  
 3/2/2020-3/16/2020 Days: M  
 6:00 PM - 8:00 PM Sessions: 3  
 Dawn Bagocius  
 Keefe Tech, Ground Floor, Horticulture Related Room

**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-Spring2020** \$69.00  
 3/19/2020-3/19/2020 Days: Th  
 6:00 PM - 9:00 PM Sessions: 1  
 Ray Pourali  
 Keefe Tech, First Floor, Room 204

**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.

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

**ARTHG101-Spring2020** \$69.00  
 6/13/2020-6/13/2020 Days: Sa  
 12:00 PM - 4:00 PM Sessions: 1  
 Melissa Probst  
 Keefe Tech, Ground Floor, Cafe 101

General information can be found on  
 page 41.

# LANGUAGE ARTS

## 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. **No Class: 4/22.**

**LA18-Spring2020** \$149.00  
3/18/2020-5/27/2020 Days: W  
6:00 PM - 7:30 PM Sessions: 10  
Kathleen Romeo  
Keefe Tech, Second Floor, 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. **No Class: 4/22.**

**LA19-Spring2020** \$149.00  
3/18/2020-5/27/2020 Days: W  
7:30 PM - 9:00 PM Sessions: 10  
Kathleen Romeo  
Keefe Tech, Second Floor, Room 307

## Brazilian Portuguese I - Beginner

Now 12 sessions! This course in Brazilian Portuguese is designed for beginners who are just starting to study the language. Students will learn basic grammatical structures, and practice everyday language in situational contexts like greetings, shopping, dining out, giving directions, and travelling in Brazil. They will also learn first-hand about Brazilian culture through music, cuisine and history. Taught by a native speaker of Brazilian Portuguese, students will have the opportunity to listen and to practice correct pronunciation. Although the focus is conversation, the course will also help improve reading and writing skills. This course is recommended for individuals who plan to travel to Brazil or interact with Brazilian co-workers, clients, friends or family.

**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: 3/12, 4/2, 4/23 & 4/30.**

**LA06-Spring2020** \$179.00  
3/5/2020-6/18/2020 Days: Th  
6:30 PM - 9:00 PM Sessions: 12  
Eliane Vaz Louison  
Keefe Tech, First Floor, Room 202



## Brazilian Portuguese - Intermediate

Now 12 Sessions! Students will develop conversation skills as they relate to cultural traditions and current events, all while having fun. Participants will also learn to assimilate new concepts of the language, new vocabulary, grammar and verbs. Some material from the beginner class will be reviewed. There will be opportunities to read and write through home assignments. Your instructor, a native speaker of Brazilian Portuguese, looks forward to sharing the love of her culture and language with you. This course is recommended for individuals who want to immerse themselves in Brazilian culture, and for students with Brazilian heritage who want to feel more confident when communicating with family and friends.

**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: 4/20, & 5/25.**

**LA07-Spring2020** \$179.00  
3/9/2020-6/8/2020 Days: M  
6:30 PM - 9:00 PM Sessions: 12  
Eliane Vaz Louison  
Keefe Tech, First Floor, Room 202

## Beginner French 1

This course is for students who have little or no previous experience learning French. This class will focus on learning and using everyday vocabulary, useful phrases, as well as listening and speaking activities. You will gain confidence in basic sentence construction as well as listening comprehension.

**Required Textbook** to be purchased in advance of class: Ultimate French Beginner-Intermediate (Course Book) (Ultimate Beginner-Intermediate) Revised and Updated ed. Edition (July 2009), by Living Language, ISBN #: 10-1400009634. **No Class: 4/20.**

**LA25-Spring2020** \$89.00  
3/9/2020-4/27/2020 Days: M  
7:00 PM - 8:30 PM Sessions: 7  
Anna Gvirstman  
Keefe Tech, Room 210

## Beginner French 2

This course is for students who have completed Beginner French 1 or have equivalent experience. We will continue to expand on vocabulary, learn irregular verbs, and conjugation, and the past tense. Students will improve on their speaking and listening comprehension. By the end of this course participants will have better listening comprehension, and will become more comfortable when speaking and writing in French. **Prerequisite:** Beginner French 1 or equivalent. **Required Textbook** to be purchased in advance of class: Ultimate French Beginner-Intermediate (Course Book) (Ultimate Beginner-Intermediate) Revised and Updated ed. Edition (July 2009), by Living Language, ISBN #: 10-1400009634. **No Class: 5/25.**

**LA26-Spring2020** \$89.00  
5/4/2020-6/22/2020 Days: M  
7:00 PM - 8:30 PM Sessions: 7  
Anna Gvirstman  
Keefe Tech, Room 210

We look forward to seeing you in the spring!



## Intermediate French

Now 14 sessions! This course is for students who have completed Beginner French 2 or its equivalent, and would like to improve their vocabulary, accent and fluency. Students should be comfortable conjugating regular and irregular verbs, and be able to count and tell time. Students will be introduced to the conditional, subjunctive, future tense, and will continue to expand on their knowledge of grammar and commonly used expressions through reading, writing, speaking and listening. **Required Textbook** to be purchased in advance of class: Ultimate French Beginner-Intermediate (Course Book) (Ultimate Beginner-Intermediate) Revised and Updated ed. Edition (July 2009), by Living Language, ISBN #: 10-1400009634. **No Class: 4/15 & 4/22.**

**LA27-Spring2020** \$179.00  
3/11/2020-6/24/2020 Days: W  
6:00 PM - 7:30 PM Sessions: 14  
Anna Gvirstman  
Keefe Tech, Room 210

**NEW**

## Russian for Beginners

This course is for students who have little or no previous experience with the Russian language. Students will learn the Cyrillic alphabet, basic Russian pronunciation, vocabulary, grammar and customs. By the end of the course students will be able to read some Russian, engage in simple conversation and know some aspects of Russian culture and traditions. **Required Textbook** to be purchased in advance of class: Beginner's Russian with Interactive Online Workbook, Anna Kudima, Frank Miller and Olga Kagan, Paperback, July 1, 2015. Available through Amazon.com. **No Class: 4/15 & 4/22.**

**LA23-Spring2020** \$179.00  
3/11/2020-6/24/2020 Days: W  
7:30 PM - 9:00 PM Sessions: 14  
Anna Gvirstman  
Keefe Tech, Room 210

## Spanish for Beginners - 1A Basic

This course is for students with absolutely no previous knowledge of the Spanish language. It covers pronunciation and functional vocabulary related to everyday life, greetings & farewells, numbers, how to tell time, members of a family, colors, clothing, the calendar, and how to order food at a restaurant. This class also introduces basic grammar, along with conjugations of the verbs to be, to want, to have, and several other verbs in their present indicative form. By the end of the 10-week course, students should be able to express feelings, their likes and dislikes, describe themselves as well as others, and maintain very simple, short conversations. Workbook provided by instructor on the first day of class. **No Class: 4/21.**

**LA04-Spring2020** \$179.00  
3/3/2020-5/12/2020 Days: T  
6:00 PM - 7:30 PM Sessions: 10  
Elba Fernandez  
Keefe Tech, First Floor, Room 203

## Spanish for Beginners - 1B

This class is for students with knowledge of basic Spanish. It's a continuation of Spanish for Beginners 1A Basic and includes more complex grammatical concepts & structures. Many conjugations of regular and irregular verbs in the present tense are introduced in this class, along with short readings, comprehension, and simple conversation. By the end of this class students should be able to use acquired vocabulary for different occasions; have learned to conjugate many common verbs; and maintain conversations which include questions and answers. Workbook provided by instructor Elba Fernandez. **No Class: 4/21.**

**LA05-Spring2020** \$179.00  
3/3/2020-5/12/2020 Days: T  
7:30 PM - 9:00 PM Sessions: 10  
Elba Fernandez  
Keefe Tech, First Floor, Room 203

## Spanish Intermediate 1A

This course is designed for those students that have acquired a fairly good amount of vocabulary, and know how to conjugate the present tense of most common verbs in Spanish. The emphasis of this class is on teaching future and past tense verb conjugations, and encourage the students to speak, and comment on written material and text from daily life. Some traditional food names and customs from Latin America will be introduced in this class, along with tourist information about places to visit. The goal of this class is to reinforce grammar, verbs conjugations, and verbal communication. **Required Textbook** to be purchased in advance of class: Collins Easy Learning Spanish Verbs Book, ISBN: 978-0-00-815843-9. **No Class: 4/22.**

**LA21-Spring2020** \$159.00  
3/4/2020-5/13/2020 Days: W  
6:30 PM - 8:00 PM Sessions: 10  
Elba Fernandez  
Keefe Tech, First Floor, Room 203

## ONLINE - Medical Interpreter Spanish/English Through Ed2go

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 contact Kelly Pierce at 951-972-3668 .

**InterpreterSpanSpring2020**  
ONLINE COURSE  
You set your own schedule.  
\$2,395.00

Interested in Online Courses? Please see pages 19 & 33.

# 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. 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. Textbooks and other materials are included in the cost of tuition.

**Important requirements:** In order to be accepted into this program students must possess advanced to fluent English language proficiency, and have strong communication skills.

### Prior to February 24, 2020, 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.

**Please contact us to request your application/information packet.**

Classroom Dates: 3/9 - 5/11/2020

Clinical Rotation: Dates and times to be determined.

**No Class: 4/20 & 22.**

**MECERT01-Spring2020** \$1,099.00  
3/9/2020-5/11/2020 (Classroom Portion) Days: MW  
4:30 PM - 8:30 PM Sessions: 17  
Clinical Rotation - To be determined  
Sue Baker  
Keefe Tech, Second Floor, Room 325

## Clinical Medical Assistant Training

Do you want to prepare for a 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, professional workplace behavior, ethics and the legal aspects of healthcare.

This program includes 140 hours of classroom lecture and hands-on labs and a clinical externship opportunity (160 Hours at a local healthcare provider). Textbooks are included in cost of tuition. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, and submit to a thorough background check, drug screening and meet other requirements. **A high-school diploma or equivalency is required.** Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

**Payment plan available:** 10% tuition discount if paid in full before the first class. Please see online description for a full list of Saturday classes. **No Class: 3/12, 4/2, 4/21, 4/23 & 4/30.**

**ME0CERT2-Spring2020** \$2,749.00  
3/3/2020-6/23/2020 Days: TThSa  
6:00 PM - 9:30 PM Sessions: 34  
Nicole Williams, CCI  
Keefe Tech, Second Floor, Room 323

**NEW**

## Emergency Medical Training - Become an EMT

EMT basics are the foundation of pre-hospital emergency medical care. You will learn how to conduct the initial evaluation, treat and transport patients with medical problems as well as those with injuries from accidents (trauma). You will learn to recognize and provide initial care for shock, heart and breathing problems, strokes, burns, diabetes, drowning and accidents.

You will learn to perform a complete pre-hospital patient assessment; understand current legal aspects of pre-hospital care; identify and treat common medical emergencies; identify and treat traumatically injured patients; identify and treat special patient populations (ob/gyn, pediatrics, geriatric, environmental emergencies); and identify the properties of approved pharmacological agents. This program exceeds the National and State Standard Curriculum for EMTs. The course includes AHA Healthcare Provider CPR.

Upon successful completion of this 160-hour course, you will be eligible to take the practical and written certification exams to become certified nationally and in the Commonwealth of Massachusetts.

**Prerequisites:** Students must be able to lift 125 lbs; possess advanced to fluent English language proficiency, and have strong verbal and communication skills.. This class meets on Tuesdays and Thursdays from 6:00 to 10:00 p.m., and on seven Saturdays from 8:00 a.m. - 4:30 p.m. Please see online description for a full list of Saturday classes. **No Class: 3/12 & 4/30.**

**ME300-SPRING2020** \$1,149.00  
3/3/2020-6/25/2020 Days: TThSa  
6:00 PM - 10:00 PM Sessions: 34  
Metro-West EMS Educators Staff  
Keefe Tech, Second Floor, Room 320



## 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. **A high-school diploma or equivalency is required.** Textbooks are included in cost of tuition. **Payment plan available:** 10% tuition discount if paid in full at registration. Please see online description for full list of Saturday classes. **No Class: 4/20 & 5/25.**

**ME09-Spring2020** \$1,979.00  
3/23/2020-6/10/2020 Days: MWSa  
6:00 PM - 9:30 PM Sessions: 24  
Lucy Fonseca, CCI  
Keefe Tech, Second Floor, Room 304

# MEDICAL & ALLIED HEALTH TRAINING



## 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. **A high-school diploma or equivalency is required.** Textbooks are included in the cost of tuition. **Please note:** This program does not include an externship. **No Class: 4/20 & 22.**

**ME08-Spring2020**  
3/16/2020-5/11/2020  
6:00 PM - 9:30 PM  
Staff CCI

\$1,099.00  
Days: MW  
Sessions: 15

Keefe Tech, Second Floor, Room 306

## ONLINE - Medical Interpreter Spanish/English Through Ed2go

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

**InterpreterSpanSpring2020**  
You set your own schedule.

ONLINE COURSE  
\$2,395.00

## ONLINE -CPC Medical Billing and Coding Trough Ed2go

CPC Medical Billing and Coding is an ideal program for students new to a medical career. If you're seeking entry into the healthcare industry, this comprehensive program will provide you with all of the information you need to earn a certification in medical billing and coding. You will build a foundation of medical vocabulary, to help you better understand the contents of a patient's medical record, as well as notes from practicing physicians. In addition, you'll learn current medical coding standards, so you can be successful within the industry. Upon completion of this program, you will be prepared to sit for the Certified Professional Coder (CPC) exam, offered by the American Academy of Professional Coders (AAPC). The registration fee for this exam is included with this program. You will complete PractiCode lessons, practice exams, and work from the official CPC Certification guide. This course includes a 1-year AAPC membership and voucher for the CPC exam cost and one free retake. This program is entirely online and is completed at your own pace. When you register, you receive access for twelve (12) months to complete this program. You can register online at: <https://careertraining.ed2go.com/kan/training-programs/certified-professional-coder-cpc-exam-prep> or you can contact Kelly Pierce at 951-972-3668.

**MedicalCoding&BillingSpring2020**  
You set your own schedule.

ONLINE COURSE  
\$2,695.00

## ONLINE – Spanish for Medical Professionals I & II, BUNDLE 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.

These instructor-led courses are entirely online. Depending on your schedule, you can select from scheduled start dates. To register online please visit <https://www.ed2go.com/kan/online-courses/medical-spanish-course> or you can contact Kelly Pierce at 951-972-3668.

**SpanishforMedicalProfSpring2020**

ONLINE COURSE BUNDLE  
Tuition for both courses is  
\$199

You set your own schedule

**Scheduled No-Class Dates:**  
**March 12, April 2, 20 - 25 & 30,**  
**and May 25. Your instructor will**  
**alert you if there are any other**  
**no-class dates scheduled for your**  
**respective class/es.**

# MEDICAL & ALLIED HEALTH TRAINING

## 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 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-Spring2020Sect1

3/3/2020-3/3/2020  
4:30 PM - 8:30 PM  
Jennifer Graham  
Keefe Tech, Second Floor, Room 323

\$99.00  
Days: T  
Sessions: 1

### ME13-Spring2020Sect2

4/7/2020-4/7/2020  
4:30 PM - 8:30 PM  
Jennifer Graham  
Keefe Tech, Second Floor, Room 323

\$99.00  
Days: T  
Sessions: 1

### ME13-Spring2020Sect3

5/9/2020-5/9/2020  
9:00 AM - 1:00 PM  
Jennifer Graham  
Keefe Tech, Second Floor, Room 323

\$99.00  
Days: Sa  
Sessions: 1

## NEW

## Heartsaver® First Aid

Do you want to learn the skills needed to manage an emergency until emergency medical services arrive?

In this class you will learn about the duties and responsibilities of first aid rescuers; first aid actions for medical emergencies, including severe choking, and stroke; and skills for handling injury and environmental emergencies, including external bleeding, broken bones, sprains, bites & stings.

### ME401-Spring2020

3/30/2020-3/30/2020  
5:00 PM - 9:00 PM  
Metro-West EMS Educators Staff  
Keefe Tech, Second Floor, Room 318

\$85.00  
Days: M  
Sessions: 1



## Classroom Locations

Please be sure to check your registration receipt for class dates/times and location.

**Main Entrance:** Located in the center of campus. Look for the flagpole.

**East Side Entrance:** Closest to Fountain Street entrance. If you are taking classes in the Auditorium/Kitchen, we recommend parking on the East side of campus.

**West Side Entrance:** Closest to Winter Street entrance. If you are taking classes in the Gym or Pool, we recommend parking on the West side of campus.

**Parking:** In the evening, you can park in any numbered legal spot.

### Locations

Directions to class locations can be found on a portable board by the Main Entrance.

**Ground Floor:** Most Technical shops and Cafe 101 are located on the Ground Floor.

**First Floor:** Main Floor, Rooms Numbered in the 200's are located on the "First Floor."

**Second Floor:** Rooms Numbered in the 300's are located on the "Second Floor."



## Career Training Programs from Keefe at Night



Keefe at Night, in partnership with Ed2go, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

These programs are designed by a team of professionals from each respective field, providing you with effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

You can take classes at your own pace in the following Career Training Fields:

- Arts and Design
- Business
- Career Online High School
- Computer Applications
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology
- Language
- Legal Services
- Teacher Prof. Dev.
- Writing

For more information, please visit: [careertraining.ed2go.com/kan](http://careertraining.ed2go.com/kan)

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## Personal and Professional Skills Training

You can also learn new personal and professional skills through Ed2go.

Choose from a variety of courses:

- Supervision Management
- Accounting Fundamentals
- Web Design
- Writing and Editing
- Basic Computer Skills
- Grant Writing
- Speed Spanish
- Leadership Training
- Java Programming

and more.....

For more information, please visit <https://www.ed2go.com/kan/>

If you'd like to speak to an Ed2go representative, please contact Kelly Pierce at 951-972-3668.

## PARALEGAL CERTIFICATION (ONLINE)

### ONLINE-Certified Paralegal Through Ed2go

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. This program is entirely online and is completed at your own pace. When you register, you receive access for twelve (12) months to complete this program. 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.

**OnlinelegalSpring2020**  
You set your own schedule.

ONLINE COURSE  
\$2,395.00



## REAL ESTATE LICENSE & HOME INSPECTION

### Associate Home Inspection Test Preparation Course

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

**Important:** Please note that to become a licensed Massachusetts Associate Home Inspector, you must fulfill all of these requirements: Complete a 75-hour course from an approved provider; Pass the National Home Inspectors Exam (NHIE); Complete 25 supervised home inspections - students will need to secure their placement on their own. **No Class: 4/20, 4/22 & 5/25.**

**TP02LIC-Spring2020**  
3/4/2020-6/8/2020  
6:30 PM - 9:40 PM  
James Mushinsky  
Keefe Tech, First Floor, Room 201

\$1,150.00  
Days: MW  
Sessions: 25



**NEW**

### Consumer Guide to a Home Inspection

This class provides a review and discussion of the "Home Inspectors Consumer Fact Sheet" published by the Office of Consumer Affairs. The intent of the brochure is to provide consumers with a definition of a home inspection such that the nature and extent of a home inspection is clear. In this class, you will get answers to these questions:

- What gets inspected (structure, appliances, etc)?
- What are the limitations of the inspection (readily accessible)?
- What condition types get reported (good, bad, marginal, etc)?
- When are home inspectors required to be consistent and when can they differ?
- What are the different types of home inspection reports?
- What should I look for in an inspector?

**RE100-Spring2020**  
6/15/2020-6/15/2020  
6:00 PM - 8:00 PM  
James Mushinsky  
Keefe Tech, First Floor, Room 201

\$39.00  
Days: M  
Sessions: 1

### Massachusetts Real Estate Salesperson Training

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 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: 4/20 & 4/22.**

**RE01-Spring2020**  
3/2/2020-4/15/2020  
6:00 PM - 9:00 PM  
Mark Shultz  
Keefe Tech, First Floor, Room 224

\$399.00  
Days: MW  
Sessions: 14

# 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-Spring2020Section1** \$169.00  
3/21/2020-3/21/2020 Days: Sa  
9:00 AM - 4:00 PM Sessions: 1  
Lynn Petrowski  
Keefe Tech, First Floor, Room 219

**SSCERT01-Spring2020Section2** \$169.00  
4/18/2020-4/18/2020 Days: Sa  
9:00 AM - 4:00 PM Sessions: 1  
Lynn Petrowski  
Keefe Tech, First Floor, Room 219

**SSCERT01-Spring2020Section3** \$169.00  
5/16/2020-5/16/2020 Days: Sa  
9:00 AM - 4:00 PM Sessions: 1  
Lynn Petrowski  
Keefe Tech, First Floor, Room 219

# SPORTS AND HOBBIES

## America's Boating (ABC3) Certification

Whether you own a boat, are thinking of getting a boat, or just like to float around the water in your friends' boat - this course will prepare you for life on the water. Learn the basics of boating safety, including boat terminology and handling, basic knots, VHF Marine Radio, piloting, charts and electronic navigation, course plotting, navigation aids and rules, and the MA and Federal boating laws and regulations. This course is taught by experienced members of the US Power Squadron, a private national organization dedicated to teaching safe boating. Students who complete this course successfully will receive a safety certificate, required in most states for operation of a water craft. This certificate provides you a discount on your boat insurance! Textbook, nautical charts, dividers and course plotter are included in tuition. **No Class: 4/21.**

**SP02-Spring2020** \$129.00  
3/10/2020-4/28/2020 Days: T  
7:00 PM - 9:00 PM Sessions: 7  
Staff Nobscot Sail and Power Squadron  
Keefe Tech, Ground Floor, Visual Design

## Archery I - Beginner

Discover why everyone is trying out this traditional sport and LOVING it! On the Mark Archery provides all equipment necessary to give participants an engaging, informative and confidence-building program that combines passionate coaching with active learning. Perfect for all athletic abilities – the only thing required is a bit of patience, focus and persistence to find success!

**SP07-Spring2020** \$149.00  
3/4/2020-3/25/2020 Days: W  
7:00 PM - 8:00 PM Sessions: 4  
Mark Pirrello  
Keefe Tech, First Floor, Gym (by Winter Street entrance)

## Archery II - Intermediate/Advanced

Take your game to the next level. The intermediate course will build on content from the beginner level session with more in-depth detail. This class teaches students the NTS steps of shooting and gives participants an edge over the competition.

**SP06-Spring2020** \$149.00  
4/29/2020-5/20/2020 Days: W  
7:00 PM - 8:00 PM Sessions: 4  
Mark Pirrello  
Keefe Tech, First Floor, Gym (by Winter Street entrance)

## Beginners' Bridge

If you are looking for something entertaining and different to do with friends and family, then come and learn the wonderful and challenging game of Bridge. After completing this 8-class course, you will be able to play Contact Bridge with novice and expert alike. The class starts with a short lecture. We then split up into groups of four to practice newly learned points. There will be plenty of opportunity for questions in this very informal and fun setting. **No Class: 4/21.**

**SPHOBBY09-Spring2020** \$139.00  
4/14/2020-6/9/2020 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. 4/23 & 4/30.**

**SPHOBBY01-Spring2020** \$139.00  
4/16/2020-6/18/2020 Days: Th  
6:30 PM - 9:00 PM Sessions: 8  
Tony Keats  
Keefe Tech, Second Floor, Room 309

Please be sure to check your  
registration receipt for class dates/  
times and location.

## SPORTS AND HOBBIES

### Intro to the Sport of Fly Fishing

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

SP03-Spring2020	\$49.00
3/31/2020-3/31/2020	Days: T
7:00 PM - 9:00 PM	Sessions: 1
Sheila & Bill Hassan	
Keefe Tech, First Floor, Room 222	



## TRADE PREPARATION

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

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 themselves 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 Course Fee:

- 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.

TP15LIC-Spring2020	\$850.00
4/29/2020-6/3/2020	Days: W
6:00 PM - 8:00 PM	Sessions: 6
Michael Giampietro	
Keefe Tech, First Floor, Room 202	

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

This hybrid classroom/online course consists of 12 hours. You will attend 6 class hours at Keefe at Night: on a Saturday from 8:00 AM to 2:30 PM, with a 1/2 hour break in between. 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: <https://www.massnailit.com/> one week prior to the classroom session. There is a \$70 online tuition fee.

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
- IBC 2015 Commercial Code with Mass Amendments 9th Edition
- IECC 2015 Energy Code with Mass Amendments 9th Edition
- Massachusetts Zoning Act
- Business and Workman's Comp
- Safety

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-Spring2020Section1	\$149.00
3/14/2020-3/14/2020	Days: Sa
8:00 AM - 2:30 PM	Sessions: 1
Michael Giampietro	
Keefe Tech, First Floor, Room 201	

TP05CTLIC-Spring2020Section2	\$149.00
5/16/2020-5/16/2020	Days: Sa
8:00 AM - 2:30 PM	Sessions: 1
Michael Giampietro	
Keefe Tech, First Floor, Room 201	

We look forward to seeing you in the spring!



## NEW

### Hoisting - 2A License Exam Prep

This is a Hoisting 2A license exam prep class for Excavators, Front End Loaders, Backhoes and Mini excavators.

The class details the application process for testing through the Massachusetts Engineering Division.

You will also review the following:

- CMR 520 / 6 Mass Hoisting Laws
  - Dig Safe regulations
  - Jackie's Law
  - OSHA 1926 Standard
  - General operations of applicable heavy equipment
- Hand outs are supplied to use as study material as well as practice questions. Mass Nail It instructors are licensed and approved through the Commonwealth of Massachusetts.

#### TP100-Spring2020

3/5/2020-3/5/2020

5:00 PM - 9:00 PM

Michael Giampietro

Keefe Tech, First Floor, Room 201

\$109.00

Days: Th

Sessions: 1



### Electrical Code Journeyman, Module Program

This program is for everyone starting or continuing their studies in the Electrical Code Journeyman Module program. It is open to all seeking licensure in Massachusetts.

Students will be using the National Electrical Code, and must complete assigned exams to receive certified hours, as required. Study aids are available to the students including 17 DVDs covering all the NEC and practice exams to assist students in completing the education necessary to pass their electrical exams.



These 75-hour classes meet 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.

**Important:** All students must have the current edition of the 2020 NEC in class. Other books on the reading list are optional. **All classes start promptly on time in order to ensure state policy compliance.** Twenty class sessions are planned for each module allowing students 1 make up class and still complete 75 class hours per semester.

We recommend that you visit the MA Board of State Examiners of Electricians website for comprehensive information on becoming a MA Electrical Code Journeyman: <https://www.mass.gov/orgs/board-of-state-examiners-of-electricians>

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

In this class you will cover: Jobsite and electrical safety, introduction to National Electrical Code and process, DC/Alarm Theory and Basic Math. **No Class: 6/6 & 7/4.**

#### TP09LIC.MOD1-Spring2020

4/18/2020-7/25/2020

8:00 AM - 2:00 PM

Richard Packer

Keefe Tech, Ground Floor, Room Electrical Related

\$519.00

Days: Sa

Sessions: 13

### Electrical Code Journeyman, Module 3

This class will cover National Electrical Code application of DC Theory, Massachusetts Electrical Code and Amendments (527 CMR 12.00) and wiring methods. **No Class: 4/30.**

#### TP03LIC.MOD3-Spring2020

4/28/2020-7/7/2020

6:00 PM - 10:00 PM

Richard Packer

Keefe Tech, Ground Floor, Electrical Related

\$519.00

Days: TTh

Sessions: 20

### Electrical Code - Journeyman, Module 5

This class will cover OSHA Electrical Safety and PPE, Power Quality, Equipment and Lighting, Grounding and Bonding including Mass Code Amendments. **No Class: 3/12, 4/2, 4/21, 4/23 & 4/30.**

#### TP06LIC.MOD5-Spring2020

3/3/2020-5/26/2020

6:00 PM - 10:00 PM

David Hatton

Keefe Tech, First Floor, Room 223

\$519.00

Days: TTh

Sessions: 20

### Electrical Code - Journeyman, Module 7

In Module 7 you will cover One Family and Multi-Family Dwelling Calculations, Commercial Load Calculations and Use of Code Book tables and examples. **No class 4/20 & 4/22.**

#### TP07LIC.MOD7-Spring2020

3/9/2020-5/20/2020

6:00 PM - 10:00 PM

David Hatton

Keefe Tech, First Floor, Room 222

\$519.00

Days: MW

Sessions: 20

## TRADE PREPARATION

### 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 5 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 each semester.) **Be sure to bring your code book to class.**

**IMPORTANT: These Spring 2020 semester courses are only open to students who completed their respective tiers at Keefe at Night in Fall 2019.**

For state requirements, please visit: <http://www.mass.gov/ocabr/licensee/dpl-boards/pl/ceul/>.

### Plumbing Code and Theory Tier 1

**TP04LIC.TIER1Spring2020** \$469.00  
2/3/2020-3/19/2020 Days: MWTh  
**No Class: 2/17, 2/19, 2/20 & 3/12**  
5:00 PM - 8:30 PM Sessions: 17  
Jamie Prevosk  
Keefe Tech, First Floor, Room 216

### Plumbing Code and Theory Tier 2

**TP04LIC-TIER2Spring2020** \$469.00  
3/16/2020-5/28/2020 Days: MTh  
**No Class: 4/2, 4/20, 4/23, 4/30 & 5/25.**  
5:30 PM - 9:00 PM Sessions: 17  
John DelMonte  
Keefe Tech, First Floor, Room 217

### Plumbing Code and Theory Tier 3

**TP04LIC.TIER3Spring2020** \$469.00  
3/2/2020-4/13/2020 Days: TTTh  
**No Class: 3/12 & 4/2.**  
5:30 PM - 9:00 PM Sessions: 17  
John Ryder  
Keefe Tech, First Floor, Room 218

### Plumbing Code and Theory Tier 4

**TP04LIC.TIER4Spring2020** \$469.00  
3/3/2020-5/14/2020 Days: TTTh  
**No Class: 3/12, 4/2, 4/21, 4/23 & 4/30**  
5:00 PM - 8:30 PM Sessions: 17  
Matthew Flynn  
Keefe Tech, First Floor, Room 219

### Plumbing Code and Theory Tier 5

**TP04LIC.TIER5Spring2020** \$469.00  
4/6/2020-6/15/2020 Days: MTh  
**No Class: 4/20, 4/23, 4/30 & 5/25.**  
5:30 PM - 9:00 PM Sessions: 17  
Adam Mitchell  
Keefe Tech, First Floor, Room 221

## TRAVEL

### New York - Broadway, Saturday May 2

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.

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.**

<b>TRIPS02-Spring2020</b>	\$89.00
5/2/2020-5/2/2020	Days: Sa
7:30 AM -11:00 PM	Sessions: 1
Doug Sanders	
Keefe Tech, Bus Trip	



### New York - Statue of Liberty and Ellis Island Day Trip, Saturday, May 16

Join us on a day of exploration of American History as you view the place where many of our forefathers first set foot in the United States. Your trip includes round trip motorcoach transportation, ferry ride fare and admission to the Ellis Island Museum and the pedestal of the Statue of Liberty. This trip promises to be memorable! Please note that children 12 and up are welcome on this trip when accompanied by an adult. **Registrations for the trip are transferable for the same trip, but not refundable. No vouchers. No exceptions.**

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

<b>TR04-Spring2020</b>	\$129.00
5/16/2020-5/16/2020	Days: Sa
7:30 AM -11:00 PM	Sessions: 1
Lisa Johnston	
Keefe Tech, Offsite, Bus Trip	

## TRAVEL

Travel with Us! Our trips take place rain or shine! Approximately two weeks before your scheduled departure, you will receive an email message containing information for the trip. Please note that children 12 and up are welcome on Keefe at Night trips when accompanied by an adult.

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

## NEW

### Old Port Lobster and Strawberry Banke Forever - Portland, ME and Portsmouth, NH, Saturday, June 13

We head north to Portland, Maine and start with a walking tour of Old Port with a guide from the Maine Historical Society. The group will walk upon the cobblestone streets and learn about the city's waterfront highlights, maritime heritage, authentic character and the gritty folk who made history here. After our tour it is time to enjoy the bounty of the sea with lunch at one of the seacoast's iconic lobster pounds. Lunch is on your own and you can order from the menu and dine on boiled lobster, fried clams, steamers and more. We will even treat you to a cup of clam chowder to start your feast.

We step back in time as we head to New Hampshire's famous waterfront city of Portsmouth for a tour of Strawberry Banke Museum. Located in the heart of historic downtown in the Puddle Dock neighborhood, Strawberry Banke Museum is an authentic 10-acre outdoor history museum dedicated to bringing 300+ years of American history in the same waterfront neighborhood to life. Explore eight heritage gardens, traditional crafts and preservation programs, and dozens of historic buildings built between the 17th and 19th centuries in the Colonial, Georgian, and Federal style architecture. The Museum received Yankee Magazine Editors' Choice Award for "Best Historic Village" and is rated the #1 "Thing to Do in Portsmouth" by TripAdvisor. Please note that children 12 and up are welcome on this trip when accompanied by an adult.

**Registrations for the trip are transferable for the same trip, but not refundable. No vouchers. No exceptions.** Trip includes motor coach transportation, tour and museum admission, all gratuities and your guides Joe and Martha.

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

TR30JC-Spring2020  
6/13/2020-6/13/2020  
7:00 AM - 6:00 PM  
Joe Cali, Martha Prybylo  
Keefe Tech, Offsite, Bus Trip

\$139.00  
Days: Sa  
Sessions: 1

## WELDING

### NEW FORMAT

#### Basic Welding - For Beginners

This course is for individuals who have little or no knowledge of welding. It includes lectures as well as hands-on activities. You will learn the basic skills and safety requirements of welding processes (Stick, MIG, TIG & Torch) as well as how to use a variety of hand and power tools for sheet metal. All safety equipment and materials and supplies will be provided. **You will be required to wear long pants and closed steel toed shoes.** Please note that there is no storage for your project/s at Keefe. **No Class: 4/20 & 22.**

WE01MW-Spring2020  
3/16/2020-5/11/2020  
6:00 PM - 9:00 PM  
John Nolan  
Keefe Tech, Ground Floor, Metals

\$429.00  
Days: MW  
Sessions: 15

### NEW FORMAT

#### Welding: Intermediate to Advanced

In this course you will review safety requirements and basic skills of welding as described in the Beginner course description. You will work on your own project under the guidance and supervision of your welding instructor. All safety equipment and standard materials and supplies will be provided. **You will be required to wear long pants and closed steel toed shoes.** Your project must be small enough to be able to carry it in and out of the building on the night of class. There is no storage available at Keefe. **No Class: 3/12, 4/2, 4/21, 4/23 & 4/30.**

WEFAB02-Spring2020  
3/10/2020-5/14/2020  
6:00 PM - 9:00 PM  
David Nowlan  
Keefe Tech, Ground Floor, Metals

\$429.00  
Days: TT  
Sessions: 15

**Inclement  
Weather  
Updates on FB**

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

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



# WRITING

## Creative Writing for Fun

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 I: **No class on 4/7 and 4/21.**

**WR03-Spring2020Section1** \$139.00  
3/24/2020-5/12/2020 Days: T  
5:00 PM - 7:00 PM Sessions: 6  
Pamela Wight  
Keefe Tech, First Floor, Main Conference Room

**WR03-Spring2020Section2** \$139.00  
5/19/2020-6/23/2020 Days: T  
5:00 PM - 7:00 PM Sessions: 6  
Pamela Wight  
Keefe Tech, First Floor, Main Conference Room

## 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.

**WR10-Spring2020** \$99.00  
3/16/2020-4/13/2020 Days: M  
6:00 PM - 8:00 PM Sessions: 5  
Brett Peruzzi  
Keefe Tech, First Floor, Room 207

## 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-Spring2020** \$49.00  
3/25/2020-3/25/2020 Days: W  
6:00 PM - 9:00 PM Sessions: 1  
David K. Ewen  
Keefe Tech, First Floor, Room 202

Excellent instructor and course content. Great intro course.

— Technical Writing

## NEW

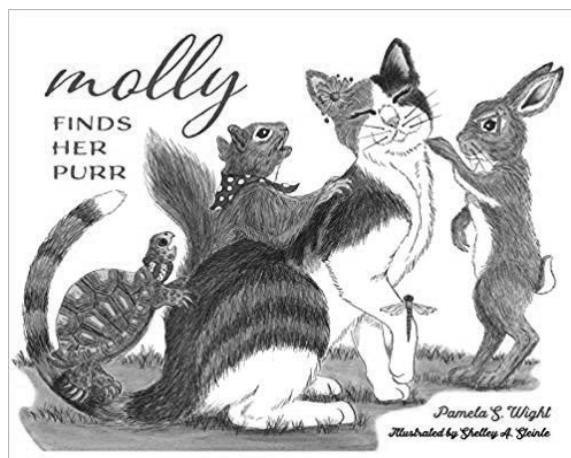
## Writing and Publishing Children's Picture Books: The Journey of a Bird Tale and a Cat's Purr

Join author Pamela Wight as she shares her own lessons on writing and publishing children's books. Pam's presentation addresses a wide audience: writers of all genres, those interested in the publishing process; those who are interested in writing and publishing their own children's book; and those who are curious why anyone would want to publish a children's book when the bookstores are overloaded with them. She talks interactively with the audience with lots of Q & A in the end.

Pam's first illustrated children's book, *Birds of Paradise*, was a Finalist in the International Book Awards (for Children's Lit). This past fall, 2019, she published her second picture book: *Molly Finds Her Purr*. Pam has also published two books of women's fiction: *The Right Wrong Man* and *Twin Desires*. Pam teaches creative writing for fun classes through the Keefe at Night program. Visit her website at [www.roughwighting.net](http://www.roughwighting.net).

**WR100-Spring2020** \$19.00  
4/29/2020-4/29/2020 Days: W  
5:00 PM - 7:30 PM Sessions: 1  
Pamela Wight  
Keefe Tech, First Floor, Room 226

## Meet the Author



Join author Pamela Wight as she shares her own five "not-so-easy" lessons on writing and publishing children's books. Copies of her most recent book, ***Molly Finds Her Purr***, will be available for purchase.

**WR100 - Spring2020**  
Sign up Today!

**Wednesday, April 29**  
**5:00 - 6:30 p.m.**  
**Room 226**  
**Tuition \$19**



## GENERAL INFORMATION - SPRING 2020

Welcome to Keefe at Night! For a better understanding of our Spring 2020 schedule and procedures, please read the information that appears below.

### **Spring Semester Office Hours:**

Starting on Monday, March 2: 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.**

### **Spring Semester Scheduled Keefe at Night School Closings:**

**March 12**

**April 2, 20-24 & 30**

**May 25**

**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.**

*Continued on page 42*

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



## GENERAL INFORMATION - SPRING 2020 *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 Fridays and Saturdays). Evenings and times are subject to change due to unexpected circumstances. However, every effort will be made to hold classes on the dates and times listed in the Catalog.

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

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

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

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

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

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

**Parking:** Keefe at Night students can park in any legal spot even if it's 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: [continuing@jpkeefehs.org](mailto:continuing@jpkeefehs.org). Thank you.

**The ESR Kitchen and the Auditorium are located closest to the Fountain Street entrance. The Pool and Gym are located closest to the Winter Street entrance.**

## REGISTRATION FORM

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

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

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

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

Course ID	Course Title	Class Dates	Tuition Amount
			<b>TOTAL</b>

Form of Payment: ☐ Check No. \_\_\_\_\_ (Payable to Keefe at Night)

☐ MasterCard ☐ Visa ☐ Discover ☐ AmEx

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

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

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

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

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

## REFUND POLICY FOR COURSES AND TRIPS

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

### WITHDRAWALS:

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

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



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## Residential Customer

Adult Preparation Courses: ESL, Online GED Test Prep .....	4	ServSafe Certification .....	35
Arts, Crafts, Photography & Music .....	6	Sports and Hobbies .....	35
Auto: Small Engine Repair .....	8	Trade Preparation:	
Business Tools and Careers .....	8	Construction Supervisor .....	36
Computer Technology & Applications .....	10	Electrical Code Journeyman Modules .....	37
Cooking and Baking .....	14	Plumbing Journeyman Tiers 1-5 .....	38
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Finance & Retirement Planning .....	17	Welding .....	39
Fitness, Swim, Tai Chi & Yoga .....	23	Writing .....	40
Health & Wellness .....	25	Answers to Frequently Asked Questions .....	2
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on upcoming courses.  
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keefetechconted](http://www.facebook.com/keefetechconted)



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