

Cell-Ed Essential Skills Course Descriptions

English on the Go

Intro to English Part 1 (All English)

This course is taught in English and introduces learners to basic English elements such as the alphabet, spelling, numbers, and basic sentences and questions. Through short dialogues on familiar situations, learners study simple phrases for introducing oneself, applying for a job, shopping for food, talking about health, getting directions, and more.

Intro to English Part 1 (Inglés Introducción 1- curso en español)

This course is taught using Spanish and introduces learners to basic English elements such as the alphabet, spelling, and numbers. Through short dialogues and stories on familiar situations, learners study simple phrases for introducing oneself, applying for an apartment, registering for school, talking about health, and more.

Intro to English Part 2 (Inglés Introducción 2- curso en español)

This course is taught using Spanish and introduces learners to more grammar and functional phrases to start communicating in English. Through short dialogues and stories on familiar situations, learners practice expressions to make small talk, get and give directions, make appointments, ask for help, and more. Learners also review the simple present tense, question formation, imperatives, and ordinal numbers.

English Level 1

This course is taught using Spanish and introduces learners to basic elements of English such as the alphabet, spelling, and numbers. Through short dialogues and stories on familiar situations, learners study simple phrases for introducing oneself, applying for an apartment, registering for school, talking about health, and more.

English Level 2

This course expands learners' vocabulary, expressions, and grammar in a wide variety of scenarios, such as health, moving, traveling, finance, etc. Learners practice how to use regular verbs in the past to talk about activities, the future with "will" to talk about plans, and the present perfect to talk about recent events. They also learn how to use simple modal verbs like can and should, as well as some common idioms and phrasal verbs.

English Level 3

This course helps learners develop more complex vocabulary and grammar to navigate familiar situations such as negotiating, making plans, discussing health, etc. Learners practice how to ask polite questions, talk about past memories using 'used to', talk about preferences using 'would rather', and use the modals must, could, and might to make inferences.

They also learn how to use more specific phrases like 'already, ever, yet' and 'too much and not enough' when they speak.

English Level 4

This course helps learners refine skills to navigate familiar situations, such as continuing a conversation, negotiating, interviewing, making travel plans, etc. Learners practice pronunciation and review questions and phrases to have a conversation and make requests. They also expand their grammar by reviewing superlatives and modals, as well as learn vocabulary and appropriate language for everyday situations.

English Level 5

This course focuses on strengthening learners' communication skills to navigate social and work situations. Learners review phrases to express appreciation and satisfaction, understand and use reduced forms of speech (didja, wouldja, etc.), and use phrases to respectfully agree or disagree with others' perspectives. They also develop basic reading comprehension skills, such as main idea identification, inference, and reading for "getting the gist".

English Level 6

This course further develops learners' communication skills and prepares them to function more independently in social and work situations. Learners practice language for giving compliments, expressing sympathy, showing preference for a particular choice, giving instructions, comparing and contrasting ideas, and suggesting solutions. They also review persuasive strategies and complete reading comprehension questions.



English for Work

All Customer Service courses were developed in partnership with Literacy Council of Northern Virginia

English for Home Health Aides

Developed in partnership with SEIU 1199

This course helps learners to develop language and skills to navigate a career as a Home Health Aide. Through real-world scenarios and dialogues, learners practice in order to be successful in daily activities with clients, such as making conversation, navigating special diets, practicing safety at work, and more.

English for Customer Service 1

This course helps learners develop necessary language and skills for working in customer service. Through dialogues and real-world scenarios, learners practice functional phrases and vocabulary related to a number of customer service roles, with an emphasis on the hotel and restaurant industries.

English for Customer Service 2

This course helps learners develop necessary language and skills for working in customer service. Through dialogues and real-world scenarios, learners identify examples of good customer service, and practice solving problems when they arise.

English for Hotel Customer Service 1

This course helps learners develop necessary language and skills for working in customer service. Through dialogues and real-world scenarios, learners identify different jobs within the service sector, as well as the three key ingredients of customer service in a hotel setting.

English for Hotel Customer Service 2

This course helps learners develop necessary language and skills for working in customer service. Through dialogues and real-world scenarios, learners identify examples of good customer service, and practice solving problems when they arise in a hotel setting.

English for Restaurant Customer Service 1

This course helps learners develop necessary language and skills for working in customer service. Through dialogues and real-world scenarios, learners identify different jobs within the service sector, as well as the three key ingredients of customer service in a restaurant setting.



English for Restaurant Customer Service 2

This course helps learners develop necessary language and skills for working in customer service. Through dialogues and real-world scenarios, learners identify examples of good customer service, and practice solving problems when they arise in a restaurant setting.

English for Job Interviews

This course introduces learners to essential language and skills to prepare for a job interview. Through dialogues and real-world scenarios, learners review common terms found in job descriptions, explore what it means to “sell yourself” in an interview, practice small talk topics and strategies, understand common vocabulary and phrases in interview questions, and identify the best answers to common interview questions.

English for Communicating at Work

This course helps learners develop language and skills to communicate more effectively at work. Through dialogues and real-world scenarios, learners practice functional phrases and vocabulary to ask polite questions, accept and decline requests, give and receive feedback, and negotiate. They also learn about emails and practice writing a message with a template.

Inglés para su negocio (en español)

This course helps learners to develop the essential language and soft skills to run a business with confidence. Through real-world examples and activities, learners will practice polite language for customer service, solving customer problems, and more.

U.S. Citizenship

Applying for Citizenship

This course helps learners understand the requirements to apply for U.S. Citizenship, determine whether they meet the requirements, and review common questions about the citizenship process. Learners also review the official government website (www.uscis.gov) to get official forms for U.S. citizenship.

Filling out the N-400 Form

This course introduces students to the N-400 form, the official application form for U.S. Citizenship. Learners review the correct format to answer questions in the N-400 form and practice how to answer basic informational questions, including questions that use “how long, how many, and have you ever”, and how to explain information about employment, trips, marital status, and children.

The Interview

This course prepares learners for the citizenship interview by practicing speaking, reading, and writing. To prepare for the speaking section, learners review small talk questions, common citizenship interview questions, and how to ask for clarification. To prepare for the reading and writing sections, learners read and write short sentences about the US.

The 100 Questions of the Citizenship Test

Through this course, learners study the 100 questions included in the citizenship test. They review questions related to branches of government, elected officials, US history, geography, and civic rights.

Spanish on the Go

Spanish Level 1

This course introduces students to the fundamentals of Spanish grammar and vocabulary. Through real world-conversations and dialogues, learners practice language to navigate familiar situations in Spanish. Learners review phrases to greet others, talk about their jobs, discuss work schedules, provide personal information, and talk about their family.

Spanish Level 2

This course offers a brief review of Spanish Level 1 and helps learners enhance vocabulary, expressions, and grammar in more complex scenarios. Through everyday dialogues, learners review language for describing oneself, talking about one's daily routine, ordering food, describing basic plans, and asking how much something costs.

Spanish for Hotel Professionals Level 1

This course helps learners develop basic vocabulary and grammar in Spanish to navigate simple situations in a hotel setting. Through dialogues and common workplace scenarios, learners practice language for polite conversation with coworkers, talking about their jobs, and making a professional phone call.

Spanish for Hotel Professionals Level 2

This course builds on basic vocabulary and grammar knowledge in Spanish to navigate a greater variety of commonplace situations in a hotel setting. Through dialogues and common workplace scenarios, learners practice language for discussing schedules, basic interview questions, and more.



Spanish for Restaurant Professionals Level 1

This course helps learners learn basic vocabulary and grammar in Spanish to navigate simple situations in a restaurant setting. Through dialogues and common workplace scenarios, learners practice language for polite conversation with coworkers, talking about their jobs, and making a professional phone call.

Spanish for Restaurant Professionals Level 2

This course builds on basic vocabulary and grammar knowledge in Spanish to navigate a greater variety of commonplace situations in a restaurant setting. Through dialogues and common workplace scenarios, learners practice language for discussing schedules, basic interview questions, and more.

Spanish for Healthcare Professionals Level 1

This course helps learners to practice essential Spanish vocabulary grammar concepts in a healthcare setting. Through real-world examples and activities, learners will practice conducting polite conversation with patients, discussing appointment times, and parts of the body.

WorkReady: Skills for Work

Exploring Job Options and Opportunities (ENG)/Explorando carreras y oportunidades de trabajo (SPA)

Also available in: Dari, Pashto, Russian, Ukrainian

This course helps learners develop skills and knowledge to explore job options and opportunities. Learners analyze their own skills and interests, identify where to get help when searching for a new job, use an internet search engine tool (e.g. Indeed.com) to look for career pathway opportunities, and review what to do before, during, and after an interview.

Starting a New Job (ENG)/Comenzando un nuevo trabajo (SPA)

This course prepares learners to succeed when starting a new job. Through articles and real-world scenarios, learners review how to make a good first impression; review steps to open, write, and send emails; identify appropriate language in speaking, emails and texts; and learn simple ways to take initiative at work.

Communicating on the Job

This course helps learners develop skills and knowledge to effectively communicate with different people at work. Learners review professional phrases to use in different situations (with coworkers, supervisors and customers), learn how to ask for help/clarification, practice language to respond to and offer feedback, and identify tips for staying calm to communicate more professionally.

Creative Problem Solving

**Also available in: Dari, Pashto, Russian, Ukrainian*

This course guides learners through different and creative ways to solve problems, especially at work. Learners review the steps for solving problems, evaluate common workplace scenarios and identify possible solutions, and learn how to use a search engine to locate solutions online.

Goal Setting

**Also available in: Dari, Pashto, Russian, Ukrainian*

This course focuses on setting and achieving personal goals. Through articles and real-world examples, learners review the importance of setting goals, practice how to set and achieve SMART goals, and reflect on their personal goals.

Work-Life Balance

**Also available in: Dari, Pashto, Russian, Ukrainian*



This course reviews strategies for finding work-life balance. Learners reflect on times they are most stressed, review the importance of finding balance for health and wellbeing, and identify tips to help them relax during the day.

Understanding Cultural Diversity

**Also available in: Dari, Pashto, Russian, Ukrainian*

This course helps learners understand diversity in the workplace. Learners reflect on their personal beliefs about diversity, review laws that protect groups in the U.S., read statistics in charts and graphs about race, gender and salary inequalities, and learn the benefits of a diverse workplace.

Time Management

This course introduces learners to the importance of better time management. Learners reflect on the differences in cultural understanding of time and their own understanding of time. They also learn how to label tasks to prioritize them, how to notify a supervisor of issues regarding time, and how to plan their time to arrive early/on-time to work.

Financial Management

This course reviews essential topics and skills for effective financial management. Learners review the steps to create an effective budget and practice multiplication to calculate monthly and annual spending. They also review what it means to buy on credit, how interest works, and tips for online banking.

Building Self-Confidence at Work

**Also available in: Dari, Pashto, Russian, Ukrainian*

This course helps learners develop confidence in the workplace. Learners understand what self-confidence is, examine their personal and professional strengths and weaknesses, reflect on negative thought patterns, and identify strategies to contradict negative self thoughts.

Digital Skills and English for Digital Skills

Introduction to Digital Skills (ENG, ELL) / Introducción a las habilidades digitales (SPA)

This course helps learners develop skills and knowledge in using some of the most common digital tools. Through real-world scenarios and activities, learners review how to create an email account, find and download an app, use the Internet to do an online search, and use links to do tasks online.



Digital Skills for Work (ENG, ELL) / Las habilidades digitales: en trabajo (SPA)

This course prepares learners to use digital tools for professional purposes. Through real-world examples and activities, learners review how to use a job search filter, how to complete an online job application, how to best reply to an email, and how to manage an email inbox.

Digital Skills for Health and Social Services (ENG, ELL) / Las habilidades digitales: los servicios médicos (SPA)

This course teaches learners how to use an online portal. Through real-world examples focused on healthcare and social services, learners review what a portal is, read a menu to determine which services are available, and identify ways to stay secure on an online portal.

Digital Skills for Online Banking (ENG, ELL) / Las habilidades digitales: los usos y beneficios de la banca en la línea (SPA)

This course helps learners understand how to use online banking. Through real-world examples and activities, learners identify the benefits of online banking, review common banking tasks they can do online, and understand ways to stay secure when using online banking.

Digital Skills for Social Media (ENG)/Las Habilidades digitales: Las redes sociales (SPA)

This course introduces learners to social media apps popular in the U.S, and the functions you can find across platforms. Through real-world examples and activities, learners practice spotting social media-related risks, such as cyberbullying and misinformation on social media, and learn strategies to combat these dangers.

Digital Skills: How to Use a Computer Mouse (ENG) /Instrucciones para el uso del mouse (SPA)

This course introduces learners to basic actions of a cursor and mouse, such as the functions of the left click, right click, and how to click and drag using a cursor or mouse.

Digital Skills: Problem Solving Tech Issues (ENG)/Cómo Resolver Problemas con Tecnología

This course compiles common tech issues and reviews some basic actions to troubleshoot. For instance, troubleshoot a computer freeze by reviewing how to exit a program; troubleshoot a disappearing window by reviewing how to navigate between windows and tabs; troubleshoot a forgotten password by creating a secondary email, answering security questions, or getting a password manager; and troubleshoot WiFi connection issues by reviewing how to check your connection and airplane mode. If an



issue cannot be solved through basic troubleshooting, guidance is provided on how to receive support.

Business Skills and Managing Money

Developed in partnership with Los Angeles Public Library & the American Library Association

Introduction to Marketing (ENG) / Introduccion al marketing (SPA)

This course helps learners develop the essential work and soft skills to run a business with confidence. Through real-world examples and activities, learners will identify the benefits of marketing and practice strategies to increase their reach to customers.

Managing Money for Business and Life (ENG) / Como administrar tu dinero (SPA)

**Also available in: Dari, Pashto, Russian, Ukrainian*

This course helps learners to develop the financial skills to run a business with confidence. Through real-world examples and activities, learners will identify the benefits of essential financial tools such as making a budget, pricing items for a profit, collecting documentation for taxes, and formal banking.

Community Safety (ENG) / Seguridad de la comunidad (SPA)

This course helps small business owners to recognize and carry out best practices for keeping their community safe. Through real-world examples and activities, learners will practice essential skills for bystander intervention and self-advocacy.

SkillBuilder Reading and Writing

All advanced courses were developed in partnership with Educational Testing Service.

Vamos a Leer (en espanol)

This course helps participants learn how to read and write in Spanish. Through real-world scenarios, learners practice recognizing letters and sounds, forming syllables, and creating complete words. Learners use this knowledge to quickly read and write complete sentences.

Intro to Reading

This course helps participants learn how to read and write in English. Through familiar, everyday topics, learners practice recognizing letters and sounds and then creating complete words and sentences. Upon completion learners reach a Kindergarten reading level and build their confidence in reading new words and sentences.



SkillBuilder: Reading 1

This course helps learners recognize and count syllables in words, and understand the sounds of vowels and consonants. By reading short texts with familiar topics, learners develop basic reading skills including predicting, inferencing, and answering simple comprehension questions.

SkillBuilder: Reading 2

This course helps learners develop more advanced reading skills, including identifying the main idea and details, summarizing, and using context clues to understand new words. By reading texts with fun and interesting topics (soccer, nature), learners also practice parts of speech, word types, and word structure.

SkillBuilder: Writing

This course helps learners understand basic grammar and the structure of the English language by reviewing texts on interesting topics (famous musicians, activism). Learners review the structure and organization of paragraphs, identify types of sentences, and write introduction and conclusion sentences in paragraphs.

SkillBuilder: Social Studies

This course helps learners develop a basic understanding of US and World History, Economics, and Geography. Learners read and analyze texts, graphs, charts and maps to improve their reading and writing skills.

Advanced SkillBuilder: Reading 1

This course helps learners develop reading strategies, such as skimming and scanning, to improve reading comprehension. Learners skim simple texts to understand general meaning, scan for details and facts, and interpret instructions about everyday situations.

Advanced SkillBuilder: Reading 2

This course introduces learners to more complex and varied texts, including short articles, forms, ads, and manuals. Learners continue to practice skimming and scanning for information and interpreting specific information in texts.

Advanced SkillBuilder: Reading 3

This course promotes reading skills while helping learners develop critical thinking. Learners review skimming and scanning strategies, and build more advanced reading skills, including making inferences, drawing conclusions, and forming opinions about texts.



Skillbuilder Math for Daily Life

All advanced courses were developed in partnership with Educational Testing Service

SkillBuilder: Addition and Subtraction

This course introduces learners to the basic numerical operations of addition and subtraction. Through real-world situations, learners practice single-digit addition and subtraction and move on to double- and triple-digit operations, including carrying and borrowing.

SkillBuilder: Multiplication

This course focuses on the basics of multiplication. Learners review time tables to learn multiplication facts 1-9, understand word problems, and solve single- and two-digit multiplication problems using regrouping.

SkillBuilder: Division

This course helps learners understand how to do division. With real-world situations, learners solve division problems using several strategies, including the inverse relationship of multiplication and estimation, and understand the relationship between multiplication and division.

Advanced SkillBuilder: Math 1

This course helps learners work with numbers found in visual data. Learners interpret information in charts, graphs, and tables, and decide which operation to use (addition, subtraction, multiplication, or division) to solve real-world math problems.

Advanced SkillBuilder: Math 2

This course reviews how to interpret and use information from simple and complex forms, charts, tables and graphs. Along with addition, subtraction, multiplication and division, learners practice converting a percent to a decimal to solve real-world math situations.

Advanced SkillBuilder: Math 3

This course helps learners integrate all the skills learned in previous sections to review visual data and decide whether to add, subtract, multiply, and divide to solve problems. In addition, learners practice calculating percentages using everyday contexts.

Advanced SkillBuilder: Charts, Graphs, and Tables 1

This course gives learners strategies to read charts, graphs, and labels. Learners review visual information used in real contexts (ads, maps) and identify keywords and text features to locate specific information in the texts.



Advanced SkillBuilder: Charts, Graphs, and Tables 2

This course introduces learners to more complex charts and documents about common topics (temperature, health). Learners practice skills to locate, compare, and synthesize multiple pieces of information, and develop critical thinking by making inferences about information found in texts.

Educational Opportunities

Intro to Educational Pathways (ENG)/Introducción a los caminos educativos y profesionales (SPA)

This course guides learners with key information on the various pathways available to obtain a diploma, vocational training and/or certification. Through real-life examples, learners reflect on their own interests and reasons for continuing their educational journey, identify the benefits of career tests, examine ways to overcome barriers to achieve their goals, and evaluate options for their future.

Financial Aid (ENG)/Cómo financiar su educación (SPA)

This course provides learners with information on how to pay for education. By reviewing real-world scenarios, learners understand the different financial aid options (grants, loans, work study), identify common terms and steps to complete the FAFSA, review resources and steps when applying for scholarships, examine key vocabulary related to student loans, and evaluate the risks and benefits of different student loans.

Early Childhood Development

Building Future Readers: Tips for Parents and Caregivers (ENG) / Construyendo futuros lectores: Consejos para padres y guardianes (SPA)

Developed in partnership with the Barbara Bush Foundation for Family Literacy

This course was designed in collaboration with the Barbara Bush Foundation for Family Literacy. The course helps parents, caregivers, and early childcare providers understand literacy strategies to support the literacy development of children ages 3-8. Through real-world scenarios, learners review how and when literacy begins, identify questions to ask before and during reading, and recognize examples of positive praise. Self-reflection questions help learners visualize and plan how they can apply strategies to their lives.

Communicating with Educators (ENG)/Cómo comunicarse con los maestros (SPA)

This course helps parents prepare for meetings with their child's educator. They are provided with some helpful questions to ask their child and their child's educator about their child's progress. They are also introduced to the different ways to communicate



with their child's educator and school. Learners are encouraged to identify the communication tools that work best for them and their life. Learners also have the opportunity to practice using these questions and methods of communication with scenarios provided in this course.

Health

Communicating with Healthcare Providers (ENG)/Salud y bienestar (SPA)

This course helps learners prepare for and communicate with their healthcare provider during medical appointments. Learners are introduced to vocabulary they can use to express their symptoms and concerns in detail. They are also provided with a script template and practice scenarios to experience how this language can help when speaking with providers. Learners are also given a list of clarifying questions to ask at the end of an appointment, along with many other tips and tools that can help them feel empowered to communicate with their provider.

Reading a Medicine Label (ENG)/Cómo leer las etiquetas de los medicamentos (bilingual SPA/ENG)

This course helps learners identify their personal information on a medicine label, the information of their doctor and pharmacy, and how to interpret instructions for taking the medicine. Not all labels are the same, but this unit simplifies reading a medicine label by grouping the common information found on a label into common categories. This course is filled with examples and scenarios, so learners have the opportunity to practice reading the different kinds of labels they may encounter.

Community Resources

Preparing to Vote (ENG) /Cómo prepararse para votar (SPA)

This course helps learners identify reliable information they may encounter when preparing to vote. Using real world examples, learners are shown how to recognize a safe government website based on the URL. After learning the meaning of bias, learners evaluate the quality of both print and digital messaging based on their sources.