

# POFI - APPLIED BUSINESS

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**POFI 1001 Computer Applications I 6.4-12.8 Credit Hours (64 to 128 Lec)**

**POFI 1004 Computer Fundamentals 1.6-8 Credit Hours (16 to 80 Lec)**

**POFI 1005 Desktop Publishing 0.7-4 Credit Hours (7 to 40 Lec)**

**POFI 1024 Word Processing Applications I 0.7-4 Credit Hours (7 to 40 Lec)**

**POFI 1041 Computer Applications II 6.4-12.8 Credit Hours (64 to 128 Lec)**

**POFI 1042 Word Processing Applications II 0.7-4 Credit Hours (7 to 40 Lec)**

**POFI 1349 Spreadsheets 3 Credit Hours (2 Lec, 4 Lab)**

**POFI 1401 Computer Applications I 4 Credit Hours (4 Lec, 1 Lab)**

Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. Prerequisites: Keyboarding competency required.

Course Type: Technical/Vocational Course

**POFI 1441 Computer Applications II 4 Credit Hours (4 Lec, 1 Lab)**

Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. Prerequisites: POFI 1401 and credit or concurrent enrollment in ACNT 1404. Spring only (Formerly Cisy 2414).

Course Type: Technical/Vocational Course

**POFI 1449 Spreadsheets 4 Credit Hours (4 Lec, 1 Lab)**

Skill development in concepts, procedures, and application of spreadsheets. This course is designed to be repeated multiple times to improve student proficiency.

Course Type: Technical/Vocational Course

**POFI 2001 Word Processing 6.4-12.8 Credit Hours (64 to 128 Lec)**

**POFI 2037 Word Processing Applications III 0.7-4 Credit Hours (7 to 40 Lec)**

**POFI 2401 Word Processing 4 Credit Hours (5 Lec)**

Course Type: Technical/Vocational Course