

## **STUDENTS:**

**STUDENTS: If you are not born-again, please refer to the Salvation message at the beginning of your Course Commentary.**

STUDENTS: Be sure to read the syllabus thoroughly at least twice.

Please write your name on each homework sheet, each quiz, each exam and on any other work that you submit.

Be sure to check grammar, spelling and sentence structure on all work you submit. Grading is based on homework, quizzes, exams, grammar, spelling, attendance, participation, etc.

## **COURSE REQUIREMENTS:**

READ: SYLLABUS AND OUTSIDE READING OTHER THAN BIBLE OR SYLLABUS IF APPLICABLE

COMPLETE: HOMEWORK

COMPLETE: QUIZZES

COMPLETE: EXAMS

COMPLETE: ESSAY/TERM PAPER, IF APPLICABLE, ACCORDING TO THE REQUIREMENTS OF THE STUDY LEVEL OF THE STUDENT.

**PLEASE ASK YOUR SCHOOL ADMINISTRATOR IF AUDIO/REVIEW TAPES ARE AVAILABLE FOR THIS COURSE.**

## Homework, 1 Chapter 1-2

Name \_\_\_\_\_

1. We make decisions that will change our entire life. True or False

2. The decisions we make have nothing to do with meeting people who can help change us. True or False

3. All of our successes or our failures begin with a \_\_\_\_\_.

4. There is not a price to be paid if we are to attain the success we seek. True or False

5. People who are born in a privileged environment are always successful. True or False

6. One of the first things we must have to shape our destiny is a goal.

7. To \_\_\_\_\_, we must learn to take the appropriate actions at the appropriate times.

Name the four steps we can take that will impact our future.

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. What is something that can be destructive and limit our productivity?  
\_\_\_\_\_

13. It is not important to be committed to our decisions. True or False

14. Our small decisions will eventually mature and produce fruit. True or False

15. \_\_\_\_\_ can change our failures, obstacles and adversities.

16. We must guard our thought life because we \_\_\_\_\_ what we think.

17. What is the definition of true spirituality?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the four mentioned requirements for Spiritual management:

18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

21. \_\_\_\_\_

22. Successfully applying spiritual management to you life is the only way to have \_\_\_\_\_.

23. What helps us explore our barriers and limitation realistically?  
\_\_\_\_\_

List three things that acquiring true spirituality can be obtained by:

- 24. \_\_\_\_\_
- 25. \_\_\_\_\_
- 26. \_\_\_\_\_

27. God does not want deal with us as segmented personalities.

True or False

28. It takes \_\_\_\_\_ to strengthen our inner being.

29. What is a sign of true discipleship?

\_\_\_\_\_

30. What must be done to receive the God kind of faith?

\_\_\_\_\_

31. What is the secret of answered prayer? \_\_\_\_\_

\_\_\_\_\_

List three things from the commentary that God's Word will do for us:

- 32. \_\_\_\_\_
- 33. \_\_\_\_\_
- 34. \_\_\_\_\_

35. The knowledge we acquire in God's Word can be replaced by formulated ideologies. True or False

What are the three most important factors we should keep in mind as we read God's Word?

- 36. \_\_\_\_\_
- 37. \_\_\_\_\_
- 38. \_\_\_\_\_

What are 3 results of allowing God to take over our lives?

- 39. \_\_\_\_\_
- 40. \_\_\_\_\_
- 41. \_\_\_\_\_

What do we need to do to acquire God's wisdom?

- 42. \_\_\_\_\_
- 43. \_\_\_\_\_
- 44. \_\_\_\_\_

What is the true definition of faith?

- 45. \_\_\_\_\_
- 46. \_\_\_\_\_

47. Our faith is shaped by what we feed it. True or False

48. The power of our \_\_\_\_\_ is a gift from God.

49. What is a definition of solitude?

\_\_\_\_\_  
\_\_\_\_\_

Give 4 meanings for the word meditate.

- 50. \_\_\_\_\_
- 51. \_\_\_\_\_
- 52. \_\_\_\_\_
- 53. \_\_\_\_\_

54. \_\_\_\_\_ is a deep level of inner solitude.

55. What type of meditation will lead to demonic activity in our lives?

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56. What is the ultimate goal of dialogue meditation?

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57. Meditation on God's Word will hide our motives. True False

58. What is inner prayer?

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59. Inner prayer is not a key to changing one's life. True or False

60. In 2-4 paragraphs on a separate sheet of paper, explain why the art of solitude is necessary to develop in the life of the Believer. Your answer should not exceed 1 page.

## Homework 2 Chapters 3-4

Name \_\_\_\_\_

1. Our mind is the place where \_\_\_\_\_ or \_\_\_\_\_ are born and nurtured.

Name the four things we need to do to practice the principle of mind management.

2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Name the parts of the three dimensional being

6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

What are the 2 types of minds?

9. \_\_\_\_\_
10. \_\_\_\_\_

11. What does it take to transform the mind? \_\_\_\_\_

12. We should not ask God to heal our painful memories. True or False

13. Give a scriptural reverence that tells us our minds must be renewed to please God. \_\_\_\_\_

14. If we have the Mind of Christ, we will see things God's way. True or False

15. Is it important to have the proper perspective on wealth and prosperity? Yes or No

16. It is not God's Will for us to achieve financial freedom. True or False

17. In your own words, list three ways we can recognize financial bondage in our life? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name the causes for financial bondage

18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_
26. \_\_\_\_\_
27. \_\_\_\_\_
28. \_\_\_\_\_

29. How do we achieve financial freedom? \_\_\_\_\_

\_\_\_\_\_

30. God will give us more wealth than we can handle just because He loves us. True or False

31. We should spend all we want to and just believe that God will get us out of debt. True or False

32. Developing a \_\_\_\_\_ will help up to spend our money wisely.

33. Being creative is one of the ways you can have true and lasting success.  
True or False

34. Poverty is the gateway to spirituality.  
True or False

35. It is important that you put aside some money in a savings account at least once a \_\_\_\_\_.

36. Sometimes it is okay to allow our possessions to dominate our lives.  
True or False

37. We should use our God-given wealth to help other people. True or False

38. What does the word tithe mean?

\_\_\_\_\_

Name the three types of Tithe.

39. \_\_\_\_\_

40. \_\_\_\_\_

41. \_\_\_\_\_

42. Tithing teaches us the \_\_\_\_\_  
\_\_\_\_\_.

When we give to God, what can we expect in return?

43. \_\_\_\_\_

44. \_\_\_\_\_

45. \_\_\_\_\_

46. \_\_\_\_\_

\_\_\_\_\_

47. Procrastination can lead to poverty.  
True or False

48. In 2-4 paragraphs on a separate sheet of paper, give your definition of "Eternal Perspective." Your answer should not exceed 1 page.

### Homework 3, Chapters 5-6 Key

1. \_\_\_\_\_ is based on our measure of faith that we have in our position in Christ.

2. Our \_\_\_\_\_ is our reality.

3. Only good thoughts contain power.  
True or False

4. A bad self-image can paralyze our ability to relate to other people.  
True or False

5. A person with a healthy self-image can be somewhat of an egotist.  
True or False

6. People with a low self-image do not let other people impose their standards and values on them. True or False

7. People with bad self-images find it hard to develop good relationships with people.  
True or False

8. People with a good self-image tend to be double minded. True or False

9. God and His Word can \_\_\_\_\_ our self-image.

10. \_\_\_\_\_ - \_\_\_\_\_ is the cause of most psychological problems.

11. It is important not to set our goals so high that we cannot attain them.  
True or False

12. What does the acronym GIGO stand for? \_\_\_\_\_

13. A low self-image causes us to feel competent and worth in our lives.  
True or False

What are three things that destroy a good self-image?

14. \_\_\_\_\_

15. \_\_\_\_\_

16. \_\_\_\_\_

17. We should have faith in our \_\_\_\_\_ and our \_\_\_\_\_.

18. It is not important that we disregard unhealthy talk. True or False

19. Our interest in others will have no bearing of what they think of us.  
True or False

20. It is important that we accept the way that we are \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

21. It is important to learn to accept compliments. True or False

List what we should do with the three things a negative criticism may be:

22. If it is valid: \_\_\_\_\_ .2

3. If a put-down: \_\_\_\_\_ .

24. If it is invalid: \_\_\_\_\_ .

25. To have a good self-image means that we are \_\_\_\_\_ secure.

26. We are made up of cheap material.  
True or False

What is the truth about who we are in Christ? Give scriptural reference

27. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

28. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

29. It is more important to be rejected by God's standards than the world's standards. True or False

30. Emotions are \_\_\_\_\_ beyond \_\_\_\_\_.

Emotions help us know what?

31. \_\_\_\_\_  
32. \_\_\_\_\_

33. Our behavior is based on intellectual factors. True or False

34. There are times when \_\_\_\_\_ and \_\_\_\_\_ drives completely influence our thinking and behavior.

35. An emotion is a \_\_\_\_\_.

36. It is very important to learn to communicate our emotions. True or False

37. You can get your emotions off your chest and still remain in self-control. True or False

38. We should always give advice. True or False

Name two emotional states:

39. \_\_\_\_\_  
40. \_\_\_\_\_

41. What must we do to channel our feelings into creative ideas?

\_\_\_\_\_

42. Emotional development takes place through \_\_\_\_\_ and \_\_\_\_\_.

43. Exercise is not important for emotional well-being. True or False

44. In 2-4 paragraphs, on a separate sheet of paper, explain why it is important to gain control over our emotions. Your answer should not exceed 1 page.

### Homework 4 Chapters 7-8

Name \_\_\_\_\_

1. What is the greatest asset we will ever have? \_\_\_\_\_

2. \_\_\_\_\_ is a very important personality trait.

3. Positive attitudes will draw friends, while negative attitudes will push people away. True or False

4. Integrity can be built overnight, however it is not really important. True or False

What are the 2 pillars of true success?

5. \_\_\_\_\_

6. \_\_\_\_\_

7. It is not important to have a good sense of humor. True or False

8. Using a dictionary, define the word "Tact." \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. The way we dress affects people's perception of us. True or False

10. \_\_\_\_\_ - \_\_\_\_\_ is one of the most important qualities in life.

11. What can cause us to move ahead when others faint?  
\_\_\_\_\_

12. To succeed in life we must set a goal with a \_\_\_\_\_ .

13. Goals give us clear direction. True or False

14. Goals will not help us keep our values in focus. True or False

15. Writing down our goals is never a good idea. True or False

16. It is important to know the direction we are heading before we start. True or False

17. What does it mean to synthesize our ideas? \_\_\_\_\_  
\_\_\_\_\_

18. \_\_\_\_\_ are important in setting goals.

19. The long-term goal helps us to reach the big goal. True or False

20. The most overwhelming feelings and the \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ comes from a short-term focus.

21. Small constant decisions made, take us farther on the road to success. True or False

22. What is the most important thing in goal-setting?  
\_\_\_\_\_

23. The wise thing to do is get God involved in your project, only when you are in trouble. True or False

24. What is the standard we should measure our goals by?  
\_\_\_\_\_

25. Our dreams will come to pass if we put our trust in the Lord. True or False

26. The Lord has a special plan and destiny in mind for each individual.  
True or False

27. If our motives are not pure in setting our goals, they will be accomplished anyway. True or False

List the three things our goals will always reflect:

- 28. \_\_\_\_\_
- 29. \_\_\_\_\_
- 30. \_\_\_\_\_

31. In 2-4 paragraphs, on a separate sheet of paper, in your own words, explain why it is important to set, short-term and long-term goals. Your answer should not exceed 1 page.

## Homework 5 Chapters 9-10

Name \_\_\_\_\_

1. Time is \_\_\_\_\_ and \_\_\_\_\_.

2. Wasting our time, wastes our life.  
True or False

3. If we allow others to control our time, we are living like \_\_\_\_\_.

4. A free person is one that cannot control his own destiny. True or False

5. It is very important to get organized.  
True or False

6. What is at the root of procrastination?  
\_\_\_\_\_

7. We must mourn our failures.  
True or False

8. \_\_\_\_\_ to \_\_\_\_\_ hours of sleep is enough for someone who is not ill.

9. If we organize our lives, we will use our time wisely. True or False

10. Our life is a \_\_\_\_\_ that we must travel alone.

11. Unorganized people are very productive. True or False

12. It takes less time for an organized person to do a task than it does for an unorganized person to do it.  
True or False

13. Unorganized persons are usually messy. True or False

14. An \_\_\_\_\_ unorganized \_\_\_\_\_ person \_\_\_\_\_ on \_\_\_\_\_ even important tasks.

15. The organized person, blames other for their failures. True or False

16. We should always try to do things \_\_\_\_\_ the first time.

17. It really does no't matter if we are sloppy as long as we get the job done.  
True or False

18. To be truly successful we must believe in excellence. True or False

19. If we have the right priorities, people will \_\_\_\_\_ us and recognize our \_\_\_\_\_.

20. In 2-4 paragraphs, on a separate sheet of paper, discuss, is it necessary to set a deadline? Why or why not? Your answer should not exceed 1 page.

## Homework 6, Chapters 11-12

Name \_\_\_\_\_

1. The way we use our talents is not important to God. True or False

2. The aspect that work is important can be found throughout the Bible. True or False

Name three things that talent management teaches.

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. It is impossible to know for what purpose your talents can be used in the Kingdom of God. True or False

7. The fruits of our \_\_\_\_\_ or the \_\_\_\_\_ lies unborn in the talents we possess today.

8. People should always settle for less than they are worth. True or False

What happens when God blesses our undertakings?

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. Being diligent causes us to rule our \_\_\_\_\_.

13. Everything we do, we do it for the \_\_\_\_\_.

14. What was everything before it became man-made?  
\_\_\_\_\_

What do all things have to be before they are reality? (three possibilities)

15. \_\_\_\_\_

16. \_\_\_\_\_

17. \_\_\_\_\_

18. Give a definition of vision management.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

19. The \_\_\_\_\_ is the starting point of success.

20. Visionaries do not dream big or think big. True or False

What do all visionaries have as a sense?

21. \_\_\_\_\_

22. \_\_\_\_\_

What are visionaries open to?

23. \_\_\_\_\_

24. \_\_\_\_\_

25. \_\_\_\_\_

26. Visionaries are always unwilling to settle for just getting by. True or False

27. What must we understand to develop and implement a God-given vision?

\_\_\_\_\_

\_\_\_\_\_

28. All visions must be \_\_\_\_\_-\_\_\_\_\_ to have lasting impact.

29. God's vision for us will take us beyond our \_\_\_\_\_ and \_\_\_\_\_.

Give 2 characteristics of God's vision.

30. \_\_\_\_\_

31. \_\_\_\_\_

32. We can still be effective even if we are physically exhausted and mentally stressed out. True or False

33. The fear of people and what they will think is not a hindrance to advancement of a vision. True or False

34. We should avoid people who are \_\_\_\_\_ and \_\_\_\_\_.

35. It is necessary to have mentors who can edify and affirm us. True or False

36. We must dedicate our minds to \_\_\_\_\_.

37. We must always be grateful to God and to those that He sends to help us along the way. True or False

38. It is not necessary to change to bring forth a vision. True or False

What are three requirements to pay the cost of a vision?

39. \_\_\_\_\_

40. \_\_\_\_\_

41. \_\_\_\_\_

42. Not everyone is called to be a leader with a vision. True or False

To be an effective supporter we must

43. \_\_\_\_\_

44. \_\_\_\_\_

45. \_\_\_\_\_

46. \_\_\_\_\_

47. \_\_\_\_\_

48. \_\_\_\_\_

49. \_\_\_\_\_

50. The \_\_\_\_\_ of one idea is worth more than ten good ideas that are just lying dormant in our minds

51. It is important to pray for God's guidance in implementing our vision. True or False

52. There is no room in the world for a person with a vision. True or False

53. People who fulfill their visions leave behind them a legacy to their fellow human beings. True or False

54. In 2-4 paragraphs, on a separate sheet of paper, answer the following question. Do you have a God-given vision? If you answer is yes, please explain what it is. Your answer should not exceed 1 page.

### Homework 7, Chapters 13-14

Name \_\_\_\_\_

1. Each one of us live with our own small world made up of our own ideas and beliefs. True or False

2. Some people look at challenges as \_\_\_\_\_ while other look at them as \_\_\_\_\_.

3. It is the obstacles in our lives that help us to grow weak. True or False

4. We must have that attitude that we will make \_\_\_\_\_ - from lemons.

List the characteristics of an optimistic person:

- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_

List the characteristics of a pessimistic person according to the commentary:

- 13. \_\_\_\_\_
- 14. \_\_\_\_\_
- 15. \_\_\_\_\_
- 16. \_\_\_\_\_
- 17. \_\_\_\_\_
- 18. \_\_\_\_\_
- 19. \_\_\_\_\_
- 20. \_\_\_\_\_

21. It is important to believe that God wants the best for us. True or False

22. We do not limit God when we do not believe in ourselves. True or False

23. \_\_\_\_\_ is not just a concept; it is a pattern of life.

24. True excellence reflects what?  
\_\_\_\_\_

25. The standard of \_\_\_\_\_ is the Word of God.

26. Living a life that is totally dedicated to God is call a life of excellence. True or False

27. What type of people achieves excellence? \_\_\_\_\_

28. We must show \_\_\_\_\_ excellence in everything that we do

29. It is easily possible to make one standard form of excellence. True or False

30. The fruit of our labors are the witness of who we are and what are values are. True or False

31. Who is the power and the foundation behind our lives and our excellence? Christ

32. In 2-4 paragraphs, on a separate sheet of paper, explain why it is very important to have excellence in ministry. Your answer should not exceed 1 page.

### Homework 8, Chapters 15-18

Name \_\_\_\_\_

1. Our body is the most important thing we possess. True or False

2. Our body is our \_\_\_\_\_  
\_\_\_\_\_.

3. It is not our responsibility to take care of the body that God has given us.  
True or False

4. The clothes that we wear make an impression on those around us.  
True or False

What are the two main ways of maintaining a healthy body?

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_ and \_\_\_\_\_  
are the keys to maintaining a healthy diet.

8. Sometimes we get in trouble with our bodies because we violate God's principles. True or False

9. When we follow God's principles in taking care of our bodies, God rewards us by giving our body power to protect itself.  
True or False

10. It is not possible to live in harmony of body, mind, and spirit. True or False

11. Marriage can never work, even if both partners take care of their area of responsibility. True or False

12. The husband is to love his wife even as Christ loved the Church.  
True or False

13. Sometimes the husband is allowed to think his wife is inferior. True or False

Name four things that a husband must do for his wife.

14. \_\_\_\_\_

15. \_\_\_\_\_

16. \_\_\_\_\_

17. \_\_\_\_\_

A wife must:

18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

21. To \_\_\_\_\_ means to come into agreement.

22. All fathers are not responsible for the final decisions in the home.  
True or False

23. \_\_\_\_\_ is required in the home.

24. When correcting children, you are showing them that you love them.  
True or False

25. It is not necessary to accept children for who they are. You can mold them into what you want them to be.  
True or False

What are the characteristics of our image that forms lasting impressions on others?

- 26. \_\_\_\_\_
- 27. \_\_\_\_\_
- 28. \_\_\_\_\_
- 29. \_\_\_\_\_
- 30. \_\_\_\_\_
- 31. \_\_\_\_\_
- 32. \_\_\_\_\_
- 33. \_\_\_\_\_

34. Giving of ourselves is more important than sending form letters or brochures. A small personal touch can accomplish much. True or False

35. In 2-4 paragraphs on a separate sheet of paper, discuss the importance of ministerial confidence. Your answer should not exceed 1 page.

**Quiz 1, Homework, 1-2**

Name \_\_\_\_\_

1. All of our successes or our failures begin with a \_\_\_\_\_.

2. People who are born in a privileged environment are always successful.  
True or False

3. To \_\_\_\_\_, we must learn to take the appropriate actions at the appropriate times.

Name two of the four steps we can take that will impact our future.

4. \_\_\_\_\_

5. \_\_\_\_\_

6. What is something that can be destructive and limit our productivity?  
\_\_\_\_\_

7. \_\_\_\_\_ can change our failures, obstacles and adversities.

8. What is the definition of true spirituality?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List two of the four mentioned requirements for Spiritual management:

9. \_\_\_\_\_

10. \_\_\_\_\_

11. What helps us explore our barriers and limitation realistically?  
\_\_\_\_\_

12. It takes \_\_\_\_\_  
to strengthen our inner being.

13. What must be done to receive the God kind of faith?  
\_\_\_\_\_

List two of the three things from the commentary that God's Word will do for us:

14. \_\_\_\_\_

15. \_\_\_\_\_

List two of the three most important factors we should keep in mind as we read God's Word?

16. \_\_\_\_\_

17. \_\_\_\_\_

18. To acquire God's wisdom, we need to ask God to help us take charge of our  
\_\_\_\_\_.

What is the true definition of faith from the commentary? (give one)

19. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

20. Our faith is shaped by what we feed it.  
True or False

22. What is a definition of solitude?  
\_\_\_\_\_  
\_\_\_\_\_

Give 2 of the 4 meanings for the word meditate.

23. \_\_\_\_\_

24. \_\_\_\_\_

25. What is the ultimate goal of dialogue meditation?

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26. Our mind is the place where \_\_\_\_\_ or \_\_\_\_\_ are born and nurtured.

Name two of the four things we need to do to practice the principle of mind management.

27. \_\_\_\_\_  
28. \_\_\_\_\_

Name the parts of the three dimensional being

29. \_\_\_\_\_  
30. \_\_\_\_\_  
31. \_\_\_\_\_

32. Give a scriptural reverence that tells us our minds must be renewed to please God. \_\_\_\_\_

33. It is not God's Will for us to achieve financial freedom. True or False

34. In your own words, list three ways we can recognize financial bondage in our life?

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Name five of the causes in the commentary for financial bondage

35. \_\_\_\_\_  
36. \_\_\_\_\_  
37. \_\_\_\_\_  
38. \_\_\_\_\_  
39. \_\_\_\_\_

40. We should spend all we want to and just believe that God will get us out of debt. True or False

41. Developing a \_\_\_\_\_ will help up to spend our money wisely.

42. It is important that you put aside some money in a savings account at least once a \_\_\_\_\_.

43. We should use our God-given wealth to help other people. True or False

44. What does the word tithe mean?  
\_\_\_\_\_

Name two of the three types of Tithe.

45. \_\_\_\_\_  
46. \_\_\_\_\_

47. Tithing teaches us the \_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_.

Name two things we can expect in return when we give to God:

48. \_\_\_\_\_  
49. \_\_\_\_\_

50. Procrastination can lead to poverty. True or False

### Quiz 2, Homework 3-4

Name \_\_\_\_\_

1. Our \_\_\_\_\_ is our reality.

2. A person with a healthy self-image can be somewhat of an egotist.

True or False

3. God and His Word can \_\_\_\_\_ our self-image.

4. What is the cause of most psychological problems.

\_\_\_\_\_

List two of the three things that destroy a good self-image?

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. We should have faith in our \_\_\_\_\_ and our \_\_\_\_\_.

9. It is important that we accept the way that we are unconditionally, \_\_\_\_\_ and lovingly.

List what we should do with the three things a negative criticism may be:

10. If it is valid: \_\_\_\_\_

\_\_\_\_\_

11. If a put-down: \_\_\_\_\_

\_\_\_\_\_

12. If it is invalid: \_\_\_\_\_

\_\_\_\_\_

13. To have a good self-image means that we are \_\_\_\_\_ secure.

List one truth from the commentary about who we are in Christ with its scriptural reference:

14. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. There are times when \_\_\_\_\_

\_\_\_\_\_

completely influence our thinking and behavior.

16. We should always give advice.

True or False

Name two emotional states:

17. \_\_\_\_\_

18. \_\_\_\_\_

19. What must we do to channel our feelings into creative ideas?

\_\_\_\_\_

20. In 2-4 paragraphs, on a separate sheet of paper, explain why it is important to gain control over our emotions. Your answer should not exceed 1 page.

21. What is the greatest asset we will ever have?

\_\_\_\_\_

22. Friendliness is a very important \_\_\_\_\_ trait.

23. Positive attitudes will draw friends, while negative attitudes will push people away. True or False

What are the 2 pillars of true success?

24. \_\_\_\_\_

25. \_\_\_\_\_

26. "Tact" is a lack of a sense of what to say or do, to avoid giving offence.

True False

27. The way we dress affects people's \_\_\_\_\_ of us.

28. \_\_\_\_\_ - \_\_\_\_\_ is one of the most important qualities in life.

29. Goals give us \_\_\_\_\_ direction.

30. It is important to know the direction we are heading before we start.

True or False

31. What does it mean to synthesize our ideas?

\_\_\_\_\_  
\_\_\_\_\_

32. Deadlines are important in setting \_\_\_\_\_.

33. Small constant \_\_\_\_\_ made, take us farther on the road to success.

34. What is the most important thing in goal-setting?

\_\_\_\_\_  
\_\_\_\_\_

35. What is the standard we should measure our goals by?

\_\_\_\_\_

36. If our motives are not pure in setting our goals, they will be accomplished anyway. True or False

List the three things our goals will always reflect:

37. \_\_\_\_\_

38. \_\_\_\_\_

39. \_\_\_\_\_

40. In 2-4 paragraphs, on a separate sheet of paper, in your own words, explain why we must set both short-term and long-term goals. Your answer should not exceed 1 page. **STUDENT ANSWER WORTH 5 POINTS**

### Quiz 3 - Homework 5-6

Name \_\_\_\_\_

1. Time is \_\_\_\_\_ and irreplaceable.

2. What is at the root of procrastination?  
\_\_\_\_\_

3. We must mourn our failures.  
True or False

4. Our life is a \_\_\_\_\_ that we must travel alone.

5. \_\_\_\_\_ people are very unproductive.

6. Unorganized persons are usually messy. True or False

7. We should always try to do things \_\_\_\_\_ the first time.

8. It does matter if we are sloppy in getting the job \_\_\_\_\_.

9. To be truly successful we must believe in \_\_\_\_\_.

10. If we have the right priorities, people will \_\_\_\_\_ us and recognize our \_\_\_\_\_.

11. In 2-4 paragraphs, on a separate sheet of paper, discuss your opinion about why it might be necessary to set a deadline. Your answer should not exceed 1 page. STUDENT ANSWER – WORTH 5 POINTS

12. The aspect that work is \_\_\_\_\_ can be found throughout the Bible.

Name two things listed in the commentary about what talent management teaches.

13. \_\_\_\_\_

14. \_\_\_\_\_

15. It is \_\_\_\_\_ to know for what purpose your talents can be used in the Kingdom of God.

16. The fruits of our future \_\_\_\_\_ or the \_\_\_\_\_ of tomorrow lies unborn in the talents we possess today.

List two of the things in the commentary that happen when God blesses our undertakings:

17. \_\_\_\_\_

18. \_\_\_\_\_

19. Being diligent causes us to rule our \_\_\_\_\_.

20. What was everything before it became man-made?

\_\_\_\_\_

\_\_\_\_\_

What do all things have to be before they are reality? (list two of three possibilities)

21. \_\_\_\_\_

22. \_\_\_\_\_

23. Give a definition of vision management.

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List the two things that do all visionaries have as a sense?

24. \_\_\_\_\_  
25. \_\_\_\_\_

List two things that visionaries are open to from the commentary:

26. \_\_\_\_\_  
27. \_\_\_\_\_

28. What must we understand to develop and implement a God-given vision?

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Give 2 characteristics of God's vision.

29. \_\_\_\_\_  
30. \_\_\_\_\_

31. We should avoid people who are \_\_\_\_\_ and \_\_\_\_\_.

List two of the three requirements in the commentary to pay the cost of a vision:

32. \_\_\_\_\_  
33. \_\_\_\_\_

List three of the things we must be to be an effective supporter from the commentary:

34. \_\_\_\_\_  
35. \_\_\_\_\_  
36. \_\_\_\_\_

37. The \_\_\_\_\_ of one idea is worth more than ten good ideas that are just lying dormant in our minds

38. People who fulfill their vision leave behind them a \_\_\_\_\_ to their fellow human beings.

**Quiz 4 - Hmwk 7-8**

Name \_\_\_\_\_

1. Some people look at challenges as obstacles while other look at them as \_\_\_\_\_.

List five of the characteristics of an optimistic person from the commentary:

- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

List four of the characteristics of a pessimistic person according to the commentary:

- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

11. \_\_\_\_\_ is not just a concept; it is a pattern of life.

12. Living a life that is totally \_\_\_\_\_ to God is call a life of excellence.

13. What type of people achieves excellence? \_\_\_\_\_

14. The fruit of our labors are the \_\_\_\_\_ of who we are and what are \_\_\_\_\_ are.

15. Who is the power and the foundation behind our lives and our excellence? \_\_\_\_\_.

16. In 2-4 paragraphs, on a separate sheet of paper, explain why it is very important to have excellence in ministry. Your answer should not exceed 1 page. STUDENT ANSWER – WORTH 5 POINTS

17. Our \_\_\_\_\_ is the most important thing we possess.

18. Explain why the clothes we wear are important: \_\_\_\_\_

What are the two main ways of maintaining a healthy body?

- 19. \_\_\_\_\_
- 20. \_\_\_\_\_

21. Control and \_\_\_\_\_ are the keys to maintaining a healthy diet.

22. It is possible to live in \_\_\_\_\_ of body, mind, and spirit.

23. Sometimes the husband is allowed to think his wife is inferior. True or False

Name three of the four things that a husband must do for his wife according to the commentary.

- 24. \_\_\_\_\_
- 25. \_\_\_\_\_
- 26. \_\_\_\_\_

Name three things a wife must do for/to her husband according to the commentary:

- 27. \_\_\_\_\_
- 28. \_\_\_\_\_
- 29. \_\_\_\_\_

30. To \_\_\_\_\_ means to come into agreement.

31. When \_\_\_\_\_ children, you are showing them that you love them.

Name five characteristics of our image that form lasting impressions on others according to the commentary:

32. \_\_\_\_\_

33. \_\_\_\_\_

34. \_\_\_\_\_

35. \_\_\_\_\_

36. \_\_\_\_\_

### Mid-Term Exam Hmwk 1- 3

Name \_\_\_\_\_

1. All of our successes or our failures begin with a \_\_\_\_\_.
2. One of the first things we must have to shape our destiny is a \_\_\_\_\_.
3. To shape our \_\_\_\_\_, we must learn to take the appropriate actions at the appropriate times.

Name three of the four steps we can take that will impact our future according to the commentary:

4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

7. What is something that can be destructive and limit our productivity?

\_\_\_\_\_

8. \_\_\_\_\_ can change our failures, obstacles and adversities.

9. What is the definition of true spirituality?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the four mentioned requirements for Spiritual management:

10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_

List two of the things that acquiring true spirituality can be obtained by, according to the commentary:

14. \_\_\_\_\_
15. \_\_\_\_\_

16. It takes \_\_\_\_\_ food to strengthen our inner being.

17. What is a sign of true discipleship?  
\_\_\_\_\_

18. What must be done to receive the God kind of faith?

\_\_\_\_\_  
\_\_\_\_\_

19. What is the secret of answered prayer? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List two of the three things from the commentary that God's Word will do for us:

20. \_\_\_\_\_
21. \_\_\_\_\_

What are the three most important factors we should keep in mind as we read God's Word?

22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_

List 2 of the 3 results of allowing God to take over our lives, according to the commentary:

25. \_\_\_\_\_
26. \_\_\_\_\_

List two things we need to do to acquire God's wisdom, according to the commentary:

27. \_\_\_\_\_

\_\_\_\_\_

28. \_\_\_\_\_

\_\_\_\_\_

29. Our faith is shaped by what we \_\_\_\_\_ it.

30. What is a definition of solitude?

\_\_\_\_\_

\_\_\_\_\_

Give 3 of the 4 meanings for the word "meditate" according to the commentary:

31. \_\_\_\_\_

32. \_\_\_\_\_

33. \_\_\_\_\_

34. What is the ultimate goal of dialogue meditation?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

35. What is inner prayer?

\_\_\_\_\_

\_\_\_\_\_

Name two of the four things we need to do to practice the principle of mind management, according to the commentary.

36. \_\_\_\_\_

37. \_\_\_\_\_

What are the 2 types of minds?

38. \_\_\_\_\_

39. \_\_\_\_\_

40. Give a scriptural reverence that tells us our minds must be renewed to please God. \_\_\_\_\_

41. In your own words write a paragraph consisting of 4 + sentences on how we can recognize financial bondage in our life? STUDENT ANSWER

Name 4 of the causes for financial bondage, according to the commentary:

42. \_\_\_\_\_

43. \_\_\_\_\_

44. \_\_\_\_\_

45. \_\_\_\_\_

46. Developing a \_\_\_\_\_ will help us to spend our money wisely.

47. What does the word tithe mean?

\_\_\_\_\_

48. Tithing teaches us the \_\_\_\_\_

\_\_\_\_\_.

List three things from the commentary that we expect in return from our giving to God:

49. \_\_\_\_\_

50. \_\_\_\_\_

51. \_\_\_\_\_

52. In 2-4 paragraphs on a separate sheet of paper, give your definition of "Eternal Perspective." Your answer should not exceed 1 page. STUDENT ANSWER – WORTH 5 POINTS

53. A bad self-image can paralyze our ability to relate to other people. True or False

54. People with bad self-images find it hard to develop \_\_\_\_\_ relationships with people.

55. God and His Word can \_\_\_\_\_ our self-image.

56. \_\_\_\_\_ - \_\_\_\_\_ is the cause of most psychological problems.

List two of three things that destroy a good self-image according to the commentary:

57. \_\_\_\_\_

58. \_\_\_\_\_

59. We should have faith in our abilities and our \_\_\_\_\_.

60. It is not important to learn to accept compliments. True or False

61. If we are faced with a valid negative criticism, we should forgive and let it go. True False

62. To have a good self-image means that we are \_\_\_\_\_ secure.

63. It is more important to be rejected by God's standards than the world's standards. True or False

According to the commentary, emotions help us know what?

64. \_\_\_\_\_

65. \_\_\_\_\_

66. There are times when \_\_\_\_\_ urges and drives completely influence our thinking and behavior.

67. It is very important to learn to \_\_\_\_\_ our emotions.

Name two emotional states:

68. \_\_\_\_\_

69. \_\_\_\_\_

70. What must we do to channel our feelings into creative ideas?  
\_\_\_\_\_

71. In 2-4 paragraphs, on a separate sheet of paper, explain why you think it is important to gain control over your emotions. Your answer should not exceed 1 page. STUDENT ANSWER – WORTH 5 POINTS

**Final Exam - Hmwk 4-8**

Name \_\_\_\_\_

1. What is the greatest asset we will ever have?  
\_\_\_\_\_

What are the 2 pillars of true success?

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_ - \_\_\_\_\_ is one of the most important qualities in life.

11. What can cause us to move ahead when others faint?  
\_\_\_\_\_ - \_\_\_\_\_

4. To succeed in life we must set a goal with a \_\_\_\_\_ purpose

5. What does it mean to synthesize our ideas? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. \_\_\_\_\_ are important in setting goals.

7. The most overwhelming feelings and the desire to give up comes from what?  
\_\_\_\_\_

8. What is the most important thing in goal-setting? \_\_\_\_\_  
\_\_\_\_\_

9. What is the standard we should measure our goals by?  
\_\_\_\_\_

List the three things from the commentary our goals will always reflect:

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. Time is not \_\_\_\_\_ or irreplaceable.

14. If we allow others to control our time, we are living like \_\_\_\_\_.

15. What is at the root of procrastination?  
\_\_\_\_\_

16. If we organize our lives, how will we use our time? \_\_\_\_\_

17. Our life is a \_\_\_\_\_ that we must travel alone.

18. Organized persons are usually messy. True or False

19. We should always try to do things \_\_\_\_\_ the first time.

20. If we have the right priorities, people will \_\_\_\_\_ us and recognize our \_\_\_\_\_.

21. The way we use our talents is not important to God. True or False

22. The aspect that work is \_\_\_\_\_ can be found throughout the Bible.

Name three things that talent management teaches.

23. \_\_\_\_\_

24. \_\_\_\_\_

25. \_\_\_\_\_

List three things that happen when God blesses our undertakings according to the commentary:

- 26. \_\_\_\_\_
- 27. \_\_\_\_\_
- 28. \_\_\_\_\_

29. Being diligent causes us to rule our \_\_\_\_\_.

30. What was everything before it became man-made?

\_\_\_\_\_

\_\_\_\_\_

31. Give the definition of vision management according to the commentary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do all visionaries have as a sense?

- 32. \_\_\_\_\_
- 33. \_\_\_\_\_

What three things are visionaries open to according to the commentary?

- 34. \_\_\_\_\_
- 35. \_\_\_\_\_
- 36. \_\_\_\_\_

37. What must we understand to develop and implement a God-given vision?

\_\_\_\_\_

\_\_\_\_\_

Give 2 characteristics of God's vision.

- 38. \_\_\_\_\_
- 39. \_\_\_\_\_

40. We should avoid people who are irresponsible and \_\_\_\_\_.

41. It is not necessary to change to bring forth a vision. True or False

What are three requirements to pay the cost of a vision according to the commentary?

- 42. \_\_\_\_\_
- 43. \_\_\_\_\_
- 44. \_\_\_\_\_

List four things we must do to be an effective supporter:

- 45. \_\_\_\_\_
- 46. \_\_\_\_\_
- 47. \_\_\_\_\_
- 48. \_\_\_\_\_

49. The \_\_\_\_\_ of one idea is worth more than ten good ideas that are just lying dormant in our minds

50. People who fulfill their visions leave behind them a \_\_\_\_\_ to their fellow human beings.

51. Each one of us live with our own small world made up of our own ideas and beliefs. True or False

52. We must have that attitude that we will make \_\_\_\_\_ from lemons.

List five of the characteristics of an optimistic person according to the commentary:

- 53. \_\_\_\_\_
- 54. \_\_\_\_\_
- 55. \_\_\_\_\_
- 56. \_\_\_\_\_
- 57. \_\_\_\_\_

List five characteristics of a pessimistic person according to the commentary:

- 58. \_\_\_\_\_
- 59. \_\_\_\_\_
- 60. \_\_\_\_\_
- 61. \_\_\_\_\_
- 62. \_\_\_\_\_

63. \_\_\_\_\_ is not just a concept; it is a pattern of life.

64. True excellence reflects what?

\_\_\_\_\_

65. What type of people achieves excellence? \_\_\_\_\_

\_\_\_\_\_

66. It is easily possible to make one standard form of excellence.

True or False

67. Our body is the most important thing we possess. True or False

What are the two main ways of maintaining a healthy body?

68. \_\_\_\_\_

69. \_\_\_\_\_

70. \_\_\_\_\_ and \_\_\_\_\_ are the keys to maintaining a healthy diet.

71. It is not possible to live in harmony of body, mind, and spirit. True or False

72. Marriage can never work, even if both partners take care of their area of responsibility. True or False

73. Sometimes the husband is allowed to think his wife is inferior. True or False

Name three of the four things that a husband must do for his wife according to the commentary:

74. \_\_\_\_\_

75. \_\_\_\_\_

76. \_\_\_\_\_

77. Is one of the above more important than another? \_\_\_\_\_

78. A wife must never adapt herself to her own husband because she would lose her identity. True False

79. All fathers are not responsible for the final decisions in the home.

True or False

80. \_\_\_\_\_ is required in the home.

List six of the characteristics of our image that form lasting impressions on others, according to the commentary:

81. \_\_\_\_\_

82. \_\_\_\_\_

83. \_\_\_\_\_

84. \_\_\_\_\_

85. \_\_\_\_\_

86. \_\_\_\_\_

## **International College of Bible Theology**

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To: All Students  
Subject: Course requirements  
From: Dean's Office

Every course offered by International College of Bible Theology requires the following work: all homework, quizzes, and exams included with the Commentary must be completed and turned in at any level of education. Term papers and a reading log must be turned in before the final exam. Textbooks assigned to each course must be read. If audio tapes are included in a course, they must be listened to and notes taken and turned in.

**TERM PAPERS:** One term paper for each course. This paper must be on the course subject. For example: if you are studying prayer, do not write on love. The following chart contains how many pages are expected at each level of schooling.

<u>Freshman to Associate:</u>	A minimum of 4 pages and a maximum of 6 pages
<u>Associate to Bachelor:</u>	A minimum of 6 pages and a maximum of 8 pages
<u>Bachelor to Master:</u>	A minimum of 8 pages and a maximum of 12 pages
<u>Master to Doctorate:</u>	A minimum of 12 pages and a maximum of 20 pages

***Do not write less than the minimum or more than the maximum pages required!***

**OUTSIDE READING:** Reading must pertain to the course subject and must be from two or more sources. For example: if you are studying prayer, you may read on intercessory prayer or Christ's prayers. This reading includes books or other materials, other than your syllabus and the Bible or textbook included with the syllabus. (Hint: use the outside reading as reference material for your term paper).

<u>Freshman to Associate:</u>	A minimum of 2 sources	300 pages
<u>Associate to Bachelor:</u>	A minimum of 3 sources	450 pages
<u>Bachelor to Master:</u>	A minimum of 4 sources	600 pages
<u>Master to Doctorate:</u>	A minimum of 5 sources	750 pages

*A reading log, which is found in the back of the Homework, must be kept and turned in by the day of your final exam.*

### Term Paper Requirements

Each term paper that is turned in must follow the following criteria.

1. *A **cover sheet** with the following Information*
  - a. *Name of Course*
  - b. *Course Number*
  - c. *Student's Name*
  - d. *Title of Term Paper*
  - e. *Instructor's Name*
2. *Every **Term Paper** must have one (1) inch margins on all four (4) sides*
3. *The body of the **Term Paper** must be in **Times New Roman** or **Arial** font no larger than a **12** point.*
4. *Every **Term Paper** must be in a folder when it is turned in to the instructor.*
5. *The **Term Paper** is not to be filled with written Scripture. You can refer to Chapter and verse and/or use part of a verse to begin your topic. However, a term paper filled with scriptures **w** not be accepted.*
6. *Every **Term Paper** must include a **Works Cited Page** in the back of the work.*
7. *No grade will be given without the required term paper being submitted **Before the Final Exam***

Any question that you have about the term paper requirements should be discussed with your instructor at the beginning of the course. You will have 13 weeks to do all required reading and write a term paper for each course. It is important that you understand the requirements from the beginning so that you will have ample time to complete your assignments.

ICBT desires to offer education with integrity. ICBT does not defer from these requirements for any level of education. We cannot permit any student to do less than the required work. There are no exceptions! Students who desire a college education must be willing to do college level work. The 'higher level of degree, the higher level of work is required. Please be aware of this fact before you enroll in a higher level education program.

Tutoring or mentoring costs are not part of ICBT fees and are not initiated by the ICBT staff. Such help is up to an individual student. Correspondent students must be self-motivated and self-starting. Any tutoring cost, in which a correspondent student incurs, is that which he/she will initiate with a third-party, totally separate from ICBT. These are costs not related to ICBTI

"And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God."  
Romans 12:2



**International College of Bible Theology**  
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**573-472-0972**

PROCTOR SHEET

Dear Proctor,

All quizzes and exams are closed book. Please allow ample time for the student to take his/her quiz or exam. Please initial each paper as it is completed; also initial the appropriate space below. Some courses may have more quizzes than others. The student will tell you how many there are in each course that you proctor.

A proctor's responsibility is to monitor the student while they answer quizzes and exams. It is not your responsibility to grade the student's papers.

We want to thank you for you time and interest in the student.

Student's Name \_\_\_\_\_

Title of Course \_\_\_\_\_

Quiz #1 \_\_\_\_\_ Quiz #2 \_\_\_\_\_ Quiz #3 \_\_\_\_\_

Quiz #4 \_\_\_\_\_ Quiz #5 \_\_\_\_\_ Quiz #6 \_\_\_\_\_

Quiz # 7 \_\_\_\_\_ Quiz #8 \_\_\_\_\_ Quiz #9 \_\_\_\_\_

Midterm Exam \_\_\_\_\_ Final Exam \_\_\_\_\_

Proctor's Signature \_\_\_\_\_

Your Servant in Christ,

\_\_\_\_\_  
Student Records Representative