



## DEPARTMENT OF OFFICE ADMINISTRATION

### COURSE OUTLINE – FALL 2013

#### 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 – Canadian Resources. Global Markets. Eighth 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 <sup>+</sup>	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C <sup>-</sup>	1.7	60 – 62	
D <sup>+</sup>	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 10% per day.***

A late assignment will not be accepted once the assignment 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) a minimum of an hour before class, 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, quiz 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 [https://www.gprc.ab.ca/files/forms\\_documents/Student\\_Misconduct.pdf](https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf)

## COURSE SCHEDULE/TENTATIVE TIMELINE:

September 9, 2013	Course Outline Course Overview Introduction to Petroleum Pages 1-24
September 16, 2013	Exploration Pages 26-33 Quiz/Assignment
September 23, 2013	Assignment Drilling Pages 34-44 Production Pages 46-61
September 30, 2013	Production Pages 46-61 Processing Pages 64-69 Quiz
October 7, 2013	Field Trip Video Midterm
October 14, 2013	No Class – Thanksgiving Holiday
October 21, 2013	Field Trip
October 28, 2013	Transportation Pages 70-78 Assignment
November 4, 2013	Refining Pages 82-87 Marketing Pages 88-91
November 11, 2013	No Class – Fall Break
November 18, 2013	Safety
November 25, 2013	Terminology & Paperwork Sustainable Development Pages 94-118 Assignment/Quiz
December 2, 2013	Presentations
December 9, 2013	Presentations & Final Exam Review

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