

Business



Charis Bible College of Colorado

Third Year Training Program

Please apply as soon as possible to insure your enrollment in the next class. Review and processing of your application can take up to eight (8) weeks.

REQUIREMENTS:

Character:

Students will be expected to live in accordance with godly principles as stated in the Student Handbook and the Dress Code and Conduct Information.

Graduation:

Student desiring to attend Charis Bible College Third Year Training Program must have completed First and Second year, and graduated from Charis Bible College of Woodland Park or a Charis extension location.

Application Fee:

A Non-refundable \$100 application fee is required with your application.

Upon satisfactory completion of the Third Year Training program in the school of your choice you will receive a Certificate of Completion.

Completed Application:

1) Application Form

All questions on the application must be completed. If a question does not apply to you, write "N/A" (not applicable) in the space provided.

2) Essay Question Form for the School Track of your choice. (Worship School, Missions School and Business School have additional required forms.)

Complete this form in your own words. Your statements will be held in confidence.

For Graduates of CBC Extension Schools Only:

3) Director Recommendation

This form should be completed by the director or other official of the school you graduated from. If that person is not available you may have your pastor complete a recommendation.

4) Copy of your diploma from the school your completed your first two years of Charis

5) One Recent Photograph

Please include a 2 x 2 Passport photo with your application

Visa:

If you are not a U.S. citizen, you must provide a copy of your M1 visa, or permanent residence card (green card) or another type of visa which allows you to legally reside here in the U.S. and attend Charis Bible College of Woodland Park, Colorado.

AFTER YOU APPLY:

When the Admissions Office has received all your forms, fully completed, your application for admission will be processed. You will then be notified by the Admissions Office as to the status of your application. Please allow up to eight (8) weeks to review and process your application.

Checklist for Completed Application:

The following items must be submitted at least eight (8) weeks prior to your start date before acceptance for admissions will be granted:

- _____ Completed application form
- _____ Completed essay questions form
- _____ Signature and date on application
- _____ M1 Visa or copy of your Permanent Residence Card– if not a U.S. Citizen

STUDENTS graduating from a CBC Extension School

- _____ Copy of your CBC Diploma
- _____ One recent, passport-size (2"x2") photograph
- _____ Completed Director's Recommendation Form

All paperwork in languages other than English must be translated and notarized before submission.

Charis Bible College
Attn: Admissions
800 Gospel Truth Way, Woodland Park, CO 80863
Phone: (719) 635-6029 * Fax: (719) 635-2223
Or scan and email: admissions@awmcharis.com



Third Year FINANCIAL SHEET 2018-19 School Year

Tuition, fees and discounts are subject to change without notice

	Tuition Paid in Advance	Tuition Paid Monthly	*Standard Fees	Additional Fees for Track	Total Due at Enrollment ADVANCE Pay	Total Due at Enrollment MONTHLY Pay
Ministry School						
Individual	\$ 3,798.00	\$ 467.00	\$ 592.00	\$ 55.00	\$ 4,445.00	\$ 1,114.00
Spouse / Dependent	\$ 3,402.00	\$ 422.00	\$ 592.00	\$ 55.00	\$ 4,049.00	\$ 1,069.00

Worship Arts School						
Individual	\$ 3,798.00	\$ 467.00	\$ 592.00	\$ 500.00	\$ 4,890.00	\$ 1,559.00
Spouse / Dependent	\$ 3,402.00	\$ 422.00	\$ 592.00	\$ 500.00	\$ 4,494.00	\$ 1,514.00

Media School						
Individual	\$ 3,798.00	\$ 467.00	\$ 592.00	Check on student equipment package in application packet	\$ 4,390.00	\$ 1,059.00
Spouse / Dependent	\$ 3,402.00	\$ 422.00	\$ 592.00		\$ 3,994.00	\$ 1,014.00

Business School						
Individual	\$ 3,798.00	\$ 467.00	\$ 592.00	\$ 100.00	\$ 4,490.00	\$ 1,159.00
Spouse / Dependent	\$ 3,402.00	\$ 422.00	\$ 592.00	\$ 100.00	\$ 4,094.00	\$ 1,114.00

Missions School						
Individual	\$ 3,798.00	\$ 467.00	\$ 592.00		\$ 4,390.00	\$ 1,059.00
Spouse / Dependent	\$ 3,402.00	\$ 422.00	\$ 592.00		\$ 3,994.00	\$ 1,014.00

Creative Arts School						
Individual	\$ 3,798.00	\$ 467.00	\$ 592.00	\$ 300.00	\$ 4,690.00	\$ 1,359.00
Spouse / Dependent	\$ 3,402.00	\$ 422.00	\$ 592.00	\$ 300.00	\$ 4,294.00	\$ 1,314.00

Practical Government						
Individual	\$ 3,798.00	\$ 467.00	\$ 592.00	\$ 600.00	\$ 4,990.00	\$ 1,659.00
Spouse / Dependent	\$ 3,402.00	\$ 422.00	\$ 592.00	\$ 600.00	\$ 4,594.00	\$ 1,614.00

World Outreach Global Training						
Individual	\$ 3,798.00	\$ 467.00	\$ 592.00	\$ 600.00	\$ 4,990.00	\$ 1,659.00
Spouse / Dependent	\$ 3,402.00	\$ 422.00	\$ 592.00	\$ 600.00	\$ 4,594.00	\$ 1,614.00

		*Standard Fees: (Listed above)				
All Fees (Standard, Hybrid, Additional) must be paid on or before the first day of school. Discounts don't apply to fees - Fees are non-refundable		Third Year Syllabi	\$	150.00		
		Activity Fee	\$	175.00		
		D2L	\$	100.00		
		EMT	\$	7.00		
		*Parking Fee	\$	100.00		
		Admin. Fees	\$	60.00	Total :	\$
*Parking Fee for all (non-employee students) \$100 for first car, \$75 for 2nd car registered. All cars must be registered.						

Leadership Program - Hybrid						
Individual	\$ 3,798.00	\$ 467.00	\$ 542.00	\$ 55.00	\$ 4,395.00	\$ 1,064.00
Spouse / Dependent	\$ 3,402.00	\$ 422.00	\$ 542.00	\$ 55.00	\$ 3,999.00	\$ 1,019.00

Hybrid Fees: Admin. Fee \$60 + Book Fee \$100 + Activity Fee \$175 + Parking Fee \$100 + EMT \$7 + D2L fee \$100 **Total = \$542.00**

Parking Fee for all (non-employee students) \$100 for first car, \$75 for 2nd car registered. All cars must be registered.

Charis Academic Calendar 2018-2019

Fall Term 2018-2019

Fall Term Begins	September 4	2018	8:00 am
Fall Term Ends	November 17	2018	
Thanksgiving Break	November 19 – 24	2018	No Classes

Winter Term 2018-2019

Winter Term Begins	November 26	2018	8:00 am
Christmas Holiday	December 17 – January 4		No Classes
Classes Resume	January 7	2019	8:00 am
MLK Day	January 21	2019	No Classes
Presidents' Day	February 18	2019	No Classes
Winter Term Ends	February 22	2019	

Spring Term 2019

Spring Term Begins	February 25	2019	8:00 am
Spring Break	March 25 – 29	2019	No Classes
Classes Resume	April 1	2019	
Good Friday	April 19	2019	No Classes
3rd Year Graduation	May 14	2019	
End of the Year Party	May 15	2019	
1st Year Promotion	May 16	2019	
2nd Year Graduation	May 18	2019	2:30 pm

Summer Term 2018

Summer Term Begins	May 22	2019	7:30am
Memorial Day	May 27	2019	No Classes
Summer Term Ends	July 17	2019	

Note: All dates are subject to change.

School Descriptions

Business School provides mentoring and training which will equip you to fulfill your potential in the marketplace and the church. This course will give you the tools to start a business, increase your effectiveness in the marketplace, and apply sound business principles in the business of the church. Your success translates into the furtherance of the gospel and advancement of the kingdom!

Ministry School is a comprehensive program designed to help each student identify and become laser focused in their gifts and calling. Our teaching labs will develop your skill in communicating the Word with confidence and receive revelation from the Word. Ministry groups will provide you the experience of developing effective strategies to bring your ministry to birth. The electives will give you hands on training in either pastoral teaching, evangelism, youth, children's, or helps ministry. This school is for anyone who feels called to ministry or leadership on any level.

Missions School is designed to help develop the vision, skills, and character necessary to answer the call to missions, whether as a short-term or a career missionary. Study the biblical mandate to reach the world with the gospel, learn the history of the church's efforts to reach the world, acquire practical training in raising support, and develop the skill necessary to make the transition into a cross-cultural ministry. The course culminates with a six-week experience on the mission field.

Worship Arts School will equip and prepare you to live the call of worship leadership. At Charis this looks like course work in Biblical Worship with an Emphasis on New Testament Revelation of Being in Christ. You will study Music Theory and Ear Training via computer based self study program led by an in classroom instructor. You will learn from group lessons for voice. You will have additional courses on How to Develop A Great Worship Team, and The Heart of The Artist, and tech training in audio and recording as well as hands on experience.

Media School will get your hands on the tools that are changing the world! CBC media ministers will learn to create newsletters, websites, photographs, videos, email and other powerful communications that will increase the bottom line for the ministries they serve. More income means more ministry!

Practical Government School will give you the foundational knowledge and skills needed to step into your calling as a productive citizen or servant leader in civil government. You will receive instruction in a rigorous curriculum covering Biblical worldview, history, government, the Constitution, and politics. You will participate in hands-on activities where you actually experience how government works. You will hear from renowned historian David Barton and many impressive guest speakers with real-world government experience at the local, state and federal levels. Be a part of God's plan to restore America.

Creative Arts School will give you, as a student who is passionate about using performing arts for God's glory and not your own, a professionalism and industry standard of training that will empower you with the skill to create top quality art that communicates the gospel in creative and barrier-breaking ways, and enable you to reach the lost and bless the body of Christ in a multitude of styles and genres.

Leadership Program will equip you to become the leader God has called you to be with our unique mix of ministry and business classes, hands on training and leadership coaching that will revolutionize the way you do marketplace and ministry. (Exclusive to Colorado Night School and many Charis extension locations. Contact World Outreach for detailed location information!)

World Outreach Global Training School is the first level in the qualification process to be a director or support member of a Charis Bible College campus or international AWM office. This specialized training will give you the in-depth training required to lead a World Outreach project, so you can answer the call of showing God's grace on a global and generational scale. Learn how to develop, support, and build the outreach that accomplishes the AWM vision: to reach as far and as deep with the Gospel as possible!



APPLICATION FOR THIRD YEAR ADMISSION

Please complete and mail to:

Admissions

Charis Bible College of Woodland Park, Colorado
800 Gospel Truth Way, Woodland Park, CO 80863
Telephone: (719) 635-6029 Fax: (719) 635-2223
E-mail: admissions@awmcharis.com

FOR OFFICIAL USE ONLY	
Date Rec'd	_____
Application Fee	_____
Student ID#	_____

**Place 2" x 2"
Photo Here**

If you haven't
previously attended
Woodland Park CO
Campus

1. GENERAL:

Your Name: _____
Last Name First Name MI Maiden Name

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____ Cell/Work Phone: (_____) _____

E-mail Address: ***(please print legibly)*** _____

Emergency Contact: Name: _____ Phone #: _____

CBC School Attended _____ Name of your Director _____

Year of Graduation _____ Second Year Graduate Third Year Graduate

2. Check Desired School of Study

Business School _____ Ministry School _____ Missions School _____

World Outreach Global Training _____ Worship School _____ Media School _____

Creative Arts School _____ Practical Government School _____

Leadership Program _____ (Woodland Park Colorado night school and many extension locations)

*The 3rd Year Training Program provides specialized training in the School of your choice. Each track will consist of two Bible Courses per term. **Complete Specific Forms** for Desired School of Study – A response will be sent to you within 4 weeks. **Attendance in Third year is contingent on you having successfully completed Second year.***

3. PERSONAL:

Gender: Male Female

Marital Status: Single Married Separated Divorced Widowed/Widowed

Date of birth: (mm)____/(dd)____/(yy)_____

Are you a US citizen? Yes No If no, country of citizenship? _____

If no, what type of visa have you obtained to live in the United States? _____

How did you hear about Charis Bible College? _____

Are you a Veteran? Yes No Branch of Service? _____ Do you qualify for VA education benefits? Yes No

A) Have you ever been convicted of a criminal offense (misdemeanor or felony)? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

B) Have you in the past or are you currently struggling with alcohol or drug addiction? Yes No

If yes, explain, past addictions / current addictions, types of rehabilitation that you have gone through or are currently going through. _____

4. **MEDICAL:** Are you presently under the care of a physician? Yes No If yes, please explain:

A) Do you have any physical limitations that would require assistance from us in order for you to be successful during your time at Charis?

Please fill out portion below if you have never attended the Woodland Park CO campus

5. **SPIRITUAL:**

Date you accepted Jesus Christ as your personal Savior? _____ Date you baptized in the Holy Ghost? _____

Will your spouse or dependents be attending school with you? If so, please list their names and relationship.

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

6. **AFFIRMATIONS:** Please indicate your agreement by putting an X in the box.

I have carefully read the "Dress Code and Conduct Information," and I agree to adhere to these guidelines completely for as long as I am an active student at Charis Bible College.

I have carefully read the "Doctrinal Statement," and I affirm my belief in each of the articles.

I have carefully read the "Enrollment and Financial Information" and I agree to abide by the financial policies set forth by Charis Bible College.

I understand that faithfulness is most important for success as a student at CBC. I will be faithful to keep my appointments, fulfill my obligations, complete the tasks I have been assigned, and to do them on time.

I understand that Charis Bible College is a non-accredited institution of higher learning.

I certify, to the best of my knowledge, that all the answers and statements on this application are true, and give an accurate and adequate account of my background and beliefs.

Signature: _____ Date: _____



Charis Bible College of Colorado Business School

INSTRUCTIONS for 3rd Year Applicant:

All forms should be completed and submitted to Admissions. **Please print legibly** in ink **or type** all forms. Once all of your application materials have been received a response will be sent to you within approximately two weeks.

Deadline for applications: *July 30,2018*

- Essay Questions**
- On a separate page, describe your **personal testimony** and what you think God is calling you to do with your life and why you see the Charis School of Business as being part of that plan. (200 words – typed)
- Graduate of Charis Bible College 2nd Year
- Business/Employer Recommendation** form must be filled out completely and signed by you and the person giving the recommendation.
- Personal Recommendation** form must be filled out completely and signed by you and the person giving the recommendation.
- Your personal resume on a separate page.
- Purchase of an electronic device from options given on pages included in application..
- Additional items your admission will be evaluated on: Attendance, Grades, Payment History, Participation in IAGs and Mission Trip.
- Your application is not a guarantee of acceptance into the School of Business.



Charis Bible College of Colorado School of Business

Submit to: Admissions, Charis Bible College of Colorado
800 Gospel Truth Way, Woodland Park, CO 80863

Applicant's Name: _____ Date: _____

(Please PRINT)

1. What is your background and experience in business and the marketplace?

2. What do you feel God has called you to do in life?

In business?

3. What do you hope to accomplish by participating in the School of Business?

Continued ->

4. What are your greatest strengths/most developed gifts?

5. What are your greatest weaknesses?

6. What role do you see yourself fulfilling in business?

In the church?

7. What are your plans after completing the third year and School of Business at Charis Bible College?



CHARIS BIBLE COLLEGE – Business School

BUSINESS/Employer REFERENCE

Note: This section ONLY must be completed by applicant.

TO THE APPLICANT: Each applicant for this program is required to submit a business reference for review. Please complete this entire section, and then give this form to the person you choose to complete it.

Applicant's Name _____ Male Female

Applicant's Signature _____ Date _____

TO THE PERSON COMPLETING THIS REFERENCE: The above-named individual is applying for Charis Bible College's **School of Business program**. Serious consideration will be given to your comments. Thank you for your assistance. Once you have completed the form, please mail it to Admissions listed on the bottom of this form.

Everything below is to be filled out by the reference:

1) Please print or type the information below:

Name _____ Phone (_____) _____

Title or Position _____ Email _____

Address _____

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

2) Letter of Recommendation:

Please attach a separate letter to this form providing any additional information, positive or negative, concerning the applicant's business and/or personal background which you feel will enable us to more accurately evaluate this applicant. Charis School of Business appreciates and values a candid assessment of all candidates to assist us in our admission decision.

3) Please assess the qualities of this student by checking the most appropriate box for each item listed below:

	Exceptional (one of the top few ever encountered)	Outstanding (top 10%)	Excellent (top 20%)	Average	Below Average	Insufficient basis for judgment (or N/A)
Character & Personality						
Independence & initiative						
Reaction to criticism						
Sense of responsibility						
Leadership ability						
Verbal skills						
Ability to interact with others						
Positive impact on others						
Respect accorded by supervisors						
Respect accorded by peers						
Character and integrity						

4) Please Check One:

Do you recommend that this applicant be accepted as a student to the Charis School of Business in the degree requested?

- I *highly* recommend
- I recommend *with* reservation
- I recommend
- I *cannot* recommend

Reference Signature _____ Date _____

Please return this form to:
Charis Bible College – Business School
Attn: Admissions, 800 Gospel Truth Way, Woodland Park CO 80863



CHARIS BIBLE COLLEGE - Business School

PERSONAL RECOMMENDATION

Note: This section must be completed by applicant.

TO THE APPLICANT: Each applicant for this program is required to submit a personal recommendation for review. Please complete this entire section, and then give this form to the person you choose to complete it.

Date _____ Phone _____ Applicant's Name _____

_____ Present Address _____

City _____ State _____ Zip Code _____

TO THE PERSON COMPLETING THIS RECOMMENDATION: The above-named individual is applying for Charis Bible College's **School of Business program**. Serious consideration will be given to your comments. Thank you for your assistance. Once you have completed the form, please mail it to Admissions listed on the bottom of this form.

1. How long have you known the applicant?

2. What is your relationship to the applicant? (Cannot be a family member)

- Highschool teacher/counselor College teacher/counselor
- Employer Friend Other: _____

3. How well do you know the applicant? Name/sight Casually Fairly well Very close

4. To your knowledge, has the applicant made a personal commitment to Jesus Christ?

- Yes No I don't know

5. To your knowledge, does the applicant: Smoke? Yes No Drink alcohol? Yes No

Use illegal drugs? Yes No Comments: _____

6. Which characteristic(s) best describes the applicant? Please check all that apply.

- Critical Enthusiastic Loving Passive Rebellious
- Respectful Sympathetic Tolerant Warmhearted

7. To your knowledge, what Christian service is the applicant involved in (such as Sunday school teacher, youth leader, nursery worker)?

8. Please indicate what you consider to be the applicant's strengths.

9. Please indicate what you consider to be the applicant's weaknesses.

10. The applicant's influence on his or her peers is: positive neutral negative I don't know

11. Please evaluate the applicant in regard to the following categories. (Please circle one.)

	Excellent	Above Average	Average	Below Average	Poor	No Chance to Observe
Christian commitment	1	2	3	4	5	6
Social adaptability	1	2	3	4	5	6
Cooperativeness	1	2	3	4	5	6
Integrity and honesty	1	2	3	4	5	6
Responsibility	1	2	3	4	5	6
Mental ability	1	2	3	4	5	6
Physical health	1	2	3	4	5	6
Initiative	1	2	3	4	5	6
Christian character	1	2	3	4	5	6
Emotional stability	1	2	3	4	5	6
Personal appearance	1	2	3	4	5	6
Leadership	1	2	3	4	5	6
Reliability	1	2	3	4	5	6

12. Please add any further comments you may have that would help in our evaluation. _____

Please Check One:

- I *highly* recommend I recommend
 I recommend *with* reservation I *cannot* recommend

Please print or type the information below:

Name _____ Phone (_____) _____

Address _____

Signature _____ Date _____

Please return this form to:
 Charis Bible College – Business School
Attn: Admissions, 800 Gospel Truth Way, Woodland Park CO 80863



Health History Worksheet

To be Completed by Applicant

Last Name:	First Name:	MI:
Current Address:	City:	State/Province/Region:
Postal/Zip Code:	Country:	Country of Citizenship:
Age:	Birthdate: <i>mm/dd/yyyy</i>	Gender:
Home Phone:	Cell Phone:	

In Case of Emergency, Please Notify:

Name:	Relation:	Phone:	
Address:	City:	State:	Zip code:
Parent or Guardian:			
Name:	Phone:		
Address:	City:	State:	Zip code:

Family Physician

Name:	Phone:		
Address:	City:	State:	Zip code:

Have you had skin test for Tuberculosis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: <i>mm/dd/yyyy</i>	Results
Have you been associated with a tuberculosis patient?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	When: <i>mm/dd/yyyy</i>	
Are you allergic to antibiotics or other medication?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes Specify:	
Are you presently under a Doctors care?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	For What:	
Are you taking prescription medications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes What:	

Health History Worksheet

To be Completed by Applicant

Past	Now		Past	Now		Past	Now	
<input type="checkbox"/>	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Chicken pox	<input type="checkbox"/>	<input type="checkbox"/>	Thyroid Disturbance
<input type="checkbox"/>	<input type="checkbox"/>	Persistent Cough	<input type="checkbox"/>	<input type="checkbox"/>	Measles	<input type="checkbox"/>	<input type="checkbox"/>	Convulsions
<input type="checkbox"/>	<input type="checkbox"/>	Spitting of Blood	<input type="checkbox"/>	<input type="checkbox"/>	Mumps	<input type="checkbox"/>	<input type="checkbox"/>	Palpitations of Heart
<input type="checkbox"/>	<input type="checkbox"/>	Eye Trouble	<input type="checkbox"/>	<input type="checkbox"/>	Tonsillitis	<input type="checkbox"/>	<input type="checkbox"/>	Shortness of Breath
<input type="checkbox"/>	<input type="checkbox"/>	Ear Trouble	<input type="checkbox"/>	<input type="checkbox"/>	Rheumatic Fever	<input type="checkbox"/>	<input type="checkbox"/>	Stomach Ulcer
<input type="checkbox"/>	<input type="checkbox"/>	Nasal Obstruction	<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Back Trouble
<input type="checkbox"/>	<input type="checkbox"/>	Fainting or Dizzy Spells	<input type="checkbox"/>	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>	Frequent headaches
<input type="checkbox"/>	<input type="checkbox"/>	Joint Trouble	<input type="checkbox"/>	<input type="checkbox"/>	Appendicitis	<input type="checkbox"/>	<input type="checkbox"/>	Insomnia
<input type="checkbox"/>	<input type="checkbox"/>	Eating Disorder	<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	Typhoid Fever
<input type="checkbox"/>	<input type="checkbox"/>	Smallpox	<input type="checkbox"/>	<input type="checkbox"/>	HIV +/- AIDS	<input type="checkbox"/>	<input type="checkbox"/>	Pleurisy
<input type="checkbox"/>	<input type="checkbox"/>	Whooping Cough	<input type="checkbox"/>	<input type="checkbox"/>	Rubella	<input type="checkbox"/>	<input type="checkbox"/>	Gonorrhea
<input type="checkbox"/>	<input type="checkbox"/>	Infantile Paralysis	<input type="checkbox"/>	<input type="checkbox"/>	Scarlet Fever	<input type="checkbox"/>	<input type="checkbox"/>	Syphilis
<input type="checkbox"/>	<input type="checkbox"/>	Malaria	<input type="checkbox"/>	<input type="checkbox"/>	Diphtheria	<input type="checkbox"/>	<input type="checkbox"/>	Other Illness

Agreement

I hereby agree the information I have provided in this form is true. I further understand that if I have overlooked or failed to complete this form in its entirety it could delay the acceptance of the application. Health Records are held in the strictest confidence as are all forms submitted to Charis Bible College. I have read this information and authorize Charis Bible College to release any necessary health information in an emergency or life threatening situation. If the applicant is under 18 years of age this form must be signed by a parent or guardian.

Applicant Signature

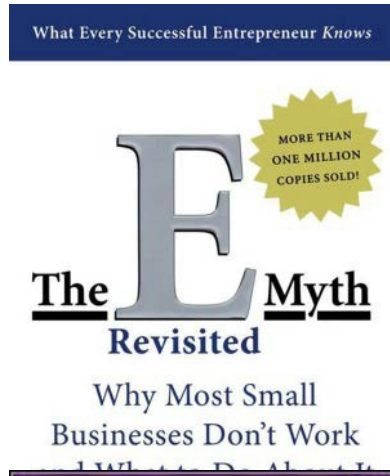
Parent or Guardian Signature



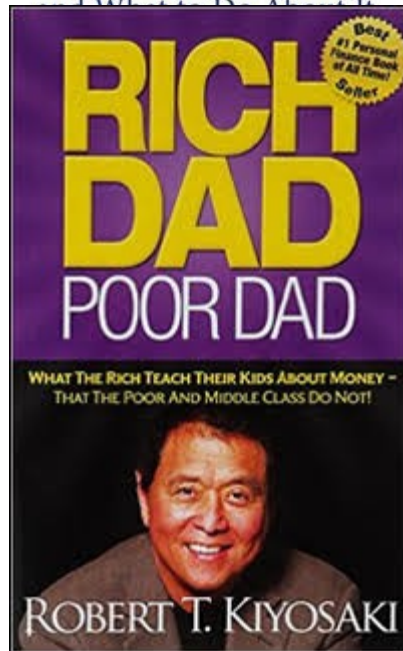
Charis Bible College of Colorado Business School



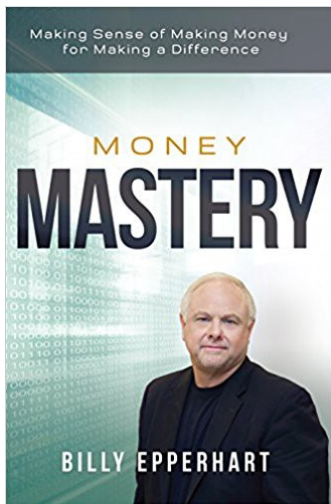
With your acceptance to the School of Business, you will need one of the following devices: A full functioning laptop with wireless capability loaded with Excel, Word and Adobe Acrobat PDF reader. If you do not have a laptop, at a minimum you will need a tablet with wireless internet capability which to access the syllabi for each class and take notes. Syllabi are provided in Word, PDF and sometimes PowerPoint formats. During your projects, at least one of your team members will need access to a laptop with Excel, Word, Powerpoint and Adobe Acrobat PDF reader, in addition to wireless internet access.



You will be required to purchase and read the book “The E-Myth Revisited” written by Michael D. Gerber prior to the start of school in the fall. This can be purchased online, new is around \$12.50 and used, around \$5.00.



You will be required to purchase and read the book “Rich Dad Poor Dad” written by Robert T. Kiyosaki prior to the start of school in the fall. This can be purchased online for around \$6.00.



You will also be required to purchase and read the book “Money Mastery” written by Billy Epperhart prior to the start of school in the fall. This can be purchased online for around \$22.00 on Amazon or as an eBook for around \$10.00.



Finally, each student will be given a one year subscription to LivePlan starting in September and continuing thru August of the following year. The cost of LivePlan is \$100 for the year and is included in your student fees.

All will be required to start class.



Third Year Business Concentration Courses

Students must successfully complete 600 classroom hours in order to earn a certificate of completion.

Course titles subject to change without notice.

<u>Course Title</u>	<u>Clock Hours</u>
Making Cents	10
Biblical Free Enterprise	10
Money Mastery	10
Trash to Treasure	8
Cashflow and Cashflow Labs	16
Economy I & II	20
Intro to Spreadsheets I & II	8
Intro to Live Plan I & II	12
Principles of Accounting	10
Business Model Generation Canvas	19
Organizational Management I & II	20
Problem Solving	8
Business as Missions	8
Business Planning Fundamentals	10
Basic CEO Training I & II	16
Strategic Planning	8
Positive Power of Measurement	8
Business Law I & II	16
Ebay	8
Business Systems	10
Business Research	4
Strategic Planning Framework	8
Human Resources	8
Information Systems & Technology	8
Business Development Process	10
Achieving Your Business Potential	8
Risk Management	8
The \$10k Real Estate Millionaire	19
Commercial Real Estate	8
Microfinance	10
Managerial Accounting	10
Marketing: The Lifeblood of Your Business	10
Engagement Marketing	10
Image Management & Public Relations	10
Investing Basics	10
Financial Stewardship	19
Type and Structure of Corporations	8
Capstone	19
CORE – Word Classes	48
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**THIRD YEAR
BUSINESS
SCHOOL****COURSE DESCRIPTIONS****Course Title: Making****Cents Instructor: Paul Milligan**

In this course you will be taught the foundational principles for your personal finances from the Word.

Course Title: Biblical Free**Enterprise Instructor: Paul Milligan**

In this course you will be taught the foundational principles of the free enterprise system from the Word.

Course Title: Money Mastery**Instructor: Billy Epperhart**

This course will teach you that money is a tool, and one to be used wisely. You will learn about investing and obtaining the path to having your money work for you instead of you working for money.

Course Title: Economy I & II**Instructor: Paul Milligan**

In this course you will learn what capitalism is and why it is the only system that has resulted in the elevation of the common man to the status of the rich and privileged. Learn how we can use a Biblical understanding of capitalism to insure the success of our businesses. In this course you will also gain understanding about the Federal Reserve and the difference between the Fiat Currency and the Gold Standard.

Course Title: Cashflow and Cashflow Labs**Instructor: Chris Barnard**

This course is designed to provide you with the knowledge needed to understand the basics of investing and wealth building using Rich Dad Poor Dad book. Students will then be divided into teams of 5-6 to play Cashflow. This game will be played in different ways to emphasize and reinforce investing and wealth building principles taught in other courses.

Class Title: EBay**Instructor: Andrew Wertz**

In this class you will learn to start your own business using proven small business start-up principles. With little to no investment money, by the end of the class you will actually launch your own small business and fully understand how to take it as far as you want. You will learn how to use eBay's international selling platform to make money no matter where you live from the comfort of your home.

Course Title: Organizational Management I & II**Instructor: Billy Epperhart**

This course is designed to provide you with the knowledge needed identify and develop leaders. Also gives practical tools to motivate, direct, train and equip a team for a powerful purpose and vision, all from a scriptural basis.

Course Title: Principles of Accounting**Instructor: TBD**

This course is designed to provide you with the basic knowledge of accounting principles needed to run most businesses.

Course Title: LivePlan I & II**Instructor: Chris Barnard**

LivePlan Course is hands on training using LivePlan, a cloud-based solution to easily formulate, develop, and finalize a complete, professional business plan through a sequence of easy-to-fill-in forms and questionnaires.

Course Title: Business as Missions Instructor: David Briggs

This course is designed to cast a vision for market place missions in any country.

Course Title: Introduction to Spreadsheets I & II Instructor: Cory Steinke

This course is designed to provide instruction on how to build, run, and maintain spreadsheets and their functional application.

Course Title: Problem Solving Instructor: Cory Steinke

This course is designed to teach you a think tank process of coming up with new ideas and exercises to stimulate the process.

Course Title: Trash to Treasure Instructor: Ashley Terradez

This course will teach you how to invest in yourself, your relationship with God, your financial education and your future. You will learn how to make money work for you, how to buy and sell and negotiate in a godly way where everyone is a winner.

Course Title: Business Planning Instructor: Paul Milligan

In this course you will learn how to establish multiple streams of income to provide strength, consistency and redundancy in producing wealth. You will also learn how to analyze the market, develop your business idea, and evaluate the pros and cons of whether to buy a franchise or start your own business.

Course Title: Business Model Generation Canvas Instructor: Billy Epperhart

This course is designed to introduce a powerful, simple, tested tool for understanding, designing, reworking, and implementing business models.

Course Title: Basic CEO Training I & II Instructor: Dean Radtke

This course is designed to provide you with the knowledge needed to build a strong foundational corporate organization. Also details and insights into building, motivating, directing, training, and equipping a team for a powerful purpose and vision, all from a scriptural basis.

Course Title: Strategic Planning Instructor: Dean Radtke

This course is designed to provide instruction in the proper method to establishing medium to long range goals incorporating the Maximum CEO training processes.

Course Title: The Positive Power of Measurement Instructor: Dean Spitzer

This course is designed to teach you the importance of measuring key performance indicators to become more efficient and effective at driving changes and improvements in your organization.

Course Title: Business Systems Instructor: Paul Milligan

This course is designed to teach you ways you can harness the power of your business systems to create a high- performance organization that will increase your customer loyalty, profitability, and overall business success

Course Title: Business Law I&II**Instructor: Richard Harris**

This course will give you a depth and understanding of the myriad laws a business must be aware of. From basic to complex, you will gain an appreciation for the legal requirements of being in business. And practical examples that illustrate the areas you will want to be aware of.

Course Title: Business Development**Process Instructor: Paul Milligan**

This course is designed to provide you with the seven steps to developing your business and teach you the four processes of a successful business or ministry.

Course Title: Achieving Your Financial and Business Potential**Instructor: Scott Kays**

In this course you will learn Biblical principles of personal success, i.e. getting your personal financial house in order, planning for the future, and protecting what you have. You will also learn Biblical principles of business success, i.e. planning, diligence, organization, and building a business that runs without you.

Course Title: Strategic Planning Framework**Instructor: Cory Steinke**

This course is designed to build on the Problem Solving course and teach you a practical way to design a process to develop your new ideas.

Course Title: Human Resource Management**Instructor: Yeamah Logan**

This course is designed to teach you the proper application of the human resources of an organization.

Course Title: Information Systems & Technology**Instructor: Stephen Stafford**

This course is designed to provide you with the knowledge needed to build a strong foundational understanding of information systems and information technology. You will learn to avoid the extremes of either being overwhelmed by technology or of purchasing more technology than you need at the present time.

Course Title: Risk Management**Instructor: Tracy Yates**

This course you will provide you with a basic knowledge and understanding of the different types of insurance, how it works, and what it does. At the completion of this course, you will know more than 90% of the people around you.

Course Title: Intro to Commercial Real Estate**Instructor: Chris Barnard**

This course will provide you with a basic knowledge commercial real estate, including how to negotiate a lease and how to evaluate different investments.

Course Title: Managerial**Accounting Instructor: TBD**

This course is designed to provide you with the basic knowledge of accounting principles needed to monitor most businesses.

Course Title: Microfinance**Instructor: David Briggs**

This class is designed to give you an overview of the world of microfinance and microenterprise, its role in helping alleviate the plight of the poor, and the social impact it makes in developing countries from a Christian perspective.

Course Title: Marketing: The Lifeblood of Your Business**Instructors: Andy Milligan**

This course will give an introduction to marketing and focus on key marketing concepts such as branding, relationship marketing, differentiation in the market, and use of social media and other traditional media formats. The course will also look at making strategic marketing decisions using customer analysis, competitor analysis, and company analysis.

Course Title: Engagement Marketing**Instructor: Paul Milligan**

Introduction into using the many different social websites to impact your business operation and generate new customers.

Course Title: Image Management & PR**Instructor: Lisa Hendrickson**

This class will discuss the key points in creating and developing successful marketing and public relations plan. Course content will include necessary components in building an interactive plan for a successful business.

Course Title: Type and Structure of Corporations**Instructor: Cory Steinke**

This course will provide a Business Overview of the purpose for various corporations, the types of corporations; key differences and benefits of various corporations; the requirements to establish and maintain a corporation including documentation.

Course title: \$10,000 Real Estate Millionaire**Instructor: Billy Epperhart**

In this course you will learn how to leverage your finances into a possible real estate portfolio, to include what properties to look for. How to select tenants and the amount of rent needed to generate the correct return.

Course Title: Investing Basics**Instructor: John Leong**

This course will provide you with a basic knowledge of how to build, grow and manage your own portfolio of investments.

Course Title: Financial Stewardship**Instructor: Jesse Hart**

This course will cover all areas of financial stewardship from startup to a mature company. It will include: Daily Financial Operations, Cash Management, Initial & Operational Financing, Budgeting and Resource Allocation, Financial Statement Analysis, Risk Management and Mitigation & Taxation.

Course Title: Capstone**Instructor: Billy Epperhart****Course Title: Student Labs & Presentations Instructor: N/A**

More than 70 hours of class time in the third trimester will be used as a student lab. The students will be divided into teams of 5-6 and be responsible to develop a business idea, a business plan, and make presentation of their prospective business before a mock board.

Course Title: Dynamics of Christian Business**Instructor: Various Staff**

We are not all called to be an Andrew Wommack. Most of us are called and anointed to create wealth to support ministries like AWMI. In this course we will examine the importance of being anointed by God to create wealth that we may establish His Covenant in the earth. You will also learn the four processes, which must be continually executed in your business to keep it running at peak performance.