



**PTAC 1332-101CL  
Process Instrumentation  
Fall 2023  
8am-10:50am T-TH**

**Instructor: 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](mailto:pengland@com.edu)

**Office hours and location: ICB 207**

- M/W 5:00pm-6:00pm
- T 11:20am-12:10pm
- T/TH 1:30pm-4:00pm

**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:** Student is 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 5 Test 100pt each, 15 quizzes 50pt each, Ch 6 report 100pt = TOTAL 1350pt.

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- A = 90% - 100%
  - B = 80% – 89%
  - C = 70 %- 79%
  - D= 60% – 69%
  - F= Below 60%
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**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 ups may be considered at teachers discretion**

**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.**

**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 Blackboard 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 Student caught cheating in any manner will be given a grade of 0

**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:** (include calendar with lecture topics, due dates)

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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://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](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](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 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](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located 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 1<sup>st</sup> 8-week session is October 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 1.

**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).

\*\*\* Instructor reserves the right to change the syllabus at His/ Her Discretion\*\*\*

Week#	Session	Lectures – Quizzes – Test – Assignment Due dates	Reading Assignments
1	1	Syllabus Class Overview Ch.1	Assign Research paper on Ch. 6 Read Ch 2-5 / Check your knowledge at the end of each chapter
	2	Quiz Ch.2 Start Ch.2 Lecture	Read Ch 2-5 / Check your knowledge at the end of each chapter
2		Quiz Ch.3 Ch3 Lecture	Read Ch 2-5 / Check your knowledge at the end of each chapter
		Ch4 Quiz Ch.4 Lecture	Read Ch 2-5 / Check your knowledge at the end of each chapter
3		Ch5 Quiz Ch.5 Lecture & Review	Read Ch 2-5 / Check your knowledge at the end of each chapter
		Review Ch. 2-5	Read Ch 2-5 / Check your knowledge at the end of each chapter
4		Test Ch. 2-5	
		Ch.7 Quiz Ch.7 Lecture	Read Ch 7-8 / Check your knowledge at the end of each chapter
5		Ch.8 Quiz Ch.8 Lecture	Read Ch 7-8 / Check your knowledge at the end of each chapter
		Test Ch. 7-8	
6		Ch.10 Quiz Ch.10 Lecture	Read Ch 10-14 / Check your knowledge at the end of each chapter
		Ch.11 Quiz Ch.11 Lecture	Read Ch 10-14 / Check your knowledge at the end of each chapter
7		Ch.12 Quiz Ch.12 Lecture Board Drawings	Read Ch 10-14 / Check your knowledge at the end of each chapter

		Ch.13 Quiz Ch.13 Lecture - Board Drawings	Read Ch 10-14 / Check your knowledge at the end of each chapter
8		Ch.14 Quiz Ch.14 Lecture - 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		Test Ch. 10 - 14	
		Ch.15 Quiz Ch.15 Lecture - Board Drawings	Read Ch 15-16 / Check your knowledge at the end of each chapter
11		Ch.16 Quiz Ch.16 Lecture -Board Drawings	Read Ch 15-16 / Check your knowledge at the end of each chapter
11		Ch.16 Lecture -Board Drawings	Read Ch 15-16 / Check your knowledge at the end of each chapter
12		Ch.16 Lecture -Board Drawings	Read Ch 15-16 / Check your knowledge at the end of each chapter
12		Ch.16 Lecture -Board Drawings	Read Ch 15-16 / Check your knowledge at the end of each chapter
13		Ch.16 Lecture -Board Drawings	Read Ch 15-16 / Check your knowledge at the end of each chapter
13		Test Ch. 15 - 16	
14		Ch.19 Quiz Ch.19 Lecture	Read Ch 19&20 / Check your knowledge at the end of each chapter
14		Ch.20 Quiz Ch.20 Lecture	Read Ch 19&20 / Check your knowledge at the end of each chapter
15		Test Ch.19-20	
15		Power Point Lab Day	
16		Power Point Presentations	Will explain first day of class

Schedule subject to change at instructors' discretion