Architect's Training Institute

- Start Immediately
- Available 24/7
- Come and go as you please
- Print certificate upon completion

This 8-hour continuing education package includes the following four courses:

1. Ethics and Professional Development 2HR #AIABLTI308
2. ADA Standards: Real World Application 6HR #AIABLTI312

Course Package Syllabus

Ethics and Professional Development

Course # AIABLTI308

Credit(s) earned on completion of this course will be reported to AIA CES for AIA members. Certificates of Completion for both AIA members and non-AIA members will be available to print upon completion of this course. This course is registered with AIA CES for continuing professional education.

Course Description

Ethics is the study and practice of making judgments about what is right and wrong. The decision to create a formal Code of Ethics or Conduct will influence the overall culture of the company, as well help bring significant benefits to the success of the company itself. A Code of Ethics/Conduct establishes an understanding among employers and employees regarding conduct in the course of day to day business. It can hopefully prevent unfortunate issues of stealing, lying, misrepresentation and harassment.

Having a reputation for straight forward business practices can only help your business. In the current environment of corporate malfeasance, customers will welcome and value a company that promotes a culture of trust and respect. What should potential customers know about your company? Is reliable customer service and forthright dialogue of value to you as an owner? This two hour video course will provide an overview of ethical theory and application that will help you establish and maintain hard earned business relationships.

After completing this course participants will be able to:

- Identify the fundamental theories of ethics and their respective weaknesses.
- Describe how to effectively apply a Code of Ethics to the current policies, rules and guidelines governing an organization.
- Summarize the components of a well designed Code of Conduct, including standards, obligations and consequences for non-compliance.
- Create a Code of Conduct that embodies the ethics that accurately reflect the company core values and principles.

Course Syllabus

Chapter One: The Basics of Ethical Theory

****Learning Objectives:*** 1) Understand what is expected from an ethical company or entity. 2) Identify the three main ethical theories. 3) Understand the difference between Internal and External Stake Holders. 4) Understand how unethical behavior can hurt a company or entity.

1. Expectations
2. Ethics, Values and Your Business
3. Three Theories

    a. Duty Based Ethics
    b. Consequence Based Ethics
    c. Virtue Based Ethics

4. Moral Values vs. Ethical Issues in Business

Assessment

Chapter Two: Moral Values and Code of Ethics

****Learning Objectives:*** 1) Be able to identify six moral values. 2) Be able to apply moral values when dealing with an ethical dilemma. 3) Understand why a company or entity may need a code of ethics. 4) Understand the role that a code of ethics plays in a company or entity.

1. Six Moral Values: Integrity, Respect for Persons, Justice, Compassion, Beneficence and Non-Maleficence, Responsibility
2. Code of Ethics
3. CMAA Code of Professional Ethics

Assessment

Chapter Three: Code of Conduct

Learning Objectives: 1) Understand the difference between a code of ethics and code of conduct. 2) Be able to identify and define a code of conduct. 3) Be able to define the separate sections of a code of conduct. 4) Understand why a code of conduct is important for your company or entity.

1. Code of Ethics vs. Code of Conduct
2. Code of Conduct

    a. Statement of Policy
    b. Definitions
    c. Standard of Conduct
    d. Obligation to Report Violations and Cooperation
    e. Consequences of Violations

Assessment

Chapter Four: Applying Ethics

Learning Objectives: 1) Know what the Sarbanes-Oxley act is and who it is for. 2) Understand the relationship between ethics and conscientious work. 3) Understand how ethics applies to financial responsibility. 4) Be able to define commingling of funds.

1. Sarbanes-Oxley Act
2. Industry Concerns
3. Commingling of Funds
4. Remedies
5. Conscientious Work

Assessment

Chapter Five: Ethical Dilemma Application

Learning Objectives: 1) Understand what an ethical dilemma is. 2) Be able to understand ethical dilemmas using all three ethical theories. 3) Be able to relate morals and values to ethical dilemmas. 4) Use critical thinking to decide the best option when faced with an ethical dilemma.

1. Case Study: "Smoothing " Company Accounts

    a. Consequentialist Ethical Theory
    b. Duty Based Ethical Theory
    c. Virtue Ethical Theory

2. Theoretical Questions

Assessment

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2010 ADA Standards: Real World Application

Chapter Two: Scoping Requirements

6-Hour Video Course #AIABLTI312

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Course Description

The ADA is one of America's most comprehensive pieces of civil rights legislation that prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else to participate in the mainstream of American life -- to enjoy employment opportunities, to purchase goods and services, and to participate in State and local government programs and services. The 2010 Standards set minimum requirements – both scoping and technical – for newly designed and constructed, or altered State and local government facilities, public accommodations, and commercial facilities to be readily accessible to and usable by individuals with disabilities.

This six hour video course covers the ***second chapter*** of the 2010 ADA Standards for Accessible Design. ***Chapter 2: Scoping Requirements*** sets the stage for all

the following chapters of the ADA Standards. In this video course, material is presented by simple narration and power point video presentation, as well as on-site, real world video examples in various accessible buildings, used by both the public and by private businesses.

After completing this course participants will be able to:

- Recognize how the overall philosophy of the Americans with Disabilities Act can, and does create an environment of opportunity and non-discrimination.
- Be able recognize what facilities can, and should comply with ADA standards.
- Outline at least one design strategy based on ADA standards for the construction of either a public or private building.
- Summarize the options available to the design or building professional when designing a facility per the requirements of the ADA Standards.

Course Syllabus

Lesson One 201-203

1. Application
2. Existing Buildings and Facilities
3. General Exceptions

Assessment

Lesson Two 204-206.2.7

1. Protruding Objects
2. Operable Parts
3. Accessible Routes

Assessment

Lesson Three 206.2.8-206.8

1. Accessible Routes: Work areas, Amusement parks, Recreational areas, Entrances, Lifts

Assessment

Lesson Four 207-212.3

1. Accessible Means of Egress
2. Parking Spaces

3. Passenger Loading Zones and Bus Stops
4. Stairways
5. Drinking Fountains
6. Kitchens, Kitchenettes, and Sinks

Assessment

Lesson Five 213-216.12

1. Toilet Facilities and Bathing Facilities
2. Washing Machines and Clothes Dryers
3. Fire Alarm Systems
4. Signs

Assessment

Lesson Six 217-221.4

1. Telephones
2. Transportation Facilities
3. Assistive Listening Systems
4. Automatic Teller Machines and Fare Machines
5. Assembly Areas

Assessment

Lesson Seven 222-227.4

1. Dressing, Fitting, and Locker Rooms
2. Medical Care and Long-term Care Facilities
3. Transient Lodging Guest Rooms
4. Storage
5. Dining Surfaces and Work Surfaces
6. Sales and Service

Assessment

Lesson Eight 228-233.3.5

1. Depositories, Vending Machines, Change Machines, Mail Boxes and Fuel Dispensers
2. Windows
3. Two-Way Communication Systems
4. Judicial Facilities

5. Detention Facilities and Correctional Facilities
6. Residential Facilities

Assessment

Lesson Nine 234-243

1. Amusement Rides
2. Recreational Boating Facilities
3. Exercise Machines and Equipment
4. Golf Facilities
5. Miniature Golf Facilities
6. Play Areas
7. Saunas and Steam Rooms
8. Swimming Pools, Wading Pools and Spas
9. Shooting Facilities with Firing Positions

Assessment

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- This course is registered with AIA CES for continuing professional education. As such, it does not include content that may be deemed or construed to be an approval or endorsement by the AIA or any material of construction or any method or manner of handling, using, distributing, or dealing in any material or product.
- Course instructors will be available by email at info@traininginstitutesedu.com, or telephone (800-727-7104) between 9am and 5pm Eastern Standard Time. They will assist you with questions regarding course content.