



PTAC-1302-211IN
Intro to Process Technology
Summer 2021
Online course Wednesday 12pm-3pm

Instructor Information: Mr. Mejia
a.mejia05@com.edu
(409)933-8140

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.

Office hours and location: Meeting time via Teams Mondays 12pm-3pm

Required Textbook: Introduction to Process Technology- by “NAPTA” Textbook
ISBN# 9780134808246

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.

Course Description: This is the introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations, plant organizations; plant process utility systems; and the physical and mental requirements of the process technician. The student will relate an overview of a typical process plant; identify process equipment; state the purpose of equipment; describe safety, safety health, and environmental components and describe the roles, and responsibilities, and work environment.

Course outline: View calendar and lecture topics handout

Attendance Policy: Attendance is counted as a grade

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 only permitted to withdraw six times during their college career by State law. The last day to withdraw is Aug.2th for 10 week courses.

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.

Academic Dishonesty: Any incident of academic policy will be dealt with in accordance with college policy and 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 the appropriate discipline action.

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 concerns with me, you continue to have questions, please contact Kelley Waters at kwaters@com.edu (409)933-8618

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

1. Reading: Ability to analyze & interpret a variety of language based & media materials
2. Writing: Competency is the ability to produce clear, correct, & coherent prose adapted to purpose, occasion & audience
3. Speaking: Competency is the ability to communicate orally in clear, coherent & persuasive language adapted to purpose
4. Listening: At the college level is the ability to analyze & interpret various forms of auditory expression
5. Critical Thinking: Embraces methods for applying qualitative skills analytically to subject matter in order to evaluate arguments & to construct alternate strategies
Creativity: Means novel product, activity or interaction demonstrating originality &/or flexibility
6. Computer Literacy: is the ability to use & apply technology in communicating, problem solving, acquiring & processing information
7. Mathematical Literacy: Ability to apply mathematical tools including technology to develop, solve, & interpret mathematical models
8. Cultural Competence: Ability to develop & demonstrate awareness, knowledge, attitudes, & skills necessary to interact in a diverse & globally interdependent world

Student Learner Outcome	Maps to SCANS Competencies	Assessed via this Assignment
Describe the roles, responsibilities, safety, environmental, and quality concepts associated with the	Reading, writing, Listening, Critical Thinking	Study of the related chapters in the textbook covering said topics and followed up with testing

work environment of a process technician		
Identify basic processes, equipment and systems.	Reading, Writing, Critical Thinking, Mathematical Literacy.	Written testing and “Hands-On” identification of equipment.

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

Grading is based on total percentage point system:

Attendance may be used to overall grade
4 Exams equals 100%

Grading Scale:

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 =D (Students must make a C or better to successfully complete the course)
- Below 60 = F

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.
https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college career. 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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.