

MINUTEMAN



COMMUNITY
EDUCATION
KEEP LEARNING

join us!

FEBRUARY VACATION

see page 14

Revised Courses!
**After School Program for
Middle School Students**
see page 15

WINTER 2020

REGISTER at MinutemanCE.org



TABLE OF CONTENTS

Career & Training	3-5
Around the House	5-6
Business	6-7
Computers & Technology	8-9
Creative Arts	9-10
Hobbies & Recreation	10-11
Fitness	11-12
In the Kitchen	12-13
Languages	13, 18-19
Kids & Teens	19
Personal Finance	19-21
Music	21

February Vacation	14
Afterschool Program for Middle School Students	15
Nursing Assistant Program	16
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

Welcome!

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

This has been an exciting year... **we have moved!** The long awaited construction of our new school building is complete, so we are in our new space. Our school is located on our campus at 758 Marrett Road in Lexington, the new building is just on the opposite side of our campus. We have been settling in, and are excited to share our new facility with you. This new facility 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

Allison Cammarata

Director of Community Education

**There will be no classes at
Minuteman
February 17-21, & April 8**

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.

Career & Training

Nursing Assistant Program

STARTS February 24th!

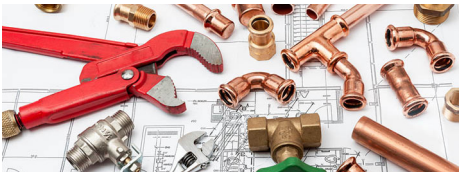
Learn to care for residents in long-term care facilities & patients in hospitals. You will learn how to provide basic nursing care and have the opportunity to get CPR/AED certified.

Class size is limited to 10 students!

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

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

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 II

Instructor: Kenneth Lay

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.

25 Mon, Starts March 16, 5-9:30pm | \$800

*Plumbing Tiers I, III, IV, and V start in the fall.
Registration is open for all classes now!*

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.**

25 Mon, Sep 28, 2020, 5-9:30pm | \$870

Plumbing Tier III

Instructor: Kenneth Lay

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

25 Wed, Sep 30, 2020, 5-9:30pm | \$800

Plumbing Tier IV

Instructor: TBD

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

25 Thur, Oct 1, 2020, 5-9:30pm | \$800

Plumbing Tier V

Instructor: TBD

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

25 Thur, Oct 1, 2020, 5-9:30pm | \$800



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 Mon Feb 3, 6:00-10:00pm | \$1300

Welding

Instructor: Gene Boyd

Join us to learn the art of welding. This is a basic course in the Oxy-fuel process and Shielded Metal Arc Welding (SMAW). Please bring your own safety glasses with you. Additional practices may be explored briefly throughout this course. You will be provided coats and gloves, but are welcome to bring your own instead if you wish.

8 Tue, Starts Jan 28, 5:00-8:00pm | \$360

NEW! Keep Calm and Parent On: The Positive Parenting Guide You Never Knew Existed

Instructor: Alexis Davis

Are you ever frustrated because your child repeatedly ignores your directions? Do you sometimes feel defeated as a parent? This workshop teaches you how to effectively use a few concrete tools like child-directed play, purposeful praise, limit-setting and establishing appropriate consequences to help you manage everyday parenting struggles. If you're looking to feel like a more effective parent while developing (or restoring) a positive relationship with your child, then this workshop is for you.

1 Mon, Starts Mar 23, 6:00-8:30pm | \$49

Career & Training



MIDDLESEX
Community College

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, Apr 30, 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, May 7, 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, May 14, 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, May 21, 6:00-8:00pm | \$51

**There will be no classes at
Minuteman
February 17-21, & April 8**

NEW! Social Media Certificate Program

MCC's Social Media Certificate program is designed to provide participants with a foundation and skill set in the new, evolving world of social media. The skills can be applied immediately in the workplace or to market a small business. All eight classes must be attended in order to achieve a certificate. In order to get the most of each class students should open an account in each platform prior to the start of class. Time will not be spent creating accounts in class. The listing below represents the order the classes occur in throughout the semester.

Intro to Social Media

Social media has quickly grown from a way to keep up with friends and acquaintances, to a powerful tool that can transform your business. Just as important as your website and in-person interactions, learning to effectively use social media through sites like Facebook, Twitter, Instagram, YouTube, Pinterest, LinkedIn, and blogging, will give you the opportunity to connect with audiences new and old in a compelling way. This course will give you an overview of today's major social media sites and work with you to ensure your business is social media ready.

Facebook

Ever evolving but still at the top of the social media food chain is Facebook. We'll learn to properly utilize your Facebook page to market your business, engage with customers, and grow brand awareness. You'll be introduced to the basics of Facebook as a business tool through the use of brand-aligned posts, Facebook groups, events, and insights.

Twitter for Small Business

We'll discuss the best practices for small and growing business, including getting your message out to the right audience, the dos and don'ts of interacting on Twitter, and a hands-on overview of how to get started.

Instagram

Instagram is a platform that allows its users to post snapshots of the moments that make up their brand and hashtag their way to a new audience. We'll work to understand hashtags and how to use them to attract new eyes on your business.

YouTube + Blogging

This Class covers the world of YouTube. Video is one of the most powerful ways we can communicate our message, and with the use of YouTube, we have the power of advertising at our fingertips—for free! In this class we'll learn about the different platforms for blogging, how to craft a blog post that will resonate with your audience and build a strong connection, and how to use your social media to give that post the boost of exposure it needs.

Social Media Marketing Plan

During this course, students will present their social media marketing plans and get feedback from the instructor. Students should come prepared with the plan they have developed throughout the duration of the certificate.

Session A: 6 Mon, Jan 27, 6:00-8:00pm | \$249

Session B: 6 Thur, Apr 2, 6:00-8:00pm | \$249

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, Apr 9, 6:00-8:30pm | \$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, Apr 16, 6:00-8:30pm | \$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, Apr 23, 6:00-8:30pm | \$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, Apr 30, 6:00-8:30pm | \$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, May 7, 6:00-8:30pm | \$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, May 14, 6:00-8:30pm | \$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 Mar 3, 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 Thurs, Starts Jan 30, 6:00-8:30pm | \$99

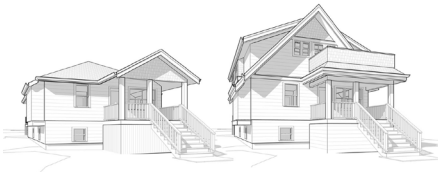
Interior Design

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, Feb 25, 7:00-9:00pm | \$99

Around the House / Business

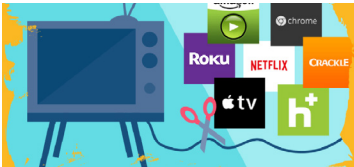


Residential Addition 101

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, Feb 5, 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 Feb 24, 7:00-9:00pm | \$175

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.

Home Electrical Repair & Solar

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

In this class, the instructor will provide demonstration and explanation of practical methods to repair or upgrade small/simple residential electrical problems generally not requiring a permit. Instruction will also include how to assess the economic feasibility of installing a solar photovoltaic system at their residential properties in order to reduce electrical energy costs. Topics discussed will include: Electrical Code Requirements, Safety Issues, Equipment and Tools, Materials, Fixtures, receptacles, and switches and Survey and forecasts, economic and utility considerations, installation costs, and contracts for solar systems.

3 Tu, Mar 24, 6:00-9:00pm | \$150

Supplemental Energy Systems & Reducing Energy Costs

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

New England weather extremes can result in electrical power supply outages and power equality/reliability issues while electrical energy rates have risen substantially. The instructor will teach homeowners how to assess the economic feasibility of installing emergency standby generation and renewable energy sources to maintain electrical power supply quality/reliability and reduce power supply costs. Topics discussed will include: Emergency Standby Power Systems, Energy Efficiency, Renewable Energy Sources, Supplemental Energy Sources & Utility Company Considerations

2 Tu, Apr 28, 6:00-8:00pm | \$69

Business

Accounting/Bookkeeping Fundamentals

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

Learn essential terms and concepts for starting an accounting system, understand debits and credits, classify items as assets, liabilities, equity, revenue/sales and expenditures. Use practice scenarios and complete basic procedures such as journalizing entries and posting transactions to a general ledger. Explore the bookkeeping and accounting cycle, cash systems, create and understand financial reports. Learn to create a Trial Balance and Post-Closing Trial Balance, understand an Income Statement and Balance Sheet as well as adjusting entries and bank statement reconciliation. Topics Include: understanding accounts; debits and credits; analyzing transactions; journaling; general ledger; closing/adjusting entries; post-closing trial balance; financial reporting. This professional development class does not have a pre-req.

9 Tu, Feb 4, 5:45-9:00pm | \$565

Business

NEW! Strategic Branding: Telling Your Story through Branding

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

The biggest mistake small businesses make is marketing without a brand. The most successful local businesses don't just have a business, they have a brand. When you know what you stand for you'll have a business that you love and attract clients you want to work with. This workshop will help you define your brand so you can clearly communicate who you are, what you do, why you do it, and know what sets you apart. Your brand will serve as the building block for your website, social media, and marketing materials. We will take a look at finding, defining, and perfecting your brand and translating that to your website, social media, marketing materials, and all that you do, leading to more sales, recognition, and clarity in your business. We will go over these practices, as well as dig into participant's websites and social media in a non-technical way, focusing on ideas and suggestions for improving them. Come prepared to learn and share.

4 Thur, Starts Feb 13, 6:00-8:00pm | \$210



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 Wed, Mar 25, 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 Wed, Apr 1, 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 Wed, Apr 8, 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 Wed, Apr 15, 6:00-8:00pm | \$51

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 Wed, Apr 22, 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 Wed, Apr 29, 6:00-8:00pm | \$51

Computers & Technology

Computers & Technology



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 Wed, Jan 29, 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 Feb 3, 6:00-8:30pm | \$185



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 Jan 29, 6:00-9:00pm | \$199

Do you have an idea
for a new course?
Send a resume and proposal to
communityed@minuteman.org!

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.

6 Mon, Starts Feb 24, 6:00-9:00pm | \$199

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 Tue, Starts Feb 18, 5:00-8:00pm | \$199

4 Fri, Starts Apr 17, 5:00-8:00pm | \$199

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.

8 Tue, Starts Feb 25, 6:00-9:00pm | \$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. 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 Sat, Feb 1, 9:00am-1:00pm | \$999

Computers & Technology / Creative Arts

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 Feb 26, 6:30-8:30pm | \$199

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 Wed, Starts Apr 1, 6:00-8:30pm | \$219

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 Fri, Starts Feb 14, 9:00am-12:00pm | \$309

8 Wed, Starts Mar 25, 5:00-8:00pm | \$309

Optimize Your Business Website

Location: Middlesex Community College

Bedford Campus, 52 Springs Road

How do search engines like Google and Bing see your website, and how can you achieve a higher rank that will allow users to more easily find your site? How can you sell products or services through your website and process online payments? How can you include photo galleries, web-based forms, or portfolios into your website? How can you turn your website into a specialized social network? This course will explore ways to optimize your website and add new applications.

8 Mon, Starts Mar 2, 6:00-8:00pm | \$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 Feb 5, 7:00-9:00pm | \$160

Creative Arts / Hobbies & Recreation



Book Binding

Instructor: Ellien Laramée

This one night class will allow you to learn the art of book binding. These books are great for scrapbooking, journaling, and more! You will make one 5x7 book out of premium cardstock to take home with you, but the best part is that you will learn how to create more books from home. Come for a night out to learn this art and take home a new skill!

1 Wed, Mar 4, 6:00-9:00pm | \$49



**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 Jan 6, 10am-1pm | \$535

Section B: 10 Wed, Starts Jan 8, 10am-1pm | \$535

Section C: 10 Wed, Starts Jan 8, 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, Jan 25, 9:30am-2:30pm | \$140

Section B: Sat, Feb 22, 9:30am-2:30pm | \$140

Section C: Sat, Mar 21, 9:30am-2:30pm | \$140



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.*

4 Wed, Starts Feb 5, 7:00-9:00pm | \$100

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

Instructor: Ellien Laramée

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!

5 Wed, Jan 22, 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, Feb 13, 6:45-9:15pm | \$75

Hobbies & Recreation

Essential Oils 101

Instructor: Allison Barry

Essential oils are quite popular today with good reason, but knowing what an essential is and the why of using them, is paramount. Essential oils can be incorporated into your life every single day! With some education, practice, and a lot of desire to learn, using essential oils will become second nature. Come learn how to use essential oils for general and emotional wellness, and cleaning!

1 Mon, Starts Jan 27, 6:00-8:00pm | \$35

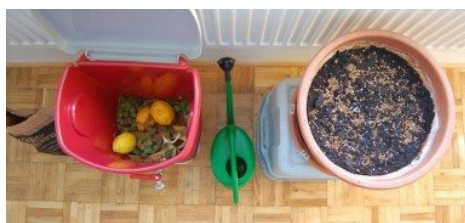


Intro to Backyard Beekeeping

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 Mon, Starts Jan 27, 6:00-8:00pm | \$99



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 Thur, Jan 30, 6:30-8:30pm | \$60

Do you have an idea
for a new course?
Send a resume and proposal to
communityed@minuteman.org!

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, Feb 26, 7:00-9:00pm | \$45



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 Wed, Starts Mar 23, 6:45-7:45pm | \$100

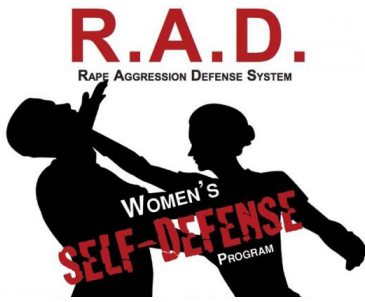
NEW! Intermediate Ballroom Dancing

Location: Middlesex Community College

Academic Arts Center, 240 Central Street, Lowell

It's all in the details!! Here you will learn how to encompass your own personal style. While a lot of the steps from the beginner class will be referenced, we will also build upon the music, lead and follow and many more techniques that will be introduced.

5 Wed, Starts Mar 23, 8:00-9:00pm | \$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 Jan 27, 6:15-8:00pm | \$199

In the Kitchen



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, Jan 23, 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 Thur, Mar 5, 6:00-9:00pm | \$50



New England Clam Chowder

Instructor: Kyle Johnson

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, Jan 30, 6:00-9:00pm | \$50



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 Meddama" (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, Feb 27, 6:00-9:00pm | \$55



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, Mar 12, 6:00-9:00pm | \$50

In the Kitchen



Regional Mexican Cooking

Instructor: Martha Leahy

Viva Mexico! Learn dishes from different regions of Mexico such as Conchinita Pipal, Pozole, Mole Poblano, Chile Rellenos, Chile en Nogada and street food tacos. Let's explore dried chilies and make corn tortillas together. A five-night series on Tuesday night, traveling through the vast cuisine of indigenous foods to European influenced dishes. We will explore Yucatan, Veracruz, Baja, Oaxaca, and Puebla. Chef Martha has traveled extensively to Mexico and completed master chef classes in Mexico City and other regions.

5 Tue, Mar 17, 6:00-9:00pm | \$315

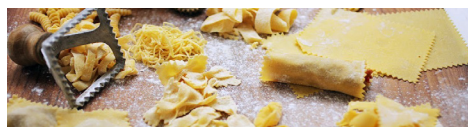


Regional Italian Cooking

Instructor: Martha Leahy

Mangia Bene! Regional Italian cooking, a six series class. Each evening will focus on a different region, while teaching some basics such as risotto, polenta and pasta making. Additionally, the class will focus on one ingredient from the region, such as an Extra Olive Oil from Tuscany or doppio latte Robiola cheese from Piedmont. There will be a guided tasting of the olive oil or cheese. We will begin with Liguria, home of pesto, then onto Emilia-Romagna, Tuscany, Piedmont, Abruzzi and lastly Veneto. Chef Martha lived in Italy and received her Master's in Italian Cooking, so you will be learning authentic Italian cooking.

6 Tue, Jan 21, 6:00-9:00pm | \$335



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 Thur, Feb 6, 6:00-9:00pm | \$45



Home-style Pizzeria

Instructor: Kyle Johnson

Are you looking for quick and fresh dinner idea? 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, Feb 13, 6:00-9:00pm | \$45

Languages



German for Beginners, Continued

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 Jan 21, 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 Jan 22, 7:00-9:00pm | \$175

**There will be no classes at
Minuteman
February 17-21, & April 8**

FEBRUARY VACATION 2020

February Vacation 2020

Tuesday 2/18 - Friday 2/21
www.MinutemanCE.org

Artrageous Art

This is a creative arts crafts course designed for students in the primary grades with abilities of all levels. Students will work on individual pieces using a variety of mediums. This class is for the artistic soul who wants to learn new techniques.

8:30-11:30am | Grades 1-5 | \$199
12:00-3:00pm | Grades 1-5 | \$199



Aspiring Chefs

Put on an apron and pull up your sleeves! You'll be cooking in a professional kitchen and making lots of goodies. Of course, you'll get to sample your cooking and bring goodies home for your family!

8:30-11:30am | Grades 6-8 | \$244
12:00-3:00pm | Grades 4-5 | \$244



Beginner Baking

This hands-on baking class teaches students recipe reading, measuring techniques, and basic cake decorating. Students will bring home mouth watering baked treats like cinnamon rolls, brownies, cookies, muffins, cakes, quick breads and more!

8:30-11:30am | Grades 4-5 | \$244
12:00-3:00pm | Grades 6-8 | \$244



Business Sharks

In Business Sharks, students play the role of young entrepreneurs as they start with an idea for a business or product and take it through the entire entrepreneurial process. Students develop prototypes, formulate a business plan and devise a marketing strategy. Students learn through contextual lessons on concepts such as competition, profits and branding while designing print ads, acting out "TV commercials," researching real estate locations and designing their storefronts. The class concludes with our young executives pitching their ideas to a "Shark Tank" panel.

8:30-11:30am | Grades 2-5 | \$199

BUSINESS SHARKS



Creative Writing

Students will develop creative writing skills and learn the various literary terms writers use while creating fiction. Students will be encouraged to take risks while developing their own writing style. At the end of the week, students will bind a book of their writing.

8:30-11:30am | Grades 7-8 | \$199

CREATIVE WRITING



Digital Photography

Photography is both an art and science. As an art, photography is a tool of creative, self-expression. As a science it is a wonderful technical tool, teaching lessons in, light, math, and computer skills. This photography class focuses on how to use a digital SLR camera. Students will learn shooting techniques and create a portfolio of images. The class will also include light Photoshop work.

8:30-11:30am | Grades 6-8 | \$199



Expert Architects

The sky is the limit in Expert Architects! In this math, writing and presentation class, students each serve as president of a new architectural firm and are tasked with designing and building the city's next skyscraper. Students study a kid-friendly history of skyscrapers and create a blueprint of their own stylized tall building. Our expert architects create a three-dimensional model of the structure and present their work to invited parents.

12:00-3:00pm | Grades 2-5 | \$199

EXPERT ARCHITECTS



Graphic Design

Learn how to create visual communication by using industry standard software such as Photoshop, Illustrator and In Design. Students will develop the confidence and ability to create successful page architecture. Additionally, students will learn how to re-touch and manipulate digital photos while thinking about visual hierarchy, color, and the relationship between text and image. Students will use Mac computers to design creative pieces of art.

12:00-3:00pm | Grades 6-8 | \$199



The Language of Java

Get excited about this introduction to programming in Java course! Students will be introduced to the basics of programmatic thinking and will review and practice core components such as loops, arrays, and classes, as part of the Java programming language. By the end of the course, students should feel comfortable writing simple programs.

8:30-11:30am | Grades 5-8 | \$199
12:00-3:00pm | Grades 5-8 | \$199

THE LANGUAGE OF JAVA



Earth, Space, & Sea

In this course we will explore our big blue planet, space, and the sea! We will build a telescope and make a large scale model of a multistage rocket. We will analyze the makeup of the planet's surface and look at earthquakes & volcanoes. Then, we will dive into the ocean to make cartesian divers and explore like ocean engineers as we examine submarines and build underwater rovers.

8:30am - 3:00pm | Grades 1-5 | \$350



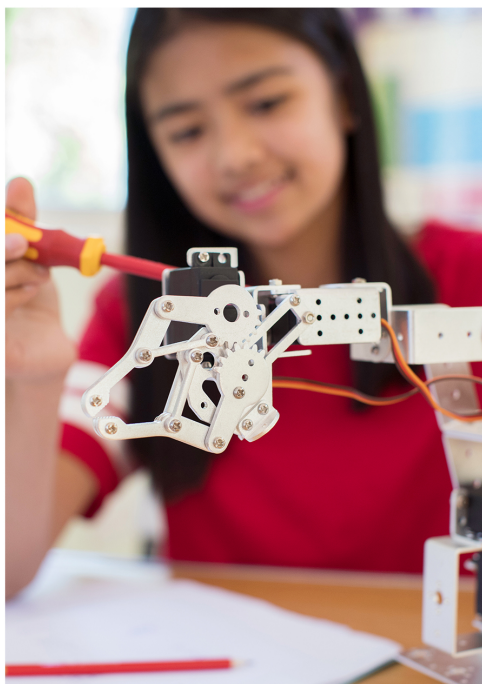
SAVE THE DATE(s)!

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. This program is open to students residing in Minuteman's district communities, and transportation will be provided from each middle school.

Courses are listed at www.MinutemanCE.org under youth programming. Seats will be filled on a first come first serve basis.



PROGRAM DATES

March 2020 (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 02/24/2020

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

**February
24, 2020**

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.

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 Mondays | March 2 - May 11, 2020 | 4:30 - 8:30 pm
\$950.00



+



Languages

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 Jan 27, 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 Wed, Starts Jan 22, 7:30-9:00pm | \$160

Italian Level I, Beginners Continued

Instructor: Rita Abela

This class is for those that are continuing from the Fall 2019 Beginners class. We will continue learn basic grammar, vocabulary, phrases, and syntax of the Italian language, through a variety of activities and methods.

10 Mon, Starts Jan 27, 6:00-7:30-pm | \$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 Jan 21, 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 Jan 21, 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 Jan 22, 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 Jan 27, 4:30-6:00pm | \$160



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.

8 Mon, Starts Jan 27, 6:30-8:30pm | \$140

French for Beginners, Continued

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 Jan 21, 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 Jan 22, 6:30-8:30pm | \$175

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.



Spanish for Beginners

Instructors: Maria Arcese

This course will help students develop the four skills of the Spanish language necessary for basic communication: listening, speaking, reading, and writing. These skills will be practiced and integrated regularly during the semester. Students should not expect to comprehend every word from their instructor, but should try to integrate what they do know to understand the overall meaning. The classes are planned to practice 65% conversation, 25% reading, and 10% writing.

10 Thurs, Mar 12, 7:00-8:30pm | \$160

Spanish Intermediate

Instructor: Maria Arcese

This course is intended both for students continuing on from our instructor's Spanish for Beginners class and for students who are comfortable using the present and past verb tenses. You will build upon your previously-gained knowledge of the Spanish language, gaining fluency with the description of daily routines, future, and past events.

10 Wed, Starts Mar 11, 7:00-8:30pm | \$160

Spanish Conversation Group

Instructor: Maria Arcese

Si usted ha aprendido español hace unos años o recientemente, de seguro disfrutará de esta clase. Los estudiantes podrán recordar lo aprendido y añadir a su conocimiento más vocabulario y más gramática. En esta clase se hablará sobre los intereses de cada estudiante y sobre los temas de actualidad. Se espera que los estudiantes ya hayan aprendido al menos los tiempos presente, pasado y futuro. Además es indispensable que traigan a la clase muchos deseos de usar la lengua.

10 Tues, Starts Mar 10, 7:00-8:30pm | \$160

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.

Kids & Teens

Youth Ensemble

Location: Academic Arts Center

240 Central Street, Lowell, MA 01852

The ensemble will prepare music from standard repertoire, and during rehearsals will learn about the historical context and importance of the works, the structure, and the lives of the composers. At least one concert will be produced at the end of the semester. This class is for students between the ages of 15-17 ½ (high school juniors and seniors) and are invited to audition with the instrument of their choice. Students will be placed according to their level and age. Prerequisite: Youth should play an orchestral string or woodwind instrument, and be involved with their school music programs and/or have private lessons. Must bring your own instrument in working order. Early-intermediate level or above. Please prepare two short selections of contrasting styles and speeds, no more than 5 minutes total. Upon completion of registration please request an audition time by contacting Orlando Cela at cela.o@middlesex.mass.edu.

15 Sat, Starts Jan 18, 10:00am -12:00pm | \$300

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. Topics covered will be, how are parts A, B, C and D integrated, what is Medicare Advantage, what are the pros and cons of HMO's, PPO's, and Medigap plans, should I take Medicare if I am still employed, how do I avoid late sign up penalties, and does any part of Medicare cover long-term care expenses? These questions and many more will be answered in this very important class.

1 Mon, Mar 23, 7:00-9:00pm | \$25

**There will be no classes at
Minuteman
February 17-21, & April 8**

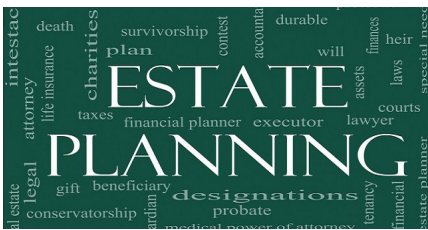


You Can Afford College If...

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 Tue, Feb 25, 7:00-9:00pm | \$25/person



CYA: Conserve Your Assets!

Instructor: Stephen Bruekner

Are you tired of not earning any interest on your assets? Are you worried about your retirement nest egg? Do you want to learn how to protect it from eroding away because of low interest rates, inflation, taxes and management fees? This two-hour workshop to learn how to protect and preserve the assets accumulated over a lifetime of work. Your money still needs to grow while you are in retirement; learn how to do this with a principal guarantee and no fees! This entertaining presentation will open your eyes and empower you to take control of your own financial future, covering the topics that directly impact retirees and those preparing for retirement. Strategies will be discussed in generic terms and no specific company product is mentioned or endorsed.

1 Tue, Mar 31, 7:00-9:00pm | \$25

Do you have an idea
for a new course?
Send a resume and proposal to
communityed@minuteman.org!



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 Sat, Jan 11, 9:00am-12:00pm | \$49

1 Sat, Feb 1, 9:00am-12:00pm | \$49

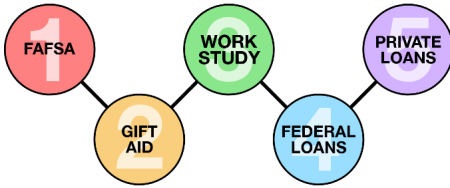


Unconventional Investing

Instructor: Tim Higgins

The class is based on information provided in the book *Unconventional Investing*, which was written with the common investor in mind. Most of us are not taught finance or investment strategies in school or the workplace. Financial education is provided to those who proactively seek it. The goal of this class is to educate and stimulate thought and/or discussion. What you will find presented are investment ideas and strategies that are rarely discussed by the financial media or large financial firms. Topics include, but not limited to: Why the conventional wisdom of buying and holding a balanced portfolio is potentially dangerous, How the typical 401k and 529 plan offers terrible investment choices, Why Target-Date Retirement Funds and many mutual funds are flawed, How Yale University invests and why you should too, How it is possible to own tangible assets, like rental real estate, within your IRAs, Why the classic balanced portfolio of two asset classes, stocks and bonds, is obsolete and y you need seven to twelve asset classes instead, Six tactical funds that have outperformed the market with less risk, Three mutual funds and three self-managed strategies that may help you avoid the next 2008-type bear market, Effects of national debt, deficits, and quantitative easing that almost no one is talking about, Why humans are inherently poor investors and why we need systems.

1 Tue, Mar 2, 6:30-9:30pm | \$25



How to Pay for College Without Sacrificing Your Retirement

Instructor: Tim Higgins

Author of *Pay for College Without Sacrificing Your Retirement*, Tim Higgins, who has appeared on The Lou Dobbs show, MSNMoney, CNNMoney, and in The Wall Street Journal, Money Magazine, SmartMoney magazine, and U.S. News, and was named FIVE STAR Wealth Manager in Boston Magazine will address the most efficient ways to address the high cost of college. Parents with children of all ages, come hear college planning observations and strategies that you will not hear from your local high school. Topics include, but not limited to, how every family (regardless of children's ages or household income) can more efficiently plan for future college expenses, why a student's choice of major matters more than the college they attend, why choosing a "reach" school may be dangerous, how to predict your financial aid package even before you apply, why families who make \$400,000 get financial aid, and why 529 plans should be the 3rd or 4th place you look to save, and how to find the right balance between your college and retirement goals.

1 Wed, Mar 25, 6:30–9:00pm | \$25



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, Feb 27, 7:00–9:00pm | \$35

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, Mar 2, 6:30–9:30pm | \$60

Flute Ensemble

Location: Academic Arts Center

240 Central Street, Lowell, MA 01852

Flute players 18 years or older are invited to audition. Participants will be rotated and are welcome to use any auxiliary flutes they may have. Works will comprise of a wide variety of original works, plus arrangements specially written for the ensemble. Prerequisite: Participants should be ready to demonstrate proficiency playing in regular concert flute; ability to play in auxiliary flute (alto, bass) very desirable. Please prepare two contrasting selections demonstrating candidate's best playing ability, no more than 5 minutes. Upon completion of registration please request an audition time by contacting Orlando Cela at celao@middlesex.mass.edu.

15 Sat, Jan 18, 2:00–4:00pm | \$300

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.

General Information & Policies

Community Education Staff

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

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: _____

_____ Catalog in the mail

_____ Catalog in public place

_____ Email

_____ Friends/Family

_____ Internet search

_____ Minuteman website

_____ Newspaper

_____ Other

_____ Social media

_____ 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

NON-PROFIT ORG

US POSTAGE PAID

PERMIT NO. 59744

BOSTON, MA

T: 781.861.7150

F: 781.863.1747

communityed@minuteman.org

www.MinutemanCE.org



We are social!

see page 14

FEBRUARY

Vacation

FEBRUARY 18-21 | REGISTER NOW!