

GRANDE PRAIRIE REGIONAL COLLEGE  
OFFICE ADMINISTRATION  
COURSE OUTLINE

J. Johnstone

SEP 13 2000

**OA 2520 - Petroleum Terminology for Field Operations**

**TEXT:** Fundamentals of Petroleum, Fourth Edition. Edited by Kate Van Dyke.  
Tulsa: Petroleum Extension Service in cooperation with the Association of  
Desk and Derrick Clubs, 1997.

The Gregg Reference Manual

**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	55
Midterm	20
Notes submitted weekly	12.5
Participation	<u>12.5</u>
Total	100

**COURSE  
POLICY**

1. Attendance is mandatory. If you must miss a class, have a classmate get handouts and inform you of assignments. The notes from missed classes must be in your portfolio; however no credit will be given for notes that are not your own. Because each class is the equivalent of one week of regular classes and the field tour is two classes, if you miss more than one class or the tour, you may not receive credit for the course.
2. Assignments are due on the days set by the instructor. The final exam is due on **October 30, 2000**. The portfolio is due **November 6, 2000**. No late assignments will be accepted.
3. All notes should be typed and handed in by 10 a.m. on the Friday following the class.
4. All major assignments must be completed in order to receive credit in this course.

**FALL 2000**