



DEPARTMENT OF OFFICE ADMINISTRATION

COURSE OUTLINE - FALL 2014

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

INSTRUCTOR: Raymond Savage **PHONE:** 780.539.2712
OFFICE: C404 **E-MAIL:** rsavage@gprc.ab.ca

OFFICE HOURS: By appointment or Drop in

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:

- 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:

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

EVALUATIONS:

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

STUDENT RESPONSIBILITIES:

To read, understand and comply with GPRC academic policies.

**Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at

https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

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COURSE SCHEDULE/TENTATIVE TIMELINE:

<u>Week</u>	<u>Topic</u>	<u>Chapters</u>	<u>Notes</u>
1	Outline/Introduction	Pp: 1-24	Our Petroleum Challenge
2	Exploration	Pp: 26-33	
3	Drilling	Pp: 34-44	
4	Production	Pp: 46-61	
5	Processing	Pp: 64-69	
6	Midterm		
7	Field Trip		
8	Transportation	Pp: 70-78	
9	Refining	Pp: 82-87	
	Marketing	Pp:88-91	
10	Safety		
11	Terminology & Paperwork		
12	Sustainable Development	Pp:94-118	
13	Presentations		
14	Presentations		
15	Final Exam		
16			

Course Policies:

Exams: Any missed exams will result in a grade of 0% without prior arrangements.

Quizzes: Any missed quizzes will be written during the next scheduled class or a grade of 0% will be assigned.

Projects/Assignments/Other:

- **DUE DATE** : Due without penalty at end of scheduled class
- **DEAD DATE**: Beginning of next scheduled class period after Due Date: 25% Penalty
- No_Projects/Assignments/Other will be accepted after the **DEAD DATE**