



# Keefe at Night

## Continuing Education at Keefe Tech

**Welcome Back  
to In-Person  
Classes!**



## Fall 2021/Winter 2022 Catalog

**In-Person, Hybrid & Live Virtual Courses**

**Classes start on September 8, 2021**

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

# Keefe at Night

## Certification and Licensing Programs

### HEALTH AND WELLNESS CERTIFICATION

Usui/Holy Fire Reiki, Level 1

### MEDICAL AND ALLIED HEALTH TRAINING/EXAM PREPARATION

Adult & Pediatric First Aid/CPR/AED Certification  
Basic Life Support Certification  
Certified Nurse Assistant  
Clinical Medical Assistant Certification  
Emergency Medical Technician (EMT) Certification  
Pharmacy Technician Certification  
Phlebotomy Technician Certification

### REAL ESTATE TRAINING/EXAM PREPARATION

Massachusetts Real Estate Salesperson Training

### SERVSAFE EXAM PREPARATION/CERTIFICATION

ServSafe Manager

### TRADES LICENSE TRAINING/EXAM PREPARATION

Construction Supervisor - Unrestricted License  
Hoisting - 2A License  
Electrical Code - Journeyman Modules  
Plumbing Code and Theory - Journeyman Tiers

### WATER SAFETY CERTIFICATION

America's Boating (ABC3) Certification  
Lifeguard Training/Certification

## Answers to Frequently Asked Questions

### Are classes back in the building?

Yes! most classes will take place at Keefe Tech, and we will continue to offer live/virtual and hybrid courses. **Very Important: Students attending in-person and hybrid courses are required to adhere to safety protocols in place at time of attendance.**

**Classes Start on September 8, 2021.**

### Office Hours - Fall 2021

Our staff can be reached at the following times:  
Monday-Thursday: 9:00 a.m.-9:00 p.m.  
Fridays: 9:00 a.m.-5:00 p.m.

### Contact Information

By Phone: 508-416-2170  
By Email: [Continuinged@jpkeefehs.org](mailto:Continuinged@jpkeefehs.org)  
Website: [Keefeatnight.org](http://Keefeatnight.org)  
**Mailing Address:**  
750 Winter Street  
Framingham, MA 01702

### Scheduled Cancellation Dates:

9/16, 9/30, 10/11, 11/11, 11/18, 11/24 & 11/25

Virtual classes may still meet on nights that are listed above. Also, please check your registration receipt for possible additional cancellation dates.



Cover & Ad Designs by  
John Quintin, Keefe Tech '19

### What is the difference between a live/virtual, hybrid or self-paced course?

A virtual course is conducted entirely on a virtual platform. A hybrid course has an in-person component. Please see page 3 for more information.

### What technology do I need to join a live/virtual class?

A computer with audio and video, and an Internet connection. A Zoom link will be sent to students in advance of class. You will use the same link for multiple-session classes.

### How do I register?

You can register in person, online, by phone or by mail.

### 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 Cash, Visa, MasterCard, Discover, American Express, Checks and Organization Purchase Orders.

### Age Requirement

With the exception of live/virtual children's language courses, the minimum age requirement is 18.

### Certificates of Completion

Upon successful completion of Licensing and Certification programs, students receive their certificates. 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 for make up classes beyond the scheduled class hours.

### Textbooks and Supplies

Keefe at Night does not operate a book/supply store. Please see the online course description for information on books & supplies.

### Registration/Confirmation Receipt

In addition to payment information, your receipt contains:

- Dates and times of your class & location
- Scheduled cancellation dates
- Books/Supplies information
- Withdrawal/Refund policy.

### Withdrawal/Cancellation Refund Policy

Please see page 26 of this catalog for full details.

For school policies and procedures please go to page 26.

**Instructor Bios appear  
in online course  
descriptions**

**Full course descriptions  
can be found online at  
[Keefeatnight.org](http://Keefeatnight.org)**

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## In Person, Hybrid & Live/Virtual Classes

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Arts & Crafts .....	Medical & Allied Health Training .....
Arts & Crafts - Floral Design .....	Photography .....
Business and Career Tools .....	Real Estate Salesperson License Training .....
Careers .....	Small Engine Repair .....
Career Training through Ed2go (Online) .....	Sports .....
Computers: Technology & Applications .....	Trade Preparation:
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Finance & Retirement Planning .....	- Hoisting - 2A License Exam Preparation .....
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General Information .....
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Full course descriptions including instructor bios, books/supplies information and scheduled class cancellations can be found online at [Keefeatnight.org](http://Keefeatnight.org).

## Hybrid, Live/Virtual, Online Self-Paced - What does that mean?

### Hybrid Courses

We offer two types of hybrid courses. Both types have two components:



**Live/Virtual:** Some hybrid courses have a live/virtual component. Students meet with a live instructor on a virtual platform, and are able to interact with the instructor and others attending the class. Students will receive a Zoom invitation link by email in advance of the live/virtual class. The second part of the class is conducted in person at Keefe Tech.



**Self-Paced:** Other hybrid courses have a self-paced component. This means that students will receive access to an interactive website where they will complete classwork on their own schedule. However, all work must be completed in advance of the in-person sessions. In-person classes meet at Keefe Tech.



**Live/Virtual Courses** - These courses are conducted entirely on Zoom. A live instructor will teach the class.

Students will be able to interact with the instructor and others attending the class. Students will receive a Zoom invitation link by email in advance of class.



**Online Self-Paced** - Students complete these courses on their own schedule. Please be aware that

students will have access to these courses for a limited number of months. Upon registration, students will receive access to an interactive website where they will complete classwork on their own.

**All other classes will meet in person. Class titles in this catalog have been labeled according to their presentation format.**

## ADULT EDUCATION

### English as a Second Language, ESL Level/Nivel 1 - In Person

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

**We are back in the building! These classes will be held at Keefe at Night. Estas clases se llevarán a cabo en persona. As aulas serão conduzidas em pessoa.**

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, Advanced Beginner, Intermediate and Advanced. If you have never taken English language classes and consider yourself a beginner, you place in Level 1. There is no need to take a placement test.

If you attended a class at Keefe at Night recently, you will move on to the next level. **New Students:** For Levels 2, 3 & 4 there will be a placement test at Keefe Tech on Wednesday, August 18 between 4:30 p.m. and 7:30 p.m. Plan on a half hour for completion of the process. Classes begin on Thursday, September 9 and end on Thursday, December 9. They take place on Tuesdays and Thursdays from 6:00 - 9:00 p.m.

The total cost for the class is: \$285 for Levels 1 & 2; \$299 for Levels 3 & 4. Two books are included in the cost of tuition for all levels. Additional materials are included for levels 3 & 4.

**Inglés Como Segundo Idioma:** El poder comunicarse en inglés puede abrir muchas puertas para personas que actualmente no hablan el idioma. Keefe at Night brinda excelentes clases de ESL a la comunidad. Nuestros maestros son profesionales con mucha experiencia, quienes aprecian la importancia de la enseñanza del idioma a personas adultas. Ofrecemos cuatro niveles de aprendizaje: Principiantes, Principiantes Avanzados, Curso Intermedio y Curso Avanzado. Si nunca ha tomado cursos de inglés y se considera principiante, entrará al primer nivel. No necesita tomar una prueba. Si tomó clases en Keefe at Night recientemente, pasará al siguiente nivel.

**Estudiantes Nuevos:** Para los niveles 2, 3 y 4 habrá una prueba de colocación de nivel en Keefe Tech el miércoles 18 de agosto entre las 4:30 p.m. y 7:30 p.m. Planifique media hora para completar el proceso.

El curso de inglés empieza el jueves 9 de septiembre y termina el jueves 9 de diciembre. Las clases se reúnen los martes y jueves de 6:00 a 9:00 PM.

El costo total del curso es: \$285 para los niveles 1 y 2; \$299 para los Niveles 3 y 4. Se incluyen dos libros en el costo de la matrícula para todos los niveles. Se incluyen otros materiales para los niveles 3 y 4.

**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, Iniciante Avançado, Intermediário e Avançado. Se você nunca fez aulas de inglês e se considera um iniciante, você será colocado no Nível 1. Você não precisa fazer a prova. Se você assistiu a uma aula no Keefe at Night recentemente, você passará para o próximo nível.

**Estudantes Novos:** Para os níveis 2, 3 e 4, haverá uma prova de nível na Keefe Tech na quarta-feira, 18 de agosto, entre as 4:30 p.m. e 7:30: Planeje meia hora para concluir o processo.

O curso de inglês começa na quinta-feira, 9 de setembro e termina na quinta-feira, 9 de dezembro. As aulas acontecem às terças e quintas-feiras, das 6:00 p.m. às 9:00 p.m. O custo total da aula é: \$285 para os níveis 1 e 2; \$299 para os níveis 3 e 4. Dois livros estão incluídos no custo do curso para todos os níveis. Outros materiais estão incluídos para os níveis 3 e 4.

**No class, No hay Clases/Aulas: 9/16, 9/30, 10/11, 11/11, 11/18 & 11/25**

**Instructor/Profesora/Professora:** Domenica Clark, Level 1; Kim McCormack, Level 2; Vicki Kravitz; Linda Strayhorn, Level 4

<b>ESLLEVELS-Fall2021</b>	\$285.00/Levels 1 & 2
9/9/2021-12/9/2021	\$299/Levels 3 & 4
6:00 PM - 9:00 PM	Days: TTh
Classrooms: Keefe Tech, Second Floor:	Sessions: 22
Level 1: 300; Level 2: 302; Level 3: 301; Level 4: 303	

## GED TEST PREPARATION - SELF-PACED ONLINE COURSES

### GED Test Preparation - Self-Paced Online Courses - Registration Process

This program is offered through our training partner Ed2go. GED Preparation Classes are available for registration. Students have access to these online/self-paced classes 24/7 for a determined period of



time. Please visit this link to view information on classes or to register online: <https://www.ed2go.com/kan/SearchResults.aspx?SearchTerms=ged> For more information on preparation classes, please contact an Ed2Go representative at 800-701-8755, or at: [ed2go.support@cengage.com](mailto:ed2go.support@cengage.com) When you contact them, please let them know that Keefe at Night referred you

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

## Knitting for Beginners - In Person

This class is designed for new knitters as well as anyone needing a refresher. We will discuss different yarns, needles, tools, how to knit, purl, increase, decrease, make a gauge and more! Students will be able to apply what they learn to individual projects. Practice supplies will be provided by the instructor for in-class use. Students are also encouraged to bring any needles or yarn they already have. Any questions? Feel free to contact the instructor at keefe.pugstitches.com. Additional project supplies will be the student's responsibility. No class: 10/11. **Instructor: Jessica Pelon**

### ARTTX03-Fall2021

9/20/2021-11/1/2021

6:30 PM - 9:00 PM

Keefe Tech, First Floor, Room 203

\$129.00

Days: M

Sessions: 6

## Knitting Workshop - In Person

This is the perfect continuation of the knitting for beginners class and is also great for experienced knitters. Learn a new technique, start a project, finish a project you have lying around, or do all the above. Students will work on projects of their own choosing with the confidence of knowing someone is there to guide and support them. Come to the first class with practice or project supplies in hand. Feel free to contact the instructor before the first class with any questions or to discuss project ideas at keefe.pugstitches.com. All project supplies will be the student's responsibility.

**Instructor: Jessica Pelon**

### ARTTX01-Fall2021

11/8/2021-12/13/2021

6:30 PM - 9:00 PM

Keefe Tech, First Floor, Room 203

\$119.00

Days: M

Sessions: 6

## Floral Design

### Floral Design Series with Dawn Bagocius

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

### Autumn Candle Centerpiece - In Person

In this flower class we will create an Autumn candle flower arrangement with rich floral colors, foliage and fillers that will be a perfect centerpiece in your home.

#### ACFD5-Fall2021

11/10/2021-11/10/2021

6:00 PM - 8:00 PM

Keefe Tech, Ground Floor, Horticulture

\$75.00

Days: W

Sessions: 1

### Autumn Sunflower Floral Design - In Person

The long hot days of summer bring us beautiful sun and gardens filled with a wealth of beautiful blossoms. The Tuscan color palette is the inspiration for this design: deep blue, purple, vibrant burgundy red blossoms and bright yellow sunflowers.

#### ACFD3-Fall2021

9/23/2021-9/23/2021

6:00 PM - 8:00 PM

Keefe Tech, Ground Floor, Horticulture

\$75.00

Days: Th

Sessions: 1

### English Boxwood Trees - In Person

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

#### ACFD1-Fall2021

12/9/2021-12/9/2021

6:00 PM - 8:00 PM

Keefe Tech, Ground Floor, Horticulture

\$75.00

Days: Th

Sessions: 1

## Fabulous Holiday Wreath - In Person

Learn how to professionally create a holiday wreath. Learn some simple tricks that take the ordinary to extraordinary. Bring your favorite ribbon, and a glue gun if you have one.

### ACFD2-Fall2021

11/29/2021-11/29/2021

6:00 PM - 8:00 PM

Keefe Tech, Ground Floor, Horticulture

\$75.00

Days: M

Sessions: 1

## Pumpkin and Gourd Floral Centerpiece - In Person

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

### ACFD4-Fall2021

10/21/2021-10/21/2021

6:00 PM - 8:00 PM

\$75.00

Days: Th

Sessions: 1

## How to Become an Entry Level Florist - In Person

Please see condensed course description in Careers Section. Full description is available on our website.

### CAREERS3-Fall2021

9/14/2021-9/28/2021

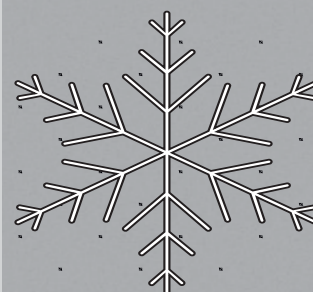
6:00 PM - 8:00 PM

Keefe Tech, Ground Floor, Horticulture Related Room

\$89.00

Days: T

Sessions: 3



### Inclement Weather Cancellations

Information will be posted on our website and our Facebook page. You can also call 508-416-2170 for a recorded message.



# BUSINESS & CAREER TOOLS

## How to Start Your Own Business and Make it Successful - In Person

If you want to start a business, or already have a business and want it to be more successful, this workshop is for you. Over 8 sessions, you will learn the fundamentals of starting and growing a business, how to develop and prepare an effective business plan and budget, organizational structure, marketing and sales planning, managing financial performance and cash flow, and how to secure financing to grow the business. You will also prepare your own Business Plan skeleton over the 8 weeks. You will hear real-life case studies on owners who did it right, and those that did it wrong, and you will perform your own simple cash flow exercise to get hands-on cash flow experience. **Instructor: Bruce Share.**

**BZTOOLS2-Fall2021** \$169.00  
9/8/2021-10/27/2021 Days: W  
6:00 PM - 9:00 PM Sessions: 8  
Keefe Tech, First Floor, Room 206

## Instagram for Business Owners - In Person

In this 90-minute course geared towards beginners, we will address everything that you need to know if you're just starting out using Instagram to promote your business. We will cover how to use the platform itself, as well as some of the terminology of the platform and how businesses specifically can use Instagram to make new connections and put their products and services out into the world.. **Instructor: Lauren Briggs.**

**BZTOOLS15-Fall2021** \$29.00  
11/3/2021-11/3/2021 Days: W  
6:00 PM - 7:30 PM Sessions: 1  
Keefe Tech, First Floor, Room 205

## Intro to Social Media for Business - In Person

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. We will explore the basics of different social media platforms and learn how to use Facebook specifically for both promotion and improved customer engagement. This course is aimed at those who are beginning to use social media. **Instructor: Lauren Briggs.**

**BZTOOLS4-Fall2021** \$75.00  
10/6/2021-10/20/2021 Days: W  
6:00 PM - 9:00 PM Sessions: 3  
Keefe Tech, First Floor, Room 205

## Online Interviewing Success - In Person Class

**This is an in-person class.** It's a fine time to get a new job! Join us to polish and perfect your interviewing skills. Our tips, tools, and techniques will help you gain the confidence and hard-core skills you need to step in front of your computer's camera and be your best self. Have a notebook and water handy! **Instructor: Lau Lapides.**

**CAREERS4-Fall2021** \$39.00  
9/23/2021-9/23/2021 Days: Th  
7:00 PM - 9:00 PM Sessions: 1  
Keefe Tech, First Floor, Room 206

## Live/Virtual Business & Career Tools Courses



### 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. Over 90% of recruiters use LinkedIn to find and evaluate candidates, and most hiring managers will view your LinkedIn profile before they interview you. Come and learn the key steps to creating a strong LinkedIn profile, and how to use it to build your professional network and expand your career prospects. **This class will be conducted on Zoom. A class invitation link will be sent to you in advance of class. Instructor: Brett Peruzzi.**

**BZTOOLS3-Fall2021** \$29.00  
11/8/2021-11/8/2021 Days: M  
6:00 PM - 8:00 PM Sessions: 1  
Live/Virtual Classroom

### 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. **This class will be conducted on Zoom. A class invitation link will be sent to you in advance of class. Instructor: Brett Peruzzi.**

**BZTOOLS1-Fall2021** \$29.00  
11/22/2021-11/22/2021 Days: M  
6:00 PM - 8:00 PM Sessions: 1  
Live/Virtual Classroom

### 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. You will first learn the basic skills you need to have and then the best practices to follow to be a successful technical writer. Finally, we'll cover how to create a technical writing-oriented resume and professional portfolio, and job search and interview strategies. **This class will be conducted on Zoom. A class invitation link will be sent to you in advance of class. Instructor: Brett Peruzzi.** No class: 10/11

**CAREERTOOLS5-Fall2021** \$99.00  
9/13/2021-10/18/2021 Days: M  
6:00 PM - 8:00 PM Sessions: 5  
Live/Virtual Classroom

## How to Start Your Own Business and Make it Successful - In Person

Please see description in the Business & Career Tools section of this catalog.

**BZTOOLS2-Fall2021** \$169.00  
9/8/2021-10/27/2021 Days: W  
6:00 PM - 9:00 PM Sessions: 8  
Keefe Tech, First Floor, Room 206

## How to Become an Entry Level Florist - In Person

Learn what it takes to get into the floral industry. This three-session classroom course will give students an understanding of industry procedures, knowledge of floral care, general pricing and how to advance in the field. If you do not have experience and have always wanted to work in a Florist Business or learn more about the industry, this is a great place to start. **Course tuition does not include floral design, flowers or materials. Floral Design classes are available at Keefe at Night this semester at an additional cost. Instructor: Dawn Bagocius.**

**CAREERS3-Fall2021** \$89.00  
9/14/2021-9/28/2021 Days: T  
6:00 PM - 8:00 PM Sessions: 3  
Keefe Tech, Ground Floor, Horticulture Related Room

## Usui/Holy Fire Reiki, Level 1 Certification - In Person

Learn about the concepts, energies, and history of Usui/Holy Fire Reiki. It is a powerful yet gentle form of healing that provides stress relief, relaxation, mental clarity and more. You will gain a general understanding of the concept of chakras, auras and Reiki energy using scanning and traditional hand positions. Certification will be presented at completion of course. **Required Textbook: Students will need to purchase the required textbook on their own in advance of class: Reiki, The Healing Touch: First and Second Degree Manual by William Lee Rand, 2000. ISBN 1-886785-03-1. Instructor: Amanda Bavaro.**

**HL101-Fall2021** \$89.00  
10/18/2021-10/25/2021 Days: M  
5:00 PM - 8:00 PM Sessions: 2  
Keefe Tech, Second Floor, Yoga Room

## Audiobook Narration Workshop - In Person

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. Topics of interest may include: breathing techniques, vocal & speech tips, accent & character development & producer expectations for basic technical set-up. Casting opportunities and best business practices may also be discussed. Industry Q & A included! **Instructor: Lau Lapides.**

**CAREERS2-Fall2021** \$39.00  
10/21/2021-10/21/2021 Days: Th  
7:00 PM - 9:00 PM Sessions: 1  
Keefe Tech, First Floor, Room 206

## Voice Over Training Workshop - In Person

If you are curious about employment possibilities of Voice Over in commercials, audiobooks and animation, come join our fast-paced fun, interactive workshop. This one-night class is full of tips and techniques designed to offer you an introduction to the exploding world of Commercial Voice Overs! **Instructor: Lau Lapides.**

**CAREERS1-Fall2021** \$39.00  
10/14/2021-10/14/2021 Days: Th  
7:00 PM - 9:00 PM Sessions: 1  
Keefe Tech, First Floor, Room 206

Full course descriptions can be found online at [Keefeatnight.org](http://Keefeatnight.org).

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

Cooking and Baking Classes  
will be offered again  
in Spring 2022!



### Very Important:

Students attending in-person & hybrid courses are required to adhere to safety protocols in place at time of attendance.

# COMPUTERS: TECHNOLOGY AND APPLICATIONS

## Siemens Solid Edge 3D CAD for Mechanical Design - In Person

Are you a Designer, Detailer, Drafter, Mechanical Engineer, Manufacturing Engineer/Technician, or a Manager of a CAD Department? Learn new skills and improve productivity by joining Paul Lienard for this 3D CAD for Mechanical Design course.

This course will cover 3D design topics relative to the creation, modification and optimization of engineering components, assemblies and detail engineering drawings. The curriculum concentrates on the use of contemporary Parametric CAD Modelling and Synchronous Technology. This hands-on class focuses on 3D mechanical design from concept to completion with an emphasis on accurate dimensioning, tolerancing and detail design drafting. Skills learned in this course can transfer to your current position for faster productivity in 3D Design. Successful completion of the course could also lead to an entry level position as a CAD Designer/Drafter, and can help increase your product development skills for 3D modeling & detail drafting. **Prerequisite:** Knowledge of 2D such as Autocad, Sketchup & mechanical drafting. **Instructor:** Paul Lienard.

**COADVAPP-Fall2021** \$299.00  
9/29/2021-12/8/2021 Days: W  
6:00 PM - 9:00 PM Sessions: 10  
Keefe Tech, Second Floor, Library Computer Lab

## Android: Effective Use of Your Android Phone - In Person

Learn to Live the Android Life! Calendars, contact lists, photos, and videos are just the beginning of the enormous capabilities of this phone. Soon you will wonder how you ever lived without your 'Droid'! Bring your charged Android to class. **Instructor:** Frank Yeung.

**TECH2-Fall2021** \$59.00  
12/2/2021-12/9/2021 Days: Th  
6:30 PM - 8:30 PM Sessions: 2  
Keefe Tech, Second Floor, Library Computer Lab

## Intro to Computers and Basic Applications - In Person

If you are a complete novice at computers and would like to learn not just the basics but want to delve into the world of basic applications, the internet and social media, then this class is perfect for you. Part of this course will guide you through the type of computer that would be most suitable for beginners like you. **Instructor:** Frank Yeung.

**COBASIC12-Fall2021** \$109.00  
10/7/2021-10/28/2021 Days: Th  
6:30 PM - 8:30 PM Sessions: 4  
Keefe Tech, Second Floor, Library Computer Lab

Full course descriptions can be found  
online at [Keefeatnight.org](http://Keefeatnight.org).

## Build a WordPress Website or Blog from Scratch - In Person

If you have purchased a domain name or are ready to buy a hosting package, this class is for you. WordPress is a powerful and easy-to-use tool for building virtually any kind of site. Your instructor will guide you through the hosting domain process and will help you install WordPress on your own server. You will review the steps to configure settings, pick a theme, add pages and a blog and more. **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 [bbdsdesign.com](http://bbdsdesign.com) for more information.) **Instructor:** Fan Stanbrough. No Class: 10/11.

**COWEB22-Fall2021** \$139.00  
9/20/2021-10/25/2021 Days: M  
7:00 PM - 9:00 PM Sessions: 5  
Keefe Tech, Second Floor, Library Computer Lab

## Live/Virtual Computers: Technology and Applications Courses



### Design Your Own Website - Live/Virtual Class

Design a WordPress website and start your online journey. This class is a beginner class, designed for people with no WordPress experience and no coding knowledge. Instructors will share the most practical knowledge and you will learn how to quickly set up a simple WordPress website. **This class will be conducted on Zoom. A class invitation link will be sent to you in advance of class.** **Instructor:** Fan Stanbrough.

**COWP3-Fall2021Virtual** \$59.00  
11/8/2021-11/15/2021 Days: M  
7:00 PM - 9:00 PM Sessions: 2  
Live/Virtual Classroom

### Microsoft Excel Pivot Tables - Live/Virtual 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! Two sessions on different dates are available. Students must have access to Excel 2013 or later versions to be able to attend this class. **Prerequisite:** Basic MS Excel skills. **This class will be conducted on Zoom. A class invitation link will be sent to you in advance of class.** **Instructor:** Instructor: Ray Pourali.

**COMS201-Fall2021Sect1** \$49.00  
10/7/2021-10/7/2021 Days: Th  
6:00 PM - 9:00 PM Sessions: 1  
**COMS201-Fall2021Sect2** \$49.00  
12/2/2021-12/2/2021 Days: Th  
6:00 PM - 9:00 PM Sessions: 1



## FACIAL THREADING

### Facial Threading - In Person

Threading is becoming popular in the U.S. because it's less painful, more precise, and a long-lasting hair removal modality. Learn the history, fundamentals, basic of eyebrow shaping, full face threading techniques and business smarts. This class is for everyone even if you are not a cosmetologist, an aesthetician, or a makeup artist. You will also learn how to thread yourself! Supplies are included in the cost of tuition. **Instructor: Amanda Bavaro.**

**BEAUT-1Fall2021**  
9/27/2021-10/4/2021  
5:00 PM - 8:00 PM  
Keefe Tech, Second Floor, Room 316

\$99.00  
Days: M  
Sessions: 2

## FINANCE & RETIREMENT PLANNING

### Transitioning Into Retirement - Beyond Finances - In Person

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-Fall2021**  
10/12/2021-10/12/2021  
6:00 PM - 9:00 PM  
Keefe Tech, First Floor, Room 208

\$39.00  
Days: T  
Sessions: 1

### Divorce Workshop - Navigating the Process and Financial Considerations - In Person

Concerned about how to navigate the divorce process, the court system, the negotiations with your spouse, telling your children? Fearful of losing your home, community, security, and lifestyle? Not sure where to begin or how to get more information? In this 3-hour course, you will learn about the landscape of divorce in Massachusetts; **Instructor: Halee Burg.**

**FN09-Fall20212**  
11/9/2021-11/16/2021  
6:00 PM - 7:30 PM  
Keefe Tech, First Floor, Room 204

\$49.00  
Days: T  
Sessions: 2

### How to Get Debt Free - In Person

If you have debt payments of any kind you should attend. This workshop will show you how to eliminate credit card debt in 1-3 years, and your 30-year mortgage in only another 3 to 4. Learn a simple guaranteed system to eliminate all debt within your current income. Bring a list of debts along with minimum monthly payments and a calculator. Before you leave the workshop you will have developed your own debt elimination plan which you can implement immediately into your lifestyle. Credit report issues (errors, identify theft and how to boost your credit scores will also be covered. An optional textbook will be available for purchase for \$49 at the end of the workshop. **Instructor: Timothy Schnelle.**

**FN13-Fall2021**  
9/29/2021-9/29/2021  
6:00 PM - 9:00 PM  
Keefe Tech, First Floor, Room 203

\$39.00  
Days: W  
Sessions: 1

## FINANCE & RETIREMENT PLANNING

### How to Pay for College without Sacrificing your Retirement - In Person

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

**FN16-Fall2021**  
10/12/2021-10/12/2021  
6:30 PM - 9:00 PM  
Keefe Tech, First Floor, Room 210

\$39.00  
Days: T  
Sessions: 1

### Understanding and Using Your VA Home Loan Benefits - In Person - Free Class

VA guaranteed loans are for veterans, active duty personnel, reservists and National Guard, as well as surviving spouses of Veterans. In this class we will discuss and review the benefits of the VA guaranteed home loan. You will learn how to purchase a home with no down payment, as well as how to refinance your current home mortgage. **Instructor: Michael Shain.**

**FN301-Fall2021**  
9/22/2021-9/22/2021  
6:30 PM - 7:30 PM  
Keefe Tech , Room 203

Free  
Days: W  
Sessions: 1

### Wills, Trusts, and Estate Planning: Protecting What Matters Most - In Person

During the course, students will learn the fundamentals of Estate Planning and the tools required to keep families out of court and conflict. Learn about probates, estate taxes, trusts and more. Overall, the course is an opportunity for individuals and families to learn how to protect their loved ones and their assets in the way they want them to be protected, if someone is to become incapacitated and/or when they die. **Instructor: Erica Endyke.**

**FINRET3-Fall2021**  
10/13/2021-10/13/2021  
6:00 PM - 7:30 PM  
Keefe Tech, First Floor, Room 204

\$19.00  
Days: W  
Sessions: 1

## Live/Virtual Finance & Retirement Planning Classes



### Broaden Your Knowledge of Investing - Live/Virtual Class

In this class you will learn about: Rules of investment, strategy development, how to choose quality investments, diversifying your portfolio, investing for the long term, and focus on what you can control. Login instructions will be sent in advance of the class date. **Instructor: Alex Winkelmann.**

**FNINV1-Fall2021**  
10/28/2021-10/28/2021  
6:00 PM - 8:30 PM

\$29.00  
Days: Th  
Sessions: 1

## FINANCE & RETIREMENT PLANNING

### 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. **Login instructions will be sent in advance of the class date.** Instructors: Alex Winkelmann & Kevin McCoy.

**FINRET4-Fall2021** \$29.00  
9/30/2021-9/30/2021 Days: Th  
6:00 PM - 8:30 PM Sessions: 1  
Live/Virtual Classroom

### 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. Participants will learn about: The most common distribution options; How to avoid having the IRS withhold 20% of your retirement distribution; How taxes, penalties and investment options factor into your decision. **Login instructions will be sent in advance of the class date.** Instructor: Alex Winkelmann.

**FINRET6-Fall2021** \$29.00  
9/23/2021-9/23/2021 Days: Th  
6:00 PM - 8:30 PM Sessions: 1  
Live/Virtual Classroom

### 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. **Login instructions will be sent in advance of the class date.** Instructor: Alex Winkelmann.

**FINRET1-Fall2021** \$29.00  
9/16/2021-9/16/2021 Days: Th  
6:00 PM - 8:30 PM Sessions: 1  
Live/Virtual Classroom

### 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. **Login instructions will be sent in advance of the class date.** Instructor: Alex Winkelmann.

**FINRET2-Fall2021** \$29.00  
10/7/2021-10/7/2021 Days: Th  
7:00 PM - 9:30 PM Sessions: 1  
Live/Virtual Classroom

## FITNESS

### Belly Dancing with Jemileh - All Levels - In Person

Belly Dancing is Back! This class will be an introduction to the rich repertoire of moves and combinations that make up this beautiful art form. Classes will include drills to help build strong muscle control as well as techniques to increase flexibility and grace. **What to wear:** comfortable clothes, yoga pants - fitted ankles so the instructor can see how your feet/ankles are moving, comfortable top and socks (no shoes except for dance sneakers or soft soled dance shoes) Bring: water, and willingness to shake, shake, shake. Instructor: Jemileh.

**FTBELLYD1-Fall2021** \$119.00  
9/13/2021-11/22/2021 Days: M  
6:00 PM - 7:00 PM Sessions: 10  
Keefe Tech, First Floor, Gym

### Tai Chi, Qi Gong, Yoga Fusion with Jeanne Donnelly - In Person - OUTDOORS

This class will be taught outdoors. Rain dates: Wednesday, October 27 & November 3. Jeanne will combine exercises from the three major healing practices of Tai Chi, Qi Gong and Yoga. No experience necessary. The exercises are gentle, can be modified and may all be done standing. Our focus will be on enhancing our bodies energy flow, releasing muscle tension, and deepening our breath flow. We will end the class with a meditative relaxation which can be done standing, sitting or lying on a yoga mat. Please bring a yoga mat to class. No class: 9/15

**TAICHI2-Fall2021** \$79.00  
9/8/2021-10/6/2021 Days: W  
5:30 PM - 6:30 PM Sessions: 5  
Keefe Tech, Outdoors

### Watercize - In Person

Chris Masiello is back to teach our Watercize Class!!! Both swimmers and non-swimmers can exercise and get in shape in the pool. You'll have your choice of a shallow or deep water workout each week. You'll feel stronger, gain flexibility and increase muscle strength. For all swim/water aerobics classes, a bathing suit is required although Under Armour shirts and leggings may be worn. No class: 10/11.

**FTWATERS07-Fall2021** \$159.00  
9/20/2021-11/8/2021 Days: MW  
7:00 PM - 8:00 PM Sessions: 14  
Keefe Tech, First Floor, Pool

### Bootcamp with Jo-Ellen McCarrick - In Person at Keefe Tech

Expect to work hard within your limits. This class will be held both indoors and outdoors and will include a variety of individual and team activities. Classes will include strength, agility, balance activities, cardio drills, relay races and obstacle courses. Great class for weight loss, building strength and improving heart health. Participants should bring a set of dumbbells suited to their ability level, a mat or towel and bottled water. Resistance tubes for legs and arms are also suggested but not required. No class: 10/12 & 11/16.

**FITNESSBC1-Fall2021** \$99.00  
9/21/2021-12/7/2021 Days: T  
6:00 PM - 7:00 PM Sessions: 10  
Keefe Tech, First Floor, Stage in Auditorium

*Fitness classes continue on page 13*

# Electrical Code Journeyman Module Program - In-Person Classes

These courses are for everyone seeking licensure in Massachusetts in the Electrical Code Journeyman Module Program. Requirement: High school diploma or equivalency.

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 offers courses in the Massachusetts Module Program.

Through Keefe at Night, you can complete your Journeyman classroom instruction requirements. 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 students including 17 DVDs covering all the NEC and practice exams to assist students in completing the education necessary to pass their electrical exams. All classes start promptly on time in order to ensure state policy compliance.

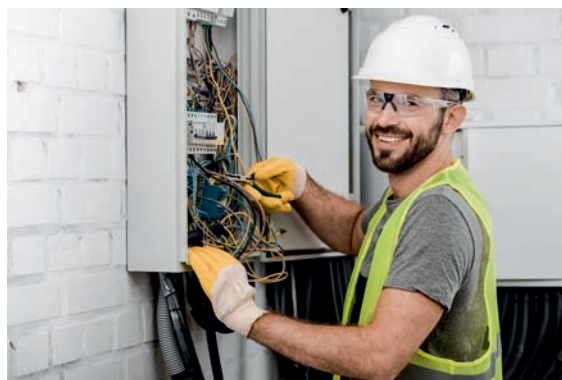
We strongly recommend that you visit the MA Board of State Examiners of Electricians website for comprehensive information on how to become a Massachusetts Electrical Code Journeyman:

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

## Electrical Code - Journeyman, Module 2 - Saturday Class

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-Fall2021	\$519.00
9/11/2021-12/11/2021	Days: Sa
8:00 AM - 2:30 PM	Sessions: 13
Richard Packer	
Keefe Tech, Ground Floor,Electrical Related Room	



## Electrical Code - Journeyman, Module 4

This class will cover Fiber, data and communications wiring and systems, MA Laws and Regulations pertaining to Electrical Wiring, and Conduct of Technicians and Apprentices including Inspection Requirements.

ELECTRICMOD4-Fall2021	\$519.00
9/13/2021-11/22/2021	Days: MW
6:00 PM -10:00 PM	Sessions: 20
Richard Packer	
Keefe Tech, Ground Floor,Electrical Related Room	

## Electrical Code - Journeyman, Module 6

This class will cover National Electrical Code application of DC Theory, Massachusetts Electrical Code and Amendments (527 CMR 12.00) and wiring methods, Branch Circuit/Feeder/Service Requirements, Calculations and Voltage Drops, Motors, Controls and Transformer Requirements, Use of Code Book tables and examples, Swimming Pools and similar installations.

ELECTRICMOD6-Fall2021	\$519.00
9/14/2021-12/7/2021	Days: TTh
6:00 PM -10:00 PM	Sessions: 20
David Hatton	
Room 223	

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## Bus Trips Coming Back in Spring 2022!!



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

## In-Person Classes



### Phlebotomy Technician Certification 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 Healthcareer Association Phlebotomy Technician Certification Exam.

**October 4 - November 22, 2021**  
**Tuition \$1,979**



### Clinical Medical Assistant Certification 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 Healthcareer Association Clinical Medical Assistant Certification Exam.

**September 9 - December 21, 2021**  
**Tuition \$2,749**



### Pharmacy Technician Certification Training

This course offers 50 hours of classroom study. Upon successful completion, students are eligible to sit for the Pharmacy Technician Certification Board (PTCB) Exam.

**This program does not include an externship option.**

**October 4 - November 29, 2021**  
**Tuition \$1,099**

### Certified Nurse Assistant Training



This training program - approved by the Massachusetts Department of Public Health - is designed to prepare students for a career as professional health care providers. Fifty-four hours of classroom study will prepare students for 21 hours of supervised clinical rotation. Upon successful completion of the course, students will be eligible to apply for State Certification through the American Red Cross.

**September 9 - November 4, 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, students will be able to take the practical and written certification exams to become certified in the Commonwealth of Massachusetts and nationally. This course includes AHA Healthcare Provider CPR

**September 9, 2021 - January 13, 2022**  
**Tuition \$1,169**



## FITNESS

### Gentle Stretch With Jo-Ellen McCarrick - All Levels - In Person at Keefe

This class will help to improve flexibility, alleviate back pain, reduce muscle tension, promote relaxation and relieve stress. The class begins with a cardio-based warm up that includes dynamic movements and active stretches. Next, students will perform a series of slow head-to-toe relaxing stretches that draw from dance, yoga, therapeutic conditioning and traditional exercise. Floor work required. Participants should bring a mat or towel and water. No class: 10/12 & 11/16.

#### FITNESSGS2-Fall2021

9/21/2021-12/7/2021

7:15 PM - 8:15 PM

Keefe Tech, First Floor, Stage in Auditorium

\$99.00

Days: T

Sessions: 10

### Bodytoning with Jo-Ellen McCarrick at BRACE in Framingham - In Person

This in-person class will take place at the Brazilian American Center (BRACE): 560 Waverly Street in Framingham. Bodytoning will help you to strengthen your core, boost bone density, develop lean muscles, build stamina, improve flexibility, achieve balance and reduce stress! Bring a mat or towel for floor work. Hand-held weights and resistance tubes for arms and legs are available for use or bring your own. Two sessions are available at different times.. No class: 11/24.

#### FITBTBRACE-Fall2021BRACE

9/22/2021-12/15/2021

5:15 PM - 6:00 PM

Offsite, BRACE Gym

\$99.00

Days: W

Sessions: 12

#### FITBTBRACE-FALL2021BRACE2

9/22/2021-12/15/2021

7:15 PM - 8:00 PM

Offsite, BRACE Gym

\$99.00

Days: W

Sessions: 12

### Cardio Blast with Jo-Ellen McCarrick at BRACE in Framingham - In Person

This in-person class will take place at the Brazilian American Center (BRACE): 560 Waverly Street in Framingham. Cardio Blast is a low-impact class that 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. Bring a mat or towel for floorwork. No class: 11/24.

#### FITNESSCBBRACE-Fall2021BRACE3

9/22/2021-12/15/2021

6:15 PM - 7:00 PM

Offsite, BRACE Gym

\$99.00

Days: W

Sessions: 12

## Live/Virtual Fitness Classes with Jo-Ellen



Please go to the Fitness Section on our website to view a listing of Jo-Ellen's Live/Virtual Fitness Classes, including Bodytoning, Cardio Mix and Gentle Stretch.

## FOOD SERVICES & SERVSAFE CERTIFICATION

### Food Services & ServSafe Certification

#### Food Handler Refresher Course - In Person

This course is perfect for both new employees and existing employees who may need a refresher course in safe food handling. This two-hour food safety class is perfect for the employee who does not need a manager's certificate. Subjects covered include: Basic food safety; Personal hygiene; Cross contamination and allergens; Time & temperature; Cleaning and sanitation. Manual is included and will be provided in class. **Instructor: Lynn Petrowski.**

#### SSFOODH-1Fall2021Sec4

11/17/2021-11/17/2021

5:00 PM - 7:00 PM

Keefe Tech, First Floor, Room 208

\$69.00

Days: W

Sessions: 1

## Hybrid ServSafe Classes



### ServSafe Manager Training/Certification

#### Preparation - Hybrid Format: Live/Virtual & In-Person

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. Although not required, participants may opt to purchase the ServSafe Manager Book, 7th Edition directly from ServSafe National Restaurant Association. Please see information in online description. **A Zoom link for your Wednesday virtual class will be sent to you by email in advance of class. Instructor: Lynn Petrowski.**

#### SSCER 01-FALL2021SECT 1

9/22/2021-9/23/2021

5:00 PM - 8:00 PM

In-Person Class: Keefe Tech, First Floor, Room 208

\$169.00

Days: WTh

Sessions: 2

#### SSCER 01-FALL2021SECT 2

10/20/2021-10/21/2021

5:00 PM - 8:00 PM

In-Person Class: Keefe Tech, First Floor, Room 208

\$169.00

Days: WTh

Sessions: 2

#### SSCER 01-FALL2021SECT 3

12/8/2021-12/9/2021

5:00 PM - 8:00 PM

In-Person Class: Keefe Tech, First Floor, Room 208

\$169.00

Days: WTh

Sessions: 2



**Very Important:**  
Students attending in-person & hybrid courses are required to adhere to safety protocols in place at time of attendance.

# HEALTH & WELLNESS

## Usui/Holy Fire Reiki, Level 1 Certification - In Person

Please see the class description in the Careers section of this catalog. The full description is available on our website.

**HL101-Fall2021** \$89.00  
10/18/2021-10/25/2021 Days: M  
5:00 PM - 8:00 PM Sessions: 2  
Keefe Tech, Second Floor, Yoga Room

## Tai Chi, Qi Gong, Yoga Fusion with Jeanne Donnelly - In Person - *OUTDOORS*

Please see description in the Fitness Section of this catalog

### Qi Gong - Self Healing - In Person

Qi Gong is a system of gentle exercises used to increase health, vitality, and to overcome disease. 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. **Instructor: Joe Foley.**

**QIGONG1-Fall2021** \$39.00  
10/13/2021-10/13/2021 Days: W  
7:00 PM - 9:00 PM Sessions: 1  
Keefe Tech, Second Floor, Room Yoga Room 1

### Qi Gong for Arthritis - In Person

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 and muscle stiffness. Qi Gong may help prevent arthritis from getting worse and promote circulation for healing. **Instructor: Joe Foley.**

**QIGONG3-Fall2021** \$39.00  
11/10/2021-11/10/2021 Days: W  
7:00 PM - 9:00 PM Sessions: 1  
Keefe Tech, Second Floor, Room Yoga Room

### Qi Gong For Immune Health - In Person

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-Fall2021** \$39.00  
12/8/2021-12/8/2021 Days: W  
7:00 PM - 9:00 PM Sessions: 1  
Keefe Tech, Second Floor, Room Yoga Room

## Boosting the Immune System - In Person

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. **Instructor: Holli Bassin.**

**HEALTHW1-Fall2021** \$19.00  
9/27/2021-9/27/2021 Days: M  
6:00 PM - 7:00 PM Sessions: 1  
Keefe Tech, First Floor, Room 207

## Is it an Allergy or Sensitivity? - In Person

Learn how leaky gut and food sensitivities can cause an inflammatory cascade within your body. Discover symptoms that you might not suspect are a result of these sensitivities and why it might be beneficial to test for food sensitivities. We will also discuss why adding or subtracting foods from your diet might be helpful in both resolving your symptoms and preventing other symptoms from occurring. **Instructor: Holli Bassin.**

**HEALTHW2-Fall2021** \$19.00  
10/13/2021-10/13/2021 Days: W  
6:00 PM - 7:00 PM Sessions: 1  
Keefe Tech, First Floor, Room 207

## Raw and Living Foods - In Person

Adopting a raw and living foods lifestyle avoids crucial loss of nutrients and amplifies your health! Learn how to discover how feasible and beneficial it is to ditch the heat and begin embracing the raw and living foods lifestyle! During this class, you will learn the disadvantages of cooking food and about yummy raw alternatives and ways to adopt this new surge of nutrition into your daily life. **Instructor: Holli Bassin.**

**HEALTHW5-Fall2021** \$19.00  
10/18/2021-10/18/2021 Days: M  
6:00 PM - 7:00 PM Sessions: 1  
Keefe Tech, First Floor, Room 207

## Tap Away Your Stress Workshop - In Person

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. It's a simple technique that has been around for over 5,000 years and anyone can learn to do it. Experience emotional freedom using your own fingertips and discover how your life can be changed for the better. **Instructor: Holli Bassin.**

**HEALTHW3-Fall2021** \$29.00  
10/5/2021-10/5/2021 Days: T  
6:00 PM - 8:00 PM Sessions: 1  
Keefe Tech, First Floor, Room 207

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

## Massachusetts Real Estate Salesperson Training - In-Person Classes

**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 students score 70% or better on their exam, they will receive their 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.



<b>REALESTATE1-Fall2021</b>	<b>\$369.00</b>
10/6/2021-12/6/2021	Days: MW
6:00 PM - 9:00 PM	Sessions:15
Brad Roberts	
Keefe Tech, First Floor, Room 210	

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## Construction Supervisor Unrestricted License Exam Preparation Course In-Person Classes



**Registration Deadline: Thursday, September 7.** Space is limited. Only a person licensed by the Massachusetts Board of Building Regulations and Standards may supervise the construction and renovation of all one and two family dwellings and all buildings containing less than 35,000 cubic feet of enclosed space. This course will help you prepare for your Massachusetts Construction Supervisors Unrestricted License Exam. This class requires students to devote a significant amount of time familiarizing themselves with the building code materials and methods of preparation for the exam. Through this learning method, you will be able to retain the system's process in order to find the answers to the test questions that will be presented. A score of 70% is required to successfully pass the state exam. It is recommended that you are pre-approved by the state testing agency prior to the class. However, this is not a requirement. In addition to class time, you will be expected to work on practice exams and to read the materials 6-8 hours per week.

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

If the class schedule does not work for you, please see our listing for our self-paced online course.

**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.

<b>CSLPREP-Fall2021</b>	<b>\$850.00</b>
9/14/2021-10/19/2021	Days: T
6:00 PM - 9:00 PM	Sessions: 6
Mike Giampietro	
Keefe Tech, First Floor, Room 201	



## **Journeyman Plumbing Code and Theory - Tiers 1 - 5 - In-Person Classes** **New Format: Complete 5 tiers in 4 years at Keefe at Night**

Keefe at Night offers all five tiers of the Massachusetts Journeyman Plumbing Code and Theory Program. Our Plumbing Tier Program fulfills the required Tier code & theory portion of classroom training for students wishing to become Massachusetts Journeyman Plumbers. The program covers the state-required curriculum, including code, science, theory and math. Enrollment is open to non-apprentices in Tier 1 ONLY. Students wanting to enroll in Tiers 2, 3, 4 & 5 must hold a current Massachusetts apprenticeship license. Classes are open to apprentices 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 classroom hours. Apprentices licensed prior to September 1, 2008 are required to accumulate 300 hours over a three-year period. Requirement: High School Diploma or equivalency.

**New Four-Year/5 Tier Format Starting in Fall 2021!** Keefe at Night is now offering a four-year, five-Tier Program. Under this new format, Tiers 1 and 2 can both be completed within a 12-month period. Tier 1 - Full Tier will be offered in Fall 2021. Tier 2 - Full Tier will be offered in Spring 2022. Tiers 3, 4 and 5 will continue to be offered as 2 semester tiers. Students just starting their Tier studies will be able to complete the program in 4 years instead of 5.

For information on Massachusetts State requirements, we strongly recommend that you visit:  
<https://www.mass.gov/plumber-licensing>

**Class Schedules can be found on Page 23 of this catalog.**

## **Live/Virtual & Hybrid Classes (Virtual & In Person)**



Bodytoning with Jo-Ellen McCarrick - Live/Virtual

Broaden Your Knowledge of Investing - Live/Virtual

Cardio Blast with Jo-Ellen McCarrick - Live/Virtual

Cardio Mix with Jo-Ellen McCarrick - Live/Virtual

Design Your Own Website - Live/Virtual

French - Intermediate - Live/Virtual

Gentle Stretch with Jo-Ellen McCarrick - Live/Virtual

Health Care and Your Retirement - Live/Virtual

Lifeguard Training/Certification - Hybrid

Microsoft Excel Pivot Tables - Live/Virtual

Optimizing Your LinkedIn Profile - Live/Virtual

Pet First Aid and CPR for Cats and Dogs - Hybrid

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

ServSafe Manager Training/Certification Testing - Hybrid

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

Social Security: Your Questions Answered - Live/Virtual

Spanish - Elementary Spanish for Children Ages 6-9 - Live/Virtual

Spanish - Elementary Spanish for Children Ages 10-12 - Live/Virtual

Spanish - Intermediate - Live/Virtual

Sustainability and Indoor Composting - Live/Virtual

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

What Happens After the Paychecks Stop? - Live/Virtual



## HEALTH & WELLNESS

### Your Healthiest You - A Holistic Approach - In Person

Make a connection between nutrition, lifestyle and health. Understand food choices in restaurants, your home, and the supermarket, and how they make you feel. We will discuss eating hygiene, digestive health, anxiety, insomnia, low energy and fatigue. Learn how you can feel amazing just by adding a few new holistic tips and lifestyle changes to your daily routine. **Instructor: Holli Bassin.**

**HEALTHW-4Fall2021**

10/12/2021-10/12/2021

7:00 PM - 8:30 PM

Keefe Tech, First Floor, Room 207

\$29.00

Days: T

Sessions: 1

### Pet Health - Hybrid Classes

#### Pet First Aid and CPR for Cats and

#### Dogs - Hybrid Format: Virtual & In-Person

We all love our pets and want to keep them happy and healthy. It's important to prepare for the unexpected emergency or accident. This class will give you the tools to be ready. At the conclusion of class you will receive a Certification of Completion wall certificate and wallet card good for 2 years. We look forward to teaching you these very valuable skills and helping you truly be your pet's best friend. A class information packet will be sent to your mailing address before the start of class. On Monday you will meet over Zoom. The hands-on portion on Tuesday will be conducted in person. Login information for the Monday Live/Virtual session will be sent to you by email in advance of class. **Registration deadline for either session: 1 week before the start of class. Instructor: Laura McCallion.**



**HEALTHWPETS-Fall2021Section1**

9/27/2021-9/28/2021

6:00 PM - 9:00 PM

In-Person Class: Keefe Tech, First Floor, Room 209

\$75.00

Days: MT

Sessions: 2

**HEALTHWPETS-Fall2021Sect2**

6:00 PM - 9:00 PM

11/8/2021-11/9/2021

In-Person Class: Keefe Tech, First Floor, Room 209

\$75.00

Sessions: 2

Days: MT

## HOBBIES

### Beginners' Bridge - In Person

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-Fall2021**

9/21/2021-11/9/2021

6:30 PM - 9:00 PM

Keefe Tech, Second Floor, Room 309

\$139.00

Days: T

Sessions: 8

## HOBBIES

### Bridge for the Advancing Bridge Player - In Person

This course is designed for people with some bidding and playing experience who want to improve their game. It will begin with a review of basic bidding from straight forward non-competitive auctions to competitive bidding. Some of the discussion will be expanded to include more advanced bidding methods. The course will go on to cover a few other useful conventions used by many duplicate bridge players as well as the popular Two Over One Game Force bidding system. There will be ample time allowed for practice hands to help in learning new concepts covered each week. This is a fun and informal class. No class: 10/11. **Instructor: Tony Keats.**

**HOBBY1-Fall2021**

9/20/2021-11/15/2021

6:30 PM - 9:00 PM

Keefe Tech, Second Floor, Room 309

\$139.00

Days: M

Sessions: 8

## HOME & GARDEN

Please see floral design series in the Arts & Crafts section of this catalog.

### How to Organize Your Kitchen So It Looks and Feels

#### Amazing - In Person

Does this describe your kitchen? It always looks messy; Finding or putting things away is always frustrating; It's difficult to cook because the counters are cluttered. The kitchen is one of the most challenging rooms to organize, but also the most important. Even if your kitchen was once organized, the pandemic may have undermined your best efforts. If you are up to the challenge, Ann can help! **Instructor: Ann Jewell.**

**HGORG5-Fall2021**

10/13/2021-10/13/2021

6:30 PM - 8:30 PM

Keefe Tech, First Floor, Room 208

\$29.00

Days: W

Sessions: 1

### Live/Virtual Home & Garden Class



#### Sustainability and Indoor Composting - Live/Virtual Class

Are you interested in organic composting? You can compost even if you don't have access to a backyard! Learn how to create and maintain a healthy, odorless compost bin that will be fully operational year-round. You can build a compost system by up-cycling everyday items from your home. Learn how to harvest compost, and how to make compost 'tea.'

**Composting kits must be purchased separately. Please visit [enviropal.org](http://enviropal.org) to order your kit.** Shipping available to any location within the United States. **Login instructions will be sent in advance of class. Instructor: Ray Pourali.**

**HGLS09-Fall2021**

10/6/2021-10/6/2021

6:00 PM - 9:00 PM

Live/Virtual Classroom

\$29.00

Days: W

Sessions: 1

## LANGUAGE ARTS - ADULT

### American Sign Language - Beginner - In Person

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

#### LA18-Fall2021

9/15/2021-11/17/2021

6:00 PM - 7:30 PM

Keefe Tech, Second Floor, Room 307

\$149.00

Days: W

Sessions: 10

### Brazilian Portuguese I - Beginner - In Person

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.

**Required Textbook** to be purchased by students in advance of class: *Living Language Brazilian Portuguese, Complete Edition* by Living Language and Dulce Marcello. ISBN-13: 978-0307972088. Come Join us. **Instructor: Eliane Vaz Louison.**

#### LAPORTUGUESE2-Fall2021

9/13/2021-12/6/2021

6:30 PM - 9:00 PM

Keefe Tech, First Floor, Room 202

\$179.00

Days: M

Sessions: 12

### Brazilian Portuguese II - Intermediate - In Person

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.

**Required Textbook** to be purchased by students in advance of class: *Living Language Brazilian Portuguese, Complete Edition* by Living Language and Dulce Marcello. ISBN-13: 978-0307972088. Come Join us. **Instructor: Eliane Vaz Louison.**

#### LAPORTUGUESE1-Fall2021

9/15/2021-12/8/2021

6:30 PM - 9:00 PM

Keefe Tech, First Floor, Room 202

\$179.00

Days: W

Sessions: 12

Full course descriptions can be found online at [Keefeatnight.org](http://Keefeatnight.org).

General information can be found on page 26.

## Keefe At Night

# Career Training through Ed2GO

### Self-paced Online Learning



### ONLINE CAREER TRAINING PROGRAMS

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.

Visit our website for program details and to enroll!

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

### 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 online courses are informative, fun, convenient, and highly interactive. We offer new course sessions monthly. Visit our website to view start dates for the courses that interest you.

Visit our website for program details and to enroll!

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

## LANGUAGE ARTS - ADULT

### French - Beginner- In Person

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. Students will play quizlet, bingo games and will listen to French songs. **Required Textbook** to be purchased in advance of class: *Ultimate French Beginner - Intermediate (Coursebook) (Ultimate Beginner - Intermediate) Revised and Updated ed. Edition*. ISBN-13: 978-1400009633. **Instructor: Anna Gvirstman.**

<b>LAFRENCH1-Fall2021</b>	\$169.00
10/5/2021-12/14/2021	Days: T
7:00 PM - 8:30 PM	Sessions: 11
Keefe Tech, First Floor, Room 205	

### Russian - Beginner - In Person

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. **Required Textbook** to be purchased in advance of class: *Beginner's Russian with Interactive Online Workbook* by Anna S. Kudyma. ISBN-13: 978-0781812511 No class: 10/11. **Instructor: Anna Gvirstman.**

<b>LARUSSIAN1-Fall2021</b>	\$159.00
10/4/2021-12/13/2021	Days: M
7:00 PM - 8:30 PM	Sessions: 10
Keefe Tech, First Floor, Room 205	

### Spanish - Beginner - In Person

This course is for students with absolutely no previous knowledge of the Spanish Language. The course 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. Space is limited. Sign up today. **Instructor: Elba Fernandez.**

<b>LASPANISH1-Fall2021</b>	\$169.00
9/21/2021-11/23/2021	Days: T
6:00 PM - 7:30 PM	Sessions: 10
Keefe Tech, Room TBD	

### Spanish Game Night - Advanced Beginner - In Person

Come and practice your Spanish and acquire additional vocabulary by playing fun games in Spanish like Bingo, 100 Latinos Dijeron, (Very similar to TV show Family Feud), El Precio es Correcto, (Similar to The Price is Right), Peligro (Similar to Jeopardy) and several other games. Weekly vocabulary will be given to students ahead of time. This is not a formal class, and you should at least know basic Spanish to participate in the group. Space is limited. Sign up today. **Instructor: Elba Fernandez.**

<b>LASPANISH6-Fall20211</b>	\$109.00
9/21/2021-11/23/2021	Days: T
7:45 PM - 8:45 PM	Sessions: 10
Keefe Tech, First Floor, Room 203	

Fall 2021

## LANGUAGE ARTS - ADULT

### Live/Virtual Language Classes



#### French - Intermediate - Live/Virtual Class

This class is for students with intermediate knowledge of French. Students will speak French, listen to French songs, read stories and play bingo using new vocabulary from the stories. Students will write stories for each class, and will learn about some of the culture of French speaking countries. This is a fun class! **Required Textbook** to be purchased in advance of class: Easy French Reader, Premium Fourth Edition (Easy Reader) 4th Edition by R. de Roussy de Sales. ISBN-13: 978-1260463620. **Login instructions will be sent in advance of class. Instructor: Anna Gvirstman.** No class: 11/11, 11/25.

<b>LAFRENCH3-Fall2021</b>	\$169.00
9/23/2021-12/16/2021	Days: Th
7:00 PM - 8:30 PM	Sessions: 11

#### Spanish - Intermediate - Live/Virtual Class

This 10-week class, is for students with knowledge of basic Spanish. The program covers conjugations of the 100 most used verbs in Spanish, in addition to some more complex grammatical concepts and structures. Short readings and comprehension, will also be part of this class. The emphasis of this course is to encourage students to start feeling comfortable in using the proper verbs tenses in conversation. Student will be provided with a list of extensive vocabulary for many occasions, along with many practice exercises in a workbook format. **This is a live, interactive virtual class conducted on a virtual platform. Login instructions will be sent a week before the class date. Instructor: Elba Fernandez.**

<b>LASPANISH7-Fall2021</b>	\$159.00
9/22/2021-12/1/2021	Days: W
6:00 PM - 7:30 PM	Sessions: 10
Live/Virtual Classroom	

## LANGUAGE ARTS - CHILDREN

### Live/Virtual Classes



#### Spanish - Elementary Spanish for Children - 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. By the end of the course, they will be able to use their vocabulary through short sentences, and will have increased their conversational skills. Tuition includes the cost of materials. **Login instructions will be sent in advance of class. Instructor: Hilda Quiñones**

<b>Ages 6-9: SPANISHCH1-Fall2021</b>	\$119.00
9/14/2021-11/16/2021	Days: T
5:30 PM - 6:30 PM	Sessions: 10
<b>Ages 10-12: SPANISHCH2-Fall2021Sect2</b>	\$119.00
9/23/2021-12/9/2021	Days: Th
5:30 PM - 6:30 PM	Sessions: 10

Register online at [Keefeatnight.org](https://www.Keefeatnight.org) or call us at 508-416-2170 19

# MEDICAL & ALLIED HEALTH TRAINING

## Certified Nurse Assistant, CNA Program - In Person

Certified Nurse Assistants are in high demand in Massachusetts. This training program - approved by the Massachusetts Department of Public Health - is designed to prepare students for a career as a professional healthcare provider. Fifty-four hours of classroom study will prepare students for 21 hours of supervised clinical rotation. Course topics include: Physical and emotional care of patients, vital signs, communication skills, safety issues, the aging process and ways to handle stress. In order to be eligible to apply for the American Red Cross certifying exam, it is mandatory that all students successfully complete all class hours and clinical sessions. Specific class dates are listed on the website description. **CNA Certification:** Upon successful completion of the course students will be eligible to apply for State Certification through the American Red Cross.

Sign up early as class size is limited. Textbooks and other materials are included in the cost of tuition. **Please see list of required documentation in the online description.** The application process must be completed by August 26. **Instructors:** Debbie Eichhorns and Sue Baker.

### MECNA1-Fall2021

9/9/2021-11/4/2021

4:00 PM - 8:00 PM

Keefe Tech, Second Floor, Room 323

\$1,099.00

Days: TWTh

Sessions: 17

## Clinical Medical Assistant Training Program & Externship - In Person

This program includes 140 hours classroom lectures and hands-on labs and a clinical externship. The class meets on Tuesdays and Thursdays, and on 6 Saturdays. The full schedule is posted on our website. Students will train on how to assist physicians by performing functions related to the clinical responsibilities of a medical office. Training includes patient preparation for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. Materials are included in the cost of tuition.

**National Certification:** The program meets the necessary requirements to take the NHA Clinical Medical Assistant (CCMA) Exam. An in-person testing session will be arranged by CCI.

**Requirement to take the exam:** High School Diploma or Equivalency. **Students will be responsible for paying the \$155 testing fee.**

**Clinical Externship:** Students will be placed at a local healthcare provider facility. To be eligible for the 160-hour clinical externship, students must successfully complete the 140-hour classroom program, pass their NHA exam, and submit to a thorough background check, drug screening and meet other requirements. Students paying tuition in full at time of registration 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. **Instructor: Nicole Williams, CCI.**

### MEDCMA1-Fall2021

9/9/2021-12/21/2021

6:00 PM - 9:30 PM

Keefe Tech, Second Floor, Room 325

\$2,749.00

Days: TThSa

Sessions: 34

## Emergency Medical Technician, EMT Certification Training Program - In Person

EMT basics are the foundation of pre-hospital emergency medical care. In this course you will learn how to conduct an 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. Prerequisites:** Students must be able to lift 125 lbs; possess advanced to fluent English language proficiency, and have strong verbal and communication skills.

**National Certification:** Upon successful completion of this 160-hour course, students will be eligible to take the practical and written certification exams to become certified in the Commonwealth of Massachusetts and nationally. Students will need to show proof of their high school diploma or equivalency. **Class Schedule:** This class meets on Tuesdays and Thursdays from 6:00 to 8:00 p.m., and on Saturdays: from 9:00 a.m. to 1:00 p.m. The full schedule will be handed out on the first night of class. **Instructors: MetroWest EMS Educators.**

### MEDEMT1-Fall2021

9/9/2021-1/13/2022

6:00 PM - 10:00 PM on Tuesdays and Thursdays

9:00 AM - 1:00 PM on Saturdays

Keefe Tech, Second Floor, Room 320

\$1,169.00

Days: TThSa

Sessions: 34

## Pharmacy Technician Training - In Person

This program is a comprehensive 50-hour program that will prepare students to work as a pharmacy technician in a retail or other pharmacy setting, and to take the Pharmacy Technician Certification Board 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. Through classroom lecture students will review dosage calculations, drug classifications, the "top 200 drugs," I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. **Instructor: CCI Staff.**

**Certification:** This program meets the necessary requirements to take the PTCB Exam. **Students will be responsible for scheduling and paying for the exam on their own**

**Requirement to take exam:** High School Diploma or equivalency.

### MEDPHARM1-Fall2021

10/4/2021-11/29/2021

6:00 PM - 9:30 PM

Keefe Tech, Second Floor, Room 319

\$1099.00

Days: MW

Sessions: 15



## MEDICAL & ALLIED HEALTH TRAINING

### Phlebotomy Technician Training & Externship - In Person

This program includes 90 hours of classroom lecture, hands-on labs and an externship. The class meets on Mondays and Wednesdays, and on 4 Saturdays. The full schedule is posted on our website. The program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Materials are included in the cost of tuition.

**National Certification:** This program meets the necessary requirements to take the National Healthcareer Association Phlebotomy Technician (CPT) Exam. An in-person testing session will be arranged by CCI. **Requirement to take the exam:** High School Diploma or Equivalency. **Students will be responsible for paying the \$155 testing fee.**

**Clinical Externship:** Students will be placed at a local healthcare provider facility. To be eligible for the up-to-120 hour clinical externship, students must successfully complete the 90-hour classroom program, pass their NHA exam, and submit to a thorough background check, drug screening and meet other requirements.

Students paying tuition in full at time of registration 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% halfway through the 90-hour classroom program.

**Instructor: Lucy Fonseca, CCI.**

<b>MEPHLEBT1-Fall2021</b>	\$1979.00
10/4/2021-11/22/2021	Days: MWSa
6:00 PM - 9:30 PM	Sessions: 24
Keefe Tech, Second Floor, Room 325	

### Adult and Pediatric First Aid/CPR/AED Certification - In Person

This Red Cross course incorporates the latest science and teaches students to recognize and care for a variety of first aid emergencies such as burns, cuts, scrapes, sudden illnesses, head, neck, back injuries, heat and cold emergencies and how to respond to breathing and cardiac emergencies for victims of all ages. **Instructor: Greater Boston Safety Training Staff.**

<b>MEFACPR1Fall20213</b>	\$99.00
10/27/2021-10/27/2021	Days: W
5:00 - 9:00 pm	Sessions: 1
Keefe Tech, First Floor, Stage in Auditorium	

Full course descriptions can be found online at [Keefeatnight.org](http://Keefeatnight.org).

General information can be found on page 26.

## MEDICAL & ALLIED HEALTH TRAINING

### Basic Life Support Certification - In Person

The 2021 Basic Life Support (BLS) course provides healthcare providers and public safety professionals with the knowledge and skills necessary to respond to breathing and cardiac emergencies in adult, child and infant patients. Consistent with the American Red Cross Focused Updates and Guidelines 2020, BLS is the foundational CPR/AED program typically required for healthcare providers and public safety professionals. Through the use of lecture, skills demonstration, practice and case-based emergency response scenarios with a focus on team-based response, BLS builds the key critical thinking, problem solving, and team dynamic skills that are needed to drive better patient outcomes. Upon successful completion of the course, learners will receive a 2-year Basic Life Support digital certificate with anytime, anywhere access to certificate and training history. **Instructor: Greater Boston Safety Training Staff.**

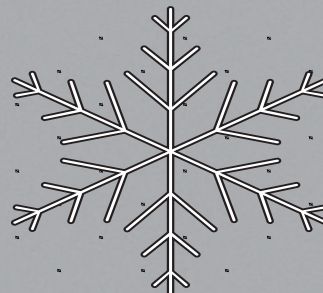
<b>MELIFES1-Fall2021</b>	\$99.00
12/1/2021-12/1/2021	Days: W
5:00 PM - 9:00 PM	Sessions: 1
Keefe Tech, First Floor, Stage in Auditorium	

## PHOTOGRAPHY

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

Rain or Shine! Join us at Russell's Garden Center in Wayland where you will have the opportunity to photograph beautiful flowers, plants and many other subjects, both indoors and out, while learning how to better use your camera. Suitable for photographers of all levels (with either DSLR or point-and-shoot cameras), however, a basic understanding of your camera is required. Review your camera manual beforehand and bring it with you along with your camera and fresh batteries. Meet at the indoor fish pond in the cactus area. Visit [russellsgardencenter.com](http://russellsgardencenter.com) for more information about Russell's. **The Center is located at 397 Boston Post Road, Wayland. Please park across the street. Instructor: Lynne Damianos.**

<b>PHOTOTRIP1-Fall2021</b>	\$49.00
9/25/2021-9/25/2021	Days: Sa
Russell's Garden Center in Wayland	
	Sessions: 1



### Inclement Weather Cancellations

Information will be posted on our website and our Facebook page. You can also call 508-416-2170 for a recorded message.

## REAL ESTATE

### FREE Home Buying Seminar - In Person

Are you considering leaving your rental behind and becoming a homeowner? Buying your home is likely the largest and most important financial commitment you will make. The real estate market is always changing and those buyers with the latest information will be more successful in finding their next home. Join Michael Shain for a Homebuying Seminar where you will learn crucial information necessary for home-buying success.  
**Instructor: Michael Shain.**

#### FINRE1-Fall2021

10/14/2021-10/14/2021

6:30 PM - 7:30 PM

Keefe Tech, First Floor, Room 204

Free

Days: Th

Sessions: 1

### Massachusetts Real Estate Salesperson Training - In Person

Please see full description on page 15 of this catalog or online.

**Instructor: Brad Roberts.**

#### REALESTATE1-Fall 2021

10/6/2021-12/6/2021

6:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 210

\$369.00

Days: MW

Sessions: 15

## SMALL ENGINE REPAIR

### Small Engine Repair - In Person

Rejuvenate your equipment! Learn how to tune-up, repair and even overhaul small gasoline engines found in snow blowers, go-karts, chainsaws, lawn mowers, tillers, leaf blowers and string trimmers. Come prepared and bring your small engine on the first night of class. The engine may remain attached to a snow blower, lawn mower or other small engine equipment. Important: There is no storage available. Be sure you can transport your equipment to and from class each week. **Instructor: James Gable.**

#### AU04-Fall2021

9/22/2021-10/27/2021

6:00 PM - 9:00 PM

Keefe Tech, Ground Floor, Auto

\$179.00

Days: W

Sessions: 6

**ServSafe Courses** - Please see Food Services/ ServSafe Section in this catalog.



**Very Important:**  
Students attending in-person & hybrid courses are required to adhere to safety protocols in place at time of attendance.

## SPORTS

### Archery I - Beginner - In Person

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

#### SP07-Fall2021

9/29/2021-11/3/2021

7:00 PM - 8:00 PM

Keefe Tech, First Floor, Room Gym

\$250.00

Days: W

Sessions: 6

## TRADE PREPARATION - CONSTRUCTION

### Construction Supervisor Unrestricted License Exam Preparation - In Person

**Registration Deadline: Thursday, September 7.** Please see full description on page 15 in this catalog, or on our website. **Prerequisite to take the State Exam:** Three years of documentable construction experience. If the fall class schedule does not work for you, please see our listing for the self-paced online course directly below.

#### CSLPREP2021-Fall 2021

\$850.00

### 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. Please see in-person course description on page 15 for more details. The description is also available on our website. **Once registered, students will receive access to the online portal, and they will be asked to pick up their books and materials backpack at KeefeTech.** You can start this self-paced course immediately after you have picked up your backpack.

#### CSLPREP1-Fall2021

\$725.00

Rolling Admission/Days: MTWThFSaSu/Times: 24/7

### Hoisting - 2A License Exam Prep/Continuing Education - In Person

This is a Hoisting 2A license exam prep class for Excavators, Front End Loaders, Backhoes and Mini excavators. This class also counts as part of continuing education. The class details the application process for testing through the Massachusetts Engineering Division. You will also review the following: CMR 520 / 6 Mass Hoisting Laws; Dig Safe regulations; Jackie's Law; OSHA 1926 Standard; General operations of applicable heavy equipment. Handouts are supplied to use as study material as well as practice questions.

#### P100-Fall2021

12/2/2021-12/2/2021

5:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 201

\$109.00

Days: Th

Sessions: 1

## TRADE PREPARATION - JOURNEYMAN ELECTRICAL CODE & THEORY

Please see full descriptions on page 11 of this catalog.

### Electrical Code - Journeyman, Module 2 - In Person

**ELECTRICMOD2-Fall2021** \$519.00  
9/11/2021-12/11/2021 Days: Sa  
8:00 AM - 2:30 PM Sessions: 13  
Keefe Tech, Ground Floor, Electrical Related Room

### Electrical Code - Journeyman, Module 4 - In Person

**ELECTRICMOD4-Fall2021** \$519.00  
9/13/2021-11/22/2021 Days: M/W  
6:00 PM - 10:00 PM Sessions: 20  
Keefe Tech, Ground Floor, Electrical Related Room

### Electrical Code - Journeyman, Module 6 - In Person

**ELECTRICMOD6-Fall2021** \$519.00  
9/14/2021-12/7/2021 Days: TTh  
6:00 PM - 10:00 PM Sessions: 20  
Keefe Tech, First Floor, Room 223  
Instructor: David Hatton

## TRADE PREPARATION - JOURNEYMAN PLUMBING CODE & THEORY

Please see plumbing ad with descriptions, and information on new 4-year/5-Tier format on page 16 of this catalog.

### Plumbing Code and Theory Tier 1 - Full Tier - In Person

Cost of tuition includes OSHA training and certification.  
No class: 9/16, 9/30, 10/11, 11/11, 11/18, 11/24, 11/25.

**PLUMBING.TIER1-Fall2021** \$968.00  
9/8/2021-12/9/2021 Days: MWTh  
5:30 PM - 9:30 PM Sessions: 34  
Keefe Tech, First Floor, Room 216

### Plumbing Code and Theory Tier 2 - Full Tier - In Person

Starts in January, 2022. Registration is now open.  
No class: 1/17, 1/26, 1/27, 2/21-24,

**PLUMBING.TIER2-Winter/Spring22** \$938.00  
1/10/2022-4/11/2022 Days: MWTh  
5:30 PM - 9:30 PM Sessions: 34  
Keefe Tech, First Floor, Room 216

### Plumbing Code and Theory Tier 3 - First Half - In Person

No class: 9/16, 9/30, 10/11, 11/11 & 11/18.

**PLUMBING.TIER3-Fall2021** \$469.00  
9/9/2021-11/22//2021 Days: MTh  
5:30 PM - 9:30 PM Sessions: 17  
Keefe Tech, First Floor, Room 218

### Plumbing Code and Theory Tier 4 - First Half - In Person

No class: 9/16, 9/30 & 10/11.

**PLUMBING.TIER4-Fall2021** \$469.00  
9/8/2021-10/25/2021 Days: MWTh  
5:00 PM - 9:30 PM Sessions: 17  
Keefe Tech, First Floor, Room 219  
No class:

### Plumbing Code and Theory Tier 5 - First Half - In Person

No class: 9/16, 9/30 & 11/11.

**PLUMBING.TIER5-Fall2021** \$469.00  
9/9/2021-11/16/2021 Days: TTh  
5:30 PM - 9:30 PM Sessions: 17

## WATER SAFETY TRAINING

### America's Boating (ABC3) Certification - In Person

This course will prepare you for life on the water. Learn the basics of boating safety, including boat terminology and handling, basic knots, VHF Marine Radio, piloting, charts and electronic navigation, course plotting, navigation aids and rules, and the MA and Federal boating laws and regulations. This course is taught by experienced members of the US Power Squadron, a private national organization dedicated to teaching safe boating. Students who complete this course successfully will receive a safety certificate, required in most states for operation of a water craft. This certificate provides you a discount on your boat insurance! Textbook, nautical charts, dividers and course plotter are included in the cost of tuition. No class: 10/11. **Instructors: Nobscot Sail and Power Squadron.**

**SP02-Fall2021** \$129.00  
10/4/2021-11/22/2021 Days: M  
Sessions: 7  
Keefe Tech, Ground Floor, Room Visual Design

### Lifeguard Training/Certification - Hybrid Format: Self-Paced & In-Person

The purpose of the American Red Cross Lifeguarding course is to provide entry level lifeguard participants with the knowledge and skills to prevent, recognize and respond to aquatic emergencies and to provide care for breathing and cardiac emergencies, injuries and sudden illnesses until emergency medical services (EMS) personnel take over. This hybrid course consists of 8 hours of self-paced online work which must be completed before December 28 - the first day of the practical portion of the course. Information on how to access the training portal will be sent to you upon registration. Registrants will meet in person on December 28, 29 & 30. **In-Person Schedule:** This class will train students in person from 2:00 p.m. to 8:00 p.m. on December 28 and 29, and from 10:00 a.m. to 5:00 p.m. on December 30. **Age Requirement: 18 and older.**

**AQUATICS1-Fall2021** \$249.00  
12/28/2021-12/30/2021 Days: TWTh  
Times: 12/28 - 12/29: 2:00 - 8:00 p.m. Sessions: 3  
12/30: 10:00 AM - 5:00 PM



## WELDING

### Basic Welding - For Beginners - In Person

**New format.** This course is for individuals who have little or no knowledge of welding. It includes lectures as well as hands-on activities. You will learn the basic skills and safety requirements of welding processes: Stick, MIG, TIG & Torch as well as how to use a variety of hand tools. All safety equipment and standard materials and supplies will be provided for your use. You will be required to wear long pants and closed steel toed shoes. Your project must be small enough to be able to carry it in and out of the building on the night of class as there is no storage available at Keefe. **Instructor: John Nolan.**

#### WE01MW-Fall2021

9/27/2021-11/15/2021

6:00 PM - 9:00 PM

Keefe Tech, Ground Floor, Metals Shop

\$429.00

Days: MW

Sessions: 14

### Welding - Intermediate/Advanced - In Person

In this course you will start out by reviewing safety requirements and basics of Stick, MIG, TIG and Torch. You will work on your own project under the guidance and supervision of your welding instructor. All safety equipment and standard materials and supplies will be provided for your use. You will be required to wear long pants and closed steel toed shoes. Your project must be small enough to be able to carry it in and out of the building on the night of class as there is no storage available at Keefe. No class: 9/30. **Instructor: David Nowlan.**

#### WEB02-Fall2021Sect2

9/21/2021-11/9/2021

6:00 PM - 9:00 PM

Keefe Tech, Ground Floor, Room Metals Shop

\$429.00

Days: TTh

Sessions: 14

## WRITING

### Creative Writing for Fun I - In Person

"You must write for yourself, above all. That is your only hope of creating something beautiful." Gustave Flaubert. Discover your creativity by exploring the hidden stories in your mind. Every week is an adventure with in-class writing (fiction and nonfiction), the instructor's writing topics and tips, and shared reading. **Instructor: Pam Wight.**

#### WRITING1-Fall2021

9/21/2021-10/26/2021

5:00 PM - 7:00 PM

Keefe Tech, First Floor, Room Main Conference Room

\$139.00

Days: T

Sessions: 6

### Creative Writing For Fun II - In Person

"Writing is the act of burning through the fog in your mind." N. Goldberg. Do you love to write, but not sure what to do with those stories in your head or hidden somewhere in a back drawer? Are you brave enough to write extemporaneously in a class of like-minded adults and then share your written word minutes later? If so, sign up! **Instructor: Pam Wight.**

#### WRITING2-Fall2021

11/16/2021-1/11/2022

5:00 PM - 7:00 PM

\$139.00

Days: T

Sessions: 6

**Technical Writing Skills: Improve Your Career Prospects - Live/Virtual Class - Please see description in Business & Career Tools Section.**





## Looking for Excellent Instructors for Spring/Summer 2022

Do you have a passion for teaching? Do you enjoy teaching adults? Are you committed to being part of a community that offers courses and programs that empower students to succeed? Come and share your expertise and love of teaching with our adult continuing education community.

- Master Electricians
- Master Plumbers
- QuickBooks Professionals
- HiSet or GED Preparation Course Instructors

**Please submit your resume by Friday, October 15, 2022**

**If we consider you for an instructor position, please be ready to submit contact information for at least three references. For more information, please send a message to [swinters@jpkeefehs.org](mailto:swinters@jpkeefehs.org) or call 508-416-2170.**

***Thank you for your interest in Keefe at Night.***



Cooking and Baking Classes  
will be offered again  
in Spring 2022!



### **Very Important:**

Students attending in-person & hybrid courses are required to adhere to safety protocols in place at time of attendance.

**Bus Trips Coming Back in Spring 2022!!**



# GENERAL INFORMATION - FALL 2021

**Welcome to Keefe at Night! For a better understanding of our fall/winter schedules, policies and procedures, please read the information that appears below.**

**Most in-person offerings are back!** Bus trips and Cooking/Baking classes will be back in spring 2022.

In addition to in-person programs, we will be offering hybrid and live/virtual courses. Please see page 3 for a description of these formats.

**Safety Protocols for In-Person and Hybrid Courses:** Students attending in-person and hybrid courses must adhere to safety protocols in place at time of attendance.

## **Office Hours:**

Monday - Thursday: 9:00 a.m. to 9:00 p.m.

Friday: 9:00 a.m. to 5:00 p.m.

## **Scheduled Keefe at Night Closings:**

September: 16 & 30

October: 11

November: 11, 18, 24, 25

**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 or in person.

## **There are 4 convenient ways to register and pay:**

- 1. Online Registration:** Visit [www.keefeatnight.org](http://www.keefeatnight.org) and click on the "Registration" tab that appears on the menu bar at the top of the main page. From there click "Register" and click on "My Account." If you don't have an account, you can create a new one there as well.
- 2. Mail-in Registration:** You can mail in your payment using the registration form in this catalog. Our address is: 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. Walk-in Registrations:** Please see office hours above.

**Forms of Payment:** We accept Cash, American Express, MasterCard, Visa and Discover, Checks, Money Orders, & Organization Purchase Orders. Please note: Refunds made to credit cards may take 2-3 business days or longer to appear on your online statement. Refunds by check (for cash and check payments) may take up to four weeks to reach you.)

**Age Requirement for Registration:** With the exception of children's live/virtual language courses, the required age is 18.

**Late Registration:** Students may register for a class after the start date only with the approval of the instructor. Tuition is not prorated.

## **Refund Policy for Courses**

**Cancellation for All Classes:** If Keefe at Night cancels a course, the full amount 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:** There is no refund or credit voucher. You may,

however, transfer your enrollment to a friend or relative.

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

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

**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 for extended-period certification/licensing programs). 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 & Hybrid In-Person Sessions:** 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 inclement weather closings on your Facebook page feed.

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

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 in the cost of tuition. When needed, ISBN numbers are provided. Keefe at Night does not operate a bookstore. Please visit your local bookstore or place your order online.

**Class Locations:** Please check your receipt for your room number. For hybrid & live/virtual classes, login information will be sent to students by email in advance of class.

**School Policies:** Keefe at Night students, instructors and staff are required to adhere to safety protocols, policies, rules and regulations that are observed by Keefe Regional Technical High School.

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

We thank you for your continued support of Keefe at Night and hope you'll join us!

## Registration Form

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

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

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

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

Course ID	Course Title	Class Dates	Tuition Amount
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.



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## *Residential Customer*

### **Fall 2021 & Spring 2022 Programs:**

#### **Adult Preparation Courses:**

- English as a Second Language
- GED Test Prep Course

#### **Arts & Crafts**

Arts & Crafts - Floral Design

Business and Career Tools

#### **Careers**

Career Training through Ed2go (Online)

Computers: Technology & Applications

Facial Threading

Finance & Retirement Planning

Fitness

Food Services & ServSafe Certification

Health & Wellness

Health & Wellness - Pet Health

Hobbies

Home & Garden

Language Arts - Adult

Language Arts - Children

Medical & Allied Health Training

Photography

Real Estate License Training

Small Engine Repair

Sports

Trade Preparation:

-Construction Supervisor Exam Preparation

-Hoisting - 2A License Exam Preparation

-Electrical Code Journeyman Modules

-Plumbing Code Journeyman - Tiers 1-5

Water Safety

Welding

Writing



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

[www.facebook.com/keefetechconted](http://www.facebook.com/keefetechconted)

## **Join us!**

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