

Instructor Information

Instructor	Kenneth Ballou
Email	balloukw@lamarpa.edu
Phone	(409) 984-6367
Office	Umphrey Industrial Technology Center - Room: 201E
Office Hours	By appointment only.
Additional Contact Information	

Course Information

Description	This course emphasizes activities associated with the hands-on operation of process equipment.
Required Textbooks	Textbook Purchasing Statement: A student attending Lamar State College Port Arthur 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. Process Operations Second Edition. Pearson Publishers. NAPTA. ISBN-13: 979-0-13-641991-4; ISBN-10: 0-13-641991-7
Additional Materials/Resources	None.
Corequisites/Prerequisites	PTAC-2420/PTAC-1432
Learning Outcomes	1. Describes the roles, responsibilities, and work environment of a process technician. (PSLO 1); measured by embedded test questions. 2. Demonstrate ability to name basic processes. (PSLO 2); measured by interactive control room lab sessions. 3. Demonstrate ability to identify basic process equipment. (PSLO 2); measured by field lab sessions, class discussions. 4. Demonstrate ability to name basic process equipment systems. (PSO 2); measured by lab using P&ID drawings, class discussions. 5. Describe quality concepts used in process controls in process industries. (PSLO 3); embedded test questions, class discussions. 6. Demonstrate ability to identify all main ideas, supporting details, and vocabulary in reading material. Demonstrates a full understanding of the reading. (PSLO 5); embedded test questions, class discussions.
Program Student Learning Outcomes	1. Use technology to access operator-specific documentation and training. 2. Identify specific equipment and operating parameters to meet industry standards. 3. Describe the principles of quality control. 4. Diagram the process control elements in a control loop. 5. Identify basic processes, equipment, and systems to meet industry standards. 6. Implements standard safety procedures as required in industry.
Lecture Topics Outline	Week 1: Introduction to course, review of syllabus, overview of Process Operations Chapters 1-4 (Introduction To Operations, On-the-Job Training. Reading Process Drawings, SHE Policy Compliance) Week 2: Overview of Chapters 5-8 (Lockout/Tagout, Communication, Procedure Writing, Shift Change/Relief) Week 3: Overview of Chapters 9-12 (Utility and Auxiliary Systems, Unit Commissioning, Unit Startup, Routine Duties) Week 4: Overview of Chapters 13-16 (Sampling, Maintenance, Abnormal and Emergency Operations, Unit Shutdown) Week 5: Questions and Answers, Final Review Week 6: Final
Major Assignments Schedule	Week 1: Introduction to course, complete Chapters 1-4 Week 2: Exam 1 (Chapters 1-4), complete Chapters 5-8 Week 3: Exam 2 (Chapters 5-8), complete Chapters 9-12 Week 4: Exam 3 (Chapters 9-12), complete Chapters 13-16 Week 5: Exam 4 (Chapters 13-16), review for final Week 6: Final Exam
Final Exam Date	July 2, 2026 - 6:0 AM Through July 6, 2026 - 12:30 PM
Grading Scale	90 - 100=A 80 - 89=B 70 - 79=C 60 - 69=D Below 59 = F
Determination of Final Grade	Chapter Tests-30%, Quizzes/homework/-30% Final Exam-40%

Course Policies

Instructor Policies	I will not discuss your grades over the phone or by e-mail. If you want to discuss your grades, you must come to my office in person. You will have 4 Major Tests and a Final Exam in this class. All tests and the exam are taken on Blackboard on a specified day. There are "NO MAKEUPS OR RETAKES" if instructor is not notified. If you miss "ONE" Test, your current test average will be given for that test. If you miss more than one test, you will receive a zero for each additional test you miss. Homework must be completed on time, 15 PTS will be deducted each class day late, for two class days. Homework more than 2 class days late will not receive a grade higher than 75. Homework can be hand written or uploaded to Blackboard in a document format. Students that are disruptive in class will be asked to leave and counted absent for the day. E-Mail/Voice Mail Etiquette: Students must use appropriate e-mail etiquette when corresponding with instructor; for example, complete sentences and a full subject line with your name/course name. Voice mail messages should be clearly spoken identifying students name, course, and any return phone number. Taking the Final Exam is required to complete the course.
Attendance Policy	Poor attendance is a leading reason for termination from a job in all areas of employment. With this factor in mind, the instructor monitors student attendance daily. In addition, attendance on a regular basis is necessary for proper skill development. A tardy is an absence for attendance purposes. 4 absences = one letter grade drop 6 absences = two letter grade drop 8 absences = automatic failure of class Quizzes may be given at the beginning of the class period. Students coming in to class late will not be allowed to take quizzes. A grade of zero will be recorded for the quiz. Students are responsible for completing all assigned homework, including reading assignments, by the required due dates and for being prepared for each class meeting. This applies even if you were absent from the previous class meeting.
Additional Information	
Institutional Policies	
MyLSCPA	Be sure to check your campus email and Course Homepage using MyLSCPA campus web portal. You can also access your grades, transcripts, academic advisors, degree progress, and other services through MyLSCPA .
Academic Honesty	Academic honesty is expected from all students, and dishonesty in any form will not be tolerated. Please consult the LSCPA policies (Academic Dishonesty section in the Student Handbook) for consequences of academic dishonesty.
ADA Considerations	The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services Coordinator , Room 117, in the Student Success Center. The phone number is (409) 984-6241.
COVID 19 Information	The Lamar State College Port Arthur (LSCPA) Student Code of Conduct COVID 19 Policy requires students who have been diagnosed with COVID 19 to report their condition directly to their local health department. Students should also contact their course faculty to report their quarantine status. In addition, this policy requires all students to wear face coverings when directly exposed to COVID 19 in compliance with the criteria included in the policy. For more information please refer to the COVID 19 link on the LSCPA website.
Facility Policies	No food or tobacco products are allowed in the classroom. Only students enrolled in the course are allowed in the classroom, except by special instructor permission. Use of electronic devices is prohibited.
HB 2504	This syllabus is part of LSCPA's efforts to comply with Texas House Bill 2504.
Mandatory Reporting of Child Abuse and Neglect	As per Texas law and LSCPA policy, all LSCPA employees, including faculty, are required to report allegations or disclosures of child abuse or neglect to the designated authorities, which may include a local or state law enforcement agency or the Texas Department of Family Protective Services. For more information about mandatory reporting requirements, see LSCPA's Policy and Procedure Manual .
Title IX and Sexual Misconduct	LSCPA is committed to establishing and maintaining an environment that is free from all forms of sex discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct. All LSCPA employees, including faculty, have the responsibility to report disclosures of sexual misconduct, including sexual harassment, sexual assault (including rape and acquaintance rape), domestic violence, dating violence, relationship violence, or stalking, to LSCPA's Title IX Coordinator, whose role is to coordinate the college's response to sexual misconduct. For more information about Title IX protections, faculty reporting responsibilities, options for confidential reporting, and the resources available for support visit LSCPA's Title IX website .
Clery Act Crime Reporting	For more information about the Clery Act and crime reporting, see the Annual Security & Fire Safety Report and the Campus Security website .
Grievance / Complaint / Concern	If you have a grievance, complaint, or concern about this course that has not been resolved through discussion with the Instructor, please consult the Department Chair.
Department Information	Business and Industrial Technology Chair: Cristina Lawson Email: lawsonac@lamarpa.edu Phone: (409) 984-6381