

PN 1550 Computers In Industry Syllabus & Course Outline

INSTRUCTOR: Doug Wild **Office:** M115 **Phone:** 539-2934

TEXT: Office 2000 – Introductory Concepts and Techniques – Shelly Cashman Series

GRADING:

ASSIGNMENTS	50%
QUIZZES	15%
MIDTERM	15%
FINAL	20%

There will be weekly assignments and

NO LATE ASSIGNMENTS WILL BE ACCEPTED.

COURSE DESCRIPTION: This fall semester course will cover the material required to give a basic understanding of computers and their applications with emphasis of computer skills required in the Oil and Gas Industry. We will cover the basics of Windows 98 and file management and learn to use Office 2000 – i.e. Microsoft Word and Excel. An exposure to the use of Outlook 2000, Internet etiquette, and computerized control (DCS distributed control systems) in gas plants and fields will be included. Skills acquired in this semester will be used in the Technical Communications Course – PN 1070 in the winter semester. Course assignments will often be linked with actual industry workplace tasks.

MATERIALS: You will require four, 3 ½" floppy diskettes for this course as well as the above textbook.

Schedule

Essential Introduction to Computers

Quiz: 3rd week in September

Introduction to Windows 2000 and Office 2000

Quiz: 4th week in September

Microsoft Word 2000

Quiz: 3rd week in October

MIDTERM EXAM 1st week in November

Microsoft Excel 2000

Quiz: 3rd week in November

Microsoft Outlook 2000/ Internet Etiquette / Gas Plant and Field Computer Application

FINAL EXAM 2nd week in December