



PTAC 2438.221C3
Process Technology III-Operations
Fall 2025
6:00pm-8:50pm / Tuesday and Thursday

Instructor Information: Lenora Dawson, ldawson1@com.edu, 409-933-8305

Office hours and location:

ICB: Office-207-12

Tues: 2:00pm-5:00pm

Thurs: 2:00pm-4:30pm

Required Textbook/Materials: PROCESS TECHNOLOGY OPERATIONS
NAPTA 2ND EDITION
ISBN-13: 978-0-13-641991-4

FLASH OR THUMB DRIVE
Small 3-ring binder or Folder with brads

Course Description:

Process Technology III – Operations is one of the eight core courses in the Process Technology Alliance curriculum, sponsored by the North American Process Technology Alliance (NAPTA, formerly GCPTA). 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 typically taken in the 4th semester of the PTEC program.

The course uses existing knowledge presented the PTAC 1410 Equipment, PTAC 2420-Systems, and PTAC 1432- Instrumentation courses to bring together and understand the startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's role in performing the tasks associated with these concepts within an operating unit. The Envision Simulator will be utilized extensively.

Course requirements:

All 4 tests will be done in the classroom.

All labs will be done on your computers.

The procedures homework assignment must be typed.

Individual Safety Presentations.

Determination of Course Grade/Detailed Grading Formula:

500-450 =A

449-400 =B

399-350 =C

349-300 =D

Below 300 =F

Four Tests 330

Four Homework Assignments 80

Five Lab Exercises 90

TOTAL 500

Test 1 115

Test 2 35

Test 3 60

Test 4 120

Homework 1 10 P&ID

Homework 2 20 Procedure

Homework 3 20 LOTO

Homework 4 30 CYK-Checking Your Knowledge

Lab 1 10 Model 6

Lab 2 20 Model 8

Lab 3 20 Model 9

Lab 4 20 Model 10

Lab 5 20 Model 3

NOTE: Failure to turn in assigned homework assignments and labs, or to make a credible attempt will have the homework and lab grade entered as negative twice the homework and value. (e.g., if the homework is worth 10 points it will be entered as a -20). Homework and labs are due at the beginning of class (within the first 5 minutes). Late homework and labs will not be accepted.

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

Tests not taken on the scheduled day (unless previously agreed to by the instructor) must be made up in 5 school days. **The test will receive no higher than 90% of the actual grade.**

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. Many hands-on and group activities take place in the classroom. Attendance is taken at each class

period. **If you miss class and any activities that are graded, you will get a zero and no makeup tests are allowed.**

If you find that you are going to miss a scheduled class for any reason, please notify your professor by e-mail, as soon as possible. Contacting fellow classmates is highly encouraged to get details on missed assignments.

Electronic Devices: All electronic devices (e.g., cell phones, pagers, cameras, iPad, iPod, tape recorders, laptop computers and other devices) shall not be used in the classroom. This policy takes effect immediately as the student enters the classroom and remains in effect until the class session has been concluded for the day. Students using such devices during an exam will be expelled from the class and will receive an immediate “F” for the course. Hand-held calculators may only be used during an exam; no other electronic devices may be used.

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)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
Operate various process systems	Critical thinking	Distillation Test
Write and follow safety and operational procedures	Communication-writing	LOTO assignment, procedure assignment
Collect and use data for determination of process specifications	Empirical and Quantitative skills	Lab exercises
Work in self-directed teams	Teamwork	Distillation Jeopardy, Survival, Egg Exercise

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

TUES/THURS
PTAC-OPERATIONS III
6:00pm-8:50pm

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

Week #	Topic	Reading Assignments & Homework Due Dates
1 8/19/25 Tues	Intro, Syllabus, Expectations, Explain Grading points, and bring Thumb Drive Syllabus Quiz	Read Chapters 1 Complete your CYK
8/21/25 Thurs	Review of basic Chemistry and Physics Discuss Math Problems Discuss Chapter 1-Intro to Operations and CYK	
2 8/26/25 Tues	Simulators. Complete Lab 1, Model 6 in class (10 points)	Read Chapter 3 Complete your CYK
8/28/25 Thurs	Discuss Chapter 3-Reading Process and CYK P&ID's 1-Lab lesson (Timentene packet-handout)	
3 9/02/25 Tues	P&ID's 2-Lab lesson Math Problems due	CENSUS ROSTER DUE-9/3/25 (Math completed in-class)
9/04/25 Thurs	Timentene Unit Intro-Bring packets to class.	Read Chapter 9 Complete your CYK
4 9/09/25 Tues	Timentene Unit Utilities-Bring packets to class. Discuss Chapter 9-Utility&Auxiliary Systems and CYK	
9/11/25 Thurs	Timentene Unit-Bring packets to class. HW 1- P&ID's due	Read Chapter 13 Complete your CYK
5 9/16/25 Tues	Discuss Chapter 13-Sampling and CYK-Sampling Lab Lab 2 (Model 8) due (20 points)	Read Chapter 6 Complete your CYK
9/18/25 Thurs	Survival PSM Handout	

	Discuss Chapter 6-Communication/Echo Communications and CYK-Lab lesson Questions	
6 9/23/25 Tues	Assignment-Permits NAPTA	
9/25/25 Thurs	Exam 1-(115 points)	Read Chapter 8 Complete CYK
7 9/30/25 Tues	Discuss Chapter 8-Shift Change and Relief and CYK-Lab lesson (Calc. w/schedule)	Read Chapter 7 Complete CYK
10/02/25 Thurs	Discuss Chapter 7-Procedures and CYK- (Choosing/Assigning Topics)	Read Chapter 4 Complete your CYK
8 10/07/25 Tues	Discuss Chapter 4-SHE and CYK	
10/09/25 Thurs	Exam 2-PSM Test (35 points)	Read Chapter 5 Complete your CYK
9 10/14/25 Tues	Discuss Chapter 5-LOTO and CYK Labs 3 & 4 (Models 9 & 10) due-20 points each)	Read Chapter 15 Complete your CYK
10/16/25 Thurs	Discuss Chapter 15-Emergencies / Film Diagnosis and CYK HW 2- Procedure due (20 points)	
10 10/21/25 Tues	Permit Writing-Lab lesson Review-previous chapters	Read Chapter 14 Complete your CYK
10/23/25 Thurs	Discuss Chapter 14-Maintenance and CYK	
11 10/28/25 Tues	General Lab SIMS Example/Review HW 3-LOTO due	Read Chapter 16 Complete your CYK
10/30/25 Thurs	Discuss Chapter 16-Unit Shutdown and CYK	Read Chapter 10 Complete CYK
12 11/04/25 Tues	Discuss Chapter 10-Unit Commissioning and CYK Distillation / Boiling Points	Read Chapter 11 Complete your CYK
11/06/25 Thurs	Discuss Chapter 11-Unit Startup and CYK	

13 11/11/25 Tues	Exam 3–Envision Simulator test (60 points)	Read Chapter 12 Complete your CYK
11/13/25 Thurs	Discuss Chapter 12-Operations and CYK	<u>Withdrawal Day November 14, 2025</u>
14 11/18/25 Tues	Open-Lab 5 (Model 3 due) (20 points)	
11/20/25 Thurs	Review/Questions	
15 11/25/25 Tues	Review	
11/27/25 Thurs	THANKSGIVING HOLIDAY	
16 12/02/25 Tues	Exam 4-(120 points)	
12/04/25 Thurs	Grades/Questions	

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 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 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.

