



**PTAC-2420-111CL
Process Tech II -Systems
Fall Semester 2022- 16 Weeks
Lecture and Labs Monday and Wednesday 9:00 am – 11:50 am
08/22/2022-12/09/2022**

Elizabeth Wilson Instructor
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409-933-8580 Office

Student hours and location: My office hours are Mondays and Wednesday from 11:00am to 1:30 pm. Please correspond through email at ewilson1@com.edu.

Required Textbook/Materials: Systems by Michael Speegle
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: PTAC 2420. PROCESS TECHNOLOGY II - SYSTEMS (LECTURE 3, LAB 3). CREDIT 4. WECM.

This is the study of the interrelation of process equipment and process systems including related scientific principles. Students will arrange process equipment into basic systems; describe the purpose and function of specific process systems; explain how factors affecting process systems are controlled under normal conditions; and recognize abnormal process conditions.

Prerequisites: PTAC 1302, PTAC 1308, PTAC 1310 and PTAC 1332 with a grade of "C" or better. This is a benchmark course.

Course requirements: Excel, Internet, PowerPoint, TEAMS, and Word (all Microsoft software)
Determination of Course Grade/Detailed Grading Formula: Team Project (Culture project), Individual Safety Presentation (extra credit), Homework (includes daily tracking of industry stocks), Quiz, and Exams. All grades are entered in <https://com.brightspace.com>

Determination of Course Grade/Detailed Grading Formula:

Participation	15%	Grading Scale: A = 90% - 100% B = 80% – 89% C = 70 %– 79% D= 60% – 69% F= Below 60%
Project (group)	15%	
Homework	20%	
Quiz	15%	
Exams	35%	

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

- Make-up exams will not be allowed. Subsequent no other make ups exams are allowed unless there are extreme matters that are verifiable and deemed to be an emergency by the instructor, only. At the instructor’s discretion, make up exams may be in a different format from the scheduled exam.
- No Makeup quizzes. This will be strictly enforced.
- Make up homework will not be allowed. This will be strictly enforced.
- Extra-Credit opportunities will be given and is at the description of the instructor.
- No late work is accepted. Instructor may give student an opportunity to submit assignments due to situations outside of one’s control, however, this is based on the student needs and at the description of the instructor.

Attendance Policy: Students are required to participate in all discussions and assignments to be successful in this course. Students will be considered having an excused absence with 24hrs written notice to Instructor (Immediate family or work-related emergencies only) In the case of a life related “sudden” emergency, written notice will be accepted before the next scheduled class. This is an online class, live attendance meetings on Microsoft TEAM are not required and are recorded. https://www.com.edu/admissions/docs/Academic_Calendar_2022-2023.pdf

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	Exams
2. Collect data and identify techniques for troubleshooting.	*Critical Thinking	Reading assessed via testing
3. Utilize applicable troubleshooting methods to solve process problems.	*Reading, Listening, and Speaking	Exams, Projects, attendance, and participation
4. Work in self-directed teams	*Communication-participation *Personal Responsibility-attendance *Cultural Competence:	Exams, Projects, attendance, and participation
5. Identify/describe terminology and principles associated within Troubleshooting	*Critical Thinking	Exams, Projects, attendance, and participation

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, Program Director, at 409-933-8607 or email at: dlewis22@com.edu

Course outline: 16 Week Course Calendar

Week#	Date	Topic	Reading Assignments & Homework Due Dates
1	08/22/2022	Introduction Syllabus	Discussion 1: Introduce yourself.
2	08/29/2022	Team Assignments, Group Project Assigned groups, Module 1: Auxiliary (Environmental and Safety) Chapters: 1, 2, 3, 11, 21, 24, 14	Project Assignment Assigned to teams
3	09/05/2022		
4	09/12/2022		Quiz 1 Homework 1
5	09/19/2022	Module 2: Utilities Chapters 4, 5, 6, 7, 8, 9, 10, 12	Exam over Module 1 Chapters: 1, 2, 3, 11, 21, 24, 14)
6	09/26/2022	Discussion 2	
7	10/03/2022		Homework 2
8	10/10/2022	Module 3: Processes Chapters 13, 15, 16, 17, 18, 19, 20, 21, 22	Exam over Module 2 Chapters 4, 5, 6, 7, 8, 9, 10, 12
9	10/17/2022		
10	10/24/2022		Quiz 2
11	10/31/2022	Module 4: Logistic and other systems Chapters: 22 and 23	
12	11/07/2022		Exam over Module 3 Chapters 13, 15, 16, 17, 18, 19, 20, 21, 22
13	11/14/2022		Quiz 3 11/18/2022 W-day
14	11/21/2022	Groups finalize group projects	Thanksgiving break
15	11/18/2022		Module 4 Exam Chapters 22 and 23
16	12/5/2022		Last day of school 12/9

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

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. *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

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 Michelle Brezina at 409-933-8124 or mvaldes1@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 the 1st 8-week session is October 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2nd 8-week session is December 1.

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.