



# Keefe at Night

## Continuing Education

### Spring 2023 Catalog



#### OUR COURSE OFFERINGS INCLUDE:

Arts and Crafts |  
Computer and Technology |  
Cooking |  
Finance and Retirement Planning |  
Fitness and Dance |  
Health and Wellness |  
Language Arts |  
Licensing and Certification Training |  
Medical and Allied Health Training |  
Pet Care |  
Trade Preparation |  
Travel |

**And So Much More**

**Spring Semester Starts on March 6, 2023**

### 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  
Basic Life Support Certification  
Certified Nurse Assistant  
Clinical Medical Assistant Certification  
Emergency Medical Technician (EMT) Certification  
Pharmacy Technician Certification  
Phlebotomy Technician Certification

#### REAL ESTATE TRAINING/EXAM PREPARATION

Massachusetts Real Estate Salesperson Training

#### TRADES LICENSE TRAINING/EXAM PREPARATION

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

#### WATER SAFETY CERTIFICATION TRAINING

America's Boating (ABC3) Certification

This semester the vast majority of classes will take place at Keefe Tech, but we will continue to offer virtual and hybrid courses.

#### Spring Semester Starts on 3/6/2023

#### Office Hours - Spring 2023

Starting in March 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:

3/23, 4/17-4/21, 5/11, 5/18, 5/29 & 6/19

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

#### Contact Information

By Phone: 508-416-2170  
By Email: [Continuinged@jpkeefehs.org](mailto:Continuinged@jpkeefehs.org)  
Website: [Keefeatnight.org](http://Keefeatnight.org)

#### Mailing Address:

750 Winter Street  
Framingham, MA 01702

#### 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

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 certificates of completion. 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.

#### Safety Protocols

Keefe at Night adheres to current (and future) safety protocols in place at Keefe Tech Regional High School.



Catalog Design by John Quintin,  
Keefe Tech '19

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Full course descriptions including instructor bios, books/supplies information and scheduled class cancellations can be found online at [Keefeatnight.org](http://Keefeatnight.org).

## New York Broadway Trip

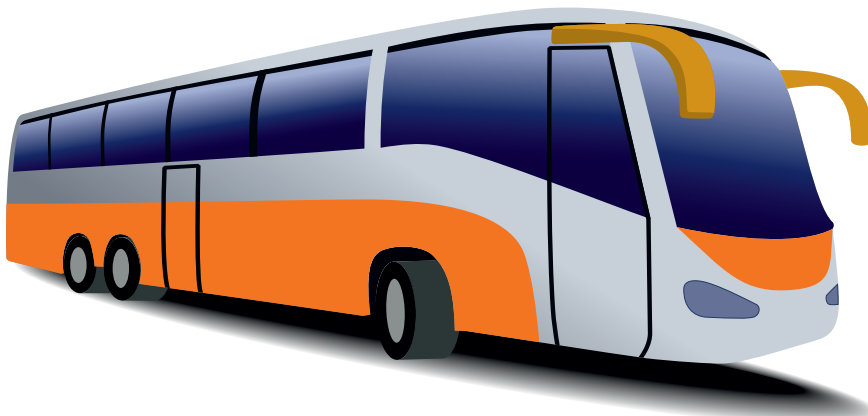
Saturday, April 29, 2023

### Requirements:

For safety reasons, travelers may be asked to wear a mask for the duration of the bus ride.

**TRIPS02-SPRING2023** \$99.00  
 04/29/2023-04/29/2023 Days: Sa  
 7:30 AM - 11:00 PM Sessions: 1

Please 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 place in Level 1 and do not need to take a placement test. If you attended a class at Keefe at Night recently, you will move on to the next level.

**New Students:** For Levels 2, 3 & 4 there will be a placement test at Keefe Tech on February 21 between 4:00 p.m. and 7:00 p.m. Plan on a half hour for completion of the process.

Classes begin on Tuesday, March 7 & end on June 1. They take place on Tuesdays and Thursdays from 6:00 - 9:00 p.m.

The total cost for the class is: \$285 for Levels 1 & 2, 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.

**Level 3 Classes:** Please note that some Level 3 classes will be held virtually on Zoom for a short period of time. Your instructor will teach in person at the beginning of the course and she will provide details on Zoom classes and the remainder of in-person classes.

**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 21 de febrero de las 4:00 p.m. y 7:00 p.m. Planifique media hora para completar el proceso.

El curso de inglés empieza el 7 de marzo y termina el 1 de junio. 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.

**Clases de Nivel 3:** Por favor tenga en cuenta que algunas clases de nivel 3 se llevarán a cabo virtualmente en Zoom durante un corto período de tiempo. Su maestra enseñará en persona al comienzo del curso y brindará detalles sobre las clases de Zoom y el resto de las clases presenciales.

**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 em 21 de fevereiro das 4:00 às 7:00 p.m. Planeje meia hora para a conclusão do processo.

As aulas começam em 7 de março terminam em 1 de junho. Elas 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.

**Aulas de nível 3:** Por favor observe que algumas aulas de nível 3 serão realizadas virtualmente no Zoom por um curto período de tempo. Seu instrutora ensinará pessoalmente no início do curso e fornecerá detalhes sobre as aulas do Zoom e o restante das aulas presenciais.

### ESLLEVELS1-4 -Spring2023

Levels 1 & 2: \$285.00

Levels 3 & 4: \$299.00

3/7/2023-6/6/2023

6:00 PM - 9:00 PM

Keefe Tech, Second Floor, Room 300-308

Days: TTh

Sessions: 22

**Instructors: Nevin Aziz & Kim McCormack-Level 1, Marylee Mullin-Level 2, Victoria (Vicki) Kravitz-Level 3, & Linda Strayhorn-Level 4.**



### 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.

## ADULT ED: GED TEST PREPARATION

### GED Test Prep. 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. 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>

Students have access to these online/self-paced classes 24/7 for a determined period of time. 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](mailto:ed2go.support@cengage.com) When you contact them, please let them know that Keefe at Night referred you.

**Important:** For information on **GED® testing** in Massachusetts, please visit: <http://www.doe.mass.edu/hse/> (It is important to note that as of September 12, 2022 Massachusetts is offering free GED testing to first time testers. This information is available at the same link.)

## 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: 4/19.  
**Instructor: Terri Regotti.**

<b>ART01-Spring2023</b>	\$199.00
3/22/2023-5/31/2023	Days: W
6:00 PM - 9:00 PM	Sessions: 10
Keefe Tech, Ground Floor, Design & Visual	

### Drawing for Beginners - In Person

Do you want to learn to draw, but have been too afraid to try? 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: 4/20, 5/11 and 5/18. **Instructor: Terri Regotti.**

<b>ART02-Spring2023</b>	\$199.00
3/30/2023-6/22/2023	Days: Th
6:00 PM - 9:00 PM	Session: 10
Keefe Tech, Ground Floor, Design & Visual	

### Drawing II - In Person

This class will help students use the drawing techniques they have learned in Drawing for Beginners and take their skills to the next level. More complex subject matter and conceptual ideas will be explored. Color pencils and black, India ink will be introduced. **Please see the online description for a list of required materials for this class.** No Class: 4/17 and 5/29.  
**Instructor: Terri Regotti.**

<b>ART05-Spring2023</b>	\$199.00
3/20/2023-6/5/2023	Days: M
6:00 PM - 9:00 PM	Sessions: 10
Keefe Tech, Ground Floor, Design & Visual	

### Beginner Sewing - In Person - New!

Whether you're learning how to sew or want to brush up on your sewing skills, this class is for you! In this class you will learn about fabrics, patterns, style, fit techniques and sewing mechanics. In this 2- Saturday workshop, you will complete 2 projects: a tote bag and pajama pants. It is important to note that you will need to **bring your own sewing machine** and know how to operate it. Please have the manual and a bobbin so we can review the basic operation. **Please see the online description for a full list of required materials for this class.** **Instructor: Sandi Barrett.**

<b>ARTSEW1-Spring2023</b>	\$149.00
5/13/2023-5/20/2023	Days: Sa
9:00 AM - 4:30 PM	Sessions: 2
Keefe Tech, First Floor, Room 215	

### Cricut 101 - In Person - New!

Learn the basics of crafting from your Cricut. You will learn about Cricut Design Space, apps, materials, and tools. You will leave this class with one project, a better understanding of your machine and confidence to use it on your own. Students will need to bring their laptop and Cricut machine with them. This class focuses primarily on the Cricut Explore Air 2. A list of necessary materials will be emailed two weeks prior to the start of class. **Please be sure to bring in your own machine and a laptop to class.** **Instructor: Michelle Kenney.**

<b>ART06-Spring2023</b>	\$49.00
4/5/2023-4/5/2023	Days: W
6:00 PM - 9:00 PM	Sessions: 1
Keefe Tech, First Floor, Room 207	

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



# ARTS AND CRAFTS

## Knitting for Beginners - In Person

This class is designed for new knitters as well as anyone needing a refresher. We will discuss different yarns, needles, tools, how to knit, purl, increase, decrease, make a gauge and more! Students will be able to apply what they learn to individual projects. Practice supplies will be provided by the instructor for in-class use. Students are also encouraged to bring any needles or yarn they already have. Any questions? Feel free to contact the instructor at keefe.pugstitches.com. **Students will need to purchase additional project supplies. Instructor: Jessica Pelon.**

### ARTTXT03-Spring2023

3/7/2023-4/11/2023

6:30 PM - 9:00 PM

Keefe Tech, First Floor, Room 203

\$129.00

Days: T

Sessions: 6

## Knitting Workshop - In Person

This is the perfect continuation of the Knitting for Beginners class and is also great for experienced knitters. Learn a new technique, start a project, finish a project you have lying around, or do all of 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 need to purchase their own project supplies. Instructor: Jessica Pelon.**

### ARTTXT01-Spring2023

4/25/2023-5/30/2023

6:30 PM - 9:00 PM

Keefe Tech, First Floor, Room 203

\$119.00

Days: T

Sessions: 6

## Scallop Shell Decoupage: Trinket Dishes or Decoration - In Person - New!

In this workshop you will create 3 beautiful decoupage scallop shells that can be used as trinket dishes or hang as art / ornaments. Choose from a wide variety of themes and prints to make your design. This is a simple 4 step process that's fun and easy to do. Scallop shells are 4.5 to 5 inches wide each. Great for yourself, or to give as gifts. Heat guns will be used to speed up the drying process. See photos at Coastalcraftworkshop.com. **Instructor: Lisa Young.**

### ART04-Spring2023

5/2/2023-5/2/2023

6:30 PM - 8:30 PM

Keefe Tech, Second Floor, Room 310

\$65.00

Days: T

Sessions: 1

## Sea Glass Window Workshop - In Person

Make a Sea Glass Window. You will use shells, star fish, urchins, sand dollars, stones, glass, driftwood, coral, sand and other materials to make a wood framed 8" x 10" art piece. Create your own design or use one of the provided templates. **Due to curing time you will complete your design in the workshop and will receive a kit and instructions to complete at home. Instructor: Lisa Young.**

### ART03-Spring2023

4/6/2023-4/6/2023

6:30 PM - 8:30 PM

Keefe Tech, Second Floor, Room 310

\$65.00

Days: Th

Sessions: 1

## Floral Design

### "I Love You" Floral Arrangement - In Person - New!

Say "I love you" with a Floral Arrangement! Most people think of roses when it comes to giving a romantic gift. In this class we will learn how to arrange a dozen roses along with a few other flowers people love to receive. Flowers/Materials are included in the cost of tuition. **Instructor: Dawn Bagocius.**

### ACFD15-Spring2023

3/21/2023-3/21/2023

6:00 PM - 8:00 PM

Keefe Tech, Ground Floor, Horticulture

\$75.00

Days: T

Sessions: 1

## Spring Basket Floral Design - In Person

This will be a fabulous way to bring the Spring season into your home. Learn how to professionally create a basket design with vibrant soft Spring colors. Learn some simple tricks that take ordinary to extraordinary. Flowers/Materials are included in the cost of tuition. **Instructor: Dawn Bagocius.**

### ACFD7-Spring2023

4/5/2023-4/5/2023

6:00 PM - 8:00 PM

Keefe Tech, Ground Floor, Horticulture

\$75.00

Days: W

Sessions: 1

## Summer Citrus Floral Design - In Person - New!

The vibrant colors in lemons and limes are perfect to pair up with flowers. In this class, we will be combining these elements that will make your backyard deck look amazing and ready for summer weather. Flowers/Materials are included in the cost of tuition. **Instructor: Dawn Bagocius.**

### ACFD16-Spring2023

TBD

6:00 PM - 8:00 PM

Keefe Tech, Ground Floor, Horticulture

\$75.00

Days: TBD

Sessions: 1

## Entry Level Florist Training - In Person

Please see description in Careers/Career Exploration section of this catalog. **Instructor: Dawn Bagocius.**

### CAREERS3-Spring2023

3/9/2023-3/30/2023

6:00 PM - 8:00 PM

Keefe Tech, Ground Floor, Horticulture Related Room

\$99.00

Days: Th

Sessions: 3



## AUTO - CAR CARE

### Basic Automotive: Car Maintenance and Repair Training Program

Please see description in the Careers/Career Exploration section of this catalog. **Instructor: Nick Corrente.**

#### AU09-Spring2023

3/7/2023-6/13/2023

6:00 PM - 9:00 PM

Keefe Tech, Ground Floor, Auto

\$299.00

Days: T

Sessions: 14

## BUSINESS & CAREER TOOLS

### How to Start or Grow 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. **Instructor: Bruce Share.**

#### BZTOOLS2-Spring2023

5/10/2023-6/28/2023

6:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 206

\$169.00

Days: W

Sessions: 8

### Intro to eCommerce - In Person - New!

Open and manage an online shop, and make money even while you sleep. If you have products to sell, digital products which can be downloaded or services to offer, you can use an eCommerce website to make money for you on the side. Opening an eCommerce online shop is not as difficult as one may think. You don't need to be a webmaster or a coding guru to accomplish it. In this 4-hour class we will go through the most essential topics. We will demonstrate how easy it is to set up; how to market your shop, and how to get more traffic. This is an introductory class, there is no need to have a website. **Instructor: Fan Stanbrough.**

#### COWP5-Spring2023

6/5/2023-6/12/2023

7:00 PM - 9:00 PM

Keefe Tech, Second Floor, Computer Lab, Library

\$59.00

Days: M

Sessions: 2

### 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-Spring2023

4/25/2023-5/2/2023

6:30 PM - 9:00 PM

Keefe Tech, First Floor, Room 205

\$59.00

Days: T

Sessions: 2

## BUSINESS & CAREER TOOLS

### 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-Spring2023

4/11/2023-4/11/2023

6:30 PM - 8:00 PM

Keefe Tech, First Floor, Room 205

\$29.00

Days: M

Sessions: 1

### LinkedIn: Improve/Develop Your LinkedIn Professional Profile - In Person - New!

LinkedIn can be a wonderful tool for your professional career. Whether you are job hunting, looking for the right contacts or to develop your career prospects, LinkedIn is a great first step. In this class you will learn how to complete your professional page and learn how to optimize your profile and research to take advantage of all that LinkedIn has to offer. **Instructor: Annabelle Lebas.**

#### BZTOOLS08-Spring2023

5/3/2023-5/3/2023

6:00 PM - 8:00 PM

Keefe Tech, First Floor, Room 207

\$39.00

Days: W

Sessions: 1

## CAREERS/CAREER EXPLORATION

### Basic Automotive: Car Maintenance and Repair Training Program - In Person - New!

This career exploratory course is a basic overview of the mechanics of the basic automobile. It's a great introduction into the automotive industry. After each lesson, students will have an opportunity for hands-on learning on Keefe Tech's automotive models. Successful completion of this course will give students the basic knowledge to begin their journey in the automotive field. They will learn the skills to seek a position as an entry level technician.

To ensure a safe work environment, this 14-session/42 hour course will include orientation sessions on proper safety procedures and techniques.

**It is important to note that hand-on activities will be performed on Keefe Tech's automotive models, and not on personal vehicles.** No Class: 4/18. **Instructor: Nick Corrente.**

#### AU09-Spring2023

3/7/2023-6/13/2023

6:00 PM - 9:00 PM

Keefe Tech, Ground Floor, Auto

\$299.00

Days: T

Sessions: 14

# CAREERS/CAREER EXPLORATION

## An Introduction to the Criminal Justice System - In Person - New!

This course will provide future Criminal Justice professionals with a solid foundation and understanding of the history, evolution, and challenges of the modern day Criminal Justice system. Students will learn about various components of a successful, modern day criminal justice system and also the role of responsible citizens and community organizations in a successful policing model. **Instructor: Jacob Kallupura.**

### CAREERS9-Spring2023

4/25/2023-6/6/2023

6:00 PM - 8:00 PM

Keefe Tech, Second Floor, Room 320

\$109.00

Days: T

Sessions: 7

## Compassionate Healthcare - In Person - New!

This is a foundation course for all healthcare professions. In this class students will learn how compassionate and caring professionals make a huge difference in a patient's life. We will discuss the evolution into modern day healthcare as we know it today. A case study of the compassionate historical healthcare leaders will be reviewed. **Instructor: Jacob Kallupura.**

### CAREERS8-Spring2023

4/24/2023-6/12/2023

6:00 PM - 8:00 PM

Keefe Tech, Second Floor, Room 317

\$109.00

Days: M

Sessions: 7

## Entry Level Florist Training - In Person

Learn what it takes to get into the business side of the floral industry. This three-session classroom course will give students an understanding of industry procedures; knowledge of floral care and information on general pricing and details on how to advance in the field. It is important to note that this class focuses on the business management part of the industry. **Course tuition does not include floral design, flowers or materials.** Floral Design classes are available at Keefe at Night this semester at an additional cost. No Class: 3/23. **Instructor: Dawn Bagocius.**

### CAREERS3-Spring2023

3/9/2023-3/30/2023

6:00 PM - 8:00 PM

Keefe Tech, Ground Floor, Horticulture Related Room

\$99.00

Days: Th

Sessions: 3

## 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-Spring2023

5/8/2023-5/15/2023

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-Spring2023

4/3/2023-4/10/2023

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-Spring2023

4/24/2023-5/1/2023

5:00 PM - 8:00 PM

Keefe Tech, Second Floor, Room 314

\$89.00

Days: M

Sessions: 2

## Reiki Share and Review - In Person - New!

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-Spring2023

5/22/2023-5/22/2023

5:00 PM - 8:00 PM

Keefe Tech, Second Floor, Room 314

\$45.00

Days: M

Sessions: 1



## 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 to auditioning to booking gigs.

Please bring water, a notebook and pencil and comfortable clothes to work in. All scripts and exercises will be provided.

**Instructor: Lau Lapides Company Staff Member.**

#### CAREERS4-Spring2023

5/10/2023-5/10/2023

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 on cartoon impersonations, impressions and funny caricatures since you were a kid? Our Voice Over Animation Ninja coach/instructor will help you develop your creative crazy side and help you find your vo characters waiting to come out and perform! Discover real-world industry know-how and have a blast in this exciting, fun and fast-paced workshop developed to get wacky and wild! Please bring water, a notebook, and a pencil and wear comfortable clothing to work in. **Instructor: Lau Lapides Company Staff Member.**

#### CAREERS6-Spring2023

5/9/2023-5/9/2023

7:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 210

\$39.00

Days: T

Sessions: 1

### 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! This 2-hour voice over experience is full of tips and techniques designed to offer you an introduction to the exploding world of voice acting including practice time and Q & A with our professional voice coach and instructor! Please bring water, a notebook and pencil and wear comfortable clothes to work in. All scripts and exercises will be provided. **Instructor: Lau Lapides Company Staff Member.**

#### CAREERS5-Spring2023

5/8/2023-5/8/2023

7:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 210

\$39.00

Days: M

Sessions: 1

## 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 documents and photos, surfing the web and much more. **Instructor: Patricia Boyd.**

#### COBASIC12-Spring2023

3/6/2023-3/15/2023

6:30 PM - 8:30 PM

Keefe Tech, Second Floor, Computer Lab, Library

\$109.00

Days: MW

Sessions: 4

### AutoCAD for Beginners - In Person

AutoCAD is a software drawing tool often used by architects, interior designers, and contractors to render and edit many types of diagrams, from architectural layouts of homes to mechanical layouts of machine parts. In this course, we will cover the basic AutoCAD functions of drawing and editing. We will create simple images using lines, arcs, and circles, then manipulate these images in two and three dimensions, and finally output our work on a plotter. **Basic PC skills are required.** A background in drawing, drafting, design, or graphics is helpful but not required. **Bring your own laptop** - so you will remember your configuration between classes. **Textbook must be purchased in advance of class: 100 AutoCAD Exercises - Learn by Practicing (2nd Edition): Create CAD Drawings by Practicing with AutoCAD.** ISBN-10: 107263449X. No Class: 4/19. **Instructor: Paul Lienard.**

#### COAPP10-Spring2023

3/29/2023-6/7/2023

6:00 PM - 9:00 PM

Keefe Tech, Second Floor, Computer Lab, Library

\$339.00

Days: W

Sessions: 10

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

#### COWEB22-Spring2023

4/24/2023-5/22/2023

7:00 PM - 9:00 PM

Keefe Tech, Second Floor, Computer Lab, Library

\$139.00

Days: M

Sessions: 5

# COMPUTERS, TECHNOLOGY AND APPLICATIONS

## 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 invitation link will be sent to your email account in advance of class. Instructor: Fan Stanbrough.**

**COWP3-Spring2023** \$69.00  
3/20/2023-3/27/2023 Days: M  
7:00 PM - 9:00 PM Sessions: 2  
Offsite, Live Virtual Classroom, Online Learning

## 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. 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 invitation link will be sent to your email account in advance of class. Instructor: Fan Stanbrough.**

**COWP4-Spring2023** \$59.00  
4/3/2023-4/10/2023 Days: M  
7:00 PM - 9:00 PM Sessions: 2  
Offsite, Live Virtual Classroom, Online Learning

## 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. **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.**

The first 2 1/2 hours of this class will be dedicated to lectures and hands-on practice in a computer lab. The last half hour will be available for questions students may have. **Instructor: Patricia Boyd.**

**COMS07-Spring2023** \$169.00  
3/20/2023-4/10/2023 Days: M  
6:00 PM - 9:00 PM Sessions: 4  
Keefe Tech, Second Floor, Computer Lab, 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-Spring2023** \$49.00  
4/11/2023-4/11/2023 Days: T  
6:00 PM - 9:00 PM Sessions: 1  
Offsite, Live Virtual Classroom, Online Learning

## Intro 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, and acquire skills to create basic graphics for multiple mediums. **Instructor: Sarah DeMeo.**

**BZTOOLS07-Spring2023** \$39.00  
3/22/2023-3/22/2023 Days: W  
6:00 PM - 9:00 PM Sessions: 1  
Keefe Tech, Second Floor, Computer Lab, Library

## 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 Android readily available for the duration of class. Instructor: Daniel Ellis.**

**PHONETECH3-Spring2023** \$69.00  
4/6/2023-4/13/2023 Days: Th  
6:30 PM - 8:30 PM Sessions: 2  
Keefe Tech, First Floor, Room 207

## 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: Daniel Ellis.**

**PHONETECH2-Spring2023** \$69.00  
TBD Days: TBD  
6:30 PM - 8:30 PM Sessions: 2  
Keefe Tech, First Floor, Room 207



# Cooking Classes Are Back!

Join **Tony Penezic** on Thursday Nights  
for his Cooking Series:

## ***The Nights of Mediterranean Cuisine***

Learn to cook 6 Mediterranean dishes.  
Series Starts on March 16, 2023



**Poulet à La Provençal**



**Chicken Florentine  
Rollatini**



**Greek Pan-Seared  
Lamb Chops**



**Moroccan Kefta Kebabs**



**Spanish/Mediterranean  
Seafood Paella**



**Croatian Stuffed Peppers**

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***Sign up for individual classes or the entire series.***



## COOKING/CUISINE

### The Nights of Mediterranean Cuisine - 6-Session Series - In Person

Sign up for this 6-session series and save \$25 on the cost of (individual class) tuition. In this program you will learn to cook: Poulet à La Provençal (Chicken Provençal)-South-Eastern France, Pan-Seared Lamb Lollipops (Lamb Chops) with Mint Pesto-Greece, Croatian Stuffed Peppers, Spanish/Mediterranean Seafood Paella (Paella de Marisco) and Moroccan Kefta Kebabs with 'Tagine-style' Vegetable/Tomato Sauce and Traditional Couscous. Course descriptions for each class appear below. Unlike other ethnic cuisines, Mediterranean cuisine is not the product of one specific ethnic culture or group but it is a 'label' rather, referring to the culinary trends that are shared by the diverse array of folks that live in the region(s) around the Mediterranean Sea. This cuisine offers a vast amount of cultural variance. The world's earliest civilizations bordered the Mediterranean Sea and as the point of intersection between Asia, Europe and Africa, naturally, the Mediterranean was destined to become a major trading hub.

Let's continue our conversation about these wonderful Mediterranean dishes as we prepare them and taste them! **Join us on Thursdays for this six-session program or sign up for individual classes!** The full series will meet for 6 sessions (Thursdays - 3/16/23, 3/30/23, 4/13/23, 4/27/23, 5/4/23, 5/25/23). **Instructor: Tony Penezic.**

#### CA96-Spring2023 - 6-Session Series

3/16/2023-5/25/2023

6:00 PM - 9:00 PM

Keefe Tech, First Floor, ESR Kitchen

\$425.00

Days: Th

Sessions: 6

### Poulet à La Provençal (Chicken Provençal)-South-Eastern France - In Person

If we can't travel to Provence, at least we can bring that idyllic, wine-vinegar soaked, lavender-scented, olive-grove dotted part of France to our dinner table. Fantastic blend of olive oil, fresh olives, garlic, fresh herbs (Herbs de Provence), tomato, shallots and of course, wine vinegar create a deeply fragrant, flavorful base for this delicately braised chicken dish. We'll serve it with minted couscous and sauteed asparagus. Bon Appetit!! This course can be taken as part of The Nights of Mediterranean Cuisine, 6-Week Program or you can sign up for this class individually. **Instructor: Tony Penezic.**

#### CA97-Spring2023

3/16/2023-3/16/2023

6:00 PM - 9:00 PM

Keefe Tech, First Floor, East Side Room Kitchen

\$75.00

Days: Th

Sessions: 1



## Keefe At Night

# Career Training through Ed2GO

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### ONLINE CAREER TRAINING PROGRAMS

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Visit our website for program details and to enroll!

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

## Pan-Seared Lamb Lollipops (Lamb Chops) with Mint Pesto—Greece - In Person

These lightly marinated in mint, olive oil, lemon juice and garlic lamb pops are seared in a hot pan for a few minutes until lightly charred. They are incredibly delicious.. When served with mint pesto over roasted fingerling potato and sauteed spinach, it makes for an outstanding dinner. Served by itself, (with pesto), it's a finger-licking, impressive appetizer. This course can be taken as part of The Nights of Mediterranean Cuisine, 6-Week Program or you can sign up for this class individually. **Instructor: Tony Penezic.**

### CA98-Spring2023

3/30/2023-3/30/2023

6:00 PM - 9:00 PM

Keefe Tech, First Floor, East Side Room Kitchen

\$75.00

Days: Th

Sessions: 1

## Croatian Stuffed Peppers - In Person - New!

There is nothing quite as warm and tasty as the Croatian stuffed pepper served with a dollop of sour cream, on top of the roasted garlic mashed potato and a slice of crusty artisan bread. These beef, rice and seasonings stuffed capsicums (bell and other sweet peppers), cooked in a herbed tomato sauce will delight you in every sense. While cooked in sauce, peppers soften and exude their juice while the stuffing bursts out with the flavor produced by garlic, onions, sweet paprika, fresh parsley and a 'secret ingredient' commonly used in Croatian cuisine. Join us and we'll let you in on the secret! This course can be taken as part of The Nights of Mediterranean Cuisine, 6-Week Program or you can sign up for this class individually. **Instructor: Tony Penezic.**

### CA99-Spring2023

4/13/2023-4/13/2023

6:00 PM - 9:00 PM

Keefe Tech, First Floor, East Side Room Kitchen

\$75.00

Days: Th

Sessions: 1

## Creamy Chicken Florentine Rollatini - In Person - New!

Rollatini - or Involtini - as it is referred to in some parts of Italy, is a popular dish made with a variety of meats/poultry such as 'butterflied' chicken breast, veal, pork or strips of eggplant that is rolled with cheese, often breaded or coated in flour and baked. This version of Florentine-style chicken roll is filled with a deliciously cheesy spinach mixture, prosciutto and toasted pine nuts, pan-seared and finished in the oven. This outstanding Florentine classic, accompanied by creamy, traditional Italian Polenta and garlic olive oil broccolini, will make for an unforgettable, elegant dinner that your family/guests will rave about for years to come. This course can be taken as part of The Nights of Mediterranean Cuisine, 6-Week Program or you can sign up for this class individually. **Instructor: Tony Penezic.**

### CA100-Spring2023

4/27/2023-4/27/2023

6:00 PM - 9:00 PM

Keefe Tech, First Floor, East Side Room Kitchen

\$75.00

Days: Th

Sessions: 1

## Spanish/Mediterranean Seafood Paella (Paella De Marisco) - In Person- New!

Paella is a widely known dish from Spain. During the 20th century, Paella's popularity spread past Spain's borders. Consequently, Paella recipes went from being relatively simple to including a wide variety of seafood, meats, sausage (a famous Paella version with Chorizo sausage), vegetables and many different seasonings. However, Saffron is the 'star' spice in this dish that adds a ton of flavor and gives rice an amazing yellow color. Come and learn everything you need to know about making this delicious, crowd-pleasing Spanish classic. This course can be taken as part of The Nights of Mediterranean Cuisine, 6-Week Program or you can sign up for this class individually. **Instructor: Tony Penezic.**

### CA109-Spring2023

5/4/2023-5/4/2023

6:00 PM - 9:00 PM

Keefe Tech, First Floor, East Side Room Kitchen

\$75.00

Days: Th

Sessions: 1

## Moroccan Kefta Kebabs with 'Tagine-style' Vegetable/ Tomato Sauce and Traditional Couscous - In Person

Kefta (or Kofta) is a meatball or flattened, skewered mix of lamb or beef seasoned with a unique 'Moroccan flair' of spices including cilantro, cumin, chili powder, paprika, cinnamon and nutmeg. This famous meat dish is eaten in most Mediterranean countries and is considered a staple of the diet. Tagine is a vegetarian (meat or chicken could be added) stew loaded with heady warm spices. You won't believe how easy it is to put together authentic, healthy and delicious Moroccan dishes. This course can be taken as part of The Nights of Mediterranean Cuisine, 6-Week Program or you can sign up for this class individually. **Instructor: Tony Penezic.**

### CA114-Spring2023

5/25/2023-5/25/2025

6:00 PM - 9:00 PM

Keefe Tech, First Floor, East Side Room Kitchen

\$75.00

Days: Th

Sessions: 1

# 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-Spring2023

3/20/2023-3/20/2023

6:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 208

\$39.00

Days: M

Sessions: 1



## FINANCE & RETIREMENT PLANNING

### 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-Spring2023** \$59.00  
3/29/2023-3/29/2023 Days: W  
6:00 PM - 9:00 PM Sessions: 1  
Keefe Tech, First Floor, Room 204

### Healthcare and Your Retirement - In Person

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

**FINRET4-Spring2023** \$29.00  
3/7/2023-3/7/2023 Days: T  
6:00 PM - 7:30 PM Sessions: 1  
Keefe Tech, First Floor, Room 208

### 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 and more. An optional textbook will be available for purchase for \$49 at the end of the workshop. **Instructor: Timothy Schnelle.**

**FN13-Spring2023** \$39.00  
4/12/2023-4/12/2023 Days: W  
6:00 PM - 9:00 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-Spring2023** \$29.00  
3/9/2023-3/9/2023 Days: Th  
6:00 PM - 7:30 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 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-Spring2023-Section1** \$29.00  
3/8/2023-3/8/2023 Days: W  
5:30 PM - 7:00 PM Sessions: 1  
Keefe Tech, First Floor, Room 204

**FINRET3-Spring2023-Section2** \$29.00  
6/6/2023-6/6/2023 Days: T  
5:30 PM - 7:00 PM Sessions: 1  
Keefe Tech, First Floor, Room 204

## FITNESS AND DANCE

### Ballroom Dancing, Couples/Pairs - 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/pair. No class: 4/17. **Instructor: Steele Shane.**

**FTBR01-Spring2023** \$195.00  
3/6/2023-5/15/2023 Days: M  
7:30 PM - 8:30 PM Sessions: 10  
Keefe Tech, First Floor, Gym

### Swing - Couples/Pairs - 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/pair. No class: 4/17. **Instructor: Steele Shane.**

**FTSWING01-Spring2023** \$195.00  
3/6/2023-5/15/2023 Days: M  
6:30 PM - 7:30 PM Sessions: 10  
Keefe Tech, First Floor, Gym

## FITNESS AND DANCE

### 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. 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 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 willingness to have a great time. No Class: 4/17 and 5/29. **Instructor: (Jaqui Martir) Jemileh.**

**FTBELLYD1-Spring2023** \$139.00  
3/6/2023-6/5/2023 Days: M  
6:00 PM - 7:00 PM Sessions: 12  
Keefe Tech, First Floor, Stage in Auditorium

### Line Dancing - New! - In Person

Get your body moving and improve your balance and memory, all while enjoying a wide range of great music! Line dance is fun and easy, and you don't need any tools or a partner – just comfortable soft-soled shoes that won't stick to the floor. No experience is necessary; each dance will be demonstrated and taught in short sections appropriate to the level and comfort of the participants. No Class: 4/18. **Instructor: Robin Sparr.**

**FTLINE01-Spring2023** \$139.00  
3/14/2023-6/6/2023 Days: T  
7:00 PM - 8:00 PM Sessions: 12  
Keefe Tech, First Floor, Gym

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

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: 4/18, 5/16 & 5/30. **Instructor: Jo-Ellen McCarrick.**

**FITNESSGS2-Spring2023** \$119.00  
3/21/2023-6/13/2023 Days: T  
7:15 PM - 8:15 PM Sessions: 10  
Keefe Tech, First Floor, Stage in Auditorium

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

### Quick Fit Circuit Training - In Person - New!

Rev up your fitness workout with circuit training. First, we will warm-up and get moving, and then we will rotate through various stations that alternate fitness activities. Each station will vary activities for a set duration and will target muscle strength, cardio, balance, and agility for a well-rounded workout. A perfect workout for those crunched for time, as it incorporates all exercise components – one workout hits it all! All ability levels are welcome! Bring hand-held weights suitable for your ability, a mat for floor work, and water. No class: 4/18, 5/16 & 5/30. **Instructor: Jo-Ellen McCarrick.**

**FITNESSQF3-Spring2023** \$119.00  
3/21/2023-6/13/2023 Days: T  
6:00 PM - 7:00 PM Sessions: 10  
Keefe Tech, First Floor, Stage in Auditorium

### Yogalates at Keefe Tech- In Person

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! No class: 5/11. **Instructor: Karen Fishman.**

**YOGALATES-Spring2023-Section1** \$99.00  
3/9/2023-4/27/2023 Days: Th  
6:30 PM - 7:30 PM Sessions: 6  
Keefe Tech, First Floor, Stage in Auditorium

**YOGALATES-Spring2023-Section2** \$99.00  
5/4/2023-6/22/2023 Days: Th  
6:30 PM - 7:30 PM Sessions: 6  
Keefe Tech, First Floor, Stage in Auditorium

### 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! **Important:** This class will take place at Longfellow Tennis and Health Club in Wayland: 524 Boston Post Road. For more information on Longfellow and directions, please visit the Club's website: <https://www.longfellowhealthclubs.com/wayland> **Instructor: Sheri Gladu.**

**FITWATER2-Spring2023** \$139.00  
3/7/2023-5/23/2023 Days: T  
7:15 PM - 8:15 PM Sessions: 12  
Offsite, Pool, Longfellow

**FITWATER2-Summer2023** \$159.00  
5/30/2023-9/5/2023 Days: T  
7:15 PM - 8:15 PM Sessions: 14  
Offsite, Pool, Longfellow

## FITNESS AND DANCE

### 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. Important: This class will take place at Longfellow Tennis and Health Club in Wayland: 524 Boston Post Rd. For more information on Longfellow and directions, please visit the Club's website: <https://www.longfellowhealthclubs.com/wayland> **Instructor: Brenda Dostie.**

#### FITWATER1-Spring2023

3/9/2023-5/25/2023

7:15 PM - 8:15 PM

Offsite, Pool, Longfellow

\$139.00

Days: Th

Sessions: 12

#### FITWATER1-Summer2023

6/1/2023-9/7/2023

7:15 PM - 8:15 PM

Offsite, Pool, Longfellow

\$159.00

Days: Th

Sessions: 14

## FOOD SERVICES: SERVSAFE CERTIFICATION

### ServSafe Manager Training/Certification Testing- In Person

This National Restaurant Association food and beverage safety training course is appropriate for food-service management staff working in health care, schools, restaurants and all food service establishments. Your paper-based certification exam will be conducted in the last hour of the program. The vast majority of our students pass the exam on their first try. Although not required, participants may opt to purchase the ServSafe Manager Book, 7th Edition directly from ServSafe National Restaurant Association.

Please go to this link <https://www.servsafe.com/access/SS/Catalog/ProductDetail/ES7> to place your order. Instructor:

**Lynn Petrowski.**

#### SSCERT01-Spring2023-Section1

4/25/2023-4/27/2023

4:00 PM - 7:30 PM

Keefe Tech, First Floor, Room 208

\$169.00

Days: TTh

Sessions: 2

#### SSCERT01-Spring2023-Section2

5/30/2023-5/31/2023

4:00 PM - 7:30 PM

Keefe Tech, First Floor, Room 208

\$169.00

Days: TW

Sessions: 2

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

## HEALTH & WELLNESS

### 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-Spring2023

4/25/2023-4/25/2023

7:00 PM - 8:30 PM

Keefe Tech, Second Floor, Room 317

\$29.00

Days: T

Sessions: 1

### Immune System Boost Workshop - In Person - New!

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

**Instructor: Holli Bassin.**

#### HEALTHW1-Spring2023

4/24/2023-4/24/2023

6:00 PM - 7:30 PM

Keefe Tech, First Floor, Room 207

\$29.00

Days: M

Sessions: 1

### Planning a Garden and Cooking with Herbs -In Person - New!

If you're ready to learn and want to experiment with your green thumb potential, you don't want to miss this interactive class on Planning a Garden and Cooking with Herbs! Holli Bassin and Cindi Jacobs will share their expertise with you. Learn the basics of gardening practices and how you can personally benefit from cooking with herbs, as part of your health journey. **Please be aware that this class will be conducted as a lecture. It is a planning session and not a hands-on class.** **Instructor: Holli Bassin and Cindi Jacobs.**

#### HEALTHW10-Spring2023

4/12/2023-4/12/2023

6:00 PM - 7:15 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 QiGong, 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-Spring2023

5/17/2023-5/17/2023

7:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 215

\$39.00

Days: W

Sessions: 1

## HEALTH & WELLNESS

### 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-Spring2023

4/12/2023-4/12/2023

7:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 206

\$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-Spring2023

3/15/2023-3/15/2023

7:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 217

\$39.00

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. Learn this technique to apply it to yourself whenever and wherever you want for relief from your stress. Experience emotional freedom using your own fingertips and discover how your life can be changed for the better. **Instructor: Holli Bassin.**

#### HEALTHW3-Spring2023

4/27/2023-4/27/2023

6:00 PM - 8:00 PM

Keefe Tech, First Floor, Room 207

\$29.00

Days: Th

Sessions: 1

## HEALTH & WELLNESS - PET HEALTH

### Connecting With Your Cat - In Person

When you adopt a cat you need to be prepared for a long-term commitment. In this class, students will discuss cat safety - do's and don'ts, and observations of which you should be aware. Students will also learn about socialization, the meaning of certain behavior, including behavior that needs to be addressed by a veterinarian, and how to help a shy cat become more confident. We will watch videos and hear first-hand accounts from a cat shelter employee. The aim of this class is to help create a stronger bond between you and your cat. We will also have a Q & A period. **Instructor: Annabelle Lebas.**

#### HEALTHPETS5-Spring2023

5/17/2023-5/17/2023

6:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 209

\$39.00

Days: M

Sessions: 1

### 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. In this 6-hour class we will cover a number of topics related to pet health such as: Vitals and Head to Tail Checks, Proper Handling, Restraint and Transport of an injured animal, Creating a Disaster Preparedness Plan, Choking Management, CPR vs. CPCR. At the conclusion of class you will receive a Certification of Completion wall certificate and wallet card good for 2 years. 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-Spring2023-One

3/20/2023-3/21/2023

6:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 215

\$89.00

Days: MT

Sessions: 2

#### HEALTHWPETS-Spring2023-Two

4/24/2023-4/25/2023

6:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 215

\$89.00

Days: MT

Sessions: 2

#### HEALTHWPETS-Spring2023-Three

5/22/2023-5/23/2023

6:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 215

\$89.00

Days: MT

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.

## HOBBIES & SPORTS

### Beginners' Bridge - In Person

If you are looking for something entertaining and different to do with friends and family, then come and learn the wonderful and challenging game of Bridge. After completing this 8-class course, you will be able to play Contract Bridge with novice and expert alike. The class starts with a short lecture. We then split up into groups of four to practice newly learned points. There will be plenty of opportunity for questions in this very informal and fun setting. **Instructor: Tony Keats.**

#### HOBBY2-Spring2023

5/2/2023-6/20/2023

6:30 PM - 9:00 PM

Keefe Tech, Second Floor, Room 309

\$139.00

Days: T

Sessions: 8

### 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: 5/11 and 5/18. **Instructor: Tony Keats.**

#### HOBBY1-Spring2023

5/4/2023-6/29/2023

6:30 PM - 9:00 PM

Keefe Tech, Second Floor, Room 309

\$139.00

Days: Th

Sessions: 8

### Intro to the Sport of Fly Fishing - In Person

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

#### SP03-Spring2023

3/22/2023-3/22/2023

7:00 PM - 9:00 PM

Keefe Tech, First Floor, Room 222

\$49.00

Days: W

Sessions: 1

## HOME & GARDEN

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

#### Amazing - In Person

The kitchen is the most challenging room to organize and also is one of the most important. This is where your day begins and ends. If you find it difficult and frustrating to prepare meals, you probably aren't eating as healthy as you could be. It doesn't matter how large or small your kitchen is, proper organization of pots, pans, dishes and pantry items is key. Ann can help you make your kitchen function better! **Instructor: Ann Jewell.**

#### HGORG5-Spring2023

4/24/2023-4/24/2023

6:30 PM - 8:30 PM

Keefe Tech, First Floor, Room 208

\$29.00

Days: M

Sessions: 1

### Basic Home Gardening - In Person - New!

Learn the basics of gardening so you can create your own beautiful space. Learn the difference between annuals, perennials and biennials. We take the mystery out of the numbers on fertilizer products, and learn how to use fertilizers properly. Gain confidence in your ability to prune shrubs and perennials. Basic landscape principles will be discussed. This class is taught in lecture format. **Instructors: Jonathan Stein.**

#### HGLS10-Spring2023

4/25/2023-5/2/2023

6:00 PM - 8:30 PM

Keefe Tech, First Floor, Room 206

\$59.00

Days: T

Sessions: 2

### Spring Indoor Gardening Workshop - In Person - New!

Herald the coming of spring and lift the winter doldrums by making a lovely Indoor Plant Garden. In this workshop you will create what florists call a Dish Garden. This mixed plant arrangement can live in this container for many months. Enjoy it yourself or give a living gift to a loved one. **Please bring your own pruning shears or cutting tools and gloves to protect your hands. Instructor: Milagro Morales.**

#### ACFD17-Spring2023

4/6/2023-4/6/2023

6:00 PM - 8:00 PM

Keefe Tech, Ground Floor, Horticulture

\$75.00

Days: Th

Sessions: 1

### MicroGreens and Indoor Gardening - Virtual Platform/Live Instruction - New!

Would you enjoy growing some nutrient-packed microgreens that can be harvested right from the kitchen counter top? It is easy, fun and a rewarding hobby that can become a part of your healthy lifestyle. In this workshop we will learn about indoor gardening techniques such as: Microgreens, Hydroponics and Sprouting. You will be able to set-up a growing unit by upcycling items in your home. Join this amazing workshop and explore the positive financial and environmental impacts of indoor gardening. **A class invitation link will be sent to your email account in advance of class. Instructor: Ray Pourali.**

#### HMGREENS-Spring2023

4/14/2023-4/14/2023

6:00 PM - 9:00 PM

Offsite, Live Virtual Classroom, Online Learning

\$49.00

Days: Th

Sessions: 1



## HOME & GARDEN

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

**HGLS09-Spring2023** \$29.00  
4/12/2023-4/12/2023 Days: W  
6:00 PM - 9:00 PM Sessions: 1  
Offsite, Live Virtual Classroom, Online Learning

## LANGUAGE ARTS

### 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. You will also learn about deaf environment and culture. **Required text book to be purchased by student in advance of class:** *Signing Illustrated* by Mickey Flodin ISBN 978-0-399-53041-8. No Class: 4/17, 4/19 and 5/29. Instructor: Kathleen Romeo.

**LASL18-Spring2023-Section1** \$149.00  
3/13/2023-6/12/2023 Days: M  
6:00 PM - 7:30 PM Sessions: 12  
Keefe Tech, Second Floor, Room 313

**LASL18-Spring2023-Section2** \$149.00  
3/15/2023-6/7/2023 Days: W  
6:00 PM - 7:30 PM Sessions: 12  
Keefe Tech, Second Floor, Room 313

### 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. **Required text book to be purchased by student in advance of class:** *Signing Illustrated* by Mickey Flodin ISBN 978-0-399-53041-8. No class: 4/18. Instructor: Kathleen Romeo.

**LASL19-Spring2023** \$149.00  
3/14/2023-6/6/2023 Days: T  
6:00 PM - 7:30 PM Sessions: 12  
Keefe Tech, Second Floor, Room 313

## LANGUAGE ARTS

### 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. Materials are included in the cost of tuition. No Class: 4/17. Instructor: Eliane Vaz Louison.

**LAPORTUGUESE2-Spring2023** \$159.00  
3/6/2023-5/22/2023 Days: M  
6:30 PM - 9:00 PM Sessions: 11  
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. No Class: 4/19. Materials are included in the cost of tuition. Instructor: Eliane Vaz Louison.

**LAPORTUGUESE1-Spring2023** \$159.00  
3/8/2023-5/24/2023 Days: W  
6:30 PM - 9:00 PM Sessions: 11  
Keefe Tech, First Floor, Room 202

### French Beginner 2- In Person

This course is for students who have finished Beginner French Part 1. This class will focus on learning and using everyday vocabulary and useful phrases, as well as listening and speaking activities. You will gain confidence in your ability to construct basic sentences and use your listening comprehension skills. 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 will also focus on learning grammar in context. **Textbook to Be Purchased in Advance of Class:** *Ultimate French Beginner-Intermediate:* ISBN-10 1400009634. Instructor: Anna Gvirstman.

**LAFRENCH2-Spring2023** \$109.00  
4/25/2023-6/13/2023 Days: T  
7:00 PM - 8:30 PM Sessions: 7  
Keefe Tech, First Floor, Room 205

## LANGUAGE ARTS

### French - Intermediate - Virtual Platform/Live Instruction

This course is for students who finished Beginner French. Students will continue speaking French, listening to French songs, reading stories and playing bingo using the vocabulary from the stories. Students will also create stories for each class, learn culture from French speaking countries, and learn about Francophone literature. We will use authentic resources to practice interpretive reading and listening, interpersonal conversations, and presentational speaking. We will also learn grammar in context. **Textbook To Be Purchased in Advance of Class:** *French Short Stories for Beginners* - ISBN-10 1721566988. No class: 4/5 & 4/12. **Instructor:** Anna Gvirstman.

**LAFRENCH3-Spring2023** \$159.00  
3/8/2023-5/31/2023 Days: W  
7:00 PM - 8:30 PM Sessions: 11  
Offsite, Live Virtual Classroom, Online Learning

### Tourists' Guide to Paris and France - In Person

Please see description at the end of this category  
**LAFRENCHTOURISTSpring2023**

### 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, articles, plural form of words, and adjectives to describe yourself and others. By the end of the 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. No class: 3/23, 4/20, 5/11 & 5/18. **Instructor:** Elba Fernandez.

**LASP01-Spring2023** \$139.00  
3/9/2023-6/22/2023 Days: Th  
6:00 PM - 7:00 PM Sessions: 12  
Keefe Tech, First Floor, Room 209

### Spanish 2 - Beginners - In Person

This course is for students who already have basic knowledge of the Spanish language. This class will cover vocabulary for different occasions, verbs conjugation in the present, preterit and future, related to vocabulary learned. In addition, students will learn to verbally express opinions, ask questions, and communicate preferences. Materials for reading and exercises will be sent to students before the first day of class. No class: 3/23, 4/20, 5/11 & 5/18. **Instructor:** Elba Fernandez.

**LASP02-Spring2023** \$139.00  
3/9/2023-6/22/2023 Days: Th  
7:30 PM - 8:30 PM Sessions: 12  
Keefe Tech, First Floor, Room 209

### 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 to get there. 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.

**LAFRENCHTOURISTSpring2023** \$69.00  
3/27/2023-4/10/2023 Days: M  
6:00 PM - 8:00 PM Sessions: 3  
Keefe Tech, First Floor, Room 209

## MEDICAL & ALLIED HEALTH TRAINING

### Certified Nurse Assistant, CNA Program - In Person

In this course students will gain the required skills to become certified as Nurse Assistants. They will learn about physical and emotional care of patients, vital signs, communication skills, safety issues, the aging process and ways to handle stress. This training program - approved by the Massachusetts Department of Public Health - is designed to prepare students for a career as professional healthcare providers. 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 a Massachusetts State-approved testing agency. In order to be eligible to apply for the State 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.**

**Important Application Requirements:** In order to be accepted into this program students must possess advanced to fluent English language proficiency, and have strong communication skills. Please contact us at 508-416-2170 to go over the various documents and procedures you must complete prior to being admitted into the program. A list of documents appears on the online description. No Class: 4/18, 4/20, 5/11, & 5/18. **Instructors:** Jennifer Graham & Debbie Eichhorst.

**MECNA1-Spring2023** \$1,159.00  
3/28/2023-6/10/2023 Days: TTh  
4:00 PM - 8:00 PM Sessions: 17  
Keefe Tech, Second Floor, Room 325

## 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 National Healthcareer Association, NHA, Clinical Medical Assistant (CCMA) Exam. An in-person testing session will be arranged. **Requirement to take the exam:** Successful completion of the CCMA program and a 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.

Books and 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% half way through the 140-hour classroom program. No class: 4/18 and 4/20. **Instructor: Nicole Williams.**

#### MEDCMA1-Spring2023

3/7/2023-6/15/2023

6:00 PM - 9:30 PM

Keefe Tech, Second Floor, Room 323

\$2,749.00

Days: TThSa

Sessions: 34

### Emergency Medical Technician, EMT Certification Training Program - Hybrid Format

A virtual program **orientation/class will take place on Monday, February 27 at 5:30pm on Zoom.** A Zoom link will be sent to you in advance of the class.

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 in advance of class. A good 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 9:00 a.m.- 1:00 pm. During the in-person classes, we will cover the psychomotor, or hands-on portion of the course. A full class schedule is posted on the online course description. **Instructor: Metro-West EMS Educators Staff.**

#### MEDEMT1-Spring2023

2/27/2023-5/13/2023

9:00 AM - 1:00 PM

Keefe Tech, Second Floor, Room 320

\$1,169.00

Days: Sa

Sessions: 11

# MEDICAL & ALLIED HEALTH TRAINING

## Pharmacy Technician Training - In Person

This program is a comprehensive 50-hour program that will prepare students to work as a pharmacy technician in a retail or other pharmacy setting, and to take the Pharmacy Technician Certification Board Exam. Course content includes: pharmacy medical terminology, the history of pharmacy, pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture students will review dosage calculations, drug classifications, the "top 200 drugs," I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement.

**Certification:** This program meets the necessary requirements to take the PTCB Exam. Students will be responsible for scheduling and paying for the exam on their own. Please note that this course does not include an externship. Requirement to take exam: High School Diploma or equivalency. No Class: 4/17, 4/19, and 5/29. **Instructor: CCI Staff.**

<b>MEDPHARM1-Spring2023</b>	\$1,099.00
4/3/2023-5/31/2023	Days: MW
6:00 PM - 9:30 PM	Sessions: 15
Keefe Tech, Second Floor, Room 319	

## 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.

**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. **Requirement to take the exam:** Successful completion of the program and a 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.

Books and 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: 4/17, 4/19 and 5/29. **Instructor: Audrey McBride.**

<b>MEPHLEBT1-Spring2023</b>	\$1,979.00
4/3/2023-6/21/2023	Days: MWSa
6:00 PM - 9:30 PM	Sessions: 24
Keefe Tech, Second Floor, Room 325	

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

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

<b>MEFACPR1Spring2023-Section1</b>	\$109.00
4/12/2023-4/12/2023	Days: W
5:00 PM - 9:00 PM	Sessions: 1
Keefe Tech, First Floor, Room 215	

<b>MEFACPR1Spring2023-Section2</b>	\$109.00
6/7/2023-6/7/2023	Days: W
5:00 PM - 9:00 PM	Sessions: 1
Keefe Tech, First Floor, Room 215	

## Basic Life Support Certification - In Person

The Basic Life Support (BLS) course provides healthcare providers and public safety professionals with the knowledge and skills necessary to respond to breathing and cardiac emergencies in adult, child and infant patients. Consistent with the 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 manual through this link:  
<https://www.redcross.org/content/dam/redcross/training-services/no-index/Basic-Life-Support-Participant-Manual-r.2021.pdf>.

<b>MELIFES1-Spring2023-Section1</b>	\$109.00
3/29/2023-3/29/2023	Days: W
5:00 PM - 9:30 PM	Sessions: 1
Keefe Tech, First Floor, Stage in Auditorium	

<b>MELIFES1-Spring2023-Section2</b>	\$109.00
5/10/2023-5/10/2023	Days: W
5:00 PM - 9:30 PM	Sessions: 1
Keefe Tech, First Floor, Stage in Auditorium	

# KEEFE AT NIGHT TRAINING FOR CAREERS IN MEDICAL AND ALLIED HEALTH



**CLINICAL MEDICAL ASSISTANT  
CERTIFICATION TRAINING**



**PHLEBOTOMY TECHNICIAN  
CERTIFICATION TRAINING**



**PHARMACY TECHNICIAN  
TRAINING**



**EMERGENCY MEDICAL  
TECHNICIAN, EMT  
CERTIFICATION TRAINING**



**CERTIFIED NURSE  
ASSISTANT TRAINING**

## 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. An externship is included in this program.

**Dates:** March 7 - June 15, 2023

**Tuition:** \$2,749

## 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. An externship is included in this program.

**Dates:** April 3 - June 21, 2023

**Tuition:** \$1,979

## Pharmacy Technician Training

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

**Dates:** April 3 - June 5, 2023

**Tuition:** \$1,099

## 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.

**Dates:** February 27 - May 13, 2023

**Tuition:** \$1,169

## 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 a supervised clinical rotation. Upon successful completion of the course, students will be eligible to apply for State Certification through a MA State-approved testing organization.

**Dates:** March 28 - June 10, 2023

**Tuition:** \$1,159



## 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. 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 account in advance of class. **Please note that you will need to have your instrument with you through the duration of the class. Instructor: Craig Coffman.**

**ARTMUSIC10-Spring2023** \$79.00  
4/4/2023-4/4/2023 Days: T  
6:30 PM - 9:00 PM Sessions: 1  
Offsite, Live Virtual Classroom, Online Learning

### 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 the 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. **Please note that you will need to have your instrument with you through the duration of the class. Instructor: Craig Coffman.**

**ARTMUSIC09-Spring2023** \$79.00  
4/3/2023-4/3/2023 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! **Instructor: Elizabeth Meyer.**

**PE103-Spring2023** \$29.00  
3/29/2023-3/29/2023 Days: W  
7:00 PM - 8:30 PM Sessions: 1  
Keefe Tech, Second Floor, Room 317

## PERSONAL ENRICHMENT

### 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-Spring2023** \$29.00  
3/22/2023-3/22/2023 Days: W  
7:00 PM - 8:30 PM Sessions: 1  
Keefe Tech, First Floor, Room 207

## REAL ESTATE

### Massachusetts Real Estate Salesperson Training - In Person

We are delighted to announce that Brad Roberts is back to teach this course in Spring 2023!

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. The store link appears in the online description. No Class: 4/17, 4/19, & 5/29. **Instructor: ERA Key Realty, Brad Roberts.**

**REALESTATE1-Spring2023** \$369.00  
4/3/2023-5/31/2023 Days: MW  
6:00 PM - 9:00 PM Sessions: 15  
Keefe Tech, First Floor, Room 220

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

## Home Buying Workshop - In Person - New!

Spend an evening learning essential information, strategies and tips that can help to save money and avoid expensive mistakes in the home buying process. Home buyers today face an overwhelming number of choices as they enter the housing market. These involve working with realtors and home inspectors to determine how much of a mortgage is affordable and choosing the right mortgage product and more. This class will provide a great deal of education to allow home buyers to make smart decisions when buying a home. By the end of this workshop, you will be armed with valuable advice that will alleviate the confusion that many home buyers typically feel when starting to look for a home. **Instructor: Faina Shapiro.**

**FINRE4-Spring2023** \$29.00  
5/25/2023-5/25/2023 Days: Th  
6:00 PM - 8:00 PM Sessions: 1  
Keefe Tech, First Floor, Room 206

## 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-Spring2023** \$29.00  
5/23/2023-5/23/2023 Days: T  
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. 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-Spring2023** \$29.00  
4/25/2023-4/25/2023 Days: T  
6:00 PM - 8:00 PM Sessions: 1  
Keefe Tech, First Floor, Room 210

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

In this class we will discuss and review the benefits of the VA guaranteed home loan, not only for purchasing a home with no down payment, but also for 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-Spring2023** Free  
4/5/2023-4/5/2023 Days: W  
6:30 PM - 7:30 PM Sessions: 1  
Keefe Tech, First Floor, Room 210

## FREE Home Buying Seminar - In Person

Join us for an informative home buying seminar. Buying a house is the largest, most important and most expensive transaction you'll ever make. Real estate professional, Michael Shain, will help you demystify the entire process. Topics include: Pre-approval, mortgage programs, the importance of a home inspection, how property values are determined, the role of a real estate attorney and more. **Instructor: Michael Shain.**

**FINRE1-Spring2023** Free  
4/12/2023-4/12/2023 Days: W  
6:30 PM - 7:30 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. **Instructor: James (JR) Gable.**

**AU04-Spring2023** \$189.00  
3/7/2023-4/11/2023 Days: T  
6:00 PM - 9:00 PM Sessions: 6  
Keefe Tech, Ground Floor, Carpentry

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

## TRADE PREPARATION - CONSTRUCTION

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

**Registration Deadline: March 1. Space is limited.**

Only a person licensed by the Massachusetts Board of Building Regulations and Standards may supervise the construction and renovation of all one and two family dwellings and all buildings containing less than 35,000 cubic feet of enclosed space. This class will help you prepare for your Massachusetts Construction Supervisors unrestricted license exam. This 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. **Instructor: Michael Giampietro.**

<b>CONSTRUCTLIC-Spring2023</b>	\$899.00
3/8/2023-4/12/2023	Days: W
6:00 PM - 8:00 PM	Sessions: 6
Keefe Tech, First Floor, Room 201	

### 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 requirements. 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. No Class: 5/23. **Instructor: Michael Giampietro.**

<b>TP100--Spring2023</b>	\$169.00
5/16/2023-5/30/2023	Days: Tu
6:00 PM - 9:00 PM	Sessions: 2
Keefe Tech, First Floor, Room 201	

## TRADE PREPARATION: ELECTRICAL CODE JOURNEYMAN MODULES

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

This course is for everyone starting their studies in the Electrical Code Journeyman Module program. The class curriculum includes: Jobsite and electrical safety, Introduction to the National Electrical Code and Process, DC/Alarm Theory and Basic Math. The class will be offered pending periodic review and approval by the MA Board of State Examiners of Electricians. **Instructor: Richard Packer.**

<b>ELECTRICMOD1-Spring2023</b>	\$549.00
2/4/2023-5/6/2023	Days: Sa
8:00 AM - 2:30 PM	Sessions: 14
Keefe Tech, Ground Floor, Electrical Related	

### Electrical Code Journeyman, Module 3 - In Person

The class curriculum includes: National Electrical Code Application of DC Theory, Massachusetts Electrical Code and Amendments (527 CMR 12.00) and Wiring Methods. The class will be offered pending periodic review and approval by the MA Board of State Examiners of Electricians. No class: 4/18 & 4/20. **Instructor: Richard Packer.**

<b>ELECTRICMOD3-Spring2023</b>	\$549.00
2/13/2023-5/10/2023	Days: MW
6:00 PM -10:00 PM	Sessions: 21
Keefe Tech, Ground Floor, Electrical Related	

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

The class curriculum includes: Branch Circuit/Feeder/Service Requirements, Calculations and Voltage Drops, Motors, Controls and Transformer, Requirements, Use of Code Book tables and examples, Swimming Pools and similar installations. The class will be offered pending periodic review and approval by the MA Board of State Examiners of Electricians. No Class: 2/21, 2/23, 3/23, 4/18, 4/20, 5/11. **Instructor: Richard Packer.**

<b>ELECTRICMOD6-Spring2023</b>	\$549.00
2/14/2023-5/16/2023	Days: TTh
6:00 PM -10:00 PM	Sessions: 21
Keefe Tech, Ground Floor, Electrical Related	



### 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.

## TRADE PREPARATION: ELECTRICAL CODE JOURNEYMAN MODULES

### Electrical Code Journeyman, Module 8/8.1- In Person

The class curriculum includes: Motor Calculations, Transformer Calculations, Review of Board rules and Regulations, Review of Massachusetts General Laws applicable to Electricians, General Review of all subjects covered. The class will be offered pending periodic review and approval by the MA Board of State Examiners of Electricians. No Class: 2/21, 2/23, 3/23, 4/18, 4/20, 5/11. **Instructor: David Hatton.**

#### ELECTRICMOD8-Spring2023

2/14/2023-5/16/2023

6:00 PM -10:00 PM

Keefe Tech, First Floor, Room 220

\$549.00

Days: TTh

Sessions: 21

## TRADE PREPARATION: PLUMBING CODE JOURNEYMAN TIERS

### Plumbing Code and Theory Tier 1 with OSHA - In Person PLUMBING.TIER1-Fall2023

**This class will be offered in the Fall 2023. Registration will open in April, 2023.**

### Plumbing Code and Theory Tier 2 - In Person Registration Closed

This full tier course is available only to licensed apprentices. Students wanting to enroll in Tiers 2, 3, 4 & 5 must hold a current Massachusetts apprenticeship license. No class: 1/16, 1/19, 1/25, 1/26, 2/20, 2/22, 2/23 & 3/23.

#### PLUMBING.TIER2-Spring2023

1/4/2023-4/10/2023

5:30 PM - 9:30 PM

Keefe Tech, First Floor, Room 216

\$938.00

Days: MWTh

Sessions: 34

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

Second semester Tier 3 classes are only available to students who completed Tier 3 semester 1 at Keefe at Night.

This course is available only to licensed apprentices. Students wanting to enroll in Tiers 2, 3, 4 & 5 must hold a current Massachusetts apprenticeship license. No Class: 3/23, 4/17, 4/18 & 4/20. **Instructor: John Ryder.**

#### PLUMBING.TIER3-Spring2023 - Registration is Open

3/7/2023-4/24/2023

5:30 PM - 9:00 PM

Keefe Tech, First Floor, Room 217

\$469.00

Days: MTTh

Sessions: 17

## TRADE PREPARATION: PLUMBING CODE JOURNEYMAN TIERS

### Plumbing Code and Theory Tier 4 - In Person Registration Closed

Second semester Tier 4 classes are only available to students who completed Tier 4 semester 1 at Keefe at Night.

This course is available only to licensed apprentices. Students wanting to enroll in Tiers 2, 3, 4 & 5 must hold a current Massachusetts apprenticeship license. No Class: 1/16, 1/19, 1/25, 1/26, 2/20, 2/22, & 2/23. **Instructor: Matthew Flynn.**

#### PLUMBING.TIER4-Spring2023

1/4/2023-2/27/2023

5:00 PM - 8:30 PM

Keefe Tech, First Floor, Room 218

\$469.00

Days: MWTh

Sessions: 17

### Plumbing Code and Theory Tier 5 - In Person Registration Closed

Second semester Tier 5 classes are only available to students who completed Tier 5 semester 1 at Keefe at Night. This course is available only to licensed apprentices. Students wanting to enroll in Tiers 2, 3, 4 & 5 must hold a current Massachusetts apprenticeship license. No Class: 1/19, 2/21, & 2/23. **Instructor: Eric Gordon.**

#### PLUMBING.TIER5-Spring2023

1/5/2023-3/16/2023

5:00 PM - 8:30 PM

Keefe Tech, First Floor, Room 220

\$469.00

Days: TTh

Sessions: 17

## TRAVEL

### New York - Broadway Trip - April 29, 2023

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 leader, 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 not available on trips. **Parking at Keefe:** Please park on the west side of campus, located at the Winter Street entrance, closest to the pool and gym. Look for the Bloom Charter bus.

**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. Book early. This trip always sells out. **Trip Leader: Doug Sanders.**

#### TRIPSNY01-Spring2023

4/29/2023-4/29/2023

7:30 AM -11:00 PM

Offsite, Bus Trip

\$99.00

Days: Sa

Sessions: 1

## WATER SAFETY CERTIFICATION

### 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! Textbooks, nautical charts, dividers and course plotters are included in the cost of tuition. No class: 4/19. **Instructor: Staff Nobscot Sail and Power Squadron.**

#### SP02-Spring2023

3/7/2023-4/11/2023

7:00 PM - 9:30 PM

Keefe Tech, Ground Floor, Design & Visual

\$129.00

Days: T

Sessions: 6

## WELDING

### Basic Welding - 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. **Instructors: John Nolan & Jessen Sylvestre.**

#### WE01MW-Spring2023

3/6/2023-4/26/2023

6:00 PM - 9:00 PM

Keefe Tech, Ground Floor, Metals & Fabrication

No class: 4/17, 4/19.

\$429.00

Days: MW

Sessions: 14

#### WEFAB02-Spring2023

3/7/2023-5/2/2023

6:00 PM - 9:00 PM

Keefe Tech, Ground Floor, Metals & Fabrication

No class: 3/23, 4/18, & 4/20.

\$429.00

Days: TTh

Sessions: 14

## Journeyman Plumbing Code and Theory



Keefe at Night offers all five tiers of the Massachusetts Journeyman Plumbing Code and Theory Program. **For those of you that are ready to embark on your journeyman career, Tier 1 starts in Fall 2023 and Tier 2 starts in Spring 2024.**

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 will need to accumulate 550 hours over a four-year period. Apprentices licensed prior to September 1, 2008 are required to accumulate 300 hours over a three-year period.

This program runs in Fall and Spring. 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.

**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>

**Class Schedules can be found on Page: 27 of this catalog.**



## GENERAL INFORMATION, POLICIES AND PROCEDURES — SPRING 2023

**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 March 6, 2023**

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

#### **Starting on March 6, 2023 through June 15, 2023**

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:

**3/23, 4/17-4/21, 4/26, 5/18, 5/29 and 6/19.**

**Tuition/Registration Payment:** Payment in full is due at registration. Payment plans are available as noted in specific class descriptions. Registrations under payment plans must be processed by phone or in person.

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

- 1. Online Registration:** Visit [www.keefeatnight.org](http://www.keefeatnight.org) and click on the "Registration" tab that appears on the menu bar at the top of the main page. From there click "Register" and click on "My Account." If you don't have an account, you can create a new one there as well.
- 2. Mail-in Registration:** You can mail in your payment using the registration form in this catalog. Our address is: Keefe at Night, 750 Winter Street, Framingham, MA 01702. **No cash please.**
- 3. Telephone Registration:** During office hours, please call us at 508-416-2170 with a credit card/bank card.
- 4. Walk-in Registrations:** Please see office hours above.

**Forms of Payment:** We accept Cash, 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:** The required minimum age is 18 for Keefe at Night Programs. The New York/Broadway trip is open to children 12 years of age and up. Online music classes are open to children 13 years of age and older.

**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 classes, you will receive a full refund.

### **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

## GENERAL INFORMATION, POLICIES AND PROCEDURES — SPRING 2023

**Certificates of Completion:** Certificates of completion will be provided for licensing and certification courses. If you need a certificate for confirmation of attendance, please let us know, and we will prepare one for you. There is 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) which connects you to 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](mailto:continuinged@jpkeefehs.org).

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

## Keefe at Night - Registration Form

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

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

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

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

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

By submitting this registration form you acknowledge that you have read and accept the Refund Policy that appears below.

Participants must be 18 or older in order to enroll in Keefe at Night programs.

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 classes, you will receive a full refund.

### 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 someone else.



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Adult Education Courses:	Home & Garden .....	18-19
- English as a Second Language .....	Language Arts .....	19-20
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**Join us!**  
**Call 508-416-2170 or Visit Us Online at**  
**[www.keefeatnight.org](http://www.keefeatnight.org)**