

## Syllabus

### Course Description

#### PTAC 1308 Safety, Health & Environment

Development of knowledge and skills to reinforce the attitudes and behaviors required for safe and Environmentally sound work habits. Emphasis on safety, health, and environmental issues in the Performance of all job tasks and regulatory compliance issues. Credit: 3 (3 lecture). Introduction to chemical and refinery plant safety in operations. Topics include process technician duties, responsibilities and expectations, plant organizations, the importance of safety in every aspect of daily operation, and the physical and mental requirements of the process technician so as to maintain a safe and healthy work environment. Credit: 3 (3 lecture)

### Prerequisites

As required by the HCC Energy Institute, willingness to participate in all class work and requirements

**IMPORTANT NOTE:** This class may require some use of the PC to write papers and complete homework and or other assignments.

<p><b>EMAIL / Eagle Notices:</b> Having a valid email address is a major requirement since certain communication might be via email. Example, in the event of class not holding, emergencies etc.</p>
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### Course Goals (includes competencies, incorporation of SCANS, etc.)

The student will relate an overview of a typical process plant; identify process equipment; state the purpose of equipment; describe safety, health, and environmental components; and describe the roles, responsibilities, and work environment. Core curriculum competencies include reading, writing, speaking, listening, critical thinking, computer literacy

### Instructor Information

Instructor/Professor: Ifeanyi Oramulu

Email: [ifeanyi.oramulu1@hccs.edu](mailto:ifeanyi.oramulu1@hccs.edu). I recommend you communicate via email. If all fails then use the phone.

Phone: Call (713) 718-8300 and leave a message for me. If it is urgent then call 281-912-3228

**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

Process Technology, Safety, Health, and Environment. 3<sup>rd</sup> Edition, Charles E. Thomas  
ISBN: 9781111036355 – Cengage 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 given in class or via email or phone. It is your responsibility to ensure that you understand any assignments or requirements, if you need clarification, you must ask the instructor as soon as the notice or information is provided. Waiting too late and hoping that an excuse of "I did not understand" will help you will be an illusion and will be penalized.

WARNING:

- (a) You must study your textbook along with lectures notes
- (b) You must not miss any exams or tests as there is no make up
- (c) You must not miss classes and not be late to class, no late submissions for homework etc.

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](http://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

### Course Requirements and Grading Policy

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

**TESTING INFORMATION:** Periodic Quizzes might be required as mandatory and may count towards grade

Below are testing dates for this Class for the Spring 2013 Semester.

Testing location may vary, (Depending on certain factors, tests may be administered by me or by the HCC NE testing center.

**VERY IMPORTANT:** Regardless of testing date and location, student must make advance arrangement to ensure it is not missed. This may include calling the HCC NE Testing center to arrange for you test. The instructor will notify the class of the test location within a reasonable time window if it differs from current class location and time.

All Tests must be taken on the date noted on this Syllabus. You should consider your availability for testing when deciding to continue with this class. It is mandatory that all tests be taken as specified.

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Again, If tests are scheduled at the TC, students will be responsible for making sure they show up at the testing center during working hours for the tests. Make sure you give proper allowance for closing times at the testing centers. Testing Center information:

### Testing Center Contacts

#### Testing Associate

Natasha McQueen-Bamisebi

OR Jorge

713.718.8303

713.718.2105

[natasha.mcqueen@hccs.edu](mailto:natasha.mcqueen@hccs.edu)

Testing Center Physical Address:

555 Community College Dr

Room 103

Otherwise all Tests and Exams will be during class hours and dates. (This class might include some surprise test or quiz in lieu of scheduled tests).

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Students must be willing to accommodate any testing center changes or any testing rearrangement as this is usually for a good reason. This notice is subject to change according to testing center availability. Each test must be administered the same day for all unless pre-authorized by instructor.

TEST ONE – April 6, 2013.

TEST TWO – April 20, 2013.

FINALS – May 4, 2013

Refer to the school calendar for important dates: 2<sup>nd</sup> 8 Weeks Class.

<http://www.hccs.edu/portal/site/hccs/menuitem.5fc1e5d66248062f3227a2ced07401ca/?vgnextoid=eba11e5bf6c6f110VgnVCM2000001b4710acRCRD&vgnnextfmt=default&caltype=week>

**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.

#### Grades will depend on the following: Pre-Final Testing

Testing: 50% If Only one Test is required during this Semester (May include homework, projects etc.) - Instructor may modify in the interest of the class. (50% for the single test), where applicable.

Testing: 50% If Two Tests are allowed this Semester (May include homework, projects etc.) - Instructor may modify in the interest of the class. (It will be 25% for test One and 25% for test two), 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. (It will be 20% + 20% + 20%, that is each test is 20%), where applicable.

FINAL EXAM:

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Final Exam: 50% If One or Two Tests were required before this Final Exam. (May include Term Paper and other projects etc.) - Instructor may modify

Final Exam: 40% If Three Tests were required before this Final Exam. (May include Term Paper and other projects etc.) - Instructor may also modify

Tests and Exams: 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, Discussions 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**

(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.**)

## Make-up policy

**There is NO MAKE UP for tests and Exams**

## Projects, Assignments, Portfolios, Service Learning, Internships, etc.

This class may be assigned project work, assignments/homework. (Depending on the need as deemed proper by the instructor, if assigned may be equal to one test grade.) Instructor reserves the right to award extra points to students for exceptional and satisfactory work and activities.

## Course Content

Below are most of the areas of study for this course. This is not an exhaustive list, but are selected topics

- Introduction to Process Safety
- Hazard Classification
- Routes of Entry and Environmental Effects
- Gases, Vapors, Particulates and Toxic Metals
- Hazards of Liquids
- Hazard Chemical Identification: Hazcom, Toxicology and Dot
- Fire and Explosion
- Electrical, Noise, Heat Radiation, Ergonomic and Biological Hazards
- Operating Hazards
- Personal Protective Equipment (PPE)
- Engineering Controls
- Administrative Controls
- Regulatory Overview: OSHA, PSM, EPA, HFDA and DOT
- Hazwoper
- Process System Hazards
- Hurricanes and Natural Disasters
- 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:

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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>