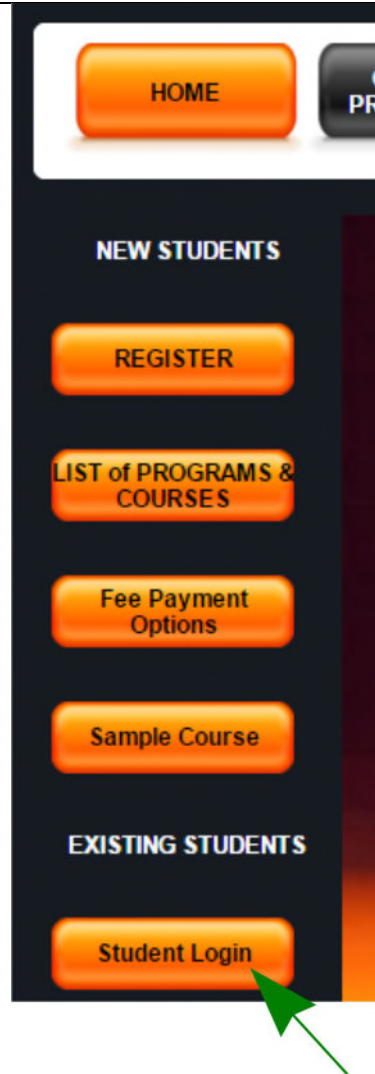


## How to Navigate the Learning Materials in the Program

Course Category CAT1

**Step 1:** How to access the login location:

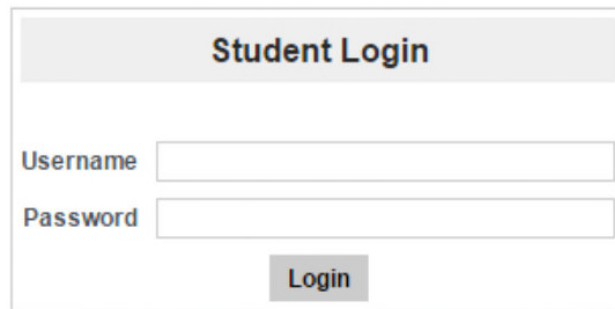
- a. Go to [www.HoustonIndustrialTraining.com](http://www.HoustonIndustrialTraining.com) This will take you to our homepage.
- b. Click on the “Student Login” button pointed to by the arrow.



**Step 2:** Clicking on the Login button will bring you to this screen. Here you need to enter your Username and Password.

Note 1: The Username and Password are both CASE SENSITIVE. Please ensure that both are entered exactly as provided by HITI in your welcome email. Also note that the Password does not include any numerals – only alphabet letters are used.

Note 2: If you do not have a Username and Password, please note that you need to register in a program to get your Username and the Password.



The screenshot shows a web form titled "Student Login". It contains two text input fields, one labeled "Username" and one labeled "Password". Below the "Password" field is a button labeled "Login".

The Username and Password are both CASE SENSITIVE. Please ensure that both are entered exactly as provided by HITI. Please note that the Password does not have any numerals.

**Step 3:** When you log-on, you are brought to this screen.

This is the **Student Profile** screen – and it provides access to all kinds of information.

Clicking the “**How To Take This Course**” button will bring you to the document you are reading right now.

**EXISTING STUDENTS**

- Student Profile
- View/Edit Information
- Make a Payment
- Special Services
- Logout

**Welcome** [REDACTED]

- Student Profile
- Course Description
- How To Take This Course
- My Payment Record
- My Record
- Remaining Module Access
- My Course

**Step 4:** Click on the “**My Course**” button.

**EXISTING STUDENTS**

- Student Profile
- View/Edit Information
- Make a Payment
- Special Services
- Logout

**Welcome** [REDACTED]

- Student Profile
- Course Description
- How To Take This Course
- My Payment Record
- My Record
- Remaining Module Access
- My Course

**Step 5:** Clicking on the My Course button brings you to the Course Gateway screen.

Click on the “**Proceed to Course**” button.



The screenshot shows a navigation bar with buttons for HOME, CURRENT PROMOTIONS, NAVIGATING THE INDUSTRY, NEW STUDENTS START HERE, and HOW. Below this is a sidebar for 'EXISTING STUDENTS' with buttons for Student Profile, View/Edit Information, Make a Payment, Special Services, and Logout. The main content area is titled 'Modules' and displays course information: Course Name: Chemical Plant Operations, Student Name: [REDACTED]. It states 'This course consists of the following modules. Please click on a' and lists six modules in dark orange text: Basic Industrial Safety, Basic Hazard Communication, Basic Lockout-Tagout, Math for Technicians and Operators, Physics for Technicians 1, and Physics for Technicians 2.

**Step 6:** Clicking on the “Proceed to Course” brings us to the above screen. This screen gives you access to all of the learning modules associated with the course. The learning modules are listed, as shown (dark orange color).

A learner can take the modules in any order as each module is a self-standing learning unit. We, however, suggest that the modules be studied in the recommended order, which can be accessed by clicking the “Program Module Order” button shown in Step 5.

Let’s click on the “**Basic Industrial Safety**” module to access it.

**Step 7:** Clicking on the button “**Basic Industrial Safety**” brings us to the screen above. This screen has a lot of material on it. Let’s start from the left hand side and work our way through it.

Module Learning Outcomes – this is the top button as shown – clicking on this will take you to the screen shown below.

**Step 8:** Clicking on the “**Module Learning Outcomes**” button, brings you to the above screen.

The screenshot shows a user interface for the 'Module Center' of 'Basic Industrial Safety'. On the left, a dark sidebar titled 'EXISTING STUDENTS' contains six orange buttons: 'Student Profile', 'View/Edit Information', 'Make a Payment', 'Special Services', and 'Logout'. The main content area is white and features a list of links: 'Module Learning Outcomes' (orange), 'Module Written Test' (greyed out), 'Module Quiz' (greyed out), 'Glossary' (orange), 'References' (orange), and 'Module Feedback' (red). A grey button labeled 'Back to the Student Profile' is positioned below these links. On the right side, under the heading 'Chapters', there is a vertical list of four orange buttons: 'Introduction', 'Common Industrial Hazards and Protection', and 'Personal Protective Equipment'.

**Step 9:** Here we see we are back at the Module Center.

Below the **Module Learning Outcomes** button we see two greyed out buttons: Module Written Test and Module Quiz. Your program requires a Module Written Test only; the Module Quiz will not be used.

The “**Module Written Test**” button becomes active AFTER you have provided feedback by clicking on the “Module Feedback” button.

For optimum learning, we recommend that you first review the content chapters provided on the right hand side. When you are comfortable with your learning progress, proceed to the written test. Complete the Module Feedback to activate your test.

To provide module feedback click on the “**Module Feedback**” button, which will take you to the feedback screen; after you have submitted your feedback the “**Module Written Test**” button will become active.

For now, let’s continue down the list with the other buttons. Click on the **Glossary** button.

## Glossary

### Module Name: Basic Industrial Safety

Note 1: Most of the necessary terms have been embedded and described in the learning materials. In this document some additional terms are introduced.

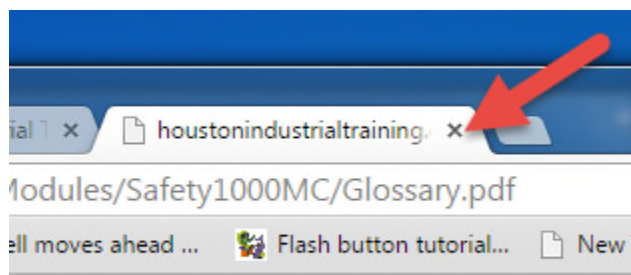
Note 2: Many of the terms relating to safety have legal ramifications and connotations. In this section and in the learning materials, information is provided in a general sense – not as legal interpretations. For legal or workplace-enforced terms, use services of an approved industrial hygienist – the material presented here is not intended for such application or usage.

**ACGIH**—American Conference of Governmental Industrial Hygienists. A professional organization devoted to worker health protection. In particular, the organization publishes "Threshold Limit Values for Chemical Substances in the Work Environment" and the "Documentation of TLVs." The TLV booklet is one source which may be used in hazard determination. [www.acgih.org](http://www.acgih.org).

**ANSI**—American National Standards Institute. ANSI is a coordinating body of various trade, technical, professional, and consumer groups who develop voluntary standards. [www.ansi.org](http://www.ansi.org)

**Acute**—An adverse effect on the human body with symptoms of high severity coming quickly to a crisis

**Step 10:** Clicking on the Glossary button will bring you to the screen shown above. When you are done with the glossary, you can return to the Module Center by closing the Glossary page by clicking on the cross shown below.



This will take you back to the Module Center. Now click on the **References** button.



## References: Basic Industrial Safety

Abercrombie, Stanley A., ed. Dictionary of Terms Used in the Safety Profession. Des

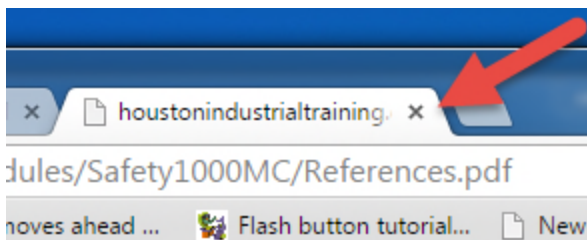
Plaines, IL: American Society of Safety Engineers, 1988.

Bird, Frank Jr. and George Germain. Practical Loss Control Leadership. Georgia:

Institute Publishing, 1985.

Brady, George S. and Henry R. Clauser. Materials Handbook: An Encyclopedia for Managers, Technical Professionals, Purchasing and Production Managers, Technicians, Supervisors, and Foremen. 13th ed., New York: McGraw-Hill, Inc. 1991.

**Step 11:** Clicking on the References button brings you to the screen shown above. When you are done with the module references, you can return to the Module Center by closing the References page by clicking on the cross shown below.



Click on the cross so that we can go back to the Module Center.

The screenshot shows a web interface for an existing student. On the left is a dark sidebar with orange buttons for 'Student Profile', 'View/Edit Information', 'Make a Payment', 'Special Services', and 'Logout'. The main content area is titled 'Module Center' and 'Basic Industrial Safety'. It lists several options: 'Module Learning Outcomes', 'Module Written Test', 'Module Quiz', 'Glossary', 'References', and 'Module Feedback'. At the bottom of this list is a grey button 'Back to the Student Profile'. On the right, under the heading 'Chapters', there is a vertical list of three orange buttons: 'Introduction', 'Common Industrial Hazards and Protection', and 'Personal Protective Equipment'. A green arrow points to the 'Introduction' button.

**Step 12:** Now we are ready to see the learning modules. This module has three chapters:

**Introduction**

**Common Industrial Hazards and Protection**

**Personal Protective Equipment**

Clicking on a chapter's name takes you to that chapter. Let's click on **Introduction** as indicated by the arrow.

Delivering World Class Affordable Industrial Training to your home!

Module Center | BACK | NEXT

## Introduction

### Welcome to *Basic Industrial Safety*

In this section, before formal introduction to the course, we (Houston Industrial Training Institute - HITI) need to make you aware of a few important pieces of information.

### Continuing Education Unit (CEU) Credit

We test our courses with pilot studies - using sample students - as well as our judgment to estimate the time needed by an average student to complete all of the necessary requirements - coursework as well as the post-learning tests. In general our prospective students may be divided into two categories:

The first type consists of students who are somewhat familiar with the subject matter and intend to participate in this module for Continuing Education purposes. The second type of students have no or little knowledge about the subject matter.

**Step 13:** Clicking on the “**Introduction**” button brings us to this page. This shows the learning material for the chapter you selected. By using the BACK and NEXT navigation buttons, you can go back and forth in the chapter. When you are done, you can click on the “**Module Center**” button and start another chapter.

**EXISTING STUDENTS**

- Student Profile
- View/Edit Information
- Make a Payment
- Special Services
- Logout

**Module Center**  
**Basic Industrial Safety**

**Module Learning Outcomes**

- Module Written Test
- Module Quiz
- Glossary
- References
- Module Feedback** ←

[Back to the Student Profile](#)

**Chapters**

- Introduction
- Common Industrial Hazards and Protection
- Personal Protective Equipment

**Step 14:** Click on the “**Module Feedback**” button to submit your input and unlock the Written Test.

**EXISTING STUDENTS**

- Student Profile
- View/Edit Information
- Make a Payment
- Special Services
- Logout

**Feedback Form**

For all questions the following criteria applies:  
 Excellent - 1  
 Good - 2  
 Fair - 3  
 Poor, barely acceptable - 4  
 Unacceptable - 5

1. Successful Achievement of Learning Outcomes: Evaluate how the learning material is aligned with the stated Learning Outcomes. In addition, please feel free to add suggestions for improvement in the textbox provided below.
 

1 2 3 4 5
2. Learning Environment: Evaluate how the material was presented. Was navigation easy? Was the overall environment user-friendly? Was the course material presented in a logical and easy to follow manner? In addition, please feel free to add suggestions for improvement in the textbox provided below.
 

1 2 3 4 5
3. Instructor Competence: In your opinion, did the instructor seem competent in the subject matter? Did he/she provide meaningful responses? Were his/her responses comprehensive or you had to ask the same question a number of times? In addition, please feel free to add suggestions for improvement in the textbox provided below. We seek your comments on the instructor's technical competence and ability to communicate with you in an effective manner is helpful to us in continuation of improvements in our services.
 

1 2 3 4 5
4. Practical Application of the Course: Did the course meet your overall objectives in taking this course, and if it is likely to help you in your current job?
 

1 2 3 4 5

**Step 15:** Clicking on the **Module Feedback** button brings you to the page shown above (only top part of the page is shown here).

After you click the SUBMIT button on the **Module Feedback** page, the system will take about 10 seconds to accept your feedback and will send you to the Module Center automatically.

**EXISTING STUDENTS**

- Student Profile
- View/Edit Information
- Make a Payment
- Special Services
- Logout

**Module Center**  
**Basic Industrial Safety**

**Chapters**

- Introduction
- Common Industrial Hazards and Protection
- Personal Protective Equipment

Module Learning Outcomes

**Module Written Test** ←

Module Quiz

Glossary

References

Module Feedback

Back to the Student Profile

**Step 16:** After the feedback process, you will notice the “Module Written Test” button is activated. Click on the “Module Written Test” button.