

Bossier Parish Community College

Master Syllabus

Course Prefix and Number: OGPT 260

Credit Hours: 3-3-0

Course Title: Computer Applications for Oil & Gas Industry

Course Prerequisite: None

Textbook: None

Course Description: Practice in the use of industry software, with an introduction to computer literacy, including Windows, Microsoft Office, and electronic media. This course meets the division's computer literacy requirement.

Learning Outcomes:

At the end of this course, the student will:

- A. Show proficiency with basic Microsoft Excel concepts;
- B. Show proficiency with basic Microsoft Word concepts;
- C. Show proficiency with basic Microsoft Windows concepts;
- D. Show proficiency with basic industry databases, modeling techniques, and basic troubleshooting skills.

Course Objectives:

To achieve the learning outcomes, the student will:

(The letter designations at the end of each statement refer to the learning outcome(s).)

1. Demonstrate basic understanding of Microsoft Excel, including formatting and formulas; (A)
2. Demonstrate basic understanding of Microsoft Word, including layouts and formatting; (B)
3. Demonstrate basic understanding of Microsoft Windows, including navigation; (C)
4. Demonstrate basic understanding of industry databases, modeling techniques, and basic troubleshooting skills.; (D)

Course Requirements: Complete all homework assignments, lectures, tests, and final exam. Requires access to Microsoft Office and industry software

Course Grading Scale:

90% to 100%	=	A
80% to < 90%	=	B
70% to < 80%	=	C
60% to < 70%	=	D
< 60%	=	F

Attendance Policy: The college attendance policy is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

Course Fees: None

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

COORDINATOR FOR SECTION 504 AND ADA

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Equity/Compliance Coordinator

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