

Victory Trade School

2011 Catalog

Web Version

Table of Contents

Message from President	2
Mission Statement	3
Philosophy	3
Goals	3
School Overview	3 - 5
Academic Calendar	5
Facilities	5 - 6
Fields of Study	6
Admissions	7
Costs and Financial Aid	7
Fees	7
Financial Aid Programs	8
Student Rights and Responsibilities	
Grievance Policy	8
Drug Free Policy	8
Academics and Services	
Faculty/Staff/Administration	9
Counseling Services	9
Attendance Policy	9
Grading System	9 - 10
Satisfactory Academic Progress	10
Grade Appeals	10
Standards of Honesty	10
Transcripts	11
Programs of Study	
Culinary	12
PREP	13 - 14
Course Descriptions	
Culinary	14 - 24
PREP	24 - 33
Faculty and Staff	34 - 36

A Message from the President

Entering Victory Trade School (VTS) as a student, staff, faculty, guest, or customer one quickly learns that the vision of VTS is “transformed lives impacting the community by education through social enterprise.”

Victory Trade School is an accredited and innovative school that provides a systemic and comprehensive curriculum in conjunction with experiential learning set in a professional environment. Our focus is on the student. We are dedicated to the foundation of character as well as the mind and challenge each student to realize his or her full potential. We strive to foster a commitment to values such as integrity, responsibility, courage, and creativity as we help each student 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 each student deserves a personalized education, complete with supportive faculty and staff. We endeavor to acquaint students with the teachings and values of the Christian faith, an understanding of teamwork, and awareness for the environment while receiving a quality education.

In the Culinary Arts Department students are offered a well rounded curriculum of practical experience in the social enterprise restaurants and catering services in addition to courses certified through the National Restaurant Association Educational Foundation. Culinary students who complete all practical learning and certificate courses receive a ManageFirst professional credential in addition to the Victory Trade School certificate of graduation.

The Victory Trade School PREP Department concentrates on the spiritual growth of the students. The intensive Bible-based classes are supplemented with essential life skills and job training in internship tactile learning laboratories. The basis of the challenging PREP course of studies is Prayer, Reading scripture, Education, and Praise.

All students must have proof of a high school or general equivalency diploma to enroll in VTS; however, men and women deficient in this area may apply to enter our fast-track GED program with declaration of intent to enter the accredited curriculum courses of the school.

Students live and learn in an environment of trust and respect as they work to enhance their lives and work skills. Transformed lives are a result of the integration of faith, learning, and living which is the foundation of Victory Trade School.

Victoria Queen

President

VISION AND MISSION STATEMENT

The vision of Victory Trade School is . . .

Transformed lives impacting the community by education *through* social enterprise

The mission of the Victory Trade School is . . .

To provide opportunities for students to experience learning in a Christian environment.

Philosophy

Victory Trade School is a Christ-centered postsecondary school that provides a structure and environment for students to gain independence. We believe that people should be given the opportunity to take responsibility for their lives and the impact they leave on society as a whole.

Goals

The goals of the Victory Trade School are for students to:

- Graduate with a ManageFirst professional credential **MFP™** from the National Restaurant Association Educational Foundation (Culinary Arts)
- Receive 7 professional trade certificates that are recognized by the National Restaurant Association Educational Foundation. (Culinary Arts)
- Learn food service skills to secure a job in the culinary industry. (Culinary Arts)
- Graduate with 12 certificates in Discipleship. (PREP)
- Receive 4 *Charles Stanley Institute* and *Master Life* certificates each quarter. (PREP)
- Earn certificates for The Way of the Master, Within My Reach, and Undercover (PREP)
- Develop interpersonal skills to be more teamwork oriented.
- Acquire job and life skills that will lead to more stable work habits.
- Build a marketable resume and learn interviewing skills.
- Receive job opportunities or guidance and preparation for the next level of education.
- Have the opportunity to develop a spiritual life centered in Jesus Christ.

Overview of Victory Trade School

Type: Postsecondary Trade School

Degree Offered: Non-degree seeking school

Certificate Offered: ManageFirst Certification

Founded: 2003

Location: Springfield, MO
1715 N. Boonville – Administrative offices/classrooms/Dorms
1610 N. Broadway - Dormitories
200 W. Commercial – Cook’s Kettle
1445 N. Boonville –The Branch Bistro & Catering

Accreditation:

The North Central Association Commission on Accreditation and School Improvement (NCA-CASI) has admitted Victory Trade School to accreditation status as a non-degree postsecondary school.

To earn accreditation, schools or districts meet the AdvancED standards, engage in continuous improvement, and demonstrate quality assurance through internal and external review. The standards are based in the research of the factors that impact student achievement. The accreditation process helps schools and districts bring together all parts of the school or district to improve student and organizational performance.

Schools benefit from accreditation through objective peer review, attainment of high standards, and engagement in continuous improvement. They receive an external mark of quality and gain access to a wide range of resources, professional development, and tools to assist them with continuous improvement. Perhaps more importantly, students benefit from accreditation because, through the accreditation process, their school has committed to raising student performance and will be held accountable for improving student learning on a continual basis.

Certification:

Victory Trade School has a certificate to operate by the Missouri Department of Higher Education.

Victory Trade School has a program participation agreement with Title IV through the US Department of Higher Education.

National Restaurant Association Educational Foundation (Culinary)

The ManageFirst Professional Program was created by the National Restaurant Association Educational Foundation (NRAEF) and is managed nationally by the National Restaurant Association Solutions. This management development program equips students with the key competencies they need to begin or advance their management careers in the demanding foodservice industry. ManageFirst is in use at more than 350 colleges and universities and in a variety of restaurant and foodservice companies.

A competency-based program created with input from industry leaders

The ManageFirst Program was created to address the needs voiced by industry members and educators. To ensure the program's topics are on target, they worked with more than 200 academics, operators, trainers, hiring managers and executives to conduct an 18-month Job Task Analysis and identify the competencies essential to a manager's success.

The ManageFirst Program™ is relevant, comprehensive and flexible.

Program components include competency guides covering key topics, corresponding exams and certificates, and the new ManageFirst Professional® credential (MFP™), which demonstrates a mastery of competencies to future employers. ServSafe® is also a part of the program.

This management program teaches practical competencies needed to face real-world challenges in the industry, including interpersonal communication, ethics, accounting skills and more.

Victoria Queen, President of Victory Trade School, is a registered instructor with the National Restaurant Association Educational Foundation.

Affiliations: Springfield Victory Mission, Inc.
Cook's Kettle Restaurant
The Branch Bistro & Catering

Student Body: 39

Faculty: 13

Student-Faculty Ratio: 3:1

Academic Calendar

The Culinary Arts classes are on a continuous rotation of eight-week blocks. The PREP courses are offered on a quarterly basis.

Culinary				PREP	
Beginning dates for classes: 2011				Beginning dates for classes: 2011 quarters	
January	3 (M)	July	5 (T)	Quarter 1:	January 3
January	31 (M)	August	1 (M)	Quarter 2:	April 4
February	28 (M)	September	6 (T)	Quarter 3:	July 5
May	2 (M)	October	31 (T)	Quarter 4:	October 3

Classes will NOT be held on the following dates in 2011:

Good Friday April 22 (F)
Memorial Day May 30 (M)
Summer Class Break June 27-July 4 (M- M)
Labor Day September 5 (M)
Thanksgiving Break November 24 – 25 (Th – F)
Christmas Break December 26-30, 2011

Facilities

Victory Trade School maintains an urban campus near the downtown area of Springfield.

The school is located at 1715 N. Boonville. This facility houses the administrative offices, classrooms, computer lab, library, student lounge and living facilities. The first floor is occupied by a chapel and the Cook's Kettle restaurant that serves as a social enterprise laboratory for the culinary arts department.

The Branch Bistro and Catering, located at 1445 N Boonville, inside the Assembly of God Headquarters, provides a second social enterprise laboratory for culinary arts training.

Victory Square, located at 1610 N. Broadway less than a mile from the Ministry building, provides dormitories and a lounge.

Additional practical learning laboratory experiences for the PREP and GED students can be found at Victory Vintage where they learn retail skills and a recycling center/warehouse where they gain additional work skills.



Cook's Kettle

The Cook's Kettle, a student-operated Restaurant, provides a culinary laboratory setting for VTS. The students develop decision-making skills, and receive hands-on training while working various positions in the Cook's Kettle Restaurant. The students learn proper techniques and job skills under the guidance of two professional chefs. The customers of Cook's Kettle Restaurant agree they return because of the high quality of the food, the low prices, and the cleanliness of the facility. This economical place to eat is a model of how a restaurant should serve good food while providing practical education. This student-operated restaurant provides variety in the menu and all customers are served with professionalism.



The Branch Bistro & Catering

The Branch Bistro & Catering is our second VTS restaurant laboratory. This upscale deli facility serves as the cafeteria for the Assembly of God headquarters building, and is located only two blocks from our main campus. This laboratory includes internship stations in the front of the house, back of the house, cashier, as well as catering positions. At The Branch Bistro & Catering, students will learn the skills necessary to be successful in the culinary industry and will be prepared for foodservice, operation and catering business opportunities. There are three professional chefs on site as well as a catering instructor, and front of the house manager to assist students in hands-on education.

Fields of Study

Culinary: The Culinary Arts Department offers a ManageFirst professional credential from the National Restaurant Association Educational Foundation. Courses offered are Culinary and Restaurant Management, Human Resources and Supervision, Marketing, Customer Service, Controlling Foodservice Costs, Food Production/Professional Cooking and ServSafe. Culinary references incorporate La Cordon Bleu Professional Cooking and others. Interpersonal classes have an emphasis on conflict resolution, individual purpose, and self-awareness. The Life Skills module focuses on life choices, communication skills, consumer economics, teamwork, and career skills.

PREP: Discipleship, Christian Life, essential job and life skills are underscored in the internship 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/GED): 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.

Admission Policies

Admissions procedures developed by Victory Trade School ensure applicants are admitted without regard to race, national origin, or handicap (reasonable accommodations will be made for Culinary Arts). VTS is a residential school: the Culinary Arts and PREP Departments serve males. Candidates for enrollment in Victory Trade School are required to participate in an orientation and assessment process, prior to being officially enrolled in the school. The orientation program will provide the potential student an opportunity to develop a comprehensive Individualized Development Plan which will focus on the unique needs of the student, to enhance personal, spiritual, and academic achievement.

Applicants must possess a high school diploma or GED. All prospective students must complete an application for admissions. There is no fee to apply. Interview(s) will be conducted with each applicant in person or by phone. Applications will be reviewed by the admissions committee and their decision will be communicated as quickly as possible. VTS requirements include being free of drugs and alcohol. Culinary Program requirements also include successful completion of a long-term Recovery, Discipleship, or Christian Life Program and a referral from a Chaplain, Director, or Counselor. Any deviation from these conditions requires an approval by the VTS president.

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 candidacy program before official entry is granted into the school. The Culinary Arts (CA) department is for one-year and divided into six modules of eight weeks each. Classes are on a continuous rotation throughout the year. The PREP program is also a one-year program which is divided into four quarters of twelve weeks each. Applicants are admitted throughout the year. After a candidacy program of approximately one month students will enter their program of study at the next module for Culinary Arts and next quarter for PREP.

Cost and Financial Aid

Victory Trade School is accredited through North Central Association Commission of Accreditation and School Improvement (NCA-CASI) and has a certificate to operate through the Missouri Department of Higher Education and has a US Department of Higher Education Title IV Program participation agreement. Victory Trade School accepts Title IV funding in the form of **Pell Grants**. Students are encouraged to apply for need-based scholarships, available for qualified students to cover additional costs of tuition, room and board.

FEES	CULINARY (MODULE)	PREP/NLP (QUARTER)	TOTAL ANNUAL COSTS
Tuition & Books	\$1,000.00	\$1,500.00	\$6,000.00
Room	\$606.67	\$910.00	\$3,640.00
Board	\$910.00	\$1,365.00	\$5,460.00

Books are provided for students to use for each class at no charge and must be returned at the end of the term in good condition to avoid a fee for the lost textbook. There is an additional \$50 fee per class for students to repeat a class.

Education through Social Enterprise

Work-Based Tuition: Victory Trade School is a unique educational opportunity. Your tuition, room and board are paid through a combination of Pell Grants, scholarships and your work in the Social Enterprises learning laboratories: the Cook's Kettle and The Branch Bistro and Catering.

How to Apply for the Work-Based Tuition Program:

- Apply for admission to Victory Trade School.
- Show financial need by completing the VTS Statement of Financial Need.
- Request the VTS Scholarship.
- 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.

Ideals: Students are required to attend all scheduled classes and labs, and participate in the Evangelical Christian church on Sunday morning. Students may choose the church they attend with input from their department chair.

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.

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.

Grievance Policy

While Victory Trade School strives to create a welcoming and nurturing environment, cases may arise where students disagree with policies and decisions. Grievances are considered to be part of the learning process and appropriate steps are in place to deal with such issues. Students should first speak with their room captain or the elected Student President or designated Elder if a dorm issues is involved. These individuals will appeal the issue to an appropriate administrator if they can not resolve the problem.

The Dean of Students has an open door policy. Students who wish to resolve a grievance will be seen within twenty four hours after a written grievance is filed and a meeting has been requested. To appeal a decision by the Dean of Students the student may file a written request to the VTS President and Academic Committee. The decision of the committee will be supported by the VTS President as the final decision.

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 unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by students is prohibited. Any use of illegal drugs, abuse of prescription drugs, or use of alcohol are prohibited and will result in expulsion from VTS

Academics and Services

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.

Counseling Services

Occasionally students 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. The Dean of Students will advise students on securing counseling support.

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.

A student who misses one class will be counseled by his instructor. A second absence will result in a mandatory counseling session with a school administrator. Any unexcused absence past a third may result in probation or dismissal. Failure to attend all class and work assignments for two weeks without an excused absence will result in dismissal from the school. All disciplinary action resulting from attendance violations may be appealed to the Victory Trade School President and Academic Committee.

Grading System

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

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.

I- The student has a documented reason, and the instructor concludes that all incomplete work can be made up within thirty calendar days after the end of a term. An incomplete grade will automatically revert to the grade earned for completed work based on the above scale on the thirty-first day.

W- The student may withdrawal from one or all of their classes up to the end of the sixth week (Culinary) or eighth week (PREP/NLP). Withdrawals beyond this deadline will result in grades calculated on the above percentages.

A grade of W will be entered on their transcript and will be calculated in their rate of progress but not their GPA.

The student's cumulative average will be determined by weighting each course grade by the number of credits earned. The following is an example of the calculation of an average:

Satisfactory Progress

All courses that are certified through the National Restaurant Association Educational Foundation require the student to make a 75% or above on the national certification final exams. Students must maintain a 75% average in all classes to remain at VTS.

A student will be placed on academic probation if any grade reflects a score below 75%.

Students who are placed on academic probation remain eligible for scholarships. Students on academic probation must achieve satisfactory progress by the end of the module (Culinary) or quarter (PREP) or they will remain on academic probation throughout the following module/quarter. Students who successfully complete the necessary module/quarter will be allowed to re-take the failed module/quarter the next time it is offered at a cost of \$50 per class.

Students who do not receive a passing grade of 75% two module/quarters consecutively will be dismissed. Students who are dismissed may appeal their dismissal for extraordinary circumstances (such as a serious illness) to the Victory Trade School President and Academic Committee.

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 the next step.

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

Repeating Courses

Courses with earned grades of less than 75% must be repeated. There is a \$50 fee assessed to students for each class they repeat.

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 from VTS. All students are expected to live by the standards of honesty established by VTS.

Transcripts

Students may obtain an official or unofficial student transcript from the registrar. Official transcripts should be requested as far in advance as possible. The school will make official transcripts available within five business days of receiving the signed request. There is no charge for transcripts.

Programs of Study

Culinary

While Culinary Arts is intended to be a year long plan of study, each student will be awarded an appropriate certificate(s) at the conclusion of each module. Students who successfully complete all six modules will also receive a ManageFirst Professional credential and a VTS certificate.

PREP

While PREP is intended to be a year long plan of study, each student will be awarded a certificate at the conclusion of each quarter. Students who successfully complete all four quarters will receive a VTS certificate for the entire program.

Culinary

MODULE 1		HOURS
HRM 215- Customer Service and Presenting		32 (40 practical hours)
HRM 205- ServSafe		32 (40 practical hours)
ITP 200- Purpose Driven Life		16
LFS 201- Team Building		4
LFS 203- Choices		4
BIB 210- Bible		8
Laboratory (Internship 201- 216)		*360
TOTAL CLASS HOURS		96
TOTAL LAB HOURS		280
TOTAL PRACTICAL HOURS		80

MODULE 2		HOURS
HRM 235- Food Production and Professional Cooking		48
ITP 212- Seven Habits of Highly Effective People		16
LFS 204- Personal Finance		4
LFS 202- Communication		4
BIB 211- Bible		8
Laboratory (Internship 201- 216)		280
TOTAL CLASS HOURS		80
TOTAL LAB HOURS		280

MODULE 3		HOURS
HRM 225- Hospitality Marketing		48
ITP 215- Within My Reach		16
LFS 205- Study Skills		4
BIB 212- Bible		8
Laboratory (Internship 201- 216)		280
TOTAL CLASS HOURS		76
TOTAL LAB HOURS		280

MODULE 4		HOURS
HRM 240- Intro to Hospitality and Restaurant Management		48
ITP 201- Failing Forward		16
BIB 213- Bible		8
Laboratory (Internship 201- 216)		280
TOTAL CLASS HOURS		72
TOTAL LAB HOURS		280

MODULE 5		HOURS
HRM 250- Cost Control		48
ITP 202- Every Man's Battle		16
BIB 214- Bible		8
Laboratory (Internship 201- 216)		280
TOTAL CLASS HOURS		72
TOTAL LAB HOURS		280

MODULE 6		HOURS
HRM 270- Human Resource Management and Supervision		48
ITP 203- Peacemaker		16
BIB 215- Bible		8
Laboratory (Internship 201- 216)		280
TOTAL CLASS HOURS		72
TOTAL LAB HOURS		280

TOTAL CLASS HOURS	TOTAL PRACTICAL HOURS	TOTAL LABORATORY HOURS
468	80	1,680

PREP

QUARTER 1		HOURS
CSI 101- Charles Stanley "Essentials of your Faith"		36
MLF 112- Master Life "The Disciples Cross"		24
OTS 201- Old Testament		18
REC 102- Spiritual Recovery		18
HLT 150- Health & Wellness		18
BIB 110- Life of Paul		18
BIB 120- Men and Women of the Bible		18
BIB 130 - Understanding Scripture		18
FIN 101- Financial Management		18
ITP 201- Failing Forward		18
LIT 101- Christian Literature		18
Laboratory (Internship 231- 240)		260
TOTAL CLASS HOURS		222
TOTAL LAB HOURS		260

QUARTER 2		HOURS
CSI 201- Charley Stanley "Knowing What you Believe"		36
MLF 113- Master Life "The Disciples Personality"		24
FRE 101- Freedom in Christ		18
HLT 151- Health & Wellness		18
PAP 101- Pain of the Past		18
BIB 121- Men and Women of the Bible		18
BIB 131- Understanding Scripture		18
LIT 102- Christian Literature		18
NTS 201- New Testament		24
FIN 102- Financial Management		18
Laboratory (Internship 231- 240)		260
TOTAL CLASS HOURS		210
TOTAL LAB HOURS		260

QUARTER 3		HOURS
CSI 301- Charles Stanley "Life Principles"		36
MLF 114- Master Life "The Disciples Victory"		24
LIT 103- Christian Literature		18
HLT 152- Health & Wellness		18
UDC 110- Undercover		18
BIB 122- Men and Women of the Bible		18
BIB 113- Carnal Christian		18
BIB 132- Understanding Scripture		18
FIN 103- Financial Management		18
BIB 114- Biblical Theology of Missions		18
Laboratory (Internship 231- 240)		260
TOTAL CLASS HOURS		204
TOTAL LAB HOURS		260

QUARTER 4		Hours
CSI 401- Charles Stanley "Our Spiritual Growth"		36
MLF 115- Master Life "The Disciples Mission"		24
LIT 104- Christian Literature		18
HLT 153- Health & Wellness		18
ITP 215- Within My Reach		18
BIB 123- Men and Women of the Bible		18
BIB 133- Understanding Scripture		18
FIN 104- Financial Management		18
ANG 101- Anger Management		18
BIB 115- Attitudes" Do you have a crack in your foundation		18
Laboratory (Internship 231- 240)		260
TOTAL CLASS HOURS		204
TOTAL LAB HOURS		260

TOTAL CLASS HOURS	TOTAL LABORATORY HOURS
840	1,040

Course Descriptions

Culinary Program Courses

ServSafe Food Safety

Course Number: HRM 205

Prerequisite: None

Course Description: This course is designed to instruct students in food safety and sanitation. This course emphasizes:

- food quality protection
- principles of HACCP
- maximum/minimum time and temperatures
- sanitation of equipment and facilities
- flow of food through the operation
- safety measures in culinary surroundings
- pest control

The course concludes with students taking the ServSafe Certification Examination certified by the National Restaurant Association Educational Foundation.

Customer Service/Presenting Service

Course Number: HRM 215

Prerequisite: None

Course Description: This ‘front-of-the-house’ course stresses the importance of exceeding people’s needs and professionalism as well as the manager’s role in service. The emphasis is on:

- Systems and management approach
- Impact
- Identification of expectations
- Consistency/satisfaction
- Ensuring profit
- Historical overview of service
- The professional server
- ‘Mise en Place’

The course concludes with students taking the Customer Service ManageFirst Certification Examination certified by the National Restaurant Association Educational Foundation.

Food Production/Professional Cooking

Course Number: HRM 235

Prerequisite: None

Course Description: This course is designed to instruct students in proper techniques of the production of food. Emphasis is placed on:

- Quality/quantity
- Procedures: Receiving/storage
- Production/repurposing of food

- Kitchen terminology/recipes
- Preparing and cooking techniques
- Principles on fish, poultry, meats, grains, legumes, fresh herbs, and greens
- Guidelines on low-fat, healthful cooking, including nutritional analyses
- Details on preparing hors d'oeuvres

The course concludes with students taking the Food Production ManageFirst Certification Examination certified by the National Restaurant Association Educational Foundation

Hospitality/Restaurant Marketing

Course Number: HRM 225

Prerequisite: None

Course Description: The importance of marketing to the foodservice industry is covered in this course. Students will work as a team to develop a marketing plan and will explore the following topics:

- The 4 P's of marketing
- Life cycle
- Conducting SWOT analysis
- Strategies and tactics
- Setting prices
- Planning and implementing promotion mix
- Evaluation of ROI
- Market segmentation
- Positioning

The course concludes with students taking the Restaurant Marketing ManageFirst Certification Examination certified by the National Restaurant Association Educational Foundation.

Introduction to Hospitality/Restaurant Management

Course Number: HRM 240

Prerequisite: ServSafe, Food Production, and Marketing

Course Description: This course is designed to instruct students in all phases of the culinary industry. Emphasis will be placed on:

- Management/delegation
- Qualities of a leader/professional development
- Setting organizational goals
- Conflict resolution/problem solving
- Teamwork/motivation/communication
- Defining culinary as a single, interrelated industry
- Restaurant business and operations including current issues

The course concludes with students taking the Culinary and Restaurant ManageFirst Certification Examination certified by the National Restaurant Association Educational Foundation.

Controlling Foodservice Costs

Course Number: HRM 250

Prerequisite: ServSafe, Food Production, and Marketing

Course Description: This course gives the student insight into the manager's role in cost control. Great emphasis is placed on the importance of knowing how to manage the cost of food, beverage, and labor as they use Excel spreadsheets to enhance the control systems. Areas of study include:

- Calculating portion control/product usage
- Purchasing/receiving
- Inventory control
- Labor costs
- Managing revenue and expenses/planning for profit
- Sales forecasting and pricing/income statement analysis

The course concludes with students taking the Controlling Foodservice Costs ManageFirst Certification Examination certified by the National Restaurant Association Educational Foundation.

Human Resources Management and Supervision

Course Number: HRM 270

Prerequisite: ServSafe, Food Production, Marketing, and Cost Control

Course Description: The greatest challenge to any company in the culinary industry, or any industry, is finding and keeping good employees. The key to this is supervision-the first line manager who must interface with hourly employees on a continual basis. The objective of this class is to provide participants with a basic understanding of the supervisor's role and responsibilities along with the skills, attitudes, and abilities needed to manage people successfully. Areas that will be covered are:

- Job descriptions
- Recruiting/screening potential employees
- Supervising/motivating
- Training/developing/orientation
- Law/benefits/diversity
- Controlling labor costs
- Planning, organizing, leading, and controlling
- Decision-making, problem solving, and delegating

The course concludes with students taking the Human Resource and Supervision ManageFirst Certification Examination certified by the National Restaurant Association Educational Foundation.

Choices

Course Number: LFS 203

Prerequisites: None

Course Description: This course is designed to assist students with personal management. Lessons presented are designed so that students are made aware of the choice/consequence relationship so they can develop a process for improved decision making. Specific areas addressed are self-awareness, ethics and personal purpose statements.

Personal Finance

Course Number: LFS 204

Prerequisites: None

Course Description: Money management skills are covered in this course. Methods for putting past financial decisions behind them, understanding and moderating their spending habits, and the role of debt and personal budgeting are addressed. Knowledge of personal and small business banking relationships is covered as well.

Team Building

Course Number: LFS 201

Prerequisites: None

Course Description: The main text used is Successful Team Building by Thomas L. Quick. This course is designed to teach students about the traits and skills that make up a successful team and how they can

contribute to the overall success as individual members. Areas that are covered are conflict resolution, leadership issues, goal achievement and communication as a team.

Communication Skills

Course Number: LFS 202

Prerequisites: None

Course Description: Lessons in this course should provide students with interpersonal communication skills necessary to make productive decisions. Information includes basic communications and effective listening. They will learn what conditions require them to speak up and mentally prepare themselves to speak appropriately in special situations. Discussions will also include verbal and non-verbal cues in communication.

Study Skills

Course Number: LFS 205

Prerequisites: None

Course Description: Practicing College Learning Strategies by Carolyn H. Hopper equips students with strategies needed to be successful. Understanding his learning style and how to capitalize on strengths and adjust for weaknesses is important to the way a student confronts his studies. Creating smart shortcuts, memory principles, the system for note taking and time-management skills are addressed in this course.

Healthy Relationship-Within My Reach

Course Number: ITP 215

Prerequisite: None

Course Description: Within My Reach, taught through the Forest Institute, is a healthy relationships class that teaches people how to communicate in non-threatening ways, how to be less defensive/less aggressive, and how to have healthy conflict.

Peacemaker

Course Number: ITP 203

Prerequisite: None

Course Description: Peacemaker, by Ken Sande is the textbook used to teach students how to become a peacemaker rather than a peace-breaker or peace-faker. Using material developed for biblical conflict resolution, students will analyze how God's people should use his Word to resolve family, personal and work disputes.

The Purpose Driven Life

Course Number: ITP 200

Prerequisite: None

Course Description: The Purpose Driven Life by Rick Warren is the text for this course, which explores the concept that God creates us each for a purpose; it is not about us! The author expounds on the five purposes of our life here on earth: worship, fellowship, Christ-like growth, ministry and mission. An understanding is developed of our reason to exist and how to maximize the contentment in our lives. Emphasis is placed on how this book and material relates to the individual.

Failing Forward

Course Number: ITP 201

Prerequisite: None

Course Description: Failing Forward by John C. Maxwell, who has learned to make failure his friend and gives 15 principles to teach students to do the same. Most people fear, misunderstand and run from failure but he shows students how they can learn to turn their mistakes into stepping stones for success. He believes the difference between average people and achieving people is their perception of and response to failure. Failing Forward is a course on overcoming failure as students learn to:

- Master fear instead of being mastered by it
- Break out of the ruts that keep people failing
- Learn a simple strategy for success after experiencing a major setback

Learn how to confidently look the prospect of failure in the eye and move forward anyway. In life, the question is not if you will have problems, but how you are going to deal with them. Stop failing backward and start failing forward!

Every Man's Battle

Course Number: ITP 202

Prerequisite: None

Course Description: Every Man's Battle by Stephen Arterburn and Fred Stoeker is every man's guide to winning the war on sexual temptation. This book presents a practical, detailed plan for any man who desires sexual purity and shares dozens of stories of men who have escaped immorality. It helps men overcome the struggle and to remain strong in the face of temptation.

The 7 Habits of Highly Effective People

Course Number: ITP 212

Prerequisite: None

Course Description: The 7 Habits of Highly Effective People by Stephen R. Covey is the text chosen to provide students with successful skills to shift their way of thinking. Based on principle-centered teachings, this module provides guidelines for using ethical behavior principles in their personal lives and careers.

Bible Study

Course Number: BIB 210

Prerequisite: None

Course Description: This non-denominational module includes a weekly class in exploration of the Bible while students perform context studies, comparisons, and contrasts. They will discover how to personally interact with Scripture—and let God's truth transform their lives. Topics will change each quarter as determined by the instructor.

Bible Study

Course Number: BIB 211

Prerequisite: None

Course Description: This non-denominational module includes a weekly class in exploration of the Bible while students perform context studies, comparisons, and contrasts. They will discover how to personally interact with Scripture—and let God's truth transform their lives. Topics will change each quarter as determined by the instructor.

Bible Study

Course Number: BIB 212

Prerequisite: None

Course Description: This non-denominational module includes a weekly class in exploration of the Bible while students perform context studies, comparisons, and contrasts. They will discover how to personally interact with Scripture—and let God's truth transform their lives. Topics will change each quarter as determined by the instructor.

Bible Study

Course Number: BIB 213

Prerequisite: None

Course Description: This non-denominational module includes a weekly class in exploration of the Bible while students perform context studies, comparisons, and contrasts. They will discover how to personally interact with Scripture—and let God’s truth transform their lives. Topics will change each quarter as determined by the instructor.

Bible Study

Course Number: BIB 214

Prerequisite: None

Course Description: This non-denominational module includes a weekly class in exploration of the Bible while students perform context studies, comparisons, and contrasts. They will discover how to personally interact with Scripture—and let God’s truth transform their lives. Topics will change each quarter as determined by the instructor.

Bible Study

Course Number: BIB 215

Prerequisite: None

Course Description: This non-denominational module includes a weekly class in exploration of the Bible while students perform context studies, comparisons, and contrasts. They will discover how to personally interact with Scripture—and let God’s truth transform their lives. Topics will change each quarter as determined by the instructor.

Internships

The Cook’s Kettle

Waiter I

Course Number: FOH 101

Prerequisites: None

Course Description: During this internship the student will assist in the following areas as assigned: dining room set up, food running, basic waiter skills, and busing. Interns will be evaluated on their professional performance, ability to follow instructions, customer service, and contribution to the team environment. Work will be performed in the Cook’s Kettle Restaurant under the supervision of the front of the house instructor.

Waiter II

Course Number: FOH 102

Prerequisites: None

Course Description: During this internship the student will assist in the following areas as assigned: dining room set up, server techniques, logistics and flow of a dining room. Interns will be evaluated on their professional performance, ability to follow instructions, customer service, and contribution to the team environment. Work will be performed in the Cook’s Kettle Restaurant under the supervision of the front of the house instructor.

Head Waiter

Course Number: FOH 201

Prerequisites: Waiter I & Waiter II

Course Description: During this internship, the student will assist in the following areas as assigned: waiter training, banquet and event set-ups, buffet service and salad bar. Interns will be evaluated on their professional performance, ability to follow instructions, customer service, and contribution to the team environment. Work will be performed in the Cook’s Kettle Restaurant under the supervision of the front of the house instructor.

Short Order Cook**Course Number: CUL 205****Prerequisite: None**

Course Description: Interns will utilize previous learning to further develop competencies in hot food preparation. Duties will include running the grill, recipe preparation, menu development and other tasks as assigned. Evaluation will be based on quality and presentation of food items, participation with the kitchen team, ability to follow directions and creativity. Learn the Art of “to order cooking” while preparing lunch and breakfast orders. Interns will work in the Cook’s Kettle Restaurant under the direction of the executive chef.

Intro to Garde Manger**Course Number: CUL 102****Prerequisite: None**

Course Description: Interns will utilize previous learning to further develop competencies in cold food preparation. Duties will include preparing the salad bar, display of all cold items and other tasks as assigned. Evaluation will be based on quality and presentation of food items, participation with the kitchen team, ability to follow directions and creativity. Interns will work in the Cook’s Kettle Restaurant under the direction of the executive chef.

Buffet Cook**Course Number: CUL 203****Prerequisite: None**

Course Description: Working under the direction of the Executive Chef, the intern will plan and prepare the daily lunch buffet. This internship will give the student an opportunity not only to prepare food for buffet service but also to project quantities needed and create a pleasing buffet presentation. With a focus on quality hot food production and execution of recipes and learn the fundamentals of batch cooking.

Intro to Banquet Cooking**Course Number: CUL 106****Prerequisite: None**

Course Description: Working under the direction of the Executive Chef and the Front of the House Instructor the CUL 306 position: the intern will prepare daily for a large community meal. This internship will give the student an opportunity not only to prepare food in large quantities but also to plan for amounts needed and create a pleasing presentation for the group. The intern will learn these skills by helping prepare the evening meal served after the community chapel service.

Sous-Chef-In –Training I**Course Number: CUL 311****Prerequisite: Completion of four modules and permission of the Front of House Instructor, Executive Chef and School Director**

Course Description: Assist the Executive Chef in all Restaurant functions, organizations, and production. Work with other students to assist and direct food production for all food including that used for customers, banquet functions and special events. Develop menus, food purchase specifications and recipes. Develop and monitor food and labor budget for the department. Maintain highest professional food quality and sanitation standards. Health conscious awareness, all scratch cooking, very disciplined and organized. Oversees all food deliveries and ensures proper storage and usage of products.

Restaurant Accounting**Course Number: FOH 301****Prerequisite: Completion of four modules and permission of the Front of House Instructor, Executive Chef and School Director**

Course Description: During this internship, students will learn the financial side of the restaurant. Students will process cash and credit transactions at the register as well as balancing transactions at the conclusion of their shift. This work will be performed under the direction of the front of house instructor.

Manager-in-Training Internship I

Course Number: FOH 310

Prerequisite: Completion of four modules and permission of the Front of House Instructor, Executive Chef and School Director

Course Description: Students learn hands-on issues that come with supervision as they are required to “think and act as a manager” in problem solving, teambuilding, motivation, marketing, public relations and continuity.

Dish Entry

Course Number: CUL 101

Prerequisite: None

Course Description: Staff works directly with the student to guide and mentor in proper technique and the operation of the dish machines & three tier sink.

Prep Production

Course Number: CUL 202

Prerequisites: None

Course Description: This internship will give the student the opportunity to experience the fast paced, highly flexible nature of the restaurant business. This position will learn to utilize a prep list and its function, master basic knife skills and culinary techniques and how to follow standard recipes. They will also perform in the production of sauces, soups, and stocks, the basics of quantity food production and Mise En Place. The student will learn to adapt and work as part of a team to meet the overall objectives of the restaurant operation. The work will be performed in the Cook’s Kettle Restaurant under the direction of the Executive Chef.

Grill Cook

Course Number: CUL 204

Prerequisites: Prep Production

Course Description: Grill is responsible for grilling food, and must be able to perform all station functions of Fry, Flat Top Griddle, Pantry, and cooking eggs; communicating ticket times and potential problems to the manager on duty and servers as necessary; providing the highest quality of service to customers and associates at all times; performs all other responsibilities as directed by the Executive Chef of the Cook's Kettle.

Banquet Cooking & Supervision

Course Number: CUL 306

Prerequisites: Grill Order, Buffet, and Short Order Cooks

Course Description: Prepare food of consistent quality following recipes and production and portion standards. Date all food containers and rotate as per the menu, making sure that all perishables are kept at proper temperatures. Check pars for shift use, determine necessary preparation, freezer pull and line set up. Note any out-of-stock items or possible shortages. Return all food items not used on next shift to designed storage areas, being sure to cover/date all perishables. Assist in setting up plans and actions to correct any food cost problems; control food waste, loss and usage per menu. Supervise and coordinate the use of fellow students & volunteers, coordinate the service for evening meals, Responsible for the beverages and plate service, responsible for the next days prep and production according to the prep sheets and works directly under the supervision of both the Front of House Instructor and the Executive Chef.

The Branch Bistro and Catering

Intro to Customer Service

Course Number: FOH 101

Prerequisite: None

Course Description: During this internship the student will assist in the following areas as assigned: food running and busing. Interns will be evaluated on their professional performance, ability to follow instructions, customer service, and contribution to the team environment. Work will be performed in The Branch Bistro under the supervision of the front of the house instructor.

Steward I

Course Number: CUL 201

Prerequisite: None

Course Description: The steward will oversee the inventory of dishes and utensils. This will involve insuring the proper sanitation and storage of this inventory and supervision of the dishwashing staff. Work will be performed in The Branch Bistro and Catering under the supervision of the Executive Chef.

Steward II

Course Number:

Prerequisites: None

Course Description: The steward II will receive delivery trucks, maintain storage areas, put away trucks, and rotate inventory. The intern will do prep work, store prep work, and label correctly. The intern will maintain the production area and keep clean along with various other duties. They will report to the Executive Chef.

Baking/Patisserie

Course Number: CUL 312

Prerequisite: Completion of four modules and permission of the Front of House Instructor, Executive Chef and School Director

Course Description: Pastry interns will learn the art of pastry, breads, desserts, cream puffs, chocolate, and decoration. The interns will report to the Executive Pastry Chef. The bakery produces professional items for real customers in real time with high expectations.

Cashier

Course Number: FOH 302

Prerequisites: None

Course Description: The Order Taker/Cashier is responsible to answer the telephones on an upbeat, friendly manner, accommodate the guest order request, and process guest's food bills according to established guidelines and instructions. They will be trained in Micros ordering systems and be evaluated by FOH instructor.

MIT II

Course Number: FOH 311

Prerequisites: None

Course Description: As a Manager-in-Training, you'll participate in an extensive, eight-week training program. During this period you will experience, hands-on, day-to-day operations in managing the department that you will be responsible for leading the dining room. The Manager in Training contributes to the success of the restaurant by building sales, maintaining quality, and helping to educate fellow students.

Garde Manger I

Course Number: CUL 207

Prerequisites: None

Course Description: Interns will utilize previous learning to further develop competencies in cold food preparation. Duties will include preparing the salad bar, display of all cold item and other tasks as assigned. Evaluation will be based on quality and presentation of food items, participation with the kitchen team, ability to follow directions and creativity. Interns will work in the Branch Bistro Restaurant under the direction of the Garde Mange chef.

Garde Manger II

Course Number: CUL 308

Prerequisites: None

Course Description: Intern will work in an open kitchen cold food area. They will be responsible for production, prep, and execution of prepared salad, composed salads, sandwiches, and various other items. Advance Garde Mange will be covered in presentations and displays made for orders and various displays. The intern will work under the Garde Mange Chef.

Line Cook I

Course Number: 209

Prerequisites: None

Course Description: Interns will utilize previous learning to further develop competencies in hot food preparation. Duties will include running the grill, recipe preparation, menu development and other tasks as assigned. Evaluation will be based on quality and presentation of food items, participation with the kitchen team, ability to follow directions and creativity. Interns will work in the Branch Bistro Restaurant under the direction of the executive chef.

Line Cook II

Course Number: CUL 210

Prerequisites: None

Course Description: Intern is responsible for grilling food, and must be able to perform all station functions of Fry, Flat Top Griddle, and running the middle; communicating ticket times and potential problems to the manager on duty and servers as necessary; providing the highest quality of service to customers and associates at all times; performs all other responsibilities as directed by the Executive Chef of the Branch Bistro.

Line Cook III

Course Number: CUL 211

Prerequisites: None

Course Description: Intern is responsible for grilling food, and must be able to perform all station functions of Fry, Flat Top Griddle, Ovens, and running the middle; communicating ticket times and potential problems to the manager on duty and servers as necessary; providing the highest quality of service to customers and associates at all times; performs all other responsibilities as directed by the Executive Chef of the Branch Bistro.

SIT II

Course Number: CUL 313

Prerequisites: None

Course Description: Intern will be the working manager of the kitchen. Maintaining quality teaching proper cooking methods, and showing professionalism. They will make production list, purchase food,

write menus, and make prep list. Interns will also cook advance skill level items and teach entry level items to other students. The Intern will report to the Executive Chef and lead the shift in the kitchen.

Catering Cook

Course Number: CUL 208

Prerequisites: None

Course Description: Working under the direction of the Executive Chef. The internship will do the production, prep, and cooking of all size of catered events from plated to buffets. The catering is done out of the Branch Bistro with real customers with high expectations. Some events are in house and some will be delivered, set up, and presented. Then the intern will break down the displays.

Catering I

Course Number:

Prerequisites: None

Course Description: Intern will work under the Front of the House Instructor. Student will learn event planning, dinning room set up, execution of the events, and break down. Intern will see plated banquets, buffets, and all kinds of different events. The learning is in real time for real customers.

Catering II

Course Number:

Prerequisites: None

Course Description: Intern will work under the Front of the House Instructor. Student will lead event planning, dinning room set up, execution of the events, and break down. Intern will see plated banquets, buffets, and all kinds of different events. The learning is in real time for real customers. The student will be a banquet lead and manage some events on there own.

PREP Courses

Charles Stanley Institute: “Essentials of Your Faith”

Course Number: CSI 101

Prerequisite: None

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. Students will:

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

Charles Stanley Institute: “Knowing What You Believe”

Course Number: CSI 201

Prerequisites: CSI 101

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. Students will:

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.

Charles Stanley Institute: “Life Principles”

Course number: CSI 301

Prerequisite: CSI 101; CSI 201

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. Students will

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”.

Charles Stanley Institute: “Our Spiritual Growth”

Course number: CSI 401

Prerequisite: CSI 101; CSI201; CSI 301

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. Students will:

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.

Master Life

Master Life 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.

Master Life 1: “The Disciple’s Cross”

Course Number: MLF 112

Prerequisite: None

Course Description: In this course students will explore their relationship with Jesus Christ. They will learn how to draw the Disciple’s Cross. Thru the readings and discussion it is hoped that students will realize that Christ wants to be at the center of their life so that everything they do is an outgrowth of their relationship with Him.

Master Life 2: “The Disciple’s Personality”

Course Number: MLF 113

Prerequisite: None

Course Description: This course will focus on Christ transforming the character of each student into Christ-likeness through the work of the Holy Spirit. Students will also learn how to live a life of victory by building a Christ-like character.

Master Life 3: “The Disciple’s Victory”

Course Number: MLF 114

Prerequisite: None

Course Description: This course will focus on victory against spiritual warfare. Students will learn how to advance against the enemy with the defensive weapons of the Spiritual Armor. This course will help students begin to demolish their personal spiritual strongholds to “take captive every thought to make it obedient to Christ” and learn to believe God for all He wants to do through them.

Master Life 4: “The Disciple’s Mission”

Course Number: MLF 115

Prerequisite: None

Course Description: Students will learn how to be Master Builders, an illustration of lifelong spiritual growth. There will be an opportunity to discover spiritual gifts and determine a ministry to which God is leading. This course will equip students with many skills needed to make disciples and to minister to others.

Health and Wellness

Course number: HLT 150

Prerequisites: None

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. Students will participate in team sports as well as individuals exercises to develop the mind and body. This course will be centered on different topics of health and wellness each quarter and rotating through the curriculum the subsequent semester.

Health and Wellness

Course number: HLT 151

Prerequisites: None

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. Students will participate in team sports as well as individuals exercises to develop the mind and body. This course will be centered on different topics of health and wellness each quarter and rotating through the curriculum the subsequent semester.

Health and Wellness

Course number: HLT 152

Prerequisites: None

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. Students will participate in team sports as well as individuals exercises to develop the mind and body. This course will be centered on different topics of health and wellness each quarter and rotating through the curriculum the subsequent semester.

Health and Wellness

Course number: HLT 153

Prerequisites: None

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. Students will participate in team sports as well as individual exercises to develop the mind and body. This course will be centered on different topics of health and wellness each quarter and rotating through the curriculum the subsequent semester.

Anger Management

Course number: ANG 101

Prerequisites: None

Course Description: This course is designed to give students an in depth understanding on how to control anger. Students will learn to manage anger effectively. Learn to stop violence or threats of violence. Develop self-control over thoughts and actions. Learn to receive support from others.

Pain of the Past

Course Number: PAP 101

Prerequisites: None

Course Description: This course deals with real issues that real people go through on a daily basis. The class is taught from a counseling perspective to help work through the pain of our past as a group.

Life and Ministry of the Apostle Paul

Course number: BIB 110

Prerequisites: None

Course Description: We will use Dr. Getz's book as workbook to cover the life and ministry of the Apostle Paul. The book will serve the purpose for group study and discussion. Each chapter ends with discussion questions which will help us look at our own lives in the light of Paul's writings. This book offers a fresh retelling of Paul's story which allows readers to approach Scripture in a new way and discover modern applications, while "Scripture to Memorize" encourages readers to incorporate his writings to memory.

Men and Women of the Bible

Course Number: BIB 120

Prerequisites: None

Course Description: Students will explore the dynamic qualities of various characters in the Bible. These men and women of the Bible will help students to identify their own strengths and weaknesses and realize the power of God and His ability to transform lives. This course will be centered on different men and women of the Bible each quarter and rotating through the curriculum the subsequent semester.

Men and Women of the Bible

Course Number: BIB 121

Prerequisites: None

Course Description: Students will explore the dynamic qualities of various characters in the Bible. These men and women of the Bible will help students to identify their own strengths and weaknesses and realize the power of God and His ability to transform lives. This course will be centered on different men and women of the Bible each quarter and rotating through the curriculum the subsequent semester.

Men and Women of the Bible

Course Number: BIB 122

Prerequisites: None

Course Description: Students will explore the dynamic qualities of various characters in the Bible. These men and women of the Bible will help students to identify their own strengths and weaknesses and realize the power of God and His ability to transform lives. This course will be centered on different men and women of the Bible each quarter and rotating through the curriculum the subsequent semester.

Men and Women of the Bible

Course Number: BIB 123

Prerequisites: None

Course Description: Students will explore the dynamic qualities of various characters in the Bible. These men and women of the Bible will help students to identify their own strengths and weaknesses and realize the power of God and His ability to transform lives. This course will be centered on different men and women of the Bible each quarter and rotating through the curriculum the subsequent semester.

Understanding Scripture

Course Number: BIB 130

Prerequisites: None

Course Description: This course provides the necessary tools to enable the student to fully understand and the content of any written text. Having completed this class, the student will be able to read written text more clearly and accurately, recognize that printed texts are generally written with intended meaning, and demonstrate a variety of skills to uncover those intended meanings. This course will be able to discern on one to two types of literature each quarter, such as narrative, instruction, analogy, poetry, and allegory and know how to interpret each specifically. In summary, student should be able to understand the implications of a given text to one's own experience and be able to put such instruction into action.

Understanding Scripture

Course Number: BIB 131

Prerequisites: None

Course Description: This course provides the necessary tools to enable the student to fully understand and the content of any written text. Having completed this class, the student will be able to read written text more clearly and accurately, recognize that printed texts are generally written with intended meaning, and demonstrate a variety of skills to uncover those intended meanings. This course will be able to discern on one to two types of literature each quarter, such as narrative, instruction, analogy, poetry, and allegory and know how to interpret each specifically. In summary, student should be able to understand the implications of a given text to one's own experience and be able to put such instruction into action.

Understanding Scripture

Course Number: BIB 132

Prerequisites: None

Course Description: This course provides the necessary tools to enable the student to fully understand and the content of any written text. Having completed this class, the student will be able to read written text more clearly and accurately, recognize that printed texts are generally written with intended meaning, and demonstrate a variety of skills to uncover those intended meanings. This course will be able to discern on one to two types of literature each quarter, such as narrative, instruction, analogy, poetry, and allegory and know how to interpret each specifically. In summary, student should be able to understand the implications of a given text to one's own experience and be able to put such instruction into action.

Understanding Scripture

Course Number: BIB 133

Prerequisites: None

Course Description: This course provides the necessary tools to enable the student to fully understand and the content of any written text. Having completed this class, the student will be able to read written text more clearly and accurately, recognize that printed texts are generally written with intended meaning, and demonstrate a variety of skills to uncover those intended meanings. This course will be able to discern on one to two types of literature each quarter, such as narrative, instruction, analogy, poetry, and

allegory and know how to interpret each specifically. In summary, student should be able to understand the implications of a given text to one's own experience and be able to put such instruction into action.

The Carnal Christian

Course number: BIB 113

Prerequisite: None

Course Description: In this course, students will explore the crisis of carnality in Christianity. Students will learn the differences between a carnal Christian and those who fully follow Christ. Specific texts to be analyzed will vary from quarter to quarter and will be selected by the instructor.

Biblical Theology of Missions

Course Number: BIB 114

Prerequisites: None

Course Description: This course will examine the biblical basis for carrying out the missionary enterprise. Various methodologies, strategies, theological implications, and missionary practices will be evaluated and developed in light of Scripture. Mission logical issues for mission-sending churches, the priority of evangelism, and developing indigenous leadership will be discussed.

Attitudes: Do you have a crack in your foundation?

Course Number: BIB 115

Prerequisites: None

Course Description: This course should help students understand there is more to being a Christian than just saying you are. A Christian's life is built on a foundation. That foundation will be explored throughout this class and will also reveal the cracks that students have placed on their own foundation.

Christian Literature

Course number: LIT 101

Prerequisites: None

Course Description: This course will enhance students reading and writing skills through a study of standard writings in Christian Literature. The course will be centered on one piece of literature each quarter and rotating through the curriculum the subsequent semester. The literature selected is regarded as some of the most well written pieces of literature in the Christian faith. By using these writings, students will increase their reading comprehension in conjunction with learning valuable "Real World" applications for the spiritual walk. Through out this course we will be using group break out sessions as well as personal assigned readings to provide diverse methods for reading comprehension. Each student's opinions are valuable and will be used to help provide contrasting viewpoints on the material. Class participation is required in the form of offering input to the group that has been gained from the readings as well as to the class when called upon. The reason this course is part of the curriculum is to expose students to quality literature in the same manner that would be done at a secondary education level.

Christian Literature

Course number: LIT 102

Prerequisites: None

Course Description: This course will enhance students reading and writing skills through a study of standard writings in Christian Literature. The course will be centered on one piece of literature each quarter and rotating through the curriculum the subsequent semester. The literature selected is regarded as some of the most well written pieces of literature in the Christian faith. By using these writings, students will increase their reading comprehension in conjunction with learning valuable "Real World" applications for the spiritual walk. Through out this course we will be using group break out sessions as well as personal assigned readings to provide diverse methods for reading comprehension. Each student's opinions are valuable and will be used to help provide contrasting viewpoints on the material. Class participation is required in the form of offering input to the group that has been gained from the readings

as well as to the class when called upon. The reason this course is part of the curriculum is to expose students to quality literature in the same manner that would be done at a secondary education level.

Christian Literature

Course number: LIT 103

Prerequisites: None

Course Description: This course will enhance students reading and writing skills through a study of standard writings in Christian Literature. The course will be centered on one piece of literature each quarter and rotating through the curriculum the subsequent semester. The literature selected is regarded as some of the most well written pieces of literature in the Christian faith. By using these writings, students will increase their reading comprehension in conjunction with learning valuable “Real World” applications for the spiritual walk. Through out this course we will be using group break out sessions as well as personal assigned readings to provide diverse methods for reading comprehension. Each student’s opinions are valuable and will be used to help provide contrasting viewpoints on the material. Class participation is required in the form of offering input to the group that has been gained from the readings as well as to the class when called upon. The reason this course is part of the curriculum is to expose students to quality literature in the same manner that would be done at a secondary education level.

Christian Literature

Course number: LIT 104

Prerequisites: None

Course Description: This course will enhance students reading and writing skills through a study of standard writings in Christian Literature. The course will be centered on one piece of literature each quarter and rotating through the curriculum the subsequent semester. The literature selected is regarded as some of the most well written pieces of literature in the Christian faith. By using these writings, students will increase their reading comprehension in conjunction with learning valuable “Real World” applications for the spiritual walk. Through out this course we will be using group break out sessions as well as personal assigned readings to provide diverse methods for reading comprehension. Each student’s opinions are valuable and will be used to help provide contrasting viewpoints on the material. Class participation is required in the form of offering input to the group that has been gained from the readings as well as to the class when called upon. The reason this course is part of the curriculum is to expose students to quality literature in the same manner that would be done at a secondary education level.

Old Testament

Course number: OTS 201

Prerequisites: None

Course Description: This is a survey of the Old Testament in the context of the history, geography, and culture of its time. Attention is paid to critical issues such as dates, authorship, background, literary issues (genre, form, and structure), and theological issues (theme and message). Special emphasis is given to understanding how the Old Testament functions as Christian Scripture.

New Testament

Course Number: NTS 201

Prerequisites: None

Course Description: This is a survey course of the New Testament. It will consist of reading and studying the New Testament, with additional readings assigned and provided by the instructor. This course focuses on a practical look at the New Testament and includes topics of authorship, date, and historical context. Students will develop a visual and written summary of the New Testament. This course is designed to equip students with Bible knowledge and Christian character, with the goal of life-change.

Undercover

Course number: UDC 110

Prerequisites: None

Course Description:

Students explore the idea that there is a secret place under the shadow of the Almighty and a way to relate properly to divine authority according to John Bevere. Students learn about different forms of authority and what influences the decisions people make and possible consequences of those decisions.

Failing Forward

Course Number: ITP 201

Prerequisite: None

Course Description: Failing Forward by John C. Maxwell, who has learned to make failure his friend and gives 15 principles to teach students to do the same. Most people fear, misunderstand and run from failure but he shows students how they can learn to turn their mistakes into stepping stones for success. He believes the difference between average people and achieving people is their perception of and response to failure. Failing Forward is a course on overcoming failure as students learn to:

- Master fear instead of being mastered by it
- Break out of the ruts that keep people failing
- Learn a simple strategy for success after experiencing a major setback

Learn how to confidently look the prospect of failure in the eye and move forward anyway. In life, the question is not if you will have problems, but how you are going to deal with them. Stop failing backward and start failing forward!

Within My Reach

Course number: ITP 215

Prerequisite: None

Course Description: This is a relationship skills and decision making course for helping individuals achieve their goals in relationships, family, and marriage. Topics such as dangers in relationships, communication skills, breaking up, and smart love will be addressed. Listening techniques, role playing and analysis of various forms of communication will be studied.

Financial Management

Course Number: FIN 101

Prerequisites: None

Course Description: This is the first in a series of courses to assist the student with basic personal finance management. By the end of the class, students will be able to better understand how to be financially secure presently as well as in their future. They will be able to understand the following:

1. Students will increase their understanding of personal finance concepts.
2. Students will be able to develop and revise their own budgets.
3. Students will understand the power of compound interest.
4. Students will become financially responsible, saving regularly and using credit wisely.
5. Students will understand available insurance options and be able to make sound decisions when determining their own insurance needs.

Financial Management

Course Number: FIN 102

Prerequisites: None

Course Description: This is the second in a series of courses to assist the student with basic personal finance management. By the end of the class, students will be able to better understand how to be financially secure presently as well as in their future. They will be able to understand the following:

6. Students will increase their understanding of personal finance concepts.
7. Students will be able to develop and revise their own budgets.
8. Students will understand the power of compound interest.
9. Students will become financially responsible, saving regularly and using credit wisely.
10. Students will understand available insurance options and be able to make sound decisions when determining their own insurance needs.

Financial Management

Course Number: FIN 103

Prerequisites: None

Course Description: This is the third in a series of courses to assist the student with basic personal finance management. By the end of the class, students will be able to better understand how to be financially secure presently as well as in their future. They will be able to understand the following:

11. Students will increase their understanding of personal finance concepts.
12. Students will be able to develop and revise their own budgets.
13. Students will understand the power of compound interest.
14. Students will become financially responsible, saving regularly and using credit wisely.
15. Students will understand available insurance options and be able to make sound decisions when determining their own insurance needs.

Financial Management

Course Number: FIN 104

Prerequisites: None

Course Description: This is the fourth in a series of courses to assist the student with basic personal finance management. By the end of the class, students will be able to better understand how to be financially secure presently as well as in their future. They will be able to understand the following:

16. Students will increase their understanding of personal finance concepts.
17. Students will be able to develop and revise their own budgets.
18. Students will understand the power of compound interest.
19. Students will become financially responsible, saving regularly and using credit wisely.
20. Students will understand available insurance options and be able to make sound decisions when determining their own insurance needs.

PREP Internships

Administrative Internship I

Course number: INT 231

Prerequisite: Permission of the Department Chair

Course Description: The intern will work in the Office of VTS Registrar performing various administrative tasks. Student will learn proper office procedures by assisting students with inquire, file maintenance, report and document preparation, and other office support duties. The intern will utilize the computer system to perform these duties.

Administrative Internship II (Victory Square)

Course number: INT 232

Prerequisite: Permission of the Department Chair

Course Description: The intern will work with the Twelve-Twelve program coordinator providing administrative support. Responsibilities include maintaining program records, compile schedule of program events, communicate with intern and external constituencies, and prepare correspondence and other administrative tasks as assigned. The intern will develop their interpersonal and organizational skills in addition to improving their computer literacy.

Retail Internship

Course number: INT 233

Prerequisite: Permission of the Department Chair

Course Description: This internship involves working in the Victory Vintage Thrift Store in a clerical capacity. Areas studied will include inventory, display, customer service, pricing and maintenance. Working as part of a retail team is an important component of this course.

Social Services Internship

Course number: INT 234

Prerequisite: Permission of the Department Chair

Course Description: This internship will involve working with the outreach ministry of the SVM in their Food Pantry. Duties will include maintenance of inventory, assisting clients with food needs, store and maintain food items as required by health regulations fill orders and provide quality compassionate customer service. Students will gain an understanding of social service programs.

Facilities Internship I

Course number: INT 235

Prerequisite: Permission of the Department Chair

Course Description: In this internship, the student will work with the maintenance department to assist with minor repairs in the campus facilities and will learn the use of various tools and facilities mechanical components. Great interaction will take place with internal customers. Teamwork, time management, communication and organizational skills will be developed.

Facilities Internship II

Course number: INT 236

Prerequisite: Permission of the Department Chair

Course Description: In this internship, the student will work with the VTS management services. The intern will learn proper use of various solvents and chemicals used to maintain the campus facilities. Schedules will be developed for routine cleaning as well as special projects. The student will gain the skills necessary to provide janitorial maintenance for a large, multi-building organization.

Recycling Center/Warehouse Internship

Course number: INT 239

Prerequisite: Permission of the Department Chair

Course Description: The intern will learn warehouse operations in a recycling center/warehouse. The intern will process deliveries, sort donations, process outgoing items and other duties as assigned. Working as part of a team will be important in this position. The intern may also supervise others and learn to operate a forklift and bailer. Forklift operators certificates may be obtained.

Transportation Internship

Course number: INT 240

Prerequisite: Appropriate drivers license permission of the Department chair

Course Description: The student will learn proper maintenance of vehicles, route scheduling, and good customer service skills with internal and external customers. These skills can be used in a transportation company or the delivery operations of an establishment.

Faculty and Staff -Victory Trade School

Holly Betts

Registrar

B.S.- American Intercontinental University

Becca Brotherton

Department Chair for Women's Studies

B.S.- Southwest Baptist University

Kami Gollhofer

Financial Aid Administrator

B.S.- Southwest Baptist University

Michael Griffith

Dean of Admissions

M.A.-Gordon-Conwell Theological Seminary

B.A.-Evangel University

Bri Harless

Student Life, Instructor

B.S.- Central Bible College

Jackson Hunt

Department Chair for GED and Candidacy Coordinator

M.A.T (in progress) University of Southern California

B.M.E Missouri State University

Chadwick Isom

Dean of Culinary Arts / Instructor

Executive Chef- Cook's Kettle Restaurant

A.A. Ozarks Technical Community College

C.E.C. American Culinary Federation

Cory Jefferson

Department Co-Chair for Culinary Arts/ Front of House Instructor

A.A. Ozarks Technical Community College

Kyle Kearbey

PREP Department Chair

B.S.- Drury University

A.A.- Lincoln College

Chef Roland Parney

Executive Bakery Chef/Instructor

French Certified Pastry Chef

Cindy Partin

Garde Manger Chef/Instructor

Robinn Trout

Catering Coordinator/Instructor

Victoria Queen

President

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MBA.- Arkansas State University

B.S.- Lyon College

Brian M. Romano

Department Co-Chair of Culinary Arts / Instructor

C.E.C. Academy of Culinary Arts

B.A. – New England Culinary Institute

Grant Ruccio

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B.S.- Lancaster Bible College

Tony Turner

Dean of Students

Instructor

M.A.- Reformed Theological Seminary

B.A.- Missouri State University

Adjunct Faculty

Shelley Abbott

Instructor

B.S.- Missouri State University

A.A.- Ozark Technical Community College

Andy Compton

Instructor

Virginia Datema

Instructor- Forest Institute of Professional Psychology

B.S.- Missouri State University

Dave Embree

Instructor

M.A.-Southwest Missouri State University

B.A.-Southwest Missouri State University

Dr. William Hawkins

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M.D.-University of Southern California

B.S.-University of South Dakota

Delveta Hayden

Instructor

Paul Hockett

Instructor

M.A.- Maryville University

B.A.- University of Phoenix

Ray Hull

Bible Instructor

Phil Klingensmith

Instructor

M.S.-Central Missouri State University

B.S. Southwest Missouri State University

Lavern Knierim

Instructor

M.S. Central Missouri State University

B.A. Southern Nazarene University

Rodger Minatra

Instructor

D.D.- University of Texas

M.A.- University of Denver

M.S.- Southwest Baptist University

B.S.- Arizona State University

Roger Patterson

Instructor

B.S.- University of Illinois

Kim Stenstrud

Instructor

Buffy St. John

Instructor

Jeff Taylor

Instructor

Shirley Tindall

Instructor

Richard Yasinski

Instructor

B.S.- Southwest Baptist University