



**PTAC 1332-101**  
**Process Instrumentation**  
**Spring 2025**  
**9pm-11:50pm T-TH**

**Instructor Information:**

Derrick Lewis

dlewis22@com.edu

409-933-8607 Office

Students may also contact the COM PTEC Administrative Office to leave a message for the instructor by contacting:

Patricia England, Administrative Assistant

Phone: 409-933-8536

E-Mail: *pengland@com.edu*

**Student hours and location:**

ICB suite 207

M-W 1pm 3:45pm

T-Th 11am-12pm

If for any reason a student wishes to meet at another time, please contact me to set up an appointment outside of the blocked times posted

**Required Textbook/Materials:**

Process Instrumentation Second Edition (NAPTA/Pearson)

ISBN-13: 978-0-13-521392-6

**Course Description:**

This is the introduction to chemical and refinery plant operations/instrumentation. Topics include process technician duties, responsibilities and expectations; plant organizations; plant process and 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, health, and environmental components; and describe the roles, responsibilities, and work environment. Prerequisite: CPT Reading 61.

**Course requirements:**

Students are required to participate in all in class and out of class activities and assignments.

**Determination of Course Grade/Detailed Grading Formula:**

Grades will be determined by Test 80% (test are timed), Quizzes 20% (quizzes are timed and given at instructors’ discretion. Quizzes may also be given Via D2L)

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

**No late work will be accepted after the due date has passed (Test and Quizzes are included in this statement). Test make up may be considered at teachers’ discretion (case by case bases).**

**Attendance Policy:**

Students are required to be in class on scheduled class days. Students who miss 6 classes during the semester may be dropped from the class. **Please see Fn Grading below.**

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. 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 statement requiring monitoring and communication expectations via D2L or other LMS)

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
1. Define and use terminology	*Critical Thinking	Homework, Exams, Quizzes
2. Identify and describe components, basic functions and scientific principles associated with process equipment	*Critical Thinking *Communication-writing *Personal Responsibility-attendance	Homework, Quizzes, Exams, Class attendance & participation,

**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 [dlewis22@com.edu](mailto:dlewis22@com.edu) 409-933-8706

**Course outline:**

Attached at the end of the syllabus

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## 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 2024-2025 v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_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 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, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto: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 1<sup>st</sup> 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto: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.

### PTAC 1332 Spring 2025 Schedule

Week#	Session	Topic	Reading Assignments & Homework Due Dates
1	1	Class Overview (Ch.1), Start Ch.2 Lecture	Read Ch 2-6/ Check your knowledge at the end of each chapter
	2	Ch.2 & Ch.3 Lecture	Read Ch 2-6/ Check your knowledge at the end of each chapter
2		Ch.3 & Ch.4 Lecture	Read Ch 2-6/ Check your knowledge at the end of each chapter
		Ch.4 & Ch. 5 Lecture	Read Ch 2-6/ Check your knowledge at the end of each chapter
3		Ch. 5 & Ch.6 Lecture	Read Ch 2-6/ Check your knowledge at the end of each chapter
		Ch 6 Lecture	Read Ch 2-6/ Check your knowledge at the end of each chapter
4		Review	Read Ch 2-6 / Check your knowledge at the end of each chapter
		Test Ch. 2-6	
5		Ch.10 Lecture / Incorporating Ch.7,8,9 and PV	Read Ch 10-14 / Check your knowledge at the end of each chapter
		Ch.11 Lecture / Incorporating Ch.7,8,9 and PV	Read Ch 10-14 / Check your knowledge at the end of each chapter
6		Ch.12 Lecture / Incorporating Ch.7,8,9 and PV	Read Ch 10-14 / Check your knowledge at the end of each chapter
		Ch.13 Lecture / Incorporating Ch.7,8,9 and PV	Read Ch 10-14 / Check your knowledge at the end of each chapter
7		Ch.14 Lecture / Incorporating Ch.7,8,9 and PV	Read Ch 10-14 / Check your knowledge at the end of each chapter
		Review – Board Drawings	Read Ch 10-14 / Check your knowledge at the end of each chapter
8		Review – Board Drawings	Read Ch 10-14 / Check your knowledge at the end of each chapter
		Review – Board Drawings	Read Ch 10-14 / Check your knowledge at the end of each chapter
9		Review – Board Drawings	Read Ch 10-14 / Check your knowledge at the end of each chapter
		Review – Board Drawings	Read Ch 10-14 / Check your knowledge at the end of each chapter
10		Review – Board Drawings	Read Ch 10-14 / Check your knowledge at the end of each chapter
		Ch. 10-14 Test	
11		Ch. 15 Lecture	Read Ch 15-16 / Check your knowledge at the end of each chapter

11		Ch. 16 Lecture	Read Ch 15-16 / Check your knowledge at the end of each chapter
12		Review – Board Drawings	Read Ch 15-16 / Check your knowledge at the end of each chapter
12		Review – Board Drawings	Read Ch 15-16 / Check your knowledge at the end of each chapter
13		Review – Board Drawings	Read Ch 15-16 / Check your knowledge at the end of each chapter
13		Review – Board Drawings	Read Ch 15-16 / Check your knowledge at the end of each chapter
14		Test Ch. 15 - 16	
14		Lecture Ch. 19	Read Ch 19-21 / Check your knowledge at the end of each chapter
15		Lecture Ch. 21	Read Ch 19-21 / Check your knowledge at the end of each chapter
15		Review	Read Ch 19-21 / Check your knowledge at the end of each chapter
16		Ch. 19 & 21 Test	