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**NSITE Business Essentials Program**

**Open Enrollment**

**Program Start Date: TBD apply now and get on the list**

**Tuition: $2250.00**

Complete and email this form to [rhowie@nsite.org](mailto:rhowie@nsite.org)

The NSITE Business Essentials virtual training program is offered in partnership with PowerSim Solutions. It provides participants with a comprehensive view of organizational operations and helps them understand how decisions impact their business in a competitive environment. The program allows participants to implement business decisions and experience the outcomes in the safe environment of a simulation.

**Achievement:**

Digital Badge issued by NSITE in partnership with Credly/Acclaim.

**Tuition includes:**

Tuition for this 9-week program includes 2 online courses, 8 weeks of hands-on experience managing a business via a simulation, 8 hours of instructor-led coursework, and multiple team meetings.

* If you are an **employee of an NIB associated Nonprofit Agency**, you may qualify for an NIB Training and Professional Development grant. NSITE will be able to provide additional guidance to qualified applicants.
* If you have an open case with a **State Vocational Rehabilitation Agency**, NSITE may be able to assist you in requesting tuition funding for this program through your VR Counselor.

**Program Structure:**

The four components of NSITE’s Business Essentials program provide a challenging and engaging learning experience.

1. Two NSITE-U self-paced online learning courses –

* Finance and Budgeting Fundamentals
* Improving Decision-making

1. An 8-week business simulation during which participants engage in strategic planning, improve their decision-making, apply their knowledge of market competition, and practice entrepreneurship.
2. Weekly Zoom meetings to review business reports, discuss decision-related business outcomes, and address questions.
3. Engagement and collaboration within small teams to apply business analysis, teamwork, and leadership skills.

**Participants Require:**

* Proficiency in the use of assistive technology (if applicable) and Microsoft Office suite of products
* Their own computer or laptop; this course cannot be completed through the use of publicly accessible (e.g., library) computers or mobile devices such as mobile phones or tablets.
* Intermediate to advanced computer navigation skill.
* Proficiency in the ability to navigate websites on a variety of web browsers.

**All NSITE programs are adapted for the learning styles of blind and low-vision learners.**

**All may apply. However, qualified applicants who are blind or have low vision receive enrollment preference.**

## Applicant information

Full Name:

Email address:

Mailing address:

Home telephone:

Cell number

Job Title

Manager/Supervisor Name:

Manager/Supervisor email:

Manager/Supervisor phone number:

Work hours

Work number (if one)

Do you have a Voc rehabilitation counselor?

Counselors' Full name:

Counselors email:

Counselors telephone number:

Do you have a complete profile (including a resume) on the NSITE Connect job board?

* Yes
* No

Do you have a LinkedIn profile?

* Yes
* No

## Applicant Background and Readiness

Why do you want to participate in the NSITE Business Essentials Training Program?\*

Have you participated in remote training or classroom work similar? If so, please describe how you managed your time and responsibilities.

Explain how your interests and experience make you a good candidate for this program?

## Program Readiness

How are your skills with emails and Microsoft Office Suite, particularly PDFs,Word, Excel, Outlook? ( choose one)

* Basic
* Intermediate
* Experienced

I am prepared to balance the responsibilities of my job/home and required coursework and turn in assignments on time understanding that the class advances together based on everyone’s cooperation to adhere to due dates.

* Yes
* No

I am prepared to attend all online classes and events and meet the requirements of the program.\*

* Yes
* No
* Maybe

The program will meet as a group virtually with the instructor for at least one hour per week in the evening. Are you in agreement with that time commitment?

* Yes
* No
* Maybe

How did you hear about this program?

* NSITE Website
* NSITE email/listserv
* Inclusively
* Facebook/LinkedIn
* NSITE Employee
* Supervisor Counselor
* APH
* Other:

## Assistive Technology

Do you own your own computer or laptop?

* Yes
* No

Do you require the use of assistive technology to navigate a computer?

* Yes
* No

What assistive technology do you use to read, work on a computer and navigate the internet?

* JAWS, Screen Reader, NVDA
* ZoomText
* Handheld Magnifier
* CCTV
* None
* Other:

How would you rate your proficiency in using assistive technology?

* New User
* Intermediate
* Advanced
* Do not require assistive technology

Have you received any training on the use of your assistive technology within the past 2 years?

* Yes
* No

I have informed my vocational rehabilitation counselor or manager about my application to this program.

* Yes
* No (please ensure that you contact them ASAP about your interest)
* Not applicable do not have a vocational rehabilitation counselor

## Voluntary Demographic Information

Gender

* Male
* Female
* Genderqueer/Non-binary
* I do not wish to self-identify

Race/Ethnicity

* White
* American Indian or Alaska Native
* Asian
* Black or African American
* Hispanic of Latino
* Native Hawaiian or Other Pacific Islander
* I do not wish to identify
* Other:

What is your highest Education level?

* High School or equivalent
* Some college, no degree
* Associates degree
* Bachelor's degree
* Graduate degree
* Technical/Trade school
* I do not wish to identify

Please submit with resume to [rhowie@nsite.org](mailto:rhowie@nsite.org) (Please no ODT or ODS files)