



# Entrepreneurship Basics

## Training School

*School Catalog 2024*

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# Entrepreneurship Basics Training School

*EST. Since 2020*

*Publication May 2023 Volume 1*

## **Mission Statement**

Our mission is to prepare students with knowledge, skills, and insight on how to navigate business, an evolving workplace and the entrepreneurial industry. The trainings provided will prepare the students with the proper resources and guidance on becoming the best person that they can be.

## **Vision Statement**

To train and equip students holistically with entrepreneurial skills, vocational skills and soft skills that they will be able to incorporate into their career or business.

## **Goals**

Entrepreneurship Basics will teach students various skills sets that will add to them holistically. Once the course is completed students will know how to provide quality service to those they serve as well as how to run a business.

## **Core Values**

- Integrity
- Responsibility
- Conflict Resolution
- Customer Relations
- Management
- Sustainability

## **Equal Opportunity**

Entrepreneurs You is an institution for all persons regardless of age, race, creed, disability, sex, religion, sexual preference, or political affiliation.

## **Location, Facilities and Amenities**

Classes for Entrepreneurs You will take place in person on our campus located at 7620 W. Center Street, Milwaukee, WI 53222 Suite 203

## **School Facility and Equipment**

The onsite facility includes a conference room, three office spaces, a kitchen, bathroom and arrear parking lot. The equipment includes computers, tables, chairs, desks, Entrepreneurs You workbook, printers, projector, televisions and whiteboard.

## **School Ownership**

Entrepreneurs You is an LLC structured under multiple managers.

## **School Administration**

Our school administrator Mr. Cameron Summers is located at 7620 W. Center Street, Milwaukee, WI 53222. Mr. Summers is a licensed life and financial consultant. Mr. Summers affectionately known as the Money Coach has coached 1000's of individuals and businesses on how to make your money work for you. Mr. Summers is a serial Entrepreneurs who is determined to teach as many people as possible how to create the life they desire and obtain financial abundance.

## **School Holidays & Vacation Periods**

- January New Years Eve
- January 15 -MLK Day
- March 29-April 5 Spring Break
- March 31 Easter Holiday
- May 27 Memorial Day
- June 19 Juneteenth Day
- July 4 Independence Day
- September 2 Labor Day
- November 11 Veterans Day
- November 28 Thanksgiving
- December 23-31 Christmas Break

## **Faculty Members**

Entrepreneurs YOU campus located at 7620 W. Center Street in Milwaukee, WI. All instructors will be teaching from this location.

Mrs. Ryann McNair is the owner and operator of Purpose Driven Sisters, a non-profit organization. Mrs. McNair has over 5 years of experience in the nonprofit sector. In addition, Mrs. McNair has experience in the corporate world with over 8 years of working for Master Lock. Mrs. McNair has been nationally recognized by the Milwaukee Bucks as mentor for of the year due to her hard work and dedication to youth.

Mrs. Omorinsola Summers is a serial Entrepreneurs with over 14 years of experience in Entrepreneurship. She obtained her Bachelor of Science degree from UWM and has experience in the public and non-profit sector working for both the Milwaukee Public Schools and the Milwaukee Teacher Education Center. Mrs. Summers has over 16 years of experience in the educational system.

Mr. Cameron Summers is a serial Entrepreneur with over 9 years of experience. His knowledges ranging from the non-profit and for profit sector.

Dr. Lamont Smith holds a Master's Degree from Upper Iowa University in Science with a minor in psychology. In June of 2022 Dr. Smith graduated with his Doctor of Business and Entrepreneurship from TIUA School of Business. He has 8 years of experience in the social service sector. Dr. Smith is a serial business owner with four thriving businesses.

## **Program Evaluation**

The student and administrative evaluation will be an anonymous online survey that will ask questions and give participants an opportunity to give feedback and refer others to the program.

## **Admission Requirements**

1. Applicants must be 18 years or older.
2. Applicants must possess a high school diploma, GED or HSED
3. Completed admissions application and resume that includes students' demographic information

## **School Training**

Entrepreneurs You will provide a training program that teaches, equips, and prepares our students for corporate America. Instructors will assist students in developing soft skills necessary to be sought after and recruited for employment. These skills include but are not limited to customer service, customer retention, conflict resolution and team building. These skills are also transferable for those interested in gaining work as independent contractors or starting their own business.

## **Enrollment Availability**

Each class is on a first come first serve basis. Each class is capped off at 25 students per class. Once enrollment is full students will be placed on a waiting list. When the next class begins students from the waiting list will be notified first and be given 3 days to respond via email if they are still interested in enrollment. If no contact is made within 3 days, then the class will open to new students.

## **Application deadline**

Students are required to submit their application via email two weeks prior to the start date of class. If a student submits the application after the two-week deadline the application will NOT be accepted but the student will be allowed to join the waiting list for the next class.

## **Statement of Acceptance**

If a student is accepted into the program, students will be notified via text and email. Students must reply via email or text to confirm their seat. Students will have 72 hours to confirm their seat.

## **School Calendar**

*Entrepreneurship Basics (This is a 2-week training program)*

### **Monday-Thursday 10am-3pm**

**June 3-June 13, 2024**

**June 17-June 27, 2024 (Off for Juneteenth day)**

**July 1-18, 2024 (Summer Break) July 22-August 1, 2024**

**August 5-15, 2024**

**August 19-29, 2024**

**September 2-12, 2024 (Mid-year break)**

**September 16-26, 2024**

**September 30-October 10, 2024 October 14-24, 2024**

**November 4-14, 2024**

**December 2-12, 2024**

**December 20, 2024 Holiday Party (TBD)**

*Entrepreneurship Basics will be 10:00am – 3:00pm Monday- Thursday with the exception of the following major holidays and breaks: New Years day, MLK Day, Spring break, Easter holiday, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas break and New Years eve.*

## **Advanced Standing**

There is no advance standing offered at Entrepreneurs You.

## **Grading System**

Students are graded on their classroom participation, weekly exams and exit interview. These activities are graded as follows:

- A – 90% to 100% Excellent in class work
- B – 80% to 89% Above average in class work
- C – 70% to 79% Average in class work
- D – 60% to 69% Unsatisfactory in class work and remedial training may be required
- F – 59% Fail with option to retake the course

## **Receipt of Grades**

Exams will be given weekly. On the last week of class students will present a career /business plan that will be elevated by instructors. The presentation will include positive feedback and constructive criticism. Each student will also receive an exit interview. All students will receive a certificate of completion on the last day of class. All students will receive their progress report within a 2-week time period of last class.



## **Student Records**

An electric student record card will be kept on file with Entrepreneurs YOU School for a period of six (6) years from a student's program completion. The following records will be retained:

- a. Enrollment agreement and student payment documentation
- b. Student demographic information including attendance reports, grades, exit interview and business plan
- c. Student completion date and/or termination from the program and the reason thereof
- d. Student grievances and subsequent resolutions

A copy of this record can be obtained by the student or a designated person via email. Duplicate certificates will be charged a fee of \$20.00. Records are private and confidential and only accessed by Entrepreneurs YOU Staff. Any student or third-party organization authorized by the student to obtain records must do so in writing. A copy of the records request along with the student's identification must be submitted to the school via fax or email. Once received, the record will be sent within 7 days via email. Students also have the option to pick these records at our administration office. Student transcripts will be retained permanently on file at Entrepreneurs YOU.

## **Academic Probation**

Students will receive weekly in class progress reports from their assigned instructor. Satisfactory progress is defined as a minimum passing grade of 70% on all components/quizzes. In the event that a student does not achieve the established criteria for determining satisfactory progress, the student will be allowed to present justification or evidence of extenuating circumstances as to why he/she should be allowed to continue training. If the student has not achieved the criteria as set forth in this section at the end of the probationary period he/she may be terminated from the training program. The probationary period is defined as the time between each end of course grade.

## **Dismissal and Re-Admittance**

Any criminal activity associated with the training program such as theft, sexual harassment, physical and verbal altercations, illegal drug possession will result in immediate and final dismissal from the program. Students are not allowed to appeal these kinds of dismissals. A student who is dismissed for any reason (outside of those stated above) may appeal the dismissal to the Executive Director in writing. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. If the appeal is approved, the student will be readmitted to the school. If the appeal is denied, then the dismissal is final.

## **Student Conduct**

Students are expected to be on time and attend every class. When in the classroom or on campus students must follow instructions. Cell phones will not be permitted during classroom time. Illegal drugs and alcohol are not allowed at any time on school premises. Students must treat the school's equipment with care. Students are required to treat the staff and classmates with respect. If these rules are not followed it could lead to dismissal by the Director. Please refer to the "Dismissal and Re-Admittance" for violation of the student conduct and appeal process.

The presence of any detectable amount of any illegal drug, illegal controlled substances or alcohol is not acceptable during class time. If an instructor detects the presence of any of these substances, they can ask the student to leave.

Zero tolerance of profanity, verbal threats, abusive language or violence toward staff are students will be accepted. The student will be given a verbal warning if the behavior continues the student will be asked to leave the class.

No child(ren), adults or pets will be able to come to class with the students.

## **Rules/Regulations of the Classroom**

1. Drinks may be brought into the classroom but must be removed at the end of class.
2. Students are responsible for completion of all classroom assignments.
3. Students must complete homework prior to class.
4. Copying homework assignments or tests is considered cheating and will result in an F on that assignment
5. Students are responsible for leaving and returning from break on time
6. All safety rules must be followed at all times
7. No loud, abusive, or profane language
8. Report any unsafe conditions to the Director immediately.
9. Cell phones must be turned off or put on vibrate during class. If a student has an emergency they can step out of the classroom to take their call.
10. Making calls or text messaging is not permitted at any time except during breaks.
11. Students must follow all instructions given by the instructor at all times without argument.
12. No firearms or weapons allowed on premises

## **Leave of Absence**

Entrepreneurs YOU does not permit a leave of absence. In the event a student must discontinue due to mitigating circumstances beyond the student's control, the refund policy will be applied to any unused tuition. Students will be allowed to reapply.

## **Attendance**

Students are required to attend all classes on time and maintain an 80% attendance record. Attendance will be taken 10 mins after class begins by the instructor. Students will be required to sign in. Any attendance below 80% will lead to dismissal. All absences are unexcused unless the student provides written documentation (i.e., doctor excuse, court date verification, emergencies ect.). Three or more absences (79% attendance) will lead to dismissal by the Director. Students are responsible for any assignments due in their absence. All missed assignments/make-up work should be coordinated directly through the instructor of the missed class. Attending class for part of the day is allowed if the student has made verbal or written communication with the instructor.

## **Tardiness**

All students are expected to arrive on time for each class session. A student is considered tardy for class if he/she arrives ten (10) minutes after the scheduled start of class. Any combination of five (5) documented tardies will be considered as one (1) absence. If a student misses more than (15) fifteen minutes he/she will be marked absent for an hour or for the time absent rounded to the next fifteen (15) minute increment if over an hour. Make-up work will be assigned and is expected to be made up with an 24 hour timeframe.

## **Covid-19 Protocol**

- Masks are optional when entering and exiting the building.
- If a student has had Covid exposure but no symptoms, you must wear a mask at class for 5 days.
- If a student has had Covid exposure with symptoms, please do not come to class until you has quarantined for 5 days. After the quarantine when the student returns, they must wear a mask for 5 days.
- If a student has Covid/flu symptoms, please do not come to class. The student will need to quarantine for 5 days or have a negative covid test to return.
- If a student begins to feel sick at class, please notify the instructor immediately so that the student can be released from class.
- In the case of a positive covid test, students will receive an email or text message
- If there has been a positive covid case in class ALL students will need to wear a mask for 5 days.
- If a student test positive they should be quarantined for 5 days and wear a mask to class for 5 days.
- Please inform the Entrepreneurs YOU instructor or staff immediately of any positive Covid cases.

\*These rules are subject to change according to the climate of the nation/CDC\*

## **Alternative Learning**

If a student during their program enrollment in the Entrepreneurs You class has a chronic illness, flu, Covid 19 or a contagious illness or disease that requires them to be quarantined at home; there will be an alternative learning option given. The student must show doctor proof or a positive test result of the illness, sickness or disease. The student is required to contact the instructor of Entrepreneurs You immediately so that alternative program adjustments can be made.

## **Student Complaints**

If a student has a complaint about the program, an instructor or another student, the complaint should be brought to the Program Director for discussion, documentation, and resolution. A meeting between all involved parties will take place in the schools administration office. If resolution cannot be reached with the Program Director, the student may contact the Wisconsin Educational Approval Program for assistance at 608-266-1996 or P.O. Box 8366, 4822 Madison Yards Way, Madison, WI 53705; [www.dsps.wi.gov](http://www.dsps.wi.gov)

## **Tuition**

\$3,500.00 is the cost for Entrepreneurship Basics training program. This includes operating the training facility, workbooks, class materials, staffing, testing, certificate of completion and completion ceremony. No grants are currently available. State vouchers are accepted. Payment plans are available. Tuition must be paid in full prior to the start of class unless you are participating in the installment payment program.

The installment payment program is as follows:

Upon enrollment 50% of tuition is due. The remaining 50% of tuition is due the last week of class. If a student is unable to make payment, they will not be allowed to complete the program until they are able to complete the full payment.

Refunds are only available if mitigating circumstances (death, medical emergencies) don't allow the student to complete the program. There must be documentation given regarding the circumstance and up to 50% refund can be returned.

## **Cancellation**

If the student is no longer interested in Entrepreneurship Basics training program, they have the right to withdraw/cancel. Entrepreneurs You must be given a 3-business day notification of withdrawal/cancellation.

The student who utilizes the cancellation policy will receive a full refund from the program. This refund is under Wis. Admin. Code s. SPS 408.05 (partial refund). Notifying students that refunds will be given within 40 business days after dismissal or notification of withdrawal.

## **Refund**

The refund policy for the school will follow Wis. Admin. Code s. SPS 408.05 (partial refund). Refunds are available due to mitigating circumstances (death, medical emergencies) that don't allow the student to complete the program. Documentation must be given regarding the circumstance, up to 50% can be refunded. If the student has completed 50% of the course, then the remainder tuition 50% will be refunded.

In accordance with SPS 408.05(3) students will receive their refund within 40 days after dismissal or notification of withdrawal.

## **Entrepreneurship Basics Curriculum**

### **Intro to Entrepreneurship (5hrs)**

Being an Entrepreneur takes a certain level of training. We will help students understand the mindset and the grit of Entrepreneurship. We will also help the students to understand the difference between their what and their why in business, as well as how to properly service customers.

### **How to set up your business (5hrs)**

Students will get business knowledge and learn how to set up their business as an LLC, Non-Profit, S-Corp or C-Corp.

### **Customer Service (5hrs)**

The service industry can have challenges. Students will learn how to effectively communicate, how to problem solve and how to manage conflict peacefully when it arises and how to retain customers.

### **Vocational planning (5hrs)**

Students will be given the opportunity to explore a variety of different skills. We will narrow down which skill set fits them best and create an action plan.

### **Business Professionalism (5hrs)**

There is a difference between running a business and having a hobby. We will teach the students what having a successful business looks like from the perspective of a business motto. We will help students understand the foundations of business cards, websites, social media platforms, branding, and marketing.

### **Business/Career Management (5hrs)**

There are standards in business. We will review them in depth. These standards include but are not limited to business hours, client retention, business expansion, associations, and partnerships.

### **Communication (5hrs)**

Communication is key. As a class we will discuss business attire, proper email etiquette, telephone etiquette and social media etiquette.

### **Work-Life Balance (3hrs)**

With the evolving times we will help students find the correct fit for their lifestyle. We will discuss time-management, teamwork, body language, attitude, employer/employee relationships and leadership in the workplace.

### **Program Conclusion(2hrs)**

We will meet with students to answer business questions. Lastly, we will conclude with a celebration and a certificate completion ceremony.

## **Employment Services**

Entrepreneurs YOU will NOT offer any employment services.

## **Severe Weather Closings**

It is the policy of Entrepreneurs YOU to be open for normal business unless the weather situation has a serious impact on the normal transportation systems in the region. During these types of inclement weather situations, procedures and notifications will be communicated through email and text messages.