CORNERSTONE INSTITUTE FOR ANOINTING
A Subsidiary of Cornerstone Concilium, Inc.

SCHOOL CATALOG

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HOURS OF OPERATION
Monday – Friday
9:00AM to 5:00PM

APPLY NOW
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Dear Colleagues,

The Cornerstone Institute for Anointing excels in producing world-class professionals trained to succeed in the various professional and in-demand job categories in the design and construction industry. We provide training to produce the most optimum workforce to meet the current industry demand for the most relevant skills available worldwide. We help our students achieve their optimal performance capability by enhancing their strengths and reducing their weaknesses using the most accelerated training methods possible. We recognize that it is critical to rethink the traditional methods used to deliver skills to professionals in this rapidly evolving industry. We also recognize the importance of delivering the skills with a combination of specialized/customized curriculum, on-the-job training, site tours, professional development activities and overall life skills support. By using this combination of learning methods, students greatly enhance their probability of immediate employment upon completion of our certified training.

For Cornerstone, teaching is more about passion. It is about motivating students not only to learn, but teaching them how to learn and doing so in a manner that is relevant, meaningful and memorable. Our instructors are well-qualified industry experts with several years of practical experience in various fields. Our program advisers and counselors are leading members of the community who have first-hand experience with the industry.

As a new student, we warmly welcome you to be part of Cornerstone Institute for Anointing!

Sincerely,

Wayne H. Perry
President
Cornerstone Institute for Anointing
About the Company

Vision
To use our unique God-given ability to serve and enrich society with wisdom and integrity. We believe that all targeted population can succeed supporting, guiding and mentoring need opportunities

Mission and Purpose
The Cornerstone Institute for Anointing’s mission is to provide career training and employment opportunities to promote economic/self-sustainability in the lives of youth, adults and displaced workers, military veterans, women and people with disabilities and others who are under-represented in the workforce. We exist to enlighten and empower our students with the necessary insight and skills to successfully compete in a global job market. Our institute embodies community upliftment and public service by providing adequate instruction and research that leads to economic opportunities for our students. As a whole, Cornerstone Concilium Inc.’s mission is to empower public and commercial enterprises worldwide to succeed by aligning their transportation facilities and technology investments with their overall revenue growth and utilization strategies. Our graduates help fulfill the company’s overall mission everyday.

History and Development
Founded in 1986, Cornerstone Concilium, Inc. is a holding corporation that owns four subsidiaries: Cornerstone Transportation Consulting, Inc., Cornerstone Facilities Consulting, Inc., Cornerstone Consulting and Technology, Inc and Cornerstone Institute for Anointing. The Cornerstone Institute for Anointing has produced world-class professionals trained to succeed in various in-demand job categories related to the design and construction technology industry. We recognize the importance of delivering skills through a combination of specialized/customized curriculum, on-the-job training, site tours, professional development activities and overall life skills support. By using this combination of learning methods, students greatly enhance their probability of immediate employment upon completion of our certified training program. We aim to serve disadvantaged youth, people belonging to low-income communities in disenfranchised neighborhoods, at-risk minority young adults, public housing residents and military veterans.

Since inception, we have graduated over 500 trainees of diverse socio-economic demographical backgrounds in the United States and China. Through industry partnerships, Cornerstone has successfully placed graduates of the programs in trades that continue to employ them today. We have also consulted with the US Federal Housing and Urban Development Agency on several multidisciplinary economic and financial analysis programs, e.g., Section 3, Section 8, and Hope VI federal employment programs. We have graduated over five-hundred students in the United States and China. Our main facility, which consists of a fully furnished four-level office space in the District, is equipped with a reception area, classrooms, conference rooms, smart TVs for
presentations, kitchen, bathrooms and more. Overall, our facilities and equipment contribute to a robust learning environment.

**Core Competencies and Experience Areas**
- Unique career training focused on entry level professions with high demand and rewarding career paths.
- Short training cycle concentrating on practical, immediate, and best practice career skills.
- 100% employment rate after graduation.

**More About the Company**
All of Cornerstone’s subsidiaries provide technical and management consulting services within the transportation, facilities, and technology industries. Cornerstone currently has six locations. The firm’s primary location and headquarters is in San Francisco, California. In addition, Cornerstone has satellite offices in Sacramento, Oakland, Washington DC, Seattle and Los Angeles. Cornerstone provides professional consulting services for commercial and municipal capital improvement projects. These projects include airport/airlines, transit and roadways, water, sewer, power, technology, healthcare, education and other commercial and public infrastructure buildings/facilities programs. Cornerstone’s staff of program and construction managers, facilities managers, engineers, and industry professionals are experienced in providing solutions for municipalities on multiple and simultaneous capital infrastructure programs. Cornerstone’s staff also includes a full complement of applications developers/programmers and other information technology specialists who provide comprehensive IT professional and telecommunication services as well as computing and telecommunications hardware and software solutions. Cornerstone is also experienced in serving clients requiring coordination with local and regional governing agencies.
CORNERSTONE INSTITUTE FOR ANOINTING

TRAINING PROGRAMS

- White Belt
- Blue Belt
- Purple Belt
- Brown Belt
- Black Belt
- Red Belt
- Warrior Series
Martial Arts Methodology

The Cornerstone Institute for Anointing offers seven progressive programs in the design and construction industry that are consisted with our mission and purpose. The guiding principles behind these programs is Budo, the Way of the Warrior. Exercising Bujitsu, the Science of War with Kata, a preset pattern of choreographed movements containing embedded combative techniques, makes technical mastery the goal of martial arts training.

The Institute’s progressive programs likewise guides its trainees through the technical mastery of the industry, beginning at the Foundation Level with a White Belt, and ascending to the highest Industry Level, with a Red Belt.
Cornerstone Training Programs:

White & Blue Belt
White & Blue Belt teaches the basic fundamentals of various professions, such as, Architecture, Engineering, Construction, Real Estate and Urban Planning. Students also gain insight into how things are practically done in the Industry. Faculty members share their experiences and communicate their knowledge through classroom lectures and learning activities. This joint program will position students for entry level positions as a Document Control Specialist, Plan Room Clerk, Field Engineering Technician, Architecture/Engineering Technician and General Office Clerk. **Credential Awarded: Certificate of Completion.**

Purple Belt
Purple Belt gives students a detailed overview of the duties of an Office Engineer and Field Engineer. Students undergo training on ways to enhance their skills and become better qualified to compete for these roles. **Credential Awarded: Certificate of Completion.**

Brown Belt
Brown Belt introduces students to concepts of Construction Technology and Services Management. Students will learn about the correlation and coordination between a Scheduler, Estimator, Contract Administrator, Quality Control Inspector and a Resident Engineer for the completion projects. In-class seminars and lectures from industry experts will help them enhance their career and compete for higher positions in their fields. **Credential Awarded: Certificate of Completion.**

Black & Red Belt
Black & Red Belt belong to our Executive Programs in Leadership. These programs are designed to help participants exercise effective collaborative methods of leadership in their organizations and leverage the leadership potential of all members of their teams. Participants focus on developing their own leadership skills and personal influence, as well as exploring strategies for building a team of strong individuals who will support each other, deal with tough problems in an efficient manner, and take accountability for results. These highly customized executive education programs focus on providing participants with an opportunity to learn in a world-class academic environment with peers from around the world. Black & Red Belt also offers a unique curriculum customized for leaders facing the opportunities and challenges of an innovation-driven, radically changing marketplace and society. The curriculum includes classroom sessions in seminar series with expert faculty, a discussion panel with noted venture capital leaders, and informal discussions with industry luminaries and other keynote speakers. **Credential Awarded: Certificate of Completion.**

Warrior Series
Warrior Series is a seminar series of different topics for each belt level. One-time sessions take place for a few hours during the week. **Credential Awarded: Certificate of Completion.**
Individual Course Listings

Below is a list of courses we offer year-round. Students who opt to complete separate courses as opposed to a particular program will be awarded a completion certificate from the institution for that course only:

- Principles of Architecture
- Principles of Engineering
- Principles of Construction Technology
- Principles of Real Estate Development
- Principles of Urban Planning
- Document Control Specialist
- Plan Room Clerk
- Field Engineering Technician
- Architecture/Engineering Technician
- General Office Clerk
- Office Engineer
- Field Engineer
- Quality Control/Inspection
- Scheduler
- Estimator
- Contract Administrator
- Resident Engineer
- Principal/President
- Vice President
- Chief Operating Officer
- Proprietor/Owner
- Senior Management Executive
- Fundamentals of Facilities Management
- Facilities Design and Space Planning
- Heating, Ventilation and Air Conditioning (HVAC)
- Operations and Maintenance
- Leadership for Facilities Professionals
- First Impressions Part 1: Digital Communications
- First Impressions Part 2: In-Person Communications
- Office Etiquette
- Tools for Success
- Financial Self-Sufficiency
- Mindfulness Meditation
DESCRIPTION OF PROGRAM OFFERINGS
Program 1: White Belt

160 Clock Hours

Foundation Level: Fundamentals of Design & Construction Technology

White Belt Program Courses:
• Principles of Architecture
• Principles of Engineering
• Principles of Urban Planning
• Principles of Real Estate Development
• Principles of Construction Technology

Tuition: $4,000.00
Classroom Capacity: 12 Students
Application Fee: $50.00
Total Program Units: 32
Student Teacher Ratio: 6:1
Delivery Mode: In-class Instruction

Program Features:
• Includes 5 Courses
• Full-Time
• 12 Weeks, 3 Days per Week

Prerequisites:
• Must have a GED or a High School Diploma
• Must be at least 18 years of age

Who Benefits:
• People who have an interest in the design and construction industry as a career choice
• High school seniors who don’t have the time or monetary resources to attend 4-year college
• Professionals who are transitioning to a new career
• Professionals who are seeking to supplement their previous academic training
• Veterans transitioning out of the military

Program Objectives:
Students will learn the basic fundamentals of various professions like Architecture, Engineering, Construction, Real estate and Urban Planning. Faculty members will share their professional insights through lectures, seminars and workshops. Upon graduation student will qualify for Internship positions in a construction or architecture firm.

Completion of Program Requirement: Final design project and presentation
Credential Awarded: White Belt Series Certificate of Completion
White Belt Course Descriptions

1. **Principles of Architecture (9 units)**
   This course teaches manual drafting using the various architectural drafting tools with an architectural scale. On a given existing site, they will be expected to come up with an area program to design buildings and demonstrate their thinking using study models.

   **Topics:**
   - Conceptual drawings
   - Free-hand sketching and manual drafting
   - Floor plans, site plan, elevations and sections
   - Model making (Study models & final models)
   - Rendering and sustainable green design
   - Orthographic projections and site analysis
   - Introduction to Construction Documents

   **Individual Course Fee:** $1,200
   **Credential Awarded:** Certificate of Completion

2. **Principles of Engineering (5 units)**
   In this course the students will learn the basics of the Engineering industry and will get an overview of Structural, Industrial, Mechanical, Civil and Electrical Engineering.

   **Topics:**
   - Engineering problems involving math, science and technology
   - Reading blue prints
   - Introduction to different Fields of Engineering

   **Individual Course Fee:** $650
   **Credential Awarded:** Certificate of Completion
3. **Principles of City/Urban Planning (5 units)**
   In this course the students will learn the concepts of City and Urban planning, read and analyze large city-wide maps, be familiarized with various mapping symbols and understand aerial imagery as well as topographical maps of large area of cities.

   **Topics:**
   - Land Use and Zoning
   - Entitlements and Politics
   - How to Read Maps
   - City Planning/Urban Planning

   **Individual Course Fee:** $650
   **Credential Awarded:** Certificate of Completion

4. **Principles of Real Estate Development (5 units)**
   Students will learn the concepts and principles of Real Estate. They will learn how to develop a team of design professionals, bankers, investors, market analysts, builders and other experts required to complete the project.

   **Topics:**
   - Fundamentals of Real Estate with emphasis on Design & Construction Industry
   - Business, Finance, Leasing and Sales
   - Land Acquisition and Development

   **Individual Course Fee:** $650
   **Credential Awarded:** Certificate of Completion

5. **Principles of Construction Technology (5 units)**
   This course teaches concepts in Construction process, various players and roles, owner expectations, budget process, project phases and the bidding process. They will also be introduced to topics like Construction Documents, Specification Writing, Editing Coordination and Document Interpretation.

   **Topics:**
   - Construction principles and practices
   - Cost Estimating and project phases
   - Scheduling and construction project sustainability
   - Budget process and bidding process

   **Individual Course Fee:** $850
   **Credential Awarded:** Certificate of Completion
# Program 2: Blue Belt

## 240 Clock Hours

**Entry Level: Basics of Design & Construction Technology**

**Blue Belt Program Courses:**
1. Document Control Specialist
2. Plan Room Clerk
3. General Office Clerk
4. Architecture/Engineering Technician
5. Field Engineering Technician
6. Facilities Management

**Tuition:** $6,000.00  
**Application Fee:** $50.00  
**Classroom Capacity:** 12 Students  
**Student Teacher Ratio:** 6:1  
**Total Program Units:** 48  
**Delivery Mode:** In-class Instruction

**Program Features:**
- Includes 6 courses
- Full-Time
- 12 Weeks, 3 Days per Week

**Prerequisites:**
- Must have a GED or a High School Diploma
- Must be at least 18 years of age
- Must have completed White Belt Program (Equivalent education and experience may be substituted for Blue Belt prerequisites)

**Who Benefits:**
- People who have an interest in the design and construction industry as a career choice
- High school seniors who don’t have the time or monetary resources to attend 4-year college
- Professionals who are transitioning to a new career
- Professionals who are seeking to supplement their previous academic training
- Veterans transitioning out of the military

**Program Objectives:**
Students will gain insight into how tasks are practically done in the Industry and will have the knowledge to compete for entry level professions as a Document Control Specialist, Plan Room Clerk, Field Engineering Technician, Architecture/Engineering Technician and General Office Clerk.

**Completion of Program Requirement:** Final design project and presentation  
**Credential Awarded:** Blue Belt Series Certificate of Completion

Approved to Operate by the DC Higher Education Licensure Commission | Last Updated January 8, 2020
Blue Belt Course Descriptions

1. **Document Control Specialist (9 units)**
   Students will learn how to develop and document procedures for digital file management, web publication of bidding documents and internal distribution via document management systems (DMS). They will also learn hard-copy file management and handling of security-sensitive bidding documents.

   **Topics:**
   - Conceptual drawings
   - Free-hand sketching and manual drafting
   - Floor plans, site plan, elevations and sections
   - Model making (Study models & final models)
   - Rendering and sustainable green design
   - Orthographic projections and site analysis
   - Introduction to Construction Documents

   **Individual Course Fee:** $1,200
   **Credential Awarded:** Certificate of Completion

2. **Plan Room Clerk (9 units)**
   Students will learn how to read blue prints, mark revisions, look for required plans and file them. They will also learn about various symbols and abbreviations and how to place the plans in order.

   **Topics:**
   - RFI process, maintaining plan room
   - Blueprint documentation, symbols and abbreviations
   - Filing systems, documenting/tracking ECO’s (Engineering Change Orders) on blueprints

   **Individual Course Fee:** $650
   **Credential Awarded:** Certificate of Completion
3. **General Office Administration (9 units)**
   In this course students will learn about administrative operations. They will be responsible for maintaining and stocking office supplies, how to open a vendor account and track invoices. They will be provided procurement tracking training as well.

   **Topics:**
   - Procurement & Tracking, General Filing
   - Resume writing & etiquette tips
   - Filing and administration support
   - User friendly software as Word, Excel and PowerPoint

   **Individual Course Fee:** $650  
   **Credential Awarded:** Certificate of Completion

4. **Architecture/Engineering Technician (12 units)**
   In this course the students will be given a real site to design a project. They will also be expected to produce study models. Their final model will be a computer-aided model using Google Sketch-Up software.

   **Topics:**
   - 3-D modeling in Google Sketch-Up
   - To read construction documents and blue prints
   - Cost Estimation & Quantity take-off
   - Architectural drawings (plans, elevations, sections)

   **Individual Course Fee:** $1,400  
   **Credential Awarded:** Certificate of Completion

5. **Field Engineering Technician (9 units)**
   Students will be given a real site to design a project. They will also be expected to produce study models. Their final model will be a computer-aided model using Google Sketch-Up software.

   **Topics:**
   - 3-D modeling in Google Sketch-Up
   - To read construction documents and blue prints
   - Cost Estimation & Quantity take-off
   - Architectural drawings (plans, elevations, sections)

   **Individual Course Fee:** $650  
   **Credential Awarded:** Certificate of Completion
6. **Facilities Management (9 units)**

Students will be given a real site to design a project. They will also be expected to produce study models. Their final model will be a computer-aided model using Google Sketch-Up software.

**Topics:**
- 3-D modeling in Google Sketch-Up
- To read construction documents and blue prints
- Cost Estimation & Quantity take-off
- Architectural drawings (plans, elevations, sections)

**Individual Course Fee:** $650  
**Credential Awarded:** Certificate of Completion
Program 3: Purple Belt

240 Clock Hours

Advanced Level: Professional Insight of Construction Engineering

Purple Belt Program Courses:
1. Office Engineer
2. Field Engineer

Tuition: $7,000.00
Application Fee: $50.00
Classroom Capacity: 12 Students
Student Teacher Ratio: 6:1
Total Program Units: 48
Delivery Mode: In-class Instruction

Program Features:
• Includes 2 courses
• Full Time
• 12 Weeks,

*Prerequisites:
• Must have a GED or a High School Diploma
• Must be at least 18 years’ old
• Anyone who completes the Blue Belt level training must have one of

*The following three requirements to waive the prerequisites:
1. Bachelor’s degree and minimum 2 years of experience in that field
2. Two years of Community College degree and 3 to 5 years of work experience in that field
3. 5 to 7 years of work experience in that field with no college degree

Who Benefits:
• Undergraduate or graduate students
• People already in that field who want to enhance their knowledge
• Students who have completed Cornerstone Programs in White & Blue Belt

Program Objectives:
Students will receive training to enhance their skills and be better qualified to compete Office and Field Engineer positions.

Completion of Program Requirement: Final design project and presentation
Credential Awarded: Purple Belt Series Certificate of Completion

Approved to Operate by the DC Higher Education Licensure Commission | Last Updated January 8, 2020
Purple Belt Course Descriptions

1. **Office Engineer (24 units)**
   Students will be given an overview of the Office Engineer’s responsibilities. They will learn how an engineer provides technical & administrative information to others working on the project to ensure that the work complies with all engineering standards, codes, specifications, design instructions, trouble-shoots and engineering related problems. They will also learn how to provide engineering support for projects in various stages.

   **Topics:**
   - Project Correspondence
   - Drawing & Document Administration
   - Filing Systems, Submittal/ RFI / PCO Process
   - Change Order Package & Record of Negotiation
   - Photographic & Video Documentation
   - Closeout Documents, As-built Drawings, Warranties, Guarantees & Manuals

   **Individual Course Fee:** $3,500
   **Credential Awarded:** Certificate of Completion

2. **Field Engineer (24 units)**
   In this course students will be given an overview of Field Engineer’s responsibilities. They will learn about on-site technical observation, quality control and quality assurance, examination and testing of materials and equipment, environmental inspection, safety control site progress monitoring and daily records.

   **Topics:**
   - On-site technical observation
   - Quality Control and Quality Assurance
   - Field verification of grades alignments and dimensions
   - Examination and testing of materials and equipment
   - Site progress monitoring and daily record

   **Individual Course Fee:** $3,500
   **Credential Awarded:** Certificate of Completion
Program 4: Brown Belt

240 Clock Hours

Expert Level: Professional Insight of Construction Management

Brown Belt Program:
1. Quality Control/Inspection
2. Scheduler
3. Estimator
4. Contract Administrator
5. Resident Engineer

Tuition: $9,000.00
Application Fee: $50.00
Classroom Capacity: 12 Students
Student Teacher Ratio: 6:1
Total Program Units: 48
Delivery Mode: In-class Instruction

Program Features:
• Includes 5 Courses
• Full Time
• 12 Weeks, 3 Days per Week

Prerequisites:
• Must have a bachelor’s degree and minimum 5 years of experience, or
• An Associate’s Degree with 5-7 years of experience, or
• Minimum 8-10 years of work experience in the field with no college degree

Who Benefits:
• Undergraduate or Graduate students
• People who are already in that field and want to enhance their knowledge e.g. Construction Managers, Owners, Contractors, Architects, Engineers, Framers, Electricians, Plumbers, Mechanical Contractors, Foundation Layers, Commercial and Residential Construction Professionals and Real Estate and Financial Leaders
• People who have completed Cornerstone White & Blue Belt Programs

Program Objectives:
Students will be introduced to concepts of Construction Management. They will learn about the correlation and coordination between a Scheduler, Estimator, Contract Administrator, Quality Control Inspector and a Resident Engineer for the completion of the project. In-class seminars and lectures from industry experts will help them enhance their career and compete for higher positions in their fields. Construction Management is the study of how projects are conceived, designed and built. The Construction industry is composed of five sectors: Residential, Commercial, Civil, Industrial, and Environmental. This program will educate students about
overall planning, coordination and control of projects from beginning to completion. They will also learn the types of materials and methods used, techniques for estimating the cost of construction, design and contract law, construction accounting, oral and written communications, safety requirements, project planning and project management. Students will also understand different roles of different consultants within each project and how the project is delivered effectively.

**Completion of Program Requirement:** Final design project and presentation

**Credential Awarded:** Brown Belt Series Certificate of Completion
Brown Belt Course Descriptions

1. **Quality Control/Inspection (9 units)**
   Students will learn how to review schedules, budgets and inspect construction work. They will learn how to provide interfaces with all stakeholders: contractors, consultants and owner agency, enforce project contract document, codes, policies and procedures and how to resolve issues related to design and construction. They will be provided with knowledge of change orders, shop drawings, submittals/approvals and other technical matters, field memorandums and field directives. They will learn how to review contract claims and advise senior management.

   **Topics:**
   - Construction work inspection, review schedules and budgets
   - Interfaces with all stakeholders: contractors, consultants and owner agency
   - Project contract document, codes, policies and procedures
   - Issuing field memorandums and field directives
   - Contract claims and advise management
   - Change orders, shop drawings, submittals/approvals and other technical matters

   **Individual course fee:** $1,750
   **Credential Awarded:** Certificate of Completion

2. **Scheduler (9 units)**
   Students will learn how to plan, prepare and update construction project schedules. They will study Construction Planning and will practice preparing a project plan. Through the use of case studies, they will learn how to define construction activities, determine activity duration and assemble the activities into a logical construction schedule. Students will learn to create and use bar charts and critical path schedules. Applying scheduling information to change orders, payment schedules and acceleration situations will be also covered.

   **Topics:**
   - CPM Schedule Development & Update
   - Work Breakdown Structure
   - Cost & Resource Loading Recovery & Mitigation
   - Time Impact Analysis

   **Individual course fee:** $1,750
   **Credential Awarded:** Certificate of Completion
3. **Contract Administrator (9 units)**

Students will be developing skills for successful execution in real-time projects with numerous variables affecting the project outcome, including devising methods and strategies for effective project execution, making decisions that can steer the project to the best possible direction and skillfully mediating disputes and conflicts that might arise during the course of project execution.

**Topics:**
- CPM Schedule Development & Update
- Work Breakdown Structure
- Cost & Resource Loading Recovery & Mitigation
- Time Impact Analysis

**Individual course fee:** $1,750

**Credential Awarded:** Certificate of Completion

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4. **Estimator (9 units)**

Students will learn the various uses of construction estimates. They will learn how to select and the outcome of a particular estimating method. They will learn about various skills and disciplines that all estimators need to follow. They will be provided with guidance on how to develop those skills including software, digitizers, guide books, references and other estimating tools. They will learn how the amount of information available to them and the time they are allowed to prepare the estimate, affects the quality and accuracy of their work. They will learn about the master format and common organizing methods, using and developing production rates and how to adjust their estimate for a wide variety of factors that affect production rates. Quantities take off procedures, pricing and estimating techniques will also be covered along with equipment production rates. Students will learn how to choose the correct equipment for the job. Usage of unit prices for conceptual estimating and for detailed estimating will be also covered.

**Topics:**
- Quantity Takeoffs
- Cost Overheads
- Change Negotiation & Claim Avoidance
- Parametric & Detail Estimates

**Individual course fee:** $2,000

**Credential Awarded:** Certificate of Completion
5. **Resident Engineer (12 units)**

Students will learn how a Resident Engineer is in charge of one or more construction projects and reports the job’s progress, actions of the workers and the efficiency at which the job is being completed to the District Engineer and the District Construction Engineer.

**Topics:**
- Quantity Takeoffs
- Cost Overheads
- Change Negotiation & Claim Avoidance
- Parametric & Detail Estimates

**Individual course fee:** $1,750  
**Credential Awarded:** Certificate of Completion
Program 5: Black Belt

100 Clock Hours

Business Level: Leadership in Industry Management

Black Belt Program Courses:
Learn the gentle art of jiu-jitsu to -

1. Capture Contracts  
2. Perform Contracts  
3. Target Contracts  
4. Negotiate Contracts  
5. Project Management Planning  
6. Chief Operating Officer  
7. Contract Administration  
8. Cost and Time Management  
9. Quality and Safety Management

Tuition: $13,500.00  
Application Fee: $50.00  
Classroom Capacity: 12 Students  
Student Teacher Ratio: 12:1  
Total Program Units: 20

Delivery Mode: In-class Instruction

Program Features:
• Includes 9 Courses  
• Full Time  
• 12 Weeks, 3 Days per Week

Prerequisites:
• Must have business ownership experience  
• Must have business experience in the field

Who Benefits:
• Manager or small contractor who wants to be a higher-level Executive (i.e. CEO, VP).

Program Objectives:
Our Black Belt Executive Programs in Leadership are designed to help participants put effective, collaborative methods of leadership to work in their organizations and leverage the leadership potential of all members of their teams. Participants will focus on developing their own leadership skills and personal influence, as well as exploring strategies for building a team of strong individuals who will support each other, deal with tough problems in an efficient manner, and take accountability for results. This highly customized executive education program focuses on providing the participants an opportunity to learn in a world-class academic environment with peers from around the world. We offer a unique curriculum customized for leaders facing the opportunities and challenges of an innovation-driven, radically changing marketplace and society. The curriculum includes classroom sessions in seminar series with expert faculty, a discussion panel with noted venture capital leaders, and informal discussions with industry luminaries and other keynote speakers.
Completion of Program Requirement: Final design project and presentation
Credential Awarded: Black Belt Certificate of Completion
Black Belt Course Descriptions

1. **Gentle Art of Jiu-Jitsu to Capture Contracts (4 units)**
   A Construction Manager’s Guide to Prepare Battle Plans to Hit the Targeted Contract Bull’s-eye. Students will learn how to increase their chances of winning bids for corporate and municipal contracts.

   **Topics:**
   - Prepare clear and accurate financial statements
   - Understand and document the risks
   - Retain experienced technical and business professionals
   - Standardize your administrative documentation process
   - Maintain administrative and insurance certificates

   **Individual Course Fee:** $2,700  
   **Credential Awarded:** Certificate of Completion

2. **Gentle Art of Jiu-Jitsu to Perform Contracts (4 units)**
   A Construction Manager’s Guide to Accomplish the Contract Mission. After you are awarded contract, learn how to properly ensure that you meet the requirements of the contract scope, schedule, budget, and also make money.

   **Topics:**
   - Negotiate with purpose and fairness
   - Develop an accurate schedule of values
   - Prepare a mutually agreeable schedule and milestones
   - Document all contract deviations (write it down)
   - Know your A, B, C’s (always be closing plan)

   **Individual Course Fee:** $2,700  
   **Credential Awarded:** Certificate of Completion
3. **Gentle Art of Jiu-Jitsu to Target Contracts (4 units)**
   A Construction Manager’s Guide to Reconnaissance and Decoding Bid Solicitations. Learn how to successfully decode a bid solicitation to ensure that it is the best fit with your company’s capabilities, experience and uniqueness.

   **Topics:**
   - Effectively assess bid solicitations to match them with your capabilities
   - Learn to identify and leverage team member experience and business development tool
   - Know when to say “no”

   **Individual Course Fee:** $2,700
   **Credential Awarded:** Certificate of Completion

4. **Gentle Art of Jiu-Jitsu to Negotiate Prompt Payment Terms and Closeout Contracts (4 units)**
   A Construction Manager’s Guide to Winning Battles for Payment”. Learn how to avoid the pitfalls of not getting paid.

   **Topics:**
   - Understand the owner’s contract requirement to get paid promptly
   - Learn the importance of documenting contract changes
   - Know how cost, schedule and quality changes impact payment
   - Avoid unnecessary pitfalls that lead to payment delays

   **Individual Course Fee:** $2,700
   **Credential Awarded:** Certificate of Completion

5. **Project Management Planning (4 units)**
   Students will learn how the plans created during this phase will help them manage time, cost, quality, changes, risk and other related issues.

   **Topics:**
   - Strategic Planning
   - Construction Planning
   - Fundamental Scheduling Procedures

   **Individual Course Fee:** $2,700
   **Credential Awarded:** Certificate of Completion
6. **Chief Operating Officer/Principal/President/Proprietor/Owner (4 units)**
Students will learn how to manage overhead costs while running a business as well as quantity takeoffs, the art of negotiation and cost estimating skills.

**Topics:**
- Parametric and detail estimates
- Quantity takeoffs
- Cost overheads
- Change negotiation and claim avoidance during the construction phase of the contract

**Individual Course Fee:** $2,700  
**Credential Awarded:** Certificate of Completion

7. **Contract Administration (4 units)**
Students will learn the administration of the construction contract.

**Topics:**
- Cost control, monitoring and accounting
- Construction pricing and contracting

**Individual Course Fee:** $2,700  
**Credential Awarded:** Certificate of Completion

8. **Cost and Time Management (4 units)**
Students will learn the benefits of managing time and costs simultaneously for your business, impact of information technology (IT) on modern public organizations & organization's strategies through program management and project management.

**Topics:**
- Organizing for project management
- Organization and use of project information
- Labor, material and equipment utilization
- Administrative organization and use of information technology

**Individual Course Fee:** $2,700  
**Credential Awarded:** Certificate of Completion
9. **Quality and Safety Management (4 units)**

Students will learn that the Quality and Safety Management during construction is a means of ensuring that an organization is meeting requirements and continuously improving its processes. It involves developing a quality control plan, communication with the officials and organization.

**Topics:**
- Organizing for quality and safety during construction
- Communicating with city department officials
- Developing a quality control plan

**Individual Course Fee:** $2,700

**Credential Awarded:** Certificate of Completion
Program 6: Red Belt  

15 Clock Hours

Industry Level: All Around the World Seminar Series

Red Belt Program Topics:  
• Chief Executive Officer (CEO)  
• Managing Director (MD)  
• Executive Director (ED)  
• Board of Director  
• Industry Pioneer  
• Thought Leader  
• Researcher  
• Chief Vision Officer

Tuition: $7,000.00  
Application Fee: $50.00  
Classroom Capacity: 12 Students  
Instructor: TBD  
Student Teacher Ratio: 12:1  
Delivery Mode: In-class Instruction

Program Features:  
• Week-Long Seminar Series  
• Part Time Commitment  
• 15 Hours

Prerequisites:  
Must be in a Senior Leadership role

Who Benefits:  
High Level Staff - CEO, Executive Directors, Industry Pioneers, Researchers, Thought Leaders

About the Program:  
This seminar series will focus on exchanging fresh ideas, shared perspectives and a new set of frameworks, which are required to solve real-world problems. Some of the benefits of this program are improved leadership effectiveness and performance, new ideas, concepts and possibilities, reconnecting with your core strengths, increasing creative and innovative power, communicating more effectively and with greater influence, aligning long terms goals and resources with strategic objectives. This series also promotes life-work balance, discovering a bigger perspective, clarifying thinking, making strategic decisions, getting re-inspired about your learning and development, re-centering on what matters, reviewing where you came from and envisioning where you are going, finding your voice and figuring out how you really can make a difference.

Completion of Program Requirement: Final design project and presentation  
Credential Awarded: Red Belt Certificate of Completion

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Red Belt Course Descriptions

Topics:

Seminar 1: Chief Executive Officer (CEO), Managing Director (MD)
- Liaison, advise & report to the board of directors
- Setting organization direction and strategy
- Review & approve organization’s financial statements and reporting
- Manage organization’s daily, monthly and yearly operations
- Motivate management & employees
- Finalize senior employee appointments
- Public face of organization for all official communication
- Lecture, represent organization at professional retreats and seminars

Seminar 2: Executive Director (ED)
- Understanding of Non-Profit and Government organizations
- Liaison, advise & report to Chairman & Board of Directors
- Setting organization direction & strategy
- Direct & participate in fund raising activities
- Review & approve organization’s financial statements and reporting
- Manage daily, monthly and yearly operations
- Motivate management & employees
- Public face of organization for all official communication
- Lecture, represent organization at professional retreats and seminars

Seminar 3: Board of Directors
- Election or appointment to the board by share holders
- Selection, appointment and review performance of CEO
- Approve annual budgets
- Ensuring availability of adequate financial resources
- Establish & oversee broad policies and objectives & their implementation
- Accounting to shareholders and stake holder relationship
- Setting salaries and compensation of organization management
Program 7: Warrior Series

Foundation & Entry Level: White & Blue Belt
Seminar Series: $700, 15 hours per topic

- Google Sketch-Up
- AutoCAD
- Adobe Photoshop
- Adobe Illustrator
- Adobe In-Design
- MS Word, Excel & PowerPoint
- Introduction to Interior Design
- Real Estate Development
- Urban Planning, SPSS, ArcView, ArcGIS, ArcMap/ Aerial Mapping, Digital Imager
- Construction Technology
- Architecture Design
- Structural Engineering
- MS Project, P6
- Adobe Acrobat Professional (v9.x)
- Surveying & leveling

Advanced & Expert Level: Purple & Brown Belt
Seminar Series: $5,000, 15 hours per topic

- Field Service technician
- Maintenance
- Transit Operators
- Google Sketch-Up
- Photographic/Video Documentation
- Closeout Documents, As-built Drawings,
- Warranties, Guarantees & Manuals
- Filing Systems, Submittal/RFI/PCO Process
- Environmental Inspection, safety control
- Time Impact Analysis
- CPM Schedule Development & Update
- Work Breakdown Structure
- Change Negotiation & Claim Avoidance
- Cost Overheads
- Forms of Contracts
- Budget & Funding Allocation
- Quantity Takeoffs
- Trend Preparation & Analysis
- Cost Benefit Analysis
- Project Management Planning
- Contract Administration
- Cost and Time Management
- Quality and Safety Management

Business & Industry Level: Black Belt & Red Belt
Seminar Series: $5,000, 15 hours per topic

- Vision, Purpose & Jobs:
- Defining Vision
- Properties of Good Vision
- Developing a Vision
- A formula for Visionary Leadership
- Implementing the Vision
- Conclusion

Completion of Program Requirement: Final project design and presentation
Credential Awarded: Warrior Series Certificate of Completion
Program 8: Facilities Management
240 Clock Hours

Entry Level

Employability Program Courses:
1. Fundamentals of Facilities Management
2. Facilities Design and Space Planning
3. Heating, Ventilation and Air Conditioning
4. Operations and Course Maintenance
5. Leadership for Facilities Professionals

Tuition: $6,000.00
Application Fee: $50.00
Classroom Capacity: 12 Students
Student Teacher Ratio: 6:1
Total Program Units: 25
Delivery Mode: In-class Instruction

Program Features:
- Includes 5 courses
- Full-Time
- 12 Weeks, 3 Days per Week

Prerequisites:
- Must have a GED or a High School Diploma
- Must be at least 18 years of age

Who Benefits:
- Recent high school grads seeking exposure into facilities management
- Entry- mid- and senior-level professionals in the industry seeking to sharpen their skills
- Professionals seeking a career change

Program Objectives:
Facilities Management teaches the principles and tasks of a Facilities Manager. The program teaches practical applications that help students understand the business aspects of facilities management.

Completion of Program Requirement: Final presentation
Credential Awarded: Facilities Management Certificate of Completion
Facilities Management Course Descriptions

1. **Fundamentals of Facilities Management (5 units)**
   Facilities Management teaches the principles and tasks of a Facilities Manager. The program teaches practical applications that help students understand the business aspects of facilities management. Students learn the practical applications, which help them understand the business aspects of facilities management. Students also gain an understanding of the diverse responsibilities and decision-making processes from building infrastructure to fleet services. Participants also acquire the insight need to meet budget restraints while improving productivity, efficiency, and employee quality of life issues.

   **Topics:**
   - The Facilities Management process in general
   - Facilities Management as a business within a business
   - Facilities phases, planning and realization
   - Relation between Facilities Management and Asset Management
   - Facilities Roles, the current state of your Facilities Management processes

   **Individual Course Fee:** $2,700
   **Credential Awarded:** Certificate of Completion

2. **Facilities Design and Space Planning (5 units)**
   Students master the successful applications of facilities design including defining the requirements of a project, developing design strategies, implementing corporate philosophies and methodologies, and understanding the Project Development Process. Students also gain the knowledge that will help them increase their confidence as a project leader and assure the success of future projects. Whether managing multiple, small departmental relocations or anticipating a large project, these professional skills will assure of students of greater success when filling these roles.

   **Topics:**
   - Types of planning
   - Strategic and annual planning, Life Cycle Cost principles
   - Budgeting principles
   - Disaster recovery plans
   - Maintenance concepts
   - Work planning and control, performance management regarding the workflow

   **Individual Course Fee:** $2,700
   **Credential Awarded:** Certificate of Completion
3. **Heating, Ventilation and Air Conditioning (HVAC) (5 units)**

Another aspect of facilities management is working with the air-distribution systems in the building. This course teaches participants to design and employ HVAC systems and prepares them for future maintenance of indoor air quality. It combines lecture and laboratory learning and allows students to utilize their problem-solving skills for some of the following tasks:

- Fan selection
- Pipe design
- Pump selection
- Coil selection

**Topics:**
- What to outsource and what not
- Choosing the right contractor
- How to manage this
- Contract types
- The contracting cycle
- Service Level Agreements

**Individual Course Fee:** $2,700  
**Credential Awarded:** Certificate of Completion

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4. **Operations and Maintenance (5 units)**

On top of project management and leadership skills, students must also gain an understanding of how the organization operates. They study the physical aspects of facilities management, such as interiors and exteriors, building structure and building grounds. Those enrolled also learn methods for managing cost, planning a budget, using equipment and creating a maintenance plan.

**Topics:**
- Understanding RISK
- Risk Based Maintenance, the methodology
- Steps in developing an effective & risk-based maintenance strategy
- Typical inspection and maintenance tasks for utilities

**Individual Course Fee:** $2,700  
**Credential Awarded:** Certificate of Completion
5. **Leadership for Facilities Professionals (5 units)**

Facilities managers manage both facilities operations and personnel. This course gives students practical knowledge that can be incorporated on-the-job to enhance leadership skills and productivity. Students will explore topics that include: a supervisor’s role within an organization, verbal and written communication skills, problem-solving techniques, managing a budget, strategic planning, ethics, and team development. If you supervise or manage within a facilities management organization or in an environment where technical, professional or trades people are working, this course is for you.

**Topics:**
- Continuous improvement
- Target setting as a starting point
- Monitoring performance: development and use of Key Performance Indicators
- The Facilities Management Balanced Scorecard (FMBSC)
- Assessments, audits and benchmarking; practical exercise in auditing
- Course review/Wrap up

**Individual Course Fee:** $2,700
**Credential Awarded:** Certificate of Completion
Program 9: Employability

50 Clock Hours

Entry Level: Job Readiness

Employability Program Courses:
1. First Impressions: Digital Communications
2. First Impressions: In-Person Communications
3. Office Etiquette
4. Tools for Success
5. Financial Self Sufficiency
6. Mindfulness Meditation

Tuition: $6,000.00
Application Fee: $50.00
Classroom Capacity: 12 Students
Student Teacher Ratio: 6:1
Total Program Units: 30
Delivery Mode: In-class Instruction

Program Features:
• Includes 6 courses
• Full-Time
• 12 Weeks, 3 Days per Week

Prerequisites:
• Must have a GED or a High School Diploma
• Must be at least 18 years of age

Who Benefits:
• Current high school seniors or recent high school grads seeking to solidify employment
• Entry- and mid-level professionals looking to sharpen their interpersonal skills

Program Objectives:
This positions students to capture and sustain meaningful employment. This highly interactive series teaches participants different methods to research, identify, and seize opportunities based on their interests and qualifications. In essence, students will have the ability to apply the best practices learned in class while pursuing gainful employment in real-time. Students will have ongoing access to employment search engines. For each opportunity found, instructors will assist students with their cover letter, resume, and interview preparation.

Completion of Program Requirement: Final presentation
Credential Awarded: Employability Certificate of Completion
**Employability Course Descriptions**

1. **First Impressions Part 1: Digital Communications (5 units)**
   
   *First Impressions* focuses on the importance of initial interactions with recruiters/employers, mentors, potential colleagues, and others as it relates to forging long-term relationships. Students will learn best practices to obtain and maintain positive professional relationships, particularly in a relatively small region where professionals share the same networks and are connected by six-degrees of separation or less.

   **Topics:**
   - Personal and Professional Etiquette
   - Introductory communications
   - Writing compelling cover letters and resumes
   - The Art of Interviewing and Presenting
   - Job Searching

   **Individual Course Fee:** $250
   **Credential Awarded:** Certificate of Completion

2. **First Impressions Part 2: In-Person Communications (5 units)**
   
   As a follow-up to Part 1, Part 2 delves a bit deeper into in-person interactions, such as, interviews and presentations. Students will practice mock interviews and presentations to help them gain confidence for “real world” encounters. Students will also learn do’s and don’ts around professional attire.

   **Topics:**
   - Personal and Professional Etiquette
   - Introductory communications
   - Writing compelling cover letters and resumes
   - The Art of Interviewing and Presenting
   - Job Searching

   **Individual Course Fee:** $250
   **Credential Awarded:** Certificate of Completion
3. **Office Etiquette (5 units)**  
*Office Etiquette* challenges students to conduct themselves in the highest esteem while interacting with colleagues and other business associates while in the office and at work-related events.

**Topics:**
- Nature of ‘Office Politics”
- Dining Etiquette
- Writing/Speaking standard business English

**Individual Course Fee:** $250  
**Credential Awarded:** Certificate of Completion

4. **Tools for Success (5 units)**  
*Tools for Success* emphasizes the key ingredients that jobseekers will need while on their journey towards meaningful and long-lasting careers. Topics will include networking and job searching tips and tricks. Instructors will help students create accounts on LinkedIn, ZipRecruiter, Indeed, and other viable networking/job search engines.

**Topics:**
- Nature of ‘Office Politics”
- Dining Etiquette
- Writing/Speaking standard business English

**Individual Course Fee:** $250  
**Credential Awarded:** Certificate of Completion
5. **Financial Self-Sufficiency (5 units)**  
*Financial Self-Sufficiency* implores students to learn about financial matters as a means to make wise decisions. In light of a capitalist economy that caters to the top 1% of wealth earners more so than “the masses,” this series educates students on ways to position themselves to earn financial independence. Instructors will team up with financial advisors to customize an asset-building plan for each student.

**Topics:**
- Emergency and Retirement Savings
- Investing
- Entrepreneurship
- Credit Counseling
- Debt Prevention
- Stock Market Fluctuations

**Individual Course Fee:** $250  
**Credential Awarded:** Certificate of Completion

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6. **Mindfulness Meditation (5 units)**  
*Mindfulness Meditation* invites students to tune into their inner selves as an alternative, peaceful method to combat life’s stressors stemming from anxiety, depression and/or trauma. Students will participate in ongoing mindfulness meditation sessions to develop a consistent practice.

**Topics:**
- Stress/Anxiety/Depression Reduction
- Positive self-image
- Inner peace

**Individual Course Fee:** $250  
**Credential Awarded:** Certificate of Completion
PROGRAM PHOTOS
Library and Academic Resources

LIBRARY RESOURCES
All students and faculty affiliated with the Cornerstone Institute for Anointing have access to the following list of library resources:

OpenLibrary.org
Free online library resource comprised of books that are donated by the site’s member base. Catalog includes literature and textbooks on the topics of science, engineering, architecture, construction, urban planning, and real estate.

OverDrive.com
Free online library resource that tracks public library databases and allows members to e-borrow books using an app.

District of Columbia Public Libraries
Students must obtain a free library card to access catalogs.

Montgomery County Public Libraries
Students must obtain a free library card to access catalogs.

Virginia Public Libraries
Students must obtain a free library card to access catalogs.

ACADEMIC RESOURCES

Academic Advisors
Once admitted, each student is paired with an Academic Advisor who acts as a mentor and strengthens the student’s overall support system. Academic Advisors are responsible for building rapports with all of their students and crafting customized success plans based on their students’ interests, goals, strengths and challenges.

Office Hours
Instructors offer office hours twice per week during 2-hour windows. By request, Instructors may make themselves available outside of normal office hours to better suit a student’s schedule.

Mentor-Protegee Program
Students are highly encouraged to meet with the school’s Founder and CEO, Wayne Perry, to discuss their professional goals and receive special guidance and coaching.

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SCHOOL ACTIVITIES

DRESS FOR SUCCESS
Occasionally, students will participate in, ‘Dress for Success’ days, which include class trips to local thrift stores for free gently used professional clothing that can be worn on interviews.

INTERNSHIPS
Upon the completion of coursework, students showing academic promise may engage in a short-term internship coordinated through the Institute.

TELECOMMUNICATIONS
At this time, the Institute does not offer online courses.

ACADEMIC CALENDAR

Fall Quarter Admissions Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Quarter Application Deadline</td>
<td>August 15\textsuperscript{th}</td>
</tr>
<tr>
<td>Faculty and Staff Review Period</td>
<td>August 15\textsuperscript{th} – September 1\textsuperscript{st}</td>
</tr>
<tr>
<td>Official Notice to Students</td>
<td>1\textsuperscript{st} week of September</td>
</tr>
<tr>
<td>Student Acceptance Confirmations</td>
<td>2\textsuperscript{nd} week of September</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>3\textsuperscript{rd} week of September</td>
</tr>
<tr>
<td>Fall Quarter Dates</td>
<td>September 15\textsuperscript{th} – December 15\textsuperscript{th}</td>
</tr>
</tbody>
</table>
### Spring Quarter Admissions Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Quarter Application Deadline</td>
<td>December 15&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Faculty and Staff Review Period</td>
<td>December 15&lt;sup&gt;th&lt;/sup&gt; – December 31&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Official Notice to Students</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; week of January</td>
</tr>
<tr>
<td>Student Acceptance Confirmations</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; week of January</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; week of January</td>
</tr>
<tr>
<td>Spring Quarter Dates</td>
<td>February 1&lt;sup&gt;st&lt;/sup&gt; – May 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

### School Holidays

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Wednesday, January 1, 2020</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Monday, January 20, 2020</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Monday, Feb 17, 2020</td>
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<tr>
<td>Memorial Day</td>
<td>Monday, May 25, 2020</td>
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<tr>
<td>Independence Day</td>
<td>Friday, July 3, 2020</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 7, 2020</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday, November 26, 2020</td>
</tr>
<tr>
<td>Day after Thanksgiving</td>
<td>Friday, November 27, 2020</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Thursday, December 25, 2020</td>
</tr>
</tbody>
</table>
School Vacations—The Institute does not hold any course session between May – August.
TUITION, FEES AND REFUNDS

Fees vary depending on program. Students are responsible for paying a $50.00 application fee along with tuition, books, supplies, and equipment. For a full list of all fees associated with admissions and enrollment, please reference the above summary of program offerings. All costs associated with our programs include tuition, supplies and equipment. Students are responsible for purchasing their own textbooks.

FINANCIAL ASSISTANCE

The school does not generally offer any financial assistance or participate in the federal student aid program. In special cases, the Institute may use grant funds to offer partial scholarships to students who demonstrate academic promise and financial need.

CANCELLATION/REFUND POLICY

Unless otherwise noted, all of the above listed program costs are due prior to the commencement of orientation. Applicants may cancel their enrollment for a full refund, excluding the non-refundable $50 application fee, by providing written notice within three (3) business days of executing this agreement. Applicants requesting to cancel more than three (3) days after executing this enrollment agreement but prior to the first day of classes will receive a 95% tuition refund and forfeit the $100 registration fee. Students who are absent from class for seven (7) consecutive days without notice are not entitled to any refunds. Once consultations are completed with Academic Advisors, the Institute’s staff will review all notes and respond to both student and advisor within five (5) business days. If applicable, responses will include a calculated refund amount, which will be based on the following:

<table>
<thead>
<tr>
<th>Proportion of Program Taught by Withdrawal Date</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 25%</td>
<td>75%</td>
</tr>
<tr>
<td>More than 25% - Less than 50%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 50% - Less than 75%</td>
<td>25%</td>
</tr>
<tr>
<td>More than 75%</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

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ATTENDANCE/WITHDRAWAL/LEAVE OF ABSENCE POLICY

The Cornerstone Institute for Anointing uses its own internal standards to determine types of absences, based on experience working with our demographic of students. The school distinguishes types absences and defines tardiness as follows:

- **Excused** – Pre-approved absence granted by Instructor.
- **Unexcused** – Unapproved absence not granted by Instructor.
- **Full Day** – On-time attendance in all classes for the day.
- **Late Arrival** – Enrolling in a course 7 days from its start date.
- **Early Dismissal** – Dismissal 2 hours or more from the normal time.
- **Class Absences** – 3 consecutive absences from class.
- **Tardiness** – More than 15 minutes late to class. 3 ‘tardies’ = 1 unexcused absence.

Instructors are responsible for recording all absences on a daily basis into each student’s attendance profile. It is important to note that students will receive 1 unexcused absence every 3 times they are tardy. Students are implored to take tardiness seriously. Unmonitored, tardiness could quickly result in 3 unexcused absences, which could lead to academic probation and/or dismissal. Students who accumulate up to 3 (non-consecutive) unexcused absences by mid-quarter will face program withdrawal unless they meet with their Academic Advisors to discuss their reasons for missing class. If the student fails to correct his or her attendance by accumulating up to 2 additional unexcused absences, they will be dismissed. Students who miss 3 or more consecutive days (excluding weekends and holidays) will be withdrawn from the program. Students returning from absences are responsible for reaching out to their Instructor(s) to make up missed assignments. Instructors may refer students to their syllabus, which contains information on assigned reading material to assist students with their make-up assignments. Students are responsible for attending office hours and contacting their Instructors should any questions arise.

Any student inquiring about taking a Leave of Absence must first participate in a consultation session with their Academic Advisor to discuss the nature of their request. Should a student choose not to resume attendance within 3 business days after their return date, the school will dismiss the student and ask that they reapply once their circumstances change. Students may request a Leave of Absence (limit to one leave per student) under the following circumstances:

- Death or illness of relative or acquaintance
- Physical, emotional and/or mental health issues
- Maternity/Paternity Leave
- Unexpected Financial Burden
- Court-Involved Proceedings (i.e. Jury Duty)
- Other Unforeseen Debilitating Event(s)
STANDARDS OF ACADEMIC PROGRESS AND GRADING SYSTEM

The Cornerstone Institute for Anointing expects full-on, engaging participation from students while enrolled in order to increase their knowledge and job placement prospects. Students shall attend all courses required to complete their program and have no more than three (3) unexcused absences per Quarter. We assess student coursework on a standard A-F grading system (see image below). Students maintaining less than a B- grade point average within any of their courses shall request one-on-one tutoring from their instructor. Each student’s performance is evaluated per their attendance, class participation, attitude, commitment, completed class assignments and examinations.

A cumulative of all grades in these categories will be taken into consideration to obtain the final grade. In special circumstances when resources permit, the Institute may be able to provide in-kind or discounted tutoring services. Students who fail any given course may re-take it with no additional charge. Should the student fail again, they will be responsible for retaking the course(s) at their own expense. In an effort to be as proactive and supportive as possible, Instructors provide bi-weekly progress reports to students, which include grade marks for each class accompanied by specific comments and feedback. Mid-term grades are emailed to students 6 weeks into the Quarter, and final grades are posted within one week after the final day of classes.

At the end of each quarter, our administration asks students to complete a written evaluation form, which asks them to provide candid details about their experiences in the form of multiple choice and open-ended questions. Students must complete the evaluation before their final grades are released. The school also invests in independent consultants, such as Mathematica, to evaluate the effectiveness of our programs. The school also tracks student progress up to one-year after graduation. Academic Advisors check-in with students to learn of their employment status and whether they plan to continue their education. The institute incorporates these statistics into its annual report and public advertising material. We also use the information from all evaluation sources mentioned to improve program success.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95% and above</td>
</tr>
<tr>
<td>A-</td>
<td>90-94%</td>
</tr>
<tr>
<td>B+</td>
<td>85-89%</td>
</tr>
<tr>
<td>B</td>
<td>80-84%</td>
</tr>
<tr>
<td>B-</td>
<td>75-79%</td>
</tr>
<tr>
<td>C+</td>
<td>70-74%</td>
</tr>
<tr>
<td>C</td>
<td>65-69%</td>
</tr>
<tr>
<td>C-</td>
<td>60-64%</td>
</tr>
<tr>
<td>D</td>
<td>55-59%</td>
</tr>
<tr>
<td>F</td>
<td>Below 55%</td>
</tr>
</tbody>
</table>
GRADUATION REQUIREMENTS
A student must meet the following criteria in order to graduate:
• Maintain a B- or above grade point average in all courses
• Have no more than three (3) unexcused absences throughout the Quarter
• Prepare and present a 15-minute design project and final paper
• Pass final examination with at least a B-

PROBATION, DISMISSAL AND RE-ADMISSION
Students who receive unsatisfactory grade marks (fail) on their mid-term report will be subject to academic probation. Students on academic probation will have the remaining six weeks of class to improve their grades and must receive satisfactory marks from that point forward in order to have their probation status cleared and to avoid dismissal. Should a student fail to receive passing marks on their exams and coursework within the six-week timeframe, they will become eligible for dismissal. Students facing dismissal must agree and adhere to an academic success plan intended to get them on the right track. Such plans will always be crafted by a student’s Academic Advisor and Instructor. Students have two weeks from their agreement execution date to show progress. Should the student fail within this period, they will be discharged and will forfeit their tuition. Students who are formally dismissed must wait one-year from the date of their leave to reapply. Students who display unsatisfactory conduct and pose a safety risk to the institute will be dismissed outright and will not be eligible to reapply.

STUDENT CODE OF CONDUCT
The Cornerstone Institute for Anointing strives to maintain exceptional standards as an academic institution and holds high expectations for its students. The Institute will take action against behaviors deemed harmful and threatening whether amongst peers or self-inflicted. If found at fault, students who violate the below Code of Conduct will be dismissed and will lose all readmittance rights. Students who are accused of violating the Code of Conduct will receive verbal and written notice from the school’s Executive Director (ED) within three (3) business days of the incident. The student will then meet with the ED for a preliminary information gathering session. Once the ED has the accused student’s side, they will circle back to the initial complaint and perform an internal investigation not to exceed five (5) business days. The ED will converse with all parties necessary to make a well-informed decision. At any point in the case, students may request, in writing, information related to the case directly from the ED. The ED will respond to the student in the same method within 24-48 hours.

Students are responsible for executing the following code of conduct:
• Refrain from the solicitation and use of drugs and alcohol while on campus.
• Do not smoke within 50 feet of campus.
• Be respectful of others’ space and do not cross boundaries.
• Dress appropriately on campus or when representing the Institute in the field. Attire that contains any offensive phrases or language is prohibited.
• Do not use the school’s communication platforms to engage in or promote hate, discrimination or violence.

STUDENT RIGHTS, PRIVILEGES AND RESPONSIBILITIES

Students are entitled to the following rights:
• A robust program administered in compliance with state regulations.
• An enriching learning environment/experience led by qualified faculty and staff.
• An institution free of drugs/illegal substances and alcohol.
• Access to school policies and procedures.

Students are entitled to the following privileges:
• A dedicated Academic Advisor who is committed to providing stellar support throughout his or her course of mentorship to the student.
• Exposure to a rigorous academic learning environment focused on job placement.
• Structured curriculum with relevant/up-to-date content.

Students have the following responsibilities:
• Adhere to the policies and procedures described in all administrative documents.
• Comply with admissions and enrollment policies and procedures.
• Avoid the consumption of all drugs and illegal substances while on campus.
• Show respect towards faculty, staff and fellow classmates.
• Attend all classes on-time unless granted an excused absence.
• Interact with assigned Academic Advisors on a weekly basis.

STUDENT COMPLAINTS/GRIEVANCES

The Cornerstone Institute for Anointing is committed to offering students a safe and fruitful learning experience. Students are strongly encouraged to report any violations of their rights by other students, faculty or staff to the Executive Leadership Team Administrative Office as soon as any incident occurs. It is recommended that students submit detailed written reports to supplement verbal accounts.

Should our internal team fail to address a complaint to a student’s full satisfaction, the student shall, as a last resort, submit a formal complaint to: DC Higher Education Licensure Commission | 1050 First Street, NE, Washington, DC 20002 | (202) 727-6436 | osse@dc.gov. No student shall be subject to unfair action and/or treatment by any school official as a result of the initiation of a complaint.
ADMISSIONS POLICY

OVERVIEW
The Cornerstone Institute for Anointing aims to attract and recruit highly motivated students who pose the greatest potential to perform well and have an impact in society. We encourage applications from prospective students of diverse backgrounds, particularly those that are historically underrepresented in Science, Technology, Engineering and Mathematics (STEM). We are committed to ensuring that all of our students succeed and secure meaningful employment within 90 days of graduation. Thus, once admitted, we pair each student with an Academic Advisor who acts as a mentor and strengthens the student’s overall support system. Academic Advisors are responsible for building rapports with all of their students and crafting customized success plans based on their students’ interests, goals, strengths and challenges.

APPLICATION INSTRUCTIONS
Cornerstone Institute for Anointing strives to select students whose goals align with the school’s vision and mission. Application forms along with submission instructions are accessible here. Our review panel members administer careful and thoughtful review to every complete application that is submitted. To ensure timely decisions to all candidates, we will not review any incomplete applications. Our review team will select finalists to participate in interviews (in-person preferred). We will admit up to 60 students per quarter (no more than 12 per program). There will be a waitlist created per the ranking of the students. All applicants will be notified regarding the selection committee’s admission decision via email and postal mail. Each student’s application form and the review process along with the interview notes will be documented for our records.

Applicant Eligibility Criteria*
- Must be at least 18 years of age or older,
- Must have a High School Diploma or GED,
- Must not have a record of expulsion or severe disciplinary action for harming or endangering the welfare of others.

*Please Note: Refer to our “Description of Course Offerings” above for pre-requisite information and entrance requirements for our various programs.

Applicant Enrollment Requirements
- Personal Statement,
- Academic Transcripts** (High School and Postsecondary, if applicable),
- Extracurricular Activities,
- Letters of Recommendation (3).

**Please Note: As a non-degree granting institution, we do not apply credits for work completed at other institutions. All credits earned at our institution are transferable to another Approved to Operate by the DC Higher Education Licensure Commission | Last Updated January 8, 2020
institutions at the sole discretion of the accepting institution. Students who engage in life or work experiences via internships will not receive credits, but rather a certificate of completion as well as standard course acknowledgement on their student transcripts.

### Fall Quarter Admissions Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Quarter Application Deadline</td>
<td>August 15&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Faculty and Staff Review Period</td>
<td>August 15&lt;sup&gt;th&lt;/sup&gt; – September 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Official Notice to Students</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; week of September</td>
</tr>
<tr>
<td>Student Acceptance Confirmations</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; week of September</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; week of September</td>
</tr>
<tr>
<td>Fall Quarter Dates</td>
<td>September 15&lt;sup&gt;th&lt;/sup&gt; – December 15&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

### Spring Quarter Admissions Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Quarter Application Deadline</td>
<td>December 15&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Faculty and Staff Review Period</td>
<td>December 15&lt;sup&gt;th&lt;/sup&gt; – December 31&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Official Notice to Students</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; week of January</td>
</tr>
<tr>
<td>Student Acceptance Confirmations</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; week of January</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; week of January</td>
</tr>
<tr>
<td>Spring Quarter Dates</td>
<td>February 1&lt;sup&gt;st&lt;/sup&gt; – May 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
</tbody>
</table>
NOTIFICATIONS

Accepted, declined, and waitlisted students are all notified via email (primary communication source) and postal mail (secondary communication source) by the deadlines listed above. In certain cases, our review panel may offer some students a ‘Provisional Acceptance,’ whereby full acceptance is contingent upon the student completing an outstanding portion of their application within a certain timeframe. Each student offered a provisional acceptance will receive full details of action steps that should be taken in order to move forward. Examples include international students experiencing relocation delays, students engaged in overseas activities prohibiting them from starting on-time, and other personal/professional/academic reasons.

STUDENT CATALOG AND ADMISSIONS POLICY DISCLOSURES

Equal Opportunity Institution
The Cornerstone Institute for Anointing does not discriminate or consider any of the following non-merit factors when admitting students: race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

Campuses
The Cornerstone Institute for Anointing’s governing body has approved each course and certificate program offered in DC. Coursework earned at the DC location can be transferred to the San Francisco Office as part of an existing certificate program offered by the school.

Student Right-To-Know
We disclose completion and graduation rates (PDF) of full-time certificate undergraduate students to current and prospective students annually. A student is considered to have completed or graduated if he or she fulfills the program’s requirements within 150% of the normal time allotted for the program, that is 2.5 quarters for our particular programs. These figures are augmented depending on whether a student left the institution prior to completion and within 150% of the normal time allotted for completion, or enrolled in a program at an eligible institution for which the prior program provided substantial preparation.

Campus Security Act
We report information about crimes reported on campus and in the surrounding area to comply with federal law, specifically the Campus Security (Clery) Act and the Higher Education Opportunity Act.
OWNERSHIP AND FACULTY INFORMATION

A list of all trustees, officers, entities or institutions that have a controlling ownership or interest in the school, including academic credentials:

- Mr. Wayne H. Perry, PE

Name(s) of chief of school officers, the names of administrators for each branch location, including academic credentials:

CORNERSTONE INSTITUTE FOR ANOINTING FACULTY AND STAFF:

DC BRANCH

- Mr. Wayne H. Perry – Founder, President and CEO
- Mrs. Monique L. Poydras, JD – Vice President and General Manager
- Ms. Antionetta Kelley, M.Ed. – Program Director
- Mr. Ming Ng, PE, Program Coordinator and Engineering Subject Matter Expert
- Mr. Martin Banas – Director of Operations and Office Administration
- Mr. Nino Brown, Engineering Subject Matter Expert and Instructor
- Mr. Charles Jackson, PE, Engineering Subject Matter Expert and Instructor
- Mr. Adrian Ayers, M.Ed., Employability Subject Matter Expert and Instructor
- Ms. Rahel Worku, Employability Subject Matter Expert

SAN FRANCISCO BRANCH

- Mr. Wayne H. Perry – Founder, President and CEO
- Mr. Ming Ng, PE, Vice President and Engineering Subject Matter Expert
- Mrs. Rajlaxmi Guhagarkar – Program Director
- Ms. Melody Amoss, JD – Program Coordinator and Subject Matter Expert
- Mr. Martin Banas – Director of Operations and Office Administration
- Ms. Rosa Portugal, Civil Engineering Subject Matter Expert
- Mr. Dehan Glanz, Urban Planning Subject Matter Expert
- Ms. Sandra Growski, Document Control Specialist
- Ms. Gloria Frazer, Plan Room Clerk
The powers, duties and responsibilities of the governing board, chief operating officers(s), president, director, chief administrators, and/or owners

Please refer to Institute Bylaws for powers, duties and responsibilities of these officials.

The powers, duties and responsibilities of students, if students participate in institutional governance

Not Applicable.

A listing of chief administrators, advisors and faculty members of the institution, stating academic/professional/licensure credential held and awarded, and all specialized training related to areas of instruction

- Mrs. Monique L. Poydras, JD – Employability and Soft Skills
- Ms. Antionetta Kelley, M.Ed. – Employability and Soft Skills
- Mr. Nino Brown – Engineering
- Mr. Charles Jackson, PE – Engineering
- Mr. Adrian Ayers, M.Ed. – Employability and Soft Skills
- Ms. Rahel Worku – Employability and Soft Skills