

Advanced Word Processing

POFI-2340

Spring 2019 Section F01 CRN-25966 3 Credits 01/14/2019 to 05/09/2019 Modified 01/07/2019

Meeting Times

Lecture

Spring 2019

Tuesday, 5:15 PM to 7:45 PM, Bryan Federal Prison Camp

Contact Information

Instructor: John SalduaEmail: John.saldua@blinn.edu

Description

Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. This course is designed to be repeated multiple times to improve student proficiency.

Requisites

Prerequisites: None

Corequisites: None

Core Curriculum Statement

This course is not a core curriculum course.

Outcomes

1. Implement advanced word processing features.
2. Import data.
3. Incorporate graphics.
4. Apply collaborative and special functions to enhance documents.

Materials

All Campuses: Go Word 2010

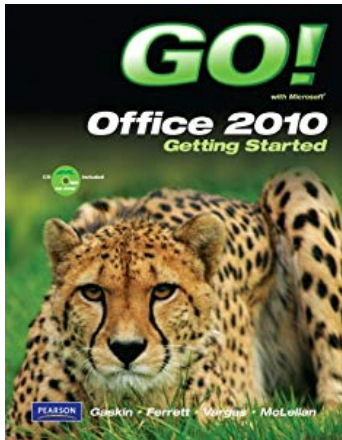
Author: Gaskin

Publisher: Pearson

Edition: 1st

ISBN: 9780133073553

Availability: Provided by FPC



☰ Course Requirements

✓ Evaluation

Criteria

Type	Weight	Topic	Notes														
			<table border="1"><thead><tr><th colspan="2">Grading System</th></tr></thead><tbody><tr><td>900-1000+</td><td>A</td></tr><tr><td>800-899</td><td>B</td></tr><tr><td>700-799</td><td>C</td></tr><tr><td>600-699</td><td>D</td></tr><tr><td>500-599</td><td>F</td></tr><tr><td></td><td></td></tr></tbody></table>	Grading System		900-1000+	A	800-899	B	700-799	C	600-699	D	500-599	F		
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🏛️ Blinn College Policies

All policies, guidelines, and procedures in the [Blinn College Catalog \(http://catalog.blinn.edu/\)](http://catalog.blinn.edu/), [Blinn College Board Policies \(http://pol.tasb.org/Home/Index/1204\)](http://pol.tasb.org/Home/Index/1204), and the [Blinn College Administrative Regulations \(https://www.blinn.edu/administrative-regulations/\)](https://www.blinn.edu/administrative-regulations/) are applicable to this course.

[Specific information on civility, attendance, add/drop, scholastic integrity, students with disabilities, final grade appeal, alternative retailers, campus carry and proctoring arrangements and cost. \(http://www.blinn.edu/syllabus-policies/\)](http://www.blinn.edu/syllabus-policies/)

Notice of any action taken under these protocol and procedures, by Blinn College or its employees, may be delivered by hand, through the U.S. Postal Service, or electronically to the student's Blinn Buc e-mail account. Notice shall be deemed received upon actual receipt, on deposit in the U.S. Mail, or upon entering the information processing system used by Blinn College for Blinn Buc e-mail accounts, whichever first occurs.

* Course Policies

Schedule

When	Topic	Notes					
		Date	Week	Content	Assessment	Points	Hours
Spring 2019	Tuesdays	January 15	1	Chapter 1 – Exploring the World of Business and Economics	Homework	30	3
		January 22	2	Chapter 2 – Being Ethical and Socially Responsible	Homework	30	3
		January 29	3	Chapter 3 – Exploring Global Business	Homework	30	3
		February 05	4	Chapter 4 – Choosing a Form of Business Ownership	Homework	30	3
		February 12	5	Exam 1 (Ch. 1, 2, 3, 4)	Exam	100	3
		February 19	6	Chapter 5 – Small Business, Entrepreneurship and Franchises	Homework	30	3
		February 26	7	Chapter 6 – Understanding the Management Process	Homework	30	3
		March 05	8	Chapter 7 –Creating a Flexible Organization	Homework	30	3
		March 12	9	Chapter 8 – Producing Quality Goods and Services	Homework	30	3
		March 19	10	Exam 2 (Ch. 5, 6, 7, 8)	Exam	100	3
		March 26	11	Chapter 9 – Attracting and Retaining the Best Employees	Homework	30	3
		April 02	12	Chapter 10 – Motivating and Satisfying Employees and Teams	Homework	30	3
		April 09	13	Chapter 11 – Building Customer Relationships through Effective Marketing	Homework	30	3
		April 16	14	Chapter 12 – Creating and Pricing Products that Satisfy Customers	Homework	30	3
		April 23	15	Exam 3 (Ch. 9, 10, 11, 12)	Exam	100	3
		April 30	16	Chapter 13 - Distributing and Promoting Products	Homework	30	3
		May 07	17	Chapter 14 – Exploring Social Media and e-Business	Homework	30	3
		May 14	18	Chapter 15 – Using Management and Accounting Information	Homework	30	3
		May 21	19	Chapter 16 – Mastering Financial Management	Homework	30	3
		May 28	20	Exam 4 (Ch. 13, 14, 15)	Exam	100	3
		June 04	21	Final Exam (All Chapters)	Exam	150	3
		Exams	TOTAL		1030	63	