



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2012

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 and gas.
- 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 enhanced recovery techniques.
- The student will recognize drilling concepts including planning and the drilling rig.
- The student will be able to identify equipment and facilities on an oil lease and oil batteries.
- The student will understand the refining process.
- The student will be able to list uses of petroleum products.
- The student will recognize the various sectors of the oil industry.
- The student will be aware of safety hazards and risk assessments.
- 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:

In Class Assignments	15%
Quizzes	10%
Mid-Term Exam	25%
Field Trip	5%
PowerPoint Presentation	20%
Final Exam	25%

All assignments are due at the beginning of class. Late assignments will be deducted 5% per day.

A late assignment or lab will not be accepted once the assignment or lab has been returned to the students,

*If you are **absent from a test or exam**, you MUST let me know (by email or voice message) the day of the missed test that you will not be writing the test. Also you might be asked to provide a doctor's certificate that explains your absence for that particular time. Only then will an alternate time be scheduled for you to write a different test or exam.*

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.
8. Sending or receiving electronic messages during class or lab time will not be tolerated.

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/**

COURSE SCHEDULE/TENTATIVE TIMELINE:

September 10, 2012	Introductions Course Outline Course Overview History of the Oil Patch Pages 1-19
September 17, 2012	Geology, Exploration & Seismic Pages 20-38 Quiz
September 24, 2012	Seismic, Surveying and the Dominion Land Survey System Pages 39-47 Assignment Drilling Pages 48-63
October 1, 2012	Production Pages 64-78 Recovery, characteristics of Gas & Oil Sands Quiz
October 8, 2012	No Class – Thanksgiving Holiday
October 15, 2012	Midterm Work on PowerPoint Presentations
October 22, 2012	Processing, Equipment & Facilities Pages 79-84 Battery Schematic, Gas Schematic, Hazards Assignment & Quiz
October 29, 2012	Field Trip
November 5, 2012	Transportation, Oil Refineries, Marketing Pages 85-105
November 12, 2012	No Class – Fall Break
November 19, 2012	Safety
November 26, 2012	Terminology, Measurement, SRD, Economics Pages 106-113 Work on PowerPoint Presentation
December 3, 2012	Presentations
December 10, 2012	Presentations & Final Exam Review

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