

Bossier Parish Community College

Master Syllabus

Course Prefix and Number: OGPT 260

Credit Hours: 3

Course Title: Computer Applications for Oil & Gas Industry

Course Co-requisite or Prerequisite: 15 hours of study in OGPT, TEED, or ISAF prefixes.

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

Evaluation of Course and Instructor:

All students will be notified through BPC email and Blackboard when it is time to evaluate the course and instructor. Evaluations are performed through Blackboard regardless of the instructional delivery design of the course (i.e., face to face, hybrid, lab, or internet). The period for course and instructor evaluation is scheduled by the institution and lasts for only two weeks.