

INFORMATION PROCESSING (POFI)

POFI 1349

Spreadsheets

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides skill development in concepts, procedures, and application of spreadsheets for business applications.

Prerequisite: None.

POFI 2301

Word Processing

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course provides in-depth coverage of word processing software focusing on business applications.

Prerequisite: None.

POFI 2340

Advanced Word Processing

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course is a continuation of the study of word processing including advanced techniques in merging, macros, graphics, and desktop publishing. It includes extensive formatting for technical documents. Emphasis is on business applications.

Prerequisite: POFI 2301.