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## 2024-25 ACADEMIC COURSES

### UAT 222 : BASIC COMPUTER FOR TRADE TEACH

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In this course, students will be introduced to the basics of computers by producing professional looking documents using a personal computer. Students will also create spreadsheets to help prepare budgets and manage numerical information. In addition, students will be provided an overview of hardware and software, creating course handouts, spreadsheets and presentations using Word, Excel and PowerPoint. Limited to United Association program participants. Level I Prerequisite: Academic Reading and Writing Levels of 6

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Description	Hours
Credits	1.5
Lecture Hours	22.5
Clinical Hours	0
Lab Hours	1.5
Other Hours	0
Total Hours	24

Accurate as of 03/26/2025 Information is subject to change without notice.