



**PREP  
2009 Catalog**



**Victory Trade School  
1715 N Boonville  
Springfield, MO 65803**

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[www.victorytradeschool.org](http://www.victorytradeschool.org)

## Directors Message

A need for a long term discipleship program was recognized which resulted in the formation of Victory PREP School.

1) Men were finding themselves in a cycle of addictions without the skills to move forward in life.

2) They were also finding themselves without interpersonal skills to help them keep a job.

The result is that Victory Trade School (VTS) added a long term Christian discipleship program to its curriculum.

In the Victory PREP School students learn essential life skills while participating in intensive Bible classes. The basis of the PREP school is **P**rayer, **R**eading scripture, **E**ducation, and **P**raise to God. An innovative work program was added that provides essential development in a professional environment and gives students the opportunity to help pay for their education through the discipline of hard work and learning. Our focus is on the students. We are dedicated to the foundation of character as well as the mind, and challenge the students to realize their full potential. We strive to foster a commitment to values such as integrity, responsibility, courage and creativity as we help the students attain a sense of dignity, self-worth and appreciation of others with diverse backgrounds.

Each student is an individual, not a number. We believe that every student deserves a personalized education, complete with supportive faculty and classmates. We endeavor to acquaint students with the teachings and values of the Christian faith, an appreciation for teamwork, and an understanding of their environment while providing education in discipleship and purpose in life.

This integration of faith, learning, and living is the foundation used to provide a discipleship program in Victory Trade School.

Victoria Queen, Director

## Academic Calendar

Classes are on a continuous rotation and each student must complete a minimum of 48 weeks of courses.

### Beginning and end dates for 2009 quarters:

**Quarter 1:** January 5- March 27

**Quarter 2:** April 6- June 26

**Quarter 3:** July 6- September 25

**Quarter 4:** October 5- December 18

## Overview of Victory PREP School

**Type:** Postsecondary School

**Founded:** VTS- 2003, PREP- 2006

**Location:** North side of Springfield, MO  
1715 N. Boonville – Administrative offices  
200 W. Commercial – Cook’s Kettle  
1610 N. Broadway – Victory Lodge

**Accreditation:** NCA-CASI candidacy

**Affiliations:** Springfield Victory Mission, Cook’s Kettle Restaurant, and Victory Lodge

**Student Body:** 24 residential

**Faculty:** 16

**Student-Faculty Ratio:** 1.5:1

**Field of Study:** Christian Life. Essential job and life skills are underscored in the work therapy program and students participate in intensive Faith-based classes. The basis of the Prep school is **Prayer, Reading scripture, Education and Praise** to God for the blessings they have.

**Practical Application PREP:** Hands-on training in retail, warehouse, janitorial, maintenance, food handling, and office skills allow the students to evaluate their growth in the workplace as they deepen their spiritual lives.

**Cost:** Victory Trade School will be accepting Title IV funding in the form of **Pell grants**. Additional costs of tuition, room and board, are offset through student participation in the work-study program and scholarships, which are available for eligible students.

**Scholarships:** VTS relies on donations for support. This funding provides scholarships to those students who demonstrate a financial need and complete the coursework. Scholarships give students the opportunity to live and learn at VTS PREP. Students work 40 hours per week to offset additional educational expenses. Students are required to work, attend all scheduled classes and labs, and participate in the church of their choice on Sunday morning.

**Ideals:** The school assists all students in gaining an understanding of themselves, the community and the society in which they live. Students needs also include the skill to communicate effectively, to survive economically and socially, and the knowledge to enhance their quality of life.

### **Mission Statement**

The mission of the Victory Trade School (VTS) is to provide opportunities to learn in a Christian environment, to gain the skills necessary to make a living and to attain the life skills necessary to enter society as productive citizens.

### **Philosophy**

Victory Trade School provides a structure to use as a vehicle to independence. We believe that people should be given the opportunity to gain skills and experience to make them self-sufficient. Our motto, “Keeping your job -- earning your keep” is the ultimate goal as we nurture students in a spiritual environment.

### **Statement of Faith**

Victory Trade School is an integral part of the outreach ministry of Springfield Victory Mission, a non-denominational, evangelical ministry sharing the Gospel of Jesus Christ through emergency and education services. All employees are Christian missionaries. Employees and students are requested from time to time to participate in chapel services, outreach ministries, Bible studies and/or prayer times. Because of the nature of these types of ministries, it is an absolute necessity that Victory Trade School is held as a Christian testimony of faith and experience in Jesus, and that our lifestyles are above reproach.

### **Faculty / Staff / Administration**

The faculty, staff and administration of Victory Trade School are dedicated to helping the students achieve the goals of VTS and support them in their interpersonal growth in a Christian environment. The staff works diligently to assist graduates in finding appropriate jobs and affordable housing when they complete the school. They maintain contact with the students as necessary and offer them the tools needed to live a stable and productive life.

## Applicants

Applicants must possess a high school diploma or GED.

Availability is limited but has been structured to give opportunities to as many students as possible. The application process identifies individuals with desire, motivation and the ability to meet the challenge of completing the school. There is a required orientation process before entry is granted into the school.

The Prep program of the school is for one-year and is organized into 4 quarters. Students develop a brotherhood fraternity as they start each weekday with a family-style breakfast where they pray, read scripture, discuss educational topics, and give their praise for the day. They attend classes and work a rotation of jobs on campus.

GED Program: This accelerated GED program is used to provide a fast-track approach for candidates to obtain a GED. Candidates are provided residential services and tutored each weekday morning to prepare them to obtain the General Equivalency Diploma. Upon passing the GED exam they will be accepted into VTS Hospitality or PREP.

## Admission Policies

Admissions procedures developed by the Victory Trade School shall ensure an open door policy. Applicants are admitted without regard to race, religion, creed, national origin, or handicap. Because we are a residential facility, the school is currently open to males only. Candidates for enrollment in Victory Trade School are required to participate in a 30-day orientation and assessment course prior to being officially enrolled in the school. The orientation program will provide the potential student an opportunity to develop a comprehensive Individualized Career Plan which focuses on the unique needs of the student, to enhance personal, spiritual, and academic achievement.

## Scholarship Program

Victory Trade School will be accepting Title IV funding in the form of **Pell grant**. Additional costs of tuition, room and board, are offset through student participation in the work-study program and scholarships, which are available for eligible students. Request for scholarship is completed with application forms. VTS relies on donations for support. This funding provides scholarships to give students the opportunity to live and learn at VTS.

### How to Apply for the Scholarship Program

- Apply for admission to VTS PREP
- Request the VTS Scholarship.
- Show financial need by completing the VTS Statement of Financial Need.
- There may be additional information a student must submit to VTS based on individual situations. The student will be contacted regarding any additional information needed.

## Counseling Services

VTS has a fulltime Chaplain on duty to provide assistance through regular scheduled sessions. Students occasionally encounter situations in their lives that affect the learning environment; in some cases, there will be referrals to community resources for short-term help. Professional counselors, on occasion, provide confidential services at a free or reduced rate, to help individuals develop self-knowledge, problem-solving skills, coping strategies, and construct a plan for the future.

## Attendance Policy

Students are required to attend all classes and labs. Students are not entitled to a certain number of absences; information presented in the classroom is critical in the learning process. Students who attend class regularly and punctually do themselves a service and show instructors and other class members a courtesy.

## Grading System

Official grades are issued for each student at the completion of each quarter. Students enrolled will be graded by the letter grade system indicated below:

### Grade Percent Definition

A 90-100 The student has, in an exemplary way, met the objective established for the course.  
B 80 - 89 The student has, in a superior way, met the objective  
C 75 - 79 The student has adequately met the objectives  
D 66 - 74 The student has **not** met the objectives established for the course and must repeat.  
F 0 - 64 The student failed to meet the objectives established for the course and must get remedial help, then repeat.

### Re-Evaluation of Grades (Grade Appeal)

If a student receives a course grade while attending VTS which the student feels is inaccurate, the student has one week in which to appeal the grade. Before filing an appeal, the student must first discuss the situation with the course instructor.

Step 1. Student must appeal, in writing, within seven days of receiving the grade. The instructor has ten working days to respond in writing. If the issue is not resolved at this step, move to next step.

Step 2. Student must appeal, in writing, within ten working days of the date of the instructor's response, to the Director of Victory Trade School. The Director has ten working days to make a decision and respond in writing. The decision of the Director is final.

## **Repeating Courses**

Courses with earned grades of “D” or “F” must be repeated. There is a \$50 fee assessed to students for each class that must be repeated.

## **Course Descriptions**

### **Charles Stanley Institute: “Essentials of Your Faith”**

Time: MW- 8:00 – 9:00 AM

Location: Second and Third Floor – Administration Building 1715 N. Boonville.

There are four different terms that cover a one-year period. Each term is divided into four courses and each course is then divided into five or six lessons.

### **Term 1: “Essentials of Your Faith” CSI 101: 3credit hours**

#### **Course Description:**

This course is designed to give students an in depth understanding of their faith as they seek to discover the many facets of God’s amazing love and how that love has brought forgiveness, redemption and reconciliation with Holy God.

#### **Course Objectives:**

1. Achieve an understanding of what it means to have **faith** in Jesus.
2. Examine how your life has been changed by your relationship with Christ.
3. Explore the essential question of who God is and how He operates as the Father, Son, and Holy Spirit.
4. Understand the fundamental issue of the Christian faith: Christ and the Cross
5. Earn a certification from the Charles Stanley Institute.

### **Term 2: “Knowing What You Believe” CSI 201: 3 credit hours**

#### **Course Description:**

In Term one, you learned about the transformation that occurred when you gave your life to Jesus Christ. In term two, you will learn how to build an even deeper foundation on the word of God.

#### **Course Objectives:**

1. Understand who you are in Christ.
2. Examine how the Holy Spirit works in the life on a believer.
3. Understand what the ordinance of the church is and how that relates to you as a believer in Christ.
4. Evaluate your own understanding of eternal security.

### **Term 3: “Life Principles” CSI 301: 3 credit hours**

#### **Course Description:**

This course is designed to give students an in depth understanding of their faith as they seek to discover the many facets of God’s amazing love and how the Holy Spirit empowers every believer.

#### **Course Objectives:**

1. Understand God character at a new depth.
2. Evaluate the spiritual growth of your relationship with Christ.
3. Examine how your life has been changed by your relationship with Christ.
4. Understand and be able to provide clear spiritual support for the validity of Gods word.
5. Understand the true definition of the word “testimony”.

### **Term 4: “Or Spiritual Growth” CSI 401: 3 credit hours**

#### **Course Description:**

The final term of this series of CSI courses focuses on the tools to sustain continued spiritual growth, discerning and following God’s will and purpose, and how God equips us to fight daily spiritual battles.

#### **Course Objectives:**

1. Understand the importance God places upon our spiritual growth.
2. Understand the great importance of service in our Christian lives.
3. Recognize the truth of our daily spiritual warfare.
4. Recognize the enemy in this battle.
5. Understand the cause and beginning of our spiritual warfare.
6. Understand how we can fully rely on God during times of temptation.

### **Masterlife**

Time: Tuesday – 8:00 – 9:00AM

Location: Third Floor – Administration Building – 1715 Boonville

#### **Course Description:**

Masterlife is a developmental, small-group discipleship process that will help you develop a lifelong, obedient relationship with Christ. This course will enable you to acknowledge Christ as your Master and to master life in Him. These four books are for you to become like Christ. To do that, you must follow Jesus, learn to do the things He instructed His followers to do, and help others become His followers.

### **Masterlife 1: “The Disciple’s Cross” MLF 112: 3 credit hours**

1. Explore your relationship with Jesus Christ.
2. Learn how to draw the Disciple’s Cross.
3. Realize that Christ wants to be at the center of your life so that everything you do is an outgrowth of your relationship with Him.

**Masterlife 2: “The Disciple’s Personality” MLF 113: 3 credit hours**

1. Focus on Christ transforming your character into Christlikeness through the work of the Holy Spirit.
2. Learn how to live a life of victory by building a Christlike character.

**Masterlife 3: “The Disciple’s Victory” MLF 114: 3 credit hours**

1. Focus on victory against spiritual warfare.
2. Learn how to advance against the enemy with the defensive weapons of the Spiritual Armor.
3. Begin demolishing your personal spiritual strongholds to “take captive every thought to make it obedient to Christ”.
4. Learn to believe God for all He wants to do through you.

**Masterlife 4: “The Disciple’s Mission” MLF 115: 3 credit hours**

1. Learn MasterBuilder, an illustration of lifelong spiritual growth.
2. Discover your spiritual gifts and determine a ministry to which God is leading you.
3. Equip yourselves with many skills you need to make disciples and to minister to others.

**Bible 1:**

**“Decisions”: BIB 110: 3 credit hours**

Time: Monday – 4:00 – 5:00 PM

Location: Class Room 1 – Victory Square – 1610 N. Broadway

**Course Description:**

This course will give the student an in depth understanding on how intimacy with the Lord will reveal His voice, purpose, calling, and plan for the individual life which always finds its completion in a corporate expression.

**Course Objectives:**

1. To understand God’s will for our lives.
2. To let go of the past.
3. To lay a foundation of intimacy with God that establishes and reveals His voice in the individual through willful submission to Holy Spirit on a daily basis.
4. To loose our old identity by finding our true one in Christ.

**Bible 2:**

**“Sharing Our Faith”: BIB 120: 3 credit hours**

Time: Tuesday – 4:00: – 5:00 PM

Location: Class Room 1 – Victory Square – 1610 N. Broadway

**Course Description:**

This course is designed for students to experience scriptures and surrender to Jesus in action of understanding, relating and supporting others in their daily faith walk

**Course Objectives:**

1. Use the Serendipity Bible- generated questions centered around different weekly scriptural readings.
2. Students will learn and explore how to apply biblical principles in their daily walks.

**Bible 3:**

**The Carnal Christian Purpose: BIB 130: 3credit hours**

Time: Friday – 8:00 – 9:00 AM

Location: Third Floor – Administration Building – 1715 Boonville

**Course Description:**

In this course, students will explore the crisis of carnality in Christianity.

**Course Objectives:**

1. Students will focus on various aspects of carnality in Christian lives.
2. Learn the differences between a carnal Christian and those who fully follow Christ.

**Bible 4:**

**Textual Analysis: BIB 140: 3 credit hours**

Time: Friday – 4:00 – 5:00 PM

Location: Class Room 1 – Victory Square – 1610 N. Broadway

**Course Description:**

This course gives students the necessary tools enabling them to fully understand and analyze the content of any written text.

**Course Objective:**

1. This course uses the Judeo-Christian Bible
2. Learn to read written texts more clearly and accurately, recognize that printed texts are generally written with intended meaning.
3. Learn different types of literature and know how to interpret each specifically and understand the implications of a given text to one's own experience and be able to put such instruction into action.

**Within My Reach:**

**ITP 215: 3 credit hours**

Time: Thursday – 4:00- - 5:00 PM

Location: Class Room 1 – Victory Square – 1610 N, Broadway

**Course Description:**

This is a relationship skills and decision making program for helping individuals achieve their goals in relationships, family, and marriage. Topics such as dangerous in relationships, communications skills, breaking up, and smart love will be addressed.

**Course Objectives:**

1. Learn listening techniques
2. Experience roll playing
3. See how different forms of communication work

**Celebrate Recovery:**

**REC 101: 3 credit hours**

Time: Wednesday – 2:30 – 4:00 PM

Location: Class Room 1 – Victory Square – 1610 N. Broadway

**Course Description:**

The Celebrate Recovery course follows the Celebrate Recovery program’s guidelines and steps to allow students to become free from life’s hurts, hang – ups, and habits.

This course, based on the Christian 12 step program of the same name, enables students to work through the eight principles of recovery based on the Beatitudes. These principles are conviction, conversion, surrender, confession, restitution, prayer, quiet time, witnessing, and helping one another. All Celebrate Recovery principles of anonymity, confidentiality, and Celebrate Recovery’s small group guidelines are used.

**Course Objectives:**

1. Learn to look at your past and recognize repeating patterns
2. Learn how to do a moral inventory
3. Become accustomed to doing the last step for the rest of your life

**Way of the Master:**

**WOM 101: 3 credit hours**

Time: Wednesday – 4:00 – 5:30 PM – July - September

Location: Class Room 1 – Victory Square – 1610 N. Broadway

**Course Description:**

This course discusses the importance of using the 10 Commandments as a witnessing tool and demonstrates the use of gospel tracts and other ice breakers in witnessing to others and their need to repent and turn their lives over to Christ.

**Course Objectives:**

1. Learn how to use tract material and other ice breaker materials when effectively witnessing to other people about God.
2. Use the 10 Commandments to show people their need to repent and turn their lives over to Christ.

**Hope Project:**

**HOP 101: 3 credit hours**

Time: Wednesday – 4:00 – 5:30 –January – March

Location: Class Room 1 – Victory Square – 1610 N. Broadway

**Course Description:**

This DVD -format course is a quick – moving exploration of the Bible focusing on key scriptures and biblical events tracing God’s plan for mankind’s Salvation and, thus, mankind’s ultimate hope in eternity. Accompanying handouts focus on discussion questions, check students’ understanding and promote further exploration of each lesson’s focus.

**Course Objectives:**

1. Focus on the scriptures and events presented in each DVD episode.
2. Discussion checks students understanding and promote further exploration of each lesson’s focus.

**Truth Project:****TRU 101: 3 credit hours**

Time: Wednesday – 4:00 – 5:30 PM – April – June

Location: Class Room 1 – Victory Square – 1610 N. Broadway

**Course Description:**

The Truth Project is an in – depth exploration of the gospel message and the truth of Jesus’ crucifixion and resurrection.

**Course Objectives:**

1. Students explore the power and truth of the gospel message and examine the work of Jesus on the Cross of Calvary and his resurrection.
2. Learn how the truth of his message has stood up and still stands up against cultural, historical, and societal trends.

**Health and Wellness:****HLT 150: 3 credit hours**

Time: Thursday – 7:00 – 8:30 AM

Location: Fusion Center – Central Assembly of God – 1301 N. Campbell

**Course Description:**

Students will explore health related issues, which affect them mentally, physically and spiritually. Diabetes, hypertension, and exercise programs are explored with a spiritual foundation to assist students in creating and maintaining a healthy lifestyle.

**Course Objectives:**

1. You will learn how incorporate the aspects of mind, and spirituality, when it comes to the body
2. Learn proper forms of exercise
3. Play team sports

### **Undercover:**

#### **UDC 110: 3 credit hours**

Time: Thursday – 4:00 – 5:00 PM

Location: Classroom 1- Victory Square – 1610 N. Broadway

#### **Course Description:**

Students explore the idea that there is a secret place under the shadow of the Almighty and away to relate properly to divine authority according to John Bevere.

#### **Course Objectives:**

1. Students learn about different forms of authority and what influences the decisions people make and possible consequences of those decisions.
2. Learn the difference living under the protection and divine authority of God can make.

### **Teambuilding:**

#### **LFS 201: 3 credit hours**

Time Tuesday – 8:00 – 9:00 AM - April

Location: Third Floor – Administration Building – 1715 Boonville

#### **Course Description:**

This course teaches students the traits and skills that make up a successful team and how they can contribute to the overall success as individual members.

#### **Course Objectives:**

1. Learn about conflict resolution, leadership issues, goal achievement and communication as a team.
2. Work better with formal and informal frameworks.

### **Communication Skills:**

#### **LFS 202: 3 credit hours**

Time: Tuesday – 8:00 – 9:00 – July

Location: Third Floor – Administration Building – 1715 Boonville

#### **Course Description:**

This course provides students with interpersonal communication skills necessary to make productive decisions. This course has information that includes basic communications and effective listening skills.

#### **Course Objectives:**

1. Students will what conditions require them to speak up and mentally PREPare themselves to speak appropriately in special situations.
2. Learn verbal and non – verbal communication
3. Being a good listener

### Choices:

#### LFS 203: 3 credit hours

Time: Tuesday – 8:00 – 9:00 – October

Location: Third Floor – Administration Building – 1715 Boonville

#### Course Description:

This course is designed to assist students with personal management. The lessons in this course, makes students aware of the choice and consequence relationship so they can develop a process for improved decision making.

#### Course Objectives:

1. You will learn about self – awareness, ethics, and personal purpose statements.
2. Make better decisions in al areas of your life.

### Conflict Resolution;

#### LFS 205: 3 credit hours

Time: Tuesday – 8:00 – 9:00 – January

Location: Third Floor – Administration Building – 1715 Boonville

#### Course Description:

This course is designed to help individuals learn how to deal with others that have a different idea of how a situation should be handled.

#### Course Objectives:

1. Learn that everyone has their own opinion.
2. Learn how to talk out your differences.
3. Learn that you both may be right, but which idea is the best answer for a certain situation.

### **Standards of Honesty**

VTS is founded on the concepts of honesty and integrity. Dishonesty, cheating, stealing, plagiarism, or knowingly furnishing false information to the school is regarded as particularly serious offenses. Flagrant cases may be cause for dismissal for VTS. All students are expected to live by the honor code established by VTS.

### **Drug – Free Policy**

VTS has a **zero tolerance** policy with regard to drugs and alcohol. VTS is committed to providing each of its students a drug-free environment in which to attend classes and study. Illicit drug use and the abuse of alcohol are dangerous and may result in permanent damage or death. The use of illegal drugs, abuse of prescription drugs, and any use of alcohol are prohibited and will result in expulsion from VTS. The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by students is prohibited and will result in expulsion from VTS.

## **Student Rights / Responsibilities**

All Victory Trade School students are expected to conduct themselves in such a manner as to uphold the good name of the school and fellow students by full recognition of their responsibilities under the law and the moral and social standards of the community, state, and nation. Students are responsible for knowledge of the school rules and regulations as set forth in the handbook.

## PREP Facility and Staff

### **Virginia Datema**

Instructor

B.S.- Missouri State University

### **Dave Embree**

Instructor

M.A.- Southwest Missouri State University

B.A.- Southwest Missouri State University

### **Dr. William Hawkins**

Instructor

M.D.- University of Southern California

B.S.- University of South Dakota

### **Chaplain Rob Helfer**

Chaplain/Instructor

A.A.- Pepperdine University

### **Bruce Hines**

Administrative Assistant

### **Ryan Hunt**

Instructor

B.S.- Cincinnati Conservatory of Music

### **Phil Klingensmith**

Instructor

M.S.- Central Missouri State University

B.S.- Southwest Missouri State University

### **Vern Knierim**

Instructor

### **Mike Lynch**

Instructor

### **Roger Patterson**

Instructor

B.S.- University of Illinois

### **Alan Queen**

Coordinator of PREP school

### **Lynn Renmark**

Manager- Victory Square

### **Richard Rykbos**

Instructor

Certified Fitness Trainer

### **Larry Smith**

Instructor

B.S.- Rockhurst College

### **Buffy St. John**

Instructor

### **Kim Streunsend**

Instructor