



Spring 2024
PTAC-1302-101CL
INTRO TO PROCESS TECHNOLOGY
M 6 pm- 8:50 pm

Industrial Careers, Bldg. #23, Room 201

Instructor Information: Angela Provost
aprovost@com.edu
(409) 933-8536

Student hours and location: Schedule 24hrs ahead

Required Textbook/Materials: Introduction to Process Technology (ISBN-13:978-0-13-480824-6)

Course Description:

PTAC 1302. INTRODUCTION TO PROCESS TECHNOLOGY

This is the introduction to chemical and refinery plant operations. 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: TSI Reading 351 or equivalent developmental course with a grade of "C" or better

Course requirements: Individual Safety Presentation, Team Assignment, Exams, and Quizzes

Determination of Course Grade/Detailed Grading Formula

5 Exams/100pts each, 5 Quizzes/50pts each, Safety Presentation/50pts, Team Assign/Diversity Assign/100pts each
(1000 total points for Semester)

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = Below 60%

Late Work, Make-Up, and Extra-Credit Policy: **No late work will be accepted after the due date has passed. There is no extra credit in this class.**

If you give Instructor at least **2hrs** prior notice of non-attendance before a scheduled class in which work is due, you will have 24 business hours from the original due date to turn in your assignment/take exam. You are only allowed to take **1** make-up exams in the Testing Center. If you **DO NOT** give at least **2hrs** notice/inform Instructor of your non-attendance, you will **NOT** be allowed to turn in missed assignment or take missed exam. **NO EXCEPTIONS. There is no extension for the Final Exam.**

Attendance Policy: Due to the “hands-on” nature of this class, it is advisable to attend every scheduled class session. If you should miss, please note that after **6 absences** the instructor will drop you from the course.

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)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Define and use terminology	*Critical thinking	Homework, exams, quizzes
2. Describe the roles, responsibilities, safety, and quality concepts associated with the work environment of a process technician.	*Critical thinking *Communication-writing *Personal responsibility	Safety meeting presentation, homework, quizzes, exams, class participation

Academic Dishonesty: Any incident of academic policy will be dealt with in accordance with college policy and 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 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 (Derrick Lewis-Dept Chair) at [409-933-8306 or dlewis22@com.edu].

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

Week#	Day/Date	Topic	Reading Assignments & Homework Due Dates
1	M 1.22	Purchase book from bookstore or online Introduction, Syllabus, Safety Topics, Teams/Diversity Assignments, Group Ice Breaker Exercises	Read Chapters 1, 2, & 3
2	M 1.29	Chapter 1-PTEC Overview Chapter 2-Oil & Gas Industry Chapter 3-Chemical Industry	Read Chapters 4,6,&8
3	M 2.5	Chapter 4-PowerGeneration Industry Chapter 6-Water/Wastewater Industries Chapter 8-Working as Teams	Start Teams Assignment Study Exam1
4	M 2.12	Exam 1	Read Chapters 13,14,15
5	M 2.19	Chapter 13-Process Drawings Chapter 14-Piping and Valves Chapter 15-Vessels	Study Exam2
6	M 2.26	Exam 2	Read Chapters 16, 17,18,19
7	M 3.4	Chapter 16-Pumps Chapter 17-Compressors Chapter 18-Turbines Chapter 19-Electricity and Motors	Study Exam3
9	M 3.18	Exam 3	Read Chapters 20,21,22,23
10	M 3.25	Chapter 20-Heat Exchangers Chapter 21-Cooling Towers Chapter 22-Furnaces Chapter 23-Boil	Study Exam 4
11	M 4.1	Exam 4	Prepare to present an exceptional presentation
12	M 4.8	Present Diversity Assignment	Review Chapters 24,25,26
13	M 4.15	Chapter 24-Distillation Chapter 25-Process Service Utilities Chapter 26-Process Service Auxiliaries	
14	M 4.22	Class Game Day (‘W’ Day- last day to drop)	Read Chapters 24, 25, 26
15	M 4.29	Final Q & A REVIEW	Study Exam 5
16	M 5.6	Exam 5	RELAX

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_2023-2024_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 at 409-933-8919 or 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 this class **April 22nd, 2024**.

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.