POFI 1270
Field Reports and Data Transfer
SCH (2-0)

**Course Description:** Essential computer application, writing, and computational skills required by the energy industry.

**Text, Supplies:** No text for this class
Must have an E-Mail account

**Goals and Objectives:**

<table>
<thead>
<tr>
<th>Competencies</th>
<th>Purpose and/or sample of real life applications</th>
<th>Skills used in class</th>
<th>Used throughout the course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Transfer</td>
<td>Transmit field daily reports into the main office for work projects</td>
<td>E-Mail daily reports and failure reports</td>
<td>Yes</td>
</tr>
<tr>
<td>Software skills</td>
<td>Repair and use various programs via E-mail</td>
<td>Fill in daily reports and repair formula cells as needed</td>
<td>Yes</td>
</tr>
<tr>
<td>Managing work time</td>
<td>Manage your work and time effectively</td>
<td>Student will learn to finish projects in a timely manner</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Student Contributions: Each Student is expected to take an active role in internet postings (assignments) weekly and meet assignment due dates.

Absences / Drops

A failing grade will be given to students who do not attend class or turn in assignments or do not drop.

This is a Hybrid class and we will not meet many times this semester; however, when we do meet it is important that you do come to class.

Make-up work

Make-up work and exams will be allowed only at the discretion of the instructor. This is a self passed class, don’t get behind!

Grading/Evaluation

Of Student: There will be no grades from in-class. All work will be online transmission.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly projects</td>
<td>40%</td>
</tr>
<tr>
<td>Exams</td>
<td>60%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Course Schedule: This class meets Tuesday 5:30 pm till 6:50 pm in room 111 TC. We will meet a few times this semester. You will be given a 2 week notice before a class room meeting. It is your responsibility to be in class when notified.
Instructor / Division

Information: Tracy Gandy
Office Room 134 TC
Phone: 432-685-4639
E-Mail: tgandy@midland.edu

Office hours are posted outside my office.

Dean: Gavin Frantz
Secretary: Lisa Hain
Office Room 142 TC
Phone: 432-685-6447