

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

J. Johnstone
F.97

OA 2520 - Petroleum Terminology for Field Operations

TEXT: Fundamentals of Petroleum, Third Edition. Edited by Mildred Gerding. Tulsa: Petroleum Extension Service in cooperation with the Association of Desk and Derrick Clubs, 1986.

The Gregg Reference Manual or an equivalent reference manual for office workers

COURSE DESCRIPTION: Familiarizes administrative personnel working in oil-related careers with common oilfield procedures and terminology.

COURSE OBJECTIVES: Upon completion of this course, students will have a broad understanding of the petroleum industry in Canada. Students will build a basic oil and gas vocabulary and, in doing so, will confidently use the terms to create practical documents and reports that are used in the industry.

- COURSE**
1. Production
 - a. The History of the Petroleum Industry in Canada
 - b. Production Facilities - Oil
 - c. Production Facilities - Gas
 - d. Production Facilities - Water
 - e. Down-hole Equipment for Completions, Workovers, and Evaluation of New Wells (terminology required for administrative staff in field offices)
 - f. Drilling and Service Rigs (terminology required for administrative staff in field offices)

2. Production Accounting
 - a. Allowables and Gas/Oil Ratios
 - b. Gas Charts
 - c. Measurements
3. Safety and Environment and the Government Agencies Regulating the Petroleum Industry
4. Abbreviations Used in the Petroleum Industry
5. Maintenance Systems - Work Orders and Preventative Maintenance

GRADING: The course will be graded on the following criteria:

Semester Portfolio	80
Notes submitted weekly	10
Participation	<u>10</u>
Total	100

COURSE POLICY:

1. Attendance is encouraged. If you must miss a class, have a classmate get handouts and inform you of assignments.
2. Assignments are due on the days set by the instructor.
3. All assignments should be typed.
4. All major assignments must be completed in order to receive credit in this course.

FALL 1997