

The Joseph Business School

New Creation Fellowship

3325 Genesee St
Buffalo, NY 14225
sgrant@jbsbuffalo.com
Telephone: (716) 631-8595
Facsimile: (716) 631-8596
www.JBSBuffalo.com

CONTENTS

A Letter from the Founder	3
The Entrepreneur's Program	4
Admissions	6
Financial Information	8
The Required Curriculum	10
The Application Form	17
The Recommendation Forms	22

Message from the Founder

The Joseph Business School is a world class, state-of-the-art business school that educates Christians on how to become successful entrepreneurs and business leaders using biblical principles. The Joseph Business School is one facet of the overall Joseph Center® mission. The mission of The Joseph Center® is to provide a virtual “one stop” shop for entrepreneurs and business development.

As you may be aware, Joseph was called by God and was blessed in the area of business and government. God raised Joseph out of slavery and made all that he did to prosper. God elevated Joseph to govern Egypt, which was the greatest world power at the time. Joseph was second only to Pharaoh among men. Even Pharaoh recognized that Joseph was under the anointing of God. I believe that entrepreneurship is a calling from God.

“Thus saith the Lord, thy, Redeemer, The Holy One of Israel; I am the Lord thy God which teacheth thee to profit, which leadeth thee by the way thou shouldest go.” (Isaiah 48:17) God has given me this scripture as the foundation for our mission with The Joseph Business School. Our mission is to select and train Believers who have been called to be entrepreneurs the practical aspects of starting and running a business using biblical principles. Highly successful entrepreneurs identify business opportunities and leverage new capabilities to create

greater wealth and independence for themselves while providing new employment opportunities for millions of others.

Our goal is to produce entrepreneurs who will be able to receive God’s direction and blessing so that they will be a blessing to the community, the nation and the world to such an extent that the world will recognize that they are under the anointing of God.

Traditionally, there has been little distinction between people in the church and those living in the world when it comes to every day living and solving life’s problems. Now is the set time for the separation. The people of God must be independent of the Babylonian system of the world and take dominion over it.

The Joseph Business School is an instrument in the hand of God to help train leaders that will make His plan for this earth a reality.

The Students

The students share key characteristics and capabilities; a strong belief in the power of God; a belief that the Lord has called them to be an entrepreneur; drive and commitment to succeed; integrity and respect for themselves and other distinctive characteristics. The various talents and accomplishments of the students provide a unique opportunity for accelerated learning, personal and spiritual growth.

Entrepreneurial Skills

Through the completion of this program, a student will acquire three critical skills to determine:

- What it takes to become an entrepreneur
- What is needed to establish a business
- How to apply key biblical principles for a successful business venture

The students will complete a comprehensive business plan by exhibiting key competencies in several areas which include:

- The ability to analyze business opportunities and evaluate business options
- Determining the potential to expand the business into the international trade market
- Preparing and completing marketing, financial and legal strategies and analysis for the business
- Establishing human resource policies and procedures and determining the management structure for the business
- Developing procedures for financial control and planning risk management strategies
- Determining competitive operational and logistical strategies for the business

Most importantly, the student will accept the mission of God to be a blessing to their community, the nation and the world as an entrepreneur. The students will rely on God to be the Provider and Counselor in their personal and professional lives.

Team Based Learning

The class size of 20 students, enrolled in a nine-month required curriculum fosters sharing and teamwork. The team approach is emphasized among the instructors as well as the students. The instructors collaborate with one another to integrate the contents of each module and to incorporate innovative ideas and approaches to learning. Each class consists of group activities that will challenge the student's style and individual approach to business and entrepreneurship. Networks and relationships will be established for the long term. The course design serves as a model for the environment in which students as Christians will operate as anointed entrepreneurs.

The Faculty

The team of instructors is comprised of a group of men and women who are committed to sharing their knowledge and expertise to the edification of the body of Christ. They are accomplished business owners and leaders in the area of finance, marketing, law, international trade and many more. In addition to their professional accomplishments they are committed to developing people and are grounded in the word of God. Instructors are accessible to students outside the classroom and serve as advisors in specific areas of business. Additionally, we have a team of advisors assigned to work with each student on a one-on-one basis.

Applied Teaching

The teaching methodology objective is designed to encourage hands-on, real time application of each lesson. In addition, to three hours of designated class time, students will participate in individual research and development of their own business ideas in and outside of the classroom setting. Guest speakers and field trips will be highly utilized to expose the students to successful entrepreneurial ventures and entrepreneurs.

Admission Requirements

Admission requirements include the following:

- A person must be a minimum of 18 years old
- At minimum have a High School Diploma or GED certificate
- Completion of three written essays
 1. What preparations have you made to become an entrepreneur? How will The Joseph Center® play a role in your entrepreneurial endeavors? (300 word limit)
 2. If you are currently an entrepreneur, answer part A. If you are a prospective entrepreneur, answer part B. A) What are your short-term (1-3 year) goals for your business? (300 word limit) B) What are your short-term (1-3 year) goals to help you start your business? (300 word limit)
 3. List three things that are evidence of God's direction in your life. (300 word limit)
- Two written recommendations from a community and/or business leader, none of whom may be relatives.

Application Process

An application form must be submitted for the upcoming school year along with a non-refundable \$25.00 application fee on or before **September 17 2011**. In an effort to make an informed decision, you may be invited for an interview.

Graduation Requirements

- Successful completion of the nine-month curriculum
- Successful completion of a comprehensive business plan
- All financial requirements must be met prior to graduation.

A Certificate will be awarded upon satisfactory completion of the required nine-month curriculum.

Grading System

Our grading policy reflects a numeric system. Grades will be assessed as follows:

<u>Grade</u>	<u>Summary</u>
100-90	High Pass
89-75	Pass
74-60	Low Pass
59 and below	Unacceptable

Grades will reflect four areas of student performance:

- 1) Understanding and application of business concepts,
- 2) individual effort and commitment,
- 3) class participation,
- 4) and group activity.

Joseph Scholars (Honors)

At the end of the nine-month program, the top 5% of the class will graduate with high distinction as Joseph Scholars.

Official performance reviews will be conducted at the end of each term. Instructors will provide written feedback upon request. Any student whose performance is unsatisfactory may meet with their faculty advisor to develop an action plan to reestablish performance to a satisfactory level. Students seeking an incomplete must submit a petition in writing three weeks prior to the end of the term in session.

Class Materials

Textbooks, self-assessment tests, handouts and some field trips are included in the total cost of the program.

Class Schedule

The academic calendar consists of three terms. Classes are held on Saturday mornings from 8:30am to 2:00pm. However, field trips and special projects will require a full day from 8:30am to 5:00pm on designated Saturdays throughout the program. A certificate of completion will be awarded at the end of the program.

Financial Information

Application fee	\$ 25.00
Tuition & Materials	<u>\$2,000.00</u>
	\$2,025.00

The student is required to pay the application fee when the application is submitted on or before **December 14, 2011**.

At the time of registration on **January 14, 2012** \$250.00 is due.

The remainder of the tuition may be paid in eight equal installments of \$200 each. The payment schedule is as follows:

Application Fee	\$ 25.00	Due at the time application is submitted
Registration	\$ 250.00	January 14, 2012
Payment #2	\$ 250.00	February 11, 2012
Payment #3	\$ 250.00	March 10, 2012
Payment #4	\$ 250.00	April 14, 2012
Payment #5	\$ 250.00	May 12, 2012
Payment #6	\$ 250.00	June 09, 2012
Payment #7	\$ 250.00	July 14, 2012
Payment #8	\$ 250.00	August 11, 2012

Total \$2,025.00

Payments are considered late on the tenth day past the due date. A \$25.00 processing fee will be assessed for all return checks **and** late payments.

Refund Policy

- a. When the notice of cancellation is given within the 7th calendar day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student. If books and materials provided by the school are part of the tuition; they must be returned, in original condition before the refund will be processed.

- b. When notice of cancellation is given after the 7th day following enrollment but prior to the close of business on the student's first day of scheduled class attendance. The school may retain no more than \$100.00.

- c. When notice of cancellation is given after the student's completion of the first day of scheduled class attendance, but prior to the student's completion of 5% of the course of instruction. The school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges not to exceed \$300.00, whichever is less, plus the cost of any books or materials which have been provided by the school.

- d. When a student has completed in excess of 5% of the course of instruction, the school may retain the application-registration fee, and the cost of any books or materials which have been provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the following:

The school may retain an amount computed pro rata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school may retain the application/registration fee and the entire tuition and other charges.

Dress Code, Conduct and Miscellaneous

Dress Code:

Modesty and good taste are considered the principle for all students while on the premises. Business casual is recommended. No shorts, halter-tops, or jeans will be allowed in the classroom.

Conduct:

We expect every student to conduct themselves to the best of their ability, in agreement with the teachings of Jesus, both on and off classroom premises. Conduct by a student deemed immoral or unethical will be considered grounds for immediate dismissal from the school. Honesty, integrity and respect for others and their property is of utmost importance. Confidentiality agreements must be signed prior to admittance to the program. Although we promote active networking, we consider pressuring fellow students with business propositions during class as inappropriate behavior and will not support this conduct where the learning experience is compromised.

Required Curriculum*

The curriculum is designed to teach Christians how to apply biblical principles to business management and entrepreneurship. In addition to the biblically based teachings and readings, we will utilize a program developed by The Joseph Business School in conjunction with PACE – CETE/OSU. Each student must complete all three terms in order to graduate and achieve the maximum benefit of the program.

Term I	Term II	Term III
Christ and the Corporation Business Development Conference Be All You Can Dream Your Potential as an Entrepreneur Nature of Business Business Opportunities The Business Plan	Business by the Book Location Marketing Analysis Pricing Strategy Record Keeping Customer Credit Financial Analysis Types of Ownership Financing the Business Global Markets Presentation Skills Workshop	Life as a Christian Entrepreneur Promotions Selling Legal Human Resources Eliminating Chance Business Management Operations

Term I

Students will explore entrepreneurship as a personal goal and analyze their potential as an entrepreneur. In addition, you will begin to understand the larger context of the importance of entrepreneurship to the world economy. Learn how to prepare and organize a business plan. Participation in a business simulation exercise will provide you with the experience of how to operate a business.

Christ and the Corporation

This course will provide you the wisdom and understanding of being an entrepreneur who is anointed, called and appointed by God. Learn how to hear the voice of God. Analyze the differences between Christian entrepreneurs versus any other entrepreneur.

Be All You Can Dream

This all day workshop guides participants through decision-making, writing, and hands-on activities to experience the operation of a business. Participant, working in teams, will run actual business in a mall setting. The teams will sell their business ideas to a panel of judges. Awards will be granted across several categories of performance.

Your Potential as an Entrepreneur

Analyze your personal characteristics, skills and motives. Complete self-assessment tests that will evaluate your profile as an entrepreneur. Evaluate your potential for planning, marketing, management and operations. Identify your business options based on your personal analysis. Set short-term and long-term goals for your business.

Nature of Business

Review the concept of a free enterprise economy. Discuss the philosophy of a customer-driven economy. Review the business environment in your community. Identify the use of government classification in business. Weigh the advantages and risks of owning your own business. Explore the possibilities for entering international trade.

Business Opportunities

Appraise the effect of trends and changes.

Identify the environmental and geographical opportunities. Research the economic climate.

Consider the options available in operating your business. Apply creative thinking to expand options for your business ideas.

The Business Plan

Explain the importance of strategic planning for your business. Explain how the business plan helps the entrepreneur. Assess the need for conducting a feasibility study. Apply the basic communication skills to the development and presentation of your business plan. Describe how a business plan should be organized.

Term II & III

The last two terms are designed to help you complete your own business plan and to begin the necessary preparation for starting your own business. The topics will cover all the business functions and activities necessary to operate a successful enterprise. The students will practice public speaking and business etiquette in preparation for them to engage potential investors to fund their business concept.

Business by the Book

Learn the biblical principles of how to operate as a Christian business owner. Study the standards and operating procedures of how to manage employees, financial issues, and customer and supplier relationships according to the Bible.

Location

Select the most appropriate site for your business. Analyze your business to determine site requirements. Discuss the importance of site selection factors. Explain how to conduct a location feasibility study.

Marketing Analysis

Discuss the effects of a customer-driven business plan. Evaluate your potential market using decision-making tools. Describe product/service decision. Define your target market. Develop your marketing strategy.

Pricing Strategy

Determine the costs that will affect pricing. Identify other factors that will affect your pricing strategy. Illustrate how markup strategies affect your pricing. Design pricing incentives for your business. Determine appropriate pricing strategies for a business.

Record Keeping

Explain the value of maintaining accurate records. Determine all records needed for your business. Develop a plan for managing your records.

Customer Credit

Discuss the importance of offering customer credit. Examine the criteria for granting credit. Analyze the credit options for your small business. Describe the use of credit records. Analyze the procedures used for credit collections.

Financial Analysis

Discuss the responsibilities of the entrepreneur in managing the finances. Select appropriate advisors to assist in your financial analysis.

Explain the importance of cash flow management. Identify financial control procedures. Describe how to find cash flow patterns. Analyze trouble spots in financial management. Describe how to prepare an owner's equity financial statement.

Analyze your financial statements. Analyze financial management ratios applicable to a small business. Compute and analyze break-even point. Review computer applications for financial management.

Types of Ownership

Analyze the appropriate choice of ownership for your business. Identify the steps necessary to file ownership for your business. Define policies and procedures for a successful multi-owner operation. Discuss reasons for obtaining outside assistance in ownership choices.

Financing the Business

Determine options for financing your business. Discuss the financial information included in a business plan. Justify your financial projections. Explain the use of a loan application package.

Global Markets

Discuss the impact of international trade on small business. Research international trade options. Identify technical assistance for international trade. Describe methods of researching specific international markets. Identify obstacles to international trade. Evaluate your potential for entering international trade.

Presentation Skills Workshop

Build your confidence in presenting to small and large groups. This course will teach you to use proven presentations techniques and software to help you communicate your business idea effectively to any audience.

Life as a Christian Entrepreneur

Study examples of Entrepreneurs who operate under the anointing and direction of God. Students work in teams to analyze case studies of Christian business owners.

Help for the Entrepreneur

Determine technical assistance needed for your business. Select and work effectively with professional consultants. Identify appropriate market contact and technical assistance for international trade. Identify networks to use in your business. Discuss free and purchased services.

Promotion

Discuss the options for promoting your business. Analyze costs of media options. Discuss promotional options that best match your target market and image. Describe techniques to prepare materials that represent your image. Develop a promotional budget and calendar. Identify strategies to evaluate promotional activities.

Selling

Define the role of selling in your small business. Analyze your product/service to determine benefits. Analyze potential customers. Design policies and procedures that emphasize quality and service. Determine your competitive advantage. Demonstrate the steps of the selling process. Develop a plan for training and motivating sales people. Develop a sales plan for your business.

Legal Issues

Acquire the information necessary to comply with the various rules and regulations affecting your business. Develop policies for your business to comply with government regulations. Identify contracts used in business. Select the contracts used in business. Determine the use of legal assistance for your business.

Human Resources

Write a job description for a position in your business. Develop a training program for employees. Develop a list of personnel policies for employees in your business. Develop an employee evaluation system. Plan a corrective interview.

Eliminating Chance

Investigate how to minimize losses due to risks. Prepare policies that will help minimize losses. Determine the insurance needed for your business. Analyze the costs of risk management options.

Business Management

Develop your leadership philosophy. Identify management responsibilities of the entrepreneur. Implement the decision-making process for your business goals and objectives. Design management tasks for your business. Establish communication practices for your business. Develop a code of ethics for your business.

Operations

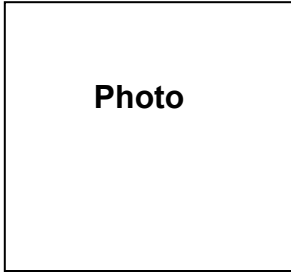
Design a plan for the operations of your business. Select purchasing procedures. Develop inventory control systems for your business. Analyze the use of computerized information management systems. Generate a production plan.

The Joseph Business School

**Application Form
2011/2012**

Email: sgrant@jbsbuffalo.com

www.jbsbuffalo.com



Photo

JBS Buffalo

Application for Admission for Class Entering 2011

...a provided. Enclose a \$25.00 non-refundable fee. All written essays and reference forms must be Admission's Office. Optional items are used for statistical purposes; all other items must be answered.

Answer all questions thoroughly. Your application must be written solely by you without assistance. If a question is not applicable, write or type "N/A".

PERSONAL INFORMATION

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (Apt. No./Box No.)

(City) (State) (Zip) (Count y)

Private E-mail Address: _____

Daytime Phone: _____ Evening Phone: _____
(Area Code) (Area Code)

U.S. Citizen Yes No Permanent U.S. Resident? Yes No

Country of Birth (if not the U.S.): _____ Country (ies) of Citizenship: _____

Date of Birth: ____/____/____ Age: _____ U.S. Social Security Number: ____--____--____
(mm/dd/yy)

Height: _____ Weight: _____

Father's Name: _____ Mother's Name: _____
(if deceased, please indicate) (if deceased, please indicate)

Sex (check one): Male Female Marital Status: Single Married Other _____

Race (check one): African American Hispanic Caucasian Asian

If none of the above applies, please specify: _____

Name of Applicant: _____

Social Security Number: _____

(If applicable)

JBS Buffalo

Application for Admission for Class Entering 2011

EDUCATION INFORMATION

Please list all high schools and universities attended. Indicate full time or part time where appropriate.

Name	Location	Dates (Month & Year)		Degree (if any), Month & Year Received
		From	To	
High school/G.E.D.	_____	_____	_____	_____
Vocational/Technical	_____	_____	_____	_____
Undergraduate	_____	_____	_____	_____
Graduate	_____	_____	_____	_____

Undergraduate Cumulative Grade-Point Average on 4.00 scale

EMPLOYMENT INFORMATION

Firm Name: _____

Firm Address: _____ Phone: _____ Ext: _____

Nature of Business: _____ Job Title: _____

Please describe your responsibilities:

If you are not currently employed, please list the reason for leaving:

EXTRACURRICULAR/COMMUNITY/CIVIC ACTIVITIES

Activity and Office Held	Elected/Appointed	Dates of Participation	# of Members	Hours/Week
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Name of Applicant: _____

Social Security Number: _____
(If applicable)

JBS Buffalo

Application for Admission for Class Entering 2011

AWARDS AND RECOGNITION

Award/Recognition	Date	Basis	of Selection
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you currently and active member of a Church? If so, where? _____

IN CASE OF AN EMERGENCY (Please list two contacts)

Name Relationship Address Phone

Name Relationship Address Phone

ESSAYS

Please respond to the following essay questions on a separate sheet of paper. Please write or type your full name and social security number at the top of the page. Essay responses that exceed the maximum length will adversely affect the candidate in the selection process. Your response to the essay questions must be included when the application is submitted.

1. What preparations have you made to become an entrepreneur? How will The Joseph Center® play a role in your entrepreneurial endeavors? (300 word limit)
2. If you are currently an entrepreneur, answer part A.
If you are a prospective entrepreneur, answer part B.
 - A) What are your short-term (1-3 year) goals for your business? (300 word limit)
 - B) What are your short-term (1-3 year) goals to help you start your business? (300 word limit)
3. List three things that are evidence of God's direction in your life. (300 word limit)

(Optional) Is there additional information that you believe would be helpful to the Admission's Committee in considering your application? Please be brief.

Name of Applicant: _____

Social Security Number: _____

(If applicable)

JBS Buffalo

Application for Admission for Class Entering 2011

CHECKLIST

- Applications are due on or before September 17, 2011.
- Enclose the completed essay responses.
- Enclose an official transcript.
- Enclose a current copy of your resume.
- Enclose a passport size photo.
- Enclose check or money order for \$25.00 (US).
- Enclose or forward two completed recommendation forms due on or before September 17, 2011.
- Sign the application form.
- Mail application to: **JBS Buffalo**
Attn: Stephen Grant, Director
PO Box 624
Buffalo, NY 14225

In applying for admission to The Joseph Business School, I affirm that I will abide by its purposes and standards of conduct. I further affirm that all statements and information given in this application are true and accurate.

I understand that I am subject to immediate dismissal if any question is answered dishonestly or deceptively.

Applicant Signature: _____

Date: _____

The Joseph Business School
www.JBSBuffalo.com
sgrant@jbsbuffalo.com

Recommendation Forms (2)

Recommendation from: _____ Recommendation for: _____

JBS Buffalo

Application for Admission for Class Entering 2011

Note to the Person Giving Recommendation:

The person who you are writing this recommendation for is applying for admission to the Joseph Center School of Business and Entrepreneurship. Your candid assessment of the applicant will assist the Admission's Committee in its evaluation. Thank you for your time and effort.

1. How long have you known the applicant and in what capacity?

2. What do you consider are the applicant's strengths and weaknesses?

3. In your opinion, do you believe the applicant has a calling to be an entrepreneur? Why or why not?

4. Describe your assessment of the applicant ability to work in teams?

5. Please provide your best assessment of the applicant in terms of the following qualities listed below. Rate the applicant in comparison to others that you know are currently or aspiring to be entrepreneurs within his or her peer group.

	No Information	Below Average	Average	Good	Excellent	Outstanding
Intellectual Ability						
Imagination and Creativity						
Motivation						
Personal maturity						
Leadership Potential						
Self Confidence						
Ability in Oral Expression						
Attitude towards others						

Recommendation from: _____ Recommendation for: _____

JBS Buffalo

Application for Admission for Class Entering 2011

6. Please feel free to provide any additional comments about the applicant's potential or personal qualities that you believe would be helpful in the Admission's Committee evaluation.

Thank you for completing this recommendation form on behalf of the applicant. We do take your comments seriously and believe that you have completed this form accurately. Your comments are strictly confidential.

Signature:

Name (please print):

Business Name and Position or Title:

Address:

Phone:

Mail or fax response to:

JBS Buffalo

Attn: Stephen Grant, Director

PO Box 624

Buffalo, NY 14225

Tel (716) 631-8595 Fax (716) 631-8596

Due on or before September 17, 2011

Recommendation from: _____ Recommendation for: _____

JBS Buffalo

Application for Admission for Class Entering 2011

Note to the Person Giving Recommendation:

The person who you are writing this recommendation for is applying for admission to the Joseph Center School of Business and Entrepreneurship. Your candid assessment of the applicant will assist the Admission's Committee in its evaluation. Thank you for your time and effort.

1. How long have you known the applicant and in what capacity?

2. What do you consider are the applicant's strengths and weaknesses?

3. In your opinion, do you believe the applicant has a calling to be an entrepreneur? Why or why not?

4. Describe your assessment of the applicant ability to work in teams?

5. Please provide your best assessment of the applicant in terms of the following qualities listed below. Rate the applicant in comparison to others that you know are currently or aspiring to be entrepreneurs within his or her peer group.

	No Information	Below Average	Average	Good	Excellent	Outstanding
Intellectual Ability						
Imagination and Creativity						
Motivation						
Personal maturity						
Leadership Potential						
Self Confidence						
Ability in Oral Expression						
Attitude towards others						

Recommendation from: _____ Recommendation for: _____

JBS Buffalo

Application for Admission for Class Entering 2011

6. Please feel free to provide any additional comments about the applicant's potential or personal qualities that you believe would be helpful in the Admission's Committee evaluation.

Thank you for completing this recommendation form on behalf of the applicant. We do take your comments seriously and believe that you have completed this form accurately. Your comments are strictly confidential.

Signature:

Name (please print):

Business Name and Position or Title:

Address:

Phone:

Mail or fax response to: **JBS Buffalo** _____
Attn: Stephen Grant, Director
PO Box 624
Buffalo, NY 14225
Tel. (716)631-8595 Fax. (716)631-8596

Due on or before September 17, 2011

