

Bossier Parish Community College
Master Syllabus

Course Prefix and Number: OGPT 260

Credit Hours: 3-3-0

Course Title: Computer Applications for the Oil & Gas Industry

Course Prerequisite: None

Textbook(s): none

Course Description: Practice in the use of industry software, and an introduction to computer literacy, including Windows, Microsoft Office, and electronic media etiquette. 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 2016 concepts;
- B. show proficiency with basic Microsoft Word 2016 concepts;
- C. show proficiency with basic Microsoft Windows concepts; and
- D. show basic etiquette for using various electronic communications media.

Course Objectives:

To achieve the learning outcomes, the student will or will be able to:

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

1. practice basic understanding of Microsoft Excel 2016, including formatting and formulas; (A)
2. practice basic understanding of Microsoft Word 2016, including layouts and formatting; (B)
3. practice basic understanding of Microsoft Windows, including navigation; (C) and
4. practice basic understanding of etiquette when using different electronic communications media; (D)

Course Requirements: no textbook required, 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: N/A

Revised: 8/9/2018

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COORDINATOR FOR SECTION 504 AND ADA

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