



North Hennepin  
Community College

## *Application for Business ASAP*

Name _____
Street _____
City, State, and Zip _____
Phone (work) _____ (home) _____
Student ID Number _____
Birth date _____
E-Mail _____

The **Business ASAP** program has been designed for the working adult. Many of your assignments may use examples from your current work place or relate to your previous work experience in business. Please share your work experience with us – begin with your current employer. *You may attach a resume.*

Employer	Job Title and Duties	Employment Date	
		From	To
1.			
2.			
3.			
4.			

The **Business ASAP** program has been designed for you to build upon any previous college experience. Please share this information with us so we can help plan your individual schedule as well as to help us schedule future classes for this program. *You may attach a transcript.*

College	Date		Courses (include number of credits)	Transcript On file at NHCC?
	From	To		
1.				
2.				

**Accelerated Learning Style Statement (REQUIRED)**

Please write a short paragraph on a separate page answering the following question. Attach with your application.

**How do you plan to be a successful student in the accelerated learning-style format?**

**Transfer Information**

To help us plan the most successful **Business ASAP** program for you, please tell us if you plan to transfer. Include the name of the college and the program you are interested in transferring to at this time.

Yes, I plan to transfer to the \_\_\_\_\_ at \_\_\_\_\_  
(name of program) (name of college)

No plans to transfer at this time. \_\_\_\_\_

**Please mail or fax to:** **Michelle Anderson**, Business ASAP Coordinator  
 North Hennepin Community College  
 7411 85<sup>th</sup> Avenue North  
 Brooklyn Park, MN 55445  
 FAX: (763) 493-0560  
 PHONE: (763) 488-0211

**Decision Notification** – *All applicants with complete applications will receive a letter stating the decision reached on their application*

## SELF ASSESSMENT

To determine if you will be a good candidate for the Business ASAP program, please rate yourself on the following skills on a scale of 1 to 5:

- 5 - Exceptionally skillful in this area
- 4 - Good skills in this area
- 3 - Average skills in this area
- 2 - Below average skills in this area
- 1 - Poor skills in this area

- \_\_\_\_\_ Good study skills
- \_\_\_\_\_ Good time management skills
- \_\_\_\_\_ Basic computer literacy
- \_\_\_\_\_ Basic math skills
- \_\_\_\_\_ Able to multitask
- \_\_\_\_\_ Self-motivated
- \_\_\_\_\_ Good organizational skills

Please answer yes or no to the following questions:

- \_\_\_\_\_ I have a minimum of two years full-time work experience.
- \_\_\_\_\_ I am able to commit to the required 4 hours of class time weekly per course that I am taking.
- \_\_\_\_\_ I am able to block out enough time in my schedule to put in 10-15 hours of homework per week outside of class per course that I am taking.
- \_\_\_\_\_ I have access to the Internet and an e-mail account.
- \_\_\_\_\_ I am familiar with using the World Wide Web and e-mail.
- \_\_\_\_\_ I have access to at least a middle-of-the-line computer that can be used for school work.
- \_\_\_\_\_ I have good support from my family in relation to the time commitment needed for this program.
- \_\_\_\_\_ I have good balance in my life.

The above skills and qualities are a list that was put together by Business ASAP students and faculty to help potential students determine whether Business ASAP is a good fit for your learning style. This Self Assessment does not have to be turned in; it is simply for you to review to make sure that this is the right program for you.