

LAND ASSISTANT AND LAND SECRETARY COURSE OUTLINE AND SCHEDULE

I. Industry Introduction

- A. "From Prospect to Pipeline"
- B. Role of Land Department
 - 1. Interaction with other departments in company
 - 2. Interaction with outside companies
 - 3. Interaction with landowners

II. Land

- A. Land Department
 - b. Land Manager
 - c. Landman
 - d. Land Secretary
 - e. Land Assistant or Technician
 - f. File Clerk
- B. Land Administration Department
 - 1. Lease Records Supervisor
 - a. Lease Analysts
 - b. Secretary
 - b. Division Order Supervisor
 - a. Division Order Analysts
 - b. Secretary

III. Types of Contracts, their Preparation and Recordation

- A. Types of Contracts
 - 1. Leases
 - 2. Operating Agreements
 - Exhibit "C" COPAS
 - 3. Farmout Agreements
 - 4. Dry Hole, Bottom Hole and Acreage Contribution Agreements
 - 5. Gas Contracts
 - 6. Purchase and Sale Agreements
 - 7. Division Orders and Transfer Orders
 - 8. Rights of Way and other Surface Use Agreements
 - 9. Pooling Agreements
 - 10. Assignments
 - 11. Other Agreements
- B. Document Preparation
 - 1. Document Drafting and Letter Writing

2. Executing Instruments
3. Who Can Sign an Oil and Gas Lease

C. Recording Documents

1. Recordation
2. Land Records

IV. Land Files

V. Types of Interests

Definitions
Gross and Net Acres
Calculations

VI. Property Law Overview

- A. History of Mineral Ownership
- B. Contracts

VII. State Information

- A. Private and Public Lands in Texas
- B. State Statutes (Texas, Louisiana, Oklahoma and New Mexico)
 - Community and Separate Property
 - Homestead
 - Payment of Proceeds from Production
 - Surface Damages

IX. Review

X. Exam