

**Grande Prairie Regional College**  
**Office Administration**  
**Course Outline**  
**OA2520 A2- Petroleum Terminology for Field Operations**

**Text**            **Our Petroleum Challenge – Sustainability into the 21<sup>st</sup> Century**

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|--------------------------------|--|
| (1) September 6th              | <b>No Class – Labor Day</b>  |
| (2) September 8th              | Introductions<br>Class Outline and Expectations<br>Overview of course<br>Pages 1-33        |
| (3) September 13th             | Geology Pages 34-38<br>Review<br>Quiz  |
| (4) September 15 <sup>th</sup> | Dominion Land Survey Pages 39-42;<br>Review<br>Quiz  |
| (5) September 20th             | Drilling & Completions Pages 43-64<br>Review<br>Quiz                                       |
| (6) September 22 <sup>nd</sup> | Recovery, Characteristics of Natural Gas & Oil Sands Pages 65-78<br>Review<br>Quiz         |
| (7) September 27 <sup>th</sup> | Production Operations, CAPP, Equipment, Facilities Pages 79-84<br>Review<br>Quiz           |
| (8) September 29th             | Battery Schematic, Gas Schematic, Hazards<br>Review<br>Quiz                                |
| (9) October 4 <sup>th</sup>    | <b>No Evening Class</b><br><b>Field Trip – Gas Plant and Oil Battery</b>                   |
| (10) October 6th               | Mid Term<br>Mark & Review  |
| (11) October 11th              | <b>No Class – Thanks giving</b>  |
| (12) October 13 <sup>th</sup>  | Review Field Trip; Transportation; Oil & Refineries, Marketing Pages 85-102<br>Review Quiz |
| (13) October 18 <sup>th</sup>  | Terminology, Measurement, SRD, Economics Pages 103-113<br>Review<br>Quiz                   |
| (14) October 20 <sup>th</sup>  | Working Class - Power Point Presentation   |
| (15) October 25 <sup>th</sup>  | Present Power Point Assignment – Final Exam Review   |
| (16) October 27 <sup>th</sup>  | Final Exam   |

Grade Scale  
Final 25%  
Mid Term 25%  
Quizzes 15%  
Field Trip 15%  
Assignment 20%

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