NESL 983: Computer Skills 2 – Office Applications
Noncredit course

This is a basic computer literacy and skills class for non-native speakers of English. This class is for students with little or no experience with a computer.

Students learn: computer vocabulary, academic emailing and internet use, Microsoft Word, PowerPoint, & Excel basics

At the end of the course, students will be able to:
- ✓ Follow written instructions provided by the teacher to produce a word document using a computer. They will be able to choose a particular font size and font style and include a graphic on the document.
- ✓ Save the document and send it as an e-mail attachment to the teacher, using appropriate email etiquette.

NESL 982

NESL 983

NESL 984

Students who pass NESL 982, 983, & 984 can earn an official Palomar certificate in noncredit ESL computer skills.