

# Entrepreneurial Business Applications

## Diploma

---

### Program Objective

The Entrepreneurial Business Applications diploma program prepares students with the skills needed to operate a small business whether it is home-based, a franchise, or a consultancy. Graduates of this program obtain the necessary skills to plan, organize, direct, control, and evaluate their operations in order to provide goods or services to consumers and ensure the quality of these goods/services and the satisfaction of their clients.

### Program Notes

Tuition fees include student manuals and all other course materials. Financial assistance may be available to qualified students.

Graduation requirements:

Students must achieve a 75% average to obtain a diploma.

### Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.

### Career Opportunities

Today, many people are starting their own businesses—others are moving up to senior positions. For these individuals, the need for up-to-date business skills is crucial, as they will find it necessary to be well acquainted with all aspects of business and the software required for efficiency.

### Required Skills and Personal Attributes

- Analytical
- Detail-oriented
- General understanding of computer applications
- Ability to perform a variety of administrative functions
- Excellent communication skills
- Good interpersonal skills
- Ability to work independently
- Self-motivated

### Admission Requirements

Grade 12 or equivalent.

Courses are open to any applicant who possesses a good command of the English language and is able to follow instructions.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

Part-time students may set their own schedules including a minimum of two (2) training sessions per week. These times may be scheduled during the day, evenings, or on weekends.

### Competencies upon Completion

#### Core Courses

- **Keyboarding**  
Minimum 10 words per minute (WPM)
- **Operating Systems**  
Basic level of proficiency in a Windows operating system
- **Word Processing**  
Advanced level of proficiency in Microsoft Word
- **Spreadsheets**  
Intermediate level of proficiency in Microsoft Excel
- **Office Skills**  
Basic level of proficiency in Microsoft Outlook and Basic Bookkeeping Level 1
- **Graphics/Presentation**  
Basic level of proficiency in Microsoft PowerPoint
- **Business Skills**  
Business Math Skills and Applications, Business Financial Management, Business English/Grammar, Business Correspondence Level 1, Business Planning, Business Essentials, Business Law & Ethics, Business Administration Integrative Project, and Marketing and Sales
- **Accounting**  
Sage 50 Premium Accounting