



DHI National Education

September 14-21, 2010 • Chicago, Illinois

COURSE CURRICULUM								
Track/Course Options	Tuesday, September 14	Wednesday, September 15	Thursday, September 16	Friday, September 17	Saturday, September 18	Sunday, September 19	Monday, September 20	Tuesday, September 21
COR (7-day)		Architectural Hardware & Applications (COR113)	Architectural Hardware & Applications (COR113)	Architectural Hardware & Applications (COR113)	Using Codes and Standards ⁺ (COR140)	Using Codes and Standards ⁺ (COR140)	Using Codes and Standards ⁺ (COR140)	Professional Sales (COR165)
COR (8-day)	Understanding and Using Construction Documents (COR103)*	Architectural Hardware & Applications (COR113)	Architectural Hardware & Applications (COR113)	Architectural Hardware & Applications (COR113)	Door and Frame Applications (COR120)	Door and Frame Applications (COR120)	Takeoff and Estimating (COR125)*	Takeoff and Estimating (COR125)*
COR (5-day)	Electrified Architectural Hardware (COR133)	Electrified Architectural Hardware (COR133)	Electrified Architectural Hardware (COR133)	Electrified Architectural Hardware (COR133)	Electrified Architectural Hardware (COR133)			
AHC (7-day)	Masterkeying (AHC200)	Detailing Hardware (AHC205) ⁺⁺	Detailing Hardware (AHC205) ⁺⁺	Detailing Hardware (AHC205) ⁺⁺	Advanced Detailing Hardware (AHC207) ⁺⁺	Advanced Detailing Hardware (AHC207) ⁺⁺	Advanced Detailing Hardware (AHC207) ⁺⁺	
AHC (4-day)		Principles of Specification Writing (COR145) ⁺	Writing Hardware Specifications (AHC215) ⁺⁺	Writing Hardware Specifications (AHC215) ⁺⁺	Writing Hardware Specifications (AHC215) ⁺⁺			
CDC (5-day)			Writing Door and Frame Specifications (CDC310) ⁺⁺	Writing Door and Frame Specifications (CDC310) ⁺⁺	Writing Door and Frame Specifications (CDC310) ⁺⁺	CDC Exam Prep (CDC315) ⁺⁺	CDC Exam Prep (CDC315) ⁺⁺	
ELT (3-day)						How to Develop and Retain Customers (ELT510)	Effective Management of Employees (ELT505)	Aftermarket Sales and Building Renovations (ELT500)
Additional COR Course								Material Purchasing Concepts (COR160)
Additional COR/CDC Courses	Using Door and Frame Standards (CDC300) ⁺				Detailing Doors and Frames (CDC305)*	Detailing Doors and Frames (CDC305)*	Installation Coordination and Project Management (COR153)*	Installation Coordination and Project Management (COR153)*
Additional AHC Course						AHC Exam Prep (AHC220) ⁺⁺	AHC Exam Prep (AHC220) ⁺⁺	AHC Exam Prep (AHC220) ⁺⁺
DAI Course (4-day)					Fire and Egress Door Assembly Inspection (DAI600) ⁺⁺	Fire and Egress Door Assembly Inspection (DAI600) ⁺⁺	Fire and Egress Door Assembly Inspection (DAI600) ⁺⁺	Fire and Egress Door Assembly Inspection (DAI600) ⁺⁺

* Please see DHI's **Education Resource Guide** as well as this Registration Form for complete information regarding course prerequisites.

** All courses begin at 8:00 am and end at 5:30 pm daily. Punctual and complete attendance is mandatory.

⁺ Students attending these classes are required to bring reference materials which will pertain to the class exercises. See DHI's online **Education Resource Guide** found at www.dhi.org for the complete list of required reference materials used during classes.

COURSE DESCRIPTIONS

COR103 Understanding and Using Construction Documents

(8 Hours) (24 CEP points)

Understanding how construction projects are organized and designed requires a thorough knowledge of the construction documents that administrate, illustrate, detail and describe them. (Estimators, detailers and project managers need to understand the purpose and use of specifications and drawings. Knowing where to find specific information in the specifications, and on the drawings, and understanding how that information applies to our trade can make the difference between a profitable or unprofitable job.) This program provides estimators, detailers and project managers with the essential knowledge needed to sort through these documents to find the information they need.

Prerequisite: SSC100 - Fundamentals of Architectural Doors and Hardware Self-Study Course

COR113 Architectural Hardware and Applications

(24 Hours) (72 CEP points)

To be successful in our industry you need to have a well-rounded, general knowledge of the multitude of items used every day. A vast assortment of samples is used in this course to help you identify, describe and explain many of the hardware items in use today. This course also will give you an understanding of proper applications and use of architectural hardware items that is an important step in your development as a professional in the architectural openings industry. Many hardware items can be used in more than one application. Knowing which application is correct for a particular opening will make you indispensable to your customers and clients.

COR120 Door and Frame Applications

(16 Hours) (48 CEP points)

Construction projects use some of the most advanced materials and products ever made. Fire-rated and means of egress door openings have specific requirements they must meet to be able to function correctly. This course teaches you about doors and frames (e.g., hollow metal, wood and aluminum) used today.

COR125 Takeoff and Estimating

(16 Hours) (48 CEP points)

Profitability of a company often hinges on the accuracy and efficiency of the bids that estimators turn out. This course introduces you to material takeoff techniques and estimating skills that will help you become a more accurate and efficient estimator.

Prerequisite: COR103 – Understanding and Using Construction Documents

COR120 – Door and Frame Applications

COR133 Electrified Architectural Hardware

(40 Hours) (120 CEP points)

Electrified hardware items are used on virtually all new building projects. You need to understand how these products are properly used and what their capabilities are if you are going to advance in this industry. This course provides you with the principles of low-voltage electricity through hands-on class exercises. In addition, this course is focused on teaching you how separate electrified architectural hardware components are used to create single-opening systems. Learn how to design low-voltage circuits and hook up these components through the hands-on labs.

COR140 Using Codes and Standards⁺

(24 Hours) (72 CEP points)

Knowledge of the many industry-related codes and standards differentiates our industry from numerous other distributor-chain driven industries. Staying current and up-to-date on the ever-changing codes and standards requires both a professional and personal commitment. This course covers NFPA 80, Standard For Fire Doors and Other Opening Protectives (2007 edition), NFPA 101, Life Safety Code (2006), and ANSI/ICC A117.1, Usable and Accessible Building and Facilities (2003 edition).

COR145 Principles of Specification Writing⁺

(8 Hours) (24 CEP points)

Whether you are pursuing the designation of Architectural Hardware Consultant (AHC), Certified Door Consultant (CDC) or Electrified Hardware Consultant (EHC), you need to master the basic principles of writing architectural specifications. Specification writing skills are an essential element of becoming a professional in today's construction industry. Architects and engineers will expect you to have mastered these skills when you work with them.

COR153 Installation Coordination and Project Management

(16 Hours) (48 CEP points)

Project management requires effectively working with contractors, installers, owners, and architects. Coordination of the installation of doors, frames, and architectural hardware is an essential element of a project manager's responsibilities. Pre-installation meetings with the installers increase their productivity, reduce installation errors, and ensure the door assemblies will operate reliably for many years. Project managers must also be able to read and interpret contract documents, oversee projects with fast-track schedules, and maintain profitability—all of which requires disciplined attention to detail. This course teaches you how to coordinate installations and provides you with techniques to help you succeed as a project manager.

Prerequisites: COR103 – Understanding and Using Construction Documents

COR160 Material Purchasing Concepts

(8 Hours) (24 CEP points)

Once the shop drawings are approved and you move into the order processing stage of a project, you need to accurately and efficiently communicate the project's requirements with each of the manufacturers. Purchase orders have to be reviewed for accuracy, acknowledgements verified and materials inspected upon receipt. In addition, everything must arrive on time and for the right price! This course teaches you how to communicate and coordinate your material purchases with the project and manufacturing schedules.

COR165 Professional Sales

(8 Hours) (24 CEP points)

Professional sales skills are crucial when calling on owners, end-users, contractors and architects. How you present yourself and your company can be just as important as the information you are presenting. This course teaches you how to make professional sales calls to each of these groups.

AHC200 Masterkeying

(8 Hours) (24 CEP points)

A solid knowledge base of master key systems is essential to all estimators, detailers, project managers and consultants. This program covers: recognizing the different types and styles of cylinders and keys used in today's locks, understanding and using industry-standard key-set symbols and terminology, organizing keying meetings, and integrating mechanical cylinders and keying into access control and security systems.

⁺ Students attending these classes are required to bring reference materials which will pertain to the class exercises. Please see DHI's online *Education Resource Guide* found at www.dhi.org for the complete list of required materials.

COURSE DESCRIPTIONS (continued)

AHC205 Detailing Hardware⁺

(24 Hours) (72 CEP points)

Perhaps the most necessary skill you can develop in our industry is learning how to properly create detailed hardware schedules. Coordinating the myriad of hardware products with the project's requirements can be a daunting task. This course introduces you to the sequence and format of the hardware schedule through a series of in-class exercises.

Prerequisite: COR140 - Using Codes and Standards

AHC207 Advanced Detailing Hardware⁺

(24 Hours) (72 CEP points)

Building on the principles learned in AHC205 - Detailing Hardware, students are led through a series of challenging class exercises designed to develop decision making skills by selecting and detailing hardware products that meet the intended functions of door openings. Students learn the step-by-step sequence employed by AHCs as they evaluate door openings and select hardware products to create door assemblies in accordance with applicable codes and standards.

Prerequisites: COR133 - Electrified Architectural Hardware
AHC205 - Detailing Hardware

AHC215 Writing Hardware Specifications⁺

(24 Hours) (72 CEP points)

Architectural Hardware Consultants (AHCs) are required to master the skills and techniques of writing professional construction specifications. Architects rely on professional consultants for technical expertise and expect them to be proficient in writing specifications. This course teaches you how to write clear, concise, correct and complete hardware specifications using the Construction Specifications Institute's (CSI) MasterFormat™ as a guide.

Prerequisite: COR145 - Principles of Specification Writing

AHC220 Exam Prep⁺

(24 Hours) (72 CEP points)

Students pursuing the AHC designation will complete in-class exercises designed to replicate exam conditions and better prepare them for the AHC exam. You will leave this class with a firm understanding of how to prepare for the formal AHC certification exam.

Prerequisites: All courses required to sit for the exam

CDC300 Using Door and Frame Standards +

(8 Hours) (24 CEP points)

Knowledge of the many door and frame standards is essential to properly detail these products in shop drawings. These standards contain a wealth of information and can be used to establish levels of quality for all types of buildings.

CDC305 Detailing Doors and Frames

(16 Hours) (48 CEP points)

Proficiency in creating shop drawings only comes through practice and attention to detail. Students learn the techniques and skills necessary to become an expert detailer.

Prerequisites: COR120 - Door and Frame Applications
COR140 - Using Codes and Standards

CDC310 Writing Door and Frame Specifications +

(24 Hours) (72 CEP points)

Door and frame specifications require as much attention to detail as other specification sections. Fire-rated openings (both neutral and positive pressure tested) require particular attention to construction, labeling requirements, reinforcements, hardware preparations, glazing and frame anchors. These specifications must be carefully coordinated with other specifications to ensure the proper materials are provided. This course teaches you how to write clear, concise, correct and complete door and frame specifications using the Construction Specifications Institute's MasterFormat™ as a guide.

Prerequisites: COR145 - Principles of Specification Writing

CDC300 - Using Door & Frame Standards

CDC315 CDC Exam Prep +

(16 Hours) (48 CEP points)

This course walks you through the exercises required to complete the Certified Door Consultant (CDC) certification exam, under exam-like conditions. You will leave this class with a firm understanding of how to prepare for the formal CDC certification exam.

Prerequisites: All courses required to sit for the exam

ELT500 Aftermarket Sales and Building Renovations

(8 Hours) (8 CEP points)

Existing buildings require ongoing maintenance throughout their life cycles, which includes repairing, replacing or upgrading doors, frames and hardware items. Often, the building owner or property management company performs this maintenance rather than offering it for bid as a project. This course teaches you how to call building owners, end users and property management companies to service existing buildings.

ELT505 Effective Management of Employees

(8 Hours) (8 CEP points)

Employees are a company's most valuable resource. Learning how to effectively manage employees will create a better work environment for your company. This course helps you improve employee morale and loyalty through more effective management techniques.

ELT510 How to Develop and Retain Customers

(8 Hours) (8 CEP points)

Developing long-term professional relationships with your customers is essential to sustaining your company's longevity. Understanding how your customers make purchasing decisions and determining what their expectations are for the order they placed are critical aspects of developing and retaining customers. This course presents ideas and techniques you can use to better develop your company's customer relations.

DAI600 Fire and Egress Door Assembly Inspection +

(32 Hours) (96 CEP points)

Please see the applicable pages of DHI's Education Resource Guide for the full DAI600 course description.

Prerequisites: SSC100 - Fundamentals of Architectural Doors and Hardware Self-Study Course

COR113 - Architectural Hardware and Applications

COR140 - Using Codes and Standards

+ Students attending these classes are required to bring reference materials which will pertain to the class exercises. Please see DHI's online *Education Resource Guide* found at www.dhi.org for the complete list of required materials.

