

# ENGLISH AS A SECOND LANGUAGE-COMPUTERS (ECO)

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## **ECO 083 Basic Workplace Computer Skills-ESL (.5-6) .5,0**

Basic Workplace Computer Skills-ESL is for individuals who have a foundation in English grammar and vocabulary and demonstrate proficiency in expressing everyday needs. In this class, students will develop vocabulary related to basic computer usage as well as other basic computer skills needed for the workplace. Topics will include computer navigation and tools usage, internet basics, and basic software skills (word processing, spreadsheets, and slideshows). Students will also develop skills related to the workplace such as resume and cover letter basics and using search tools on the internet. This course is repeatable 3 times. (1.9) Proficiency Credit: Not Available Pass/No Credit: Available.

**In-District Tuition/Fees:** \$0 (effective 2024/25 academic year)

**In-district tuition rates are subject to change based on Board approval.**

**Prerequisite:** Must be a non-native speaker of English who needs to work on basic skills. A placement test and departmental consent are required. Students on certain types of visas may not qualify for the program.

**Semester(s) Offered:** Varies