Harvard Bridge Program
Course Descriptions

The Bridge Program is an adult education and training program that provides the courses, services, and resources you need to excel in your current role and meet your goals—no matter your learning level.

To participate in classes and tutoring, students will need:
- internet/Wi-Fi access
- a smartphone, tablet, laptop, or desktop computer
- an email account (Bridge staff can help with email access if necessary)

Course Descriptions

Career Development

Adult Diploma Program (ADP)
This program is an alternative path to a high school diploma. The Adult Diploma Pathway is designed for employees to achieve their educational and career goals. Participants work at their own pace in this flexible program.

Program requirements to receive an Adult Diploma:
- Obtain a passing score on the 10th grade MCAS exam in Mathematics, Science, and English Language Arts.
- Complete the five required tasks for the Adult Diploma Program (ADP) in the following areas: My Community, Financial Literacy, Health & Science, History, and My Next Steps. A task is a project related to the skills needed to function and progress in daily living situations.

The Bridge Program provides the following courses/support to guide you to achieve your Adult Diploma:
- MCAS ELA (English Language Arts) Preparation course
- MCAS Math Preparation course
- MCAS Biology Preparation course
- ADP Task Preparation tutoring & guidance

Graduates receive a Somerville Adult High School Diploma. The graduation ceremony takes place in June of each year.

If you are interested in joining or learning more about the Adult Diploma Program, you can contact Niki Radvany at 617-384-7627 or nicole_radvany@harvard.edu.

Questions? Please email us at ohr_bridge@harvard.edu
Career Development (continued)

Business Grammar
This course will teach proofreading strategies that focus on eliminating errors and mistakes in grammar, punctuation, and spelling in business writing. Lessons will cover confusing words, business abbreviations, run-ons, punctuation rules, subject/verb agreement, the use of articles, capitalization, etc. This course is for employees who have identified grammar errors and want instruction to make their writing clear, effective, and correct.

Communicating with Confidence
This course is for participants in English level 4.5 and higher. You will develop and practice listening and speaking skills to function successfully in the workplace and in everyday life. This course explores how to communicate effectively and understand how your communication affects others. Participants will engage in various speaking activities, including conversations, discussions, debates, asking/answering questions, etc.

This course focuses on a range of skills, including:
- Expressing opinions, agreeing and disagreeing, asking for clarification, interrupting, etc.
- Establishing the most common conversational rules and expectations for maintaining a conversation in English

Email in the Workplace
This course is for employees who currently work in jobs where email is the main communication form and those who want to improve their workplace communication skills. During this course, participants will learn techniques to help them shape the tone of a written message and frame and deliver information with clarity and purpose. Instruction will focus on planning and writing emails in a workplace context.

Communication

English Conversation Practice
This course is designed for participants in English levels 2-4. It will focus on speaking skills. Participants will be able to learn and use new vocabulary, practice asking and answering questions, and have conversations related to everyday situations in a friendly environment.

Questions? Please email us at ohr_bridge@harvard.edu
Harvard Bridge Program

Course Descriptions

Communication (continued)

Pronunciation – Speak More Clearly
This course is designed for participants in English level 3 and above who want to improve their pronunciation skills and build confidence in speaking clearly. The course will focus on correctly pronouncing vowel and consonant sounds and other features of spoken language, such as word endings, rhythm, and intonation.

English for Speakers of Other Languages (ESOL)

English Levels 1-4
Participants receive instruction in reading, writing, grammar, spelling, listening, and speaking skills. Courses are available from beginner to advanced, and all classes are highly interactive. You are expected to complete homework assigned for every course. Employees interested in taking English courses meet with Bridge Program staff before registration to complete an assessment to be placed in an appropriate English course.

Reading, Writing, and Test-Taking
Are you interested in improving your academic English reading, writing, and test-taking skills, or wish to earn your Adult Diploma? This course prepares participants to read and analyze basic fiction concepts in short stories, poetry, and speeches. Participants will also practice reading comprehension of informational texts to identify the main idea and supporting evidence. You will learn common useful test-taking skills when taking multiple-choice tests (MCAS, SafeServ, etc.) Lessons focus on developing reading and writing strategies, grammar, vocabulary building, and test-taking skills.

Advanced English
This course is designed for participants who want to develop their academic writing skills. The focus will be on drafting a 5-paragraph essay. Various essay models will be used, including personal, descriptive, compare/contrast, and persuasive essays. Participants will read articles, essays, and/or novels and examine the themes presented. Participants will also watch TedTalk videos to explore real-life topics while developing the confidence to express themselves more clearly.

Questions? Please email us at ohr_bridge@harvard.edu
Math

Everyday Math
This introductory math course is designed for participants who want to improve their math skills and build confidence in using math in everyday life. The course will focus on math applied to subjects such as money & finances, home projects/ measurement, health and cooking. It will cover essential math vocabulary and concepts such as percentages, fractions, decimals, addition, subtraction, multiplication, and division.

Workplace Technology

Email Basics
While communication continues to evolve, email remains a foundation for sharing information. This course is designed to teach the basics of composing and sending emails. Participants will learn the parts of an email, proper email spacing, and how to reply to and CC others on an email.

Digital Fitness
Participants will become more comfortable using various standard online tools and apps in this course. Using the Zoom platform and incorporating many aspects of the Google Workspace, you will build your confidence and increase your skills in problem-solving, critical thinking, and creativity. Participants should have some familiarity with Zoom and Google Classroom.

Digital Fluency
This course is designed to build on the skills learned in Digital Fitness while building digital confidence. The course will be taught using the Zoom platform and how to use your Google Workspace, including Google Docs, Slides, Sheets, and Forms. Participants will create tables, work with images, insert videos, and work with transitions and charts. You will learn how to create a sophisticated “hyperdoc” and grant permissions for viewing and editing. Participants should have some working knowledge of Zoom and Google Workspace. Prerequisite: Digital Fitness

Digital Workplace
This course is for participants who have mastered basic computer skills and want to up-skill to the next level. This course will also focus on practical applications for software most common to the workplace. Individual projects are completed over the semester, that develop and integrate internet research skills, critical thinking, and technology. Participants will regularly work and interact with their peers.

Questions? Please email us at ohr_bridge@harvard.edu
Tutoring and Citizenship Preparation

Tutoring
In addition to classroom learning, Bridge participants may request one-on-one tutorial sessions ranging from literacy to academic instruction. We have specific tutors devoted to helping learners who cannot attend regularly scheduled courses or who need extra help. Tutors are available on campus before and after work hours. Tutoring subjects include English writing, reading, pronunciation, conversation, math, business writing, computer basics, etc.

To request a tutor, or if you are interested in becoming a volunteer tutor, contact Niki Radvany at 617-384-7627 or nicole_radvany@harvard.edu.

Citizenship Preparation
We match employees interested in becoming U.S. citizens with tutors in collaboration with Harvard Kennedy School’s Institute of Politics. Lessons use texts and discussion to teach the knowledge of United States history, government, and civil principles to becoming a U.S. citizen. Tutors are provided with training to understand the test requirements and process and best practices for ESL adult learners. Tutors are available remotely (via computer) before or after work hours.

For more information or to request a citizenship tutor, contact Tamara Suttle at 617-384-7618 or tamara_suttle@harvard.edu.

For more information, please:

📞 Call: 617.384.7618
✉️ Email: ohr_bridge@harvard.edu