Instructor: Arusha N. Jones AAS, BBA, MBA

Office location and hours
Please feel free to contact me at any time concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. Feel free to contact me by email.

Course Description:
This course introduces the concepts and principles of the chemical and plant processes

Prerequisite:
PTAC 1302, Enrolled in this class, dedication & willingness to study via distant format

EMAIL
Having a valid email address is a major factor in the DE class. You should verify that your registered email address on file for the DE class is valid. Instructor will not be responsible if you fail to verify your emails nor read them. You are responsible if emails returns undelivered to you due to wrong address and or if you fail to keep up with notices and updates about class activities via email or Eagle TAC302, Enrolled in this class, dedication & willingness to study via distant format

Course Goals (includes competencies, incorporation of SCANS, etc.)
The student will relate an historical overview in contrasting the onshore beginnings of the Oil & Gas industry with the transitions brought on by the advent of new technology extending the exploration reach to the rich mineral resources located in the deepwater offshore. Further, students will demonstrate proficiency in understanding and communicating about the core components that generally comprise designed implemented systems utilized in the exploration and production of petroleum and its associated products. Core curriculum competencies include reading, writing, speaking, listening, critical thinking, computer literacy.

Instructor Information
Instructor/Professor: Ms Arusha Jones
Email: arusha.jones@hccs.edu (primary) arusha.jones@gmail.com (secondary). You may also contact me via the Eagle online email; which is within the Eagle System. Please send all related assignments, and questions concerning classes through the class email system in Eagle online.
The Eagle URL is: https://eagleonline.hccs.edu/login/ldap

NOTE: The instructor reserves the right to modify the syllabus, course requirements, assignments, grading procedures, and other related policies as changes take place during the semester however, proper notice will be given to class.

Textbook Information:
ISBN: 9781593701581 - PennWell Publishers

Lab Requirements (if any)
None at this time, (Subject to change, students may be required to be in school occasionally to via instruments and equipment). Pay attention to class Notices.
KEY: Class notices posted on Eagle and or via email will keep you informed on any modifications done to class requirements. Attendance and participation are required.
WARNING: Missing Class Attendance and or Participation may result in your Withdrawal from class. You must log in to class regularly and post comments in the forums. I recommend daily and if not possible every other day as key information may be posted that impacts your ability to make this class. This class session adheres to indicated policy very strictly. Please read Syllabus upon orientation, and again on first day of class and notify me within 24 hours of first day of class if you have concerns that need discussion. Giving me late notices may impact your progress unintentionally. You must process your own withdrawal if you feel you have reasons to stay away from this class.

Students with Disabilities
"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office." For questions, contact Donna Price at 713-718-5165 or the Disability Counselor at your college. To visit the ADA Web site, log on to www.hccs.edu, click Future Students, scroll down the page and click on the words Disability Services.
* District ADA Coordinator – Donna Price – (713) 718-5165
* Central Lead ADA Coordinator – (713) 718-6164
* Central ADA Counselor – (713) 718 – 6166
* Deaf & Hard of Hearing Services Supervisor – Andrea Guerrero – (713) 718-6333
* Northeast ADA Counselor – Kim Ingram – 713-718-8420
* Northwest ADA Counselor – Mahnaz Kolaini – 713-718-5422
* Southeast ADA Counselor – Jette Lott – 713-718-7218
* Southwest ADA Counselor – Dr. Becky Hauri – 713-718-7910
* Coleman ADA Counselor – Dr. Raj Gupta – 713-718-7631

**Academic Honesty**
The Process Technology Department and specifically this instructor, follows the HCCS policies on scholastic dishonesty, which includes, but is not limited, to cheating on a test, plagiarism, and collusion. See the HCCS student handbook for a more detailed explanation.

**Attendance and Withdrawal Policies**
Students are expected to attend electronic theory lectures, participate in tests, practical or examinations, and perform their laboratory tasks when or if available and assigned. Any student, who is absent more than 12.5% of the class attendance, will be automatically withdrawn from the course. See the student handbook, Course Schedule, or Catalog for details. Drops and withdrawals are the student's responsibility. (The instructor will not be responsible for drops or withdrawals). Again, failing to comply with HCC rules in this area may result in an F or automatic W grade respectively as policy requires.

**Course Requirements and Grading Policy**

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>A</td>
<td>90 - 100%</td>
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<td>B</td>
<td>80 - 89%</td>
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<tr>
<td>C</td>
<td>70 - 79%</td>
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<td>D</td>
<td>60 - 69%</td>
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<tr>
<td>F</td>
<td>0 - 59%</td>
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**NOTE:** Instructor reserves the right to make modifications to any information regarding testing, instructions and materials, dates and or general changes on this syllabus at any time. Keep up with your emails and other modes of communication used in this class.

**Testing**

**Grades will depend on the following:**
Testing: 50% If Two Tests are allowed this Semester (May include homework, projects etc.) - Instructor may modify in the interest of the class. (25% each test), where applicable.
Testing: 60% If Three Tests are required this semester (May include homework, projects etc.) - Instructor may modify in the interest of the class. (20% each test), where applicable.
Final Exam: 50% If Two Tests are required before this Final Exam. (May include Term Paper and other projects etc.) - Instructor may modify
Final Exam: 40% If Three Tests are required before this Final Exam. (May include Term Paper and other projects etc.) - Instructor may also modify
Tests and Exams are: Test ONE, Test TWO, Test THREE and FINALS. (Number of Tests depends on Semester Evaluation by Instructor).
NOTE: Missing any of Homework, Projects, Assignments, Class Participation activities, Discussion Forums in this class will put you in an automatic maximum grade of C or a deduction of 10% from Semester totals. You are expected to participate in every activity that is required for this class per Syllabus, Eagle Online, Eagle Class Email or by Instruction from Professor. All work must be submitted as required by the instructor to be recognized. Again, you must check your email and Eagle notice boards from time to time. Work not turned in as specified will either lose points or not be accepted at all.
(All written papers must meet standards discussed in class; plagiarism if discovered will be treated appropriately with HCC rules in place. Grading system may be modified in the interest of Class)
(Students are responsible for printing all work assigned and submitting prints, even if already emailed electronically. (If required, hard copies will be reviewed). All printed work must be turned in to the location and by the date specified before the last class for the semester.
Also see schedule of tests on Eagle. (If any changes occur for technical reasons, you will be properly notified)

Make-up policy
This Class has NO MAKE UP for tests & Exams missed.

This class may be assigned graded project work, assignments/homework. (Depending on the need, if assigned may be equal to one test grade or as specified.) Instructor reserves the right to award points to students for satisfactory work and activities. (Please see Eagle for any details).

Course Content
• Drilling and Well completions
• Development Systems
• Fixed Structures
• Floating Production Systems
• Subsea Systems, Topsides
• Pipelines
• Technology & the Third Wave
• Industry Processes from Exploration to Refining
• Process Drawings: PFDs & P&IDS

Course Calendar with Reading Assignments
Reading assignments, test review material and homework will be given every week.

Other Student Information (clubs, tutoring, web resources, etc.)
Tutoring, library literature and web resources will be provided to students during the semester as needed.

Career Services
See Dora Campa (Job Placement Coordinator) for career opportunities – (713) 718-5291

STUDENT SERVICES NOTICE:
The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars.

Refer to the DE Student Handbook by visiting this link: http://de.hccs.edu/de/de-student-handbook