Introduction to Process Technology (PTAC 1302 9S1/9S2)

CREDIT
3 Semester Credit Hours (3 hours lecture, 0 hours lab)

MODE OF INSTRUCTION
Face to Face

PREREQUISITE/CO-REQUISITE:
N/A

COURSE DESCRIPTION
An introduction overview of the processing industries.

COURSE OBJECTIVES
Upon completion of this course, the student will be able to:
1. Describe the roles, responsibilities, safety, environmental, and quality concepts associated with the work environment of a process technician.
2. Identify basic processes, equipment and systems.
3. Define and apply terms and symbols needed in the processing industry.

INSTRUCTOR CONTACT INFORMATION

Instructor:	Brian Parrack
Email:	bsparrack@lit.edu
Office Phone:	409-247-5129
Office Location:	ExxonMobil PATC building room 211
Office Hours:	Monday/Wednesday 3PM to 5PM. Tuesday 12PM to 12:30PM

REQUIRED TEXTBOOK AND MATERIALS
Introduction to Process Technology, Pearson, Second Edition a. ISBN number is 0-13-480824-X

ATTENDANCE POLICY
1. Missing more than 20% of classes will result in an automatic "F" for the course.
 2. Absences are counted for unexcused, excused and coming to class late.
3. Missing more than 20% of a class period will count as an absence.

DROP POLICY
If you wish to drop a course, you are responsible for initiating and completing the drop process.
If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

Approved: Initials/date

COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
8/26	PTAC 1302 Orientation		
8/28	Chapter 1		
8/30	Reviews and discussions		
9/4	Chapter 2		
9/6	Reviews and discussions		
9/8	Chapter 3		
9/11	Chapter 4		
9/13	Reviews and discussions		Homework due
9/16	Chapter 5		
9/18	Chapter 6		
9/20	Reviews and discussions		
9/23	Chapter 7		
9/25	Chapter 8		
9/27	Reviews and discussions		
9/30	Chapter 9		
10/2	Chapter 10		
10/4	Testing		Test 1 in class
10/7	Chapter 11		
10/9	Chapter 12		
10/11	Reviews and discussions		
10/14	Chapter 13		
10/16	Chapter 14		
10/18	Reviews and discussions		
10/21	Chapter 15		
10/23	Chapter 16 and 17		
10/25	Reviews and discussions		
10/28	Chapter 18		
10/30	Chapter 19		
11/1	Testing		Test 2 in class
11/4	Chapters 20 and 21		
11/6	Chapters 22 and 23		
11/8	Testing		Test 3 in class
11/11	Chapter 24		
11/13	Chapter 25		
11/15	Reviews and discussions		
11/18	Chapter 26		

11/20	Chapter 27		
11/22	Testing		Test 4 in class
11/25	Thanksgiving break		
11/27	Thanksgiving break		
11/29	Thanksgiving break		
12/2	Final exam review		
12/4	Final exam review		
12/6	Testing		Final exam in class

COURSE EVALUATION
Final grades will be calculated according to the following criteria:
Homework 10%
Tests 50%
Final 40%

GRADE SCALE
- 90-100   A
- 80-89   B
- 70-79   C
- 60-69   D
- 0-59   F

TECHNICAL REQUIREMENTS
The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at https://lit.edu/online-learning/online-learning-minimum-computer-requirements. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT
The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at Special Populations - Lamar Institute of Technology (lit.edu).

STUDENT CODE OF CONDUCT STATEMENT
It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

ARTIFICIAL INTELLIGENCE STATEMENT
Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses

STARFISH
LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION
Course calendar can change depending on unscheduled events.