



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2011

OA2520 A2

PETROLEUM TERMINOLOGY FOR FIELD OPERATIONS - 3.0 (3-0-0) 45 HOURS

INSTRUCTOR: Paula McGregor **PHONE:** 780-539-2995
OFFICE: B301 **E-MAIL:** pmcgregor@gprc.ab.ca

OFFICE HOURS: 30 minutes before and after class or by appointment

PREREQUISITE(S)/COREQUISITE: none

REQUIRED TEXT/RESOURCE MATERIALS: Our Petroleum Challenge – Sustainability into the 21st Century 7th Edition

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

OBJECTIVES (OPTIONAL):

- The student will understand the history of the oil patch.
- The student will be able to demonstrate the basic concepts and terminology used in the production of oil.
- The student will be able to describe the activities and terms of the Dominion Land Survey system.

- The student will develop an understanding of reservoirs.
- The student will be familiar with enhance recovery techniques.
- The student will recognize drilling concepts including planning and the drilling rig.
- The student will be able to communicate completions and workovers.
- The student will be able to identify equipment and facilities on an oil lease and oil batteries.
- The student will be able to explain the use of pipelines in the oil industry.

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:

GRANDE PRAIRIE REGIONAL COLLEGE			
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

EVALUATIONS:

Assignments	25%
Quizzes	15%
Mid-Term Exam	25%
Field Trip	10%
Final Exam	25%

STUDENT RESPONSIBILITIES:

In addition to the *Student Rights and Responsibilities* as set out in the college website, the following guidelines will maintain an effective learning environment for everyone:

1. Regular attendance is expected of all students in all classes. Your success in this course is directly linked to your attendance. Attendance will be taken daily.
2. Students are expected to be punctual. Arrive on time for classes and remain for the duration of scheduled classes.
3. Refrain from disruptive talking or socializing during class time.
4. Be respectful of others regarding food or beverages in the classroom. Clean up your eating area and dispose of garbage.
5. Recycle paper, bottles, and cans in the appropriate containers.
6. Children are not permitted in the classrooms.
7. Students are expected to notify the instructor of any extenuating circumstances.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies/**

**Note: all Academic and Administrative policies are available on the same page.

COURSE SCHEDULE/TENTATIVE TIMELINE:

September 12, 2011	Introductions Course Outline Course Overview History of the Oil Patch Pages 1-20
September 19, 2011	Geology & Exploration Pages 21-38 Quiz
September 26, 2011	Seismic, Dominion Land Survey Pages 39-47 Assignment Drilling Pages 48-63
October 3, 2011	Production Pages 64-78 Recovery, characteristics of Gas & Oil Sands Quiz
October 10, 2011	No Class – Thanksgiving Holiday
October 17, 2011	Processing, Equipment & Facilities Pages 79-84 Battery Schematic, Gas Schematic, Hazards Assignment & Quiz
October 24, 2011	Midterm Work on PowerPoint Presentations
October 31, 2011	Field Trip
November 7, 2011	Transportation, Oil Refineries, Marketing Pages 85-105
November 14, 2011	Terminology, Measurement, SRD, Economics Pages 106-113 Safety
November 21, 2011	Invoicing, Bids, Blueprints Work on PowerPoint Presentation
November 28, 2011	Presentations
December 5, 2011	Presentations & Final Exam Review

***Please note that the course schedule is a tentative class guide and is subject to change.**