



## Syllabus - Process Technology II Systems - 34642 - Fall 2017

*"Due to hurricane Harvey, the syllabus for fall 2017 semester has been reduced to 14 weeks instead of normal 16 weeks semester. In order to achieve the requirement for total contact learning hours per the semester, students will be assigned extra take home assignments. This extra work should cover the loss of two weeks of class teaching (12 hrs). These two weeks of class teaching will be compensated by adding more homework assignments on the first two chapters. These assignments will be sent to students via email.*

*Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so.*

### **Instructor Information**

Dr. Azita Ahosseini

Email: [azita.ahosseini@hccs.edu](mailto:azita.ahosseini@hccs.edu)

Office Hours : Mondays 10- 11 AM, Wednesdays 2 – 5 PM, Thursdays 12- 2 PM

Office Location: Science and Engineering Building, Room#100

Office Phone Number : 713-718-2133

Fax Number : 713-718-5760

### **Course Information**

Name: PTAC 2420 Process Technology II Systems (Lecture / Laboratory)

Number: 34642

Credit: 4 hours

Class Location: Science and Engineering Building, Room # 109

Class Time: Wednesdays (5:00 PM – 9:50 PM)



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### Course Description

Develop the knowledge, information and skills of the students about process technology systems. Also, to create the attitudes and behaviors required for a life of continued learning about how different systems are used in the process industries.

### Course Goals

Instruct and teach fundamental aspects of process technology systems to students in order to be used in different process industries.

### NAPTA Course Learning Outcomes

Describe and utilize process drawings, process controls, and energy/material balances associated with process systems. Identify and explain the combinations of equipment into typical unit operations (reaction and separation systems) and the relationships among the different pieces of the equipment. Identify and explain the combinations of equipment into common utility systems (cooling, heating, gas, etc.) and how they support the various unit operations within a plant. Discuss the specific safety, health, and environmental concerns (examples: relief and flare systems, emergency shutdowns, etc.) associated with process systems. Demonstrate an understanding of the operator's responsibilities for the safe and efficient operation of systems, including the interaction among the various pieces of equipment within these systems.

### End-of-Course Outcomes

Describe the purpose and function of common process systems; and explain and demonstrate the operation of each process system.

### Textbook Information

Process Technology Equipment & Systems – Fourth Edition

By: Charles E. Thomas

ISBN-13: 978-1-285-44458-1

**A Hard Copy of the book is needed for tests because no electronic devices are allowed during the test.**



**Attendance and Withdrawal Policies**

Students are expected to attend all the theory lectures, participate in tests or quizzes and perform their assignments, home-work and laboratory tasks (if applicable) or when necessary. Any student, who is absent more than 12.5% of the class and lab combined, will be told to withdraw 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).

**Based on the State Funding rules for spring and fall semesters attending to the class for the first two sessions are mandatory. For summer semesters all students must attend to the class for the first day. Students who don't follow these rules will automatically be dropped from the course.**

**Course Requirements and Grading Policy**

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%


F = 0 - 59%

**Class Schedule**

The Following Table is  
The Estimation of the Class Weekly Schedule:



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Month	Date				
September	13	20	27		
	Syllabus – Instructor’s Expectations and experiences Students expectations and experiences Chapter 11 and 12 Instruments and Process Control Diagrams Homework on chapters #1, #2	Chapter 13 Utility Systems ----- Assign Groups for Class Activity and Projects HWA on chapter 13	Chapter 14 Reactor Systems ----- Class Activity		
October	04	11	18	25	
	Review For The Exam ----- Class Activity	Midterm Exam Scantron- 50 questions Closed book – chapters 11 to 14	Chapter 15 Distillation Systems ----- Class Activity	Chapter 16 Extraction and Other Separation Systems ----- Class Activity	
November	01	08	15	22	29
	Chapter 17 Plastic Systems ----- Class Activity	Lab Work SIMTRONICS	Lab Work SIMTRONICS	 <span style="color: red;">Happy Thanksgiving</span>	Group Projects Presentations
December	06	13			
	Review for the exam Progress Reports Review Session 2	Final Exam Open Book Comprehensive			



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### **Make-up policy**

Only 1 make-up test will be allowed, and only due to an official excuse. But, the Instructor reserves the right to make more than one depending on the circumstances.

### **Other Student Information (clubs, tutoring, web resources, etc.)**

Tutoring, library literature and web resources will be provided to students during the semester as needed.

### **Course Calendar with Reading Assignment**

1. **Final Term Exam will be mandatory** and on the last semester's day or within the final examinations' period at the Instructor discretion. Students must wait to get their grades when they are Officially Posted.
  
2. The distribution of the whole grade will be as follows:
  - Homework Assignments (HWAs) 20%
  - Class activities(questions and answers), watching video tapes, Attending Industrial workshop and lab visit 20%
  - Midterm Exam 20%
  - Group Project (one project) 20%
  - Final Term Exam 20%
  - **Total** 100%

### **Course Content – Reading Assignments**

Homework assignments will be given out at the end of each class and is (are) due the following class. In order for the Students to better participate in class the Students should read the chapter(s) before class. They should also watch the video(s) pertaining to the chapter(s) as directed by the Instructor.



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### Homework Assignments (HWAs)

- HWAs are assigned from the first session and may continue during the semester. Each assignments will be explained by instructor during the PowerPoint Presentation and students will have access to this PowerPoint Presentations through their emails and /or Learning web
- Totally one group project will be assigned for students during the semester and the format and detail will be given through the PowerPoint Presentation.

### Important Notes

1. The Instructor reserves the right to modify the syllabus, course requirements, assignments, homework, grading procedures and any other related policies as changes take place during the semester. However, proper verbal notice will be given to Students in the class.
2. The Instructor is available for Student consultation, support, and help according to the rules and regulations after the class or via Instructor's official email.
3. HCC is a college institute and **professional behavior** is expected while on campus between the students and Instructor and/or between the students themselves.
4. All the HCC rules and regulations will be applied in the semester, and for all courses/classes.
5. Any Student's attempt to cheat or actual cheating alone or with another student will be given ZERO and dismissed from the class. Additionally, a report will be written against they/them and submitted to the appropriate HCC officials, and all the other related HCC rules will be applied.
6. All the quizzes and exams during the semester may be done by SCANTRON Sheets-Green type, the process of the tests or quizzes will be through the distribution of the examination sheets. The Student will write his/her name on all examination sheets sides and circle the correct answer(s) then transfer



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7. them to the scantron sheet. Students must use pen through the examination sheets [tests or quizzes] and pencil for scantron sheet only (easy to erase), and both should be delivered to the Instructor
8. Some of the home-work and the assignments should be submitted in printing [use Times New Roman, 12 pt. font size, and single space] according to the form distributed by Instructor. Sometimes handwriting will be required, and both the home-work and the assignments will be evaluated and graded by the Instructor.
9. Students must respect the class time, Instructor, and other Students. **Do not be late for the class.**
10. **Using any electronic devices [cell phone, I Phone, etc.] will not permitted during the tests for any reason and all the students must TURN OFF these devices before entering the class, and keep them in their bag or pocket during the test.**

### *Students with Disabilities*

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/district/students/disability-services/>

### *Title IX statement*

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an



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accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

### **Academic Honesty**

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

### **EGLS<sub>3</sub> -- Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that student feedback is necessity to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professor and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

### **HCC Public Emergency Plan 3-7-11**

Every member of the Houston Community College community should understand his or her role in emergency situations. All faculty, staff, and students should review this plan so they can support their colleagues should an emergency arise.

Evacuation routes and assembly areas are posted throughout the campus(s). If you are faced with a situation that requires evacuation, proceed in an orderly fashion to the designated assembly area. If a situation arises





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that requires you to shelter-in-place, you will be given instructions to proceed to a designated area - do not leave the building.

**In Case of Emergency** Dial 911 or call HCC Police at 713-718-8888 (713-718-8800 provides faster dispatch time).

To update your emergency contact information, log into PeopleSoft on the Student Sign-Ins page.

The "[Run. Hide. Fight.](#)" videos provide the information you need to survive an active shooter event.

Please read the important points about the public emergency plan through the following link:

<http://www.hccs.edu/district/departments/police/crime-prevention--safety/hcc-public-emergency-plan/>

### **Campus Carry Law**

“At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>.”

### ***Guide Sheet for***

#### ***Emergency Support Document and acknowledgement letter for late or missed assignment***

In order to receive full credit for scores for missed and or late assignments, student needs to provide a hard copy of support evidence for emergency cases and a letter (hand written preferred, signed and dated) covering the following statements from the syllabus (hand it to instructor in person next class):

- 1- You need to say that you know you will be awarded 0 point for any late work for non-emergency cases no later than one class period after the date of emergency.
- 2- You need to say that you know that emergency cases are things beyond student's control like health, accidents, and cases in life that occur unplanned once-in-a-while or non-frequent.
- 3- You need to say you will do everything in your power to show student ethical behavior for all courses in SciEngTech at HCC-NE and turn in all required assignments on-time as specified in their respective syllabi.

### ***How to Find Syllabus on Learning Web:***

Go to [www.hccs.edu](http://www.hccs.edu), select For Information, click faculty, click Learning Web, search for Azita Ahosseini, Click on the name/picture, select Syllabus or Curriculum Vita.