

# GRANDE PRAIRIE REGIONAL COLLEGE

## DEPARTMENT OF OFFICE ADMINISTRATION



### COURSE OUTLINE

OA2550, Natural Gas and Gas Terminology for Field Operations (3) (3-0-0) 45 hours

<b>Instructor</b>	Sharron Barr	<b>Phone</b>	Office: 780 – 539 - 2979 Text Messages: 780 – 897 - 6676 Home: 780 – 532 - 9236
<b>Office</b>	E309 or A313B	<b>E-mail</b>	sbarr@gprc.ab.ca

**Contact Hours** You are welcome to call me at these contacts numbers and discuss any challenges or questions you may have about the course.

**Credit/Contact Hours:** 45 hours

**Delivery Mode(s):** Lecture, Lab, Blackboard Resources

**Description:**

This course provides and familiarizes administrative personnel working in gas-related office careers with common gas field procedures and terminology. In Alberta, more than 50 per cent of the working population is directly employed in the exploration, production, refining or transportation of oil and gas. Another 35 percent are influenced by the activity of this vast industry. Understanding the interrelationship of the companies is a challenge faced daily by administrative support employees at all levels. This course takes a look at this complex industry and its unique terminology and helps employees to understand their role by focusing on the different areas of the industry. Field trips and safety courses will be a component of this course.

**Course Objectives:**

- The student will be able to explain the physical properties and the makeup of Natural Gas as it pertains to typical gas contract specifications
- The student will be able to describe wellhead and pipeline equipment, operational procedures and problems and gas metering.
- The student will understand joint ventures.
- The student will be introduced to gas measurement and reporting.

- The student will explain the characteristics of shallow gas.
- The student will be introduced to marketing concepts for oil, gas, NGL and Sulpher
- The student will become familiar with the roles of key gas field industry personnel through a guest lecture series.
- The student will be introduced to basic concepts and terminology used in geology for and the production of gas.
- The student will become familiar with the terms and concepts associated with Natural Gas Purchase/Sale Contracts.
- The student will be introduced to the concepts of gas and product allocation.
- The student will develop a reference manual and glossary of terms.
- The student will complete their Occupational First Aid BC and AB with CRP Level 1, H2S Alive, and WHMIS certification.
- The student will develop a critical employability skills portfolio and resume.

**Course Policy:**

- Assignments are due on the dates set by instructor. Late assignments are not accepted.
- Tests are to written as scheduled.
- Academic honesty: please refer to page 44 of your College Calendar
- All course assignments must be completed and marked in order receive a grade in the course including field trips.
- Marks sheets will be maintained by the instructor and forwarded to students as attachments with updates as work in completed.

**Grading Criteria:**

Module Tests (8)	40%
Gas and Natural Gas Field Reference Manual and Glossary of Terms	10%
Employability Skills Portfolio and Resume	20%
Safety courses	30%

Grades will be assigned on the Letter Grading System.

<b>Office Administration Department Grading Conversion Chart</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

**Course Schedule** Note: this is a compressed course in order to be scheduled in coordination with the oilfield industry “slower” times. Classes will run two nights a week for a period of eight weeks. Field trips and the course final exam will be organized within this 8 week period.

CLASS	Assigned Work
1	Field Handling and Gas Processing - Module 3.1
2	Safety Courses Module 3.1 Test
3	Joint Venture Accounting – Module 3.2 Safety Courses
4	Module 3.2 Test Safety course completed
5	Gas Measurement – Module 3.3
6	Module 3.3 Test Shallow Gas – Module 3.4
7	Module 3.4 Test EUB Gas Well and Facility Reporting - Module 3.5
8	Module 3.5 Test Oil, Gas, NGL and Sulphur Marketing – Module 3.6
9	Module 3.6 Test Natural Gas Purchase / Sale Contracts – Module 3.7
10	Winter Break
11	Module 3.7 Test Plant Allocations – Module 3.8
12	Module 3.8 Test
13	Field Trip