



**Course Number and Sections: PTAC-2420-111CL**

**Name of Course: Process Tech II-SYSTEMS**

**Course Semester: FALL 2021**

**Time and days of course: T/TH 1:30 - 4:20PM**

**Instructor Information:**

**Jon Leacroy**

[jleacroy@com.edu](mailto:jleacroy@com.edu)

**409-933-8556**

**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:**

M / W: 11:00 – 1:00 PM

T / TH: 4:30 PM – 6:00 PM

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.

**Make-Up Policy:**

1. Make-up exams will be taken in the testing center. It must be made up in the same week it was missed. No student will be allowed more than one make-up exam. You have to schedule a time at the testing center.
2. Late assignments will not be allowed. This will be strictly enforced. A grade of zero will be given in those cases.

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

Grading is based on total point system:

(Subject to change at the discretion of the instructor)

6 Exams ( 100 pts. Each )  
Final Questions ( 200 pts).

**Grading Scale:****TOTAL SCORE = 800 pts.**

**A =** 720 - 800  
**B =** 640 - 719  
**C =** 560 - 639  
**D =** 480 - 559  
**F =** Below 479

**Course outline:** SPRING 2021\* See Attached:

**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.

**Note: “Attendance Log” sign-in is the responsibility of the student. If not signed in, you will be recorded as being absent for that class.** After the fact sign-in will not be allowed.

**A student will be dropped after 6 classes and given a grade of Fn**

**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 Nov.19, 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. **A student will be referred to early alert after 2 absences.**

**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](mailto:dlewis22@com.edu)).

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
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](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](mailto: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](mailto:kwaters@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto: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](http://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](http://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](#).

**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.