Course Number and Sections: PTAC-2420-113CL
Name of Course: Process Tech II-SYSTEMS
Course Semester: SPRING 2021
Time and days of course: MW 8:00 - 10:50AM

Instructor Information:
Al Jivan
ajivan@com.edu
409-933-8542

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.

Student hours and location:
• MW: 11:00 – 1:15 PM, T:12:30 – 1:30 PM, & TH: 9:00 – 12:00 Noon

Will respond to emails within 24 hours except on weekends.

Required Textbook:
Systems Textbook: Process Technology Systems by Speegle (ISBN: 978-1-4180-3999-8)

Pocket Reference by Thomas Glover (Black Book) (ISBN: 978-1-885071-62-0)

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:
Process Technology II – Systems is one of the eight core courses in the Process Technology Curriculum, sponsored by the North American Process Technology Alliance. 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 a critical building block in preparation for PTAC Operations, Unit Operations and Troubleshooting. All prerequisites must be met.
Process Technology II – Systems introduces students to many process industry related Systems concepts including basic systems, the purpose and function of specific process systems, the methods of controlling process systems and abnormal process conditions. A strong emphasis in distillation basics and operation will be pursued.

Course requirements:
This is based on completion of all Assignments and Exams on time. Assignments and Exams will be posted on Blackboard.

Make-Up Policy:
1. Make-up exams should be scheduled with your instructor ASAP (prior to the exam). **There will not be a make up for the Final Exam (#3).** No student will be allowed more than one make-up exam. **I highly recommend that you take the exams as soon as they are posted on Blackboard and not wait till the last minute.**

2. Late or make up assignments will not be allowed. This will be strictly enforced. A grade of zero will be given in those cases. Completed assignments will have to be submitted in Blackboard. I highly recommend that you do the assignments as soon as they are posted on Blackboard and not wait till the last minute.

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:
(Subject to change at the discretion of the instructor)

Multiple Assignments (Combined Total) …… 25% (Weighted % Score)

3 Exams (25% Each) ……..……..……..……. 75%

TOTAL SCORE = 100%

Grading Scale:

A = 90 - 100%
B = 80 - 89%
C = 70 - 79%
D = 60 - 69%
F = Below 60%

Course outline: SPRING 2021*

Week#	Date	Topic (Read chapters prior to class)	Assignments & Due Dates (TBA)
1	1/18 – 1/22	Intro + Syllabus + Expectations + Explain Grading %	
2	1/25 – 1/29	L: GENERAL REVIEW (Press, Wts/S.G., Word Prob, + Black Book Review)	
3	2/1 – 2/5	L: GENERAL REVIEW (Press, Wts/S.G., Word Prob, + Black Book Review)	
4	2/8 – 2/12	L: CHP. 1,3, 4, 6	
5	2/15 – 2/19	L: CHP. 5	
6	2/22 – 2/26	L: CHP. 7,10,12	
		EXAM # 1 (Date & Time – TBA)	

7	3/1 – 3/5	L: CHP. 11	
8	3/8 – 3/12	L: CHP. 8, 9	
9	3/15 – 3/19	SPRING BREAK	
10	3/22 – 3/26	L: CHP. 18	
11	3/29 – 4/2	L: CHP. 14	
12	4/5 – 4/9	**EXAM # 2 (Date & Time – TBA)**	
13	4/12 – 4/16	L: CHP. 15, 16, 17 & CHP. 19	
14	4/19 – 4/23	L: CHP. 13 – (Part 1)	
15	4/26 – 4/30	L: CHP. 13 – (Part 2)	
16	5/3 – 5/7	L: CHP. 21, 22 & CHP. 23	
17	5/10 – 5/14	**EXAM # 3 (Date & Time – TBA)**	

*Schedule is subject to change at the discretion of the instructor.

The instructor reserves the right to make changes to this syllabus & the schedule during the semester as needed to facilitate instruction and/or course needs.

Attendance Policy:
It is encouraged that students attend classes. Student participation is essential to learning. Good note taking is important to be successful in this class.
Makeup work is the responsibility of the student and making contact with fellow classmates is highly encouraged.

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 from class is April 26th, 2021. If you withdraw after this date, you will receive the grade of "F.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is 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 dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on assignments (copying someone else's assignments in part or in full) or exams is an extremely serious offense and will result in a **grade of zero** 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 concern with me, you continue to have questions, please contact the PTEC Department Chair (Mr. Derrick Lewis / (409) 933- 8607 /dlewis22@com.edu).

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Describe the purpose and function of common process systems	Critical Thinking Empirical and Quantitative skills Personal Responsibility - attendance	HW's, Quizzes, Exams, Class attendance & participation
2. Explain and demonstrate the operation of each process system	Critical Thinking Empirical and Quantitative skills	HW's, Quizzes, Exams

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_2020-2021_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 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 Kelly Waters in the student success center at 409-933-8618 or kwaters@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.

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.. Students are required to watch a training video, complete the self-screening, and acknowledge the safety guidance at: www.com.edu/selfscreen. In addition, students, faculty, and staff must perform a self-screening prior to each campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the self-report tool.