



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – FALL 2019

OA1710 A2: Oil and Gas Terminology – 3(3-0-0) 45 Hours for 15 Weeks

Monday, Wednesday 10:00 AM – 11:20 AM, Room E306

INSTRUCTOR: Dawn Greig

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OFFICE HOURS: Tuesday & Thursday

11:30 AM to 1:00 PM or by appointment

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 will cover topics on how oil and gas is formed, found, developed, produced, refined, and marketed and accounted for.

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS:

Bott, R. D., Carson, D. M., & Coglton, D. (2013). Our Petroleum Challenge. Canadian Resources. Global Markets. In The Canadian Centre for Energy Information, & J. Kubik (Ed.).

Text made available to students via Moodle in 'pdf' format.

DELIVERY MODE(S):

Lecture, Moodle resources, in-class assignments, PowerPoint Presentations and presentations from industry representatives.

COURSE OBJECTIVES:

1. The student will understand the history of the oil patch.
2. The student will be able to demonstrate the basic concepts and terminology used in the production of oil and gas.
3. The student will be able to describe the activities and terms of the Dominion Land Survey system.
4. The student will develop an understanding of reservoirs.
5. The student will be familiar with enhanced recovery techniques.
6. The student will recognize drilling concepts including planning and the drilling rig.
7. The student will be able to identify equipment and facilities on an oil lease and oil batteries.
8. The student will understand the refining process.

9. The student will be able to list uses of petroleum products.
10. The student will recognize the various sectors of the oil industry.
11. The student will be aware of safety hazards.
12. The student will be able to explain the use of pipelines in the oil industry.
13. Overview of oil patch activities, common terms, roles, industry professional and governmental organizations.

LEARNING OUTCOMES:

1. This course provides students with an overview of oil patch activities.
2. Common terms, roles, industry professional and governmental organizations are presented.
3. Industry related office procedures and processes are briefly introduced.
4. How oil and gas is formed, found, developed, produced, refined, and marketed are presented.

TRANSFERABILITY:

A list of institutions to which this course transfers (For example: UA, UC, UL, AU, GMU, CU, CUC, KUC. Please note that this is a sample and it must be replaced by your specific course transfer)

***Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**** 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**

EVALUATIONS:

| | |
|----------------------|-------------|
| In-Class Assignments | 20% |
| Quizzes | 10% |
| Mid-Term Exam | 25% |
| Major Project | 15% |
| Final Exam | 30% |
| Total | 100% |

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Alpha Grade | 4-point Equivalent | Percentage Guidelines |
|-------------|--------------------|-----------------------|-------------|--------------------|-----------------------|
| A+ | 4.0 | 90-100 | C+ | 2.3 | 67-69 |
| A | 4.0 | 85-89 | C | 2.0 | 63-66 |
| A- | 3.7 | 80-84 | C- | 1.7 | 60-62 |
| B+ | 3.3 | 77-79 | D+ | 1.3 | 55-59 |
| B | 3.0 | 73-76 | D | 1.0 | 50-54 |
| B- | 2.7 | 70-72 | F | 0.0 | 00-49 |

In order to receive credit for Business Administration and Office Administration first year courses, **you must achieve 50 percent on the final examination or final project**, and a course composite grade of at least D (50%).

STUDENT RESPONSIBILITIES:

Participation:

Regular attendance is critical to success in OA 1710. Should a student be unable to attend a class, it is the student's responsibility to acquire the material missed and to complete the assigned readings, in-class work, and assigned homework. In class assignments, exercises and exams not uploaded in Moodle by the preset deadline will result in a grade of zero.

Recording:

Recording (audio, image, video) is permitted only for individual study and **only with instructor approval prior to the recording being done**. Any other use of recording constitutes Non-academic Misconduct and will be dealt with in accordance with the Student Code of Conduct procedures.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, 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 <http://www.gprc.ab.ca/about/administration/policies/>

**Note: all Academic and Administrative policies are available on the same page.