



PTAC-1350-141CL

## **INDUSTRIAL ECONOMICS**

**FALL 2021**

**TUESDAY 2:00PM-4:50PM**

**TVB RM#1338**

**Instructor Information:** Elisa Martin, [emartin13@com.edu](mailto:emartin13@com.edu), 409-933-8580

**Student hours and location:** MON-THURS  
11AM-1PM  
TVB RM#1583

**Required Textbook/Materials: Industrial Economics Student Manual** (ISBN:2818560260226)  
**(Available at COM Bookstore)**

**Course Description:** Industrial Economics is part of 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.

The primary focus is to help students understand that, as process technicians, almost everything they do affects the company's bottom line. Emphasis is placed on recognizing areas where a business can not only improve its performance, but also enhance its income. The major areas of emphasis are budgeting, inventory control, faster product delivery and reduced outstanding accounts-receivable days.

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

1. Describe operations from a business perspective
2. Explain the impact of operations on profitability.

**Course requirements: Exams, research paper, assignments, discussion posts**

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

Exams are worth 70% of your grade

Assignments are worth 20% of your grade

Discussion posts are worth 10% of your grade

### **Late Work, Make-Up, and Extra-Credit Policy:**

**No late work is accepted.**

There is no extra credit in this class.

If you give Instructor notice of non-attendance for a scheduled class in which work is due, you will have 48 business hours from the original due date to turn in your assignment/take exam. If you **do not** give notice/inform Instructor of your non-attendance, you will not be allowed to turn in assignment/take exam. **Please note that the excuse you give for non-attendance must be VERIFIED (i.e. Dr's note, work excuse, death (obituary) etc) or you will NOT be allowed to turn in/complete assignment. 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 **4 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
Define and use terminology	* Critical Thinking	Exams, Discussion Boards, and Assignments
Identify/describe basic principles associated with industrial economics.	* Critical Thinking * Communication - participation *Personal Responsibility attendance	Exams, Discussion Boards, Assignments, Class attendance & 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.

**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. This includes copying someone else’s homework.

**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 and Dept Chair] at [phone number/email address].

**Cell Phone Use:** There is no cell phone use permitted during class lectures. If you must take a call, please leave out of the classroom to accept it.

**1<sup>st</sup> Consequence:** Verbal Warning

**2<sup>nd</sup> Consequence:** Written 10pg paper on Cell Phone Use in Refineries

**3<sup>rd</sup> Consequence:** Written 10pg paper on Incidents/Injuries caused by cell phone use

**Course outline:** *Schedule Subject To Change Per Instructor Discretion*

Week#	Day/Date	Topic	Reading Assignments & Homework Due Dates
1	8/17	Introduction, Syllabus, Class Expectations, Safety Presentations	Diversity Assignment
2	8/24	Module 1	
3	9/7	Exam 1	Census Day 9/8
4	9/14	Module 2	
5	9/21	Exam 2	
6	9/28	Module 3	
7	10/5	Exam 3	
8	10/12	Module 4	Diversity Assignment Due
9	10/19	Exam 4	
10	10/26	Module 5	
11	11/2	Exam 5	
12	11/9	Module 6	
13	11/16	Exam 6	“W-Day” 11/19
14	11/23	Module 7	
15	11/30	Exam 7	
16	12/7	Final Grades	

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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://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 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 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 needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or [hbankston@com.edu](mailto:hbankston@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 set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

**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 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 2.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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 F<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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.

**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). In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit [com.edu/coronavirus](http://com.edu/coronavirus) for future updates.