



Keefe at Night

Continuing Education at Keefe Tech

**Virtual
Spring/Summer
2021 Sessions**



Sessions start on March 1, 2021

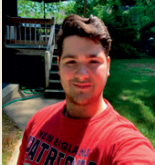
750 Winter Street | Framingham, MA 01702 | (508)-416-2170
www.keefeatnight.org

CERTIFICATE & LICENSING PREPARATION COURSES

Certification and Licensing Programs Offered by Keefe at Night

MEDICAL AND ALLIED HEALTH TRAINING

Clinical Medical Assistant Training
Emergency Medical Technician (EMT) Certification Training
Pharmacy Technician Training
Phlebotomy Technician Training



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

REAL ESTATE

Massachusetts Real Estate Salesperson Training

SERVSAFE CERTIFICATION

ServSafe Manager Certification

TRADES/LICENSE PREPARATION

Construction Supervisor - Unrestricted License Exam Preparation
Electrical Code - Journeyman Modules
Plumbing Code and Theory - Journeyman Tiers

Answers to Frequently Asked Questions

Are classes back in the building?

While there will be no building access for Keefe at Night classes or transactions through the Spring and Summer, we are offering over 100 live/virtual and hybrid courses.

Class Start Dates

Spring: March 1, 2021

Summer: June 2021

Office Hours

Our staff can be reached by telephone and/or email Monday through Friday between 9:00 a.m. and 5:00 p.m.

Contact Information

By Phone: 508-416-2170

By Email: Continuinged@jpkeefehs.org

Website: Keefeatnight.org

Mailing Address:

750 Winter Street
Framingham, MA 01702

Fax: 508-416-2231

Scheduled Keefe at Night No-Class Dates:

April 19 – 22

Please check your registration receipt for possible additional dates

What technology do I need to join a virtual class?

A computer with audio and video, and an Internet connection. A week before the course starts, we will send you a link from which to join the class. You will use the same link for multiple-session classes

What is the difference between a virtual and a hybrid course?

A virtual course is conducted entirely on a virtual platform. A hybrid course has an in-person component. Students attending hybrid courses are required to adhere to established safety protocols

How do I register?

You can register online, by phone, by mail and by fax. **Please remember that there will be no walk-in registrations in spring and summer.**

Tuition Payment

Payment is due in full at time of registration. Please call us for information on payment plans for select courses

Forms of Payment

We accept American Express, Visa, MasterCard, Discover, Checks and Organization Purchase Orders

Age Requirement

With the exception of children's language courses, the minimum age of participants is 18

Certificates of Completion

Certificates are provided for Licensing and Certification courses. If you need a certificate for your employer, we will be happy to provide it. Replacement certificates are available for a \$5.00 fee

Missed Classes in Certification/Licensing Programs

There is a fee to make up classes beyond the scheduled class hours. Please see the online Policies and Procedures document for more information

Textbooks and Supplies

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

Registration Receipt

Your receipt contains:
Dates and times of your class
Scheduled cancellation dates
Books/Supplies information
Withdrawal/refund policy

Withdrawal/Cancellation Refund Policy

Please see page 21 of this catalog for full details

For additional information, please go to Keefeatnight.org and click on the General Information/Procedures Tab.

Instructor Bios appear in online course descriptions

Full course descriptions can be found online at Keefeatnight.org

Table of Contents

Live Virtual and Hybrid Programs

Adult Preparation Courses:	Medical & Allied Health Training	17-18
- English as a Second Language	Music	18
- GED Test Prep Course	Paralegal Certification	
Arts & Crafts	- Online through Ed2go	19
Business and Career Tools	Photography	19
Careers	Real Estate License Preparation	19
Career Training through Ed2Go (Online)	ServSafe Certification	19
Computers: Technology and Applications	Trade Preparation:	
Finance & Retirement Planning	- Construction Supervisor Exam Preparation	19
Fitness	- Electrical Code Journeyman Modules	20
Health & Wellness, including Qi Gong & Tai Chi ...	- Plumbing Code Journeyman - Tiers 1-5	20
Health & Wellness - Pet Health	Writing	21
Hobbies		
Home & Garden	General Information	21-22
Language Arts & Culture - Children	All Classes Offered in Alpha Order	22
Language Arts - Adult	Registration Form	23

Full course descriptions including instructor bios, books/supplies information and scheduled class cancellations can be found online at Keefeatnight.org.

Virtual class invitation links will be sent to your email address in advance of class.

Cheryl Cohen Mosaics Art Center



Join in on the fun of creating mixed media mosaic art! Create garden globes, pottery flowers, mandalas, jewelry and more! Multiple online/virtual/interactive classes are available. Get together online with friends and family from town or from across the country! In-studio options are gradually increasing at this time.

Ladies' Night Out - Create a Mosaic Pendant
Create with Slate!
Create a Mosaic Leaf

Contact Cheryl at:
508-612-4183
cheryl@cherylcohenmosaics.com
www.cherylcohenmosaics.com

Mosaic pendant classes available through Keefe at Night. Please see page 6 for more details.

EVERY BODIES MESSAGE



776 Waverly St., Framingham

SAVE \$10 on your first visit!

*Swedish, Deep Tissue, Sports and Chair Massage
Relaxation, Therapeutic and Pain Management
Reiki and Spa Treatments*

Book Today!

Jo-Ellen McCarrick, LMT
www.Every-Bodies.com

508-603-9779 * Info@Every-Bodies.com

Offer valid for new client's first appointment. Mention offer code "KEEFE" when booking. Cannot be combined with other promotions. Massage by appointment only.

ADULT ED: ENGLISH AS A SECOND LANGUAGE

English as a Second Language, ESL, LEVEL/Nível 1-4- Live/Virtual Class

Adult Ed: English as a Second Language English as a Second Language, ESL, LEVEL/Nível 1-4- Live/ Virtual Class

Tuesday/Thursday/Martes y Jueves/Terças e Quintas

Estas clases se llevarán a cabo en una plataforma virtual en vivo.
As aulas serão conduzidas em uma plataforma virtual ao vivo

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.

Levels 3 and 4 also include reading and comprehension through short stories. There is an additional materials fee for those two levels.

Level Placement

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.

Levels 2 - 4: Placement dates will take place one week before classes begin. We will contact you with details.

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. Los niveles 3 y 4 también incluyen lectura y comprensión a través de cuentos. Hay un costo de materiales adicional para esos dos niveles.

Colocación de Nivel

Si nunca ha tomado cursos de inglés y se considera principiante, entrará al primer nivel. No necesita tomar una prueba.

Niveles 2 - 4: Las fechas de colocación se llevarán a cabo una semana antes de que comiencen las clases. Nos pondremos en contacto con ustedes para dar más detalles.

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. Os níveis 3 e 4 também incluem leitura e compreensão por meio de literatura. Há uma taxa adicional de materiais para esses dois níveis.

Colocação de nível

Se você nunca fez aulas de inglês e se considera um iniciante, você será colocado no Nível 1. Você não precisa fazer a prova.

Níveis 2 - 4: As datas de colocação ocorrerão uma semana antes do início das aulas. Entraremos em contato com mais detalhes.

Information on Book Pickup/Libros/Livros: Students will be asked to pick up their books at Keefe at Night at a scheduled time. More details to follow.

Los estudiantes deben recoger sus libros en Keefe at Night. Les enviaremos la fecha.

Os alunos precisarão pegar os livros no Keefe at Night. Escolheremos uma data de coleta posteriormente.
Primavera: No class/No hay Clases/Aulas: 4/20 & 4/22/2021

Spring/Primavera

Levels 1 & 2
2/16/2021-6/10/2021
6:00 PM - 8:00 PM

\$285.00
Days: TTh
Sessions: 32

Levels 3 & 4
2/16/2021-6/10/2021
6:30 PM - 8:30 PM (Level 3)
6:00 PM - 8:00 PM (Level 4)

\$299.00
Days: TTh
Sessions: 32

Summer/Verano/Verão

Level 1 & 2
7/6/2021-8/26/2021
6:00 PM - 8:30 PM

\$179
Days: TTh
Sessions: 16

ADULT PREPARATION

GED Exam Preparation Courses

Through a long-established partnership with Ed2go, we offer a number of GED courses - both instructor-led and self-paced. You can view course descriptions and register for these courses by clicking here:
<https://www.ed2go.com/kan/SearchResults.spx?SearchTerms=GED>

For more information, please contact Ed2go directly at 866-441-5454 x 1 or message them at ed2go.support@cengage.com. When you contact them, please let them know that Keefe at Night referred you.

Tuition starts at \$115.00

Full class descriptions can be found at
**Keefeatnight.org. Click on
Live/Virtual/Interactive Classes link.**

Massachusetts Real Estate Salesperson Training

Now 15 Sessions! This class is your first step to becoming a licensed real estate salesperson! Completion of this 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 program students will receive a certification booklet, which allows them to take the state examination. If you score 70% or better on your exam, you will receive your license that day!

Textbook Requirements: Textbooks must be purchased in advance of class:
Massachusetts Real Estate Practice & Law 11th Edition and Modern Real Estate Practice 20th Edition Set

The set is available at a discounted rate at Dearborn Real Estate Education website.
Please see online description for store link.

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



REALESTATE1-WSpring2021	\$369.00
4/05/2021 - 5/31/2021	Days: MW
6:00 PM - 9:00 PM	Sessions:15

Construction Supervisor Unrestricted License Exam Preparation Course

This is a self-paced online course which you can complete on your own schedule. Support is available 7 days a week from 9:00 a.m. to 7:00 p.m.

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 program 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.

Pre-Requisite to take the State Exam: Three years of documentable construction experience. 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.

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

CSLPREP - Tuition: \$725.00
Start Dates: Rolling Admission
Self-Paced, Live/Virtual Classroom, 6-month access



Pick up of materials will be arranged upon confirmation of registration.

ARTS & CRAFTS

Acrylic Painting with Felipe Zamora - All Levels - Live/Virtual Class

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. **Please see online description for full list of supplies students will need to purchase in advance of class.** Instructor: Felipe Zamora.

ART24-WSpring2021 \$159.00
3/16/2021-5/18/2021 Days: T
6:30 PM - 8:30 PM Sessions: 10

Create a Mosaic Pendant - Live/Virtual Class

The piece we will make on March 11 is made with gorgeous ruby red shades. The piece we will create on April 15 is made with stunning teal/blue shades. Please view online pictures for a better appreciation of these gorgeous pieces. If you want to make both pendants, you will need to sign up separately for each class at a cost of \$55.00 per class.

Learn to create a mosaic pendant in this online class, using adhesive putty! Make this a Friends/Family Night Out! Contact your mother in Idaho, your cousin in Florida and/or friends from across Town. Create and have fun together. No previous art experience is necessary! A materials packet will be sent to your mailing address. **Please see registration deadlines below.** Instructor: Cheryl Cohen.

Ruby Red Pendant
ARTMOSAIC1-W/Spring21Sect1 \$55.00
3/11/2021-3/11/2021 Days: Th
6:30 PM - 8:00 PM Sessions: 1
Registration Deadline March 3

Teal Blue Shades Pendant
ARTMOSAIC2-WSpring2021Sect2 \$55.00
4/15/2021-4/15/2021 Days: Th
6:30 PM - 8:00 PM Sessions: 1
Registration Deadline April 7

BUSINESS & CAREER TOOLS

How to Start Your Own Business and Make it Successful - Live/Virtual Class - Now 8 Sessions!!

If you want to start a business, or already have a business and want it to be successful, this 8-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, you will be developing your own Business Plan template and learn how to complete your Business Plan moving forward. **Instructor: Bruce Share.**

BZTOOLS2-WSpring2021 \$169.00
4/6/2021-5/25/2021 Days: T
6:00 PM - 9:00 PM Sessions: 8

BUSINESS & CAREER TOOLS, CONTINUED

Intro to Social Media for Business - Live/Virtual Class

Learn to effectively promote your business or organization through social media. If you are looking to tap into social media to promote your business and need some help getting started, this course is for you. **Instructor: Lauren Briggs.**

BZTOOLS4-WSpring2021 \$69.00
3/17/2021-3/31/2021 Days: W
6:00 PM - 9:00 PM Sessions: 3

Optimizing Your LinkedIn Profile - Live/Virtual Class

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. 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. **Instructor: Brett Peruzzi.**

BZTOOLS3-WSpring2021 \$29.00
3/16/2021-3/16/2021 Days: T
6:00 PM - 8:00 PM Sessions: 1

Social Media Savvy For Your Business or Non-Profit - Live/Virtual Class

Used correctly, platforms like Facebook, Twitter, and Instagram can be some of the most effective ways to market the products and services for your business, or attract members, donors, and supporters for your non-profit organization. Come and learn the key steps to using social media effectively to drive traffic to your website, raise awareness of your brand, expertise, or mission, and generate new leads. **Instructor: Brett Peruzzi.**

BZTOOLS1-WSpring2021 \$29.00
4/6/2021-4/6/2021 Days: T
6:00 PM - 8:00 PM Sessions: 1

Technical Writing Skills: Improve Your Career Prospects - Live/Virtual Class

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. **Instructor: Brett Peruzzi.**

CAREERTOOLS5-WSpring2021 \$99.00
4/29/2021-5/27/2021 Days: Th
6:00 PM - 8:00 PM Sessions: 5

Full class descriptions
 can be found at Keefeatnight.org.
 Click on
 Live/Virtual/Interactive Classes link.

Keefe At Night

Career Training through Ed2GO

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



ONLINE CAREER TRAINING PROGRAMS

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

Features

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

Advanced Hospital Coding and CCS Prep

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

CBCS Medical Billing and Coding (Vouchers Included)

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

Certified Bookkeeper

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

Certified Information Systems Security Professional (CISSP)

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

Certified Wedding Planner

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

CCNA: Routing and Switching (Voucher Included)

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

CompTIA Security+ Certification Training (Voucher Included)

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

Grant Writing

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

Human Resources Professional

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

HVACR Certified Technician

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

Payroll Practice and Management (Voucher Included)

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

Web Applications Developer

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

INSTRUCTOR-LED ONLINE COURSE BUNDLES

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

Features

- Expert Instructor
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction Per Course
- Hundreds of courses to choose from
- Monthly start sessions

Microsoft Word 2016 Series

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

QuickBooks 2016 Series

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

Supervision and Management Series

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

Accounting Fundamentals Series

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

PHP and MySQL Series

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

Web Design Value Suite

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

Basic Computer Skills Suite

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

Project Management Suite

Learn the fundamentals of project management.

HTML and CSS Series

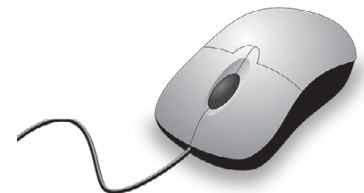
Learn to use CSS3 and HTML5 to create professional-quality websites for desktops, laptops, and mobile devices.

Computer Networking Suite

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

PMP Series

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



Visit our website for program details and to enroll!

careertraining.ed2go.com/kan

Visit our website to view start dates and to enroll!

ed2go.com/kan

CAREERS

PLEASE BE SURE TO SEE THE MEDICAL & ALLIED HEALTH, REAL ESTATE AND TRADES SECTIONS IN THIS CATALOG FOR MORE CAREER COURSE LISTINGS.

How to Become an Entry Level Florist - Live/Virtual Class

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.

Important: This class focuses on the business management part of the industry. **It does not include floral design, flowers or materials.** Floral design classes are available separately during the Spring Semester. **Instructor: Dawn Bagocius.**

CAREERS3-WSpring2021 **\$89.00**
3/2/2021-3/16/2021 **Days: T**
6:00 PM - 8:00 PM **Sessions: 3**

Audiobook Narration Workshop - Live Virtual Class

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. Casting opportunities and best business practices may also be discussed. Industry Q&A included! **Instructor: Lau Lapides.**

CAREERS2-WSpring2021 **\$29.00**
5/18/2021-5/18/2021 **Days: T**
7:00 PM - 9:00 PM **Sessions: 1**

Voice Over Training Workshop - Live/Virtual Class

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. **Instructor: Lau Lapides.**

CAREERS2-WSpring2021 **\$29.00**
5/11/2021-5/11/2021 **Days: T**
7:00 PM - 9:00 PM **Sessions: 1**

COMPUTERS: 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.

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 bbdsgdesign.com for more information.) **Instructor: Fan Stanbrough.**

COWEB22-WSpring2021 **\$139.00**
4/5/2021-5/3/2021 **Days: M**
7:00 PM - 9:00 PM **Sessions: 5**

COMPUTERS: TECHNOLOGY AND APPLICATIONS, CONTINUED

Android: Effective Use of Your Android Phone

Calendars, contact lists, photos, and videos are just the beginning of the enormous capabilities of an Android phone. Learn just how much more you can do with your Android phone. **You will need to have your Androids readily available for the duration of class.** **Instructor: Frank Yeung.**

TECH2-WSpring2021 **\$59.00**
4/8/2021-4/15/2021 **Days: Th**
6:30 PM - 8:30 PM **Sessions: 2**

Microsoft Excel Pivot Tables - 1 Night Class

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! **Students must have access to Excel 2013 or later versions to be able to attend this class. Prerequisite: Basic MS Excel skills.**

COMS201-WSpring2021 **\$49.00**
5/6/2021-5/6/2021 **Days: Th**
6:00 PM - 9:00 PM **Sessions: 1**

FREE Intro to Zoom Virtual Classrooms/Video Conferencing - Live Virtual Class

Join Frank Yeung as he provides an introduction to this trending, interactive video conferencing platform. It's a great tool to get together online with friends, family and colleagues; join meetings; and attend classes. Don't be intimidated. It's free and it's quite user friendly and simple to use. **Please see online description for system requirements.**

TECH1-WSpring2021 **Free**
3/18/2021-3/18/2021 **Days: Th**
6:00 PM - 7:30 PM **Sessions: 1**

FINANCE & RETIREMENT PLANNING

Transitioning Into Retirement - Beyond Finances - Live/Virtual Class

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!** **Instructor: Herbert Fuchs.**

RETIREPLAN1-WSpring2021 **\$39.00**
3/23/2021-3/25/2021 **Days: TTh**
7:00 PM - 8:30 PM **Sessions: 2**

FREE Home Buying Seminar - Live/Virtual Class

Are you considering leaving your rental behind and becoming a homeowner? Join Michael Shain for a Homebuying Seminar where you will learn crucial information necessary for home-buying success.

FINRE1-WSpring2021 **Free**
3/10/2021-3/10/2021 **Days: T**
6:30 PM - 7:30 PM **Sessions: 1**

FINANCE & RETIREMENT PLANNING, CONTINUED

Retirement Plan - Leave It, Roll It, Take It - Live/Virtual Class

Leave It, Move It, Roll It, Take It is a seminar designed to help folks learn how to handle their 401(k), pension or other employer-sponsored retirement plan when they leave a job. **Instructor: Alex Winkelmann.**

FINRET6-W/Spring21 **\$29.00**
3/9/2021-3/9/2021 **Days: T**
6:00 PM - 8:30 PM **Sessions: 1**

Health Care and Your Retirement - Live/Virtual Class

Join Alex Winkelmann and Medicare Broker, Kevin McCoy* for this introduction of Medicare coverage and costs, long-term care costs, available options for supplemental health care, and long-term care insurance.

FINRET4-W/Spring21 **\$29.00**
3/30/2021-3/30/2021 **Days: T**
6:00 PM - 8:30 PM **Sessions: 1**

Preparing Your Estate Plan Seminar - Live/Virtual Class

Join Alex Winkelmann and Attorney Erica Endyke for this basic overview of estate planning - account registration, beneficiary designation, will, trust, tax information, life insurance and Transfer on Death.

FINRET5-W/Spring21 **\$29.00**
4/7/2021- 4/7/2021 **Days: W**
6:00 PM - 8:30 PM **Sessions: 1**

What Happens After the Paychecks Stop? -Live/Virtual Class

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. **Instructor: Alex Winkelmann.**

FINRET2-W/Spring21 **\$29.00**
4/13/2021- 4/13/2021 **Days: T**
6:00 PM - 8:30 PM **Sessions: 1**

Wills, Trusts, and Estate Planning: Protecting What Matters Most - Live/Virtual Class

During the course, students will learn the fundamentals of Estate Planning and the tools required to keep families out of court and conflict. **Instructor: Erica Endyke.**

FINRET3-W/Spring21 **\$29.00**
4/14/2021-4/14/2021 **Days: W**
6:00 PM - 7:30 PM **Sessions: 1**

Social Security: Your Questions Answered - Live/Virtual Class

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

FINRET1-W/Spring21 **\$29.00**
4/20/2021-4/20/2021 **Days: T**
6:00 PM - 8:30 PM **Sessions: 1**

FITNESS

**PLEASE SEE TAI CHI CLASSES IN
HEALTH AND WELLNESS SECTION.**

Bodytoning - Live/Virtual Class

Bodytoning will help you to strengthen your core, boost bone density, develop lean muscles, build stamina, improve flexibility, achieve balance and reduce stress! Requires hand-held weights; resistance tubes for arms and legs suggested. **Instructor: Jo-Ellen McCarrick.**

FITNESS5-W/Spring21BT-1C **\$89.00**
3/29/2021-6/14/2021 **Days: M**
5:15 PM - 6:00 PM **Sessions: 10**

FITNESS5-W/Spring21BT-1D **\$89.00**
3/29/2021-6/14/2021 **Days: M**
7:15 PM - 8:00 PM **Sessions: 10**

FITNESS5-W/Spring21BT-2C **\$89.00**
4/7/2021-6/9/2021 **Days: W**
5:15 PM - 6:00 PM **Sessions: 10**

FITNESS5-W/Spring21BT-2D **\$89.00**
4/7/2021-6/9/2021 **Days: W**
7:15 PM - 8:00 PM **Sessions: 10**

FITNESS5-W/Spring21BT-1E **\$89.00**
6/21/2021-8/30/2021 **Days: M**
5:15 PM - 6:00 PM **Sessions:10**

FITNESS5-W/Spring21BT-1F **\$89.00**
6/21/2021-8/30/2021 **Days: M**
7:15 PM - 8:00 PM **Sessions:10**

FITNESS5-W/Spring21BT-2E **\$89.00**
6/23/2021-8/25/2021 **Days: W**
5:15 PM - 6:00 PM **Sessions: 10**

FITNESS5-W/Spring21BT-2F **\$89.00**
6/23/2021-8/25/2021 **Days: W**
7:15 PM - 8:00 PM **Sessions: 10**

Cardio Blast - Live/Virtual Class

Cardio Blast is a low-impact class will get you moving and get you in shape! This hi/low aerobics class is a great alternative to those "dancier" class formats, such as Zumba. **Instructor: Jo-Ellen McCarrick.**

FITNESS3-W/Spring21CB-1B **\$89.00**
3/29/2021-6/14/2021 **Days: M**
6:15 PM - 7:00 PM **Sessions:10**

FITNESS3-W/Spring21CB-2B **\$89.00**
4/7/2021-6/9/2021 **Days:W**
6:15 PM - 7:00 PM **Sessions: 10**

FITNESS3-W/Spring21CB-1C **\$89.00**
6/21/2021-8/30/2021 **Days: M**
6:15 PM - 7:00 PM **Sessions:10**

FITNESS3-W/Spring21CB-2C **\$89.00**
6/23/2021-8/25/2021 **Days: W**
6:15 PM - 7:00 PM **Sessions:10**

FITNESS, CONTINUED

Cardio Mix - Live/Virtual Class

Cardio Mix alternates between periods of high activity (hi/low aerobic and traditional calisthenics) and active rest focused on building strength. **Requires hand-held weights; resistance tubes for arms and legs suggested. Instructor: Jo-Ellen McCarrick.**

FITNESS1-W/Spring21CM-1B
4/9/2021-6/11/2021
10:30 AM - 11:30 AM

\$99.00
Days: F
Sessions: 10

FITNESS1-W/Spring21CM-2B
4/20/2021-7/6/2021
6:15 PM - 7:15 PM

\$99.00
Days: T
Sessions: 10

FITNESS1-W/Spring21CM-1C
6/25/2021-8/27/2021
10:30 AM - 11:30 AM

\$99.00
Days: F
Sessions: 10

Gentle Stretch - Live/Virtual Class

This Gentle Stretch class will help you to improve flexibility, alleviate back pain, reduce muscle tension, promote relaxation and relieve stress. **Requires floor work. Instructor: Jo-Ellen McCarrick.**

FITNESS2-W/Spring21GS-1B
4/1/2021-6/3/2021
6:00 PM - 7:00 PM

\$99.00
Days: Th
Sessions: 10

FITNESS2-W/Spring21GS-1C
6/17/2021-8/19/2021
6:00 PM - 7:00 PM

\$99.00
Days: Th
Sessions: 10

Get On The Ball - Live/Virtual Class

Get on the Ball is a great class to help improve balance, posture, coordination, body awareness, strength and flexibility. **Requires a stability ball and hand-held weights; resistance tubes for arms and legs suggested. Instructor: Jo-Ellen McCarrick.**

FITNESS4-W/Spring21GB-1B
4/20/2021-6/7/2021
5:15 PM - 6:00 PM

\$89.00
Days: T
Sessions: 10

HEALTH & WELLNESS

Tai Chi Basics with Jeanne Donnelly - Live Virtual Class

Tai chi has been shown to be an excellent form of exercise with both physical and mental benefits. Practiced regularly, it helps to improve one's balance, strength, and coordination as well as reduce stress. In this course we will explore the basic tai chi movements, principles and footwork which can be done in a small area of your home. The class will end with a relaxation exercise. **Please have a chair available.**

TAICHI1-W/Spring21
3/23/2021-4/20/2021
6:30 PM - 7:30 PM

\$69.00
Days: T
Sessions: 5

Full class descriptions can be found at
Keefeatnight.org. Click on
Live/Virtual/Interactive Classes link.

HEALTH & WELLNESS, CONTINUED

Tai Chi, Qi Gong, Yoga Fusion with Jeanne Donnelly Live/Virtual Class

This class will combine the three major healing practices of Tai Chi, Qi Gong and Yoga. No experience necessary. The exercises are gentle and can be modified for any injuries or limitations. Our focus will be on enhancing the bodies energy flow, releasing muscle tension and deepening the breath. The exercises will be done standing and can be done in a small area of your home.

TAICHI2-W/Spring21
4/27/2021-5/25/2021
6:30 PM - 7:30 PM

\$69.00
Days: T
Sessions: 5

Qi Gong For Immune Health - Live/Virtual Class

Qi Gong is a system of gentle exercises used for thousands of years to overcome disease, increase health and vitality. This is a form of Qi Gong that combines specific sounds with simple arm movements and visualization to strengthen the internal organs and strengthen the immune system. The goal of the exercises is to harmonize the body and mind through deep breathing, whole body movement, and stretching. **Instructor: Joe Foley.**

QIGONG2-W/Spring2021
3/17/2021-3/17/2021
7:00 PM - 9:00 PM

\$29.00
Days: W
Sessions: 1

Self-Healing with Qi Gong - Live/Virtual Class

This class will focus on Eight Brocade Qi Gong, a group of eight exercises whose origin can be traced back in China over two thousand years. The eight movements are designed to tune up all organ systems, to build a healthier body, and to help prevent disease. It is easy to learn and easy to practice, and there is no need for any special equipment. **Instructor: Joe Foley.**

QIGONG1-W/Spring2021
4/14/2021-4/14/2021
7:00 PM - 9:00 PM

\$29.00
Days: W
Sessions: 1

Qi Gong for Arthritis - Live/Virtual Class

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. It is useful for people of all ages, especially senior citizens. **Instructor: Joe Foley.**

QIGONG3-W/Spring2021
5/12/2021-5/12/2021
7:00 PM - 9:00 PM

\$29.00
Days: W
Sessions: 1

Boosting the Immune System - Live/Virtual Class

Learn some healthy strategies and how to create positive sustainable choices. We will also talk about how the connection between your diet, lifestyle, and environment can be a basis for long term good health, and how certain nutrients need to be replenished to boost your immune system. **Instructor: Holli Bassin.**

HEALTHW1-W/Spring2021
3/11/2021-3/11/2021
6:00 PM - 8:00 PM

\$29.00
Days: Th
Sessions: 1

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



Phlebotomy Technician Training

This program includes 90 classroom hours and up to 120 hours of hands-on clinical training. Students successfully completing the program are eligible to sit for the National Workforce Career Association (NWCA) Phlebotomy Technician (CPT) Exam.

April 12 - June 30, 2021
Tuition \$1,979



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 Workforce Career Association (NWCA) Clinical Medical Assistant (CMAC) Exam.

March 9 - June 26, 2021
Tuition \$2,749



Pharmacy Technician Training

This course offers 50 hours of classroom study. Upon successful completion, students are eligible to sit for the National Workforce Career Association (NWCA) Pharmacy Technician (PTAC) Exam. **This program does not include an externship option.**

April 12 - June 9, 2021
Tuition \$1,099

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 9 - July 1 2021.
Tuition \$1,149

Full course descriptions can be found on page 17 of this catalog.

HEALTH & WELLNESS, CONTINUED

Is it an Allergy or Sensitivity? - Live/Virtual Class

Learn how leaky gut and food sensitivities can cause an inflammatory cascade within your body. Find out the downstream effects of these inflammatory cascades and how they can cause other issues. **Instructor: Holli Bassin.**

HEALTHW2-WSpring2021
3/23/2021-3/23/2021
6:00 PM - 8:00 PM

\$29.00
Days: T
Sessions: 1

Tap Away Your Stress Workshop - Live/Virtual Class

Harness the healing power of the Emotional Freedom Technique (EFT) to conquer stress, anxiety, and fear. EFT is a drug- and pain-free, non-invasive method that provides emotional renewal quickly and safely, without side effects! It involves tapping your body's pressure points to alleviate stress. A simple technique that has been around for over 5,000 years and anyone can learn to do it. **Instructor: Holli Bassin.**

HEALTHW3-WSpring2021
4/13/2021-4/13/2021
6:00 PM - 8:00 PM

\$29.00
Days: T
Sessions: 1

HEALTH & WELLNESS - PET HEALTH

Pet First Aid and CPR for Cats and Dogs- Live Virtual Class

In this 5-hour class we will cover what you need to know to help your pet if you encounter an emergency. A packet of information will be mailed to your mailing address prior to the start of class. **Registration deadline: March 9. Instructor: Laura McCallion.**

HEALTHWPETS-WSpring2021Sect2
3/16/2021-3/18/2021
6:00 PM - 8:30 PM

\$75.00
Days: TTh
Sessions: 2

HEALTHWPETS-WSpring2021Sect3
4/13/2021-4/15/2021
6:00 PM - 8:30 PM

\$75.00
Days: TTh
Sessions: 2

Gift Certificates

Give the gift of learning, fitness and fun!

Gift certificates can be used towards registration in Keefe at Night Live/Virtual/Interactive or Hybrid Courses led by Keefe at Night Instructors. Not applicable toward classes led by Ed2go. Contact us at 508-416-2265 for more information.



Journeyman Plumbing Code and Theory: Tiers 1 - 5

Keefe at Night offers all five tiers of the Massachusetts Journeyman Plumbing Code and Theory Program. **For those of you that are ready to embark on your journeyman career, Semester 1 of Tier 1 starts in Fall 2021. Start planning today!**

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 program runs in Fall and Spring for a total of 55 hours per semester. It covers the state requirements, including code, science, theory and math. Students are required to have their code book in class.

For information on Massachusetts State requirements, we highly recommend that you visit:
<http://www.mass.gov/ocabr/licensee/dpl-boards/pl/ceu/>.

For current Semester 2 Students, please see page 20 for Spring 2021 class schedules.

Electrical Code Journeyman Module Program- Live/Virtual Classes

These courses are for everyone seeking licensure in Massachusetts in the Electrical Code Journeyman Module program.

Whether you have recently graduated from a Vocational/Technical School with a concentration in Electrical Code studies, or you are looking to launch your career in the field, Keefe at Night is offering Module 1 in Spring 2021. For students who are continuing their Module Program, we are offering Modules 5, 7 & 8.

Through Keefe at Night, you can complete your Journeyman classroom instruction requirement through the Module Program. Each of the 8 modules consists of 75-hour classes which meets the requirements set forth by the Massachusetts State Board of Electrical Examiners as a part of the 600-hour requirement to sit for the Journeyman's Exam. Students will be using their own 2020 National Electrical Code Book, 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. Other books on the reading list are optional. All classes start promptly on time in order to ensure state policy compliance.

We recommend that you visit the MA Board of State Examiners of Electricians website for comprehensive information on how to become a Massachusetts Electrical Code Journeyman:

<https://www.mass.gov/orgs/board-of-state-examiners-of-electricians>

During the Spring semester classes will be conducted on a live/virtual/interactive platform. Login information will be forwarded to students in advance of class.

Electrical Code - Journeyman, Module 1 - Saturday Class

Meeting the requirements for registered apprentice programs, this class will cover: Jobsite and electrical safety, introduction to National Electrical Code and process, DC/Alarm Theory and Basic Math.

ELECTRICMOD1-W/Spring21	\$519.00
4/24/2021-7/24/2021	Days: Sa
8:00 AM - 2:30 PM	Sessions: 13
Richard Packer	

Electrical Code - Journeyman, Module 2 - Saturday Class

Meeting the requirements for registered apprentice programs, this class will cover Electrical Bonding and Grounding, Low Voltage Systems and Controls, Fire Warning and Security Systems as well as Design and Testing (NFPA 22). This is a Saturday class. There will be a 1/2 hour break for lunch.

ELECTRICMOD2-W/Spring21	\$519.00
1/16/2021-4/10/2021 (Registration Closed)	Days: Sa
8:00 AM - 2:30 PM	Sessions: 13
Richard Packer	



Electrical Code - Journeyman, Module 5

Meeting the requirements for registered apprentice programs, this class will cover OSHA Electrical Safety and PPE, Power Quality, Equipment and Lighting, Grounding and Bonding including Mass Code Amendments.

ELECTRICMOD5-W/Spring21	\$519.00
3/15/2021-5/19/2021	Days: MW
6:00 PM - 10:00 PM	Sessions: 20
Richard Packer	

Electrical Code - Journeyman, Module 7

Meeting the requirements for registered apprentice programs this class will cover One-Family and Multi-Family Dwelling Calculations, Commercial Load Calculations and Use of Code Book tables and examples.

ELECTRICMOD7-W/Spring21	\$519.00
2/9/2021-4/15/2021	Days: TTh
6:00 PM - 10:00 PM	Sessions: 20
David Hatton	

Electrical Code Journeyman, Module 8

Meeting the requirements for registered apprentice programs, this class will cover NEC calculations for conductors, motors and HVAC, voltage drop, dwelling units, commercial, transformers and fire/life safety equipment. Review of OSHA and MA CFR's including, multiple final practice exams.

ELECTRICMOD8-W/Spring2021	\$519.00
4/27/2021-7/1/2021	Days: TTh
6:00 PM - 10:00 PM	Sessions: 20
David Hatton	



HOBBIES

Beginners' Bridge - Live/Virtual Class

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 Contract 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. **Instructor: Tony Keats.**

HOBBY2-WSpring2021
4/6/2021-6/1/2021
6:30 PM - 9:00 PM

\$139.00
Days: T
Sessions: 8

Bridge for the Advancing Bridge Player - Live/Virtual Class

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. **Instructor: Tony Keats.**

HOBBY1-WSpring2021
4/8/2021-6/3/2021
6:30 PM - 9:00 PM

\$139.00
Days: Th
Sessions: 8

HOME & GARDEN

Clearing Out Clutter! - Live Virtual Class

Do you have piles of mail, a packed-to-the max closet, or a garage you can't use for your car? 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. **Instructor: Ann Jewell.**

HGORG1-WSpring2021
4/14/2021-4/14/2021
6:30 PM - 8:30 PM

\$29.00
Days: W
Sessions: 1

Sustainability and Indoor Organic Composting

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. Composting kits must be purchased separately class at enviropal.org. **Instructor: Ray Pourali.**

HGLS09-WSpring2021
5/4/2021-5/4/2021
6:00 PM - 9:00 PM

\$29.00
Days: T
Sessions: 1

SPRING 2021 FLORAL SERIES

How to Become an Entry Level Florist - Live/Virtual Class

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.

Important: This class focuses on the business management part of the industry. **It does not include floral design, flowers or materials.** Please see below for information on floral design classes offered this spring: **Instructor: Dawn Bagocius.**

CAREERS3-WSpring2021
3/2/2021-3/16/2021
6:00 PM - 8:00 PM

\$89.00
Days: T
Sessions: 3

Floral Design Classes

Have fun, relax and enjoy the art of floral arranging in the comfort of your own home. 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. Flowers/Materials are included in the cost of tuition. **Please be sure to read important information on pick up of materials.**

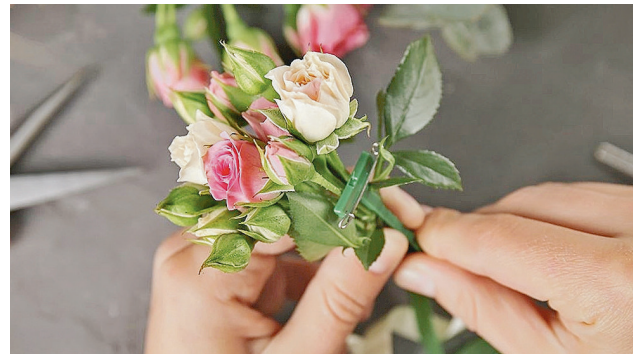
Contemporary Floral Design - Live/Virtual Class

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.

Students must pick up class materials at Keefe Tech, 750 Winter Street, Framingham on Wednesday, March 17 between 5:00 and 6:00 p.m.

HGFLORAL1-WSpring2021
3/18/2021-3/18/2021
6:00 PM - 8:00 PM

\$69.00
Days: Th
Sessions: 1



Spring Basket Floral Designs - Live/Virtual Class

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. **Students must pick up class materials at Keefe Tech, 750 Winter Street, Framingham on Wednesday, April 7 between 5:00 and 6:00 p.m.**

HGFLORAL2-WSpring2021
4/8/2021-4/8/2021
6:00 PM - 8:00 PM

\$69.00
Days: Th
Sessions: 1

DIY Bridal Floral Designs - Live/Virtual Class

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.

Students must pick up class materials at Keefe Tech, 750 Winter Street, Framingham on Wednesday, April 14 between 5:00 and 6:00 p.m.

HGFLORAL3-WSpring2021
4/15/2021-4/15/2021
6:00 PM - 8:00 PM

\$69.00
Days: Th
Sessions: 1

LANGUAGE ARTS & CULTURE FOR CHILDREN / LANGUAGE ARTS - ADULT

French/Français

French for Children Ages 8-13- Levels 2/3 - Live Virtual Class

This class introduces students to basic French vocabulary and grammar. Students will learn speaking, basic pronunciation, reading and writing, and about the cultures of French speaking countries. Lessons will be introduced using songs, games, projects and cartoons. Homework will be assigned for review and opportunity for self-expression. **Please see online course description for information on textbook requirements.** Instructor: Anna Gvirstman.

LAFRENCH8-W/Spring21
3/11/2021-4/29/2021
6:00 PM - 7:00 PM

\$79.00
Days: Th
Sessions: 7

French for Children Ages 8-13 - Levels 3/4 - Live/Virtual Class

This class is continuation of French for Children 2/3. Students will continue to study basic French vocabulary and grammar. In addition to building on speaking skills, they will learn about the cultures of French speaking countries; basic pronunciation and reading and writing. Lessons will be introduced through songs, games, projects and cartoons. Homework will be assigned for review and opportunity for self-expression. **Please see online course description for information on textbook requirements.** Instructor: Anna Gvirstman.

LAFRENCH10-W/Spring2021Sect2
5/5/2021-6/16/2021
6:00 PM - 7:00 PM

\$79.00
Days: W
Sessions: 7

Let's Learn About Francophone Countries - Ages 8-13 - Live/Virtual Class

In this class students will learn about geography and cultures of Francophone countries. Students do not need to know French but they will have an opportunity to learn some basic French vocabulary as it relates to the topics that are covered. In each class they will learn about 1 Francophone country, learning a bit of its history and culture; and what they are most known for. Maps will also be used. Students should expect to work on projects. **Instructor: Anna Gvirstman.**

LAFRENCH7-W/Spring211
5/6/2021-6/17/2021
6:00 PM - 7:00 PM

\$79.00
Days: Th
Sessions: 7

Spanish/Español

Spanish - Elementary for Children Ages 6-12 -Live/Virtual Class

In this class children will learn Spanish while having fun through songs, projects and games in a relaxed atmosphere. Students will learn the alphabet and basic vocabulary, phonetics, colors, numbers, greetings and farewells, seasons, the weather and much more. They will also be introduced to different aspects of Spanish speaking cultures. **Tuition includes the cost of materials.** **Instructor: Hilda Quinones.**

LASpanish5-W/Spring21
4/1/2021-6/3/2021
6:00 PM - 7:00 PM

\$119.00
Days: Th
Sessions: 10

LANGUAGE ARTS - ADULT

Portuguese/Português

Brazilian Portuguese I - Beginner - Live Virtual Class

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. **Please see online course description for information on textbook requirements.** Instructor: Eliane Vaz Louison.

LA06-W/Spring2021
3/8/2021-6/7/2021
6:30 PM - 9:00 PM

\$179.00
Days: M
Sessions: 12

Brazilian Portuguese - Intermediate - Live/Virtual Class

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. **Please see online course description for information on textbook requirements.** Instructor: Eliane Vaz Louison.

LA07-W/Spring2021
3/3/2021-5/26/2021
6:30 PM - 9:00 PM

\$179.00
Days: W
Sessions: 12

French/Français

Beginner French 1 - Live/Virtual Class

This course is for students who have little or no previous experience with 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. **Please see online course description for information on textbook requirements.** **Instructor: Anna Gvirstman.**

LAFRENCH1-W/Spring21Sect2
5/3/2021-6/21/2021
6:00 PM - 7:30 PM

\$95.00
Days: M
Sessions: 6

Beginner French 2- Live/Virtual Class

This course is for students who have completed Beginner French 1 or its equivalent. We will continue to expand on vocabulary, learn irregular verbs and their conjugation. By the end of this course, students will have improved their listening and comprehension skills and will have become more comfortable speaking, writing and listening in French. **Please see online course description for information on textbook requirements.** Instructor: Anna Gvirstman.

LAFRENCH2-W/Spring21
3/9/2021-4/27/2021
6:00 PM - 7:30 PM

\$119.00
Days: T
Sessions: 8

LANGUAGE ARTS - ADULT, CONTINUED

Intermediate French 2 - Live/Virtual Class

This course is for students who have completed Intermediate French 1, French for Stories or its equivalent, and would like to improve on their vocabulary, accent, and fluency. Students attending this class should already be comfortable with conjugation of regular and irregular verbs in the present. In this class we will be reading and discussing stories, learn grammar, creating dialogue and watch films, and work on speaking activities. Students will be introduced to past and future tenses, the conditional and the subjunctive mood. **Please see online course description for information on textbook requirements. Instructor: Anna Gvirstman.**

LAFRENCH4-W/Spring21 **\$119.00**
3/9/2021-4/27/2021 **Days: T**
7:35 PM - 9:05 PM **Sessions: 8**

Les Conversations Françaises - Live/Virtual Class

This is conversational course for students who have completed Intermediate French. Students will learn new vocabulary; read some stories and articles in French and discuss them in class. We will review some grammar, but it is not a grammar course. We will watch some clips in French for listening skill building. Students will have reading assignments to review during class. **Instructor: Anna Gvirstman.**

LAFRENCH6-W/Spring21 **\$95.00**
5/3/2021-6/21/2021 **Days: M**
7:35 PM - 9:05 PM **Sessions: 6**

Russian/Русский (Russkiy)

Beginner Russian 1 - Live/Virtual Class

This course is for students who have little or no previous experience learning Russian. 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, hold a very simple conversation and will have learned about some Russian culture and traditions. **Please see online course description for information on textbook requirements. Instructor: Anna Gvirstman.**

LARUSSIAN1-W/Spring21Sect2 **\$95.00**
5/11/2021-6/22/2021 **Days: T**
7:35 PM - 9:05 PM **Sessions: 6**

Beginner Russian 2 - Live/Virtual Class

This course is for students who have completed Beginner Russian 1 or its equivalent. Students should have some Russian reading ability, and have basic Russian pronunciation and vocabulary. In this class they will continue to learn vocabulary; grammar and learn about customs. Students will converse in Russian in breakout rooms, do listening exercises and read short stories. By the end of the course students will be able to read some Russian, hold a simple conversation and have some understanding of Russian culture and traditions. **Please see online course description for information on textbook requirements. Instructor: Anna Gvirstman.**

LARUSSIAN2-W/Spring21 **\$109.00**
3/8/2021-4/26/2021 **Days: M**
6:00 PM - 7:30 PM **Sessions: 7**

Russian Through Stories - Live/Virtual Class

This course is designed for students who have already taken Beginner Russian classes or know the basics of the language and want to continue their learning. The goal of this course is to increase knowledge and use of vocabulary, reinforce and use new grammatical concepts and to attain further speaking and reading skills. Students will read stories and discuss them. We will converse in Russian using breakout rooms. **Please see online course description for information on textbook requirements. Instructor: Anna Gvirstman.**

LARUSSIAN3-W/Spring21Sect1 **\$109.00**
3/8/2021-4/26/2021 **Days: M**
7:35 PM - 9:05 PM **Sessions: 7**

LARUSSIAN3-W/Spring21Sect2 **\$95.00**
5/11/2021-6/22/2021 **Days: T**
6:00 PM - 7:30 PM **Sessions: 6**

Spanish/Español

Spanish for Beginners - Live/Virtual Class

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 and farewells, the numbers, how to tell time, members of the family, colors and clothing, the calendar, and how to order certain foods 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. Workbook is provided. **Instructor: Elba Fernandez.**

LASSPANISH1-W/Spring2021 **\$159.00**
3/30/2021-6/8/2021 **Days: T**
6:00 PM - 7:30 PM **Sessions: 10**

Spanish Through Short Stories: Advanced Beginner/Intermediate - Live/Virtual Class

This class is for advanced beginner to intermediate students. Students will build on their vocabulary, pronunciation and comprehension through Short Stories. **Please see online course description for information on textbook requirements. Instructor: Maria Landaverde.**

LASSPANISH2-W/Spring21 **\$139.00**
3/31/2021-6/9/2021 **Days: W**
6:00 PM - 7:30 PM **Sessions: 10**



MEDICAL & ALLIED HEALTH TRAINING

Emergency Medical Technician, EMT Certification Training, Hybrid Program

This hybrid 160-hour program consists of live, virtual interactive classes and hands-on practical sessions.

EMT basics are the foundation of pre-hospital emergency medical care. In this course 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 also 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 course, students will be eligible to take the practical and written certification exams to become certified nationally and in the Commonwealth of Massachusetts.

Pre-Requisites: Students must be able to lift 125 lbs; possess advanced to fluent English language proficiency, and have strong verbal and communication skills.

In-Person Sessions: All Students must adhere to safety protocols for the in-person sessions, including use of a mask and social distancing.

A full schedule and in-person class location will be provided to all students by the instructor on the first night of class. **Instructors: Metro-West EMS Educators.**

MEDEMT1-WSpring2021	\$1,149.00
3/9/2021-7/1/2021	Days: T/Thu/Sa
T/Thu 6:00 PM -10:00 PM	Sessions: 34
Sa 9:00 AM - 1:00 PM	

Clinical Medical Assistant Training Program - Hybrid Program

This hybrid program includes 140 hours of virtual/live/interactive classroom lecture, hands-on labs, and a 160-hour clinical externship opportunity at a local healthcare provider.

Students will train on how to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will also review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements. Components of professional workplace behavior, ethics and the legal aspects of healthcare will also be covered.

NWCA National Certification: This program meets the necessary requirements to take the National Workforce Career Association (NWCA) Clinical Medical Assistant (CMAC) Exam. An in-person testing session will be arranged by CCI. Students will be responsible for paying the \$99 testing fee. **Pre-Requisite: High School Diploma or Equivalency.**

This program also meets the necessary requirements to take the National Healthcareer Association Clinical Medical Assistant Exam. **However, students will be responsible for making their own arrangements**

Clinical Externship: A 160-hour clinical externship opportunity is included in the program. To be eligible for the clinical portion, students must successfully complete the 140-hour program, submit to a thorough background check, drug screening and meet other requirements.

In-Person Sessions: All Students must adhere to safety protocols for the in-person sessions, including use of a mask and social distancing.

Students paying tuition in full will receive a 10% discount. Students on the payment plan will be required to pay 50% of the full tuition at registration and the remaining 50% half way through the 140-hour program. Please see online description for a full schedule.

Instructor: Nicole Williams, CCI

MEDCMA1-WSpring2021	\$2,749.00
3/9/2021-6/26/2021	Days: TThSa
TTh 6:00 PM - 9:30 PM	Sessions: 35
Sa 9:00 AM - 3:00 PM	

Pharmacy Technician Training - Live/Virtual Class

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 National Workforce Career Association (NWCA) Pharmacy Technician (PTAC) Exam. Course content includes: pharmacy medical terminology, the history of pharmacy, pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. 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 & reimbursement. **Pre-Requisite: High School Diploma or Equivalency.**

NWCA National Certification: This program meets the necessary requirements to take the National Workforce Career Association (NWCA) Pharmacy Technician (PTAC) Exam. An in-person session will be scheduled for students by CCI. Students will be responsible for paying the \$99 testing fee.

This program also meets the necessary requirements to take the Pharmacy Technician Certified Board (PTCB) – Certified Pharmacy Technician (PTCB) exam. **However, students will be responsible for making their own arrangements. Instructor: CCI Staff.**

MEDPHARM1-WSpring2021	\$1,099.00
4/12/2021-6/9/2021	Days: MW
6:00 PM - 9:30 PM	Sessions: 15

MEDICAL & ALLIED HEALTH TRAINING, CONTINUED

Phlebotomy Technician Training - Hybrid Program

This hybrid program includes 90 hours of virtual/live/interactive classroom lecture and up-to 120 hands-on lab hours through a clinical externship opportunity at a local healthcare provider.

This program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. In-person 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.

NWCA National Certification: The program meets the necessary requirements to take the National Workforce Career Association (NWCA) Phlebotomy Technician (CPT) Exam. An in-person session will be arranged by CCI. Students will be responsible for paying the \$99 testing fee. **Pre-Requisite: High School Diploma or Equivalency.**

This program also meets the necessary requirements to take the National Healthcareer Association Phlebotomy Technician Exam. **However, students will be responsible for making their own arrangements.**

Clinical Externship: This program includes an up-to-120-hour clinical externship opportunity. To be eligible for the clinical externship, students must successfully complete the 90-hour classroom program, submit to a thorough background check, drug screening and meet other requirements

In-Person Sessions: All Students must adhere to safety protocols for the in-person session, including use of a mask and social distancing.

Students paying tuition in full will receive a 10% discount. Students on the payment plan will be required to pay 50% of the full tuition at registration and the remaining 50% half way through the 90-hour program. **Instructor: Nicole Williams, CCI.**

MEPHLEBT1-WSpring2021
4/12/2021-6/30/2021
6:00 PM - 9:30 PM

\$1,979.00
Days: MWSa
Sessions: 24



MEDICAL & ALLIED HEALTH - LANGUAGES

Medical Interpreter Spanish/English - Self-Paced Program - Virtual Class

This program is taught through our training partner 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. Rolling admission. You can sign up at any time for this class. You can register online at: <https://careertraining.ed2go.com/kan/training-programs/medical-interpreter> or you can call Kelly Pierce at 951-972-3668.

InterpreterSpanW/Spring21
Self-Paced/Virtual Classroom, Ed2Go
Based on Your Availability
9-Month Access

\$2,395.00

MUSIC

Introduction to Guitar - Live/Virtual Class

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. **Please see online description for information on requirements, including textbook. Instructor: Dana Wright.**

GUITARINTRO-WSpring2021
3/29/2021-5/10/2021
7:00 PM - 8:00 PM

\$139.00
Days: M
Sessions: 6

Essential Skills for Guitar - Intermediate - Live/Virtual Class

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. **Please see online description for information on requirements, including textbook. Instructor: Dana Wright.**

GUITARINT-WSpring2021
3/30/2021-5/11/2021
7:00 PM - 8:00 PM

\$139.00
Days: T
Sessions: 6

PARALEGAL CERTIFICATION

*ED2GO ONLINE-Certified Paralegal

This program is taught through our training partner Ed2go. 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 a 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. Rolling admission. You can sign up at any time for this class. 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.

OnlinelegalW/Spring21	\$2,395.00
Self-Paced/Virtual Classroom, Ed2Go	
Based on Your Availability	12-Month Access

PHOTOGRAPHY

Digital Photography + with Lynne Damianos - All Levels - Live/Virtual Class

Learn how to become comfortable with your camera. This course will unmask the secrets to creating more compelling images, whether you have owned a digital SLR for years or just purchased a point and shoot camera. You will learn how to get the most out of your camera using appropriate settings and menus for various subjects as your picture-taking skills improve throughout the course. Note: camera should have aperture and shutter priority modes. **Please see online description to view class preparation requirements.**

PHOTO3-W/Spring21	\$159.00
3/4/2021-4/29/2021	Days: Th
6:30 PM - 9:30 PM	Sessions: 8

Basic Portrait Photography with Lynne Damianos - All Levels - Live/Virtual Class

Take your portrait photography (whether family or business) to the next level with helpful tips and techniques for posing, lighting and working with live subjects. We will also cover focal length, depth of field, and creative backgrounds. **A basic understanding of your camera is required.** Bring your camera (with fresh batteries) and manual to class.

Email up to five of your photos in JPEG format (up to 15 MB total per email) to classes@DamianosPhotography.com with the subject line "KeefeP_YourLastName" by May 4 for inclusion in the discussion (optional).

PHOTO2-W/Spring21Sect2	\$59.00
5/6/2021-5/13/2021	Days: Th
6:30 PM - 9:30 PM	Sessions: 2

REAL ESTATE LICENSE PREPARATION

Massachusetts Real Estate Salesperson Training - Live/Virtual Class

Now 15 sessions! This class is your first step to becoming a licensed real estate salesperson! Completion of this 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. **Please see online description for textbook requirements. Full description appears on page 5. Instructor: Mark Shultz.**

REALESTATE1-WSpring2021	\$369.00
4/5/2021-5/31/2021	Days: MW
6:00 PM - 9:00 PM	Sessions: 15

SERVSAFE CERTIFICATION

ServSafe Manager Training/Certification Testing - Hybrid Course

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. **In-Person Session: Students must adhere to safety protocols including use of a mask and social distancing. Instructor: Lynn Petrowski**

SSCERT01-WSpring2021Sect1	\$179.00
4/1/2021-4/2/2021	Days: ThF
3:30 PM - 7:30 PM	Sessions: 2

SSCERT01-WSpring2021Sect2	Days: ThF
5/6/2021-5/7/2021	Sessions: 2
3:30 PM - 7:30 PM	

TRADE PREPARATION - CONSTRUCTION

Construction Supervisor Unrestricted License Exam Preparation - Online/Self Paced

This is a self-paced online course which you can complete on your own schedule. Support is available 7 days a week from 9:00 a.m. to 7:00 p.m.

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 course will prepare you to take the State exam. Rolling admission. You can sign up at any time for this class. **Full description appears on page 5. Pre-Requisite: Exam takers must have three years of documentable construction experience.**

CSLPREP1-W/Spring21	\$725.00
Self-Paced/Virtual Class	
Based on Your Availability	
6-Month Access	

TRADE PREPARATION - ELECTRICAL CODE

PLEASE SEE PAGE 13 FOR FULL-PAGE ELECTRICAL CODE PROGRAM AD. ALL STUDENTS IN THIS PROGRAM MUST HAVE THE CURRENT EDITION OF THE 2020 NEC IN CLASS, AND MUST COMPLETE ASSIGNED EXAMS TO RECEIVE CERTIFIED HOURS, AS REQUIRED. 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](https://www.mass.gov/orgs/board-of-state-examiners-of-electricians). CLASSES START PROMPTLY ON TIME IN ORDER TO ENSURE STATE POLICY COMPLIANCE.

Electrical Code - Journeyman, Module 1 - Live/Virtual Saturday Class

This course is for everyone starting their studies in the Electrical Code Journeyman Module program. **It is open to all seeking licensure in Massachusetts.** In this class you will cover: Jobsite and electrical safety, introduction to National Electrical Code and process, DC/Alarm Theory and Basic Math. **Instructor: Richard Packer.**

ELECTRICMOD1-W/Spring21 \$519.00
4/24/2021-7/24/2021 Days: Sa
8:00 AM - 2:30 PM Sessions: 13

Electrical Code - Journeyman, Module 5 - Virtual/Live Class

This class will cover OSHA Electrical Safety and PPE, Power Quality, Equipment and Lighting, Grounding and Bonding including Mass Code Amendments. **Instructor: Richard Packer.**

ELECTRICMOD5-W/Spring21 \$519.00
3/15/2021-5/19/2021 Days: MW
6:00 PM - 10:00 PM Sessions: 20

Electrical Code - Journeyman, Module 7 - Live/Virtual Class

In Module 7 you will cover One Family and Multi-Family Dwelling Calculations, Commercial Load Calculations and Use of Code Book tables and examples. **Instructor: David Hatton.**

ELECTRICMOD7-W/Spring21 \$519.00
2/9/2021-4/15/2021 Days: TTh
6:00 PM - 10:00 PM Sessions: 20

Electrical Code Journeyman, Module 8 - Live/Virtual Class

This class will cover NEC calculations for conductors, motors and HVAC, voltage drop, dwelling units, commercial, transformers and fire/life safety equipment. Review of OSHA and MA CFR's including multiple final practice exams. **Instructor: David Hatton.**

ELECTRICMOD8-W/Spring2021 \$519.00
4/27/2021-7/1/2021 Days: TTh
6:00 PM - 10:00 PM Sessions: 20

TRADE PREPARATION - PLUMBING CODE

Plumbing Code and Theory Tiers 1 to 5 - Live Virtual Class

Spring 2021 classes are open only for students who have completed their first half of their respective tiers at Keefe at Night. See add on page 12 for information on Fall 2021 First Semester courses.

Keefe at Night offers all five tiers of the Massachusetts Journeyman Plumbing Code and Theory Program. In order to receive Tier hours credit, students must complete both the Fall and Spring semesters at the same location. Tuition for Tier 1 includes fees for a required OSHA exam.

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.

For Massachusetts State requirements, we highly recommend that you visit: <http://www.mass.gov/ocabr/licensee/dpl-boards/pl/ceu/>.

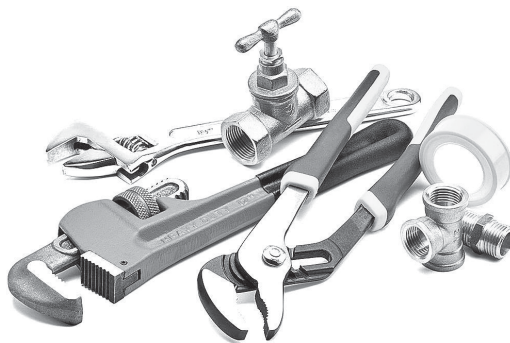
PLUMBING.TIER1-WSpring2021 \$469.00
1/4/2021-2/10/2021/Reg. Closed Days: MWTh
5:00 PM - 9:00 PM Sessions: 17
Jamie Prevosk

PLUMBING.TIER2-WSpring2021 \$469.00
1/11/2021-3/8/2021/Reg. Closed Days: MTh
5:30 PM - 9:00 PM Sessions: 17
John DelMonte

PLUMBING.TIER3-WSpring2021 \$469.00
2/8/2021-3/11/2021/Reg. Closed Days: MWTh
5:30 PM - 9:00 PM Sessions: 17
Jamie Prevosk

PLUMBING.TIER4-WSpring2021 \$469.00
1/4/2021-2/22/2021/Reg. Closed Days: MTTh
5:30 PM - 9:00 PM Sessions: 17
Matthew Flynn

PLUMBING.TIER5-W/Spring21 \$469.00
2/25/2021-3/30/2021 Days: TWTh
6:00 PM - 9:30 PM Sessions: 17
Adam Mitchell



Creative Writing for Fun - Online Interactive Format

Please review online format description. "A short story is like a flare sent into the sky. Suddenly and startlingly, it illuminates one portion of the world..." R. Macauley For those ready to send out their flares, this class helps you explore the hidden stories in your mind, fact and fiction. Illuminating stories come forth through in-class writing, different writing topics and tips each week, and shared story-telling. You don't need a degree in writing or a published novel, just a desire to explore your own creativity. Class size is limited. Please expect some flexibility in instructor's class weeks. **Instructor: Pamela Wight.**

CREATIVEWR-WSpring2021Sect1
3/23/2021-4/27/2021
5:00 PM - 7:00 PM

\$139.00
Days: T
Sessions: 6

CREATIVEWR-WSpring2021Sect2
5/18/2021-6/22/2021
5:00 PM - 7:00 PM

\$139.00
Days: T
Sessions: 6

GENERAL INFORMATION - SPRING/SUMMER 2021

Welcome to Keefe at Night! For a better understanding of our Spring/Summer 2021 schedules and procedures, please read the information that appears below.

Due to the Covid-19 Pandemic, Keefe at Night will not be able to operate at Keefe Tech during the Spring/Summer 2021 semesters. The vast majority of classes will be conducted on a live/virtual/interactive platform. Login information will be sent to students in advance of class. Hybrid courses with a hands-on component will take place at a nearby facility.

Hybrid Course In-Person Sessions - Safety Protocols:

All students participating in a hybrid program, will need to complete a questionnaire and sign to agree that they will abide by safety protocols including social distancing, and wearing a mask at all times during class.

Spring/Summer Semester Office Hours

There will be no access to the building throughout the Spring/Summer semesters for in-person classes or business transactions. We will, however, be available to assist you by phone and by email from 9:00 a.m. to 5:00 p.m., Monday through Friday.

Scheduled Class Cancellations:

April 19-23

Registration/Age Requirement:

With the exception of children's language courses, students must be at least 18 years old:

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 by phone.

There are 4 convenient ways to register and pay:

1. Online Registration: Visit 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 it 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 with a credit card/bank card..

4. 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 by phone.

Forms of Payment:

We accept American Express, MasterCard, Visa and Discover, checks, money orders, organization & purchase orders. **Please note: Refunds made to credit cards may take one week or longer to appear on your online statement. Refunds by check (for check payments) may take up to four 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

Cancellation for All Classes:

If Keefe at Night cancels a course, the full amount paid for the course 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 75% 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.

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

General Information, continued on next page

GENERAL INFORMATION - SPRING/SUMMER 2021, 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. 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 licensing and certificate courses, or upon request. There will be a \$5.00 processing fee for each **lost** or **misplaced** certificate.

Night of the Week & Time of Classes:

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

Change of Instructor:

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

Inclement Weather Cancellations for In-Person Portion of Hybrid Courses Only:

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 online 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/materials. Keefe at Night does not operate an internal bookstore. Please visit your local bookstore or place your order online.

Class Locations:

With the exception of hybrid courses all classes will be conducted on a live/interactive/virtual platform. Login information will be sent to students in advance of class.

School Policies:

All policies, rules and regulations pertaining to Keefe Regional Technical High School must be observed by students, school personnel and instructors.

Please do not hesitate to contact us if you have any questions. You can reach us at 508-416-2170 or by email at: continuinged@jkeefe.org.

We thank you for your continued support of Keefe at Night and hope you'll join us for our virtual programs.

All Classes Offered in Alphabetical Order

Acrylic Painting with Felipe Zamora - All Levels - Live/Virtual Class
Android: Effective Use of Your Android Phone -Live Virtual Class
Audiobook Narration Workshop - Live/Virtual Class
Basic Portrait Photography with Lynne Damianos - Live/Virtual Class
Beginner French 1 - Live/Virtual Class
Beginner French 2 - Live/Virtual Class
Beginner Russian 1 - Live/Virtual Class
Beginner Russian 2 - Live/Virtual Class
Beginners' Bridge - Live/Virtual Class
Bodytoning - Live/Virtual Class
Boosting the Immune System - Live/Virtual Class
Portuguese - Intermediate - Live Virtual Class
Brazilian Portuguese I - Beginner - Live Virtual Class
Bridge for the Advancing Bridge Player - Live/Virtual Class
Build a WordPress Website or Blog from Scratch - Live/Virtual Class
Cardio Blast - Live/Virtual Class
Clinical Medical Assistant Training Program - Hybrid Program
Composition for Photographers with Lynne Damianos - Live/Virtual Class
Construction Supervisor Unrestricted License Exam Prep - Online/Self Paced
Contemporary Floral Design - Live/Virtual Class
Create a Mosaic Pendant - Gorgeous Ruby Red Shades - Live/Virtual Class
Create a Mosaic Pendant - Stunning Teal Blue Shades - Live/Virtual Class
Creative Writing for Fun - Online Interactive Format
Digital Photography + with Lynne Damianos - Live/Virtual Class
DIY Bridal Floral Designs - Live/Virtual Class
Electrical Code - Journeyman, Module 1 - Live, Virtual Saturday Class

Electrical Code - Journeyman, Module 5 - Virtual/Live Class
Electrical Code - Journeyman, Module 7 - Live/Virtual Class
Electrical Code Journeyman, Module 8 - Live/Virtual Class
Emergency Medical Technician, EMT Certification Training, Hybrid Program
English as a Second Language, ESL, LEVEL/Nivel 1 - 4 - Live/Virtual Class
Essential Skills for Guitar - Intermediate - Live/Virtual Class
FREE Home Buying Seminar - Live/Virtual Class
FREE Intro to ZOOM - Live/Virtual Class
French for Children Ages 8-13 - Live/Virtual Class
French for Children Ages 8-13 - Levels 2/3 - Live Virtual Class
French for Children Ages 8-13 - Levels 3/4 - Live/Virtual Class
French Through Stories - Live/Virtual Class
Gentle Stretch - Live/Virtual Class
Get On The Ball - Live /Virtual Class
Health Care and Your Retirement - Live Virtual Class
How to Become an Entry Level Florist - Live/Virtual Class
How to Start Your Own Business and Make it Successful - Live/Virtual Class
Intermediate French 2 - Live/Virtual Class
Intro to Social Media for Business - Live/Virtual Class
Introduction to Guitar - Live/Virtual Class
Is it an Allergy or Sensitivity? - Live/Virtual Class
Les Conversations Françaises - Live/Virtual Class
Let's Learn About Francophone Countries - Ages 8-13 - Live/Virtual Class
Massachusetts Real Estate Salesperson Training - Live/Virtual Class
Microsoft Excel Pivot Tables - Live/Virtual Class
Optimizing Your LinkedIn Profile - Live/Virtual Class
Pet First Aid and CPR for Cats and Dogs- Live Virtual Class
Pharmacy Technician Training - Live/Virtual Class
Phlebotomy Technician Training - Hybrid Program

Plumbing Code and Theory Tier 1 - Live Virtual Class
Plumbing Code and Theory Tier 2 - Live Virtual Class
Plumbing Code and Theory Tier 3 - Live Virtual Class
Plumbing Code and Theory Tier 4 - Live Virtual Class
Plumbing Code and Theory Tier 5 - Live Virtual Class
Preparing Your Estate Plan Seminar - Live Virtual Class
Qi Gong for Arthritis - Live/Virtual Class
Qi Gong For Immune Health - Live/Virtual Class
Retirement Plan - Leave It, Roll It, Take It - Live Virtual Class
Russian Through Stories - Live/Virtual Class
Self-Healing with Qi Gong - Live/Virtual Class
ServSafe Manager Training/Certification Testing - Hybrid Course
Social Media Savvy For Your Business or Non-Profit - Live/Virtual Class
Social Security: Your Questions Answered - Live Virtual Class
Spanish - Elementary for Children Ages 6-12 - Live/Virtual Class
Spanish for Beginners - Live/Virtual Class
Spanish Through Short Stories: Advanced Beginner/Intermediate, Live/Virtual Class
Spring Basket Floral Designs - Live/Virtual Class
Sustainability and Indoor Composting - Live/Virtual Class
Tai Chi Basics with Jeanne Donnelly - Live Virtual Class
Tai Chi, Qi Gong, Yoga Fusion with Jeanne Donnelly - Live/Virtual Class
Tap Away Your Stress Workshop - Live/Virtual Class
Technical Writing Skills: Improve Your Career Prospects - Live/Virtual Class
Transitioning Into Retirement - Beyond Finances - Live/Virtual Class
Voice Over Training Workshop - Live Virtual Class
What Happens After the Paychecks Stop? -Live Virtual Class
Wills, Trusts, and Estate Planning: Protecting What Matters Most - Live/Virtual Class

Registration Form

First Name: _____ Last Name: _____

Mailing Address: _____

City/State/Zip: _____

Email Address: _____ Best Phone #: _____

Course ID	Course Title	Class Dates	Tuition Amount
TOTAL			

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

☐ MasterCard ☐ Visa ☐ Discover ☐ AmEx

Credit Card Number: _____ Expiration Date: _____

Authorization Code: _____ Name of Card Holder: _____

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 with the exception of children's language programs, participants/students must be at least 18 years of age in order to enroll in Keefe at Night programs.

Refund Policy

Cancellation for All Classes:

If Keefe at Night cancels, the full amount of the course is 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 Voucher will be issued for 75% of course tuition.
3. **No Course Vouchers or refunds** will be issued after the start of class.
4. **Withdrawal or absence from course on the day that it meets:** No refund or voucher. You may however, transfer your enrollment to a friend/relative.



Non-Profit
US Postage
Paid
Framingham, MA
Permit #67
Carrier Route
Pre-Sort

Residential Customer

Adult Preparation Courses:

- English as a Second Language
- GED Test Prep Course

Arts & Crafts

Business and Career Tools

Careers

Career Training through Ed2Go (Online)

Computer: Technology and Applications

Finance & Retirement Planning

Fitness

Health & Wellness, including Qi Gong & Tai Chi

Health & Wellness - Pet Health

Hobbies

Home & Garden

Language Arts & Culture - Children

Language Arts - Adult

Medical & Allied Health Training

Music

Paralegal Certification

- Online through Ed2go

Photography

Real Estate License Preparation

ServSafe Certification

Trade Preparation:

- Construction Supervisor Exam Preparation
- Electrical Code Journeyman Modules
- Plumbing Code Journeyman - Tiers 1-5

Writing

Registration Form



Like us on Facebook for current news and information
on upcoming courses:

www.facebook.com/keefetechconted.

Join us!
Call 508-416-2170 or Visit Us Online at
www.keefeatnight.org