

Program Information

Entrepreneurship and Business Innovation

2024/2025

Program Overview	The Entrepreneurship and Business Innovation Certificate is a ten-month program focused on developing occupation-specific skills along with employability and leadership through technical courses. Students explore areas like human resources, finance, development, and strategic planning to become well-rounded employees and business leaders.
Area of Study	Applied Business
Credential	Certificate
Program Length	1 Year Full time (10 months)
Delivery	Hybrid (online and in-classroom)
Work-Integrated Learning	4-week practicum
Open to International Students	Yes
CIP Code	N/A

Career Outcomes

- Entrepreneur
- Business Development Officer
- Innovation Specialist

- Business Growth Manager

All Courses

Course Name	Description	Hours
Job Skills Development (EMPL-100)	This course provides the foundational knowledge and practical skills needed to acquire, retain, and grow in a career. Students will develop transferable skills that employers look for when making hiring and promotional decisions. Topics covered include professionalism, adaptability, planning and organization, numeracy, information security, workplace safety, and the use of office technologies.	70 hours
Business Seminars (EMPL-105)	Business Seminars includes a variety of personal development seminars that enhance employability and career success. Through interactive and focused seminars, students will develop highly sought-after skills for employment while supporting their journey towards entrepreneurship. Seminar topics include handling difficult situations, stress management, teambuilding, conflict resolution, communication, professionalism and/or other business relevant topics.	35 hours
Cultural Essentials (EMPL-110)	Cultural Essentials refers directly to the workplace experience and the values, attitudes and cultures that are common throughout places of work in Canada. Students will develop the knowledge, skills and attitudes that a new employee needs in order to build confidence and successfully adapt to all workplace cultures. Topics include workplace communication, working with diverse individuals, professionalism, and health and wellness.	80 hours

Microsoft Word – Level 1 (BSNS-105)	During this hands-on course students will learn how to use Microsoft Word to create, format, review and edit professional business documents. Students will learn the various functions and benefits that MS Office provides in a business context and will practice document formatting, data entry, proofreading and collaborative document review.	35 hours
Microsoft Outlook – Level 1 (BSNS-115)	During this hands-on course, students will learn how to use Microsoft Outlook to compose, organize and respond to emails in a professional manner, as well as schedule tasks and meetings, and manage contact lists. Students will also learn how to use time-saving keyboard shortcuts and proper keyboarding techniques.	25 hours
Microsoft Excel – Level 1 (BSNS-120)	During this course students will learn how to use Microsoft Excel to create, format, review and edit professional business spreadsheets. Students will learn the various functions and benefits that MS Excel provides in a business context and will practice spreadsheet formatting, data entry, filtering and sorting, using formulas, and creating and interpreting basic MS Excel charts and graphs.	50 hours
Fundamentals of Human Resource Management (BSNS-130)	This course provides students with an introduction to Human Resource Management and the key roles, objectives and priorities of a Human Resources department that are essential to business operations. Topics covered include effective communication, human resource planning, talent management, total rewards, training and development, compliance with regulations, policy and procedures, and workplace safety and health.	40 hours



Budgeting for Self-Employment (EBI-110)	This course provides foundational knowledge and practical strategies for small business budgeting. Topics include financial concepts, the budgeting process, cash flow management, risk management, cost-cutting strategies, ethical accounting practices, and tax responsibilities for small business owners.	65 hours
QuickBooks Essentials (EBI-120)	This introductory course teaches students to use QuickBooks for accounting and payroll. Topics include creating company profiles, managing income and expenses, uploading receipts, invoicing, processing payroll, inventory management, and generating financial statements.	40 hours
Foundations of Entrepreneurship (EBI-130)	This course focuses on the mindset and skills essential for entrepreneurship and business innovation. Students will gain knowledge in leadership, communication, ownership, negotiation, networking, and critical thinking to prepare for starting a business or driving innovation within an organization.	80 hours
Business Innovation (EBI-140)	This course introduces strategies to prepare for and adapt to business growth, disruption, and change. Topics include change management, design thinking, creative problem-solving, disruptive technologies, and risk management approaches.	40 hours
Career Development (EMPL-170)	This course will provide students with the knowledge and tools to create professional cover letters, resumes, and portfolios specific to a job description and organization. Students will increase their confidence for future job interviews by practicing mock job interview sessions.	40 hours



Business Planning and Development (EBI-150)	This course guides students through the seven steps of creating a comprehensive business plan. Using the Business Plan Creator Portal, students will gain hands-on experience in market research, client profiling, marketing strategies, financial projections, goal setting, operations, risk assessment, and networking.	100 hours
Workplace Practicum (EBI-200)	This practicum allows students to apply their knowledge in a real-world work setting. Students will observe and participate in daily tasks and job shadow managers, intrapreneurs, or business owners to gain insights into business management, innovation, and entrepreneurship.	100 hours