

MINUTEMAN



COMMUNITY
EDUCATION
KEEP LEARNING

Attention Juniors & Seniors!

EARN 12 COLLEGE CREDITS

Dual Enrollment Opportunity
with UMass Lowell

See page 14 for more information!



Want to be a CNA?
Take our Nursing Assistant Course!
See page 16 for more information!

FALL 2019

REGISTER at MinutemanCE.org



TABLE OF CONTENTS

Career & Training 3-5
Around the House 5-6
Business 6-7
Computers & Technology 7-10
Creative Arts 10-11
Hobbies & Recreation 11-12
Fitness 12
In the Kitchen 13,18
Languages 19-20
Kids 20
Personal Finance 20-21
Music 21
Writing 21

HS Dual Enrollment 14
Opportunity

Afterschool Program for 15
Middle School Students

Nursing Assistant 16
Program

Intro to CNC Machining 17

Contact Information

Monday - Thursday: 8:00 am - 8:00 pm
(The office closes at 4:00 pm when there are no classes)
Friday: 8:00 am - 4:00 pm

758 Marrett Rd, Lexington, MA 02421

Telephone: 781.861.7150

Fax: 781.863.1747

Email: communityed@minuteman.org

Website: www.MinutemanCE.org

Refund Policy

A \$10 processing fee will be charged for all refunds. Full refunds, minus the \$10 processing fee, will be issued when a student withdraws more than 2 business days prior to the start of the class. A 75% refund, minus the \$10 processing fee, will be issued to students withdrawing less than 2 business days prior to the start of the class and prior to the second class. *Please note that if you are registered for an "In the Kitchen" class with food fees, no refunds will be issued for the food fees if you are withdrawing less than 2 business days.* No refunds will be issued after the second class or after a one-night class has already taken place.

Welcome!

Thank you for your interest in Minuteman Community Education and the enrichment and academic programs we provide.

This has been an exciting summer... **we have moved!** The long awaited construction of our new school building is near complete, so we have moved into our new space. Our school is still located on our campus at 758 Marrett Road in Lexington, our building is just on the opposite side of our campus. We have been settling in, and will open September 3rd for our first ever, first day of school for high school students!

Community education classes will start up slowly towards the end of September, which will allow a much needed adjustment period for our faculty, staff, and facilities team.

Maps of the new traffic pattern, parking lot, and school entrance will be posted on our website www.MinutemanCE.org as soon as they become available.

We are excited for our new facility as it will allow Minuteman to continue to provide a 21st century learning experience to our high school, post-secondary, and adult students.

We are excited to welcome you!



Allison Cammarata

Director of Community Education

Non-Discrimination. Minuteman Regional Vocational Technical School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, or gender identity in its programs or activities, including its admissions and employment practices. The School District does not tolerate harassment or discrimination. An individual has been designated to coordinate compliance under Title IX and Section 504 and may be contacted through the Superintendent's Office, 758 Marrett Road, Lexington, MA 02421, (781) 861-6500, ext. 7637.

Career & Training

Nursing Assistant Program

STARTS October 7th!

Learn to care for residents in long-term care facilities & patients in hospitals. You will learn how to provide basic nursing care and have the opportunity to get CPR/AED certified.

Class size is limited to 10 students!

Tuition: \$950 + \$75 Materials Fee
See page 16 for more details!

Class will meet on Tuesday and Thursday evenings from 4:00 pm - 8:30 pm with one weekend nursing lab session on Saturday April 20th. Classes will take place at Minuteman High School and the nursing lab will take place at Benchmark Senior Living in Lincoln.

Plumbing Tiers II is offered in the spring as allowed by the plumbing board.

Plumbing Tier II

Instructor: Ted Denoi

Prerequisite: Students must have completed Tier I and OSHA (which is part of the Tier I curriculum). Students must also be working in the plumbing trade and be a registered apprentice.

Tue/Thur March 16, 2020, 5-8:00pm | \$800



NEW! EMT Training

Instructor: First Response EME

The basic training program for EMTs has an overall objective to improve the quality of pre-hospital emergency care rendered to victims of accidents and sudden illness. As such, this course develops skills in symptom recognition and in all emergency care procedures and techniques currently considered to be within the responsibilities of an EMT providing emergency medical care with an ambulance service (120 hours). **See schedule online. Mon/Wed (+ every other Saturday)**

Starts Jan 13, 2020, 6:00-10:00pm | \$1300

PLUMBING



Plumbing Tier Program at Minuteman

The following classes follow the plumbing state curriculum and are designed to prepare you to sit for the Massachusetts State Exam for the Journeyman Plumbing License. Each tier meets the 110 hour requirement.

Plumbing Tier I

Instructor: Kenneth Lay

This class is open to anyone interested in the plumbing trade. The plumbing board recently changed regulations that allow anyone to take this code class. To continue on to Tier II, students must be a registered apprentice. **All students will receive the current code book.**

Mon/Wed Sep 30, 2019, 5-8pm | \$870

Plumbing Tier III

Instructor: Ted Denoi

Prerequisite: students must have completed Tier II and be working in the plumbing trade.

Tue/Thur Oct 1, 2019, 5-8pm | \$800

Plumbing Tier IV

Instructor: TBD

Prerequisite: students must have completed Tier III and be working in the plumbing trade.

Tue/Thur Oct 1, 2019, 5-8pm | \$800

Plumbing Tier V

Instructor: TBD

Prerequisite: students must have completed Tier IV and be working in the plumbing trade.

Mon/Wed Sep 30, 2019, 5-8pm | \$800



OSHA

30 Hours Construction Safety Course

OSHA 30-Hour Construction Industry

Instructor: Alice TBD

OSHA recommends workplace safety training for a safe and healthful work environment. That's why a hazard recognition course like OSHA 30-Hour Construction online training can be beneficial for a variety of workers, such as those in: construction, building development and other related fields. This will help educate workers in identifying, predicting, avoiding, preventing and stopping potential hazards in the workplace.

Mon/Wed Oct 14-Nov 20, 5:00-8:30pm | \$229

Hot Work Safety Certification

Instructor: Sylvan LeBrun

On July 1, 2018 the Massachusetts started requiring a Hot Work Safety certification as a condition to perform Hot Work in Massachusetts. Hot Work involves any activity that uses flames or produces sparks and/or excessive heat. If you conduct Hot Work in Massachusetts, you need to attend the training and get certified. Created by NFPA, the Hot Work Safety Certification Program consists of a two-hour seminar and one-hour test. The program defines Hot Work and the measures required to safely perform work.

1 Wed, Nov 20, 5:00-8:30pm | \$60

Career & Training



Student Success Starts Here

The classes listed below take place at
Middlesex Community College
Bedford Campus, 591 Spring Rd

Customer Service Certificate Program

In today's competitive environment, profit and non-profit organizations will face operational and financial challenges with employees who are not trained and motivated to provide exceptional customer service. Participants may enroll in any or all modules listed below. Participants must complete all 4 classes for a certificate of completion.

The Importance of Exceptional Customer Service

Customer Services is vital to a business because it is often the only contact a customer has with a business. Students will be provided realistic examples on how to deliver exceptional customer service, which can differentiate your business from competitors and provide you with better financial success.

Thur, Sep 12, 6:00-8:00pm | \$51

The Five Pillars of Effective Customer Engagement

Each pillar of effective customer engagement represents a customer-training milestone and when practiced in the work environment, will better enable students to create an interaction with the customer that will increase trust, appreciation and satisfaction.

Thur, Sep 19, 6:00-8:00pm | \$51

The Importance of Verbal vs. Non Verbal Communication

Students will be taught the importance of customer service messaging delivered verbally and through non-verbal communications. Students will be paired with other students for this interactive exercise and training session.

Thur, Sep 26, 6:00-8:00pm | \$51

Turning the Difficult Customer into a Cheerleader

Students will be trained in defusing a dissatisfied, angry or hostile customer through the art of the apology and other customer engagement tactics.

Thur, Oct 3, 6:00-8:00pm | \$51

**There will be no classes at
Minuteman on:
October 14, 17, 21
November 7, 11, 27, 28**

Cybersecurity for Managers

Location: Middlesex Community College

Bedford Campus, 52 Springs Road

Data security breaches and cybercrime are increasing at an alarming rate, and in addition to threatening a business's critical information, they threaten our very way of life in a digital world. This introductory course is designed to give the non-security focused IT administrator or Manager an introduction to the concepts and terminology that comprise cybersecurity today so they can ensure their organization is prepared to protect its critical information assets

4 Wed, Sep 4, 6:00 - 9:00pm | \$210

Powerful Public Speaking

Location: Middlesex Community College

Bedford Campus, 52 Springs Road

Do you dread speaking in public or wish you could get better? Learn the fun and simple secrets to overcoming your nerves and captivating your audiences from a world-class speaking coach. You will build your basic speaking skills through a series of fun games and exercises. This course is for beginners and intermediate speakers of all ages who need to give speeches in any environment such as work meetings, conferences, school, or social and family events (\$60 payable to the instructor the first class via cash or check).

3 Mon, Sep 9, 6:30-8:30pm | \$125



Just Breathe: Mindfulness, Meditation & Yoga in the Classroom

Location: Middlesex Community College

Bedford Campus, 52 Springs Road

This Hybrid professional development workshop is full of information to help you easily bring yoga, mindfulness and meditation techniques into your classroom. We will review the basics and philosophy of yoga, including the origin and history to develop a complete understanding of the content. The most common yoga poses for children will be introduced as well as guided meditations and mindfulness techniques. You will leave with an assortment of yoga poses, activities and lesson plans' including desk yoga ideas. There is a materials fee of \$20 payable to the instructor on the first day of class via cash or check. Materials includes, Manual, lesson plans, activity ideas, music playlists, and hand-outs. *This class allows students to obtain 15 Professional Development Points for K-12 Educators/Administrators who need to recertify. There are 9 in class hours and 6 online hours.*

Sat, Oct 26 + Nov 2, 10am-4:00pm | \$200

Career & Training



Student Success Starts Here

The classes listed below take place at
Middlesex Community College

Bedford Campus, 591 Spring Rd

Management and Leadership for New Managers

Are you new to the role of manager? This program will give you the skills needed to shift from an individual contributor to a well-respected manager and achieve team success. With role play and case studies, you will discover how to adjust and use your unique skills and management style for this new challenge. Participants may enroll in any or all modules listed below but must complete all six (6) classes to receive a certificate of completion.

Demonstrating a High Performance Work-Style

Learn how to develop core competencies of the high performance work style using the RESPECT model: Recognition, Empowerment, Supportive Feedback, Partnering, Expectations, Consideration, and Trust. These competencies are taught in an interactive classroom setting that features self-assessment and case scenarios.

1 Thur, Sep 12, 6:00-8:30 pm | \$51

The Leader as a Team Builder

Learn pragmatic skills to strengthen team performance through the identification of elements of effective and ineffective teams; developing team goals; encouraging member participation; increasing motivation, decision-making, risk-taking; managing conflict; and effective communication.

1 Thur, Sep 19, 6:00-8:30 pm | \$51

Performance Management

Performance management is a process for establishing a shared understanding between employees and managers. Learn how a six-step model can be used to create a performance and development partnership, and how to conduct timely performance discussions that result in mutual understanding and agreement of key accomplishments and areas for continued improvement.

1 Thur, Sep 26, 6:00-8:30 pm | \$51

Critical & Creative Thinking

This module combines two types of thinking: critical thinking and creative thinking. Though the two are not interchangeable, they are strongly linked, bringing complementary dimensions to thinking and learning. Develop stronger critical and creative thinking skills to generate and evaluate knowledge, clarify concepts and ideas, seek possibilities, consider alternatives and solve problems.

1 Thur, Oct 3, 6:00-8:30 pm | \$51

Group Ideation/Innovation

Step by step approach to help your team generate and select successful ideas! This workshop demonstrates the IDEO process and uses a series of interactive exercises to help individuals advance their brainstorming skills, formulate group ideas, and select promising ideas to take to senior management.

1 Thur, Oct 10, 6:00-8:30 pm | \$51

Leading During Times of Change

Understand the dynamics of change and its effect on productivity as well as the basic skills needed to manage change productively. Topics include the various types of change organizations go through, natural reactions to change, strategies for leading through times of change, and understanding your temperament type in dealing with conflict.

1 Thur, Oct 17, 6:00-8:30 pm | \$51

Around the House



Basic Automotive

Instructor: John Primpas

Our basic automotive class will help you, the non-professional, better understand how your car works. Learn basic maintenance and troubleshooting procedures. We will cover engine basics, electrical basics, computers, brakes, and steering & suspension.

5 Tue, Starts Oct 8, 6:30-8:30pm | \$175

Small Engine Maintenance

Instructor: Charlie Rose

What do you do when your lawn mower or snow blower isn't working? Join us to learn how these and other small engines work and how to fix them! We will examine the workings of 2-cycle and 4-cycle engines, discuss fuel delivery & carburetion, governors, shear pins, basic electrical & magnetism, maintenance and more. Two nights are classroom theory, one night in shop.

3 Wed, Starts Oct 16, 6:00-8:30pm | \$99

Interior Design

Instructor: Taylor Lucas

During this three week class, you'll learn the elements and principles of design and explore how they apply to your own home, allowing you to enhance your space. We will collect concept images to help guide you in your design, and learn how to draft a floor plan and space plan, and spend a class on color theory to develop your eye and assist in paint and accessory choices. This class is a rounded fundamentals of interior decoration, design and color theory.

3 Tue, Oct 29, 7:00-9:00pm | \$99



Residential Addition 101

Instructor: Nancy Dickinson

Have you been thinking of renovating your kitchen and adding a family room? Do you desperately need a garage with a mudroom? Are you considering adding an in-law apartment for your mother? Nancy Dickinson, Principal of Dickinson Architects in Concord, will give an overview of the design and construction process for residential additions and renovations. The class will review zoning and septic issues, budgeting, whether to “move or stay”, the architectural process, contractor selection, permitting, and what to expect during construction. Time will be allowed for questions about your specific project. Nancy is a registered Architect with over 25 years of experience. For more information about Nancy, visit her website at Dickinson-Architects.com

1 Wed, Nov 6, 7:00-9:00pm | \$35



Dump Cable TV (Cord Cutting)

Instructor: Bruce Narasin

This class teaches you to choose from several alternatives that allow you to enjoy movies, TV shows, sports, local channels, and music without having to pay high cable fees. Topics covered in this class include: High Definition TV Antennas, Internet-based free & fee streaming services like Hulu Plus, Netflix, & YouTube, Sling TV, and Amazon Prime, Set-top “streaming TV” boxes (Apple TV, Amazon Fire TV, Roku, Chromecast & more) which, along with an inexpensive streaming service, allow you to see virtually everything that the cable companies provide without the monthly cable TV fee. Many shows/movies are free, or at a very low pay-per-view charge, Smart TVs, DVRs & Blu-Ray with Internet access, Online TV offers to avoid as well as some of the Online TV Scams.

5 Mon, Starts Nov 21, 7:00-9:00pm | \$175

**There will be no classes at
Minuteman on:
October 14, 17, 21
November 7, 11, 27, 28**



Student Success Starts Here

**The classes listed below take place at
Middlesex Community College**

Bedford Campus, 591 Spring Rd

Communications Certificate Program

The ability to communicate the right message to the right audience at the right time with the right communications tools is a valuable skill. This certificate in communications program is a fast-paced way for students to increase their professional skill set with greater understanding of persuasive communications to meet your organizations internal and external communications needs. By improving your strategic communications skills and learning effective communications strategies students will become more desirable candidate for professional growth and success. Participants may enroll in any or all modules listed below but must complete all six (6) classes to receive a certificate of completion.

Public Relations Principles and Case Studies

Define the practice of public relations and underscore its importance through case studies as a valuable and powerful communications tool for employers in the 21st century. Examine the requisites-both the technical and persuasive- that constitutes an effective public relations strategy.

1 Thur, Oct 10, 6:00-8:00pm | \$51

Measuring Your Image through Market Research

Explore the phenomenon of public opinion, contemporary examples of it, the areas that impact it and how it is formed. Examine how public opinion may positively or negatively impact a brands image, and how organizations may enhance their reputation through market research.

1 Thur, Oct 17, 6:00-8:00pm | \$51

The Power and Influence of Effective Media Relations

Discuss the bedrock importance of media relations as the most fundamental skill in public relations. Explore media communications in all its forms, print, broadcasting, and social media. To examine the value of publicity as more powerful and credible than advertising. Review the proper way of dealing with journalists.

1 Thur, Oct 24, 6:00-8:00pm | \$51

Integrated Marketing and Advertising

Review the integration of all forms of advertising, public relations, and social media to create a powerful marketing approach in promoting products, services and brands. Explore the distinction among advertising, marketing, social media and organizational communications. Review case studies of successful integrated campaigns.

1 Thur, Nov 7, 6:00-8:00pm | \$51

Business / Computers & Technology

Employee and Community Relations

This class will review the importance of showcasing your organizations commitment to be a good citizen in the community where you are headquartered as a way of generating goodwill from community stakeholders. It will cover an often-overlooked but core critical constituency of employees and community leaders, in addition to exploring the philosophy of dealing with employees in an era of downsizing, meager revenue growth and decreasing morale.

1 Thur, Nov 14, 6:00-8:00pm | \$51

Crisis Communication

No organization is immune from a reputation crisis. Students will be taught how to effectively evaluate and respond to a high-profile crisis that negatively impacts the image and reputation of an organization, and the tools and strategies needed to defend a brand being investigated or targeted by the news media, special interest and community groups, activists, unions or legal and government investigators.

1 Thur, Nov 21, 6:00-8:00pm | \$51

Business

Entrepreneurship: Small Business

*Location: Middlesex Community College
Bedford Campus, 52 Springs Road*

In this course, we will look at the ins and outs of starting a business from scratch. Each week's class will focus on a practical step in the process: licensing, permits & filings; scouting locations and conducting market research; choosing a platform for sales and processing; and developing a business plan. This course is intended either for those who are ready to set up a business or who have begun to do so. It is essential that you have a product or service in mind, around which to build your assignments and projects. We will produce work, such as a business plan, that can actually be used for your business.

5 Thur, Oct 17, 6:00-8:00pm | \$219



Reporting and Dashboards with MS Excel

Instructor: Swati Dave

Reports can be described as a document that contains data used for reading and viewing, and dashboard is a visual interface that provides at-a-glance views into key measures relevant to a particular objective or business process. In this class, participants will learn to create powerful dashboards and reports using MS Excel that can provide analysis, insight, and alert decision makers and stakeholders in a timely manner.

1 Wed, Oct 23, 6:00-9:00pm | \$45

Excel for Project Managers

Instructor: Swati Dave

Organizing multiple work projects can become a major hassle. There are many good software applications that are designed to help manage projects, but they can be expensive and complicated to use. This class explores how to use the readily available Microsoft Excel's chart and graphic capabilities, data presentation, and organizational structure to plan your projects. With few simple tips, you'll learn how to use Microsoft Excel to turn your simple spreadsheets into customized project management charts and forms to help you manage your projects. Pre-requisite: You should know the basics of Project Management and have a working knowledge of MS Excel.

1 Wed, Nov 6, 6:00-9:00pm | \$45

Fundamentals of Project Management

Instructor: Swati Dave

Project management can be a profession, a job, a role, or an activity. It is a proven process that helps to break down complex projects into simple work elements and efficiently manage time, money and resources. This project management course is designed to introduce the concepts of project management to individuals who work alone or work together in a team. Using a holistic approach, the course introduces the participants to the five project management process groups: Initiating, Planning, Executing, Monitoring & Controlling, and Closing. The understanding of these project management processes will help participants gain better understanding of activities required for successful completion of a project. The course is crafted into a step-by-step approach with examples that can be applied to many projects.

2 Wed, Nov 13, 6:00-9:00pm | \$90

Computers & Technology



Practical Computers

*Location: Middlesex Community College
Bedford Campus, 52 Springs Road*

This course is an introduction to the computer and computer applications via lecture and hands-on activities. We start with an overview of computer hardware, software, and networks that includes the use of Microsoft Windows for running programs, the creation of folders, and file management. We continue with a focus on Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and the Internet.

4 Wed, Starts Sep 19, 5:00-8:00pm | \$199

Computers & Technology

MS Excel Certificate

Location: **Middlesex Community College
Bedford Campus, 52 Springs Road**

From beginning to advanced functions of MS Excel, prepare yourself for the workforce demands as you become proficient with Microsoft Excel. This course is designed to teach you the features of MS Excel to have you using it like a pro from beginning to advanced functions. This program will give you a powerful set of skills to help you with career advancement. Upon successful completion you will be able to: create and format a worksheet; create formulas; manipulate and calculate data with advanced formulas, create and modify tables, present data with charts, analyze data using PivotTables, customize data, work with multiple workbooks, import and export data. Students must be proficient in a MS Windows environment with keyboarding skills. Please bring a flash drive.

8 Tue, Starts Oct 6, 6:00-9:00 pm | \$309

CompTIA A+ Exam Prep

Location: **Middlesex Community College
Bedford Campus, 52 Springs Road**

In the CompTIA A+ complete class students will gain the knowledge needed to sit for the CompTIA A+ certification exam, which is the preferred industry qualifying credentials for technical support and IT operations roles. This course focuses on both 901 and 902 exams and is much more than just a PC repair class. After successful completion of this class candidates are better prepared to troubleshoot problem solve and understand a wide variety of issues ranging from networking, operating systems mobile devices and security. This 7 week course is designed for individuals who have basic computer user skills and who are interested in obtaining a job as an entry-level IT technician. This course is also designed for students who are seeking the CompTIA A+ certification and who want to prepare for the CompTIA A+ 220-901 Certification Exam and the CompTIA 220-902 Certification Exam.

16 Mon/Wed, Oct 7, 5:30-9:30pm | \$999



Excel Pivot Tables

Instructor: Ray Pourali

This class covers the essential details you will need to know in order to create and use Excel Pivot Tables and Pivot Charts. You will learn the basic fundamentals, the benefits and the limitation of Pivot Tables. Knowing how to build new Pivot tables or how to update an existing one will be a perfect addition to your professional resume. Basic knowledge of Excel is recommended. No prior knowledge or experience required.

1 Thur, Oct 24, 6:00-9:00pm | \$95

Adobe Photoshop

In this hands-on introduction to image manipulation and editing using Photoshop, you will learn to prepare, alter, and improve images for desktop publishing and the Web through use of Photoshop color, selection and editing tools such as the lasso, magic wand, color picker, clone tool, and healing brush. Lessons and practice exercises will include selecting, converting and resizing images, correcting color, retouching, creating type, working with layers, and basic web graphics.

Prerequisite: basic computer skills (including file management) required, but no previous imaging experience necessary.

4 Mon, Starts Oct 28, 6:00-8:30pm | \$185

Powerpoint for Professionals

Location: **Middlesex Community College
Bedford Campus, 52 Springs Road**

PowerPoint for Professionals will cover creating PowerPoint files, modifying, inserting objects, advanced tools, slide masters, and enhancing charts. Learn how PowerPoint can enhance your presentation skills and help you effectively communicate your ideas.

3 Wed, Starts Nov 6, 9:00am-12:00pm | \$159



AutoCAD I

Instructor: Candace Dryden

In this course, we will cover the basic AutoCAD functions of drawing and editing. You will learn basic drafting practices as well as GD&T. We will do both a mechanical drafting and an architectural drafting project with a focus on design intent. This class will not cover electrical drafting or AutoCAD 3D. Basic PC skills are required. A background in drawing, drafting, design, or graphics is helpful but not required.

6 Wed, Starts Oct 16, 6:00-9:00pm | \$199

NEW! AutoCAD II

Instructor: Candace Dryden

In this course, we will build on the basic AutoCAD functions of drawing and editing that was taught in ACAD I. We will prepare two drafting projects with a focus on design intent and complete these projects from beginning to final distribution. We will cover the principles and begin drafting in AutoCAD 3D. Basic PC skills are required. Completion of AutoCAD I is a requirement.

Winter 2020!

6 Mon, Starts Jan 13, 6:00-9:00pm | \$199

Do you have an idea
for a new course?
Send a resume and proposal to
[communityed@minuteman.org!](mailto:communityed@minuteman.org)

Computers & Technology

Choosing the Right Open Source Project Management Software

Instructor: Swati Dave

Many businesses agree that the use of project management software is essential to manage the complexity of any business or project. Most are aware of project management software like MS Project and Primavera, which are expensive to use. However, there are many open source project management software available which are free. In this class, you will be introduced to at least five free project management softwares. You will learn the capabilities of each, and become more familiar with the application of these softwares.

1 Wed, Oct 9, 6:00-9:00pm | \$45

WordPress Made Easy

Instructor: Ben Vivante

Build your own website and blog easily, for business or personal sites. Using WordPress, you'll learn to build, edit, and customize your own website—without any knowledge of HTML. We'll learn both technical setup and creative customizations, tailoring our efforts to the interests and needs of the class. Students should be comfortable using a computer and the Internet. Expect an additional expense if they choose to purchase a website domain and host.

8 Wed, Starts Oct 16, 6:30-8:30pm | \$199



QuickBooks

Instructor: John Saulnier

Knowledge of how to use QuickBooks will provide you with an easy, efficient, and inexpensive way to do such tasks as payroll, vendor bills, invoicing, and project costing for your small business. It also tracks your checking accounts and automatically updates your account balances. You'll be introduced to these and other features of QuickBooks. Please note: It is strongly recommended that you take Accounting or have knowledge of Accounting prior to this class.

6 Thur, Starts Nov 7, 6:30-9:00pm | \$165

Business Computer Applications Certificate

**Location: Middlesex Community College
Bedford Campus, 52 Springs Road**

This certificate course will prepare you for a position in offices where proficiency in software such as Microsoft Office suite is used. These positions include administrative assistant, customer service or data entry. Students will become proficient in computer skills such as file & folder management, system backup, device/printer setup, internet basics, password management along with word processing, spreadsheet, and presentation, and calendar software packages. These tools are commonly used in most work environments today.

8 Thur, Starts Oct 17, 6:00-9:00pm | \$309

Intro to SQL

**Location: Middlesex Community College
Bedford Campus, 52 Springs Road**

This class will introduce students to basic relational database concepts using Structured Query Language (SQL) to create, modify, and access database information. You will learn to write queries to retrieve, order, filter and aggregate data from a single table, as well as queries on multiple tables. SQL statements and clauses taught in this course include: create, drop, insert, update, delete, select, distinct, where, order by, group by, having, and join. This course is appropriate for those you want to learn relational databases and/or whose jobs require them to work with relational databases. Textbook requirement TBA, approx. \$40.

3 Fri, Starts Sep 20, 9:00-3:30pm | \$370

5 Tue, Starts Sep 24, 5:00-8:30pm | \$370

**The following Certificate Program takes place at
Middlesex Community College
Bedford Campus, 591 Spring Rd.**

Digital Media Marketing Certificate Program

This certificate program will teach you about the different digital media outlets and how those can be applied to your digital marketing plan. The listing below represents the order the classes occur in throughout the semester. Students will receive a certificate upon completion.

Fundamentals & Trends in Digital Media Marketing

Learn the basics of digital media marketing, what platforms are included in digital media marketing, and how this is important in today's market.

Optimizing Marketing Emails

Get email marketing tips to turn your generic e-blasts into optimized, personalized emails that your customers will actually read! Hear best practices on email lists and what you can and cannot say in a marketing email. Learn how to increase your open and click-through rates and more!

Search Engine/Website Optimization

Learn the process of improving the volume and quality of consumer traffic to your website. Get tips and strategies that will make your website search-engine friendly.

Tracking Your Digital Media Marketing

Now you know how to get customers to your website, but how do you track that data. Learn the best ways to track important data and learn from the results.

Mobile & Online Advertising

Learn about the different online advertising channels and how to select those that will be consistent with their mobile marketing campaigns. Gain knowledge on trends and guidelines around online/mobile advertising.

Creating Your Digital Marketing Campaign

Bring all the knowledge you have gained through the program together to create your business digital marketing campaign. Students should come to class with a digital marketing plan prepared and ready for instructor feedback.

6 Mon, Starts Oct 21, 6:00-9:00pm | \$219



Student Success Starts Here

Middlesex Community College
Bedford Campus, 591 Spring Rd.

Creating Marketing Materials for Your Business

Begin learning the fundamental principles of designing your business marketing materials using Microsoft Word and Google Docs in this hands-on certificate program. Learn the basics of design and how to implement these tools. Students will receive a certificate upon completion.

Designing 101

You will learn the four basic principles of design marketing, contrast, repetition, alignment, and proximity. Looking at these basic principles, you will begin to discuss how this can be implemented into a business plan.

Designing 101 cont

A continuation of Designing 101 with more in-depth discussion on design your portfolio.

Branding Your Business

Think you need a large budget and marketing firm to brand your business? Think again! This class will break down the branding process into easy-to-execute steps to create a winning and successful business brand and mission statement.

Stationery Designing

Learn how to create letters, business cards, PowerPoint presentations, etc. that will be effective and polished.

Advertising and Designing for Media

Learn to create fliers, advertisements, posters, etc. that incorporate your business brand and the basic design concepts that represent your business.

Design Portfolio

Building upon the previous 5 modules, create a design portfolio for your business marketing needs and get feedback from your instructor. Students should come prepared with their business marketing design portfolio.

6 Wed, Starts Oct 16, 6:00-9:00pm | \$239

Creating Your Business Website

Location: Middlesex Community College
Bedford Campus, 52 Springs Road

Trying to create your business website can be a daunting task, especially for those with little to no experience. Even with the free options out there, knowing how best to create your website is important to your business success. Learn how to create a blog or website using a popular blogging platform or content management system. Students will become proficient in online account management, dashboard usage, content creation, media library maintenance, and video embedding. No prior knowledge of HTML is required.

8 Mon, Starts Sep 30, 7:00-9:00pm | \$289

Creative Arts

Knitting Workshop

Instructor: Joy Spadafora

Make a set of felted bowls while you learn to knit! Join a seasoned, yet patient, knitter with 25+ years experience for knitting inspiration and conversation. You may bring a project of your choice, or the instructor will offer several options. These may include a shawl for those with experience, or smaller projects, including nesting bowls, wrist warmers, a hat, or a scarf. At the end of the session, you will know how to cast on, knit, purl, increase/decrease, change colors, and bind off. This class is not just for beginners - anyone who is stuck or needs a little hand-holding can bring their current projects to work on as well! After registering, email joyspadafora@gmail.com for pattern and supply list.

6 Wed, Starts Oct 16, 7:00-9:00pm | \$160



Stone Carving takes place at
80 Loomis St, 2nd Floor, Bedford

Stone Carving

Instructor: Scott's Stone Carving Classes

Come learn how to carve stone (alabaster) and learn all parts of this fascinating ancient medium. All levels are welcomed. Learn the process from the beginning chisels, to the files and finishing process. You will be encouraged and aided in producing the type of work that interests you! More advanced students are aided in pursuing new creative directions or in revisiting current ones. Class discussion and demonstration accompany peaceful hours of working and with the stone.

Section A: 10 Mon, Starts Sep 9, 10am-1pm | \$535

Section B: 10 Wed, Starts Sep 11, 7-10pm | \$535

Stone Carving Saturday

Instructor: Scott's Stone Carving Classes

You'll have the opportunity to carve your own stone, an art form that is not typically accessible. For beginners and experienced sculptors alike, you'll be guided through the process of looking into the rock for imagery, carving into material, planning and forming a sculpture, and using tools. Hand-carving techniques will be demonstrated, and stone carving lore will be discussed. We'll touch upon safety in the studio, and stone and tool sourcing. You will leave with your stone sculpture. Bring a lunch. All materials will be provided.

Section A: Sat, Sep 29, 9:30am-2:30pm | \$140

Section B: Sat, Oct 19, 9:30am-2:30pm | \$140

Section C: Sat, Nov 16, 9:30am-2:30pm | \$140

Section D: Sat, Dec 21, 9:30am-2:30pm | \$140

Creative Arts / Hobbies & Recreation



Introduction to Photography

Instructor: Scott Metzger

Photography is both art and science. As an art, photography is a marvelous tool of creative, self-expression. As a science, it is a wonderful technical tool, teaching lessons in, light, math, and computer skills. It encourages closer looks and whole new ways of looking at things. We will learn how to use or better use your digital camera and experiment using a digital SLR camera, different shooting techniques and create a portfolio of images. Learn to creatively control manual settings such as white balance, aperture, shutter, ISO, among others settings, camera angle, and other compositional aspects of photography will be key aspects of this class. *A Digital camera is not required but a plus. Bring a DSLR (digital single lens reflex) camera, download cord, or card reader.*

4 Wed, Starts Oct 30, 7:00-9:00pm | \$100

Let's SEW it up, - Its SEW Easy!

Do you have a quilt you would like to make, or pants that need hemming? The life skill of sewing has been lost for many. Come join this introductory class to get started using that sewing machine that is collecting dust in your closet. Intermediate sewers are welcome to join as well!

6 Mon, Oct 9, 6:00-9:00pm | \$149

Introduction to Bonsai Art

Instructor: Hoo Tee Ong

Learn about the history and styles of Bonsai (miniature trees). You'll receive your own Bonsai to work on during the class and bring home with you, along with tips and handouts telling you how to keep it flourishing during all four seasons. You'll also learn tips on how to select and buy Bonsai.

1 Thur, Nov 7, 6:45-9:15pm | \$75

Hobbies & Recreation

How To Build Adirondack Chairs & More

Instructor: Steve Thompson

Join us to build your own Adirondack chair! We will start by learning how to use portable and stationary tools such as table saws, band saws, jointers and planers. Once we are comfortable with the tools, we will start our chairs. Prior woodworking experience is not necessary. If you are interested in a different project, or building more than one chair, please contact the instructor at communityed@minuteman.org. The materials fee per additional Adirondack chair is \$75. Please bring safety glasses with you.

6 Wed, Starts Oct 21, 6:00-9:00pm | \$330



USPS America's Boating Course

Instructor: Charles River Sail & Power Squadron

America's Boating Course - 2015 Edition, covers the basics to safely and legally operate your boat. Topics include basic boating terminology, boat handling, water sports safety, PWCs, legally required equipment and other boating laws and regulations, right-of-way rules between boats, and marine radio operation. Additionally the course covers the required topics that all recreational boaters must know: rules of the road, the various types of boats, required safety equipment, navigation aids, lights and sounds, anchoring, communications afloat, adverse conditions, water sports safety, trailering, personal water craft safety, and knots and lines. This material does satisfy the Boat Operator Certification requirements for NH, CT, and other states that mandate that boat operators take an approved boating course.

8 Tue, Starts Oct 8, 7:00-9:00pm | \$95

USPS Advanced Marine Navigation

Instructor: Charles River Sail & Power Squadron

Advanced Marine Navigation is the second in the sequence of USPS courses on navigation. It continues to build coastal and inland navigation skill, allowing the student to take on more challenging conditions; unfamiliar waters, limited visibility, and extended cruises. GPS is embraced as a primary navigation tool while adding radar, chart plotters, and other electronic navigation aids. The course includes many in-class exercises, advancing the student's skills through hands-on practice and learning. Course is taught over seven two hours classes. In addition the students have 14 days to complete the open book exam.

7 Tue, Starts Oct 9, 7:00-9:00pm | \$140



Intro to Backyard Beekeeping

Location: Middlesex Community College

Bedford Campus, 52 Springs Road

This introductory course will give an overview and will prepare you for the excitement and challenges of backyard beekeeping in New England. We will cover bee culture and society, tools and equipment, establishing your first hives, hive management, the harvesting process and potential cash flow streams from bees.

5 Thur, Starts Nov 7, 6:00-8:00pm | \$99

Hobbies & Recreation / Fitness



Indoor Organic Composting Instructor Ray Pourali

Are you interested in organic composting? Have you ever wondered what happens to outdoor compost piles during the cold winter months? Are you curious to know how to compost even if you don't have access to a backyard? Are you interested in the mystical "Compost Tea" that has proven to rejuvenate indoor and outdoor plants? Join this class to learn and receive your own compost starter kit! This one night class will teach you how to create and maintain a healthy compost bin that will be fully operational during winter months and beyond. Your compost bin will be virtually odorless and will be very easy to maintain. You will be able to compost many things such as coffee, tea, junk mail, egg containers, fruits and vegetable peels, and more. You will take home a 1/2 lb. container of a compost starter kit, which contains all the micro and macro organisms that are needed to start a perfectly healthy, organic, functioning compost bin.

1 Wed, Oct 23, 6:30–8:30pm | \$60

Fitness



Alexander Technique:

Principles for improving posture and relieving pain Instructor: Jill Geiger

Interested in improving your posture, moving with ease and reducing stiffness, pain, and tension? The Alexander Technique teaches how to unlearn common habits of tension that cause poor posture, stress, and neck/back/shoulder pains. For over 100 years, this practical, educational method has been used worldwide by musicians, actors, athletes, and people of all ages to restore good posture, balance and poise, and to experience lasting relief from chronic pain. This class will introduce the technique and how it can be applied to your everyday activities to help you feel, move, and look better. This is one classroom session held at Minuteman. The registration fee includes a private lesson at the instructor's Newton office, which will be scheduled individually with each participant.

1 Wed, Oct 30, 7:00-9:00pm | \$45

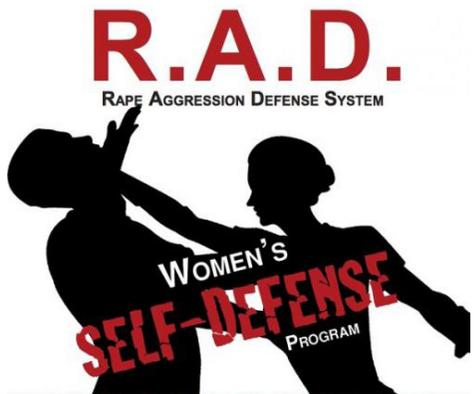


NEW! Beginner Ballroom Dancing

**Location: Middlesex Community College
Academic Arts Center, 240 Central Street, Lowell**

In this exciting new program new dancers will be introduced into the fun world of dancing! You will learn step by step all the basic patterns for popular dances like the Hustle, Salsa, Lindy Hop, and more. Additionally, you will learn how to move your body to the music and how to connect with your partner.

5 Mon, Starts Sep 30, 6:45-7:45pm | \$100



NEW! Women's Self-Defense & Awareness Instructor: Charles Crayton

This women's only self-defense class will help to empower you with the skills and knowledge to defend yourself against your surroundings. You will learn basic self-defense techniques and you will be taught strategies to help you be more alert in your environment. This course is taught by Charles Crayton Jr., who is a chief instructor of combined martial arts inc. Mr. Crayton is a self-defense expert and he is a national certified RAD instructor for men, women, and children. RAD stands for "rape aggression defense". This 6-week class will help you to stay safe and gain confidence with your individual abilities.

6 Mon, Starts Oct 21, 6:15-8:00pm | \$199

Refund Policy

A \$10 processing fee will be charged for all refunds. Full refunds, minus the \$10 processing fee, will be issued when a student withdraws more than 2 business days prior to the start of the class. A 75% refund, minus the \$10 processing fee, will be issued to students withdrawing less than 2 business days prior to the start of the class and prior to the second class. No refunds will be issued after the second class or after a one-night class has already taken place, unless there are extenuating circumstances.

In the Kitchen

In the Kitchen

Paella

Instructor: Edith Wikina

Learn the tips and tricks on how to make this easy one pot dish! This is a rice dish, traditionally made in Spain, and is made using chicken, sausage, pork and/or seafood. The dish also includes a variety of spices and vegetables. This traditional dish is sure to inspire the Chef in anyone who loves a “Good Eat.” Come, cook and enjoy a little taste of Spain!

1 Tue, Oct 22, 6:00-9:00pm | \$55



NEW! Let's Talk Meal Prep

Instructor: Kyle Johnson

We all want to eat healthier, but sometimes, busy weeknights get in the way. This class will share a few fresh ideas for those who are starting to meal prep. Chef Johnson will share some of his favorite quick and easy meals, and the class participants will make a sample in class. Students who are already meal-prepping but have had challenges maintaining the meal prep life, can email communityed@minuteman.org to share some concerns they are hoping to have addressed. This class will also cover how to build a refrigerator and pantry that is filled with simple ingredients that will help to make meal preparation more efficient.

1 Thur, Oct 24, 6:00-9:00pm | \$55

Winner Winner Chicken Dinner

Instructor: Kyle Johnson

Learn how to break down a whole chicken. After cutting up the chickens, students will make Korean style chicken thigh lettuce wraps and chicken Florentine.

1 Tue, Oct 29, 6:00-9:00pm | \$50



NEW! Vegan Cooking Southern Style

Instructor: Charles Christiansen

Join this class to make the “veganized” versions of a few Southern classics. Dishes will be different from season to season, and could include biscuits & gravy, braised collards, jambalaya, and more! Chef Christiansen grew up down south and has an array of vegan style southern classics! This class will surprise your taste buds, with vegan southern food.

1 Mon, Nov 4, 6:00-9:00pm | \$55



NEW! The Sensational Veggie Burger

Instructor: Charles Christiansen

Learn how to make Chef C's sensational veggie burger patties. You will dice, mix, and pack together fresh ingredients to test new recipes for grilling season! This class will share how to determine the proper proportion sizes for various traditional ingredients that make up a veggie burger (grains, beans, veggies). Come gain secrets and recipes for a trio of burger patty recipes, and be prepared to take a slider sampler home with you!

1 Tue, Nov 5, 6:00-9:00pm | \$55

Pate a Choux

Instructor: Edith Wikina

If you enjoy eating éclairs and cream puffs, you will also enjoy making these fun and tasty little treats from scratch; using a variety of sweet and savory fillings.

1 Wed, Nov 6, 6:00-9:00 | \$55



NEW! New England Clam Chowder

Instructor: Kyle Johnson

Looking to offer a new appetizer for your Thanksgiving spread? Why not offer New England's famous clam chowder! This class will share secrets and historical facts about our famous New England Clam Chowder as well as our traditional Clam Bake. Students will explore various cooking techniques, flavor profiles, variations, and ingredients for clam chowder. The class will end in a mini contest to see who makes the best chowder.

1 Thur, Nov 7, 6:00-9:00pm | \$50

NEW! The Versatility of Tofu

Instructor: Charles Christiansen

Many people think of tofu as those white cubes vegetarians get instead of pork in their fried rice, but it's really a blank canvas for a world of creativity in the kitchen! In this class, we'll learn about different types of tofu, tips for working with tofu in the kitchen to achieve the best texture and flavor. We will prepare an entree, a sauce and even a dessert all using tofu as the base.

1 Mon, Nov 11, 6:00-9:00pm | \$55

ATTENTION JUNIORS & SENIORS!

EARN 12 COLLEGE CREDITS!

Introduction to Manufacturing Technology Certificate

INTRODUCTION TO MANUFACTURING TECHNOLOGY CERTIFICATE

High school juniors and seniors in good standing will be able to complete this introductory manufacturing certificate program in approximately one year under the UML Dual Enrollment policy. The UML course credits earned in this certificate can be applied to various degree programs pending approval of the university bestowing the degree. UMass Lowell has approved these credits to matriculate to either the A.S. and/or B.S. Mechanical Engineering Technology programs.

The courses required for the certificate are: Engineering Design and Graphics (3), Computer Aided Drafting (3), Introduction to Automated Control Programming (1), Manufacturing Technology Laboratory (2), Applied Computer Aided Manufacturing (3).

ENGINEERING DESIGN AND GRAPHICS (3 Credits)

DATES: October 8, 2019 - December 10, 2019
WHEN: Tuesdays, 6:00-9:00 PM
WHERE: Minuteman High School
COST: \$1100.00

THE FIRST CLASS
STARTS THIS
FALL!

Register online at www.MinutemanCE.org



OUR PARTNERSHIP

Minuteman Community Education and UMass Lowell are committed to continuing education. This program was developed to follow the Massachusetts Dual Enrollment program for High School Students.

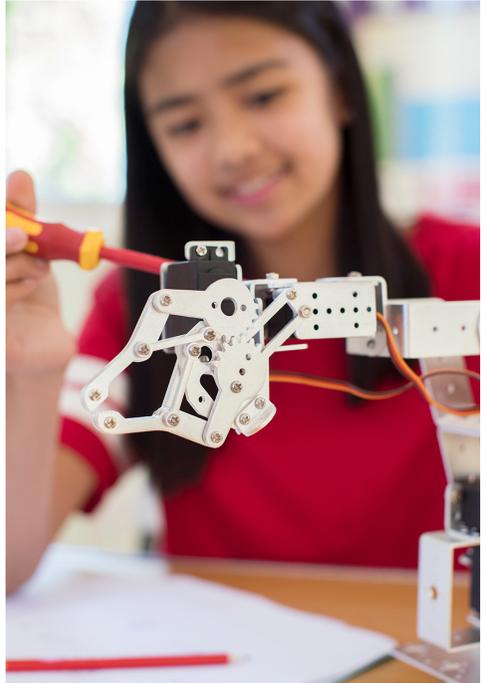
SAVE THE DATE(s)!

for our Career Exploratory Experience

The Career Pathway Afterschool Program for Middle School Students

Minuteman's Career Pathway Afterschool Program offers thought-provoking experiential learning for students in 6th - 8th grade. This annual program is in its third year, and due to its demand and success, this year's courses will be enhanced and restructured. Save the dates for this year's series, and email communityed@minuteman.org to get on the waiting list. This program is open to students residing in Minuteman's district communities, and transportation will be provided from each middle school.

Courses will be at www.MinutemanCE.org later this fall. Seats will be filled on a first come first serve basis.



PROGRAM DATES

March 9, 11, 16, 18
4:15-6:15 pm



EXPERIENCE A NATIONAL
BLUE RIBBON SCHOOL

Minuteman is proud to be a National Blue Ribbon School of Excellence.
Visit www.MINUTEMAN.org to find out more!



MINUTEMAN
HIGH SCHOOL REVOLUTIONIZED

CONTACT US

758 Marrett Road
Lexington, MA 02421
communityed@minuteman.org
www.MinutemanCE.org

MINUTEMAN



COMMUNITY
EDUCATION
KEEP LEARNING

Call to Apply Today!

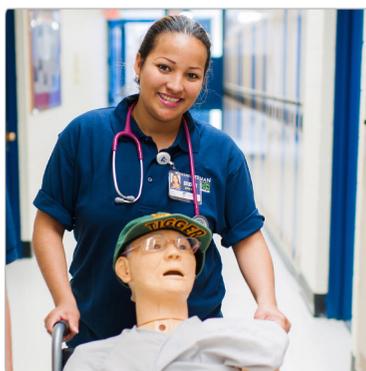
(781) 861.7150

Class Starts 10/07/2019

Want to be a CNA? Take Minuteman's Nursing Assistant Course



Minuteman's **Nursing Assistant** program is state-certified and provides students with the skills needed to work in a variety of medical settings. This course is necessary for those looking to become *certified* nursing assistants. Minuteman's program is an approved instructional facility for the American Red Cross.



Nursing Assistant Duties

- Provide basic care for daily living.
- Clean and bathe patients
- Help patients use the toilet and dress
- Turn, reposition, and transfer patients
- Listen/record patients health concerns
- Report critical information to nurses
- Take patients vital signs
- Serve meals and help patients eat

Class Starts

**October
7, 2019**

Cost

**\$950 - Tuition
\$75 - Materials Fee**

Location

**758 Marrett Road
Lexington, MA 02740**

Contact

**communityed@
minuteman.org**

This course consists of classroom instruction, followed by practice in a nursing facility.

new!

ADVANCED MANUFACTURING

Explore Advanced Manufacturing - Earn 20 lab hours
towards our new 950-hour evening Post-Secondary program.

INTRODUCTION to CNC MACHINING

This class is geared toward the student or career changer looking to explore the field of advanced manufacturing. This class will prepare students to continue into the field of advanced manufacturing.

INTRODUCTION to CNC MACHINING is a course that will introduce the fundamentals of computer numeric control of machine tools. Students will learn the basics of CNC programming of vertical three axis mills and two axis lathes. Students will learn to set-up and operate the machines safely to produce parts. Basic part inspection and the fundamentals of machining will also be covered as topics in this course.

10 Tuesdays | October 15 - December 17, 2019 | 4:30 - 8:30 pm
\$950.00

MINUTEMAN



**COMMUNITY
EDUCATION**
KEEP LEARNING

+



In the Kitchen



NEW! A Night of Middle Eastern Cooking

Instructor: Kyle Johnson

Mediterranean cuisine is all about fresh ingredients, olive oil, garlic, herbs, and spices. Eating largely plant base foods like vegetables, beans and nuts, grains, fish, and small amounts of meat. This class will focus on learning about the classic soup starter “Foul Meddamas” (a light bean and herb soup), Shish Tawook (a skewered chicken dish served with pita bread), and a pita bread recipe. This class will keep you busy and share some tips and tricks about European cuisine.

1 Thur, Nov 14, 6:00-9:00pm | \$55

UPDATED! Cake Decorating I for Adults

Instructor: TBD

Learn how to decorate your own birthday, shower, and novelty cakes in five weeks. This class is hands-on and each student will decorate and take home their own cake. There will be cake demonstrations and briefings on basics of baking, icing, and decorating cakes. Basket cakes, flower making, and cake borders will be taught in this fun creative way of bringing out the best of your own work.

4 Tue, Starts Nov 19, 6:00-9:00pm | \$199



NEW! Preserving, Canning, and Pickling

Instructor: Kyle Johnson

The tradition of canning and preserving seasonal food is an old school technique that helps to extend the life of a crop commodity. This introductory class will introduce the equipment needed to begin canning and preserving, and will address some methods about how to get started. Additionally, this class will touch on the distinguished preserving methods (pickling, canning, smoking, drying, and salting), and when its best to use each one. If you have been interested in making jams, jellies, or pickled vegetables, this class will help you get started!

1 Thur, Dec 5, 6:00-9:00pm | \$50



NEW! Pasta Shaping for Beginners

Instructor: Kyle Johnson

This basic pasta shaping class will focus on the art of making pasta dough and shaping it. In this three-hour class, you will learn about different types of pasta dough, make a dough, and learn how to shape the dough. There will be an emphasis on forming basic pasta shapes. Once the pasta has been made, it will be used in a dish for students to sample from and take home. Join us for this introductory pasta making class!

1 Mon, Dec 9, 6:00-9:00pm | \$45



NEW! Home-style Pizzeria

Instructor: Kyle Johnson

Are you looking for quick and fresh dinner idea during the holiday season? Take a night to join us for dough rolling and pizza topping fun. Make your own pizza dough from scratch and create funky or original pizza pies. Learn about styles, techniques, history, and ingredients.

1 Thur, Dec 12, 6:00-9:00pm | \$45

Refund Policy

A \$10 processing fee will be charged for all refunds. Full refunds, minus the \$10 processing fee, will be issued when a student withdraws more than 2 business days prior to the start of the class. A 75% refund, minus the \$10 processing fee, will be issued to students withdrawing less than 2 business days prior to the start of the class and prior to the second class. No refunds will be issued after the second class or after a one-night class has already taken place, unless there are extenuating circumstances.

Languages

Languages



German for Beginners

Instructor: Silvia James

Guten Tag! Danke Schön! Gesundheit! – It's German. This class is for new students continuing from the fall German for Beginner class, or for those with little prior German. We will provide an opportunity to build vocabulary and work on basic structures of elementary German. Students will practice speaking, listening reading and writing, and learn to communicate in everyday situations. Emphasis is placed on survival skills in situations, such as eating out, shopping, social encounters, asking for directions, and expressing feelings.

10 Tue, Starts Sep 24, 7:00-9:00pm | \$175

German Intermediate Conversation

Instructor: Silvia James

Guten Abend! Sprechen Sie Deutsch – ein wenig? This course is intended for those with previous knowledge of basic German (in the present tense, simple past, present perfect). The emphasis will be on building conversational ability by engaging in conversation about current issues. We will also be reading newspaper & magazine articles that will be provided by the instructor and participants. Participants will engage in conversation and expand their knowledge of grammar while building vocabulary and communication skills.

10 Wed, Starts Sep 25, 7:00-9:00pm | \$175

Deutsche Gesprächsgruppe

Instructor: Silvia James

Sprechen Sie Deutsch aber haben wenig Gelegenheit es zu benutzen? Vielleicht ist unsere wöchentliche Gesprächsgruppe dann genau das Richtige für Sie. Bei einer Tasse Tee und lässiger Atmosphäre werden wir aktuelle Themen diskutieren, sowie einige Zeitungs- und Zeitschriftenartikel und Kurzgeschichten lesen. Lese- und Diskussionsmaterialien werden vom Interesse der Gruppe bestimmt und oft von den Teilnehmern beigetragen. Obwohl der Schwerpunkt der Klasse auf Erweiterung der Gesprächsfähigkeiten liegt, werden wir Gelegenheiten nutzen um die deutsche Grammatik zu besprechen und Kenntnisse darin zu erweitern. Die Lehrerin ist Muttersprachlerin und unterrichtet an der Deutschen Sonabendschule Boston.

10 Mon, Starts Sep 23, 7:00-9:00pm | \$175



Italian for Beginners

Instructor: Rita Abela

This class is a basic "Learn Italian" class, and is for the student with no prior knowledge of the Italian language. This class will teach basic grammar, vocabulary, phrases, and syntax of the Italian language, through a variety of activities and methods.

10 Mon, Starts Sep 30, 6:00-7:30pm | \$160

Italian Level I, Beginners Continued

Instructor: Rita Abela

This class is for those that are continuing from the Fall 2018 Beginners class. We will continue learn basic grammar, vocabulary, phrases, and syntax of the Italian language, through a variety of activities and methods.

10 Wed, Starts Oct 2, 7:30-9:00pm | \$160

Italian, Level II

Instructor: Rita Abela

This course is open to people who have already taken the Italian, Level I course. We will continue to learn the fundamentals of the language through a variety of activities and methods.

10 Tue, Starts Oct 1, 7:30-9:00pm | \$160

Italian, Level III

Instructor: Rita Abela

This course is open to people who have already taken the Italian, Level II course. We will continue to study grammar through simple conversations, short stories, and easy readings.

10 Tue, Starts Oct 1, 6:00-7:30pm | \$160

Italian, Level IV

Instructor: Rita Abela

This course is open to people who have already taken the Italian, Level III course. We will continue to study grammar through simple conversations, short stories, and easy readings.

10 Wed, Starts Oct 2, 6:00-7:30pm | \$160

Parliamo Italiano!

Instructor: Rita Abela

If you are fluent in Italian and want to keep up or improve your conversational ability, this class is for you. The class is conducted in Italian and different topics will be discussed during each of the 10 sessions.

10 Mon, Starts Sep 30, 4:30-6:00pm | \$160

**There will be no classes at
Minuteman on:
October 14, 17, 21
November 7, 11, 27, 28**



French for Beginners

Instructor: Priya Shanmuga

Come and join us to learn the fundamentals of this exciting language. You'll learn basic grammar, vocabulary, and conversation, through a variety of activities and methods.

10 Tue, Starts Oct 1, 6:30-8:30pm | \$175

French Intermediate

Instructor: Priya Shanmuga

This course is intended for students who have had some exposure to French, such as courses in high school or an adult evening beginner French class. We will work on the four skills of speaking, listening, reading, and writing, with a focus on oral proficiency using a textbook, compact discs, and videos.

10 Wed, Starts Oct 2, 6:30-8:30pm | \$175

Kids & Teens



Rise Up! Girl Empowerment

Instructor: Middlesex Community College

This workshop will help to emphasize girls' concepts of self-confidence, inner strength and help awaken them to their own personal brand of leadership. Tweens will experience an empowering yoga class, group sharing and connection and creative expression. Girls will create a personal manifesto, personally created aromatherapy mist, affirmation cards, instant comfort box and will take home an INSPIRE journal and swag bag. This class is for young ladies ages 12-16. This class has a \$25 materials fee payable to the instructor on the first day of class via cash or check.

1 Sat, Nov 11, 2:00-5:00pm | \$50

Do you have an idea
for a new course?
Send a resume and proposal to
[communityed@minuteman.org!](mailto:communityed@minuteman.org)

Personal Finance



Understanding Medicare

Instructor: Daniel Williams

If you are close to age 65 or already on Medicare, this class is for you! The class is designed to fully enlighten you on how Medicare works and the different health care choices available.

1 Mon, Nov 4, 7:00-9:00pm | \$25

You Can Afford College If...

Instructor: College Funding Advisors

If you PLAN in advance; you UNDERSTAND the financial aid process; you ACT early enough to be successful. Financial Aid goes to the families who plan and act in advance - before December of the child's sophomore year of high school. This course will teach you the concepts and strategies that will help you maximize your financial aid by understanding the process and why implementing strategies may increase a family's eligibility even if you have a "high income" or own a business. The greatest amount of financial aid goes to the families who act in the early years of high school. All schools are not alike, so it is important to know your options and opportunities. A free financial aid analysis will be available to all attendees.

1 Wed, Oct 9, 7:00-9:00pm | \$25/person



The Myths of Credit

Location: Middlesex Community College
Bedford Campus, 52 Springs Road

In this class, we will drill into all the myths, suspicions, fallacies, and beliefs of the credit world we live in today. We will discuss the information we have acquired along the way as to how our scores are created how to avoid the pitfalls of bruised and damaged credit, and what steps can be utilized to help repair and build a strong credit rating into the future. This is a must if you have ever had a negative experience applying for a car loan, credit card or line of credit. The truths will be disclosed. Please join us for a candid, interactive class to learn the truths of the credit world we live in today!

1 Wed, Sep 23, 6:00-9:00pm | \$49

Personal Finance / Music / Writing

How to Get Debt Free

Instructor: Timothy Schnelle

If you have debt payments of any kind you should attend. Eliminate credit cards in 1 to 4 years and your 30 year mortgage in only another 3 to 6. Learn a simple guaranteed system to eliminate all debt with your current income. Bring a list of debts along with minimum monthly payments and a calculator – you will develop your own debt elimination plan that you can implement immediately. Credit Report issues including easy methods to monitor, avoid identification theft and improve your credit scores are also covered. Course fee includes a 16 page workbook. Reduce your stress and become debt free.

1 Mon, Nov 18, 6:30-9:30pm | \$40



Money and Divorce

Instructor: Renee Senes

If you are contemplating divorce, starting the process, in mediation or looking at settlement options, this 2-hour seminar could be for you. We'll look at common financial mistakes that are often made in divorce settlements and discuss how to avoid them. You'll gain an understanding of how issues around cash flow, liquidity, income taxes, capital gains, retirement account rules, insurance, debt and credit could impact your future well-being. We'll also look at the Alimony Reform Act of 2011 which became effective March 1, 2012 and made significant changes to alimony in Massachusetts. Be knowledgeable about your finances before you sign your agreement.

1 Thur, Nov 14, 7:00-9:00pm | \$35

Refund Policy

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Music



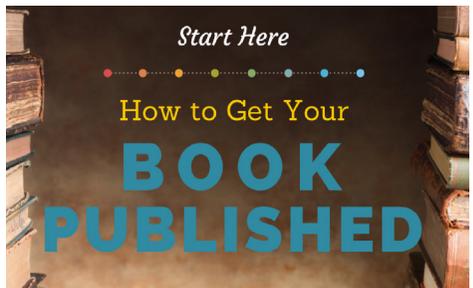
Instant Piano for Hopelessly Busy People

Instructor: Debbie Gruber

If you yearn to experience the joy of playing piano, but don't want years of weekly lessons, this short course is for you. In just a few hours you can learn enough secrets of the trade to make piano playing a part of your life. Typically piano lessons teach you note reading, but piano professionals use chords. This class will enable you to finally play the music you love with ease and flair. Students will receive a workbook and CD for home study.

1 Mon, Oct 21, 6:30-9:30pm | \$60

Writing



Publish Your Book Guaranteed!

Instructor: David Ewen

Today's book publishing technology has evolved to more than printed material sold in a bookstore. Authors now produce books that are printed, online, and in audio. Books are found everywhere in bookstores, tablet computers, and cell phones. Learn how to put written contact in print, online, in audio. Discover how book publishing has evolved and learn the free online tools that make publishing easy. Become a marketing expert and use the media to your advantage. Make your book project a success allowing for submission for a film deal.

1 Wed, Nov 6, 6:00-9:00pm | \$40

**There will be no classes at
Minuteman on:
October 14, 17, 21
November 7, 11, 27, 28**

General Information & Policies

Community Education Staff

Allison Cammarata, Director of Community Education
Kim Quinones, Administrative Assistant
Susan Lusk, Evening Assistant (Tue/Thur)
Sokny Long, Evening Assistant (Mon/Wed)

Contact Information

Monday - Friday: 8:00 am -8:00 pm
Telephone: 781.861.7150
Fax: 781.863.1747
Email: communityed@minuteman.org
Website: www.MinutemanCE.org

Accessibility

Minuteman does not discriminate on the basis of race, religion, color, sexual orientation, national origin, age, sex, or disability in admission to, access to, treatment in, or employment in its programs and activities.

Books and Supplies

Any food, books, or supplies required for classes are included in the course fee unless otherwise indicated. *These fees are not discountable.*

Certificate

Certificates are available upon completion of a course. Please request this from your instructor prior to the end of the class.

Course Admission

Courses are open to students 16 years of age and older, unless listed under "Kids & Teens". Students under 16 years may enroll if a parent or guardian enrolls with them.

Discounts

Seniors (65+) or veterans are eligible for a 10% discount on all classes (no discount on material/book fees) by entering either SENIOR or MILITARY into the discount box during check out. *Classes taught by CS Driving School, Wicked Cool, Right Brain Curriculum, Barre3, Scott's Stone Carving, Middlesex Community College, and LofTechnologies are not eligible for discounts.*

Discounts apply only for course fees and not for materials/book fees.

Enrollment

Classes are filled on a first-come, first-serve basis. Once you enroll, you will receive a confirmation by email. If a class needs to be cancelled due to low enrollment, you will be notified 2 business days prior to the start of class. Payment in full is due at the time of registration and your space will not be reserved without it.

Gift Certificates

Gift certificates are available for purchase through the Community Education office.

Instructor Biographies

Instructor biographies are available on our website under the class descriptions.

Office Hours

Our office is at Minuteman High School, 758 Marrett Rd, Lexington. We are open from 8am-8pm when classes are in session. (*Office closes at 4pm on Fridays and when classes are not in session.*)

Parking

Students should follow the signs for Community Education Parking to the West lot, and enter by the cafeteria. Vehicles must be removed from the campus by 10:00 pm. Overnight parking is prohibited.

Smoking / Vaping Policy

In accordance with the Minuteman School District and the Massachusetts Smoke Free Workplace Law, smoking and vaping is strictly prohibited on school grounds, in the school building, on school buses and at all school activities. Tobacco products may not be carried in any manner on school property or at any Minuteman sponsored activity. Visible tobacco products will be confiscated and destroyed.

Weather Cancellations

If Minuteman is closed due to weather, there are no evening classes, and students will be notified via email and automated phone calls. Closing will also be broadcast on the radio, TV, Minuteman's website, and on the Community Education office voicemail.

Non-Discrimination. Minuteman Regional Vocational Technical School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, or gender identity in its programs or activities, including its admissions and employment practices. The School District does not tolerate harassment or discrimination. An individual has been designated to coordinate compliance under Title IX and Section 504 and may be contacted through the Superintendent's Office, 758 Marrett Road, Lexington, MA 02421, (781) 861-6500, ext. 7637.

Refund Policy

A \$10 processing fee will be charged for all refunds. Full refunds, minus the \$10 processing fee, will be issued when a student withdraws more than 2 business days prior to the start of the class. A 75% refund, minus the \$10 processing fee, will be issued to students withdrawing less than 2 business days prior to the start of the class and prior to the second class. *Please note that if you are registered for an "In the Kitchen" class with food fees, no refunds will be issued for the food fees if you are withdrawing less than 2 business days.* No refunds will be issued after the second class or after a one-night class has already taken place.

ADULT REGISTRATION FORM



Contact Information

First Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____

Course Information

| Course Name | Start Date | Fee |
|-------------|------------|-----|
| | | |
| | | |

DISCOUNT _____ TOTAL _____

Billing Information

Cash _____ Check/MO _____ Visa/MasterCard _____

Cardholder Name _____ Exp. Date _____

Card # _____ CVV _____

How did you hear about our programs:

| | |
|--|---|
| <input type="checkbox"/> Catalog in the mail | <input type="checkbox"/> Minuteman website |
| <input type="checkbox"/> Catalog in public place | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Email | <input type="checkbox"/> Other |
| <input type="checkbox"/> Friends/Family | <input type="checkbox"/> Social media |
| <input type="checkbox"/> Internet search | <input type="checkbox"/> Taken classes previously |

KIDS & TEENS REGISTRATION FORM



Contact Information

First Name _____ Last Name _____

Birth Date _____ Grade _____ School _____

Street Address _____ City _____ Zip _____

Parent/Guardian _____ Home Phone _____

Cell Phone _____ Email _____

Email _____

Emergency Contact Information (REQUIRED) *(In the event that we are unable to reach the parent/guardian above.)*

Name _____ Phone _____

Relationship to student _____

Health Information to be shared with staff *(current physicals will also be requested from each applicant.)*

Allergies and/or other concerns _____



Course Information

| Course Name | Start Date | Fee |
|-------------|------------|-----|
| | | |
| | | |

TOTAL _____

Billing Information

Cash _____ Check/MO _____ Visa/MasterCard _____

Cardholder Name _____ Exp. Date _____

Card # _____ CVV _____



MINUTEMAN



COMMUNITY
EDUCATION
KEEP LEARNING

758 Marrett Road
Lexington, MA 02421

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BOSTON, MA

T: 781.861.7150

F: 781.863.1747

communityed@minuteman.org

www.MinutemanCE.org



We are social!

ATTENTION JUNIORS & SENIORS!

EARN 12 COLLEGE CREDITS!

Introduction to Manufacturing Technology Certificate

INTRODUCTION TO MANUFACTURING TECHNOLOGY CERTIFICATE

High school juniors and seniors in good standing will be able to complete this introductory manufacturing certificate program in approximately one year under the UML Dual Enrollment policy. The UML course credits earned in this certificate can be applied to various degree programs pending approval of the university bestowing the degree. UMass Lowell has approved these credits to matriculate to either the A.S. and/or B.S. Mechanical Engineering Technology programs.

The courses required for the certificate are: Engineering Design and Graphics (3), Computer Aided Drafting (3), Introduction to Automated Control Programming (1), Manufacturing Technology Laboratory (2), Applied Computer Aided Manufacturing (3).

See page 14 for more information!