**Oil and Gas Operations**

Subject Code: 010718

Course & Unit Descriptions

**Course Description:**

Students will develop the skills applicable for the exploration, extraction and production of petroleum, natural gas and coal. They will learn practices related to the exploration, leasing, surveying, drilling, geophysical logging and completion process. Students will become familiar with wellhead and surface production equipment. Throughout the course, students will learn sampling, analysis, monitoring and control techniques for effective environmental management in the extractive industries.

**Unit:**

Outcome 1.1

Employability Skills: Develop career awareness and employability skills (e.g., face-to-face, online) needed for gaining and maintaining employment in diverse business settings.

Competency:

1.1.1 Identify the knowledge, skills and abilities necessary to succeed in careers.

1.1.2 Identify the scope of career opportunities and the requirements for education, training, certification, licensure and experience.

1.1.3 Develop a career plan that reflects career interests, pathways and secondary and postsecondary options.

1.1.4 Describe the role and function of professional organizations, industry associations and organized labor and use networking techniques to develop and maintain professional relationships.

1.1.5 Develop strategies for self-promotion in the hiring process (e.g., filling out job applications, resumé writing, interviewing skills, portfolio development).

1.1.6 Explain the importance of work ethic, accountability and responsibility and demonstrate associated behaviors in fulfilling personal, community and workplace roles.

1.1.7 Apply problem-solving and critical-thinking skills to work-related issues when making decisions and formulating solutions.

1.1.8 Identify the correlation between emotions, behavior and appearance and manage those to establish and maintain professionalism.

1.1.9 Give and receive constructive feedback to improve work habits.

1.1.10 Adapt personal coping skills to adjust to taxing workplace demands.

1.1.11 Recognize different cultural beliefs and practices in the workplace and demonstrate respect for them.

1.1.12 Identify healthy lifestyles that reduce the risk of chronic disease, unsafe habits and abusive behavior.

Outcome 1.2

Leadership and Communications: Process, maintain, evaluate and disseminate information in a business. Develop leadership and team building to promote collaboration.

Competency:

1.2.1 Extract relevant, valid information from materials and cite sources of information.

1.2.2 Deliver formal and informal presentations.

1.2.3 Identify and use verbal, nonverbal and active listening skills to communicate effectively.

1.2.4 Use negotiation and conflict-resolution skills to reach solutions.

1.2.5 Communicate information (e.g., directions, ideas, vision, workplace expectations) for an intended audience and purpose.

1.2.6 Use proper grammar and expression in all aspects of communication.

1.2.7 Use problem-solving and consensus-building techniques to draw conclusions and determine next steps.

1.2.8 Identify the strengths, weaknesses and characteristics of leadership styles that influence internal and external workplace relationships.

1.2.9 Identify advantages and disadvantages involving digital and/or electronic communications (e.g., common content for large audience, control of tone, speed, cost, lack of non-verbal cues, potential for forwarding information, longevity).

1.2.10 Use interpersonal skills to provide group leadership, promote collaboration and work in a team.

1.2.11 Write professional correspondence, documents, job applications and resumés.

1.2.12 Use technical writing skills to complete forms and create reports.

1.2.13 Identify stakeholders and solicit their opinions.

1.2.14 Use motivational strategies to accomplish goals.

Outcome 1.3

Business Ethics and Law: Analyze how professional, ethical and legal behavior contributes to continuous improvement in organizational performance and regulatory compliance.

Competency:

1.3.1 Analyze how regulatory compliance (e.g., United States Department of Agriculture [USDA], Food and Drug Administration [FDA], United States Department of Interior [USDI], Ohio Livestock Care Standards, water quality standards, local water regulations, building codes) affects business operations and organizational performance.

1.3.4 Identify how federal and state consumer protection laws affect products and services.

1.3.5 Access and implement safety compliance measures (e.g., quality assurance information, safety data sheets [SDSs], product safety data sheets [PSDSs], United States Environmental Protection Agency [EPA], United States Occupational Safety and Health Administration [OSHA]) that contribute to the continuous improvement of the organization.

1.3.6 Identify deceptive practices (e.g., bait and switch, identity theft, unlawful door-to-door sales, deceptive service estimates, fraudulent misrepresentations) and their overall impact on organizational performance.

1.3.8 Verify compliance with computer and intellectual property laws and regulations.

Outcome 1.6

Business Literacy: Develop foundational skills and knowledge in entrepreneurship, financial literacy and business operations.

Competency:

1.6.1 Identify business opportunities.

1.6.5 Describe organizational structure, chain of command, the roles and responsibilities of the organizational departments and interdepartmental interactions.

1.6.6 Identify the target market served by the organization, the niche that the organization fills and an outlook of the industry.

1.6.7 Identify the effect of supply and demand on products and services.

1.6.8 Identify the features and benefits that make an organization’s product or service competitive.

Outcome 1.10

Sales and Marketing: Manage pricing, place, promotion, packaging, positioning and public relations to improve quality customer service.

Competency:

1.10.1 Identify how the roles of sales, advertising and public relations contribute to a company’s brand.

1.10.2 Determine the customer's needs and identify solutions.

1.10.3 Communicate features, benefits and warranties of a product or service to the customer.

1.10.5 Monitor customer expectations and determine product/service satisfaction by using measurement tools.

1.10.6 Discuss the importance of correct pricing to support a product’s or service’s positioning in the marketing mix.

1.10.7 Describe the importance and diversity of distribution channels (i.e., direct, indirect) to sell a product.

1.10.9 Describe how product mix (e.g., product line, product items) maximizes sales revenues, market, share and profit margin.

Outcome 1.11

Principles of Business Economics: Examine and employ economic principles, concepts and policies to accomplish organizational goals and objectives.

Competency:

1.11.1 Identify the economic principles that guide geographic location of an industry's facilities (e.g., relative scarcity, price, quantity of products and services).

1.11.4 Determine how the quality, quantity and pricing of goods and services are affected by domestic and international competition in a market economy.

1.11.8 Identify the relationships between economy, society and environment that lead to sustainability.

1.11.9 Describe how laws and regulations influence domestic and international trade.

Outcome 1.12

Site and Personal Safety Procedures: Follow site and personal safety procedures in specific situations with specialized tools and equipment, evaluate the situation and take corrective action.

Competency:

1.12.1 Use Occupational Safety and Health Administration (OSHA) defined procedures for identifying employer and employee responsibilities, working in confined spaces, managing worker safety programs, using ground fault circuit interrupters (GFCIs), maintaining clearance and boundaries and labeling.

1.12.2 Interpret safety signs and symbols.

1.12.4 Describe how working under the influence of drugs and alcohol increases the risk of accident, lowers productivity, raises insurance costs and reduces profits.

1.12.5 Identify the location of emergency flush showers, eyewash fountains, Safety Data Sheets (SDSs), fire alarms and exits.

1.12.6 Identify procedures for the handling, storage and disposal of hazardous materials.

1.12.7 Select, use, store, maintain and dispose of personal protective equipment (PPE), appropriate to job tasks, conditions and materials.

1.12.8 Identify safety hazards and take corrective measures.

1.12.9 Identify, inspect and use safety equipment appropriate for the task.

1.12.10 Follow established procedures for the administration of first aid and contact emergency medical

personnel when necessary.

1.12.12 Apply inspection, rejection criteria, hitch configurations and load handling practices to slings and

rigging hardware.

1.12.13 Demonstrate the proper use of American National Standards Institute (ANSI) hand signals.

1.12.14 Identify the source of electrical hazards and use shutdown and established lock-out/tag-out

procedures.

1.12.15 Select and operate fire extinguishers based on the class of fire.

1.12.17 Identify symptoms of exposure to health-threatening environments(e.g., temperature; chemical

noise, vibration, harshness [NVH] hazards).

Outcome 4.1

Tool, Stationary and Mobile Equipment Maintenance: Inspect, clean, maintain and perform planned preventative maintenance on tools, machinery, implements and equipment.

Competency:

4.1.1 Identify the types of hand tools, power tools and stationary equipment and describe their functions.

4.1.2 Ensure the presence and functionality of safety systems and hardware.

4.1.3 Identify potential hazards and limitations related to the use of hand tools, power tools and stationary equipment.

4.1.4 Maintain machinery, equipment, instrument and facility cleanliness, appearance and safety.

4.1.11 Calibrate metering, monitoring and sensing equipment.

Outcome 4.2

Equipment Operations: Operate and maintain mechanical equipment and power systems.

Competency:

4.2.1 Follow manufacturer’s recommended operating procedures and adjustment specifications.

4.2.2 Differentiate among the functions, limitations and proper use of equipment, equipment controls and instrumentation.

Outcome 5.4

Surveying and Mapping: Perform surveying procedures to construct a site plan.

Competency:

5.4.1 Identify civil drafting symbols and abbreviations.

5.4.2 Interpret maps, topographic site plans, deeds and aerial or satellite imagery for site planning.

5.4.3 Perform site measurements.

5.4.4 Integrate map and surveying data into geographic information system (GIS) or computer aided design (CAD) software.

5.4.5 Identify topographical and existing features of areas, including property lines, benchmarks, utilities, streets and setbacks, on survey maps, parcel maps and plats.

Outcome 6.1

Soils: Apply knowledge of soil characteristics and soil information resources to overcome any existing soil use limitations while maintaining or improving soil quality.

Competency:

6.1.2 Describe the relationship among physical properties of soils.

6.1.8 Describe soil limitations in agronomic, urban and natural resource practices.

6.1.9 Evaluate soil survey data and implement management decisions.

Outcome 6.8

Contaminants and Pollution Control: Assess an affected area, determine the source and type of contaminant and respond.

Competency:

6.8.2 Determine the types, sources and impact of natural and man-made contaminants.

6.8.6 Describe the environmental impact from both industrial and nonindustrial processes.

6.8.10 Develop and implement various emergency response plans.

Outcome 6.9

Hazardous Materials and Waste Management: Follow and apply handling, storage and recording procedures for hazardous materials and waste.

Competency:

6.9.3 Demonstrate appropriate responses for major types of hazardous materials disasters (e.g., chemical releases, fires, explosions).

6.9.5 Demonstrate safe management, handling, disposal and recycling procedures for hazardous materials and waste.

6.9.8 Prepare hazardous materials for transportation and storage in accordance with regulations.

Outcome 9.1

Energy Sources: Identify energy sources according to their economic viability, sustainability and environmental impact.

Competency:

9.1.1 Identify, compare and contrast fossil fuel sources and the technology used to generate energy.

9.1.4 Identify the social, economic and environmental drivers and barriers that influence the development and use of energy sources.

9.1.5 Calculate fuel equivalents among energy sources.

9.1.6 Trace the transformations of energy within a system (e.g., mechanical to electrical, chemical to mechanical).

9.1.7 Determine best management practices (e.g., carbon sequestration, conservation, animal safety, efficiency) that lessen environmental impact.

9.1.8 Perform an energy evaluation to determine the best social, economic and environmental solution.

Outcome 9.2

Crude Oil and Natural Gas: Describe the processes for exploring, drilling, producing, transporting, marketing and refining crude oil and natural gas.

Competency:

9.2.1 Describe the role of geology in the formation, migration and trapping of crude oil and natural gas.

9.2.2 Assess how crude oil and natural gas wells are sited, designed and installed.

9.2.3 Identify and explain the processes associated with drilling (e.g., rig types, blowout prevention, drilling fluids, casing, cementing).

9.2.4 Evaluate different environmental procedures for the storage, containment, transporting, recycling, processing and disposing of drilling liquids (e.g., drilling fluids, brine, flow-back).

9.2.5 Identify and apply the appropriate permits and laws associated with crude oil and natural gas industry.

9.2.6 Identify the different processes for producing, treating, compressing, transporting, processing and storing crude oil and natural gas.

9.2.7 Operate and maintain compressor, cryogenic and dehydration equipment.

9.2.8 Identify the products and byproducts of crude oil and natural gas extraction and refining.