



PTAC 1302.201C1
Introduction to Process Technology
Fall 2025
6pm – 8:50pm Mon/Wed

Instructor Information:

Kisha Joiner, rjoiner@com.edu,
409-933-8499
ICB RM# 207-16 Office

Office Hours and Location

ICB #207-16
Mon & Wed 6:00 pm – 8:50 pm

Required Textbook/Materials: INTRODUCTION TO PROCESS TECHNOLOGY
NAPTA-2 ND EDITION
ISBN-13: 978-0-13-480824-6

Course Description: PTAC 1302. INTRODUCTION TO PROCESS TECHNOLOGY
(LECTURE 3, LAB 0). CREDIT 3 WECM

Course requirements: Exams, Homework, Labs, Individual Safety Presentations, Class Participation

Determination of Course Grade/Detailed Grading Formula:

Exams – 80%

Homework – 10%

Labs – 10%

Individual Safety Presentations

A= 90% - 100%

B= 80% - 89%

C= 70% - 79%

D= 60% - 69%

F= Below 60%

Late Work, Make-Up, and Extra-Credit Policy: No late work will be accepted after the due date has passed. There is no extra credit in this class.

You must give Instructor at least **2hrs** prior notice of non-attendance before a scheduled class in which work is due. You will have 48 business hours from the original due date to turn in your assignment/take exam. You may only take 2 exams/quizzes in one class day. If you **DO NOT** give at least **2hrs** notice/inform Instructor of your non-attendance, you will **NOT** be allowed to turn in missed assignments or take missed exams/quizzes. **NO EXCEPTIONS.** There is no extension for the Final Exam.

Attendance Policy: Much of the learning occurs in the classroom setting through lectures and labs. It is difficult to learn all the concepts simply by reading the course textbook, although reading the textbook is essential to being successful in this course. Class participation is essential to learning. Many of the class sessions cover topics that have no handouts. Good note taking is important to be successful in this class. Attendance is taken each class period and excessive missed classes (6) can result in the instructor dropping you from the course. **Coming to class late (more than 30 minutes) will be counted as an absence. Also, leaving the class early (before being released by the instructor) may result in an absence.**

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 statements requiring monitoring and communication expectations via D2L or other LMS)

Core Objectives: Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. **Critical Thinking Skills: Students** will demonstrate creative thinking skills, innovation, and ability to analyze, evaluate and synthesize information.
2. **Communication Skills: Students** will develop, interpret, and express ideas through written, oral, and visual communication.
3. **Personal Responsibility: Students** will demonstrate the ability to connect choices, actions and consequences to decision making.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
Define and use terminology	*Critical thinking	Homework, Exams, Quizzes, Labs
Identify and describe components, basic functions and scientific principles associated with process equipment.	*Critical Thinking *Communication-writing *Personal Responsibility-attendance and communication with instructor	Homework, Exams, Quizzes, Class Attendance, Safety Presentations, Team Activities and Labs

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy via the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for appropriate discipline action. **IN OTHER WORDS, If the student is caught cheating on any classwork of any kind, they get an immediate 0% for that grade. If two students copy each other's work, both get zeros."**

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 Derrick Lewis, Department Chair at 409-933-8607 office dlewis22@com.edu email.

Course outline:

MON/WED

Course outline: **Schedule is subject to change at the discretion of the instructor based on instruction and/or course needs. **

Week #	Topic	Assignments & Homework Due Dates
WK - 1 8/18 Mon	Purchase books from bookstore or online. Introduction, Syllabus, Assignments, Lab, Safety Topics, Teams/Diversity Groups, Ice Breaker Exercises	Read Chapters 1, 2, 3
8/20 Wed	Chapter 1-Process Technology-Overview Chapter 2-Mineral Extraction Industries: Oil & Gas & Mining Chapter 3-Chemical and Pharmaceutical Industries	Read Chapters 4, 6, & 8 CYK-Ch. 4, 6, & 8
WK - 2 8/25 Mon	Chapter 4-Power Generation Industry Chapter 6-Water and Wastewater Treatment Industry Chapter 8-Working as Teams CYK-Chapters 4,6, & 8 Due	Study Exam 1-(Ch. 1,2,3,4,6,8)
8/27 Wed	Exam 1 (Ch. 1,2,3,4,6,8)	Read Chapters 13, 14, & 15 CYK-Chapters 13,14, & 15

WK - 3 9/1 Mon	LABOR DAY	College Closed
9/3 Wed	Chapter 13-Process Drawings Chapter 14-Piping and Valves Chapter 15-Vessels	CYK-Chapters 13,14, &15
WK - 4 9/8 Mon	Chapters 13,14, & 15 Review CYK-Chapters 13,14, & 15 Due	Study Exam 2-(Ch. 13-15)
9/10 Wed	Exam 2 (Ch. 13,14,15)	
WK - 5 9/15 Mon	Chapters 16- 19 (Pumps, Compressors, Turbines and Electricity and Motors) CYK – 16-19- Due	CYK – 18-19
9/17 Wed	Chapters 16-19 (Exam 3) Review (Pumps, Compressor, Turbines and Electricity and Motors) Exam 3 Chapters 16-19	Read Chapters 16-19
WK - 6 9/22 Mon	Chapter 20-Heat Exchangers Chapter 21-Cooling Towers Chapter 22-Heat Exchangers Chapter 23-Cooling Towers	CYK – 18-19
9/24 Wed	Review Chapters 20-23 Exam 4 Chapters 20-23	Read Chapters 20 – 23
WK - 7 9/29 Mon	Chapters 24-26	
10/1 Wed	Exam 5 Chapters 24-26	

WK- 8 10/6 MON	Final Exam	
10/8	Final Grade Discussions (if needed)	

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/docs/Student_Handbook_2023-2024_v2.pdf. *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 with 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 accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is in the 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 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.