



Course Catalog

ESOL/Early Childhood Education

The ESOL/Early Childhood Education program provides entry-level training, career preparation, and hands-on work experience to adult English language learners interested in pursuing a career in Early Childhood Education. The program integrates English language instruction with Early Childhood content, allowing learners to strengthen their English skills while developing the knowledge, terminology, and practical skills needed to work effectively with young children and in early learning environments.

Learners receive contextualized ESOL instruction focused on the language and communication skills used in Early Childhood settings. Instruction incorporates Early Childhood-focused vocabulary, reading, writing, listening, and speaking activities, enabling students to develop the language needed to communicate with children, families, teachers, administrators, and other early education professionals. Students are introduced to terminology and concepts related to child development, classroom routines, health and safety, learning activities, positive guidance, family engagement, and the daily operations of an Early Childhood classroom.

The program provides learners with a foundation in child growth and development and early learning practices. As part of the program, participants have the opportunity to complete a college-level Child Growth & Development course, giving them exposure to postsecondary education and foundational knowledge about children's physical, cognitive, social-emotional, and language development. Students learn how developmental stages influence children's learning and behavior and explore strategies for creating supportive, inclusive, and developmentally appropriate learning environments.

ESOL/Certified Nursing Assistant

The ESOL/CNA Program prepares adult English language learners for entry-level careers in healthcare through a comprehensive 125-hour Certified Nurse Assistant (CNA) training program. The program combines contextualized English language instruction with classroom-based healthcare training, hands-on clinical experience, career preparation, and industry-recognized certifications. It is designed to help learners develop the technical knowledge, communication skills, and professional competencies needed to enter the healthcare workforce and pursue opportunities for continued career advancement.

Students complete the required classroom instruction on site and gain hands-on clinical experience at a local nursing facility under the supervision of Registered Nurse instructors. The clinical component provides learners with the opportunity to apply classroom knowledge in a real healthcare environment while developing essential patient-care skills. Students learn how to interact respectfully and professionally with patients and healthcare team members while gaining an understanding of the daily responsibilities and expectations of a Certified Nurse Assistant.

The program provides contextualized ESOL instruction that integrates healthcare vocabulary, terminology, reading, writing, listening, and speaking skills into the CNA curriculum. Students develop the language skills necessary to communicate effectively with patients, families, nurses, physicians, and other healthcare professionals. Instruction emphasizes professional communication, following and documenting instructions, understanding healthcare terminology, and communicating with individuals from diverse backgrounds.

The program also provides students with industry-recognized safety and workplace certifications, including CPR, First Aid, OSHA training, and basic nursing skills. These certifications complement the CNA training and help learners develop a broader understanding of safety, emergency response, infection prevention, and professional responsibilities in healthcare settings.

Successful completion of the required training prepares students to sit for the Massachusetts Nurse Aide Certification Exam, an important step toward obtaining CNA certification and entering the healthcare workforce. Students receive guidance and support in understanding the certification process and preparing for the examination.

Para Educator Training Program

The Para Training program prepares adult learners to enter the field of education as paraprofessional educators, commonly known as Teacher Assistants or Teacher Aides. The program combines academic preparation, educational theory, classroom-based strategies, and career development to help students develop the knowledge and skills necessary to support teachers and students effectively in a school setting.

Students prepare for the ETS ParaPro Assessment, an assessment that measures the knowledge and skills needed by paraprofessionals who provide instructional support in reading, writing, and mathematics. Throughout the program, students strengthen their academic skills while becoming familiar with the format, content, and expectations of the assessment. Students receive targeted instruction and practice designed to build their confidence and readiness for the exam.

The program also provides students with a foundation in the role and responsibilities of paraprofessional educators. Students explore how Teacher Assistants work collaboratively with classroom teachers to support instruction, reinforce lessons, assist with classroom activities, and provide individualized support to students. They learn about professional responsibilities, effective communication, confidentiality, appropriate interactions with students, and the importance of working as part of an educational team.

Students develop practical strategies for supporting students with diverse learning needs and abilities. Instruction addresses approaches for helping students strengthen reading, writing, and mathematics skills, as well as strategies for providing individualized assistance, encouraging student engagement, and promoting positive learning environments. Students also learn foundational concepts related to classroom management, student behavior, social-emotional development, and differentiated instruction.

ESOL/Food Services

The ESOL/Food Services program combines English language instruction with hands-on food service training to prepare adult learners for employment and advancement in the food service and hospitality industry. The program is designed for English language learners who want to strengthen their communication skills while developing the industry-specific knowledge and workplace skills needed to succeed in professional food service settings.

Students receive contextualized ESOL instruction focused on workplace vocabulary, communication, customer service, following directions, workplace safety, and interacting effectively with supervisors and coworkers. Instruction is integrated with practical food service concepts, allowing students to build English proficiency while learning skills that can be immediately applied on the job.

A key component of the program is preparation for and completion of the ServSafe Food Handler/Food Protection certification, providing students with recognized food safety training. Students learn essential food safety practices, including personal hygiene, preventing cross-contamination, proper food handling and storage, temperature control, cleaning and sanitizing, and procedures for maintaining a safe food service environment.

Facilities Maintenance

The Facilities Maintenance Training program prepares adult learners for entry-level employment in building maintenance, property management, facilities operations, and related fields. The program provides hands-on, industry-focused training in the fundamental skills needed to maintain, repair, and troubleshoot residential, commercial, and institutional buildings. Through a combination of classroom instruction, practical application, career preparation, and workplace safety training, students develop the technical skills and confidence needed to enter the facilities maintenance workforce.

Students are introduced to the three core areas of basic carpentry, plumbing, and electrical systems. In carpentry, learners develop foundational skills in measuring, cutting, assembling, and repairing common building materials. Students learn how to safely use hand and power tools and complete basic maintenance projects such as repairing walls, doors, trim, and other building components.

Safety is integrated throughout the training. Students learn workplace safety practices and proper procedures for working with tools, equipment, materials, and building systems. Training may include OSHA 30, Hot Work, and other industry-recognized safety certifications, providing students with credentials that can strengthen their preparation for employment.

By combining hands-on technical training in carpentry, plumbing, and electrical systems with workplace safety, employability skills, and career support, the Facilities Maintenance Training program provides adult learners with a practical pathway toward entry-level employment and continued advancement in the building maintenance and skilled trades fields.

HVAC

The HVAC Training program prepares adult learners for entry-level employment in the heating, ventilation, and air conditioning industry. The program combines classroom instruction, hands-on technical training, workplace safety, and career preparation to provide students with the foundational knowledge and practical skills needed to work in residential, commercial, and institutional HVAC settings.

Students are introduced to the fundamental principles of heating, ventilation, air conditioning, and refrigeration systems. Instruction covers HVAC system components, tools and equipment, basic electrical concepts, air distribution, heating and cooling systems, thermostats, filters, ductwork, and preventative maintenance. Students learn how HVAC systems operate and develop the ability to identify common components and understand their functions.

Through hands-on training, students have opportunities to practice using HVAC tools and equipment and apply classroom knowledge to realistic workplace situations. Students learn foundational skills related to installation, maintenance, troubleshooting, and repair while developing safe and effective work practices. Emphasis is placed on following technical instructions, identifying problems, performing routine maintenance, and recognizing situations that require the expertise of a licensed or experienced HVAC professional.

Workplace safety is integrated throughout the program. Students learn proper procedures for working with tools, electrical systems, mechanical equipment, refrigerants, and other hazards associated with HVAC work. Training can include OSHA 30, Hot Work and other industry-recognized safety credentials, helping learners develop an understanding of workplace safety requirements and professional standards. By combining technical instruction, hands-on practice, workplace safety, career preparation, and ongoing support, the HVAC Training program provides adult learners with a foundation for entering the HVAC workforce and pursuing continued education and advancement in the skilled trades.

Automotive

The Automotive Technology Training program prepares adult learners for entry-level employment in the automotive service and repair industry. The program combines classroom instruction, hands-on technical training, workplace safety, career readiness, and industry-focused skills to provide students with a strong foundation for beginning a career in automotive technology.

Students are introduced to the fundamental systems and components of modern vehicles, including engine operation, electrical and electronic systems, brakes, steering and suspension, tires and wheels, battery and charging systems, and heating and air conditioning. Students learn how major vehicle systems work together and develop foundational knowledge for identifying common automotive problems and performing routine maintenance.

Through hands-on training, students gain experience using common automotive tools, equipment, and diagnostic procedures. Learners practice skills such as vehicle inspection, basic preventative maintenance, fluid and filter changes, tire service, battery testing, and other entry-level automotive service tasks. Students learn how to follow repair and maintenance procedures, interpret technical information, use tools safely, and identify when a repair requires additional diagnostic expertise or specialized equipment.

The program places a strong emphasis on automotive safety and professional work practices. Students learn safe procedures for working with vehicles, automotive tools, lifting equipment, electrical systems, fluids, and other workplace hazards. They develop an understanding of shop safety, personal protective equipment, proper tool handling, and maintaining an organized and professional work environment.

By combining hands-on automotive training, foundational technical knowledge, workplace safety, career readiness, and ongoing support, the Automotive Technology Training program provides adult learners with a practical pathway into the automotive industry. The program helps learners build the technical and professional skills needed to secure entry-level employment while establishing a foundation for continued training and long-term career advancement in automotive technology.

Electrical

The Electrical Training program prepares adult learners for entry-level employment in the electrical and skilled trades industries. The program combines classroom instruction, hands-on technical training, workplace safety, career readiness, and practical application to provide students with a strong foundation in basic electrical concepts and work practices.

Students are introduced to the fundamentals of residential and commercial electrical systems, including electrical terminology, circuits, conductors, switches, outlets, wiring, panels, grounding, and basic electrical components. Learners develop an understanding of how electrical systems operate and how different components work together to provide safe and reliable power.

Through hands-on training and practical projects, students have opportunities to use common electrical tools and equipment and apply foundational concepts in realistic workplace situations. Students practice basic wiring techniques, installing and connecting electrical components, reading simple diagrams, identifying circuits, using electrical testing tools, and troubleshooting basic electrical problems. Instruction emphasizes following established procedures, interpreting instructions and diagrams, and completing work accurately and safely.

Electrical safety is a central component of the program. Students learn to recognize electrical hazards, use appropriate personal protective equipment, properly handle tools and equipment, and follow safe work practices when working with electrical systems. Learners also develop an understanding of the importance of electrical codes, permits, inspections, and the scope of work that requires a licensed electrician. The program prepares students to work safely as entry-level employees while continuing to develop their skills under appropriate supervision.

By combining hands-on electrical training, technical knowledge, workplace safety, career preparation, and ongoing support, the Electrical Training program provides adult learners with a practical entry point into the skilled trades. The program helps students build foundational skills and workplace confidence while establishing a pathway toward continued training, apprenticeship opportunities, and long-term career advancement in the electrical field.

Bridge Classes

The Bridge class is designed for adult learners who have completed SCALE's highest ELL level and/or High School Equivalency (HSE) program and are ready to take the next step in their educational or career journey. The program provides learners with the academic, workplace, and college-readiness skills needed to transition successfully into postsecondary education, occupational training, or employment. Students strengthen their reading, writing, language, and critical-thinking skills through instruction focused on real-world academic and workplace applications. Learners develop their ability to read and analyze informational and academic texts, organize ideas, write clearly and effectively, understand written instructions, and communicate appropriately in educational and professional settings. Instruction is designed to build both the confidence and independence students need to succeed beyond adult education.

The program also focuses on developing effective study habits and learning strategies. Students learn how to organize information, take notes, prepare for assessments, set academic goals, manage assignments, and identify strategies that support independent learning. Time management and organizational skills are incorporated throughout the course to help learners balance education, employment, family responsibilities, and other commitments.

Students receive an introduction to college and postsecondary education, including understanding different types of programs and credentials, identifying educational pathways, researching admission requirements, and becoming familiar with the expectations of college-level learning. Learners explore available training and educational opportunities and develop strategies for navigating the transition from adult education into their next educational setting.

Career development is another important component of the Bridge class. Students explore their interests, skills, and career goals while researching occupations and training pathways aligned with their goals. They develop career readiness skills such as resume development, job searching, professional communication, and interview preparation. Students are encouraged to identify the education, training, and skills needed to reach their longer-term career objectives.

Throughout the program, learners develop an individualized education and career roadmap that identifies their goals and the specific steps needed to achieve them. Staff provide guidance and support as students explore postsecondary programs, workforce training opportunities, employment options, and additional resources.

The Bridge class is intended to serve as a transition pathway from adult education to the next stage of a learner's educational or professional journey. By strengthening academic skills while providing college awareness, career development, study strategies, and individualized planning, the program equips adult learners with the tools and confidence needed to pursue their goals and succeed in postsecondary education, occupational training, or the workforce.

Financial Literacy Classes

The Financial Literacy program provides adult learners with practical knowledge, skills, and resources to develop healthy financial habits and make informed financial decisions. The program focuses on the everyday financial skills adults need to manage their income, expenses, savings, credit, and financial goals effectively.

Students learn how to create and maintain a personal budget, track income and expenses, distinguish between needs and wants, and develop strategies for managing household resources. Learners explore how to set short- and long-term financial goals and create realistic action plans to work toward those goals. The class emphasizes practical strategies that can be applied immediately to learners' personal and family finances.

A key component of the program is understanding the relationship between saving, spending, and borrowing. Students explore strategies for building savings, preparing for unexpected expenses, managing debt, and making thoughtful decisions about when and how to borrow money. Learners are introduced to different types of financial products and services and develop the skills needed to compare costs, understand terms and conditions, and identify potential financial risks.

Students also learn about credit and credit cards, including how credit works, why credit history is important, and how financial behaviors can affect credit. Instruction addresses responsible credit card use, interest, fees, minimum payments, credit reports, and strategies for establishing and maintaining healthy credit. Learners gain practical knowledge that can help them make informed decisions when using credit or applying for financial products.

The program introduces learners to banking and financial services, including checking and savings accounts, direct deposit, electronic payments, and other common financial tools. Students develop strategies for protecting their personal and financial information and learn how to recognize common financial scams and potentially fraudulent activity.

Financial Literacy also supports learners in understanding how financial decisions can affect their long-term financial stability and future goals. Students explore topics such as emergency savings, managing debt, planning for major purchases, and preparing financially for education, employment, housing, and other life goals.

Through practical activities, real-life scenarios, and guided discussions, learners have opportunities to apply financial concepts to everyday situations. Students develop individualized financial goals and identify resources that can support them in making informed decisions.

By the end of the program, adult learners will have strengthened their ability to budget, save, spend responsibly, manage credit and debt, evaluate borrowing options, and plan for future financial goals. The program provides learners with the knowledge and confidence needed to manage their resources effectively and make informed financial decisions for themselves and their families.

Digital Literacy Classes

The Digital Literacy program provides adult learners with the technology knowledge and practical skills needed to confidently navigate today's increasingly digital world. The program is designed to help learners develop the ability to find, evaluate, organize, create, and communicate information using computers, mobile devices, and common digital tools.

Students develop foundational computer skills, including using a keyboard and mouse, navigating an operating system, managing files and folders, and understanding basic computer terminology. Learners gain experience using common software and digital applications to complete everyday tasks related to education, employment, communication, and personal responsibilities.

The program teaches learners how to find and evaluate information online. Students learn how to conduct effective internet searches, identify reliable sources, distinguish between trustworthy and misleading information, and evaluate the accuracy and relevance of online content. Learners also develop strategies for navigating websites and accessing online resources independently.

Students learn how to create and manage digital information, including creating documents, entering and organizing information, and using common productivity tools. Instruction may include word processing, email, online forms, document sharing, and other applications commonly used in educational and workplace settings.

Digital communication skills are an important component of the program. Learners practice creating and managing email accounts, sending and receiving messages and attachments, communicating professionally online, and participating in virtual meetings and other digital platforms. Students learn appropriate online communication practices and how to use digital tools to communicate with schools, employers, service providers, and other organizations.

The program also emphasizes online safety and digital responsibility. Students learn how to create and manage passwords, protect personal information, recognize phishing attempts and online scams, use privacy settings, and practice safe and responsible internet use. Learners develop an understanding of how to protect their digital identity and personal information when using online services.

Digital Literacy instruction is connected to learners' educational, workforce, and personal goals. Students practice using technology to search for jobs, complete online applications, create and update resumes, access educational resources, communicate with employers, and navigate online services. Learners are encouraged to apply their new skills to real-world tasks that increase their independence and confidence.

By the end of the program, learners will have developed greater confidence using digital technology and the ability to access, evaluate, organize, create, and communicate information effectively and safely. The program provides a foundation of digital skills that adult learners can use to participate more fully in education, employment, and everyday life.

