



**PTAC 2438.111C3**  
**Process Technology III-Operations**  
**Fall 2025**  
**9:00am-11:50am / Monday & Wednesday**

**Instructor Information:** Lenora Dawson, [ldawson1@com.edu](mailto: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 2<sup>ND</sup> 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 4<sup>th</sup> 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](mailto:dlewis22@com.edu).

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**MON/WED**  
**PTAC-OPERATIONS III**  
**9:00am-11:50am**

**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
<b>1</b> 8/18/25 Mon	Intro, Syllabus, Expectations, Explain Grading points, and bring Thumb Drive Syllabus Quiz	Read Chapters 1 Complete your <b>CYK</b>
8/20/25 Wed	<b>Review of basic Chemistry and Physics</b> <b>Discuss Math Problems</b> Discuss Chapter 1-Intro to Operations and <b>CYK</b>	
<b>2</b> 8/25/25 Mon	Simulators. <b>Complete Lab 1, Model 6 in class</b>	<b>Complete Lab 1 (Model 6) (10 points)</b> Read Chapter 3 Complete your <b>CYK</b>
8/27/25 Wed	Discuss Chapter 3-Reading Process and <b>CYK</b> P&ID's 1- <b>Lab lesson</b> (Timtene packet-handout)	
<b>3</b> 9/01/25 Mon	<b>LABOR DAY</b>	
9/03/25 Wed	P&ID's 2- <b>Lab lesson</b> <b>Math Problems due</b>	<b>CENSUS ROSTER DUE</b> <b>(Math completed in-class)</b>
<b>4</b> 9/08/25 Mon	Timtene Unit Intro-Bring packets to class.	Read Chapter 9 Complete your <b>CYK</b>
9/10/25 Wed	Timtene Unit Utilities-Bring packets to class. Discuss Chapter 9-Utility&Auxiliary Systems and <b>CYK</b>	
<b>5</b> 9/15/25 Mon	Timtene Unit-Bring packets to class. <b>HW 1- P&amp;ID's due</b>	Read Chapter 13 Complete your <b>CYK</b>

9/17/25 Wed	Discuss Chapter 13-Sampling and <b>CYK-Sampling Lab</b> <b>Lab 2 (Model 8) due (20 points)</b>	
<b>6</b> 9/22/25 Mon	Assignment <b>NAPTA</b>	
9/24/25 Wed	Assignment <b>NAPTA</b>	
<b>7</b> 9/29/25 Mon	Survival-video Questions Lab-Review	
10/01/25 Wed	<b>Exam 1-(115 points)</b>	Read Chapter 6 Complete your <b>CYK</b>
<b>8</b> 10/06/25 Mon	<b>PSM Handout</b> Discuss Chapter 6-Communication/Echo Communications and <b>CYK-Lab lesson</b>	Read Chapter 8 Complete <b>CYK</b>
10/08/25 Wed	Discuss Chapter 8-Shift Change & Relief and <b>CYK-Lab lesson (Calc. w/schedule)</b>	Read Chapter 7 Complete <b>CYK</b>
<b>9</b> 10/13/25 Mon	Discuss Chapter 7-Procedures and <b>CYK- (Choosing/Assigning Topics)</b>	Read Chapter 4 Complete your <b>CYK</b>
3/15/25 Wed	<b>Exam 2-PSM Test (35 points)</b> Discuss Chapter 4-SHE and <b>CYK</b>	Read Chapter 5 Complete your <b>CYK</b>
<b>10</b> 10/20/25 Mon	Discuss Chapter 5-LOTO and <b>CYK Labs 3 &amp; 4 (Models 9 &amp; 10) due-20 points each)</b>	Read Chapter 15 Complete your <b>CYK</b>
10/22/25 Wed	Discuss Chapter 15-Emergencies / China Syndrome Film Diagnosis and <b>CYK HW 2- Procedure due (20 points)</b>	
<b>11</b> 10/27/25 Mon	<b>Permit Writing-Lab lesson</b> <b>Review-previous chapters</b>	<b>Complete Lab 5 (Model 3) (20 points)</b>
10/29/25 Wed	General <b>Lab</b> <b>SIMS Example/Review</b> <b>HW 3-LOTO due</b>	Read Chapter 14 Complete your <b>CYK</b>
<b>12</b> 11/03/25 Mon	Discuss Chapter 14-Maintenance and <b>CYK</b>	Read Chapter 16 Complete your <b>CYK</b>
11/05/25 Wed	Discuss Chapter 16-Unit Shutdown and <b>CYK</b>	Read Chapter 10 Complete <b>CYK</b>

<b>13</b> 11/10/25 Mon	Discuss Chapter 10-Unit Commissioning and <b>CYK</b> Distillation / Boiling Points	Read Chapter 11 Complete your <b>CYK</b>
11/12/25 Wed	Discuss Chapter 11-Unit Startup and <b>CYK</b>	<b>Withdrawal Day November 14, 2025</b>
<b>14</b> 11/17/25 Mon	<b>Exam 3—Envision Simulator test (60 points)</b>	
11/19/25 Wed	Discuss Chapter 12-Operations and <b>CYK</b>	
<b>15</b> 11/24/25 Mon	<b>Open-Lab 5 (Model 3 due)</b>	
11/26/25 Wed	Review	
<b>16</b> 12/01/25 Mon	<b>Exam 4-(120 points)</b>	
12/03/25 Wed	Grades/Questions	

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## 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](mailto: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 1<sup>st</sup> 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 2<sup>nd</sup> 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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto: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.