



COURSE OUTLINE

OA2520 DE, Petroleum Terminology for Field Operations (3) (3-0-0) 45 hours

Instructor TBA

Phone

Office:

Text Messages:

Home:

Office

E-mail

Contact Hours

You are welcome to call me at these contacts numbers and discuss any challenges or questions you may have about the course.

Credit/Contact Hours: 45 hours

Delivery Mode(s): Lecture, Lab, Blackboard Resources

Description:

This course provides and familiarizes administrative personnel working in oil-related office careers with common oil field procedures and terminology. In Alberta, more than 50 per cent of the working population is directly employed in the exploration, production, refining or transportation of oil and gas. Another 35 percent are influenced by the activity of this vast industry. Understanding the interrelationship of the companies is a challenge faced daily by administrative support employees at all levels. This course takes a look at this complex industry and its unique terminology and helps employees to understand their role by focusing on the different areas of the industry. Field trips will be a component of this course.

Course Objectives:

- The student will understand the history of the oil patch.
- The student will become familiar with the roles of key oil field industry personnel through a guest lecture series.
- The student will be introduced to basic concepts and terminology used in geology for and the production of oil.
- The student will be familiar with oil prospects, exploration, and plays.
- The student will be able to describe the activities and responsibilities of scouts and land personnel and will also be able to define specific terms, agreements and ownerships.
- The student will understand the Dominion Land Survey system.

- The student will understand reservoirs.
- The student will be familiar with enhanced recovery techniques.
- The student will understand drilling concepts including planning, the drilling rig, and making hole.
- The student will understand completions and workovers.
- The student will be able to identify equipment and facilities on an oil lease and oil batteries.
- The student will understand the use of pipelines in the oil industry.
- The student will develop a reference manual and glossary of terms.

Course Policy:

- Assignments are due on the dates set by instructor. Late assignments are not accepted.
- Tests are to written as scheduled.
- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed and marked in order receive a grade in the course including field trips.
- Marks sheets will be maintained by the instructor and forwarded to students as attachments with updates as work in completed.

Grading Criteria:

Assignments	10%
Oil Field Reference Manual and Glossary of Terms	25%
Mid-term Exam	15%
Field Trip Assignments	30%
Final Exam	20%

Grades will be assigned on the Letter Grading System.

Office Administration Department Grading Conversion Chart			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4	90 – 100	EXCELLENT
A	4	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	76 – 79	
B	3	73 – 75	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C⁻	1.7	60 – 63	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Course Schedule Note: this is a compressed course in order to be scheduled in coordination with the oilfield industry “slower” times. Classes will run two nights a week for a period of eight weeks. Field trips and the course final exam will be organized within this 8 week period.

CLASS	Assigned Work		
1	History of the Oil Patch & Basic Concepts of Geology for the Production of Oil		
2	Guest Lecture Panel: Internal Company Staff Landsman Joint Venture Negotiator (contract Administrator) Scout		
3	Oil Prospects, Exploration and Play & The Dominion Land Survey		
4	Guest Lecture Panel: Drilling Engineer Reservoir Engineer Production Engineer Facilities Engineer		
5	Reservoirs & Enhanced Recover Techniques		
6	<table border="0"> <tr> <td>Guest Lecture Panel: Well and Facility Operator Purchasing Agent IT Personnel Marketing Personnel Accountant</td> <td>Guest Lecture Panel II: Outside Companies: Pipeline Company Marketing Company EUB ADOE APMC</td> </tr> </table>	Guest Lecture Panel: Well and Facility Operator Purchasing Agent IT Personnel Marketing Personnel Accountant	Guest Lecture Panel II: Outside Companies: Pipeline Company Marketing Company EUB ADOE APMC
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7	Completions & Workovers & Equipment and Facilities & Pipelines		
8	Field Trip – Oil Battery Facility (this will be an 1 day trip) & Drilling Rig (6 hours)		
9	Working Class to complete Reference Manual, Glossary and Terms and Field Trip PowerPoint Presentations		
10	Final Exam Review		
11	No class		
12	Final Exam Review and Reference Manual and Field Trip Presentations		
13	Final Exam		