

How to Take This Course

Course Category CAT1

Document Scope

This document covers the main features of the program that the student will require after he/she has registered and has been given a Username and a Password.

This document is limited to the activities relating to the learning process. For other support activities, please use the following documents:

- a. For common general questions: **FAQs** tab located in the header of our homepage
- b. For other non-learning activities & features of your program: **How To Guide** tab located in the header of our homepage
- c. For service limitations and caveats: **Terms & Conditions** located at the bottom of our homepage
- d. For services not covered in the help documents listed here, please send an email to: registrar@HoustonIndustrialTraining.com

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1. Introductory Information – Learning Materials

The course is designed to be user-friendly. Any person who uses email should be able to go through the course. Unlike a brick and mortar classroom, you can access the course many times, from anywhere, at any time.

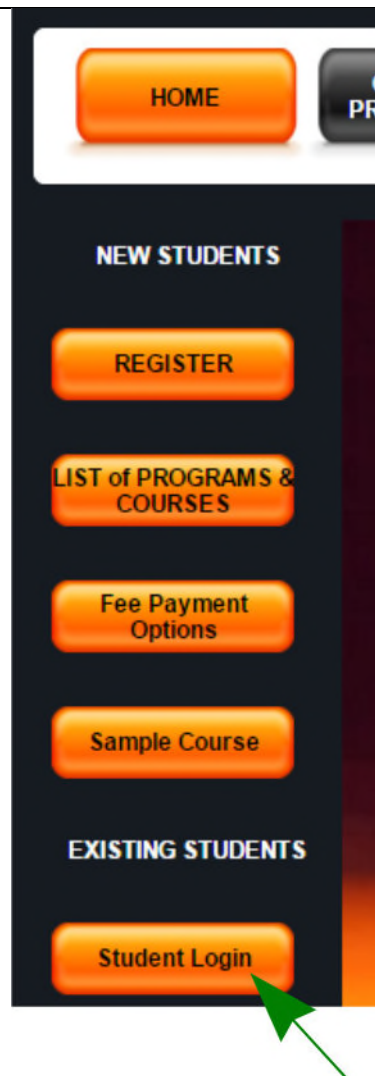
This course consists of a number of learning modules. A “Learning Module” is a self-standing learning package. To pass the course, you need to pass each of the learning modules. The module passing mark is 75%.

To pass this course you have to get passing mark in each of the learning modules.

2. Navigate to Learning Materials

Step 1: How to access the login location:

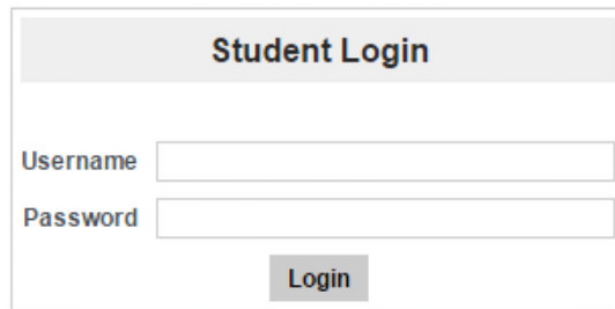
- a. Go to www.HoustonIndustrialTraining.com This will take you to our homepage.
- b. Click on the “Student Login” button pointed to by the arrow.



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.



HOME CURRENT PROMOTIONS NAVIGATING THE INDUSTRY NEW STUDENTS START HERE HOW

EXISTING STUDENTS

Student Profile

View/Edit Information

Make a Payment

Special Services

Logout

Modules

Course Name: Chemical Plant Operations

Student Name: [REDACTED]

This course consists of the following modules. Please click on a

- Basic Industrial Safety
- Basic Hazard Communication
- Basic Lockout-Tagout
- Math for Technicians and Operators
- Physics for Technicians 1
- 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 web 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, a section titled 'Chapters' contains 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.

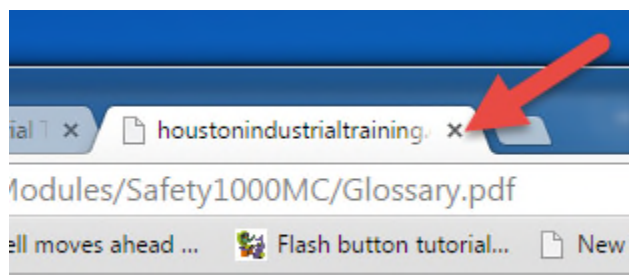
Note 2: Many of the terms relating to safety have legal ramifications and connotations. In this section and in the learning materials, information is provided in a general sense – not as legal interpretations. For legal or workplace-enforced terms, use services of an approved industrial hygienist – the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

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

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

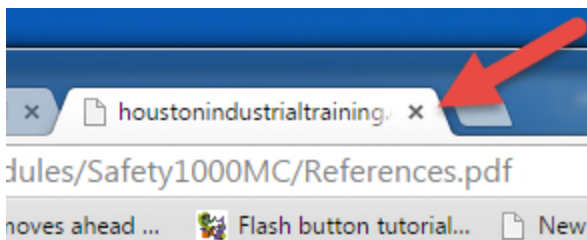
Plaines, IL: American Society of Safety Engineers, 1988.

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.

3. How to take Module Written Test

In the last section **Navigate to Learning Materials**, we learned how to activate the **Written Test** button. When you click on this button the Written Test questions appear as shown in the example screen provided below:

HoustonIndustrial
Training Institute

Written Test Questions

Module Name: Basic Industrial Safety

Module Code: Safety1000

Note:

The document "How to Take This Course" contains instructions on how to take this written test. Please access these instructions and follow them.

Question 1: DESCRIBE why paying attention to safety is important in an industrial plant.

Question 2: In reference to worker safety, DESCRIBE employer and employee responsibilities.

Question 3: IDENTIFY and list common hazards and possible protection against them (with reference to industrial plants.)

Question 4: DESCRIBE why special attention is paid to hazards associated with Hydrogen Sulfide gas.

Question 5: DESCRIBE safety hazards posed by electricity, confined spaces and toxic gases.

Question 6: LIST basic protective equipment for common hazards in an industrial plant.

To to respond to the written test questions please adhere to the following instructions:

1: Use Microsoft WORD to prepare your answers. We will not accept any other Word Processor.

2: To prepare answer for a question, first write the question, and then underneath it, provide your answer. Note that the question must be provided along with the answer.

3. All questions must be answered in one document. If a Written Test consists of six questions, then all of the six questions must be contained in one document. DO NOT submit your questions in installments – for example for a 6-question test, DO NOT send the first two questions this week and the remaining four the next week. ALL QUESTIONS must be answered in one document.

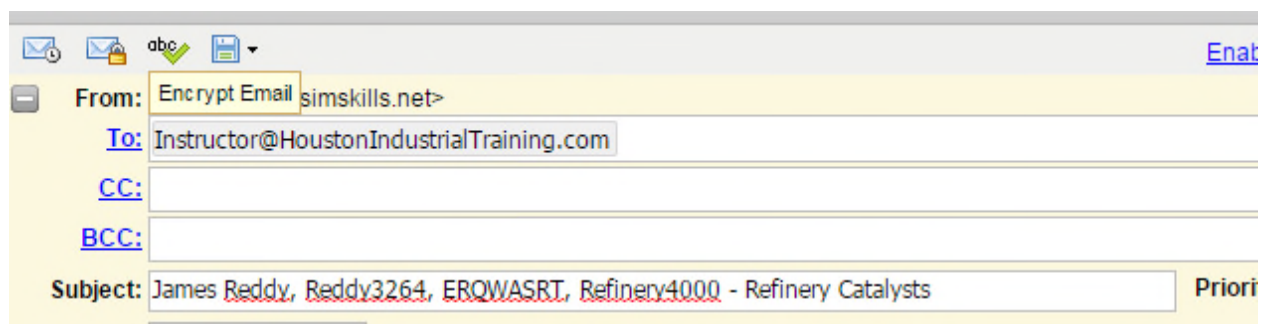
How to SUBMIT your Answer Sheets

You are required to submit your answers via an email to Instructor@HoustonIndustrialTraining.com Here's how you should do this:

- a. Create an email addressed to Instructor@HoustonIndustrialTraining.com
- b. In the subject line of the email you are required to provide the following information as shown below:

Your First Name, Last Name, UserName, Password, Module Name or Module Code

A screenshot provided below as an example to show how the SUBJECT line in your email may look like:



In this example, we are showing the following:

First Name: James

Last Name: Reddy

UserName: Reddy3264

Password: ERQWASRT

Module Code: Refinery4000

Module Name: Refinery Catalysts (you are required to provide only the Module Name or the Module Code, though both would be better)

How to Create and Submit a Sketch

For many questions we do not require you to include handmade sketches to demonstrate your mastery of the subject – but if you did that it is likely to get you higher marks. In some cases we do require inclusion of a handmade sketch in your answer sheet. Here's how you submit a sketch or a diagram:

- a. Hand-make (free draw) the necessary sketch (it is not necessary to use graphics software – though some students prefer to use common graphics software – and that is also acceptable).
- b. Scan the sketch and create a .jpg file. If you do not know how to do this, consider using UPS or FEDEX store for this service – they (or a Mailbox Rental type business) will be able to provide you with a .jpg type file rather inexpensively. Please **DO NOT** USE any other type of file such such as .BMP or .TIFF etc.
- c. Attach the sketch .jpg sketch files to your email. OR, embed your sketches in your answer sheet WORD document.

Some helpful notes

1. Your answers should be in as much detail as possible.
2. Pass Marks for the course: 75%.
3. Regarding marking of assignments and exams, the instructor's and/or HITI's opinion is final – we do not have any formal appeal process. However, if you are in disagreement with how your exam is marked, you are encouraged to send a query to instructor@HoustonIndustrialTraining.com (in such cases, provide all the information that is required for submission of answer sheets.) We will review your concern and respond in five business days.
4. Depending upon the nature of the course and the staff work-load, the posting of your marks may take anywhere between 2 days to 2 weeks. To see how you did in the exam, please log in to see the exam results. If you do not see any marks for three weeks or so, please feel free to send an emailed reminder to the instructor.
5. If for any reason (such as a job interview) you need to have an exam marked faster than the usual two weeks time, please state so in your submittal email – we will try to accommodate you as much as possible.
6. Please see the section “Our Training Philosophy” in the FAQs on our home page to gain insight into how we view knowledge transfer aspects of online training.
7. DO NOT, under any circumstances, mail or fax or FEDEX your answer sheets.

4. How to Access My Payment Record

Step 1: Clicking on “My Payment Record” will bring you to your payment record.

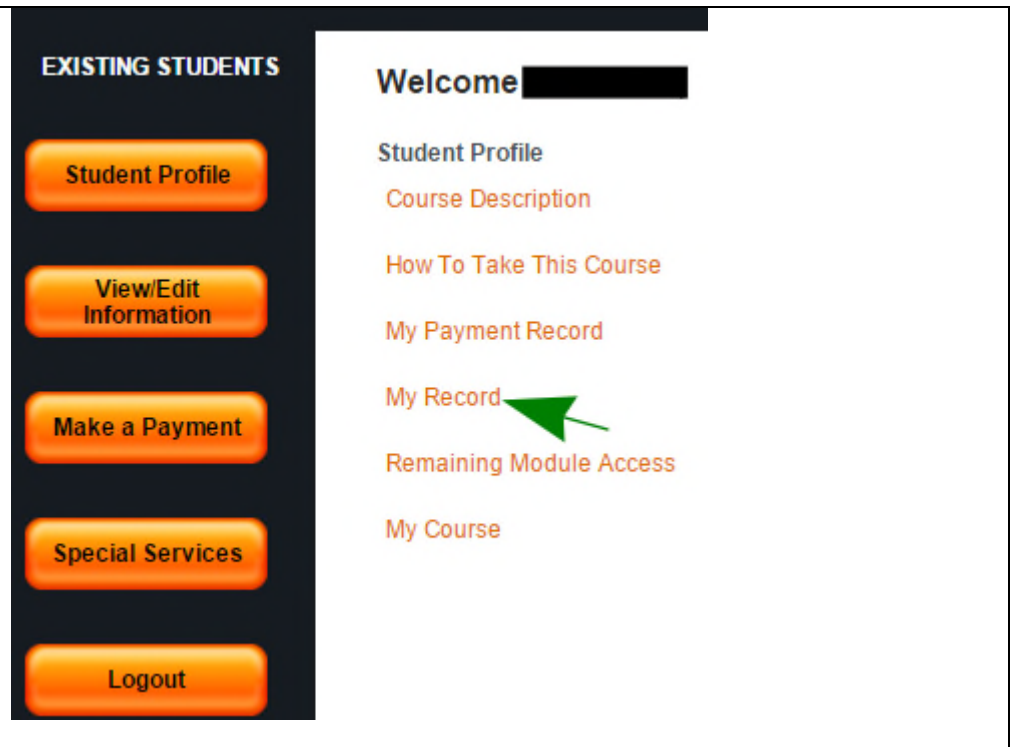
Student Name : [redacted]		Course Name : HVAC Training - C	
Payment Date	Payment Method	Amount	Payment Review
[redacted]	[redacted]	\$ [redacted]	Completed
Paid Course Fees Total Amount:		\$ [redacted]	

Step 2: When you click on the “My Payment Record” button, you will be routed to the screen above.

You can go back to the “Student Profile” screen by clicking on this button in the left hand menu.

5. How to Access my Work Record

Step 1: To check your record, click on the “My Record” button.



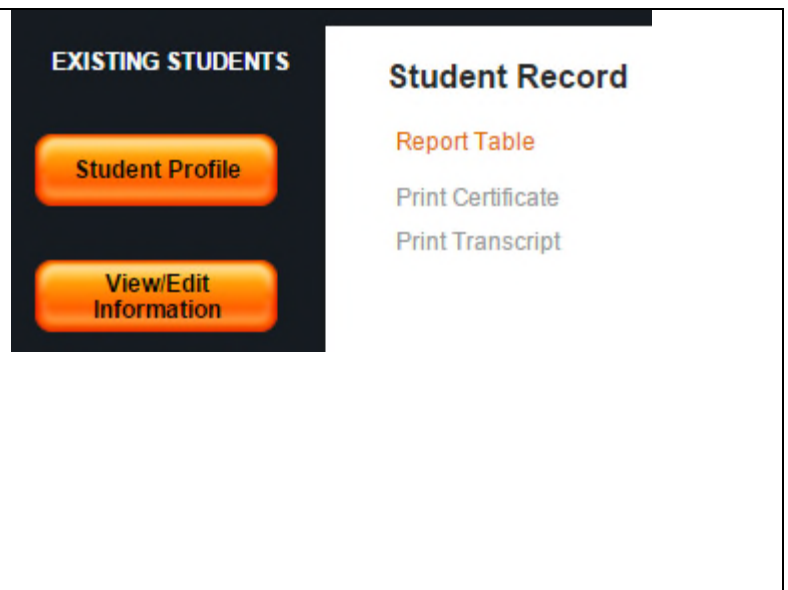
Step 2: Clicking on the “My Record” button, brings you to this screen.

Notice that at the time this screenshot was taken, only the “Report Table” was active.

The other two buttons are grayed out, which will become active after the course requirements have been completed.

Later on in this document, we will discuss what is meant by completing the course requirements.

But, you can click on the “Report Table” button to see what happens. Let’s do that.



Student Record

Student Name ██████████ Course Name HVAC Training - C Enrollment Date 02-28-2016 Min Residency 02-28-2016 Course Expiry 02-27-2017 Today's Date 02-29-2016

Module Name	Module Score (0 to 100)	Module Pass Date(MM-DD-YYYY)	Instructor Comments
Refrigerators and Room AC Fundamentals	--	--	--
Basic Industrial Safety	--	--	--
Basic Lockout-Tagout	--	--	--
Basic Process Instrumentation & Control	--	--	--
Electrical Safety	--	--	--
Electricity for Technicians	--	--	--
Fundamentals of Gas Heating Furnaces	--	--	--
HVACR Safety - Piping-Tubing Handling	--	--	--
Leak Detection - Charging - Expansion	--	--	--
Math for Technicians and Operators	--	--	--
Physics for Technicians 1	--	--	--
Physics for Technicians 2	--	--	--
Physics for Technicians 3	--	--	--
Reading Technical Drawings	--	--	--
Refrigerant Temperature-Pressure Relationship	--	--	--
Basic Hazard Communication	--	--	--
All Module Pass Date - AMPD	--		
Course Pass Date	--		
Course Status	Incomplete		
Course Grade	--		

Step 3: Clicking on the “Report Table” button brings you to the screen shown above.

This table shows your marks for each of the learning modules. After your written test is received and graded, the Instructor records your marks and his comments (if any) in this table. Please note that all marks and comments are communicated to the student through this table- no other written communication is sent to the student.

Note: Your access to the course expires on the course expiry date. In our estimation, an average student should be able to finish the course in a much shorter time – say, four months or so. With that being said, the actual completion time is different for different students –it is largely dependent on the student’s background knowledge, experience, work habits, etc.

You can go back to the “Student Profile” screen by clicking on this button in the left hand menu.

6. How to Check my Module Access Account

Step 1: Click on the **Remaining Module Access** 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

EXISTING STUDENTS

Student Profile

View/Edit Information

Make a Payment

Special Services

Logout

Module Access Remaining

Student Name: ██████████ Course Name : HVAC Training - C

Module Name	Module Access Allowed	Module Access Remaining
Refrigerators and Room AC Fundamentals	30	30
Basic Industrial Safety	30	30
Basic Lockout-Tagout	30	30
Basic Process Instrumentation & Control	30	30
Electrical Safety	30	30
Electricity for Technicians	30	30
Fundamentals of Gas Heating Furnaces	30	30
HVACR Safety - Piping-Tubing Handling	30	30
Leak Detection - Charging - Expansion	30	30
Math for Technicians and Operators	30	30
Physics for Technicians 1	30	30

Step 2: Clicking on the “**Remaining Module Access**” button brings you to the screen above. A typical course consists of a number of modules. This screen shows your module-access record for each of the modules. As you log on and access a particular module, the “remaining access” number for the module goes down.

In our estimate, an average student needs to access a module 3-8 times to successfully pass the written test. In order to provide more flexibility for students, we have set the allowable access number to 30 per module. If a student needs extra access for any reason, we will be happy to accommodate such requests.

You can go back to the “Student Profile” screen by clicking on this button in the left hand menu.

7. How to Logout

Step 1: You should make it a habit to logout by clicking on the button shown here.

If you leave the computer alone for a while, the computer will automatically log you out. And you will have to log in again when you want to resume the learning process.

The screenshot displays a user interface for existing students. On the left, a dark sidebar contains five orange buttons: 'Student Profile', 'View/Edit Information', 'Make a Payment', 'Special Services', and 'Logout'. A green arrow points to the 'Logout' button. The main content area on the right is titled 'Welcome [redacted]' and lists several menu items: 'Student Profile', 'Course Description', 'How To Take This Course', 'My Payment Record', 'My Record', 'Remaining Module Access', and 'My Course'.