

**Champions College**  
**Champions College Catalog and**  
**Student Handbook**

**2020-2021**

# WELCOME TO CHAMPIONS COLLEGE

## Greetings:

Welcome to Champions College. We are a Christian Community/Vo-Tech College offering online, hybrid, and intensive courses. Unlike other colleges, we prepare our students for life, career, and ministry through our unique 3 in 1 format. Whether you are still in high school, starting college for the first time or returning as an adult learner, Champions was designed to equip the whole person for success.

We are all about dreams. So, just like you, we are also daring to pursue a God-Sized dream that includes you. For decades we have believed there is a better way to do college. Our goal is to equip the body of Christ, online, or through hybrid classes hosted in churches, homes, schools, coffee shops... wherever believers meet... so everyone can have a quality, affordable, Christian education. Unlike a traditional college, our programs are for life transformation first. We combine this with ministry and career training for each of these areas to be successful and prosper.

As you learn more about Champions, we hope you will feel a sense of belonging before you even take your first class. If you have any questions, please call us. We can't wait to get to know you better.

On behalf of the entire Champions family,

Deanna Rhinehart  
Founder and President

*\* At this time our classes are available online and as internships. Not all campus policies are intended for the online or enrichment courses.*

*The information contained in this document is in summary form and is intended to give you an overview of what is expected. Many items covered here may be covered in more detail in other college documents, which documents are controlling. Champions College reserves the right to at any time supplement, revise, revoke or rescind any part or all of this handbook or any or all of the benefits or policies set forth herein.*

*Champions College reserves sole discretion to interpret this handbook or any policy or benefit contained in this handbook.*

**STUDENT HANDBOOK  
FOR  
CHAMPIONS COLLEGE**

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**2020-2021**

## **ONLINE CLASSES**

Sept-August:

Intern applications accepted throughout the year.  
Online classes available throughout the year.  
Training events to be announced.

# Who We Are

**Champions College is a Christian Community/Vo-Tech institute that provides both traditional and Biblically-based career training.**

## **Mission Statement**

Champions College endeavors to provide practical and marketable training in vocational and ministerial programs based on character, leadership and Biblical precepts.

## **Vision Statement**

Our vision is to instill these values and skills through educational programs and ministry venues from childhood through adulthood.

## **A culture of honor**

At Champions we create an atmosphere in which students cultivate a personal relationship with the Father as their greatest pursuit and in which that relationship results in a culture of giving honor to others.

## **Educational Excellence**

At Champions we strive for educational excellence, which includes traditional and non-traditional educational opportunities. We don't believe in keeping the status quo, but rather aim for innovative and cutting-edge approaches.

## **Goals**

Champions College seeks to fulfill its mission by:

- Phase I: Proving excellence in Biblical training and life enrichment classes within a Christian environment.
- Phase II: Providing excellence in career/vocational training within a Christian environment.
- Phase III: Providing college-level courses for vo-tech and ministerial certification.
- Promoting life application of course content.
- Providing ministry venues of service and leadership.
- Providing opportunities for civic, cultural, social and recreational interests of the students and the community.
- Reaching out to the community through continuing and community education.

## **Objectives**

To achieve our mission, Champions College stays abreast of developing training trends and employable skills needed in today's business, technology, and ministry communities. Because we are a small, focused educational institution, we are able to re-design and change our courses to meet particular industry needs in a timely fashion.

Champions College endeavors to fulfill its mission by 1) developing specialized fields of training in programs that are in demand in the local area; 2) providing students with the skills necessary to gain employment in career fields that are in demand in the local area.

It is also the objective of Champions College staff and faculty to help students develop critical learning abilities. Students demonstrate these through written and skills testing that reveal learning outcomes particular to their field of study. In order to fully develop student's' skills and give them practical experience in real world application of the skills they have learned, externships are a vital component of the programs offered at Champions.

Champions endeavors to teach students values that foster life-long learning by enabling students to master concepts in their area of study and encouraging them to continue to learn or further their education after gaining employment in their field of study.

## **Accreditation**

Champions College is currently registered in the State of Idaho as a proprietary school. Champions College is committed to providing quality, affordable education. Although Champions College is not yet accredited, nor is accreditation required for our innovative programs, we strive to reach every benchmark of superior education and impose self-evaluation for compliance of accreditation standards.

## **Faculty**

The faculty of Champions College are dedicated to excellence of education while they, themselves, practice what they teach. In addition to campus ministries, our faculty members have been and are actively involved in ministries and missions to bring you “real world” experiences.

Deanna Rhinehart, President, Business and Psychology Instructor: BS in Psychology from Liberty University with undergraduate emphases in Home Economics, Music, Biblical Studies and Elementary Education. Deanna is the founder and former director of Northwest Conservatory of Music in Snohomish County, WA. She taught 2-4 grade at Faith Center Christian School and k-12 music in Skykomish, WA. She is the creator of the SALT system, the Championeers, and the Progressive Piano Method, Project 7, Defining Women, Fearless Youth International, Champions Children’s Theaters, and Champions College.

Justin Morken, Multi-Media Instructor: Metropolitan State University-.BA. in Music, Communications, and Cultural Studies. McNally Smith College of Music – AAS Degree Music Performance, Musician’s Institute Certificate of Completion, Recording Artist Program (awarded “2003 Best Student Project”), Master’s Commission Leadership Internship Certificate of Completion, Co-founder of Champions College, Co-developer of the Championeers Leadership Program, writer, producer and technical director.

Brittney Morken, Dean of Students, Music Instructor & Essence of Beauty Director: Boise State University – BA in Music Education, Oregon and Arizona State Director of “National American Miss”, Co-founder of Champions College, co-developer of the Championeers Leadership Program.

Matthew Price, Campus Pastor, Bible Instructor: BA in Pastoral Ministries and Ministerial Leadership from NNU. Currently enrolled in Fuller Seminar to pursue his Masters. Co-pastor of Champions Church.

Isaiah Guerrero, Multi-Media Instructor: Treasure Valley Community College – AA with emphases in art. Employed as a graphic designer for Internet Truck Stops, BA from Rasmussen College for animation.

# Apply for Admission

## Admissions Policy

Champions College is a Christian organization, is mission driven, based on Christian precepts and exudes a very distinct campus culture that demonstrates our student's desire for and commitment to these principles. Champions College welcomes all students and does not discriminate on the basis of race, religion, color, sex, national origin, or disability. Our students are not required to necessarily agree to all the precepts of the "Code of Conduct" but they do pledge to honor and uphold them as condition for admission.

## Application check list:

- \_\_\_ On-line application
- \_\_\_ Champions financial aid form.
- \_\_\_ Talk with an advisor.
- \_\_\_ Placement test if applicable
- \_\_\_ Register for classes.
- \_\_\_ Pay for classes.

## General Admission

Champions College welcomes all students who can benefit from the classes and programs we offer and who agree to abide, wholeheartedly, to our guidelines and standards. The following admissions requirements are to be met for campus enrollment. Personal enrichment and non-certified tracks are exempt.

- Students possess and maintain a minimum GPA of 2.5.
- Students may not possess a prior criminal history record.
- Students provide a character reference from either a pastor, former teacher or employer.
- Students can provide proof of ability to pay for living expenses and tuition, including access to their own checking account and established debit card.
- Students need their own means of transportation including proof of a valid driver's license.

## Age Requirements

Admission is open to adults who have a high school diploma (or equivalent). Students still in high school and younger than 18 may enroll with special permission. Contact an admissions counselor.

## Immunizations

It is suggested that students are current on their immunizations.

## College Transcripts

Students not seeking a degree (degreed programs are not available at this time) do not need to submit official transcripts from other institutions attended. When degrees become available, official, sealed transcripts from previously attended colleges need to be provided for course evaluation.

## Admission for International Students

CC welcomes international students. International students seeking admission must provide the following:

- Proof of high school diploma or equivalent
- Proof of age (must be at least 18)
- A completed CC Application form
- Official transcripts
- Payment in advance
- Proof of health insurance
- Evidence of English language proficiency.

An international student who is transferring from another college must also submit:

- Photocopies of all previously issued I-20's
- Photocopies of the I-94 card and picture page from passport
- Completed transfer eligibility form from the previous school
- Mail or fax all international admission documents to:

Champions College  
12810 Lakecrest Dr  
Nampa, Idaho 83686

## Arrange for Financial Aid

Champions College is not yet eligible for title IV federal financial aid. Champions College, however, offers our own in-house financial aid, scholarships and work study programs. Most of these are merit-based or participation based. Be sure to fill in the supplemental financial aid form along with your online admissions application.

## Admission Fast Facts:

**Q:** When should I apply for admission?

**A:** Enrollment is limited so you should apply by January 31 to help ensure your place. Late applications will be accepted based on availability.

*NOTE: January 31st is also the cutoff date for in-house financial aid awards.*

**Q:** Is there an application fee?

**A:** No.

**Q:** Is there an admission fee?

**A:** Yes. Once you have been admitted into Champions College there is a \$50 admissions deposit to secure your place.

## Placement Testing

Math and English are not available at this time but when they are students must take a placement exam if they are seeking a college degree or are planning to take a math or English course in college for the first time. The Compass exam is a nationally used assessment program used to help place students in appropriate math and English usage classes based on scores. Transfer students who have previously taken math and/or English classes may not be required to take the exam if they provide a transcript showing successful completion of course. Cost is \$10. Test may be retaken for an additional \$10. COMPASS exams will not become mandatory until accreditation has been achieved.

## **Talk with an Advisor**

If you haven't visited with someone from the college yet, give us a call or make an appointment. We'd love to meet you and give you a tour. In fact, we'll send you a voucher for one of our mini "Camp 7" events so you can spend the weekend with us, experience campus life, meet some of the students, and encounter God in a supernatural way. You'll discover the Champions difference firsthand. Advising sessions will take place before camp begins.

# **Tuition**

## **Tuition**

Champions College is supported at this time by tithes and gifts. Online enrichment courses that are not being taken as part of a Certification Track are priced as marked.

## **Books and Supplies**

Books and supplies vary by semester and course. It's safe to budget approximately \$500 to cover these materials. Graphic design students should keep in mind that they will need an adequate computer and appropriate software. These prices vary.

## **Living expenses**

At this time, students are fully responsible for their own living arrangements and expenses.

# **Academic Policies and Requirements**

## **Academic Expectations**

- College is only one part of the lifelong learning process; therefore, students are expected to become self-motivated learners who take responsibility for their education and success.
- A lifestyle of self-discipline is expected of each student for accomplishing the requirements of each class.
- It is expected that students will spend 2-3 hours studying outside of class for every hour in the classroom. Therefore, a load of 15 credits should require as much as 30-45 hours of work outside of class. Time management will be essential.
- Students are expected to complete all courses to a minimum standard as described in the Class Completion requirements on page 13 and according to class requirements as provided with each class syllabus.
- Students are expected to be self-learners, self-starters, and self-motivators.
- Students are expected to come to class prepared and ready to participate with all homework assignments completed.
- Students are expected to seek assistance when they encounter a problem. Assistance is available through professors or study groups.
- Students are expected to do their own work and properly cite others contributions. No exceptions.

## **Class changes: add/drop/course cancellation**

Champions College only offers one academic block at this time that is based on a yearlong internship. Refunds are not subject to the "Tithe" principle in place at this time. Future tuition refunds will be subject to the following conditions. If a program is dropped before the end of the 3rd week of Unit One no grade will appear on a transcript and students will receive a 50% refund. Courses dropped during week four or later will be recorded with a "W" (withdrawal) on a student's

transcript and are in-eligible for a refund. After the first week, the instructor's written approval is required for admission to a class unit.

In the event that a student must drop mid-term but intends to return and complete the program (s)he may request a Program Restart and complete the remainder of the Units at a later date if space is available. Students will be charged a 20% Restart Fee for this service.

In the event a course is cancelled a full reimbursement for the course will be provided to the student.

## **Withdrawing from college**

Students are responsible to withdraw from college according to the policies and deadlines set forth in this handbook. Students are asked to fill out a Student Withdrawal Form and participate in an exit interview. Students who withdraw from class without going through the proper procedures will not receive a "W" on their transcripts, but rather an "I" for incomplete.

## **Administrative withdrawals**

Administrative withdrawals are extremely rare, but, in the event a student finds he is either unable or chooses not to comply with the standards, requirements, policies and expectations that he/she agreed to upon admission, then we allow that student to return home. Students who violate their ethics contract will be issued a warning for minor infractions. A second infraction places the student on probation and a third infraction is cause for expulsion. Major infractions will result in immediate expulsion from Champions College. Students who are expelled will be given 24 hours to vacate the premises and withdraw from their classes. No refunds will be issued.

## **Re-admission of dismissed students**

Students who withdraw from the College voluntarily for personal reasons may re-apply for re-admittance to continue in the next available program unit. Re-application forms can be obtained from the office. Refunds are not subject to the "Tithe" tuition principle that's currently in place. Future tuition refunds will be subject to the class add/drop policies previously stated.

Students who are withdrawn from the program for financial delinquency may re-apply when their account has been paid in full.

Students who are dismissed based on repeated minor infractions may re-apply the following semester on probation if the infractions are deemed minor and if a strategic plan for effective change proves itself beneficial. Students must provide the strategic plan and an advisors recommendation for re-admission.

Students who receive an administrative withdrawal are not eligible for re-application.

## **Attendance**

Students are expected to attend all classes. In the event that a student must miss and has advanced notice, they are expected to notify their instructor. All assignments must be completed and turned in on time. Tests can be rescheduled upon teacher's discretion. Students may not acquire more than seven excused absences in a semester. If a student anticipates an extended absentee period he/she should contact the instructor in writing to have the policy waived and make arrangements for homework. Students who accumulate more than seven unexcused absences will lose one letter grade. Students with more than 10 unexcused absences will fail the class.

## **Graduation**

Certificates of completion are presented at the end of each online/hybrid course. Track certification is presented at the successful application to and completion of an entire vo-tech track. A formal commencement ceremony is not available at this time.

## Transcript Requests

To request an official transcript:

- Your unofficial transcript can be found under your student account at [ChampionsCollege.com/myaccount](http://ChampionsCollege.com/myaccount) and printed at no cost.
- Official transcript requests are made online at [ChampionsCollege.com/transcripts](http://ChampionsCollege.com/transcripts). They cost \$5 per copy and can be purchased through your CC shopping cart.

## Transferring Credits

At this time, Champions College does not have a credit transfer program.

## Credit-by-Exam

Not available at this time.

## College Board advanced placement (AP)

No College Board credits are applicable at this time.

## GPA

Your GPA is your grade Point Average. To determine your GPA divide your total credits achieved into the total number of points earned (see grade point graph below). You must maintain a minimum overall GPA of 2.0 in order to graduate from Champions College.

## Academic Honors

Academic standing is determined each semester based on your grade point average. Students who maintain a minimum of twelve semester credits are eligible for the following honors.

- President's List: 4.0
- Dean's List: 3.75-3.99
- Honor Roll: 3.5-3.74

## Grade Point Graph

Grades	Points		Explanation
A	4.0	100-94	Outstanding Performance
A-	3.7	93-90	Superior
B+	3.3	89-87	Excellent
B	3.0	86-83	Very Good
B-	2.7	82-80	Good
C+	2.3	79-77	Better than Satisfactory
C	2.0	76-73	Satisfactory
C-	1.7	72-70	Unsatisfactory
D	1.0	69-67	Low Passing
F	0.0		Below Minimum Standards
AU	0.0		Audit
I	0.0		Incomplete
S	0.0		Satisfactory/ Pass
U	0.0		Unsatisfactory/Fail
[D]	0.0		A low grade in brackets is not calculated
R	0.0		Repeat Grade.
*	0.0		An asterisk designated a repeat grade
NG	0.0		Non-graded
WIP	0.0		Work in Progress

## **Class Completion**

Students are required to complete assignments, projects and exams with a “C” grade or better to be awarded completion of a course.

## **Student Evaluation of Offered Programs**

At the end of each course students are requested to evaluate instructor performance and course effectiveness as well as identify most valuable content and perceived application. Students will also report on the most enjoyable vehicles of presentation.

## **Course Objectives and Syllabi**

Course objectives and syllabi are presented to students the first day of each class to ensure a clear understanding of what the student should expect from the teacher and what will be expected of the student.

# **Standards of Conduct**

It is anticipated that Champion’s students will apply themselves fully to their studies and commitment to the foundational precepts that Champions College has been designed to impart in its students. Included in this assumption is that students will report to class punctually as scheduled, perform their class assignments in a timely and professional manner, and demonstrate the character and lifestyle that Champions College students expect from a Christian education

The Standards of Conduct are designed to inspire a culture of honor on our campus and will be used as a standard for behavior. If any corrective measures are required, we follow the principle of progressive discipline, i.e., warnings followed by increasing discipline depending on the type and frequency of offenses. The standards were developed to protect the well-being and rights of all students. The standards are intended to be illustrative but not all-inclusive. Accordingly, an offense which, in the judgment of administration, although not listed in the policy, seriously undermines the effectiveness of the college's activities or the students’ performance, is to be treated consistent with the provisions of the Standards of Conduct Policy.

## **Code of Conduct**

We require the highest standard of conduct, without exception, at all times. These standards will be expected of our on-site students when the campus is ready and from our event and intensive participants. Although we cannot monitor your conduct, we ask that you carefully consider these guidelines as a Champions College student.

**“Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength...Love your neighbor as yourself.” Mark 12:30-31**

Jesus said this was the most important law in the whole Bible. It pretty much covers every rule we could ever give you! Please memorize it and apply it to all of your decisions and actions. There are not enough rules to cover all of the creative loopholes that can be found. This is a personal commitment to honor your leaders, teachers, resident hosts, peers and the Lord with your actions, speech, and thoughts. Every detail of unacceptable behavior will not be listed out because you know what is sexually impure and morally detestable. You are expected to uphold every standard set forth in scripture to the highest degree including the 10 Commandments which are listed as follows.

We honor Jehovah God, we honor him alone as God, we honor the name of God, we honor his day of rest, we honor our parents, we honor life, we honor marriage, we honor other's possessions, we honor truth, we honor others accomplishments.

### **SPIRITUAL COMMITMENT**

As a Christian college we each commit to the following statement of faith and commit to live by it.

We believe in God the Father, Almighty Maker of Heaven and earth; And in Jesus Christ, His only begotten Son, our Lord: Who was conceived by the Holy Spirit, born of the virgin Mary: was crucified, dead and buried: He descended into hell: the third day He arose again from the dead: He ascended into Heaven, and sits at the right hand of God the Father Almighty, yet dwells in the believer with the fullness of the God head. We believe that Jesus Christ was the Passover lamb and the atonement by which his shed blood saved us from eternal separation, restored us to oneness with the Father and broke the curse of sin.

We believe in the Holy Spirit, with all of His gifts and manifestations for all of God's people: We believe in the unity of God with man and the fellowship of the Body of Christ, of which our Lord Jesus is the only true and legitimate Head: the forgiveness of sins: the bodily resurrection of all believers and the life everlasting. We believe that the Kingdom of God is at hand and that we have been mandated to reach the nations through unconditional submission and love.

We believe in the Bible as the written and revealed Word of God; as such it is the final authority for all matters of faith and practice.

### **SPEAK TRUTH**

Speak as Jesus would in every conversation, asking him to guide your conversations...that God might be glorified. Refrain from gossip, complaining, profanity of any form, hateful or hurtful conversations and lustful innuendoes. Instead, guard your confession and limit it to God's Word agreeing with his testimony for you, about you, for others and about others. Guard every alignment including words, actions, thoughts, and relationships.

### **LIVE PURE**

Think as Jesus would with every thought...taking captive any thoughts that are not in agreement with God's Word. Run from temptation, resist Satan and he will flee from you. Do not allow any foothold for the enemy. Live pure in dress, thought, words, habits, motivations, and actions. Do not defile the living temple of God with substances of any kind including alcohol, drugs, tobacco products and over indulgent eating...anything that would cause harm to your body or to others. All sexual immorality or impurity is strictly prohibited and accountability measures are enforced.

### **RIGHT WRONGS**

Do not tolerate injustice, prejudice, judgments or unkindness in any form. Bravely stand for righteousness with intolerance for sin, yet be cloaked in unconditional love and acceptance of the person. Address issues, powers and principalities, not the value of the person. Violently assault the Kingdoms of this earth to set the captives free, heal the sick, and bring hope to the weary. Be ready at all times, in season and out to take back the Kingdoms of this earth and establish the Kingdom of God starting with your own life. Sever soul ties, disarm curses, correct wrong confessions and forbid all alignments that are against God's perfect purposes in your life and in the lives of others.

### **LIVE FOR THE KING**

Do what Jesus would in every situation...placing others needs before yourself. Be perfect as your father in heaven is perfect...by walking in his love. Give your best in every situation. Be excellent. Go the extra mile. Be present. Enjoy others. Above all else, guard his presence in your life and keep him your highest priority. Conduct yourself in a manner worthy to be called sons and daughters of our Lord, bringing Him honor in all things. You are ambassadors of the King and are expected to conduct yourself accordingly at all times.

### **HONOR**

Honor your instructors, classmates and ministries with attentive body language, eye contact, respectful speech, and

preparedness. Dress neat, clean, and casual professional. Be modest, (girls: classy clothing, modest shorts and shirts, one piece or tankini swimwear). Act respectfully toward other persons and items; no borrowing without permission, and returning everything to its place timely and in the same or better condition.

## **OFF CAMPUS CONDUCT**

All guidelines apply on campus as well as off. Under no circumstance is any participant to withdraw from the group without a leader's ability to monitor safety, especially in a camping or retreat setting (i.e. straying from the group on trails, going into the woods, wandering the grounds unsupervised, leaving facilities, etc).

*\* This Code of Conduct is included in the application packet. Champions College is a Christian organization, is mission driven, based on Christian precepts and exudes a very distinct campus culture that demonstrates our student's desire for and commitment to these principles. Champions College welcomes all students and does not discriminate on the basis of race, religion, color, sex, national origin, or disability. Our students are not required to necessarily agree to all the precepts of the "Code of Conduct" but they do pledge to honor and uphold them as condition for participation and enrollment.*

## **Disciplinary Procedures**

### **Student/Teacher Disciplinary Board**

A student disciplinary board made up of 3 teachers, 3 students, and the Dean of Students will review issues relating to the violation of the student Code of Conduct to determine course of action, if required. The Code of Conduct is more of a statement of values that reflect the condition of the heart. It is not the goal of the student/teacher disciplinary board to reprimand students but rather to help them identify issues and devise strategies for reaching success. Some issues and repeated issues are dealt with more severely and may result in varying levels of discipline including probation and immediate expulsion.

## **Disciplinary Actions**

### **Minor infractions:**

- 1st Infraction: Student is given a written notice regarding the Code of Honor or policy that has either intentionally or unintentionally not been honored. Student is encouraged to discuss issue with resident host and develop a strategy to resolve the issue.
- 2nd. Infraction: Student is given a written infraction and a meeting set with resident host to discuss the situation and adjust their strategy plan.
- 3rd Infraction: Student shall meet with the student/teacher disciplinary board and placed on probation.
- 4th Infraction: Student will be asked to leave Champions College immediately with no tuition reimbursement.

### **Major infractions:**

- There is a "zero tolerance" policy regarding violent behavior, blatant insubordination, stealing, or any form of sexual misconduct. Student who exhibits any before deemed as a major infraction will be expelled from the school immediately with no tuition reimbursement.
- Violent behavior with intent to cause bodily harm or property damage will be immediately reported to the authorities and student will be expelled from the school immediately with no tuition reimbursement.

## **Student Grievance Procedures**

Champions College has an open door policy to students and staff. Students may request a grievance form from the office at any time to file either an academic or policy grievance. Completed complaints are delivered to the appropriate department lead for consideration. Student will be notified of action taken and/or scheduled to discuss student concerns.

Under no circumstance will retaliation be tolerated for the report of violations by employees or students. Issues that are not resolved by the appropriate department head will be presented to the student/teacher disciplinary board. Students who do not feel their grievance has been adequately addressed may re-present their concern to the Dean of Students. Grievances are not taken lightly.

Personal opinions expressed as grievances regarding Champions precepts, policies or Code of Honor will be handled respectfully and arguments considered thoroughly as to whether or not the concern further upholds the institutions commitment to its charter or if it undermines its original intent. Grievances submitted that reflect personal preference for accommodation of individual expression will not be considered. Students who meet Champions enrollment standards are welcome to participate in an education delivered though its unique approach and Biblical world view but Champions will not change its charter mission or institutional DNA to accommodate individual preferences. If there are any concerns student should contact Brittney Rhinehart, Dean of Students at 208-397-1934.

## Attendance and Punctuality

**Definition of Absence:** Absence is any time (other than tardiness described below) that you are scheduled for class and you are more than ten (10) minutes late or fail to be present.

**Reporting Procedure:** In case of an absence, you must first notify your instructor. Notification must be given each day you do not report to class at least one (1) day prior to the beginning of your scheduled class. It is your responsibility to personally make the contact unless you are physically unable to do so, in which case, you should have someone else make the contact for you. You must give the reason for your absence and the expected date of your return.

One or more unreported or unjustified absences within any semester may result in disciplinary action, (up to and including expulsion). If you are absent for three (3) consecutive days without reporting to your instructor or contacting your supervisor, you will be considered to have voluntarily withdrawn without notice at the end of the third day and your continued enrollment may be denied.

Note: If you can provide an acceptable explanation, this policy may not apply. Such explanation may require substantiation and/or verification from sources other than you.

**Excessive Absenteeism:** Even if an absence is reported, you may be subject to disciplinary action (up to and including termination of employment) if you miss work too often. Examples of excessive absenteeism include, but are not limited to:

- a. Twelve full or partial days absent, consecutive or not, in any 12-month period.
- b. Three full or partial days absent, consecutive or not, in a 30-day period.
- c. Five full or partial days absent, consecutive or not, in any 6-month period.

Champions College, in its sole discretion, will determine excessive absenteeism. Unless determined by Champions College to be an abuse, time off for medical/dental appointments, school, or other personal business will not be counted as excessive absenteeism if your supervisor approves it at least three business days in advance. However, this time off will be documented as an absence.

## Tardiness

**Definition of Tardiness:** You are tardy any time you arrive to class, or are not appropriately groomed, dressed and ready to participate, at the beginning of your scheduled class. Tardiness also includes returning late from breaks or meal periods. If you are more than ten (10) minutes late, it will be considered an absence.

**Reporting Procedure:** If you must be late for class, it is your responsibility to personally contact your supervisor at least one (1) hour prior to the beginning of your scheduled work shift unless you are physically unable to do so. If you cannot call, have someone call for you. Failure to report your tardiness will count toward excessive absenteeism or excessive tardiness, as the case may be.

**Excessive Tardiness:** Even if tardiness is reported, excessive tardiness will result in disciplinary action, up to and including termination. Examples of excessive tardiness include, but are not limited to:

- a. Any tardiness on any three days in any 30-day period.
- b. Any tardiness on any five days in any 3-month period.
- c. Any tardiness on any twelve days in any 12-month period.

### **Injuries and Illness**

Whenever you feel ill, you should immediately inform your instructor that you are ill. In the event the illness prevents your continuing participation, you shall be advised to go home and consult your family physician. If necessary, some other person will accompany you home.

In the case of injury of any kind, no matter how minor, you should immediately report the injury to your instructor. In the event of a serious injury, arrangements will be made to take you to the hospital. Only authorized personnel may dispense first-aid supplies.

### **Severe Weather Conditions and Other Emergencies**

When severe weather conditions exist, if you ask to leave class before regular quitting time, you may do so with your instructor's approval.

If the College remains open during adverse weather conditions and you are unable to report to class, your time absence will be counted as an excused absence if you notify your instructor.

### **Visitors**

As a general rule, students should not have visitors joining them during class hours. Champions will initiate Open Campus Days when it's time to recruit new students at which time everyone is encouraged to bring a guest. All visitors must enter through the front entrance and be registered at the reception desk.

# **CHAMPIONS STUDENT POLICIES**

### **College Policy**

- To provide practical and marketable training to students in vocational and ministerial programs based on character, leadership and Biblical precepts for cultural reformation.

- To provide a working and learning atmosphere in which employees, volunteers, and students cultivate a personal relationship with the Father as their greatest pursuit and in which that relationship results in a culture of giving honor to others.
- To provide educational excellence, which includes traditional and non-traditional educational opportunities in innovative and cutting-edge approaches.
- To provide a working and learning atmosphere that is safe emotionally, physically, intellectually and spiritual for our employees, volunteers and students to reach their fullest potential.

## **Student rights and responsibilities**

It is the duty of the management to administer fairly without discrimination these policies, and all employees, volunteers and students are expected to abide by and follow these policies. In the event you have any questions concerning the application of any procedure or policy, you should first ask your advisor, if possible. Any student who feels that a policy has not been administered in accordance with this handbook should refer the problem directly to his/her advisor or to another member of management. No student shall be penalized or discriminated against in any way for having requested consideration of the application of these policies or questioning the application of a policy in any situation.

Management intends that justice and fair dealing be the practice as well as the policy of the College. Every student should feel free to discuss his or her problems and any policies contained in this handbook with members of management. We welcome suggestions from you that will aid in maintaining constructive and harmonious relationships throughout the College.

Please read this handbook carefully and review it with whomever you like, your family, your fellow students, or your advisor. If you have any questions, please bring them to the Human Resources Department. When you have completed your review, please sign the form at the end of the handbook stating that you have reviewed the handbook, understand its contents, and agree to abide by it. Please return the form to the Human Resources Department.

### **1. Right to Learn**

Each student has the right to learn. If any condition or problem arises that hinders that ability, student has the right to bring the issue to the attention of his or her advisor or to any member of management. It is the duty of management to aid and assist whenever possible, in the solution of any problems or in the working out of suggestions. It is by solving our problems and capitalizing on suggestions that progress is made.

### **2. Equal Opportunity Policy**

Champions College is an equal opportunity agency and will not discriminate in recruiting or accepting any student based on race, sex, gender, religion, or color. Any student who is aware of discriminatory conduct or who has any concern about a possible violation of this policy should immediately report the conduct or concern to his or her advisor, designated human resource personnel or any one in management.

### **3. Health Requirements**

Students who have an infectious disease shall not be permitted to class for the duration of communicability. If a student becomes ill or injured while in class, it is his/her responsibility to report such illness or injury to his/her supervisor immediately. If a student has excessive absences from class due to illness, his/her physical condition may be reviewed to determine the ability to continue, and a physician's release that he/she is able to attend class may be required.

## **4. Harassment-Free Learning Environment Policy Statement**

### **Purpose.**

Champions College is committed to providing an environment for our members, directors, officers, employees, volunteers and students served by Champions College ("Covered Persons") that is comfortable, safe and free from harassment of any kind. Any type of harassment is a violation of this policy and may be illegal.

### **Definition.**

Harassment can take many forms. It may be, but is not limited to, the following: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment does not have to be sexual in nature. Sexual harassment may include unwelcome sexual advances; requests for sexual favors; or other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment or prevents an individual from effectively performing the duties of his or her position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcome by the receiver. Harassment does not include Christian posters, signs, etc. which would be expected to be seen on a Christian Campus.

### **Responsibility.**

A covered person is responsible for helping keep our school environment free of harassment. If you become aware of an incident of harassment, whether by witnessing the incident or being told of it, you must report it to Human Resources. When the Company becomes aware of harassment, it is obligated by law to take prompt and appropriate action, regardless of whether the victim wants the company to do so.

### **Complaint Procedure.**

Any Covered Person, who believes that he or she has suffered harassment in violation of the Harassment Policy, should take the following action:

- i. If you are able to do so without conflict or danger, tell the harasser as clearly as possible that the behavior is unwelcome;
- ii. If the behavior continues, advise your direct supervisor of your complaint. Clearly identify the behavior surrounding the complaint.

### **Confidentiality.**

The Company, including all persons to whom a violation of this Harassment Policy has been reported and persons who have become aware of a complaint, must maintain confidentiality, to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible.

### **Retaliation.**

The Company, or any director, officer, or employee may not retaliate against any victim, or witness, who reports a violation of this Harassment Policy. Any person who believes that he or she has been retaliated against should consult the Organization's Whistle-Blowing Policy or a Company official.

## **5. Drug-Free, Smoke Free Campus**

Champions College is committed to providing a learning environment that is free from alcohol and illegal drugs, and prescription or over-the-counter drugs that impair the performance of essential job and learning functions or increase risk of injury, death, or property loss. In an effort to minimize the effects of alcohol and drugs in the workplace, Champions College has adopted the following policy.

- A. The following are prohibited:

- i. Purchase, use, possession, distribution or being under the influence of alcohol on Champions College or client property, during working hours or at any time while on Champions College business.
  - ii. Purchase, sale, possession, use, manufacture, distribution or being under the influence of any illegal drug at any time during your employment by Champions College; or
  - iii. Use or being under the influence of any prescription or non-prescription (over the counter) drug that may adversely affect your performance of the essential functions of your job or increase the risk of injury, death or property loss of you or others.
  - iv. Purchase, sale, use, distribution or possession, during working hours or while on company business, of any drug paraphernalia, including, but not limited to, any tools, equipment, supplies or materials used, designed or intended for the illegal or improper use of any drug.
  - v. Reporting to or being at work with a measurable quantity of any alcohol, drug, intoxicant or narcotic in the blood or urine (except for any prescribed or over-the-counter drug of the type and at a level determined in the sole opinion of Champions College or its designee as neither interfering with performance of essential job functions nor increasing the risk of injury, death or property loss of you or others).
- B. Any student of Champions College who at any time during his or her enrollment with Champions College is charged with, or convicted of, violating any law, the basis of which violation in any way involves the use or being under the influence of alcohol or any drug shall immediately report the charge or conviction to his or her immediate supervisor or any college official and in all cases, no later than the beginning of the next school day.

Violation of any part of this policy (or any charge or conviction described in “B”) may result in disciplinary action, up to and including termination of employment.

## **6. Campus Violence**

The following are prohibited and will not be tolerated of any employee, volunteer or student on Champions College premises or while on Champions College business:

- a. Any direct or indirect harassing, intimidating, abusive or threatening language, actions or behavior.
- b. Any direct or indirect plan, threat or act of violence, injury, death or property damage (including, but not limited to fistfights, wrestling or other forms of physical fighting with or without weapons).
- c. Possession, use or display of a weapon on company premises or while on company business.

Any student violating this policy will be subject to disciplinary action, up to and including termination of employment.

## **7. Safety Policy**

Champions College students are actively involved with work related projects and services. Champions wants every student to enjoy a safe campus and work environment. Students must comply with all safety rules and policies and all requirements of OSHA- the Occupational Safety and Health Act.

Please observe Champions College safety rules, with particular emphasis on proper lifting techniques when handling heavy objects. You are required to participate in the safety effort of Champions College by working safely and attending safety sessions when offered. Incidents involving students are reviewed on a regular basis to identify safety hazards. If you should have an incident or injury or observe an unsafe condition, report it to your supervisor immediately, no matter how insignificant it may seem. Your particular job requirements may include additional specific safety guidelines, which you are required to observe and practice with no exceptions. You will not be subject to reprisal or retaliation for reporting unsafe conditions to management or outside enforcement authorities.

The following guidelines have been established as a part of Champions College's safety policy:

- The safe way is the right way to do each job. Shortcuts are not the way.
- Know your job procedures. If in doubt, ask your supervisor.
- Operate equipment only as authorized and with all safety guards in place.
- Report unsafe acts to your supervisor before someone is injured.
- Report unsafe conditions immediately to your supervisor.
- Report unsafe equipment to your supervisor right away. Do not attempt repairs no matter how skilled you feel you are.
- Report any incident right away (**even if no injury**) to your supervisor.
- At the scene of an incident, be helpful, courteous, and avoid argument or discussion of the situation. Get your supervisor immediately (documenting conditions helps us help you).
- Get medical aid even for small injuries. Delay can make it worse.
- Arrive at work rested, clean, and in good health. Be able to give full attention to your job.
- Report infections to your supervisor (which can be evidenced by conditions such as: skin eruption, boil, sore throat, vomiting, fever, etc.).
- If you feel ill at work, report to your supervisor. Get medical aid to protect yourself and others. Keep health tests up to date.
- Follow guidelines for health in the prevention of communicable diseases. These guidelines are for your health and safety and those with whom you work.
- Warning signs help you prevent incidents. Obey them! Remind others, too.
- If using chemicals, read labels carefully to follow safety warnings, mixing instructions, etc.
- Horseplay is NOT allowed. Practical jokes can cause serious injury.
- You are required to observe all safety notices posted and any specific safety requirements for your particular job.
- Violent acts in the workplace, including threats and intimidation are NOT allowed. This includes all threats, verbal or physical. Any such occurrences should be immediately reported to management.

## **8. Reporting Injuries**

To ensure that proper attention is given and appropriate action taken when an injury occurs within the workplace or classroom, please follow these procedures:

1. Report the injury to your on-site supervisor immediately. If your supervisor is not immediately available, report to the manager or other authorized person. Seek or obtain medical attention if required.
2. Report the injury to your Champions College supervisor and/or designated human resources representative within 24 hours, or as soon as practical. Worker's Compensation laws require the processing of claims within reasonable time frames. All injuries/accidents **MUST** be reported promptly for claim submission.
3. If you are involved in or are a witness to an incident, you should provide information in order for the appropriate report to be completed. Please be aware of the importance of immediate action in recording all details of the incident.

## **9. Incident Reports**

An incident report must be filled out and signed by a supervisor who witnesses an incident or injury immediately following the occurrence. Failure to do so may result in disciplinary action. This policy is important to the safety and well-being of all our students.

## **10. Student's right to record privacy (FERPA)**

The Family Education Rights and Privacy Act of 1974 (Pell-Buckley Amendment) protects the privacy of educational records, allows students to inspect their records and provides guidelines for correcting inaccuracies. Champions College reserves the right to withhold transcripts for students who are not in financial compliance. Parents may only request

educational records under written consent of the student or a subpoena.

## **11. Academic Advising**

Students are assigned an academic advisor to help them with their educational planning. Students can visit with them by phone, email or in person.

## **12. Bookstore**

The bookstore is not yet available but when it is books can be purchased online or in the bookstore along with campus pride products. Some items will need to be purchased directly through a partner organization and can be done so online.

## **13. Counseling Services**

Champions College does not provide direct counseling services but has a resource center which provides reference materials of professional services in the area. Champions College does provide pastoral counseling and mentors who can direct students to professional services, if required.

## **14. Disability Services**

Champions College provides wheelchair accessibility. Although we will do our best to accommodate students with special needs, programs that are typically funded by federal and state dollars are not available on our campus at this time.

## **15. Library**

Champions College has a small resource library containing resources to the subject taught. We also have memberships to various online resources and tutorial services. Champions will apply for membership to the Sage Library System upon accreditation application, which is a combined catalog of 76 school, public and academic libraries. These combined resources are available to patrons of each member institute. In addition, GALE and SIRS text databases with thousands of titles will be available to our students soon. The local library houses a computer lab with access to word processing, the Internet, and, when available, the GALE and SIRS text databases.

## **Internet Policy**

### **Purpose.**

The purpose of this policy is to ensure the proper use of Champions College's internet system and make its students and users aware of what the College deems as acceptable and unacceptable use of its internet system. This policy also provides for sanctions in the event of a breach or violation of the policy terms hereunder.

### **Applicability.**

This Policy applies to all users of college technology, including employees, contractors, vendors, partners, associates, students and any other parties accessing or using the College's System through on-site or remote terminals.

### **Disclaimer of liability for use of Internet.**

Champions College is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

### **Duty not to waste computer resources.**

Students must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or

otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are educationally-related.

**No expectation of privacy.**

The computers and computer accounts given to students are the exclusive property of the College. No individual should have any expectation of privacy in any communication over this System. The System is to be used solely for educational purposes, and is not to be used for personal business or pleasure. These policies apply to all privately owned computers that are used on College property. THERE ARE NO EXCEPTIONS OR LOOPHOLES. PORNOGRAPHY OF ANY FORM AND ALL OTHER EXPLICIT WEBSITES, VIDEOS, OR EXPOSURES ARE NOT TOLERATED.

**Monitoring computer usage.**

Champions College reserves the right to monitor, intercept and/or review all data transmitted, received or downloaded over the System. Any individual who is given access to the System is hereby given notice that Champions College will exercise this right periodically, without prior notice and without the prior consent of the employee. The Company's interests in monitoring and intercepting data include, but are not limited to: protection of company proprietary and classified data; managing the use of the Company's computer System; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on Champions College's Internet System.

**Blocking of inappropriate content.**

Champions College may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Champions College networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to company blocking software.

**Prohibited activities.**

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law), or in violation of Champions' equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in Champions' computers. Students encountering, witnessing or receiving this kind of material should immediately report the incident to management. Champions' equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

**Illegal copying.**

Students may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of your immediate supervisor and Human Resources.

**Accessing the Internet.**

To ensure security and to avoid the spread of viruses, students accessing the Internet through a computer attached to Champions' network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the Company's network.

**Virus detection.**

Files obtained from sources outside the College, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors

may contain dangerous computer viruses that may damage the Company's computer network. Employees and volunteers should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-company sources, without first scanning the material with company-approved virus checking software. If you suspect that a virus has been introduced into the Company's network, notify the Help Desk immediately.

**Sending unsolicited e-mail (spamming).**

Without the express permission of their supervisors, students may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

**Amendments and revisions.**

This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

**Violations of this policy.**

Any student who abuses the privilege of access to Champions Voicemail, E-mail or the Internet System will be subject to corrective action, up to and including expulsion. If necessary, Champions also will advise law enforcement officials of any illegal conduct.

**Use of Internet.**

Use of the Internet via Company's computer system constitutes consent by the user to all of the terms and conditions of this policy.

**Points of Contact.**

Questions concerning the use of the Internet System or improper use of the System should be directed to an immediate supervisor.

## **Email Policy**

**Purpose.**

The purpose of this policy is to ensure the proper use of the Champions' email system and make the users (defined below) aware of what the College deems as acceptable and unacceptable use of its email system. This policy also provides for sanctions in cases of breach of violation of the policy terms. Student emails sent from personal email systems should follow best business practices and honor the privacy and professional standards set by Champions College as best business practices.

**Applicability.**

This policy applies to the use of the College's email services by the users at the College's offices, as well as remote locations, including, but not limited to, the users homes, airports, hotels, and client offices.

All college students full-time or part-time, interns, consultants, clients, and other third parties who have been granted the right to use the College's email services are defined as the users for the purpose of this policy and are required to sign this agreement confirming their understanding and acceptance of this policy.

**Email Accounts are the Property of the College.**

All email accounts maintained on the College's email systems are property of the College. Champions has the right to read and keep a record of any emails that users transmit via the Company's email system.

**E-mail exists for College Purposes only.**

Champions College allows its e-mail access primarily for official purposes. The users may use the College's email system for personal use only in accordance with this policy.

### **Authorized Personal Email Use.**

Although the College's email system is meant only for professional use, Champions allows the reasonable use of email for personal use subject to the following guidelines:

- Personal use of email should not interfere with classes.
- Personal emails must also adhere to the guidelines in this policy.
- Personal emails are kept in a separate folder, named Private. The emails in this folder must be deleted weekly so as not to clog up the system.
- The forwarding of chain letters, junk mail, jokes and executables is strictly forbidden.
- All other email use is to be conducted outside of class or internship time.

### **Unacceptable use of Email.**

The following acts shall constitute unacceptable use of the email system of the Company:

- Use of the Champions' communications systems for a personal business or send chain letters;
- Forwarding of Champions confidential messages to external locations;
- Distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal;
- Distributing, disseminating or storing images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment;
- Accessing copyrighted information in a way that violates the copyright;
- Breaking into the College's or another organizations system or unauthorized use of a password/mailbox;
- Broadcasting unsolicited personal views on social, political, religious or other non-business related matters;
- Using e-mail to operate another business, conduct an external job search, or solicit money for personal gain;
- Transmitting unsolicited commercial or advertising material;
- Undertaking deliberate activities that waste staff effort or networked resources; and
- introducing any form of computer virus or mal-ware into the corporate network;

### **Legal Risks Involved.**

Email is a business communication tool and the users are obliged to use this tool in a responsible, effective, and lawful manner. Although by its nature email seems to be less formal than other written communication, similar laws apply. Therefore, it is important that users are aware of the following legal risks of e-mail. Both the user and the College can be held liable for:

- sending emails with any libelous, defamatory, offensive, racist or obscene remarks;
- forwarding emails with any libelous, defamatory, offensive, racist or obscene remarks;
- unlawfully forwarding confidential information of others;
- copyright infringement for unlawfully forwarding or copying messages without permission; and
- sending an attachment that contains a virus.

The above list does not enumerate all the legal risks involved. However, by following the guidelines provided in this policy, the users can minimize the legal risks involved in the use of e-mail. If any user disregards the rules set out in this Email Policy, Champions College can take corrective action up to and including termination of employment.

### **Best Practices.**

Champions College considers email an important means of communication and recognizes the importance of appropriate email content and prompt replies in conveying a professional image and delivering good customer service. Therefore, Champions College institutes the following guidelines for users to adhere to:

### **Writing Emails.**

- All email messages sent on company equipment should be professional and appropriate;
- Write well-structured emails and use short, descriptive subjects;
- The Company's email style is informal. This means that sentences can be short and to the point.
- Signatures must include your name, job title and company name. A disclaimer will be added underneath your signature (see Disclaimer);
- Use the spell checker before you send out an email;
- Do not send unnecessary attachments. Compress larger attachments before sending them;
- Do not write emails in capitals;
- If you forward mails, state clearly what action you would like the recipient to take;
- Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email, using other means of communication, or protecting information by using a password;
- Only mark emails as important if they really are important;

### **Replying to Emails.**

- Emails that require a reply should be answered at the earliest possible time;
- Prioritize emails from existing customers and business partners;

### **Newsgroups.**

The users need to request permission from their supervisor before subscribing to a newsletter or newsgroup;

Subscribe to a newsletter or newsgroup only if it directly relates to the nature of your job;

### **Maintenance.**

- i. Email passwords should not be given to other people and should be changed periodically;
- ii. Email accounts not used for a long period will be deactivated and possibly deleted;
- iii. Delete any email messages that you do not need to have a copy of, and set your email client to automatically empty your deleted items on closing;

### **Business Record Retention Policy.**

E-mail messages are written business records and are subject to the College's rules and policies relating to retaining and deleting business records.

### **Confidential Information.**

Avoid sending confidential information by email. Unless authorized to do so, the users are prohibited from using email to transmit confidential information to outside parties. Users may not access, send, receive, solicit, print, copy, or reply to confidential or proprietary information about the Company, its employees, clients, and other business associates.

Confidential information includes, but is not limited to:

- client lists;
- credit card numbers;
- Social Security numbers;
- employee performance reviews;
- salary details;
- trade secrets;
- passwords; and
- any other information that could embarrass the Company and its associates if the information were disclosed to the public

### **Disclaimer.**

The following disclaimer shall be added to each outgoing email:

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of Champions College. Finally, the recipient should check this email and any attachments for the presence of viruses. The Company accepts no liability for any damage caused by any virus transmitted by this email.

### **System Monitoring.**

E-mail messages created and transmitted via the College's email system are the property of the College. Champions College reserves the right to monitor all email transmitted via the College's email system. Students have no reasonable expectation of privacy when it comes to business and personal use of the College's email system.

### **Violations and Sanctions.**

If a student is found to violate any of the email policy rules, the College could take disciplinary action up to and including termination of employment.

The actual penalty applied will depend on factors such as the seriousness of the breach, the employee's disciplinary record, and any other factors the College deems necessary to consider.

If a student witnesses email policy abuse, he/she is required to report the incident immediately to their supervisor.

### **Amendment of Policy.**

Champions College reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

### **Questions.**

If you have any questions or comments about this email Policy, please contact your supervisor. If you do not have any questions, Champions College presumes that you understand and are aware of the rules and guidelines in this email policy and will adhere to them.

## **Social Media Policy**

Champions College knows that online social platforms, including blogs, wikis, message boards, video and photo sharing websites, and social networking services, are constantly transforming the way we interact. We also recognize the importance of the Internet in shaping the public view of our College. Champions is committed to supporting your right to interact responsibly and knowledgeably on the Internet through blogging and interaction in social media. We want our members to share and learn from others in order to build a valuable online community.

The purpose of these guidelines is two-fold: First, Champions College has an aim to protect our interests, including, but not limited to, the privacy of our staff and students and confidentiality regarding our business purpose, plans, partners, users, and competitors. Second, these guidelines will help you make respectful and appropriate decisions about your interactions with people on the Internet.

Your personal online activity is your business. However, any activity in or outside of Champions that affects your performance, the performance of others at Champions College, or the Champions' business interests are a proper focus for this Social Media Policy. You must always assume that your social media activity is visible to Champions College as well as current and potential employees, clients, partners, prospects, students and competitors. Champions College reserves the right to direct its members to avoid certain subjects and remove inappropriate comments and posts.

### **Guidelines for Discussing Champions College on the Internet**

You are not authorized to speak on behalf of Champions College without express permission from the Director.

If you have permission to discuss Champions College and / or our current and potential business activities, employees, partners, clients, or competitors, please follow these guidelines:

- **Identification:** Identify yourself. Include your name, and when appropriate, state your role or title within the College.
- **Disclaimer:** Use a disclaimer that "the views you express on the particular website are yours alone and do not represent the views of the College."
- **Proof:** Support any statements made online with factual evidence.
- Also, let your manager know about the content you plan to publish. Your manager may want to visit the website to understand your point of view.

### **Guidelines for Confidential and Proprietary Information**

You may not share information that is confidential and proprietary about Champions College or any of our affiliate programs. This includes, but is not limited to, company strategy, information about trademarks, upcoming product releases, sales, finances, number of products sold, number of employees, and any other information that has not been publicly released by Champions College.

The list above is given as example only and does not cover the range of what Champions College considers confidential and proprietary. If you have any questions about whether information has been released publicly or any other concerns, please speak with your manager before releasing information that could potentially harm Champions College, or our current and potential business interests, employees, partners, and clients.

We do want you to share the fun stuff and build awareness of the college, just be highly aware of every implication, implied message or possible misinterpretation.

The Company's logo and trademarks may not be used without explicit permission in writing from Champions College. This is to prevent the appearance that you speak for or officially represent the College.

It is fine to quote or retweet others, but you should not attempt to pass off someone else's words, photography, or other information as your own. All copyright, privacy, and other laws that apply offline apply online as well. Always give proper credit to credit your sources when posting a link or information gathered from another source.

### **Ownership of Social Media Contacts**

Any social media contacts, including "followers" or "friends," that are acquired through accounts (including, but not limited to email addresses, blogs, Twitter, Facebook, YouTube, or other social media networks) created on behalf of the College are the property of Champions College.

### **Respect and Privacy Rights**

- Use common sense.
- Follow the rules of the social media sites you use.
- Speak respectfully about Champions College and our current and potential students, employees, clients, partners, and competitors.
- Write knowledgeably, accurately, and with appropriate professionalism. Despite disclaimers, your Web interaction can result in members of the public forming opinions about Champions and its employees, partners, students and business interests.
- Refrain from publishing anything that could reflect negatively on the College's reputation or otherwise embarrass the organization, including posts about drug or alcohol abuse, profanity, off-color or sexual humor, and other

inappropriate conduct. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not otherwise be acceptable in the Company's workplace. Please also show respect for topics that may be considered objectionable or inflammatory.

- Honor the privacy rights of our current staff, members, and partners by seeking their permission before writing about or displaying internal company information that could be considered a breach of their privacy and confidentiality.
- Ensure that your social networking conduct is consistent with the all policies contained in Champions' Student Handbook.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use.

## **Media**

Media inquiries for information about Champions College and our current and potential products, employees, students, partners, clients, and competitors should be referred to the Public Relations Department. This does not specifically include your opinions, writing, and interviews on topics aside from Champions and our current and potential products, employees, partners, clients, and competitors.

## **Your Legal Liability**

Champions College complies with all federal and state laws that apply to our operations and activities. As an intern you may be involved in the College's operations and activities, you are responsible for understanding and observing these policies.

Note that the breach of privacy and confidentiality, use of copyrighted materials, unfounded or derogatory statements, or misrepresentation may be considered illegal and is not accepted by Champions College.

Each person at Champions College is personally responsible, and may be legally liable, for the content he or she publishes online. You can be sued for not disclosing your relationship to Champions College, or for purposely spreading false information. You can also be sued by company employees, competitors, and any individual or company that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. In addition to any legal action, your activity can result in disciplinary action up to and including *internship termination and program expulsion*.

If you have any questions, please ask the Public Relations Department for guidance on compliance with the laws.

## **Dress Code**

What we wear to class is a reflection of the pride we have in our College, in what we do and in ourselves. Although dress code requirements will vary according to class and project responsibilities, we ask that your appearance at all times show discretion, good taste, and not present a hazard in the performance of your assignments. We ask that students dress in a casual professional manner when we conduct traditional classes. Camp attire on camp days. And Campus Pride clothing for general days.

## **Appearance**

Your personal appearance is an important part of the way you represent Champions College to the public. Customers form an opinion of Champions College from your appearance and attitude. Neat and conservative attire creates a favorable impression.

These are the factors you should consider:

1. Maintaining the highest standards relating to personal hygiene, including regular bathing and use of deodorant, brushing of teeth and using mouthwash as necessary, maintaining clean hands and fingernails at all times and the appropriate use of cosmetics.
2. Dress with modestly in mind.
3. Dress for success with best choices for body type, classic fashions, cleanliness, neatness, etc.
4. Safety considerations, such as necessary precautions when working near machinery.
5. Students and staff are committed to healthy lifestyles and fitness practices that will best prepare them mentally and physically for professional success.
6. Any bandage worn must be kept clean and changed as often as necessary or appropriate. A student with an open sore or wound is not permitted to handle any food products and may be restricted from other activities, especially in the health care area.

## **Work Areas**

Champions College strives to make your learning conditions as pleasant as possible. We ask your cooperation in keeping your school neat and company equipment in good working order. The need for repairs or adjustments to mechanical equipment should be reported immediately to your instructor. Secure confidential work papers and computer files away before leaving your desk or work area for the day.

## **Use of Champions College Equipment**

Equipment and resources such as copier, fax, computers, laptops, smart phones, postage machines, e-mail, internet access, telephone, pagers, and voice mail systems are in place to facilitate effective day-to-day business operations. Students may not use Champions College equipment or resources for personal use or benefit without prior supervisor approval.

## **Desks, Shared Space and Dorms**

Currently Champions College does not provide living space for our students but wherever there is shared space we expect all of our students to not only pick up after themselves but also tidy anything that was accidentally missed by others. Desks are expected to be kept neat and clean. Food wrappers are to be placed immediately in the garbage, dishes are to be immediately disposed of or returned to appropriate storage locations, cleaned and put away. All costumes and props are to be checked out by the designated costume manager only then carefully taken care and accounted for at all times. They are not to be sat down or lay around ever outside of appropriated places.

# **Programs**

Champions College is pleased to offer a Biblical Foundations Certificate in Applied Kingdom Culture and an internship program actively developing business and ministry programs.

## **Biblical Foundations Certificate**

<b>Applied Kingdom Culture</b>
--------------------------------

<b>Description</b>		
Students working toward a Kingdom Culture Certificate complete a series of 7 classes that explore the seven elements of our complete salvation and how they bring the believer from a position of reading about the Kingdom to the manifest reality of Heaven on Earth as was demonstrated in the ministry, life and resurrection of Christ.		
<b>Objectives</b>		
<input type="checkbox"/> Students gain understanding of each of the elements of salvation as demonstrated through weekly projects and daily studies <input type="checkbox"/> Students demonstrate the manifest power of Christ through a lifestyle of signs and wonders <input type="checkbox"/> Students are able to articulate and demonstrate the life transformation power of these seven elements as keys to the Kingdom <input type="checkbox"/> Successful completion of all the courses in the Kingdom Culture Certificate program.		
<b>Bible: Kingdom Culture Series</b> (24 credits)		
<b>Credit</b>	<b>Course Title</b>	<b>Course Code</b>
3	<input type="checkbox"/> Love Personified	KING1001
3	<input type="checkbox"/> Redeeming Love	KING1002
3	<input type="checkbox"/> Beyond the Veil	KING1003
3	<input type="checkbox"/> Gates and High Places	KING1004
3	<input type="checkbox"/> Signet Ring	KING1005
3	<input type="checkbox"/> 33 Kingdoms	KING1006
3	<input type="checkbox"/> The Secret Place	KING1007
3	Cultural Reformation Practicum	KING1008
24 Total Credits	Can be taken alone or combined with an Internship	

## Student Intern Development Projects

*Note: These courses are not available to the general public at this time. They are being tested by select groups who are actively involved with the development of the college and its programs. Interns are awarded an annual certificate of completion. Projects take 1-2 years to complete based on difficulty and breadth of development. Interns are student volunteers who are dedicated to the development of Champions College.*

## Business Innovation Internship

**Description**

The Business Innovation Internship provides students with the opportunity to learn business entrepreneurship, management and development from the ground up including business or project plan, marketing theory, web design, graphic design, budgeting and accounting, event planning, recruitment, organization and management theory, business ethics, office technology, and personnel and conflict management. Each class meets for 3 hours, one day per week and includes 2 additional hours of at home instruction and 2 hours of practicum per week. The duration of each course is 6 weeks with finals given on week 7. The course takes one year to complete and includes two weekend intensives.

**Objectives**

In addition to gaining a basic understanding of Biblical Kingdom principles, students who earn a Certificate of Completion from Champions College for the Business Innovation Internship should be able to:

- Understand and apply principles of management, accounting, and marketing within an ethical business context.
- Demonstrate management skills required of effective Christian leaders in business and church.
- Demonstrate business and related competency through diverse forms of evaluation, including, but not limited to tests, homework, team projects, presentations, and internships.
- Successful completion of all the courses in the Business Innovation Internship program.

**Bible: Kingdom Culture Series (24 credits)**

Credit	Course Title	Course Code
3	<input type="checkbox"/> Love Personified	KING1001
3	<input type="checkbox"/> Redeeming Love	KING1002
3	<input type="checkbox"/> Beyond the Veil	KING1003
3	<input type="checkbox"/> Gates and High Places	KING1004
3	<input type="checkbox"/> Signet Ring	KING1005
3	<input type="checkbox"/> 33 Kingdoms	KING1006
3	<input type="checkbox"/> The Secret Place	KING1007
3	Cultural Reformation Practicum	KING1008

**Business Electives (24 credits)**

3	Principles of Business Entrepreneurship	BUS1001
3	Marketing Design I	BUS1002
3	Marketing Design II	BUS1003
3	Intro to Entrepreneurial Finance	BUS1004
3	Event Planning & Project Management	BUS1005
3	Innovative Marketing	BUS1006
3	Marketing Communication & Software Integration	BUS1007
3	Business Ethics & Christian Leadership	BUS1008

48 Total Credits

**Family Life Consultant Certificate****Description**

Students working toward a Family Life Consultant Certificate complete a series of 7 classes that prepare them to be self-employed as a Family Life Consultant Mompreneur. This is the career track of the Mom-e-School and is intended to be taken after the Life and Bible Tracks have been completed. Qualified Graduates are eligible to participate in the Mom-e-School affiliate programs.

**Objectives**

- Students gain understanding of each of the elements of entrepreneurship through weekly projects.
- Students demonstrate the ability to set-up and operate their own Family Life Consulting affiliate business
- Students are able to articulate and demonstrate the life transformation tracks they've chosen to specialize in
- Successful completion of all the courses in the Family Life Consultant Certificate program.

**Pre-Requisite: Bible: Kingdom Culture Series (24 credits)**

**Pre-Requisite: Life: Taking Back My Life Series (21 credits. Not available yet.)**

**Family Life Consultant (21 credits)**

Credit	Course Title	Course Code
3	<input type="checkbox"/> Intro to Mompreneurship and Family Life Consulting	BUS-M 1001
3	<input type="checkbox"/> How to Develop An Awesome Business Plan	BUS-M 1002
3	<input type="checkbox"/> How to Set-up your Budget and Books	BUS-M 1003
3	<input type="checkbox"/> How to Create an Awesome Relationship-Based Business	BUS-M 1004
3	<input type="checkbox"/> How to Create Awesome Marketing Plans and Campaigns	BUS-M 1005
3	<input type="checkbox"/> How to Create and Manage Awesome Events	BUS-M 1006
3	<input type="checkbox"/> How to Lead Your Mompreneur Teams	BUS-M 1007
21 Credits	Track Certification	
66 Total	Vo-Tech Certification	

# Multi-Media Internship

## Description

The Multi-Media Internship is designed for students who desire to create and or produce video, audio or graphic products. Students will explore multi-media in light of ministry, marketing and curriculum development. Each class meets for 6 hours, one day per week and includes 2 additional hours of at home instruction. The duration of each course is 6 weeks with finals given on week 7. The course takes one year to complete and includes two weekend intensives.

## Objectives

In addition to gaining a basic understanding of Biblical Kingdom principles, Students earn a Certificate of Completion from the Champions College Creative Media Internship should be able to:

- Understand and demonstrate basic skills in design, theater art, magazine layout and animation.
- Understand the basic principles of marketing and on-line delivery systems
- Gain effective skill in multi-media computer software.
- Successful completion of all the courses in the Multi-Media Internship program.

## Bible: Kingdom Culture Series (24 credits)

Credit	Course Title	Course Code
3	<input type="checkbox"/> Love Personified	KING1001
3	<input type="checkbox"/> Redeeming Love	KING1002
3	<input type="checkbox"/> Beyond the Veil	KING1003
3	<input type="checkbox"/> Gates and High Places	KING1004
3	<input type="checkbox"/> Signet Ring	KING1005
3	<input type="checkbox"/> 33 Kingdoms	KING1006
3	<input type="checkbox"/> The Secret Place	KING1007
3	Cultural Reformation Practicum	KING1008

## Audio/Video Emphases (24 credits)

6	Sound, Lighting and Special Effects I and II	MULT 1009
6	Audio Production I and II	MULT 1011 / 1012
6	Video Production I and II	MULT 1013 / 1014
6	Practicum	MULT1017

## Graphics Emphases (24 credits)

3	Marketing Design	BUS1003
3	Innovative Marketing	BUS1004
3	Magazine Layout & Production	MULT1008
3	Online Delivery Systems	MULT1005
3	Animation & Character Development	MULT1007
3	Elements of Theater Design	MULT1006
3	Audio/Video Production	MULT1015
3	Practicum	MULT1017

48 Total Credits

# Course Descriptions and Syllabi

## Biblical Studies

### Kingdom Culture Series

#### KING 1001

##### LOVE PERSONIFIES: LOVED

Introduces the foundational elements of the Gospel of the Kingdom of God, emphasizing his nature of love. Students will gain a broader perspective of why Jesus came, what he did and how to walk in his miraculous power through the Kingdom Key of love.

#### KING 1002

##### REDEEMING LOVE: SAVED

An introduction to Sozo Ministries, the Jewish Passover Lamb & the seven spheres of redemption symbolized in the substitutionary sacrifice that Jesus made for mankind. Students will explore and experience the power of the Kingdom Key of repentance.

#### KING 1003

##### BEYOND THE VEIL: HEALED

An introduction to the seven places Jesus shed his blood, the mystery of the Holy of Holies and how we were intended to dwell in unity with the Father. Students study the relevance of the seven places Jesus shed his blood to heal and restore mankind to oneness with the Father. Students will explore and experience the power of the Key of the atoning blood.

#### KING 1004

##### THE GATES & HIGH PLACES: DELIVERED

An introduction to spiritual warfare and deliverance ministries. Explores the causes of bondage and the stronghold that hold mankind captive as well as the spiritual tools and kingdom keys that free us through the power of Christ. Students will explore and experience the power of the Kingdom Key of repentance.

#### KING 1005

##### THE SIGNET RING: FILLED

An introduction to the gifts of the spirit and how they relate to our position of royalty as adopted heirs of the Father. We explore the rights and privileges of royalty and how to live a supernatural life - naturally. Students will explore and experience the power of the Kingdom Key of the Word.

#### KING 1006

##### 33 KINGDOMS: SENT

An introduction to our reinstatement into the unity of the Father and the son through the Holy Spirit. We discover who the Holy Spirit is, what it means to have Christ within us and how he is the one who fills us with his dreams. We explore the rights and privileges of royalty and how to live a supernatural life - naturally. Students will explore and experience the power of the Kingdom Key of the Word alive in us.

#### KING 1007

##### THE SECRET PLACE: SUSTAINED

Students will learn the key to sustained spiritual intimacy and the secrets of maintaining the hope of our inheritance in Christ through the Armor of God. Students will explore and experience the power of the Kingdom Key of worship.

#### KING 1008

##### CULTURAL REFORMATION INTERNSHIP

Students learn and apply practical ministry skills through the Cultural Reformation Internship. According to our mandate in Matthew 10 and 28 to go, preach the Kingdom, heal the sick, cure the lame, raise the dead, and make disciples of all nations, students serve in the community as they bring the open Heavens of the Kingdom of God.

# Multi-Media

MULT 1006

## ELEMENTS OF THEATER DESIGN

Students study the magic of theater design, costume and prop creation, digital imagery and set development for current theatrical projects.

MULT 1007

## INTRO TO ANIMATION

Basic design principals of drawing, shading and dimensions, character development, movement, and positioning. Students work with Championeers! to create characters, color books and short animated projects.

MULT 1008

## MAGAZINE LAYOUT & PRODUCTION

Course includes basic concepts in magazine development and layout including an introduction to Adobe InDesign. Students will actively participate in the development of various Champions College and related ministries curriculum and bookazines. Prerequisite: BUS1003 Business Design

MULT 1009

## SOUND & LIGHT ENGINEERING

A broad overview of sound and light engineering as it relates to theatrical and event production. Students will gain practical hands on experience as they set-up and oversee the technical aspects of Champions College and affiliate business events.

MULT 1011

## AUDIO PRODUCTION I

A broad overview of audio production including the creation of podcasts and viral media. Projects will include basic recording and mastering of campus and affiliate business recording projects.

MULT 1012

## AUDIO PRODUCTION II

A continuation of MULT 1011. A broad overview of audio production including the creation of podcasts and viral media. Projects will include basic recording and mastering of campus and affiliate business recording projects as well as CD production, live recording, editing and producing of audio tracks.

MULT 1013

## VIDEO PRODUCTION I

A broad overview of video production including the creation of videos, marketing commercials and viral media. Projects include basic video recording, editing, and mastering of Champions College and related ministries production, videoblogs, and QR resources.

MULT 1014

## VIDEO PRODUCTION II

A continuation of MULT 1013. A broad overview of video production including the creation of videos, marketing commercials and viral media. Projects will include basic video recording, editing, and mastering of Champions College and related ministries production, video blogs, and QR resources. Teams may be part of touring or mission groups. Prerequisite: MULT 1013.

MULT 1015

## AUDIO/VISUAL OVERVIEW

An overview of basic audio and video production techniques and software. Students assist with the production process of both a video and audio project, assist with light camera work and prepare for more in-depth involvement with the production team through future classes.

MULT 1016

## ONLINE DELIVERY SYSTEMS

An overview of basic web design with an emphasis on management, member's sites and online delivery systems. Students learn to create a simple website, modify a template and utilize basic skills in web design software. Students coordinate with the Audio/Visual and marketing departments to upload the latest information, event promotions and course content.

MULT 1017

## MULTI-MEDIA PRACTICUM

Students apply skills and knowledge to practical community education projects.

## Business

### BUS 1001

#### PRINCIPLES OF BUSINESS ENTREPRENEURSHIP

This class proves an overview of entrepreneurship by providing self-analyses and personal goal analyses to help students identify their own personal interests and skills and how to turn them into a money making venture. This course is completed as a fully contained course with all the other courses in the Innovative Business program working together to turn the business plan into a reality.

### BUS 1002

#### MARKETING DESIGN I

How to Create a Business Brand that Sells: Students gain basic design skills for the purpose of marketing their product or service created in BUS 1001. Projects include basic Adobe Photoshop skills to design product logo, branding, flyers, business cards, packaging, letterhead, social media adds and memes.

### BUS 1003

#### MARKETING DESIGN II

How to Create Websites that Sell: Students gain basic design skills for the purpose of marketing their product or service created in BUS 1001. Projects include creating a website with a shopping cart, a blog page and a landing page.

### BUS 1004

#### INNOVATIVE MARKETING

Students learn the latest theories of inbound, information-centered marketing for the purpose of selling the product or service created in BUS 1001 and 1002. Projects include campaigns, funnel and inbound marketing, public service events, publicity and social media.

### BUS 1005

#### INTRO TO ENTREPRENEURIAL FINANCE

Students develop the financial strategy for their business plan. Elements include a monthly and annual budget, online banking, MINT tracking tools, QuickBooks basics, billing, accounts receivable and accounts payable, reporting, reconciling, chart of accounts, categorizing and proper filing, taxes, state and federal reports, shopping cart integration and merchant accounts.

### BUS 1006

#### EVENT PLANNING & PROJECT MANAGEMENT

In this class students plan marketing events for their new business, including their grand opening. Every detail from catering, food, parking, permits, entertainment, set up, clean up and marketing will be accounted for in their plan.

### BUS 1007

#### MARKETING COMMUNICATION AND SOFTWARE INTEGRATION

This class provides an overview of basic software programs to assist in workflow needs. This course covers CRM, Campaign development, html email integration, Jackrabbit classroom software, QuickBooks integration and Premium Webcart.

### BUS 1008

#### BUSINESS ETHICS & CHRISTIAN LEADERSHIP

Students learn how to form and organize a business, leadership team. They'll explore and develop department and corporate culture, employee/team handbook and procedure manuals. Management, motivational leadership, service leadership, best business practices, ethics, performance evaluation, goal setting, priority evaluation and conflict resolution are all explored.

# Conclusion

This handbook has outlined the broad principles that guide Champions College in its relations with students. It is quite possible that you may from time to time have questions about College matters which directly affect you, or you may desire further information about how College policies apply to your individual case. Should you be unable to find the complete answer to your particular question in this manual, feel free to ask your advisor. If s/he does not have the information readily available, he or she will get the answer for you.

## STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

By my signature below, I acknowledge that I have received and read the Student Handbook for Champions College, that I have been given the adequate opportunity to ask questions and receive clarification, regarding the policies and procedures set forth in the Student Handbook, and that I understand its contents.

I understand that I am required to abide by, and agree to abide by, Champions College's policies as set forth in the Handbook or as otherwise adopted or implemented by "company" from time to time. I understand that there may be other policies or procedures in effect at Champions College from time to time that are not included in the Student Handbook, and I agree to abide by those policies and procedures.

I understand that Champions College is a Christian college with a clear evangelical message and mission and even though my personal religion or beliefs may not be the same as Champions College, as a student, I understand that the programs offered through Champions College are designed to meet the needs of students who are in search of an education that is consistent with Champion's Statement of Beliefs and mission. I understand that it is my choice to engage in the educational style and institutional DNA of my preference but that preference does not require Champions College to change in order to accommodate my preference if it is not consistent with the mission and charter of the college. Therefore, I willingly agree to uphold and support the institutions mission to train up student through a Biblical world view for the purpose of effective ministry as a condition of admission.

I understand that Champions College may rescind, modify, change, or deviate from the Student Handbook or any of its policies or procedures at any time, and any such rescission, modification, change, or deviation may become effective regardless whether the Student Handbook has been revised or I have been notified.

I understand that this signed acknowledgement will be inserted in my personnel file.

\_\_\_\_\_

Date

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Print Employee Name