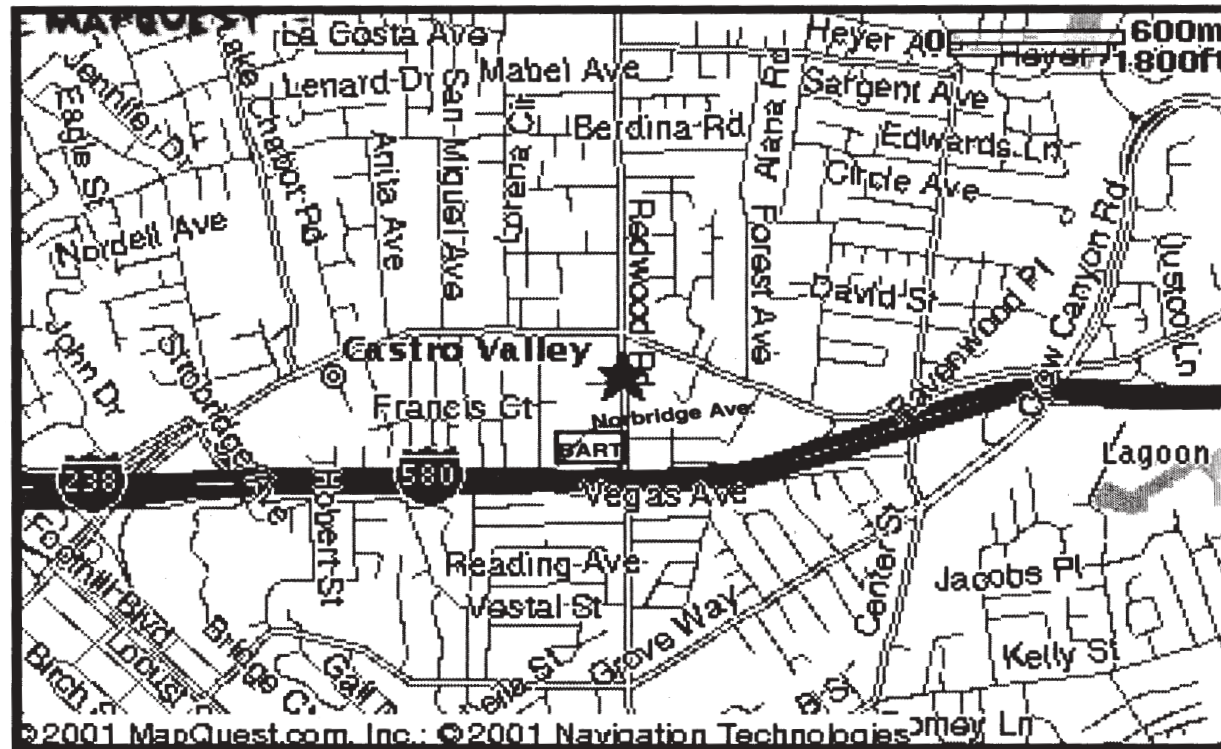


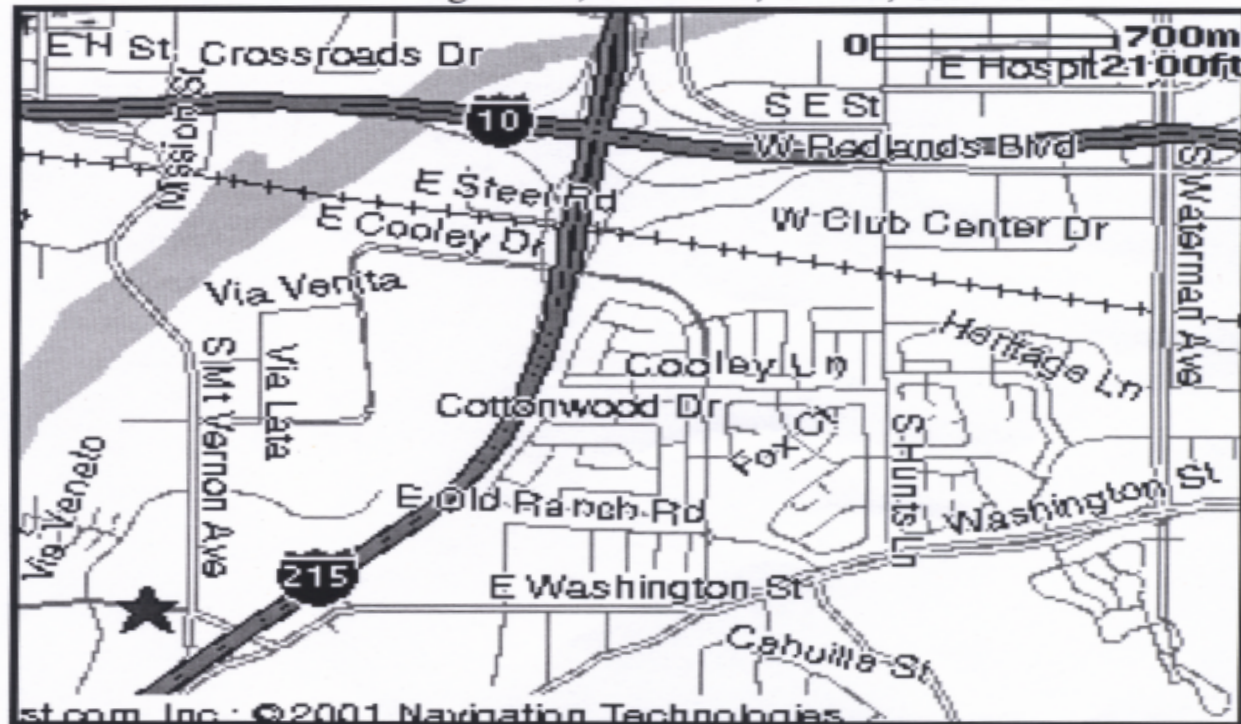
20980 Redwood Rd., Suite 205, Castro Valley, CA 94546-5930,

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1060 E. Washington St., Suite 140, Colton, CA 92324



APPROVAL DISCLOSURE STATEMENT

Turnkey Construction Management Institute, Inc. was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Educational Code Section 94718. The Bureau's approval means that the Bureau has determined that an institution meets minimum standards established by the Bureau for integrity, financial stability, and educational quality including the offering of bona fide instruction by qualified faculty and the appropriate assessment of student's achievement prior to, during, and at the end of the program. This approval does not imply any enrollment or recommendation by the state or by the Bureau. Institutional approval must be re-approved every five years and is subject to continuing review.

Turnkey Construction Management Institute, Inc. is approved to offer the following courses:

| | | |
|-----------------|---|----------------------|
| <i>Course 1</i> | Construction Estimator (Residential) | 12 Weeks – 396 Hours |
| <i>Course 2</i> | Construction Estimator (Commercial & Residential) | 14 Weeks – 462 Hours |
| <i>Course 3</i> | Construction Project Management | 14 Weeks – 462 Hours |
| <i>Course 4</i> | Construction Superintendent | 14 Weeks – 462 Hours |
| <i>Course 5</i> | Construction Estimator/Project Manager | 16 Weeks – 528 Hours |
| <i>Course 6</i> | Distance Education – Home Study Construction Estimator/Project Manager | 16 Lessons |

Instruction is in residence with facility occupancy level accommodating 38 full time students at any one time.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. This school currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees.

All information in the contents of this school catalog is current and is so certified as true by the Directors.

Robert W. Turney
CEO/Executive Director

Rhonda L. Turney
Vice President/Associate Director

Construction Superintendent

462 Clock Hours, 14 Weeks

| | |
|----------------------------|-------------------|
| Textbooks | \$ 342.00 |
| Tools | \$ 185.00 |
| Supplies | \$ 85.00 |
| Computer Software Programs | \$ 120.00 |
| Registration Fee | \$ 75.00 |
| Tuition | <u>\$5,993.00</u> |
| TOTAL:\$6,800.00 | |

Construction Estimator/Project Manager

528 Clock Hours, 16 Weeks

| | |
|----------------------------|-------------------|
| Textbooks | \$ 342.00 |
| Tools | \$ 185.00 |
| Supplies | \$ 85.00 |
| Computer Software Programs | \$ 120.00 |
| Registration Fee | \$ 75.00 |
| Tuition | <u>\$6,805.00</u> |
| TOTAL:\$7,612.00 | |

Distance Education – Home Study

Construction Estimator/Project Manager

16 Lessons

| | |
|----------------------------|-------------------|
| Textbooks | \$1,047.00 |
| Computer Software Programs | \$ 120.00 |
| Registration Fee | \$ 75.00 |
| Tuition | <u>\$2,753.00</u> |
| TOTAL: \$3,995.00 | |

TUITION AND FEES

Construction Estimator (Residential)

396 Clock Hours, 12 Weeks

| | |
|----------------------------|-------------------|
| Textbooks | \$ 187.20 |
| Tools | \$ 131.80 |
| Supplies | \$ 75.00 |
| Computer Software Programs | \$ 120.00 |
| Registration Fee | \$ 75.00 |
| Tuition | <u>\$5,111.00</u> |

TOTAL:\$5,700.00

Construction Estimator (Commercial and Residential)

462 Clock Hours, 14 Weeks

| | |
|----------------------------|-------------------|
| Textbooks | \$ 342.00 |
| Tools | \$ 185.00 |
| Supplies | \$ 85.00 |
| Computer Software Programs | \$ 120.00 |
| Registration Fee | \$ 75.00 |
| Tuition | <u>\$5,993.00</u> |

TOTAL:\$6,800.00

Project Manager

462 Clock Hours, 14 Weeks

| | |
|----------------------------|-------------------|
| Textbooks | \$ 342.00 |
| Tools | \$ 185.00 |
| Supplies | \$ 85.00 |
| Computer Software Programs | \$ 120.00 |
| Registration Fee | \$ 75.00 |
| Tuition | <u>\$5,993.00</u> |

TOTAL:\$6,800.00

ADMINISTRATION

Robert W. Turney - CEO/Executive Director

Mr. Turney began his career in construction in 1979 by becoming an apprentice painter for Union Local #1178 (now Local #3). It was not long after graduating as a journeyman that he was running residential projects as the Foreman. By 1985, he was in charge of small and large crews for commercial, industrial and residential projects throughout the San Francisco Bay area. Over the years he has worked as a General Foreman and Superintendent, and has been involved with the completion of numerous projects.

In 1992, a work-related injury progressed and presented the time and opportunity to expand on the “academics” of construction. Mr. Turney completed the course of instruction for Project Manager, Estimator & Superintendent in 1992. Immediately upon graduation he applied his many years of field experience and newly acquired academic skills to become the Project Manager/Estimator for all the finish work at Oakland Federal Building Project. At that time, it was the largest construction project taking place in California. Since the completion of that project, Mr. Turney continued to successfully estimate and manage numerous projects.

During his career as an Estimator/Project Manager, Mr. Turney continued to improve his academic skills. He holds a California Certificate, as an Instructor in the field of Construction Estimating, Construction Project Management, and Construction Superintendent, is a licensed General Contractor, and a Certified Trainer for Timberline Precision Estimating Software. In 1994, Mr. and Mrs. Turney founded Turnkey Construction Management Institute, Inc., and since then have dedicated their lives to teaching others how to become construction managers. Since establishing the school, hundreds of graduates have been successfully trained and placed.

Rhonda L. Turney - Associate Director

Mrs. Turney was a successful business owner for over nine years, and has been administrator for Turnkey Construction Management Institute, Inc., since 1994. Her many years of experience in business administration and public relations have been instrumental in making Turnkey one of the most recommended schools of its kind. In addition to her vital role of managing the administrative functions of the school, she acts as advisor for students in their personal adjustments to new roles in construction management, providing them perspectives on responsibilities and parameters of being a manager.

Michael A. Casey - Director, Chief Instructor

Mr. Casey has over 15 years of experience in the construction field as a carpenter, construction supervisor and Instructor. He has a vast array of knowledge in all aspects of construction, while his expertise is specifically in the area of residential construction to include excavation through finishes, estimating, project coordination and drafting. He has certificates in Supervisory/Business Technology, Construction Estimating and Project Management, and is proficient in Auto Cad. Mr. Casey has been the Chief Instructor for Turnkey Institute since 1998 and has been instrumental in

making the Institute one of the most recommended facilities of its kind. He is known for his professionalism, patience, skill as an Instructor, and his ability to maintain a high student retention and completion rate. Turnkey Institute is pleased to have Mr. Casey as the Director in charge of operations for Turnkey Institute's southern California branch in Colton.

Ramona D. Smith - Distance Education Administrator, Instructor

Ms. Smith has been a Customer Service and Public Relations trainer and manager since 1982. These skills are essential in being a good construction manager. In 1999, she completed training for Construction Estimator/Project Manager at Turnkey Institute and because of her managerial experience and recently acquired skills she was able to immediately secure employment with a local contractor as an entry-level Construction Estimator. Within that same year she accepted a position as an Instructor at Turnkey Institute. Ms. Smith has proven to be an outstanding instructor and has been instrumental in making Turnkey Institute's Home Study program one of the most recommended of its kind.

Jack D. Ray - Instructor

Mr. Ray has been in the construction trades since 1980. His vast array of experience covers nearly all aspects of construction to include layout, framing, sheetrock and lath. Due to his many years of experience and personal attributes, he spent many years teaching others the fine skills needed to be a good tradesman. In 1999, he completed training in Construction Estimating/Project Management at Turnkey Institute. Mr. Ray's above level academic skills, coupled with his proven ability to train others in his areas of expertise, resulted in an offer of employment to join the Turnkey Institute team as an instructor.

Kenneth L. Ross - Instructor

Mr. Ross has been in the construction field since 1982. Since that time he has been Foreman, Supervisor and a Contractor in all phases of construction. In addition to construction, Mr. Ross was responsible for training apprentices and other individuals in practical construction applications. In 2001 he completed training at Turnkey Institute and upon graduation secured employment as a Construction Estimator / Project Manager. After a year of employment, he accepted a position with Turnkey Institute as an Instructor in Construction Technology utilizing his many years of experience and training skills.

Growth of the construction industry, in which half of all cost estimators are employed, will be the driving force behind the demand for these workers. Construction and repair of highways and streets, bridges, and construction of more subway systems, airports, water and sewage systems, and electric power plants and transmission lines will stimulate demand for many more cost estimators. The increasing population and its changing demographics that will increase the demand for residential construction and remodeling also will spur demand for cost estimators. As the population ages, the demand for nursing and extended care facilities will increase. School construction and repair also will add to the demand for cost estimators. Job prospects in construction should be best for cost estimators with a degree in construction management or construction science, engineering, or architecture who have practical experience in various phases of construction or in a specialty craft area.

* U.S. Department of Labor Bureau of Labor Statistics, Employment Projections.

SCHEDULE OF CLASSES

Turnkey Construction Management Institute, Inc. offers open enrollment with classes beginning each Monday.

Program Length

12 Weeks: 33 Hrs. p/week – 396 clock hours
 14 Weeks: 33 Hrs. p/week – 462 clock hours
 16 Weeks: 33 Hrs. p/week – 528 clock hours

Daily Schedule

Classes are held 7:30 am to 3:30 p.m. Monday through Friday.

Break: 9:30 am – 9:45 am
 Lunch: 11:30 am – 12:15 pm
 Break: 2:00 pm – 2:15 pm

Vocational Rehabilitation Monitoring

Motivation is a key factor in the success of any distance education course of instruction and it is essential that any potential student be very willing to work independently. The Institute is very aware of this issue and therefore makes weekly phone calls to the student to check on his/her progress and encourage the student whenever needed. Many Turnkey Institute students are attending with the benefit of vocational rehabilitation and the Institute's staff places a very high value on providing ongoing progress reports to the vocational rehabilitation counselors. Counselors are provided with weekly reports that provide information on a student's grades, participation and progress.

Physical Requirements Estimators and Project Managers must be able to work full time, 40 hours per week, in an office environment. Their duties require sitting or standing at a desk, drafting table or computer workstation. Estimators and Project Managers must have the ability to handle blueprints, reach for miscellaneous office materials, and carry books or plans with an average weight of 5 lbs. They need to be able to communicate, read and write legibly in English.

Courses

1. Basic Construction Mathematics
2. Blueprint Reading
3. Construction Estimating
4. Construction Management
5. Project Management
6. Critical Path Method (CPM)
7. Quantity Survey
8. Computer Training
 - Computer Basics
 - Timberline® Precision Estimating Standard Edition for Windows 95
 - National Construction Estimator
 - Primavera® SureTrak

Construction Project Manager and Estimator Career Opportunities*

Excellent employment opportunities for construction managers are expected through 2010 because the number of job openings arising from job growth and replacement needs is expected to exceed the number of qualified managers seeking to enter the occupation. Because the construction industry often is seen as having dirty, strenuous, and hazardous working conditions, even for managers, many potential managers choose other types of careers.

The increasing complexity of construction projects should boost demand for management-level personnel within the construction industry, as sophisticated technology and the proliferation of laws setting standards for buildings and construction materials, worker safety, energy efficiency, and environmental protection have further complicated the construction process. Advances in building materials and construction methods; the need to replace much of the Nation's infrastructure; and the growing number of multipurpose buildings, electronically operated "smart" buildings, and energy-efficient structures will further add to the demand for more construction managers.

PROFESSIONAL AFFILIATIONS

Turnkey is affiliated with the following professional organizations:

| | |
|-------|--|
| ASPE | American Society of Professional Estimators |
| CAPPS | California Association of Private Postsecondary Schools |
| CARRP | California Association of Rehabilitation & Re-employment Professionals |
| IARP | International Association of Rehabilitation Professionals |
| TUG | Timberline (Precision Estimating Software) Users Group |

MISSION STATEMENT

The mission of Turnkey Construction Management Institute, Inc. (Turnkey Institute) is to prepare students for the construction management career field by providing individualized, hands-on training. The school supports a learning environment that promotes personal and professional success, leadership, innovation, diversity, responsibility and a sense of community. Turnkey Institute programs are rooted in the concepts of quality education, quality service, and the commitment to prepare graduates for positions in the construction industry. It is the goal of the institution to attract a diverse group of adult men and women who have a genuine interest in providing service to others and who possess qualities compatible with those recognized as important for success in the construction industry. The school is responsive to the needs of the construction community for which it provides a source of well-trained construction professionals.

To accomplish this mission, Turnkey Institute is committed to enhancing student competencies by:

- Providing the skills and knowledge necessary to become an integral part of the fast changing and diversified areas of the construction industry by offering a thorough education that emphasizes estimator, project management and superintendent techniques.
- Providing higher educational and training opportunities that use current technology and equipment to meet today's career demands.
- Hiring faculty members who have demonstrated expertise in their respective disciplines.
- Maintaining an educational environment that respects and welcomes a diversity of individual backgrounds, aptitudes, interests and views.
- Providing an advisory board to lend advice and recommendations to the institution's management and faculty concerning the type and content of courses and programs needed to produce graduates who can best be successful in the construction industry.
- Instilling within students an appreciation for the value of life-long learning and education.

HISTORY OF TURNKEY INSTITUTE

Turnkey Institute was founded in California May 2, 1994, as an educational alternative to provide students with the skills and knowledge necessary to start a successful career in construction management. To meet the needs of a diverse student population, Turnkey Institute offers the 16-week Estimator and Project Management course via distance learning, and the remainder of the approved programs onsite.

LEGAL CONTROL / STATEMENT OF OWNERSHIP

Turnkey Construction Management Institute, Inc. is a California Corporation. The principal offices of Turnkey Institute are located at 20980 Redwood Road, Suite 205, Castro Valley, California.

Board of Directors

Robert W. Turney, Chairman, President & Chief Executive Officer

Rhonda L. Turney, Vice President, Secretary/Treasurer

LOCATIONS

Turnkey Institute has two training locations, one in northern California in Castro Valley, and one in southern California in Colton.

Turnkey Institute's main campus in **Castro Valley** is located in the Castro Valley Plaza, on the second floor, at 20980 Redwood Road, Suite 205, Castro Valley, CA 94546, next to highway 580 between highways 680 and 880. Directions to the campus: **From highway 880** take 238 East Stockton-Castro Valley. The 238 will merge with highway 580. Merge to the right and take the Redwood Road exit, turn left at the stoplight. Turn right at the third stoplight into Castro Valley Plaza. **From highway 680** take highway 580 West Oakland-San Francisco. Take the first Castro Valley exit and turn left at the stop sign. Drive approximately 1 mile and turn left at Norbridge Avenue. Turn right at the next stop light onto Redwood Road, and then make your next immediate right into Castro Valley Plaza.

Turnkey Institute's southern California branch is located at the Rancho Las Palomas Business Park in **Colton** at 1060 East Washington Street, Suite 140, Colton, California, 92324, one-quarter mile from the Interstate 215 exit and less than 2 miles south of Interstate 10. Directions to the campus: **From Ontario** – Take I-10 East and exit at Mt. Vernon Avenue, turn left onto South Mt. Vernon Avenue. Drive 1.2 miles and turn right onto East Washington. Take the next left turn then left again onto E. Washington Street. **From San Bernardino** – Take the Mt. Vernon Avenue exit towards Washington Street. Turn left onto South Mt. Vernon Avenue exit towards Washington Street. Turn right onto South Mt. Vernon then left onto E. Washington Street. Take the next left turn and then left again onto East Washington Street.

Construction Project Manager and Superintendent Career Opportunities*

Excellent employment opportunities for construction managers are expected through 2010 because the number of job openings arising from job growth and replacement needs is expected to exceed the number of qualified managers seeking to enter the occupation. Because the construction industry often is seen as having dirty, strenuous, and hazardous working conditions, even for managers, many potential managers choose other types of careers.

The increasing complexity of construction projects should boost demand for management-level personnel within the construction industry, as sophisticated technology and the proliferation of laws setting standards for buildings and construction materials, worker safety, energy efficiency, and environmental protection have further complicated the construction process. Advances in building materials and construction methods; the need to replace much of the Nation's infrastructure; and the growing number of multipurpose buildings, electronically operated "smart" buildings, and energy-efficient structures will further add to the demand for more construction managers.

* U.S. Department of Labor Bureau of Labor Statistics, Employment Projections.

CORE CURRICULUM

DISTANCE EDUCATION – HOME STUDY

No. of Lessons 16

The curriculum for Turnkey Institute's distance education program is a duplicate of the on campus 16-week Estimator & Project Manager course that has been taught since 1994. The 16-week program has been divided into 16 lessons. At the completion of each lesson, the course material is either submitted online or via prepaid envelopes. The material is graded and promptly returned to the student. Each student is provided a number of lessons to complete in order that he/she may immediately continue onto the next lesson. Instruction is provided in three methods. First, there is a video that guides the student through all sixteen lessons. Next, a very specific and detailed assignment list is provided which describes exactly what is contained in each lesson. Lastly, a toll free number is given to the student in order that he/she may call anytime during regular business hours and speak with one of the Turnkey Institute faculty members.

Courses

1. Basic Construction Mathematics
2. Blueprint Reading
3. Construction Estimating
4. Construction Management
5. Construction Superintending
6. Computer Training
 - Computer Basics
 - Timberline® Precision Estimating Standard Edition for Windows 95
 - Primavera® SureTrak

CONSTRUCTION ESTIMATOR/PROJECT MANAGER

Length of Program **528 Clock Hours, 16 Weeks**

Course Description By definition, estimating is “the act of appraising or valuing the worth of something.” In construction, it is the science of mathematics, the knowledge of materials, and the art of interpretation of a blueprint. This combination produces an assessment of a construction project that becomes the bid package, or proposal, and the basis of the construction contract. There are two basic prerequisites for anyone wanting to learn these procedures: 1) knowledge of reading and measuring blueprints, and 2) knowledge of mathematics.

Every participating organization on a project has its project manager. Although the person is sometimes known by different names, the duties remain the same. Whether in the direct employ of the owner, the design firm, or the contractor, the project manager is usually the person responsible for the management of all phases of the project for his/her organization. The project manager controls the scheduling, budgeting, and cost control coordination of construction, letting of contracts for the owner, and is normally the sole contact with the client as a representative of the contractor.

Physical Requirements Estimators and Project Managers must be able to work full time, 40 hours per week, in an office environment. Their duties require sitting or standing at a desk, drafting table or computer workstation. Estimators and Project Managers must have the ability to handle blueprints, reach for miscellaneous office materials, and carry books or plans with an average weight of 5 lbs. They need to be able to communicate, read and write legibly in English.

Courses

1. Basic Construction Mathematics
2. Blueprint Reading
3. Construction Estimating
4. Construction Management
5. Project Management
6. Critical Path Method (CPM)
7. Quantity Survey
8. Computer Training
 - Computer Basics
 - Timberline® Precision Estimating Standard Edition for Windows 95
 - National Construction Estimator
 - Primavera® SureTrak

Classrooms are well lit and spacious. Each school is well equipped to include a refrigerator, coffee maker and microwave for the use and convenience of students. An exterior break area is available for smokers.

School libraries are stocked with the latest yearly trade related construction date books from Richards, Walkers, RS Means and others that are useful and informative. Students are encouraged to utilize libraries. Students enrolled in the Distance Education programs should refer to their local library for related construction data books.

GENERAL INFORMATION

This catalog contains the latest information concerning Turnkey Institute’s programs prior to publication. Although no major changes are anticipated, Turnkey Institute reserves the right to change any provision or requirement at any time without notice. Information regarding faculty, tuition, and class schedules is also included in the school catalog.

Equal Opportunity Statement

It is the policy of Turnkey Institute that all employment, promotion and admissions processes are free from conscious or inadvertent discrimination because of race, age, sex, religion, creed, color, national origin, physical handicap, political affiliation or beliefs. This policy applies to the hiring of all job positions, and the admissions of students, whether they are private or government funded.

No special services are provided for handicapped individuals. However, all doors, hallways, telephones, and restroom facilities are in compliance with standards dealing with access to handicapped persons. Please feel free to visit one of Turnkey Institute’s campuses to determine the adequacy of the campus to your special needs. Should you have any additional assistance requirements, contact the School Director.

Admissions Requirements and Procedures

Turnkey Institute only enrolls participants who are able to merit and benefit from the educational activities offered. Turnkey Institute admissions procedures require potential students to schedule a personal or telephone interview with a school representative. At this interview, the Turnkey Institute representative shall provide the applicant detailed information of the school’s Campus, programs and policies, discuss the applicant’s qualifications, and assist him/her in determining the best way to meet his/her career objectives. In addition, each applicant must:

1. Complete an application form.
2. Successfully pass an institute generated entrance exam.*
3. Execute all enrollment documents including the application form and enrollment agreement.
4. Submit a Registration Fee of \$75.00. This fee is refundable if the applicant cancels the Enrollment Agreement by midnight of the fifth business day after the first class the applicant attends.

*If an applicant does not pass the entrance examination, he/she may wait one week and attempt to pass a second time. If the applicant does not pass the second time, he/she must wait one calendar year before reapplying.

Completion, Retention & Graduate Placement Rates

Completion, Retention and Graduate Placement rates are provided to students at the time of enrollment. All backup data to substantiate these rates are available for review by contacting the school director.

English Proficiency

Turnkey Institute does not provide English-as-a-second language instruction. Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

Placement Assistance

Turnkey Institute does not have a formal placement department; however, due to the many years of high level training and the reputation for producing high quality entry level personnel, the Institute receives ongoing requests from contractors to fill their personnel needs. Many of Turnkey Institute graduates find jobs via those incoming requests and the Institute's Job Market Analysis report. Many graduates also obtain their contractors license and establish their own businesses.

Monthly Job Market Analysis

Turnkey Institute provides counselors and students a weekly job market analysis of construction related positions being offered by employers throughout California as well as other states. The weekly job market analysis has come to be relied upon by counselors, insurance companies, students and graduates as a reliable analysis of the current job market and excellent source of information leading to employment.

SCHOOL POLICIES

Records

All records are maintained for a period of not less than five years at Turnkey Construction Management Institute, Inc. Student records for the Castro Valley campus are maintained at Turnkey Institute, 20980 Redwood Road, Suite 205, Castro Valley, CA 94546. Student records for the Colton campus are maintained at Turnkey Institute, 1060 East Washington Street, Suite 140, Colton, CA 92324.

Credit for Prior Education & Training

Credit will be considered for prior education or training. After testing and evaluation of applicant, the length of course will be shortened proportionally by the School Director.

Conduct Policy

Students shall at all times, while on campus, conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this policy is just cause for dismissal. Any students observed under the influence of alcohol or drugs will be

The skills of measurement and pricing of construction work can readily be acquired by any person of average intelligence and competence who has reason and motivated to do so. It should be understood that it is extremely beneficial to be able to visualize and understand building construction systems and processes although it is not required.

Physical Requirements Project Managers must be able to work full time, 40 hours per week, in an office environment. Their duties require sitting or standing at a desk, drafting table or computer workstation. Project Managers must have the ability to handle blueprints, reach for miscellaneous office materials, and carry books or plans with an average weight of 5 lbs. They need to be able to communicate, read and write legibly in English.

Courses

1. Basic Construction Mathematics
2. Blueprint Reading
3. Construction Estimating
4. Project Management
5. Critical Path Method (CPM)
6. Computer Training
 - Computer Basics
 - Timberline® Precision Estimating Standard Edition for Windows 95
 - Primavera® SureTrak

CONSTRUCTION SUPERINTENDENT

Length of Program **462 Clock Hours, 14 Weeks**

Course Description The Superintendent is in full charge of all field projects. When several projects are under construction, the Superintendent coordinates all of them, directing the interchange of materials, workers, and equipment; stimulating progress; and resolving all problems that do not require the attention of the company manager.

The skills of measurement and pricing of construction work can readily be acquired by any person of average intelligence and competence who has reason and motivated to do so. It should be understood that it is extremely beneficial to be able to visualize and understand building construction systems and processes although it is not required.

Physical Requirements Construction Superintendents must have the ability to work full time, 40 hours per week, including occasional overtime when construction projects require it. Their duties require being able to walk around on uneven surfaces, climb ladders, bending, crawling, and carrying blueprints with an average weight of 5 lbs. Construction Superintendents need to be able to communicate, read and write legibly in English.

Physical Requirements Estimators must be able to work full time, 40 hours per week, in an office environment. Their duties require sitting or standing at a desk, drafting table or computer workstation. Estimators must have the ability to handle blueprints, reach for miscellaneous office materials, and carry books or plans with an average weight of 5 lbs. They need to be able to communicate, read and write legibly in English.

Courses

1. Basic Construction Mathematics
2. Blueprint Reading
3. Construction Estimating
4. Construction Management
5. Quantity Survey (Commercial & Residential)
6. Computer Training
 - Computer Basics
 - Timberline® Precision Estimating Standard Edition for Windows 95
 - National Construction Estimator

Construction Estimator (Residential and Commercial) Career Opportunities*

Growth of the construction industry, in which half of all cost estimators are employed, will be the driving force behind the demand for these workers. Construction and repair of highways and streets, bridges, and construction of more subway systems, airports, water and sewage systems, and electric power plants and transmission lines will stimulate demand for many more cost estimators. The increasing population and its changing demographics that will increase the demand for residential construction and remodeling also will spur demand for cost estimators. As the population ages, the demand for nursing and extended care facilities will increase. School construction and repair also will add to the demand for cost estimators. Job prospects in construction should be best for cost estimators with a degree in construction management or construction science, engineering, or architecture who have practical experience in various phases of construction or in a specialty craft area.

* U.S. Department of Labor Bureau of Labor Statistics, Employment Projections.

CONSTRUCTION PROJECT MANAGEMENT

Length of Program **462 Clock Hours, 14 Weeks**

Course Description Every participating organization on a project has its project manager. Although the person is sometimes known by different names, the duties remain the same. Whether in the direct employ of the owner, the design firm, or the contractor, the project manager is usually the person responsible for the management of all phases of the project for his/her organization. The project manager controls the scheduling, budgeting, and cost control coordination of construction, letting of contracts for the owner, and is normally the sole contact with the client as a representative of the contractor.

terminated from the school. Professional conduct must be demonstrated at all times, observing ethics and professional development. A student may be dismissed from school for disrespectful behavior, or creating a safety hazard to other students, administrators or faculty. **Students are expected to dress appropriately for the trade they are being trained for. Students are also required to maintain their work areas in an orderly and clean manner.**

Holidays

Turnkey Institute observes the following holidays:

New Year's Day
 Martin Luther King Jr. Birthday
 Good Friday
 Memorial Day
 Independence Day
 Labor Day
 Columbus Day
 Veterans Day
 Thanksgiving Day
 Christmas Day

Drug Free Workplace

In accordance with the Drug-Free Schools and Communities Act, Public Law 101-226, Turnkey Institute is declared a drug and alcohol-free school. Student use of alcohol or the unlawful manufacture, distribution, dispensing or use of a controlled substance or alcohol anywhere on school property, or while participating in school related activities, are prohibited. Students who violate this policy are subject to disciplinary action up to and including expulsion. Turnkey Institute has available lists of agencies where further information and treatment can be obtained.

STUDENT TUITION RECOVERY FUND

As of January 1, 2002, California Education Code Section 94945 requires Turnkey Construction Management Institute, Inc. to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF). This Fund is administered by the State of California's Bureau for Private Postsecondary & Vocational Education. The amount of fee for 2002 is \$3 per \$1,000 of tuition paid, rounded to the nearest \$1,000. The fee for 2003 is \$2.50 per \$1,000 of tuition paid, rounded to the nearest \$1,000. Students are not required to pay the STRF fee if tuition is funded by a third-party payer, such as an employer or government program, or if you are not a California resident. Students will not be eligible for payment from the STRF if you fall into these categories. California Education Code 94944 governs STRF payment eligibility.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within a year of the Bureau's service to the student of their rights under the STRF, or if no notice of rights are served to the students, within four years of Institution's closure. For further information or instructions contact:

State of California
Bureau for Private Post Secondary and Vocational Education
400 R Street, Suite 5000
Sacramento, CA 95814
(916) 445-3427

Students' Right of Access to Their Files

Turnkey Institute guarantees the students' right of access to his/her files.

Release of Information

Turnkey Institute student records are retained and kept in accordance with the Family Education Rights and Privacy Act of 1974. The Act prohibits an institution from releasing the school records or any other information about a student to any third party (with the exception of government agencies so authorized by law) without the written consent of the student.

REFUND POLICY

In the event a student does not enter a program for which he/she has enrolled, withdraws after beginning classes, or is dismissed from the school prior to completion of the program, a refund of monies paid (applied to the student's tuition account) is made to the student in accordance with this refund policy.

Buyer's Right to Cancel

1. A student has the right to cancel his/her agreement for a course of instruction until the **fifth business day on which the student attended his/her first class**. Business day means a day on which the student is scheduled to attend a class session.
2. Cancellation shall occur when the student provides a **written** notice of cancellation at the address of Turnkey Institute: Castro Valley Plaza, 20980 Redwood Road, Suite 205, Castro Valley, CA 94546. This can be done by mail, hand delivery or telegram.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Each student will be given two Notice of Cancellation forms to use upon enrollment, but any written notice may be used.
5. If the Enrollment Agreement is cancelled for a course of instruction by the fifth business day on which the student attended his/her first class (business day is a day on which a student is scheduled to attend a class session), the student will have no liability to Turnkey Institute for tuition or registration fees and Turnkey Institute will refund any money that the student paid within 30 days after it receives the student's notice of cancellation.

art of interpretation of a blueprint. This combination produces an assessment of a construction project that becomes the bid package, or proposal, and the basis of the construction contract.

There are two basic prerequisites for anyone wanting to learn these procedures: 1) knowledge of reading and measuring blueprints, and 2) knowledge of mathematics.

The skills of measurement and pricing of construction work can readily be acquired by any person of average intelligence and competence who has reason and motivated to do so. It should be understood that it is extremely beneficial to be able to visualize and understand building construction systems and processes although it is not required.

Physical Requirements Estimators must be able to work full time, 40 hours per week, in an office environment. Their duties require sitting or standing at a desk, drafting table or computer workstation. Estimators must have the ability to handle blueprints, reach for miscellaneous office materials, and carry books or plans with an average weight of 5 lbs. They need to be able to communicate, read and write legibly in English.

Courses

1. Basic Construction Mathematics
2. Blueprint Reading
3. Construction Estimating
4. Construction Management
5. Quantity Survey (Residential)
6. Computer Training
 - Computer Basics
 - Timberline® Precision Estimating Standard Edition for Windows 95

CONSTRUCTION ESTIMATOR (COMMERCIAL & RESIDENTIAL)

Length of Program **462 Clock Hours, 14 Weeks**

Course Description By definition, estimating is "the act of appraising or valuing the worth of something." In construction, it is the science of mathematics, the knowledge of materials, and the art of interpretation of a blueprint. This combination produces an assessment of a construction project that becomes the bid package, or proposal, and the basis of the construction contract.

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STUDENT GRIEVANCE PROCEDURES

Students are Turnkey Institute’s first priority, and the Institute believes the student’s education is of primary importance. However, should there be any complaints or a problem concerning the educational process or school matters, the first step is to discuss the problem with an instructor. The instructor will attempt to resolve the matter. In the event that this proves unsatisfactory or the student does not wish to discuss the matter with an instructor, the student may address the problem to the School Director. If the issue is still unresolved, the student may either make an appointment to see the CEO/President, Mr. Robert Turney, or write Mr. Turney a communiqué describing the issue and/or concern/complaint. For students who convey their complaint in writing, Turnkey Institute shall within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution’s investigation and disposition of it. Students may convey a complaint by communicating in writing to any teacher, administrator, and/or admissions personnel Monday through Friday from 9:00 a.m. to 10:30 p.m. If the complaint or relief requested by the student is rejected, the reasons for the rejection will be provided.

UNRESOLVED GRIEVANCES MAY BE DIRECTED TO THE BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION, 400 R STREET, SUITE 5000, SACRAMENTO, CA, 95814, telephone (916) 445-3427.

POLICY AND PROGRAM CHANGES

Turnkey Institute reserves the right to make changes in organizational structure policy and procedures as circumstances dictate. Turnkey Institute reserves the right to make changes in equipment, school calendar and materials, and to modify curriculum, as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and to contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog and its supplements.

CORE CURRICULUM

The following is a comprehensive list of all in house courses that are currently offered at Turnkey Institute:

CONSTRUCTION ESTIMATOR (RESIDENTIAL)

Length of Program **396 Clock Hours, 12 Weeks**

Course Description By definition, estimating is “the act of appraising or valuing the worth of something.” In construction, it is the science of mathematics, the knowledge of materials, and the

Student’s Right to Withdraw from Program of Instruction after Commencement of Class

Students have the right to withdraw from a program of instruction at any time and receive at least a partial refund. Students are obligated to pay only for education services rendered and any unreturned equipment. The refund shall be calculated by (a) deducting a registration fee not exceeding \$75.00 from the total tuition charge; (b) dividing this figure by the number of hours in the program; (c) the quotient is the hourly charge for the program; (d) the amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction; (e) the refund would be any amount in excess of the figure derived in step (d) that was paid by the student; and (f) the refund amount shall be adjusted for unreturned equipment.

IF THE AMOUNT OF THE REFUND IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF THE DATE OF DETERMINATION OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO ARRANGE TO PAY IT.

Here is how Turnkey Management calculates refunds:

$$\begin{aligned} \text{Total program charge} \div \text{program hours} &= \text{program fee per hour} \\ \text{Per hour program fee} \times \text{hours attended} &= \text{Total program charge} \end{aligned}$$

$$\text{Total program cost} - \text{Total Program Charge} = \text{Refund}$$

(The hourly program fee shall be multiplied by hours attended by student minus program charge equals refund.)

Hypothetical Refund Example: Refund after completing indicated percentage of course.

Course Name: Residential Construction Estimator
 Course Length: 396 hours
 Tuition Cost: \$5,625.00 (does not include registration fee)

| CLOCK HOURS ATTENDED | PERCENTAGE ATTENDED | TUITION/ FEES CHARGED | AMOUNT OF REFUND* |
|----------------------|---------------------|-----------------------|-------------------|
| 39.6 | 10% | \$562.50 | \$5,062.50 |
| 99 | 25% | \$1,406.25 | \$4,218.75 |
| 198 | 50% | \$2,812.59 | \$2,812.50 |
| 237.6 | 60% | \$3,375.00 | \$2,250.00 |
| 297 | 75% | \$4,218.75 | \$1,406.25 |

*Assuming full tuition and fees of \$5,625.00 paid

GRADING POLICY

Students are graded as they complete units of curriculum. Course assignments and examination scores as well as observations and other criteria determine grades, as the school deems appropriate in the training of professional people.

Grading is completed on a weekly basis so that if a student is having difficulty within a particular area of instruction it can be identified and provisions made for special assistance to allow the student to progress without further hindrance.

Counselors are provided a weekly student prepared attendance and progress report. A monthly attendance and progress report is prepared by Turnkey Institute staff and provided to counselor.

Grading System

| | |
|--------------------------|-------------|
| Excellent | 95 – 100% |
| Above Average. | 85 – 94% |
| Average. | 80 – 84% |
| Satisfactory | 75 – 79% |
| Unsatisfactory | 74% & Below |

If a student falls below the satisfactory grade average of 75%, a counseling appointment will be scheduled. If grade average has not improved within 30 days then student may be subject to termination.

SATISFACTORY ACADEMIC PROGRESS

Every student's academic program must be completed within the maximum timeframe determined by his/her enrollment status. The maximum timeframe for program completion is a time period that may not exceed 1.5 times the standard program length required to complete the program. Therefore, students may attempt no more than 1.5 times the number of hours in the program of study for which they are enrolled, i.e., a student enrolled in a 100 hour program, may not attempt more than 150 hours. A student who does not complete the program within the timeframe will be terminated from his/her program of study.

A leave of absence, scheduled holiday breaks and time between the end of classroom training and externship is not considered when calculating maximum time frame, since credit is not available during those times.

Makeup Work

For students attending school at the main campus, makeup work may be done during tutoring sessions, 3:30 p.m. to 4:30 p.m. Students attending a Turnkey Institute branch campus must make arrangements with instructor to arrange for a makeup work schedule.

ATTENDANCE

Students are expected to attend class regularly, arriving on time and continuing scheduled time throughout the day. Class attendance is reported and recorded each day. A student report of attendance and class activity is mailed weekly to counselors. This is followed by an instructor generated attendance and progress report that is sent to counselors on a monthly basis. Full time attendance is defined as 33 hours per week.

Attendance required for Certificate of Completion is 80%.

Absences

It is the responsibility of the student to telephone the school in advance to advise of their absence or tardiness, as it would be necessary to inform an employer.

Tardiness and absences are a disruption of a good learning environment and is discouraged. Students with excessive unexcused absences (four or more unexcused absences) in one month may receive notification of probation for a period of one month. Any absences during probation may be cause for interruption of the students training program.

Leave of Absence

Turnkey Institute will make every effort to assist students who have a documented need for a leave of absence. Students need to obtain prior approval for a leave of absence from their counselor (this applies only to Vocational Rehabilitation students) and submit a written notification to the School Director. Leaves of absence will be considered, and such leaves may be granted to students at the discretion of the School Director.

GRADUATION REQUIREMENTS

A Turnkey Institute certificate of completion will be awarded to those students meeting the graduation requirements. Students eligible for a certificate are those who have satisfactorily completed their course of study and have at minimum an 80% attendance record.

RIGHT OF APPEAL

All students have the right to challenge any determination and may do so in writing to the attention to the School Director.
