



School of Health Wellness and Career Studies

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE - FALL 2016

OA2520 A2: PETROLEUM TERMINOLOGY FOR FIELD OPERATIONS -- 3(3-0-0) 45 HOURS

INSTRUCTOR: Abigail Head

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OFFICE: C304

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OFFICE HOURS: By appointment or drop in

PREREQUISITE(S)/COREQUISITE:

None

REQUIRED TEXT/RESOURCE MATERIALS:

Our Petroleum Challenge – Canadian Resources. Global Markets. Eighth Edition. PDF

CALENDAR DESCRIPTION:

This course provides students with an overview of oil patch activities, common terms, roles, industry professional and governmental organizations, and industry-related office procedures and processes. A lecture series presented by industry professionals will cover topics on how oil and gas is formed, found, developed, produced, refined, marketed, and accounted for. Field trips will be a component of this course.

CREDIT/CONTACT HOURS:

45 Hours

DELIVERY MODE(S):

Lecture, Moodle Resources, in-class assignments, PowerPoint Presentations & Notes, Field Trip.

LEARNING OBJECTIVES:

1. The student will understand the history of the oil patch.
2. The student will be able to demonstrate the basic concepts and terminology used in the production of oil and gas.
3. The student will be able to describe the activities and terms of the Dominion Land Survey system.
4. The student will develop an understanding of reservoirs.
5. The student will be familiar with enhanced recovery techniques.
6. The student will recognize drilling concepts including planning and the drilling rig.
7. The student will be able to identify equipment and facilities on an oil lease and oil batteries.
8. The student will understand the refining process.
9. The student will be able to list uses of petroleum products.
10. The student will recognize the various sectors of the oil industry.
11. The student will be aware of safety hazards and risk assessments.
12. The student will be able to explain the use of pipelines in the oil industry.

Course Objectives:

1. This course provides students with an overview of oil patch activities
2. Common terms, roles, industry professional and governmental organizations are presented,
3. Industry-related office procedures and processes are introduced
4. How oil and gas is formed, found, developed, produced, refined, marketed, and accounted for are presented

TRANSFERABILITY:

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

GRADING CRITERIA:

In Class Assignments	25%
Quizzes	15%
Mid-Term Exam	25%
Major Project	10%
Final Exam	25%

EVALUATIONS:

STUDENT RESPONSIBILITIES:

To read, understand and comply with GPRC academic policies.

GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A⁻	3.7	80 – 84	FIRST CLASS STANDING
B⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B⁻	2.7	70 – 72	
C⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C⁻	1.7	60 – 62	
D⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

**Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at

https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

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COURSE SCHEDULE/TENTATIVE TIMELINE:

<u>Week</u>	<u>Topic</u>	<u>Chapters</u>	<u>Notes</u>
1	Outline/Introduction	Pp: 1-24	Our Petroleum Challenge
2	Exploration	Pp: 25-33	Our Petroleum Challenge
3	Drilling	Pp: 34-45	Our Petroleum Challenge
4	Production	Pp: 46-63	Our Petroleum Challenge
5	Processing	Pp: 64-69	Our Petroleum Challenge
6	Midterm		
7	Field Trip		
8	Transportation	Pp: 70-81	Our Petroleum Challenge
9	Refining	Pp: 82-87	Our Petroleum Challenge
9	Marketing	Pp:88-92	Our Petroleum Challenge
10	Safety		
11	Terminology & Paperwork		
12	Sustainable Development	Pp:93-118	Our Petroleum Challenge
13	Review		
14	Final Exam		

Course Policies:

Exams: Any missed exams will result in a grade of 0% without prior arrangements.

Quizzes: Any missed quizzes will be written during the next scheduled class or a grade of 0% will be assigned.

Projects/Assignments/Other:

- **DUE DATE** : Due without penalty at end of scheduled class
- **DEAD DATE**: Beginning of next scheduled class period after Due Date: 25% Penalty
- No Projects/Assignments/Other will be accepted after the **DEAD DATE**