

Keefe at Night

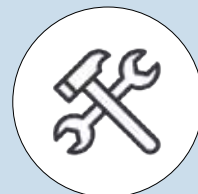
Continuing Education Program

Fall 2022 Catalog



Classes Start on September 6, 2022

**Learn, Grow,
Achieve, Succeed**



Keefe at Night

Certification and Licensing Programs

HEALTH AND WELLNESS CERTIFICATION

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

MEDICAL AND ALLIED HEALTH TRAINING/EXAM PREPARATION

Adult & Pediatric First Aid/CPR/AED Certification
Advanced Cardiovascular Life Support (ACLS) Certification
Basic Life Support Certification
Certified Nurse Assistant
Clinical Medical Assistant Certification
Emergency Medical Technician (EMT) Certification
Medical Billing and Coding Certification
Pediatric Advanced Life Support (PALS) Certification
Phlebotomy Technician Certification

REAL ESTATE TRAINING/EXAM PREPARATION

Massachusetts Real Estate Salesperson Training

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 TRAINING

America's Boating (ABC3) Certification

This semester most classes will take place at Keefe Tech, but we will continue to offer some virtual and hybrid courses.

Fall Semester Starts on 9/6/2022

Office Hours - Fall 2022

Starting on September 6 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.

Scheduled Cancellation Dates:

9/26, 10/5, 10/10, 10/27, 11/11, 11/17 & 11/23-25

Please check your registration receipt for additional cancellation dates for your specific class.

Contact Information

By Phone: 508-416-2170
By Email: Continuinged@jpkeefehs.org
Website: Keefeatnight.org
Mailing Address:
750 Winter Street
Framingham, MA 01702



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

What technology do I need to join a 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, Checks and Organization Purchase Orders.

Age Requirement

With the exception of virtual children's language classes & virtual music courses, all participants must be 18 years of age or older to participate in our programs.

Certificates of Class 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 online course descriptions 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 29 of this catalog for full details on refunds, and our policies and procedures.



Keefe at Night adheres to all safety protocols in place at Keefe Tech Regional High School.

Table of Contents

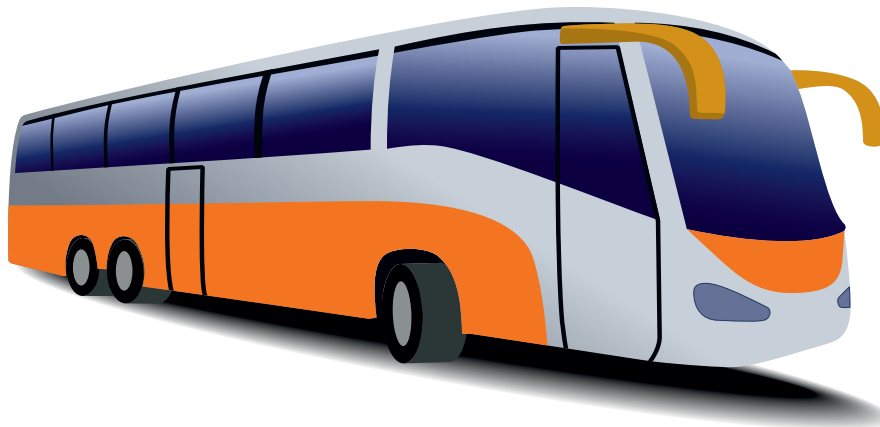
In Person, Hybrid & Live/Virtual Classes

Adult Education Courses:	Medical & Allied Health Training	18-22
- English as a Second Language	Music	22
- GED Preparation Course	Personal Enrichment	22-23
- GED Preparation Courses (Self-Paced)	Real Estate	23
Arts & Crafts	Small Engine Repair	23
Arts & Crafts - Floral Design	Trade Preparation:	
Business and Career Tools	- Plumbing Code Journeyman - Tiers	25
Careers/Career Exploration	- Electrical Code Journeyman Modules	25-26
Career Training through Ed2go (Online)	- Construction Supervisor Exam Preparation	26
Computers, Technology & Applications	- Hoisting - 2A License Exam Preparation	26
Finance & Retirement Planning	Travel	27
Fitness & Dance	Water Safety	27
Health & Wellness	Welding	27
Health & Wellness - Pet Health	Writing	27
Hobbies	New & Returning Classes	28
Home & Garden		
Language Arts - Adult	General Information	29-30
Language Arts - Children (Virtual Platform)	Registration Form & Refund Policy	31

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

New York Broadway Trip

Saturday November 19, 2022



Requirements:

For safety reasons, travelers may be asked to wear a mask at all times while on the bus.

TRIPS02-Fall2022	\$89.00
11/19/2022-11/19/2022	Days: Sa
7:30 AM -11:00 PM	Sessions: 1

See full description on page 27

ADULT EDUCATION: ENGLISH AS A SECOND LANGUAGE

English as a Second Language, ESL Level/Nivel 1- 4 - In Person

Welcome/Bienvenidos/Bemvindos/Benvenuti/Bienvenue!

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 are placed in Level 1. You do not need to take a placement test for Level 1. 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 **Tuesday, August 16 between 4:00 p.m. and 7:30 p.m.** Plan on a half hour for completion of the process.

Classes begin on Tuesday, September 6 and end on Tuesday, November 29. Classes will 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, and \$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 martes 16 de agosto de las 4:00 p.m. y 7:30 p.m.** Planifique media hora para completar el proceso.

El curso de inglés empieza el martes 6 de septiembre y

termina el martes 29 de noviembre. Las clases se reúnen los martes y jueves de 6:00 a 9:00 PM.

El costo total de la clase es: \$285 para los niveles 1 & 2, y \$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.

Ofrecemos 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.

Novos alunos: Para os níveis 2, 3 e 4, haverá um teste de nivelamento na Keefe Tech na terça-feira, **16 de agosto, às 4:00 - 7:30 p.m.** Planeje meia hora para a conclusão do processo.

As aulas começam na terça-feira, 6 de setembro e terminam na terça-feira, 29 de novembro. 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, e \$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: 10/27, 11/17 & 11/24.

ESLLEVELS 1-4 -Fall2022

Levels 1 & 2: \$285.00

Levels 3 & 4: \$299.00

9/6/2022-11/29/2022

6:00 PM - 9:00 PM

Keefe Tech, Second Floor, Rooms 300-308

Days: TTh

Sessions: 22

Instructors: Nevin Aziz, Rosemary Galena, Vicki Kravitz, Kimberly McCormack & Linda Strayhorn.

ADULT EDUCATION: GED TEST PREPARATION

GED Test Preparation - In Person

Looking to attain your high school equivalency? Join us for our General Educational Development (GED) preparation course where we will cover the skills and knowledge needed to take the GED test in Massachusetts. The course has four individual subsets in the following areas: Social Studies, Science, English Language Arts and Math. This course will give you an opportunity to learn and review content that is covered on the GED test. The textbook is included in the cost of tuition.

GED Testing: For information on scheduling your GED® exam, please visit: <http://www.doe.mass.edu/hse/>

If you would prefer a self-paced program, please visit our website to view instructions on how to register in online Ed2go GED courses. No Class: 10/27. **Instructor: Mitchell Krouner.**

GEDPREP-GEDPREPFALL

9/20/2022-11/08/2022

6:00 PM - 9:00 PM

Keefe Tech, Second Floor, Room 306

\$249.00

Days: TTh

Sessions: 14

ADULT EDUCATION: GED TEST PREPARATION

GED Test Preparation Ed2Go - Self-Paced Online Courses - Instructions on How to Register

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. The registration process is different however. Please visit this link to view information on classes or to register online: <https://www.ed2go.com/kan/SearchResults.aspx?SearchTerms=ged>

If you enroll in the GED Test Series, you will receive a written online orientation on the first day of the session. You will receive notification of your enrollment with your start date. Please be aware that students taking the Series will need to

meet weekly completion deadlines.

For more information on preparation classes, please contact an Ed2Go representative at 800-701-8755. Or you can send a message to them at: ed2go.support@cengage.com. When you contact them, please let them know that Keefe at Night referred you.

The official GED Test is not included in this program. Please visit: <http://www.doe.mass.edu/hse/> for information on scheduling your GED test.

GEDINFO-Fall2022 \$199.00
Online Learning: 24/7 for 3-6 months depending on the program.

ARTS & CRAFTS

Acrylic Painting - In Person

In this class you will learn about color theory and the acrylic medium. Students will explore the medium on a teacher-assigned project, or can start painting on their own, implementing ideas and subject matters in which they are interested. Terri will be available to guide you throughout the process. **Please see the online description for a list of required materials for this class.** No class: 10/5 & 11/23.
Instructor: Terri Regotti.

ART01-Fall2022 \$199.00
9/28/2022-12/14/2022 Days: W
6:00 PM - 9:00 PM Sessions: 10
Keefe Tech, Ground Floor, Visual Design

Drawing for Beginners - In Person

Do you want to learn to draw, but have been too afraid to try? Did you never have a chance to take art in school, but you always wanted to? Or are you looking for an opportunity to try something new for yourself? Now is the time! This class is designed to introduce students to the principles and elements of art through all gray, black and white mediums. Mainly pencil, markers, and conte crayons will be used. This class teaches you to learn "how to see" so that you can draw what you see. We will work from observations of 2-D papers or photos and 3-D paper objects. **Please see the online description for a list of required materials for this class.** No class: 10/10.
Instructor: Terri Regotti.

ART02-Fall2022 \$199.00
10/3/2022-12/12/2022 Days: M
6:00 PM - 9:00 PM Sessions: 10
Keefe Tech, Ground Floor, Visual Design

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

Knitting for Beginners - In Person

Knitting is a creative, relaxing pastime. Have fun while making unique gifts for yourself, others, or charity. 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. **Students will be responsible for purchasing additional supplies.**
Instructor: Jessica Pelon.

ARTTXT03-Fall2022 \$129.00
9/20/2022-10/25/2022 Days: T
6:30 PM - 9:00 PM Sessions: 6
Keefe Tech, First Floor, Room 203

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. In this independent study class, 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. **Students will be responsible for purchasing project supplies.** **Instructor: Jessica Pelon.**

ARTTXT01-Fall2022 \$119.00
11/1/2022-12/6/2022 Days: T
6:30 PM - 9:00 PM Sessions: 6
Keefe Tech, First Floor, Room 203

Floral Design



Autumn Candle Centerpiece - In Person

In this flower class we will create an Autumn candle flower arrangement that will be a perfect centerpiece in your home with rich floral colors, foliage and fillers. This common design is a principal arrangement at florist locations. When you leave with the design you created, it will keep your guests wondering where you purchased it. **Instructor: Dawn Bagocius.**

ACFD5-Fall2022 \$75.00
11/21/2022-11/21/2022 Days: M
6:00 PM - 8:00 PM Sessions: 1
Keefe Tech, Ground Floor, Horticulture

Autumn Sunflower Floral Design - In Person

The long hot days of summer bring us sun and gardens filled with a wealth of beautiful blossoms. In this class, you will design a stylish Tuscan arrangement. The Tuscan color palette is the inspiration for this design with deep blue, purple, vibrant burgundy red blossoms and bright yellow sunflowers. **Instructor: Dawn Bagocius.**

ACFD3-Fall2022 \$75.00
10/13/2022-10/13/2022 Days: Th
6:00 PM - 8:00 PM Session: 1
Keefe Tech, Ground Floor, Horticulture

DIY Fresh Winter Evergreen Wreath - In Person

Tired of the store-bought balsam holiday wreath? In this workshop you will learn to create a fresh, evergreen wreath with fragrance, color and texture. You will go home with a beautiful medium-sized evergreen wreath to enjoy all winter or to give as a lovely hand-made gift. Evergreens/materials are included in the cost of tuition. We suggest that you bring your own garden gloves to protect your hands from sap. If you'd like to personalize your wreath, please bring in decorations/baubles that you would like to add to your creation. **Instructor: Milagro Morales.**

ACFD13-Fall2022 \$69.00
12/1/2022-12/1/2022 Days: Th
6:00 PM - 8:00 PM Sessions: 1
Keefe Tech, Ground Floor, Horticulture

English Boxwood Trees - In Person

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

ACFD1-Fall2022 \$75.00
12/14/2022-12/14/2022 Days: W
6:00 PM - 8:00 PM Sessions: 1
Keefe Tech, Ground Floor, Horticulture

Holiday Winter Centerpiece - In Person

Ribbons & Bows and holiday greens! It's that time of year. In this class you will create a beautiful arrangement and learn the techniques for assuring a long-lasting design. This centerpiece is perfect for holiday decorating! Ribbon is included. However if you have a favorite one to match the theme of your home, please bring it to class! **Instructor: Dawn Bagocius.**

ACFD14-Fall2022 \$75.00
11/30/2022-11/30/2022 Days: W
6:00 PM - 8:00 PM Sessions: 1
Keefe Tech, Ground Floor, Horticulture

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! **Instructor: Dawn Bagocius.**

ACFD4-Fall2022 \$75.00
10/20/2022-10/20/2022 Days: Th
6:00 PM - 8:00 PM Sessions: 1
Keefe Tech, Ground Floor, Horticulture



BUSINESS & CAREER TOOLS

Please see the **Computers, Technology and Applications** section for additional business tool courses.

How to Start a Successful Business - 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. No class: 10/5. **Instructor: Bruce Share.**

BZTOOLS2-Fall2022

9/7/2022-11/2/2022

6:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 206

\$169.00

Days: W

Sessions: 8

How to Market and Advertise Your Business - In Person

If you want to get the word out about your excellent services and great products, you need to get buyers' attention. Join Bob Gilbert for this 4-week course to learn how to get your business noticed. In this class you will learn about various topics, including advantages and limitations of different types of advertising; cost per thousand (CPM), basics of advertisement production, hiring staff, basics for your startup (logo, colors, domain, website), expanding your business, and whether to buy or lease. **Instructor: Bob Gilbert.**

BZTOOLS6-Fall2022

10/4/2022-10/25/2022

7:00 PM - 8:30 PM

Keefe Tech, First Floor, Room 208

\$59.00

Days: T

Sessions: 4

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. Topics that we will cover will include creating posts on Instagram, how to use hashtags and stories, and using Instagram as a way to virtually interact with customers. **Instructor: Lauren Briggs.**

BZTOOLS15-Fall2022

11/14/2022-11/14/2022

6:00 PM - 7:30 PM

Keefe Tech, First Floor, Room 205

\$29.00

Days: M

Sessions: 1

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. When you have completed this class, you will have a better understanding of social media and concrete steps to use with Facebook to promote your business or organization. This course is aimed at those who are beginning to use social media. **Instructor: Lauren Briggs.**

BZTOOLS4-Fall2022

11/3/2022-11/10/2022

6:30 PM - 9:00 PM

Keefe Tech, First Floor, Room 205

\$59.00

Days: Th

Sessions: 2

We look forward to seeing you in Fall!

CAREERS/CAREER EXPLORATION

Audiobook Narration 101 - In Person

Have you always loved reading to your family, or performing fun characters in both fiction & non fiction and bringing them to life? Join us for this exciting 2 -hour, practical hands-on workshop to build a foundation in audiobook narration. We will teach you vocal delivery techniques and will cover different genres of work from exploring the worlds of Audible.com to ACX. Learn and hone strong delivery skills from recording and to auditioning to booking gigs. Please bring water, a notebook and pencil and wear comfortable clothing. **Instructor: Lau Lapides Company Staff Member.**

CAREERS4-Fall2022

10/26/2022-10/26/2022

7:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 210

\$39.00

Days: W

Sessions: 1

Living the Voice Acting Animation Dream! - In Person

Ever wanted to voice cartoons or animations for video games and TV/radio commercials? Have you been working cartoon impersonations, impressions and funny caricatures since you were a kid? Time to jump into this one and take the ride of your life while realizing your dream! Our Voice Over Animation Ninja coach/instructor will help you develop your creative crazy side and help you find your V.O. characters waiting to come out and perform! Please bring water, a notebook and pencil and wear comfortable clothing. **Instructor: Lau Lapides Company Staff Member.**

CAREERS6-Fall2022

11/9/2022-11/9/2022

7:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 210

\$39.00

Days: W

Sessions: 1

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

CAREERS/CAREER EXPLORATION

Voice Over 101 From Hobby to Career - In Person

Do people tell you that you have a voice for radio or TV? Are you ready to step into the fun and exciting world of voice over? Discover how to get started in the fabulous world of TV & radio commercials, video games, audiobooks, narration and animation. If you are ready, then come join our exciting, interactive hands-on workshop! Have fun building your confidence as a speaker and audio performer with this unique opportunity in a safe, supportive, and pressure-free environment. All scripts and exercises will be provided. Please bring water, a notebook and pencil and wear comfortable clothing. **Instructor: Lau Lapides Company Staff Member.**

CAREERS5-Fall2022

11/2/2022-11/2/2022

7:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 210

\$39.00

Days: W

Sessions: 1

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, basics 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.

CAREERSFT-Fall2022

12/05/2022-12/12/2022

5:00 PM - 8:00 PM

Keefe Tech, Second Floor, Room 316

\$99.00

Days: M

Sessions: 2

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. In level one you will learn to give Reiki to yourself, your friends, family and even your pets! This class is for beginners, or anyone interested in learning more about energy healing. Training consists of lectures as well as hands-on practice. Certification will be presented at completion of course. **Required Textbook:** Students will need to purchase 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.**

CAREERR1-Fall2022

9/12/2022-9/19/2022

5:00 PM - 8:00 PM

Keefe Tech, Second Floor, Room 314

\$89.00

Days: M

Sessions: 2

Usui/Holy Fire Reiki, Level 2 Certification - In Person

Enhance your healing powers, intuition and confidence with Reiki Level 2. In this class you will learn full treatment techniques including advanced body scanning and meditations. Gain a deeper understanding of: clearing negative energies from people and homes, distant healing, healing of emotional problems, healing of trauma and healing unwanted habits. This class will be a first step in preparing you to open your own Reiki practice or integrate it into your daily life. Certification will be presented after completion of the class. **Prerequisite: Successful completion of the Usui/Holy Fire Reiki Level 1 Certification course. Required Textbook:** Students will need to purchase the required textbook in advance of class: *Reiki, The Healing Touch: First and Second Degree Manual* by William Lee Rand, 2000. ISBN 1-886785-03-1. **Instructor: Amanda Bavaro.**

CAREERR2-Fall2022

10/3/2022-10/4/2022

5:00 PM - 8:00 PM

Keefe Tech, Second Floor, Room 314

\$89.00

Days: MT

Sessions: 2

Reiki Practice and Review - In Person

Perfect for all levels of Reiki practitioners, this workshop is for people who want to brush up on their Reiki skills and learn a few new techniques. The class begins with a Q & A and moves into practice time. Here we can practice and ask questions as we build a local Reiki community! Students who have been certified in Reiki elsewhere can attend this workshop.

Instructor: Amanda Bavaro.

CAREERR3-Fall2022

10/24/2022-10/24/2022

5:00 PM - 8:00 PM

Keefe Tech, Second Floor, Room 314

\$45.00

Days: M

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.

COMPUTERS, TECHNOLOGY AND APPLICATIONS

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. Don't let the newest technology intimidate you. Get in the know and start sending emails, sharing photos, uploading documents, surfing the web and so much more. Part of this course will guide you through the type of computer that would be most suitable for beginners like you. No class: 10/27. **Instructor: Frank Yeung.**

COBASIC12-Fall2022 \$109.00
10/13/2022-11/10/2022 Days: Th
6:30 PM - 8:30 PM Sessions: 4
Keefe Tech, Second Floor, Library

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 detailed engineering drawings. The curriculum concentrates on the use of contemporary Parametric CAD Modeling 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. No Class: 10/25. **Instructor: Paul Lienard.**

COADVAPP-Fall2022 \$299.00
9/27/2022-12/06/2022 Days: T
6:00 PM - 9:00 PM Sessions: 10
Keefe Tech, Second Floor, Library

Microsoft Excel 1 Intro - In Person

MS Excel is a full-featured spreadsheet for PCs. Learn to use this popular program effectively in office and home applications. Create and edit worksheets and workbooks. Take home the practical knowledge required to use the program and apply it to real-life situations. **Required Textbook** to be purchased in advance of class: *Microsoft Excel 2019, Level 1*, 30 Bird Media, <https://www.30bird.com/shop/excel-2019-level1>. **Basic PC skills are required.** No class: 10/5. **Instructor: Patricia Boyd.**

COMS07-Fall2022 \$169.00
9/14/2022-10/12/2022 Days: W
6:00 PM - 9:00 PM Sessions: 4
Keefe Tech, Second Floor, Library

Microsoft Excel Pivot Tables - Virtual Platform/Live Instruction

Spreadsheet skills are essential in today's workplace. But merely compiling all your data into a spreadsheet is one thing; making sense of it is another. Pivot tables allow you to arrange information quickly and efficiently so you can examine it from various perspectives. Not only will you develop the skills to sort through data, you will also learn about conditional formatting, charts, if/then statements, and much more! Students must have access to Excel 2013 or later versions to be able to attend this class.

Prerequisite: Basic MS Excel skills. A class invitation link will be sent to your email account in advance of class. **Instructor, Ray Pourali.**

COMS201-Fall2022-Section1 \$49.00
9/28/2022-9/28/2022 Days: W
6:00 PM - 9:00 PM Sessions: 1
Offsite, Live Virtual Classroom, Online Learning

COMS201-Fall2022-Section2 \$49.00
11/2/2022-11/2/2022 Days: W
6:00 PM - 9:00 PM Sessions: 1
Offsite, Live Virtual Classroom, Online Learning

Introduction to Canva Design - In Person

The primary goal of this Canva fundamentals course is to equip individuals with the ability to enhance their personal and/or professional graphic design work. Individuals who complete this course will achieve the following: Understand functions of Canva; Apply basic Canva functions and tools to personal and professional work; Acquire skills to create basic graphics for multiple mediums. **Instructor: Sarah DeMeo.**

BZTOOLS07-Fall2022 \$39.00
10/24/2022-10/24/2022 Days: M
6:00 PM - 9:00 PM Sessions: 1
Keefe Tech, Second Floor, Library

Build a WordPress Website or Blog from Scratch - In Person

Do you want to create an easy-to-build website or personal blog? If you have purchased a domain name or are ready to buy a hosting package, this class is for you. WordPress is a powerful and easy-to-use tool for building virtually any kind of site. Your instructor will guide you through the hosting domain process and will help you install WordPress on your own server. You will review the steps to configure settings, pick a theme, add pages and a blog; learn how to grow your website traffic with simple Search Engine Optimization (SEO) tips; install essential plugins for SEO, Google Analytics, and photo gallery. You will learn to build online forms, and learn to sell advertising, set up PayPal on your site, back up your database and control your bandwidth usage. This class is taught in a computer lab. There is no need to bring your own computer.

Important Requirement: Before the first class, you must set up a website host for your site. (At an additional cost, the instructor can set up a temporary site upon your request. Please contact Fan at bbdsdesign.com for more information.) **Instructor: Fan Stanbrough.**

COWEB22-Fall2022 \$139.00
11/7/2022-12/5/2022 Days: M
7:00 PM - 9:00 PM Sessions: 5
Keefe Tech, Second Floor, Library

COMPUTERS, TECHNOLOGY AND APPLICATIONS

Learn to Create a Beautiful Website in 4 Hours - Virtual Platform/Live Instruction

We have designed more than 40 beautiful WordPress templates for you. You can choose any demo layout you like and adapt it to your needs. The topic of the demo site is easily changed (e.g. "barber shop"). You will choose a color scheme and page layout that suits your vision and design model. We will show you how to use 'site build,' add your own logo, change colors, add content, customize your site for your own needs, and launch an informational beautiful site. **Optional:** Before class, you can purchase a pre-installed website on <https://bbdsdesign.com/bbds-ready-to-go-website-hosting/> if you would like to practice along in class. A class link invitation will be sent to your email account in advance of class.

Instructor: Fan Stanbrough.

COWP4-Fall2022

9/12/2022-9/19/2022

7:00 PM - 9:00 PM

Offsite, Live Virtual Classroom, Online Learning

\$69.00

Days: M

Sessions: 2

Design Your Own Website - Virtual Platform/Live Instruction

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. The instructor will share the most practical knowledge and you will learn how to quickly set up a simple WordPress website. At the end of class, you will have the skills to build a brochure (informational) website, a blog, or to maintain an existing WordPress website. You will also receive tips on choosing a good hosting company to launch your site. A class link invitation will be sent to your email account in advance of class. **Instructor: Fan Stanbrough.**

COWP3-Fall2022

10/17/2022-10/24/2022

7:00 PM - 9:00 PM

Offsite, Live Virtual Classroom, Online Learning

\$69.00

Days: M

Sessions: 2



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.

Keefe At Night

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Visit our website for program details and to enroll!

ed2go.com/kan

COMPUTERS, TECHNOLOGY AND APPLICATIONS

Android: Effective Use of Your Android Phone - In Person

Android Smartphones are more powerful than a massive room full of computers just a decade ago! Calendars, contact lists, photos, and videos are just the beginning of the enormous capabilities of this phone. You will need to have your Androids readily available for the duration of class. Instructor: **Frank Yeung**.

PHONETECH3-Fall2022

9/22/2022-10/6/2022

6:30 PM - 8:30 PM

Keefe Tech, Second Floor, Library

\$69.00

Days: Th

Sessions: 3

iPhone - Learn How to Use Your iPhone - In Person

Use Siri as your personal assistant; Pick the right app from the App Store; Manage your contacts; Take and share your pictures or videos; Stay connected using texting, facetime or email; Sync to your iCloud account; Secure the phone with passwords; Plus learn about other tips and tricks. You will need to have your iPhone readily available for the duration of class. Instructor: **Frank Yeung**.

PHONETECH2-Fall2022

12/1/2022-12/15/2022

6:30 PM - 8:30 PM

Keefe Tech, Second Floor, Library

\$69.00

Days: Th

Sessions: 3

FINANCE & RETIREMENT PLANNING

Transitioning Into Retirement - Beyond Finances - In Person

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

RETIREPLAN1-Fall2022

10/12/2022-10/12/2022

6:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 208

\$39.00

Days: W

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; how you can initiate the divorce process; what property is subject to being divided; the differences between child support and alimony/spousal support; what to expect and not expect from your divorce; considerations regarding taxes, health insurance and life insurance, and how to manage the emotional upheaval you may experience. Instructor: **Halee Burg**.

FN09-Fall2022

11/16/2022-11/16/2022

6:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 204

\$49.00

Days: W

Sessions: 1

How to Get Debt Free - In Person

If you have debt payments of any kind, you should attend. Too many people are drowning in debt, particularly with high interest credit card debt. This workshop will show you how to eliminate credit card debt in 1-3 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, 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-Fall2022

9/20/2022-9/20/2022

6:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 208

\$49.00

Days: T

Sessions: 1

Broaden Your Knowledge of Investing - Virtual Platform/Live Instruction

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 ways to focus on what you can control. This is a live, interactive virtual class conducted on a virtual platform. A class link invitation will be sent to your email account in advance of class. Instructor: **Alex Winkelman**.

FNINV1-Fall2022

10/18/2022-10/18/2022

6:30 PM - 9:00 PM

Offsite, Live Virtual Classroom, Online Learning

\$19.00

Days: T

Sessions: 1

Health Care and Your Retirement - In Person

Join Alex Winkelman 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. Instructors: **Alex Winkelman and Kevin McCoy**.

FINRET4-Fall2022

12/6/2022-12/6/2022

6:00 PM - 8:30 PM

Keefe Tech, First Floor, Room 210

\$19.00

Days: T

Sessions: 1

FINANCE & RETIREMENT PLANNING

Social Security: Your Questions Answered - In Person

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

FINRET1-Fall2022	\$19.00
11/8/2022-11/8/2022	Days: W
6:00 PM - 8:30 PM	Sessions: 1
Keefe Tech, First Floor, Room 208	

What Happens After the Paychecks Stop? - In Person

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

FINRET2-Fall2022	\$19.00
10/25/2022-10/25/2022	Days: T
6:00 PM - 8:30 PM	Sessions: 1
Keefe Tech, First Floor, Room 204	

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. The course will answer questions such as: What is probate? What are estate taxes? What is a Trust? What are the necessary documents needed to fully protect minor children? The course will provide a full review of the "living documents" such as a Health Care Proxy, Living Will, HIPAA Authorization, and Durable Power of Attorney. 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-Fall2022-Section1	\$19.00
9/13/2022-9/13/2022	Days: T
5:30 PM - 7:00 PM	Sessions: 1
Keefe Tech, First Floor, Room 204	

FINRET3-Fall2022-Section2	\$19.00
11/08/2022-11/08/2022	Days: T
5:30 PM - 7:00 PM	Sessions: 1
Keefe Tech, First Floor, Room 204	

FITNESS & DANCE

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

Jump-start your fitness regimen in this fun-filled exercise class for all abilities. Expect to work hard within your limits. This co-ed class will be held both indoors and outdoors and will include a variety of individual and team activities. Classes will include strength, agility, balance activities, cardio drills, relay races and obstacle courses. Great class for weight loss, building strength and improving heart health. Participants should 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: 10/11, 11/15.

FITNESSBC1-Fall2022	\$99.00
9/20/2022-12/6/2022	Days: T
6:00 PM - 7:00 PM	Sessions: 10
Keefe Tech, First Floor, Stage in Auditorium	

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

Suitable for all levels. This class will help to improve flexibility, alleviate back pain, reduce muscle tension, promote relaxation and relieve stress. The class begins with a cardio-based warm up that includes dynamic movements and active stretches. Next, students will perform a series of slow head-to-toe relaxing stretches that draw from dance, yoga, therapeutic conditioning and traditional exercise. Floor work required. Participants should bring a mat or towel and water. No class: 10/11, 11/15.

FITNESSGS2-Fall2022	\$99.00
9/20/2022-12/6/2022	Days: T
7:15 PM - 8:15 PM	Sessions: 10
Keefe Tech, First Floor, Stage in Auditorium	

Yogalates at Keefe at Night - In Person

Yogalates with Karen Fishman is back at Keefe!! Join Karen for her signature 30/30 class, great for all levels! This popular class will help you build strength, improve posture, and tone your whole body. Class begins with a warm-up followed by mat-based pilates, then transitions to Hatha style yoga, combined with traditional stretch. Class ends with guided meditation. You'll feel relaxed, refreshed and happy when you leave! Bring a yoga mat, blocks (if needed), a yoga strap or towel and water. Class size is limited. Sign up today!

YOGALATES-Fall2022	\$99.00
9/08/2022-10/13/2022	Days: Th
6:30 PM - 7:30 PM	Sessions: 6
Keefe Tech, First Floor, Stage in Auditorium	

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

Full course descriptions can be found online at Keefeatnight.org.

General information can be found on page 29.

Aqua Zumba - Shallow/Deep Fusion at Longfellow in Wayland

Music is key to this class! You'll be dancing in the pool, moving to upbeat, fun music. Some of the class will take place in the shallow water, where the moves are more dance oriented. The rest of the class will be done in the deep water, where the moves are more resistance based. It's a high energy, fun workout! **Instructor: Sheri Gladu.**

FITWATER2-Fall2022

9/20/2022-12/6/2022

6:45 PM - 7:45 PM

Longfellow Tennis & Health Club, Wayland

\$139.00

Days: T

Sessions: 12

Hydropower Plus Core - Water Exercise at Longfellow in Wayland

Burn calories and tone your muscles while being kind to your joints. Hydropower is a total-body, deep-water workout which includes a strong cardiovascular segment. This class is modified for all levels of ability. Additional focus includes CORE work, along with total body muscle conditioning and flexibility, done simultaneously for an effective & efficient class. No class on 11/24. **Instructor: Longfellow Staff**

FITWATER1-Fall2022HP

9/22/2022-12/22/2022

6:45 PM - 7:45 PM

Longfellow Tennis & Health Club, Wayland

\$139.00

Days: Th

Sessions: 12

Sign up for both Classes and save \$10. Please see online description for combined program.

Belly Dancing with Jemileh - All Levels - In Person

Don't miss out on the fun! This class is suitable for dancers of all levels. It will be an introduction to the rich repertoire of moves and combinations that make up this beautiful art form. Classes will also include drills to help build strong muscle control as well as techniques to increase flexibility and grace. As you dance, you will be introduced to the fundamentals of posture, isolations, steps, shimmies and accents of belly dance. Modifications will be offered for all levels so that all students have the opportunity to tailor the movements to their own capacity. Wear comfortable clothes- a comfortable top and yoga pants - fitted ankles so I can see how your feet/ankles are moving. If you don't have dance sneakers or soft soled dance shoes, you will need to wear your socks. No regular shoes please. Bring water and a willingness to have a great time. No class: 9/26 & 10/10. **Instructor: (Jaqui Martir) Jemileh.**

FTBELLYD1-Fall2022

9/12/2022-12/12/2022

6:00 PM - 7:00 PM

Keefe Tech, First Floor, Stage in Auditorium

\$139.00

Days: M

Sessions: 12

Belly Dancing with Jemileh - Level 2 - In Person

One of the most beautiful things about this dance form is the freedom to express your response to the music. This class provides the scaffolding for students to build upon their dance expression to Middle Eastern Music. Created to build on the skills acquired in the Basic Beginner class, students will learn how to put the movements together into combinations and how to fit those combinations to music through choreography. Students will refine skills acquired in the Basic Beginner class.

The Basic Beginner class is a prerequisite for this course.

If the student has not taken the basic class but is able to demonstrate understanding of neutral dance posture, isolations and shimmies, exceptions can be made. Please contact Jemileh through Keefe at Night to discuss. Modifications will be offered to enable students to tailor the movements to their own expression. Wear comfortable clothes- a comfortable top and yoga pants - fitted ankles so Jemileh can see how your feet/ankles are moving. If you don't have dance sneakers or soft soled dance shoes, you will need to wear your socks. No regular shoes please. Bring water and a willingness to have a great time. No class: 9/26 & 10/10.

Instructor: (Jaqui Martir) Jemileh.

FTBELLYD2-Fall2022

9/12/2022-12/12/2022

7:00 PM - 8:00 PM

Keefe Tech, First Floor, Stage in Auditorium

\$139.00

Days: M

Sessions: 12

Ballroom Dancing - In Person

Have fun learning with other beginners and dance with confidence. This beginner course will focus on four of the most popular ballroom dances - two American Smooth (Waltz and Foxtrot) and two Rhythm/Latin (Rumba and Cha-Cha). If you have dance shoes, great; if not, any shoe with a low heel that is secure on your foot and slides along the floor will work. The cost of tuition is \$195 per couple. No class: 9/26, 10/10, 10/17, & 11/7. **Instructor: Shane Steele.**

FTBR01-Fall2022

9/12/2022-12/12/2022

7:00 PM - 8:00 PM

Keefe Tech, First Floor, Gym

\$195.00 Per Couple

Days: M

Sessions: 10

Swing - In Person

Join us in learning single time and triple step swing. Most of the steps and arm movements can also be applied to freestyle dancing. You'll learn the basic rhythm, tucks, underarm turns, and more! We will also work on improving your "lead and follow" dance skills, connection, and musicality. If you have dance shoes, great; if not, any shoe with a low heel that is secure on your foot and that slides along the floor will work. The cost of tuition is \$195 per couple. No class: 9/26, 10/10, 10/17, & 11/7. **Instructor: Shane Steele.**

FTSWING01-Fall2022

9/12/2022-12/12/2022

6:00 PM - 7:00 PM

Keefe Tech, First Floor, Gym

\$195.00 Per Couple

Days: M

Sessions: 10

HEALTH & WELLNESS

Please see the Intro to Intuition class in the Personal Enrichment section.

A Guide to Relaxation and Stress Reduction - In Person

Enjoy a Guided Relaxation and Stress Reduction session, while learning a little about meditation. What is meditation? Why is it beneficial? How does it help reduce stress? Enjoy a peaceful evening and come away not only feeling very relaxed, but with some new tools in your personal tool box to help you deal with stress. **Instructor: Elizabeth Meyer.**

HEALTHW8-Fall2022

12/7/2022-12/7/2022

7:00 PM - 8:30 PM

Keefe Tech, Second Floor, Room 317

\$29.00

Days: W

Sessions: 1

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. Tapping is 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-Fall2022

10/19/2022-10/19/2022

6:00 PM - 8:00 PM

Keefe Tech, First Floor, Room 207

\$29.00

Days: W

Sessions: 1

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. This is accomplished by harmonizing the body and mind through deep breathing, whole body movement, and stretching. It is easy to learn and easy to practice, and there is no need for any special equipment. **Instructor: Joseph Foley.**

QIGONG1-Fall2022

11/9/2022-11/9/2022

7:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 215

\$39.00

Days: W

Sessions: 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, muscle stiffness, fibromyalgia, and arthritis. Qi Gong may help prevent arthritis from getting worse and promote circulation for healing. It is a tool for self-healing that can be used throughout your life. It is useful for people of all ages, especially senior citizens. **Instructor: Joseph Foley.**

QIGONG3-Fall2022

10/12/2022-10/12/2022

7:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 210

\$39.00

Days: W

Sessions: 1

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: Joseph Foley.**

QIGONG2-Fall2022

12/7/2022-12/7/2022

7:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 217

\$39.00

Days: W

Sessions: 1

What is it About Wheat and Gluten? - In Person

Making dietary changes can be difficult, which is why having support can be so beneficial. There are many reasons people choose to go gluten-free, the most common being to manage celiac disease, to reduce symptoms of gluten sensitivity or wheat allergy. In this workshop, we will discuss the difference between celiac, gluten sensitivity and wheat allergy. This workshop will help you feel encouraged to think positively and proactively about your health so you can take ownership of your life. For more information on the topics that will be covered in this class, please go to: <https://www.holibassin.com/post/is-celiac-disease-the-same-as-a-wheat-allergy>. **Instructor: Holli Bassin.**

HEALTHW4-Fall2022

11/02/2022-11/02/2022

6:30 PM - 8:00 PM

Keefe Tech, First Floor, Room 207

\$19.00

Days: W

Sessions: 1

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

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

General information can be found on page 29.

Journeyman Plumbing Code and Theory - In Person



Keefe at Night offers all five tiers of the Massachusetts Journeyman Plumbing Code and Theory Program. Requirement: High school diploma or equivalency. **For those of you that are ready to embark on your journeyman career, Tier 1 starts in Fall 2022 and Tier 2 starts in Spring 2023.**

These courses are open to two groups of current apprentices: those participating in the Tier System licensed after September 1, 2008, and those licensed prior to that date who are in the 300-hour program.

Participants in the 5-Tier system at Keefe at Night are required to complete 550 hours. Apprentices licensed prior to September 1, 2008 are required to accumulate 300 hours.

This program runs in Fall and Spring. It covers the Massachusetts Board of State Examiners of Plumbers & Gas Fitters requirements including code, science, theory and math. Students are required to have their code book in class. All classes start promptly on time in order to ensure state policy compliance.

Important: Students must possess a current Apprenticeship License to be able to enroll in Tiers 2-5.

For information on Massachusetts State requirements, we highly recommend that you visit:
<https://www.mass.gov/orgs/board-of-state-examiners-of-plumbers-and-gas-fitters>

For schedules and costs, please go to page 25.

Electrical Code Journeyman Module Program - In Person

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 exam preparation 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 (+ 8 hours for make up time) 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 National Electrical Code Book, and must complete assigned exams to receive certified hours, as required. Study aids covering all the NEC and practice exams are available to students to assist them 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>

For schedules and costs, please go to page 25.

HEALTH & WELLNESS - PET HEALTH

Pet First Aid and CPR for Cats and Dogs Certification - 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 in case of an emergency. 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 valuable skills and helping you truly be your pet's best friend. A class information packet will be sent to your mailing address.

Registration deadline for either session: 1 week before the start of class. Instructor: Laura McCallion.

HEALTHWPETS-Fall2022-Section1 \$75.00
10/12/2022-10/13/2022 Days: WTh
6:00 PM - 9:00 PM Sessions: 2
Keefe Tech, First Floor, Room 215

HEALTHWPETS-Fall2022-Section2 \$75.00
11/7/2022-11/8/2022 Days: MT
6:00 PM - 9:00 PM Sessions: 2
Keefe Tech, First Floor, Room 215

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. No class: 10/4 & 11/8. **Instructor: Tony Keats.**

HOBBY2-Fall2022 \$139.00
9/20/2022-11/22/2022 Days: T
6:30 PM - 9:00 PM Sessions: 8
Keefe Tech, Second Floor, Room 309

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: 10/27. **Instructor: Tony Keats.**

HOBBY1-Fall2022 \$139.00
9/15/2022-11/10/2022 Days: Th
6:30 PM - 9:00 PM Sessions: 8
Keefe Tech, Second Floor, Room 309

HOME & GARDEN

Please see Arts & Crafts Floral Design section for information on floral arrangement classes.

How to Organize Your Kitchen So It Looks and Feels Amazing - In Person

Messy kitchen, cluttered counters, overloaded fridge? Does this describe your kitchen? The kitchen is one of the most challenging rooms to organize, but also the most important. If you are up to the challenge, Ann can help get that kitchen organized. **Instructor: Ann Jewell.**

HGORG5-Fall2022 \$29.00
11/30/2022-11/30/2022 Days: W
6:30 PM - 8:30 PM Sessions: 1
Keefe Tech, First Floor, Room 208

Sustainability and Indoor Composting - Virtual Platform/Live Instruction

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 in advance of class.** Please visit enviropal.org to order your kit. Shipping available to any location within the United States. This class will be conducted on a Virtual Platform/Live Instruction format. A class link invitation will be sent to your email account in advance of class. **Instructor: Ray Pourali.**

HGLS09-Fall2022-Section1 \$29.00
9/29/2022-9/29/2022 Days: Th
6:00 PM - 9:00 PM Sessions: 1
Offsite, Live Virtual Classroom, Online Learning

HGLS09-Fall2022-Section2 \$29.00
11/3/2022-11/3/2022 Days: W
6:00 PM - 9:00 PM Sessions: 1
Offsite, Live Virtual Classroom, Online Learning

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. No Class: 10/5 & 11/23 **Instructor: Kathleen Romeo.**

LA18-Fall2022 \$149.00
9/21/2022-12/21/2022 Days: W
6:00 PM - 7:30 PM Sessions: 12
Keefe Tech, Second Floor, Room 313

General info can be found on page 29.

LANGUAGE ARTS - ADULT

American Sign Language II - Intermediate - In Person

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

LA19-Fall2022 \$149.00
9/13/2022-11/29/2022 Days: T
6:00 PM - 7:30 PM Sessions: 12
Keefe Tech, Second Floor, Room 313

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 traveling in Brazil. They will also learn first-hand about Brazilian culture through music, cuisine and history. Taught by a native speaker of Brazilian Portuguese, students will have the opportunity to listen and to practice correct pronunciation. Although the focus is conversation, the course will also help improve reading and writing skills. This course is recommended for individuals who plan to travel to Brazil or interact with Brazilian co-workers, clients, friends or family. Materials are included in the cost of tuition. No Class: 9/26 & 10/10. **Instructor: Eliane Vaz Louison.**

LAPORTUGUESE2-Fall2022 \$169.00
9/12/2022-12/12/2022 Days: M
6:30 PM - 9:00 PM Sessions: 12
Keefe Tech, First Floor, Room 202

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. Your instructor, a native speaker of Brazilian Portuguese, looks forward to sharing the love of her culture and language with you. This course is recommended for individuals who want to immerse themselves in Brazilian culture, and for students with Brazilian heritage who want to feel more confident when communicating with family and friends. Materials are included in the cost of tuition. No class: 10/5 & 11/23.

Instructor: Eliane Vaz Louison.

LAPORTUGUESE1-Fall2022 \$169.00
9/7/2022-12/7/2022 Days: W
6:30 PM - 9:00 PM Sessions: 12
Keefe Tech, First Floor, Room 202

Tourists' Guide to Paris and France - In Person

Join Anabelle Lesbas on a fun and informative "tour" of France and its culture. In this class you will learn basic survival French vocabulary, necessary for travelers who do not speak French. You will learn about Paris destination spots, including how to utilize public transportation. Anabelle will share her personal experience on how to get the most out of Paris. She will also touch upon France's 13 regions. **Instructor: Annabelle Lebas.**

LAFRENCHTOURISTFall2022 \$59.00
10/17/2022-10/24/2022 Days: M
6:00 PM - 8:00 PM Sessions: 2
Keefe Tech, First Floor, Room 210

Fall 2022

French - Beginner- In Person

This course is for students who have little or no previous experience learning French. This class will focus on learning and using everyday vocabulary, useful phrases, as well as listening and speaking activities. You will gain confidence in basic sentence construction as well as listening comprehension. We will play quizlet, bingo games and listen to French songs. We will use authentic resources to practice interpretive reading and listening, interpersonal conversations and presentational speaking. We are going to learn French grammar in context. **Required Textbook: Entre Amis:** <https://tinyurl.com/2hb28ute> must be purchased in advance of class. No class: 10/5 & 11/23. **Instructor Anna Gvirstman.**

LAFRENCH1-Fall2022 \$149.00
9/21/2022-12/7/2022 Days: W
7:00 PM - 8:30 PM Sessions: 10
Keefe Tech, First Floor, Room 205

French - Intermediate - Virtual Platform/Life Instruction

This course is for students who have completed beginner French. Students will continue speaking French, listening to French songs, reading stories and playing bingo using the new vocabulary from stories, which they create on their own for each class. Students will learn some culture from the French speaking countries and some Francophone literature. We will use authentic resources to practice interpretive reading and listening, interpersonal conversations and presentational speaking. We are going to learn French grammar in context. A class link invitation will be sent to your email account in advance of class. No class: 11/24.

Instructor Anna Gvirstman.

LAFRENCH3-Fall2022 \$149.00
9/22/2022-12/1/2022 Days: Th
7:00 PM - 8:30 PM Sessions: 10
Offsite, Live Virtual Classroom, Online Learning

Spanish 1 - Basics - In Person

This course is for students who do not have any previous experience with the Spanish language. The class will cover: the alphabet, pronunciation, greetings and farewells, numbers, how to tell time, colors, clothing vocabulary, food vocabulary, the calendar, and parts of the body. In addition, you will learn basic Spanish grammar, which includes: gender form, articles, the plural form of words, and adjectives to describe yourself and others, and more. By the end of the twelve-week course, students should be able to express feelings, likes and dislikes, and maintain very simple, short conversations. Materials for reading and exercises will be sent to students before the first day of class. **Instructor: Elba Fernandez.**

LASP01-Fall2022 \$139.00
9/13/2022-11/29/2022 Days: T
6:00 PM - 7:00 PM Sessions: 12
Keefe Tech, First Floor, 209

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

Register online at **Keefeatnight.org** or call us at 508-416-2170 17

LANGUAGE ARTS - ADULT

Spanish 2 - Beginners - In Person

This course is for students who already have basic knowledge of the Spanish language. This class will cover vocabulary and grammar for different situations. You will also learn various verb conjugations, adjectives and adverbs. Students will develop reading comprehension skills through reading short passages. They will also learn to express opinions based on information presented, and will verbally create their own short stories. By the end of the course, you should feel comfortable communicating preferences and asking and answering questions about daily life topics. Materials for reading and exercises will be sent to students before the first day of class. **Instructor: Elba Fernandez.**

LASP02-Fall2022

9/13/2022-11/29/2022

7:30 PM - 8:30 PM

Keefe Tech , First Floor, 209

\$139.00

Days: T

Sessions: 12

Spanish 3 - Beginners - Virtual Platform/Live Instruction

This course is for students who want to build upon what they have already learned in Spanish. The class will cover conjugation of the 100 most used verbs in their present, preterit, imperfect, and future tense. During this twelve-week course, students will read sentences and short stories that use regular and irregular verbs. Practice work will include filling in the blanks in sentences and short stories. By the end of the course, students will be able to express themselves using the correct verbs while speaking. Materials for reading and exercises will be sent to students before the first day of class. A class invitation link will be sent to your email account in advance of class. **Instructor: Elba Fernandez.**

LASP03-Fall2022

9/7/2022-11/23/2022

6:30 PM - 7:30 PM

Offsite, Live Virtual Classroom, Online Learning

\$139.00

Days: W

Sessions: 12

LANGUAGE ARTS - CHILDREN

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

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. This class will be conducted on a virtual platform/live instruction format. A class invitation link will be sent to your email account in advance of class. **Instructor: Hilda Quinones.**

SPANISHCH1-Fall2022

9/13/2022-11/29/2022

5:30 PM - 6:30 PM

Offsite, Live Virtual Classroom, Online Learning

\$139.00

Days: T

Sessions: 12

LANGUAGE ARTS - CHILDREN

Spanish - Elementary Spanish for Children Ages 10-14 - Virtual Platform/Live Instruction

This class is offered to students ages 10 to 14. They will learn Spanish while having fun in a relaxed atmosphere. Concepts like basic vocabulary, phonetics, greetings and farewells, descriptions, seasons and weather. Beginner grammar, and much more will be taught during class through games, songs and projects that will be assigned to the students. They will also be introduced to different aspects of Spanish culture. By the end of this course, they will be able to use this vocabulary in short sentences and will have increased their conversational skills. This class will be conducted on a virtual platform/live instruction format. A class invitation link will be sent to your email account in advance of class. No class: 11/24. **Instructor: Hilda Quinones.**

SPANISHCH2-Fall2022

9/15/2022-12/8/2022

5:30 PM - 6:30 PM

Offsite, Live Virtual Classroom, Online Learning

\$139.00

Days: Th

Sessions: 12

MEDICAL & ALLIED HEALTH TRAINING

Clinical Medical Assistant Training Program - In Person

This program includes 140 hours of classroom lectures and hands-on labs. The class meets on Tuesdays and Thursdays and on 6 Saturdays. A full schedule is posted online. It also includes a 160-hour clinical externship opportunity. The clinical externship provides students with an opportunity to perform hands-on work with actual patients at a local medical facility. This may give students an edge over other job applicants who do not complete an externship after finishing their classroom studies.

In this course 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, professional workplace behavior, ethics and the legal aspects of healthcare. **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: To be eligible for the externship, students must successfully complete the 140-hour classroom program, pass the NHA exam, submit to a thorough background check, drug screening and meet other requirements. Please note that students must meet the healthcare provider's requirements and safety mandates.

Materials and the textbook are included in the cost of tuition. 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 classroom program. No class: 10/27, 11/17, 11/24.

Instructor: Nicole Williams, CCI.

MEDCMA1-Fall2022

9/6/2022-12/20/2022

6:00 PM - 9:30 PM

Keefe Tech, Second Floor, Room 323

\$2,749.00

Days: TThSa

Sessions: 34

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

In Person & Hybrid 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 3 - December 14, 2022
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 6 - December 20, 2022
Tuition \$2,749



Medical Billing & Coding Certification Training

This combined 80-hour billing and coding will include the following topics: Insurance billing problems, how to manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures and CPT (Introduction, Guidelines, Evaluation and Management). Externship not included.

October 3 - December 12, 2022
Tuition \$1,898



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-nine 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 MA State-approved testing organization, Prometric.

September 15 - November 3, 2022
Clinical Rotation Dates: 11/5, 11/12, 11/19



Emergency Medical Technician - EMT Certification Training - Hybrid Course

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 27 - December 17, 2022
Tuition \$1,169

MEDICAL & ALLIED HEALTH TRAINING

Phlebotomy Technician Training - In Person

This program includes 90 hours of classroom lecture, hands-on labs and a clinical externship. The clinical externship provides students with an opportunity to perform hands-on work with actual patients at a local medical facility. This may give you an edge over other job applicants who do not complete an externship after finishing their classroom studies.

The class meets on Mondays and Wednesdays and on four Saturdays. 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.

National Certification: National Healthcareer Association 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: This program includes an up to 120 hour clinical externship opportunity. To be eligible for the clinical externship, students must successfully complete the 90-hour program, pass the NHA exam, submit to a thorough background check, drug screening and meet other requirements.

Materials are included in the cost of tuition. 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. No class: 10/05, 10/10, 11/23. **Instructor: CCI Staff.**

MEPHLEBT1-Fall2022

10/3/2022-12/14/2022

6:00 PM - 9:30 PM

Keefe Tech, Second Floor, Yoga Room by Library

\$1,979.00

Days: MWSa

Sessions: 24

Medical Billing and Coding Program - In Person

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management), specialty fields (such as surgery, radiology and laboratory), ICD-10 (Introduction and Guidelines) and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals, (CPT, ICD-10 and HCPCS). **Please note: After obtaining the practical work experience (6 months to 2 years),** students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exam. Textbook included. Please see online description for Saturday dates and times. Payment plan is not available for this class. No class: 10/5, 10/10, & 11/23. **Instructor: CCI Staff.**

ME07-Fall2022

10/3/2022-12/12/2022

6:00 PM - 9:30 PM

Keefe Tech, Second Floor, 320

\$1,898.00

Days: MWSa

Sessions: 21

Emergency Medical Technician, EMT Certification Training Program - Hybrid Format

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 prehospital patient assessment; understand current legal aspects of pre-hospital care; identify and treat common medical emergencies; identify and treat traumatically injured patients; identify and treat special patient populations (ob/gyn, pediatrics, geriatric, environmental emergencies); and identify the properties of approved pharmacological agents. This program exceeds the National and State Standard Curriculum for EMTs. The course includes AHA Healthcare Provider CPR. Upon successful completion of this 160-hour course, students will be eligible to take the practical and written certification exams to become certified nationally and in the Commonwealth of Massachusetts. **Prerequisites:** Students must be able to lift 125 lbs; possess advanced to fluent English language proficiency, and have strong verbal and communication skills.

Class Format: This is a hybrid course, which consists of online self-paced, and in person hands-on classes. You will receive your login credentials for the online portion of the course after you register. A virtual program orientation/class will take place on Tuesday, September 27 at 5:30pm on Zoom. A Zoom link will be sent to you in advance of the class. A large portion of the class is online/self-paced. This portion requires you to complete weekly assignments on your own, which will cover the didactic portion of the course. The hands-on portion of the class will take place in person at Keefe Tech on Saturdays from 9-1pm. During the in-person classes, we will cover the psychomotor, or hands-on portion of the course. The full schedule is available online. No class: 11/26.

Instructor: Metro-West EMS Educators Staff.

MEDEMT1-Fall2022

9/27/2022-12/17/2022

9:00 AM - 1:00 PM - In Person

Keefe Tech, Second Floor, Room 320

\$1,169.00

Days: Sa

Sessions: 11



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. As required by the Department of Public Health, this program includes the required 54 hours of classroom work and 21 hours for the hands-on clinical rotation. Four hours have been added to the program for a total of 79 hours to allow for additional preparation. Upon successful completion of the course, students will be eligible to apply for State Certification through the State's newly- approved testing organization - Prometrics. In this course students will gain the required skills to become a Certified Nurse Assistant. They will learn about 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 Prometrics exam, it is mandatory that all students successfully complete all class hours and clinical sessions. Sign up early as class size is limited. Textbooks and other materials are included in the cost of tuition. Students will be responsible for their exam fees. Please contact us to make an appointment to take the pre-admission test and learn about requirements which must be met in advance of class. The full class schedule is available online. No class: 10/27. **Instructor: Debbie Eichhorst.**

MECNA1-Fall2022 \$1,159.00
Classroom Sessions:
9/15/2022-11/3/2022 Days: TTh
Clinical Rotation:
11/5, 11/12, 11/19 Sessions: 17
4:00 PM - 8:00 PM (Times Vary in November)
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.**

MEFACPR1-Fall2022 \$109.00
10/26/2022-10/26/2022 Days: W
5:00 PM - 9:00 PM Sessions: 1
Keefe Tech, First Floor, Room 215

Certificação de Primeiros Socorros/CPR/AED para Adultos e Pediátricos (This class will be taught in Portuguese)

Este curso da Cruz Vermelha incorpora a ciência mais recente e ensina os alunos a reconhecer e cuidar de uma variedade de emergências de primeiros socorros, como queimaduras, cortes, arranhões, doenças súbitas, lesões na cabeça, pescoço, costas, emergências de calor e frio e como responder à respiração e emergências cardíacas para vítimas de todas as idades.

MEFACPR2-Fall2022 \$109.00
11/30/2022-11/30/2022 Days: W
5:00 PM - 9:00 PM Sessions: 1
Keefe Tech, First Floor, Room 215

Advanced Cardiovascular Life Support (ACLS) Certification - In Person

ACLS certification demonstrates that an individual has been trained on the American Heart Association (AHA) approved standard. The certification verifies a person is qualified to perform ACLS. All students must complete the Precourse Self-Assessment and achieve a score of at least 70% before taking the ACLS Course. Please go to this link to create an account and take the assessment module: <https://elearning.heart.org/course/423>

Please note that students must print their scoring report and bring it with them to class. Completion of this self assessment is necessary to receive Continuing Education Units through the American Heart Association. **Instructor: Greater Boston Safety Training Staff.**

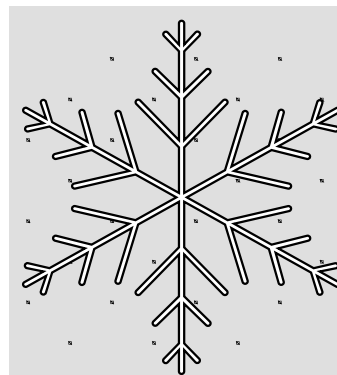
MEACLS1-Fall2022 \$300.00
10/8/2022-10/8/2022 Days: Sa
9:00 AM - 5:00 PM Sessions: 1
Keefe Tech, First Floor, Room 215

Basic Life Support Certification - In Person

The Basic Life Support (BLS) course equips 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 latest American Red Cross Focused Updates and Guidelines, 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.**

You can download a free copy of the Red Cross' Basic Life Support booklet, by going to this link:
<https://lighthouse.training/wp-content/uploads/2019/01/Basic-Life-Support-Participant-Manual.pdf>

MELIFES1-Fall2022 \$109.00
11/16/2022-11/16/2022 Days: W
5:00 PM - 9:30 PM Sessions: 1
Keefe Tech, First Floor, Stage in Auditorium



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.

MEDICAL & ALLIED HEALTH TRAINING

Pediatric Advanced Life Support (PALS) Certification - In Person

The PALS Provider Course is designed to prepare participants to identify and treat cardiopulmonary arrest and common conditions that may lead to cardiopulmonary arrest in infants and children. This course is designed for healthcare providers who will be responding to emergencies. Topics included in this course include: Timely recognition of and interventions required to prevent respiratory and cardiac arrest in any pediatric patient; systematic approach to pediatric assessment by using initial impression; primary and secondary assessments, and diagnostic tests; priorities and specific interventions for infants and children with respiratory and/or circulatory emergencies; importance of effective communication and team dynamics, including individual roles, and responsibilities, during a pediatric resuscitation and key elements of post-resuscitation management. **Important:** Please see online description for important requirements that must be met in advance of class. **Instructor: Greater Boston Safety Training Staff.**

MEPALS1-Fall2022	\$325.00
11/5/2022-11/5/2022	Days: Sa
9:00 PM - 5:00 PM	Sessions: 1
Keefe Tech, First Floor, Room 215	

MUSIC

Instant Guitar for the Hopelessly Busy People - Virtual Platform/Live Instruction

Have you ever wanted to learn the guitar but simply find it difficult to find the time? In just a few hours you can learn enough about playing the guitar to give you years of musical enjoyment, and you won't have to take private lessons to do it. This crash course will teach you some basic chords and get you playing along with your favorite songs right away. Since this is a virtual class on Zoom, you will be able to sit at home with your guitar and take this class without any pressure at all. The class includes an online book, **a recording of this class** and online follow-up video lessons, so you will be able to continue your practice and study on your own. An optional periodic online question and answer session is also included. Class limited to 15 students. For ages 13+. A class invitation link will be sent to your email in advance of class.

Instructor: Craig Coffman.

ARTMUSIC10-Fall2022	\$79.00
10/25/2022-10/25/2022	Days: T
6:30 PM - 9:00 PM	Sessions: 1
Offsite, Live Virtual Classroom, Online Learning	

Full course descriptions can be found online at Keefeatnight.org.

We look forward to seeing you in Fall!

MUSIC

Instant Piano for Hopelessly Busy People - Virtual Platform/Live Instruction

In just a few hours, you can learn enough secrets of the trade to give you years of musical enjoyment. Learn to play piano the way professionals do-using chords. The chord method is LOTS of fun and dramatically easier to learn than reading notes. Fee includes an online book, online follow up lessons, **a recording of this class** and also an optional periodic question and answer session. Class is held online using Zoom and is partly hands-on instruction and partly lecture demonstration. A class invitation link will be sent to your email account in advance of class. **Instructor Craig Coffman.**

ARTMUSIC09-Fall2022	\$79.00
10/24/2022-10/24/2022	Days: M
6:30 PM - 9:30 PM	Sessions: 1
Offsite, Live Virtual Classroom, Online Learning	

PERSONAL ENRICHMENT

A Personal Path to Success - In Person

Clarify your soul's deepest calling into an intention that can guide your creativity and growth this spring. In this 90-minute workshop, you will clarify your intention for yourself, create a powerful and energizing symbol of your intention that will help to focus your thoughts and guide your actions, and make a road map to your success. You will also learn simple, easy to use energy techniques to magnetize your intention and draw it deeply into yourself. Elizabeth will guide you in removing self-limiting beliefs and other internal blocks to success so that you can achieve your goals! Let the start of a new year be the jump start to success for you! Listen to your heart and soul and move in the direction of your greatest fulfillment and satisfaction! **Instructor: Elizabeth Meyer.**

PE103-Fall2022	\$29.00
11/2/2022-11/2/2022	Days: W
7:00 PM - 8:30 PM	Sessions: 1
Keefe Tech, Second Floor, Room 317	

Goal Setting: Set Yourself Up For Success - In Person

Come and set your Goals! Make this the year you achieve your goals - by starting off the year with a PLAN for how to get where you want to go. Achieving your goals requires more than just a wish - it requires a clear PLAN. Come and bring your goals to this workshop, and leave with a clear plan as to how you will get yourself to where you want to go. This is a fun, interactive class with some visualizing and imagining, as well as clear planning. Come with a wish, leave with a plan! **Instructor: Elizabeth Meyer.**

PE102-Fall2022	\$29.00
12/6/2022-12/6/2022	Days: T
7:00 PM - 8:30 PM	Sessions: 1
Keefe Tech , First Floor, 207	

PERSONAL ENRICHMENT

Intro to Intuition - In Person

Created by popular demand, this workshop will have you exploring your own intuitive gifts and abilities. It's a great first step into learning how to listen and strengthen your own "inner voice." To discover your unique gift, we will explore the different types of intuition pathways as well as review exercises and techniques for building a great foundation for intuitive insight. **Instructor: Amanda Bavaro.**

PE104-Fall2022 \$39.00
12/19/2022-12/19/2022 Days: M
5:00 PM - 8:00 PM Sessions: 1
Keefe Tech, Second Floor, Room Yoga Room by Library

REAL ESTATE

Massachusetts Real Estate Salesperson Training - In Person

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 you will receive a certification booklet, which allows you to take the state examination. If you score 70% or better on your exam, you will receive your license that day!

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

Books 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. Please copy and paste this link to reach the store: <https://tinyurl.com/y866kww>. No class: 9/26, 10/5, 10/10, and 10/31. **Instructor: ERA Key Realty - Brad Roberts.**

REALESTATE1-Fall2022 \$369.00
9/14/2022-11/16/2022 Days: MW
6:00 PM - 9:00 PM Sessions: 15
Keefe Tech, First Floor, Room 220

FREE - Understanding and Using Your VA Home Loan Benefits - In Person

During this class taught by Michael Shain, he will discuss and review the benefits of the VA guaranteed home loan, for not only purchasing a home with no down payment but also refinancing your current home mortgage with a VA guaranteed home loan. VA guaranteed loans are for veterans, active duty personnel, reservists and National Guard, as well as serving spouses of veterans. We cover topics such as budgeting, credit, home inspections, the mortgage process and working with a real estate agent, as well as some unique VA home loan requirements. **Instructor: Michael Shain.**

FN301-Fall2022 Free
9/14/2022-9/14/2022 Days: W
6:30 PM - 7:30 PM Sessions: 1
Keefe Tech, First Floor, Room 210

Fall 2022

REAL ESTATE

FREE Home Buying Seminar - In Person

Join us for your Home Buyer seminar. Buying a house is probably the largest, most important and most expensive transaction you'll ever make. Let four specialists: a loan officer, home inspector, real estate agent and attorney, assist you. They will also be available to answer your questions. **Instructor: Michael Shain.**

FINRE1-Fall2022 Free
10/19/2022-10/19/2022 Days: W
6:30 PM - 7:30 PM Sessions: 1
Keefe Tech, First Floor, Room 210

How to Sell Your Home Workshop - In Person

If you are thinking about selling your home in the near future, this class is a must! Learn how to hire the right agent and what you need to know if you plan on selling without an agent. The class will also cover what's necessary to fix before listing and what isn't, what buyers want, and what costs are associated with selling. The importance of staging and cleaning your home before listing will also be discussed. **Instructor: Faina Shapiro.**

FINRE2-Fall2022 \$19.00
11/14/2022-11/14/2022 Days: M
6:00 PM - 8:00 PM Sessions: 1
Keefe Tech, First Floor, Room 210

Real Estate Investing Workshop - In Person

Real estate investing can be lucrative if you know what you are doing, but it can also set you up for failure if you don't. The trouble is that many new investors don't know where or how to invest in real estate. This class will teach you how to find the property that can be an additional income stream and how to avoid getting into trouble with tenants. Along with learning how to buy an income-generating rental property in this competitive market, we will also discuss Massachusetts laws that every landlord needs to know to protect themselves. We will review proven tips on being a thoughtful and respected landlord and financing and property maintenance costs. **Instructor: Faina Shapiro.**

FINRE3-Fall2022 \$19.00
11/21/2022-11/21/2022 Days: M
6:00 PM - 8:00 PM Sessions: 1
Keefe Tech, First Floor, Room 210

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. Don't pay for expensive repairs when you can do them yourself! Come prepared and bring your small engine on the first night of class. The engine may remain attached to a snow blower, lawn mower or other small engine equipment.

Important: There is no storage available. Be sure you can transport your equipment to and from class each week. No class: 10/5. **Instructor: James (JR) Gable.**

AU04-Fall2022 \$179.00
9/7/2022-10/19/2022 Days: W
6:00 PM - 9:00 PM Sessions: 6
Keefe Tech, Auto Shop

Register online at **Keefeatnight.org** or call us at 508-416-2170 23

Massachusetts Real Estate Salesperson Training - In Person

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 Exam.

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 formats. At the completion of the program students will receive a certification booklet, which allows them to take the state examination. If you score 70% or better on your exam, you will receive your license that day!

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

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

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



REALESTATE1-Fall2022	\$369.00
9/14/22 - 11/16/22	Days: MW
6:00 PM - 9:00 PM	Sessions:15
Brad Roberts	
Keefe Tech, First Floor, Room 220	

Construction Supervisor Unrestricted License Exam Preparation Course In Person Classes



Registration Deadline: October 26. 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 Supervisor Unrestricted License Exam. In addition to class time, you will be expected to work on practice exams and to read the materials 6-8 hours per week. 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.

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

All Textbooks and Study Materials (\$500 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

CONSTRUCTLIC-Fall2022	\$900
11/2/2022-12/21/2022	Days: W
6:00 PM - 8:00 PM	Sessions: 6
Mass Nail It Staff	
Keefe Tech, First Floor, Room 201	

TRADE PREPARATION - JOURNEYMAN PLUMBING CODE

Keefe at Night offers all five tiers of the Massachusetts Journeyman Plumbing Code and Theory Program. The Keefe at Night Plumbing Tier Program fulfills the required Tier code & theory portion of training for students wishing to become Massachusetts Journeyman Plumbers. It 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.

With the exception of Tier 1, classes are open only to current 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 complete 550 classroom hours. Apprentices licensed prior to September 1, 2008 are required to accumulate 300 hours over a three-year period.

Please remember that you will not be able to enroll in Tier 2 until you have both completed all of Tier 1 and have attained an apprenticeship license.

We strongly recommend that all students visit the The Board of Registration of Plumbers and Gas Fitters website at: <https://www.mass.gov/plumber-licensing> for information on Journeyman License requirements and processes: <https://www.mass.gov/plumber-licensing>

New Four-Year/5 Tier Format:

Starting in Fall 2021 Keefe at Night started offering a four-year 5 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 2022; Tier 2 - Full Tier will be offered in Spring 2023, Tiers 3, 4 and 5 will continue to be offered as 2 semester tiers (Fall and Spring). Students just starting their Tier studies will be able to complete the program in 4 years instead of 5. **Be sure to bring your codebook to class.**

Plumbing Code and Theory Tier 1 With OSHA - In Person

No class: 9/26, 10/05, 10/10, 10/27, 11/17, 11/23, 11/24.

PLUMBING.TIER1-Fall2022

9/7/2022-12/8/2022

5:30 PM - 9:30 PM

Keefe Tech, First Floor, Room 216

Instructor: Jamie Prevosk

\$968.00

Days: MWTh

Sessions: 34

Plumbing Code and Theory Tier 2 - In Person

Will be offered in Spring 2023

Plumbing Code and Theory Tier 3 - In Person

No class: 9/26, 10/10.

PLUMBING.TIER3-Fall2022

9/6/2022-10/18/2022

5:30 PM - 9:00 PM

Keefe Tech, First Floor, Room 217

Instructor: John Ryder

\$469.00

Days: MTTh

Sessions: 17

Plumbing Code and Theory Tier 4 - In Person

No Class: 9/26, 10/05, 10/10.

PLUMBING.TIER4-Fall2022

9/7/2022-10/20/2022

5:00 PM - 8:30 PM

Keefe Tech, First Floor, Room 218

Instructor: Matthew Flynn

\$469.00

Days: MWTh

Sessions: 17

Plumbing Code and Theory Tier 5 - In Person

No Class: 10/27.

PLUMBING.TIER5-Fall2022

9/8/2022-11/8/2022

5:00 PM - 8:30 PM

Keefe Tech, First Floor, Room 220

Instructor: Eric Gordon

\$469.00

Days: TTh

Sessions: 17

TRADE PREPARATION: JOURNEYMAN ELECTRICAL CODE

Electrical Code - Journeyman, Module 2 - In Person

In Module 2 topics will include Electrical Bonding and Grounding, Low Voltage Systems and Controls, Fire Warning and Security Systems as well as Design and Testing (NFPA 22). This class meets the requirements set forth by the Massachusetts State Board of Electrical Examiners as a part of the 600-hour requirement to sit for the Journeyman's Exam. **Important:** All students must have the current edition of the 2020 NEC in class. Other books on the reading list are optional. All classes start promptly on time in order to ensure state policy compliance. We highly recommend that you visit the MA Board of State Examiners of Electricians website for comprehensive information on becoming a MA Electrical Code Journeyman: <https://www.mass.gov/orgs/board-of-state-examiners-of-electricians>. This is a Saturday class. There will be a short lunch break during each session. No class: 11/27.

Instructor: Richard Packer.

ELECTRICMOD2-Fall2022

9/10/2022-12/17/2022

8:00 AM - 2:30 PM

Keefe Tech, Ground Floor, Electrical Related Room

\$549.00

Days: Sa

Sessions: 14



Fall 2022

Register online at [Keefeatnight.org](https://www.Keefeatnight.org) or call us at 508-416-2170 25

TRADE PREPARATION: JOURNEYMAN ELECTRICAL CODE

Electrical Code - Journeyman, Module 4 - In Person

Meeting the requirements for registered apprentice programs, this class will cover Fiber, data and communications wiring and systems, MA Laws and Regulations pertaining to Electrical Wiring, and Conduct of Technicians and Apprentices including Inspection Requirements. This class meets the requirements set forth by the Massachusetts State Board of Electrical Examiners as a part of the 600-hour requirement to sit for the Journeyman's Exam. Please note that students have access to over 45 DVD study aids in our study library on campus, including video discussions of code articles by industry experts. **Important:** All students must have the current edition of the 2020 NEC in class. Other books on the reading list are optional. All classes start promptly on time in order to ensure state policy compliance. We highly recommend that you visit the MA Board of State Examiners of Electricians website for comprehensive information on becoming a MA Electrical Code Journeyman and for a list of requirements that you will need to fulfill/documents you will need to submit to apply for the Journeyman License. <https://www.mass.gov/orgs/board-of-state-examiners-of-electricians>. No class: 9/26, 10/5, 10/10 & 11/23. **Instructor: Richard Packer.**

ELECTRICMOD4-Fall2022

9/12/2022-12/05/2022

6:00 PM -10:00 PM

Keefe Tech, Ground Floor, Electrical Related Room

\$549.00

Days: MW

Sessions: 21

Electrical Code - Journeyman, Module 7 - In Person

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

Students will be using the National Electrical Code, and must complete assigned exams to receive certified hours, as required. Study aids are available to the students covering all the NEC and practice exams to assist students in completing the education necessary to pass their electrical exams. This class meets the requirements set forth by the Massachusetts State Board of Electrical Examiners as a part of the 600-hour requirement to sit for the Journeyman's Exam. **Important:** All students must have the current edition of the 2020 NEC in class. Other books on the reading list are optional. We highly recommend that you visit the MA Board of State Examiners of Electricians website for comprehensive information on becoming a MA Electrical Code Journeyman and for a list of requirements that you will need to fulfill/documents you will need to submit to apply for the Journeyman License. <https://www.mass.gov/orgs/board-of-state-examiners-of-electricians>. No class: 10/27, 11/17 & 11/24. **Instructor: David Hatton.**

ELECTRICMOD7-Fall2022

9/13/2022-12/01/2022

6:00 PM -10:00 PM

Keefe Tech, First Floor, 219

\$549.00

Days: TTh

Sessions: 21

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

TRADE PREPARATION: CONSTRUCTION

Construction Supervisor Unrestricted License Exam Preparation - In Person

Registration Deadline: Wednesday, October 26. Only a person licensed by the Massachusetts Board of Building Regulations and Standards may supervise the construction and renovation of all one and two family dwellings and all buildings containing less than 35,000 cubic feet of enclosed space. This class will help you prepare for your Massachusetts Construction Supervisors unrestricted license exam. This course 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, students will be able to retain the process of the system in order to find the answers to the test questions that will be presented. In addition to class time, students will be expected to work on practice exams and to read 6-8 hours per week. A score of 70% is required to successfully pass the state exam. It is recommended that you are pre-approved by the state testing agency prior to the class, however, this is not a requirement.

All Textbooks and Study Materials (\$500 value) are included in the cost of tuition: 2015 International Building Code, 2015 International Residential Code, 2015 International Energy, Conservation Code, Massachusetts Amendments for the IBC, Massachusetts Amendments for the IRC, Massachusetts A.A.B. Regulations, 29 CFR OSHA 1926, Construction Standard, Classroom study supplies are also included. Prerequisite to take the State Exam: Three years of documentable construction experience. No class: 11/16 & 11/23. **Instructor: Mass Nail It Staff.**

CONSTRUCTLIC-Fall2022

11/2/2022-12/21/2022

6:00 PM - 8:00 PM

Keefe Tech, First Floor, 201

\$900.00

Days: W

Sessions: 6

Hoisting - 2A License Exam Prep/Continuing Ed. - 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. Please see the online description for a list of topics that will be covered. **Instructor: Michael Giampietro.**

TP100-Fall2022

11/3/2022-11/10/2022

6:00 PM - 9:00 PM

Keefe Tech, First Floor, 201

\$109.00

Days: Th

Sessions: 2

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.

TRAVEL

New York - Broadway, November 19, 2022

Our New York - Broadway trip includes round-trip transportation via modern, Wi-Fi equipped motor coach, complimentary city map, Broadway Show Guide, Dining Guide, and the assistance of our expert trip guide, Doug Sanders. We will leave Keefe at 7:30 a.m. sharp and travel to the "Big Apple." Once in Times Square, we will head to the TKTS Booth to purchase available tickets for matinee performances at half the list price on the day of the show! (Or purchase your tickets in advance to secure seats.) Once you have purchased tickets, there is time to sightsee, have lunch, or shop until the 2:00 p.m. performances. Depart NYC at 7:00 p.m. for your return trip, arriving back at Keefe Tech before 11:00 pm. Registrations for the trip are transferable, but not refundable. Credit vouchers are also not available on trips.

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

Important Message: Participants may be asked to wear a mask on the bus for the duration of the trip. It is important to note that travelers attending Broadway shows may also have to show proof of full vaccination as per the Theaters' policies. **Trip Leader: Doug Sanders.**

TRIPSNY01-Fall2022	\$89.00
11/19/2022-11/19/2022	Days: Sa
7:30 AM -11:00 PM	Sessions: 1
Keefe Tech, Offsite, BUS TRIP	

Tourists' Guide to Paris and France

Please see Language Arts Section for information on this course.

LAFRENCHTOURISTFall2022	\$59.00
10/17/2022-10/24/2022	Days: M
6:00 PM - 8:00 PM	Sessions: 2
Keefe Tech , Room 210	

WATER SAFETY

America's Boating (ABC3) Certification - In Person

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

Instructor: Staff, Nobscot Sail and Power Squadron.

SP02-Fall2022	\$129.00
10/4/2022-11/8/2022	Days: T
7:00 PM - 9:30 PM	Session: 6
Keefe Tech, Ground Floor, Room Visual Design	

Fall 2022

WELDING

Basic Welding - For Beginners - In Person

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 for sheet metal. All safety equipment and 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: MW: 9/26, 10/05, 10/10; No Class: TTh: 10/27.

WE01MW-Fall2022	\$429.00
9/12/2022-11/7/2022	Days: MW
6:00 PM - 9:00 PM	Sessions: 14
Keefe Tech, Ground Floor, Metals & Fabrication	
Instructor: John Nolan	

WEFAB02-Fall2022 -T/Th	\$429.00
9/13/2022-11/1/2022	Days: TTh
6:00 PM - 9:00 PM	Sessions: 14
Keefe Tech, Ground Floor, Metals & Fabrication	
Instructor: Jessen Sylvestre	



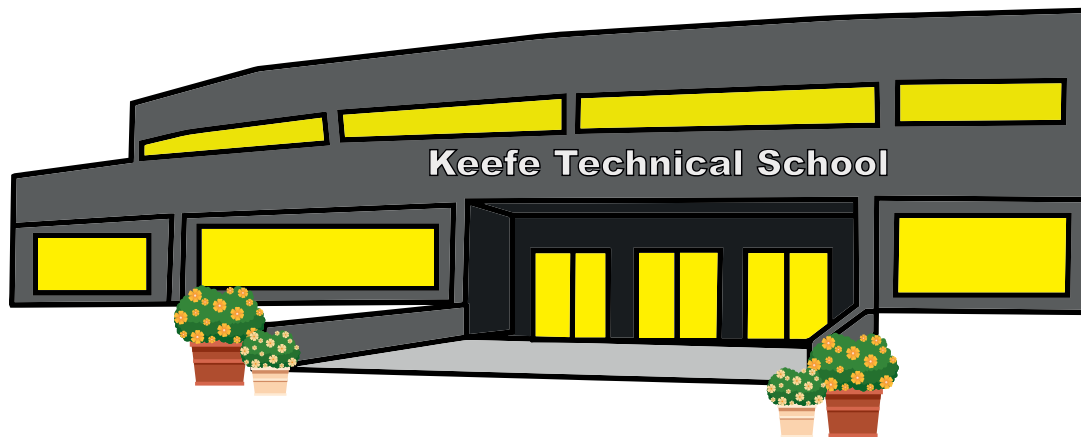
WRITING

Creative Writing for Fun - In Person

Join Instructor Pamela Wight as she chooses prompts to pull you into your imagination and your inner self. Stories of fiction and non-fiction, written in class, are shared among classmates as each student teaches and learns from the other. Writing tips and techniques are included. This is not a critique class, but one that encourages creative writing exploration. Most importantly, it's a fun way to improve your writing and to get to know yourself better. No Class: 10/11. **Instructor: Pamela Wight.**

WRITING1-Fall2022	\$139.00
9/13/2022-10/25/2022	Days: T
4:00 PM - 6:00 PM	Sessions: 6
Keefe Tech, First Floor, Room 215	

Register online at [Keefeatnight.org](https://www.Keefeatnight.org) or call us at 508-416-2170 27



New & Returning Classes

Adult Education

- GED Test Preparation - In Person

Arts & Crafts

- Acrylic Painting - In Person
- Drawing for Beginners - In Person

Business & Career Tools

- How to Market and Advertise Your Business - In Person
- Intro to Canva Design - In Person

Careers/Career Exploration

- Audiobook Narration 101 - In-Person
- Living the Voice Acting Animation Dream! -In-Person
- Reiki Practice and Review In Person
- Voice Over 101 From Hobby to Career -In-Person

Computers, Technology and Applications

- Learn to Create a Beautiful Website in 4 Hours - Virtual Platform/Live Instruction
- Microsoft Excel 1 - Intro - In-Person
- Siemens Solid Edge 3D CAD for Mechanical Design - In Person

Fitness & Dance

- Hydropower Plus Core - Water Exercise at Longfellow Club in Wayland
- Aqua Zumba -Shallow/Deep Fusion at Longfellow Club in Wayland
- Ballroom Dancing - In Person
- Belly Dancing with Jemileh - Level 2 - In-Person
- Swing - In Person

Health & Wellness

- A Guide to Relaxation and Stress Reduction - In Person

Language Arts & Travel

- Tourists' Guide to Paris and France

Medical & Allied Health Training

- Certificação de Primeiros Socorros/CPR/AED para Adultos e Pediátricos - Em Pessoa - Taught in Portuguese
- Medical Billing and Coding Program - In Person

Music

- Instant Guitar for the Hopelessly Busy People - Virtual Platform/Live Instruction
- Instant Piano for Hopelessly Busy People -Virtual Platform/Live Instruction

Personal Enrichment

- Goal Setting: Set Yourself Up For Success - In-Person
- Intro to Intuition - In Person

Real Estate

- How to Sell Your Home Workshop - In-Person
- Real Estate Investing Workshop - In-Person

Yogalates is Back at Keefe Tech!

GENERAL INFORMATION, POLICIES AND PROCEDURES - FALL 2022

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

In addition to in-person programs, we will be offering some hybrid and live/virtual courses this fall.

Safety Protocols for In-Person and Hybrid

Courses: Students attending in-person and hybrid courses must adhere to safety protocols in place at the time their class is running.

Office Hours:

Before September 6, 2022

Monday - Friday: 8:00 a.m. to 3:00 p.m.

Starting on September 6, 2022 through December 21, 2022

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:

9/26, 10/5, 10/10, 10/27, 11/11, 11/17 & 11/23-25.

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 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, MasterCard, Visa, 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, and live/virtual music classes, the required minimum 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.

Continued on next page



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.

GENERAL INFORMATION, POLICIES AND PROCEDURES - FALL 2022

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 this 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 Classes. If Keefe Regional Technical High 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/>.

Textbooks/Class Supplies:

Unless otherwise noted, students will need to purchase their books on their own in advance of their first class. Please check the course descriptions to confirm whether or not books are included in the cost of tuition. When needed, ISBN numbers or bookstore links 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: continuinged@jpkeefehs.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			

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 virtual language classes, and virtual music courses, all participants must be 18 or older in order to enroll at Keefe at Night.

Form of Payment: Check No. _____ (Payable to Keefe at Night) MasterCard Visa
 Credit Card Number: _____ Expiration Date: _____
 Authorization Code: _____ Name of Card Holder: _____
 Billing Address If Different from Above: _____

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.



Keefe at Night
Continuing Education Program

Fall 2022 Catalog

750 Winter Street
Framingham, MA 01702

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Adult Education Courses:

- English as a Second Language	4	Medical & Allied Health Training	18-22
- GED Preparation Course	4	Music	22
- GED Preparation Courses (Self-Paced)	5	Personal Enrichment	22-23
Arts & Crafts	5	Real Estate	23
Arts & Crafts - Floral Design	6	Small Engine Repair	23
Business and Career Tools	7	Trade Preparation:	
Careers/Career Exploration	7-8	- Plumbing Code Journeyman - Tiers	25
Career Training through Ed2go (Online)	10	- Electrical Code Journeyman Modules	25-26
Computers, Technology & Applications	9-11	- Construction Supervisor Exam Preparation	26
Finance & Retirement Planning	11-12	- Hoisting - 2A License Exam Preparation	26
Fitness & Dance	12-13	Travel	27
Health & Wellness	14	Water Safety	27
Health & Wellness - Pet Health	16	Welding	27
Hobbies	16	Writing	27
Home & Garden	16	New & Returning Classes	28
Language Arts - Adult	16-18	General Information	29-30
Language Arts - Children (Virtual Platform)	18	Registration Form & Refund Policy	31



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