

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

SEP. 12, 2001

OA 2520 PETROLEUM TERMINOLOGY FOR FIELD OPERATIONS

- Prerequisite:** None
- Instructor:** Judy Johnstone johnstone@gprc.ab.ca C202
- Textbook:** Fundamentals of Petroleum Fourth Edition Kate Van Dyke
Tulsa Petroleum Extension Service in cooperation with the
Association of Desk and Derrick Clubs, 1997
- 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 Content:**
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	60
Midterm	15
Notes submitted weekly	12.5
Participation	<u>12.5</u>
Total	100

* Completed portfolio and midterm must be graded in order to receive credit in the course. The portfolio is due on or before November 6, 2001 (The portfolios will be marked when all are handed in.) The midterm is due on October 30, 2001.

Student Requirements: ATTENDANCE IS MANDATORY!!!!

Students participating in all learning activities can excel in their studies.

Poor attendance, late arrivals, or early departures decrease the chances of success and disrupt the learning experience for other students.

Assignments and tests are due on the dates set by the instructor only with permission of the instructor may a test be taken late or an assignment be turned in late.

Plagiarism will not be tolerated.

All assignments are to be keyboarded.

Keep your work up-to-date. If you are absent, phone your study partner to find out what work you missed.

Study Partner's Name _____

Study Partner's Phone Number _____

Read your Rights & Responsibilities on page 30-40 of the College Calendar.