



**Course Number and Section (PTAC-1302-141CL)**  
**Name of Course (Intro to Process Technology)**  
**Course Semester (Spring 2021)**  
**Time/day of course (8:00 AM-10:50 AM/Tue)**  
**Classroom: TVB-1318**

**Instructor:** Karen Kupsa  
[kskupsa@com.edu](mailto:kskupsa@com.edu)  
**713-819-4746**

**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:**

Cell Phone – 713-819-4746

Office Hours: Monday 7:00 AM to 8:00 AM  
Tuesday 7:00 AM to 8:00 AM 3:45 PM to 6:00 PM  
Wednesday 7:00 AM to 8:00 AM  
Thursday 3:45 PM to 6:00 PM

**Required Textbook:**

Intro to Process Technology - by "NAPTA" Textbook Second Edition  
ISBN# 0-13-480824-X

**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 I – Introduction to Process Technology 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 designed to give the class member an introductory review of the equipment necessary in the process industries. It will cover the how and why basics of equipment, such as piping, valves, pumps, heat exchangers, turbines, compressors, and instruments. This course provides the background necessary for both the Systems and Unit Operations courses.

Upon completion of this course, students should be able to continue with the core courses for the PTEC program with the basic foundation required to understand why and how a plant works. The student will learn these techniques by class discussions of equipment details, their many types, their theory of operations, in-class demonstrations of the equipment and systems such as the PTEC Glycol Separation Unit (GSU), by assigned homework, and other assignments as required.

**TEXAS SKILLS STANDARDS: Key activities developed by the North American Process Technology Alliance**

**2.1 Monitor and regulate fired heaters/furnace system**

**2.2 Monitor and regulate boiler systems**

**2.3 Monitor and regulate cooling water system**

**2.5 Monitor and regulate heat exchanger system**

**5.2 Monitor and regulate flare system**

Upon successful completion of this course students will be able to:

1. Define and use terminology
2. Identify and describe components, basic functions and scientific principles associated with process equipment.

**Core Objectives:** Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. **Critical Thinking Skills:** Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate and synthesize information.
2. **Communication Skills:** Students will develop, interpret, and express ideas through written, oral and visual communication.
3. **Personal Responsibility:** Students will demonstrate the ability to connect choices, actions and consequences to decision making.

**Course requirements (including description of any special projects or assignments):**

This is based on completion of all HW's, Assignments, Projects, Quizzes and Exams.

**Homework**

Homework exercises (Checking Your Knowledge) which are at the end of each chapter, are to be done at home before each scheduled class, along with your reading assignments.

## **Paper**

Write a two-page, double spaced paper, in your own words, on a company that you would like to go to work for after graduating from this program. Why do you want to work for them? What makes them better than another company?

### **Other info regarding HW's, Assignments, Quizzes and Exams:**

- 1) Students are required to put **Name and Date** on their HW's, assignments, quizzes, and exams.
- 2) **Students not turning in any HW's or assignments will get negative points (equal to the assigned value). Do not turn in a half-attempted work. Homework is due at the beginning of class.**
- 3) Students are required to take quizzes and exams with their own class and during the allowed time only.
- 4) If a student must leave the classroom for any reason during an exam, their exam will be turned in at that time and considered complete.

### **Make-Up Policy:**

1. Make-up exams should be scheduled with your instructor ASAP and should be taken within 5 working days of the original date. Make-up exams may score no higher than 90% unless the make-up exam was scheduled prior to the original exam date. After 5 working days if no plans have been made with the Instructor, a grade of 0 (zero) will be entered for that exam. At the instructor's discretion, make up exams may be in a different format from the scheduled exam. All make up exams will be completed in the testing center. **There will not be a make up for the Final Exam (i.e., Exam-4).**
2. Make up exams will not be allowed after 5 working days past their original date.
3. No more than 1 late (less than 30 minutes) exam will be allowed per student. On the second "late" exam the best a student can get will be 90%.
4. Make up quizzes will not be allowed. This will be strictly enforced. A grade of zero will be given in those cases.
5. Make up homework (with excused absence only) will not be allowed after the next class day.
6. Make up exams, graded quizzes, homework, class handouts and other works are the responsibility of the student and not that of the Instructor.

Classroom Conduct Policy: College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <http://www.com.edu/student-services/student-handbook.php>. Students should always act in a professional manner. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class.

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

**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:

Homework, Participation, Course Eval, etc.	10%
Paper	10%
4 Exams	80%

**Grading Scale:**

**A** = 90 - 100%

**B** = 80 - 89%

**C** = 70 - 79%

**D** = 60 – 69%

**F** = Below 70%

**General Schedule – May be changed as needed**

Class 1	Introduction, Syllabus & Get to Know	1/19/21 <b>Read Chapters 1 &amp; 4</b> <b>Complete the CYK for Chapters 1 &amp; 4</b> Write a little bio about yourself
Class 2	Chapters 1 & 4	1/26/21 Turn in Bio <b>Check the CYK for Chapters 1 &amp; 4</b> <b>Read Chapters 6 &amp; 11</b> <b>Complete the CYK for Chapters 6 &amp; 11</b>
Class 3	Chapters 6 & 11	2/2/21 <b>Check the CYK for Chapters 6 &amp; 11</b> <b>Read Chapter 12</b> <b>Complete CYK for Chapter 12</b>
Class 4	Chapter 12 and Review for Test 1	2/9/21 <b>Check the CYK for Chapter 12</b> Review for Test 1
Class 5	<b>Test 1</b>	2/16/21 <b>Read Chapters 8 &amp; 9</b> <b>Complete the CYK for Chapters 8 &amp; 9</b>
Class 6	Chapters 8 & 9	2/23/21 <b>Check the CYK for Chapters 8 &amp; 9</b> <b>Read Chapters 10 &amp; 13</b> <b>Complete the CYK for Chapters 10 &amp; 13</b>
Class 7	Chapters 10 & 13	3/2/21 <b>Check the CYK for Chapters 10 &amp; 13</b> <b>Read Chapter 27</b> <b>Complete the CYK for Chapter 27</b>
Class 8	Chapter 27 and Review for Test 2	3/9/21 <b>Check the CYK for Chapter 27</b>

		Review for Test 2
	<b>Spring Break College Closed</b>	<b>3/15/21 – 3/19/21</b>
Class 9	<b>Test 2</b>	3/23/21 Read Chapters 14 & 15 Complete the CYK for Chapters 14 & 15
Class 10	Chapters 14 & 15	3/30/21 Check the CYK for Chapters 14 & 15 Read Chapters 16 & 17 Complete the CYK for Chapters 16 & 17 <b>Paper Due</b>
Class 11	Chapters 16 & 17	4/6/21 Check the CYK for Chapters 16 & 17 Read Chapters 18 & 19 Complete the CYK for Chapters 18 & 19
Class 12	Chapters 18 & 19 Review for Test 3	4/13/21 Check the CYK for Chapters 18 & 19 Review for Test 3
Class 13	<b>Test 3</b>	4/20/21 Read Chapters 20 & 21 Complete the CYK for Chapters 20 & 21
Class 14	Chapters 20 & 21	4/27/21 Check the CYK for Chapters 20 & 21 Read Chapters 22, 23 & 24 Complete the CYK for Chapters 22, 23 & 24
Class 15	Chapters 22, 23 & 24 Review for final	5/4/21 Check the CYK for Chapters 22, 23 & 24 Review for Final
Class 16	<b>Final</b>	5/11/21

\*Schedule is subject to change at the discretion of the instructor(s).

**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. 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 each class period. **If you miss class and any activities that are graded, you will get a zero and no make ups 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. Making contact with fellow classmates is highly encouraged to get details on missed assignments.

Attends class and is punctual – The student attends every class period, arrives on time for class activities or informs the instructor in a timely manner of unavoidable situations that cause the student to be late or miss class. **Whatever we cover, will not be repeated.**

**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 for the 16-week Fall session is April 26, 2021.

**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.

**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.

**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.

**Plagiarism:** Plagiarism is using someone else’s words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else’s words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else’s words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

**Concerns/Questions Statement:** 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 of Industrial Technology, Derrick Lewis at 409-933-8607 or email [dlewis22@com.edu](mailto:dlewis22@com.edu).

Student Learner Outcome	Maps to Core Objectives	Assessed via this Assignment
Define and use terminology	* Critical Thinking	HW’s, Exams
Identify and describe components, basic functions and scientific principles associated with process equipment.	* Critical Thinking * Communication – writing * Personal Responsibility - attendance	HW’s, Quizzes, Exams, Projects, Class attendance & participation

**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 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 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. For Summer 2020, services are being offered virtually.

**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](#).