

# INFORMATION PROCESSING (POFI)

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## **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: POFT 1227 or permission from the department.*

## **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.*