



Course Number and: Section PTAC-2420-201C
Name of Course: Process Tech II Systems
Course Semester: Fall 2025
Time and days of course: Tues & Thur 6pm-8:50pm

Instructor Information:

Name: M.Davis
Email: Mdavis337@com.edu

Office hours and location:

Tues: 5pm-6pm and 8:50pm-9:20pm
Thur: 5pm-6pm and 8:50pm-9:20pm

Required Textbook/Materials: (You will need your text book for this class)

Process System First edition
Pearson (NAPTA)
ISBN-13: 978-0-13-692904-8

Course Description:

Process Technology II – Systems is one of the eight core courses in the Process Technology Curriculum, sponsored by the North American Process Technology Alliance. The two-year program has been created to train students for careers as Process Technicians in the chemical and refining process industries. This course is a critical building block in preparation for PTAC Operations, Unit Operations and Troubleshooting. All prerequisites must be met.

Process Technology II – Systems introduces students to many process industry related Systems concepts including basic systems, the purpose and function of specific process systems, the methods of controlling process systems and abnormal process conditions. A strong emphasis on distillation basics and operation will be pursued.

Course requirements: (including description of any special projects or assignments)

This is based on the completion of all HW Assignments, Quizzes and Exams on time.

- 1) Students are required to put Name and Date on their HW assignments, quizzes and exams. Points will be deducted (at instructor's discretion) for not complying.
- 2) For HW's, assignments, etc., **pages must be stapled** – (loose pages will not be accepted). **Homework is due at the beginning of class - on due date or by the date specified in blackboard if an assignment is given electronically.**

- 3.) Students must take quizzes or exams in their own class and during the allowed time only.
- 4.) Students will turn in the same number of pages handed out during a quiz or exam. If not, you will get a score of zero for the quiz or the exam. Also, students who do not turn in their quiz or exam (i.e. walk out with the quiz or the exam) will get an “F” for the course.
- 5.) Students will not make copies or take pictures of quizzes and exams (including graded quizzes or exams). This will result in an immediate “F” for the course.

Determination of Course Grade/Detailed Grading Formula: (methods of evaluation to be employed to include a variety of means to evaluate student performance)

Grading Policy

Assignments - 10%

Homework assignments will be collected throughout the semester. As stated in the course requirements all homework will be due at the beginning of class or by the date specified in D2L if the assignment is given electronically. Late, unexcused work will not be accepted. Due dates and overall point values will be clearly stated.

Quizzes – 10%

Quizzes will be given throughout the semester.

Test – 80%

There will be four tests given throughout the semester. Your tests are worth 20% each. Tests are cumulative to the lecture and textbook chapter content as announced by the instructor.

An unexcused absence will result in a test grade of zero.

If a student misses one exam for a valid, excused reason, the final exam can replace the missed grade. If a student does not have an exam exemption due to a valid, excused reason, the final exam can replace a student’s lowest test grade. This only applies if it improves the final overall grade for the student.

Late Work, Make-Up, and Extra-Credit Policy:

1. Make-up exams should be scheduled with your instructor ASAP (preferably prior to the exam) and should be taken by the next class period or within 5 working days of the original date, whichever comes first. The penalty for make-up exams will be a deduction of 10% of the score made, unless the make-up exam was scheduled prior to the original exam date. After 5 working days, a grade of

0 (zero) will be entered for that exam. At the instructor's discretion, make up exams may be in a different format from the scheduled exam.

2. Makeup exams will not be allowed after 5 working days past their original date. This will be strictly enforced. **Only 1 make-up exam will be allowed (with excuse absence only).**

3. Students who walk out of an exam will be given a score of zero for it. There will not be a makeup for that exam.

4. Makeup quizzes will not be allowed. This will be strictly enforced. A grade of zero will be given in those cases

5. Late or make up homework/assignments will not be allowed. This will be strictly enforced. A grade of zero will be given in those cases

6. Makeup exams, graded quizzes, homework, class handouts and other work are the responsibility of the student and not that of the instructor.

7. No Extra credit will be given

Attendance Policy: Students are expected to attend class and participate

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Describe the purpose and function of common process systems	Critical Thinking Empirical and Quantitative skills Personal responsibility and attendance	HW's, Quizzes, Exams, Class attendance & participation
2. Explain and demonstrate the operation of each process system	Critical Thinking Empirical and Quantitative skills	HW's, Quizzes, Exams

Academic Dishonesty: (Describe your academic dishonesty policy and state consequences if it is violated)

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact [insert name and title of direct supervisor] at [phone number/email address].

Course outline: (include calendar with lecture topics, due dates)

Course Schedule*:

Week#	Topic (Read chapters prior to class)	Assignments, Quizzes & Due Dates (TBA)
1	Intro + Syllabus Review + Classroom Expectations + Explain Grading % + General Review	
	Lecture: Chp. 1 Introduction to Systems	Syllabus Quiz
2	Lecture: Chp. 2 Water Systems	
	Lecture: Chp. 3 Wastewater Systems	
3	Lecture: Chp. 4 Gas Systems	
	Lecture: Chp. 5 Electrical Power Distribution System	
4	Lecture: General class discussion	Quiz Chapters 1-5
	Exam 1 (Chapters 1-5)	
5	Lecture: Chp. 7 Steam Systems	
	Lecture: Chp 13 Furnace Systems	
6	Lecture: Chp 8 Combustion Systems (Waste Treatment)	
	General System's Lecture	
7	Lecture: General class discussion	Quiz Chapters 7, 8, & 13
	Exam 2 (Chapters , 7,8,&13)	
8	Lecture: Chapters 10 Reactor System Fundamentals	
	Lecture: Chapters 11 Batch Reactor Systems	
9	Lecture: Chapters 12 Continuous Reactor Systems	
	Lecture: Chapters 16 Distillation Systems	
10	Lecture: General class discussion	Quiz Chapters (10, 11,12, &16)
	Exam # 3 (10, 11, 12, & 16)	
11	Lectures: Chp 9 Refrigeration Systems	
	Lectures: Chapter 14 Filtration System	
12	Lectures: Chapter 15 Adsorption Systems	

	Lectures: Chapter 17 Extraction Systems	
13	Lectures: Chapter 18 Absorption and Stripping Systems	
	Lecture: General class discussion	Quiz Chapters (6, 9, 14, 15, 17, 18)
14	Exam #4	
	Student Meetings	
15	Lab & Activities	
	No Class	
16	Student Meetings	
	Student Meetings	

*Schedule is subject to change at the discretion of the instructor.

The instructor reserves the right to make changes to this syllabus & the schedule during the semester as needed to facilitate instruction and/or course needs.

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook <https://www.com.edu/student-services/student-handbook.html>. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodation is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 1. The last date to withdraw from the 16-week session is November 14. The last date to withdraw for the 2nd 8-week session is November 25.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.