

NATIONAL BOARD FOR TECHNICAL EDUCATION, KADUNA

NATIONAL INNOVATION DIPLOMA (NID)

ENTREPRENEURSHIP COMMON COURSES

CURRICULUM AND COURSE SPECIFICATION

AUGUST, 2007

PLOT B, BIDA ROAD, PMB 2239, KADUNA-NIGERIA

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NATIONAL BOARD FOR TECHNICAL EDUCATION, KADUNA

NATIONAL INNOVATION DIPLOMA (NID)

INTRODUCTION TO ENTREPRENEURSHIP

CURRICULUM AND COURSE SPECIFICATION

AUGUST, 2007

PLOT B, BIDA ROAD, PMB 2239, KADUNA-NIGERIA

PROGRAMME: NATIONAL INNOVATION ENTERPRISE DIPLOMA

COURSE: INTRODUCTION TO ENTREPRENEURSHIP

CODE: EDP 201

DURATION: ONE SEMESTER **HOURS/WEEK** LECTURE: THEORY: 1 PRACTICAL: 2

UNITS: 2

Course Main Aim/Goal: This course is aimed at providing the trainee with the basic skills and mindset for successful entrepreneurship.

GENERAL OBJECTIVES: On completion of the course, the trainee should be able to:

- 1.0 Know what enterprise is.
- 2.0 Appreciate reasons for entrepreneurship.
- 3.0 Know entrepreneurs.
- 4.0 Know the requirements for entrepreneurship.
- 5.0 Know sources of business ideas.
- 6.0 Know how to organize an enterprise.
- 7.0 Know how to start an enterprise.

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8.0 Know how to operate an enterprise.

	Course: INTRO. TO ENTREPRENEURSHIP	Course Code: EDP 201		Credit Hours: hours/week 2		
				Theoretical: hours/week 1		
	Year: 1 SEMESTER 1	Pre-requisite: Element of entrepreneurship		Practical: hours /week 2		
	COURSE SPECIFICATION: Theoretical Content			Practical Content		
	General Objective 1.0: Know what enterprise is.					
Week	Specific Learning Outcomes	Teacher's activities	Resources	Specific Learning Outcomes	Teacher's activities	Resources
1----2	<p>1.1 Define an enterprise.</p> <p>1.2 Identify attributes required to engage in an enterprise.</p> <p>1.3 Identify different forms of enterprises and classify them into: private/public, profit/non-profit, formal/informal, individual/common, local/foreign, business/social. small/large, manufacturing/service, consumer/industrial etc.</p> <p>1.4 Identify the various roles people play in enterprises and factors that influence choice of role.</p>	<p>i. Explain the meaning and scope of enterprises and their classifications.</p> <p>ii. Describe the roles different people play in an enterprise using a related organizational chart. Explain factors affecting choice of role.</p>	<p>Flip charts,</p> <p>Cardboards,</p> <p>Marker pens,</p> <p>Projectors,</p> <p>Computer ,</p> <p>White board,</p> <p>Business games: e.g. Monopoly, Block Building</p>	<p>Explain role played in a simulated enterprise.</p> <p>Identify types of enterprises and skills needed to run them.</p> <p>Debate for or against the existence of small businesses in an economy.</p> <p>Identify the contributions of SMEs to national economy</p>	<p>Create a simulated enterprise decided by the trainees. Each trainee to select a role he wants to play. Each trainee to explain their roles to colleagues.</p> <p>List roles and skills of entrepreneurs in business and compare with those identified by the students.</p> <p>Divide the trainees in to two groups to</p>	

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	<p>1.5 List types of entrepreneurs.</p> <p>1.6 Identify features and characteristics of small enterprises.</p> <p>1.7 Explain strengths and areas where small businesses do well.</p>	<p>iii. Explain types of entrepreneurs: self-employed, opportunistic, inventors, pattern multipliers, economy of scale exploiters, acquirers, Buy-sell Artists, speculators, etc.</p> <p>iv. Explain the characteristics of small enterprises.</p> <p>v. Describe the strengths and areas where small businesses do well with examples.</p>			<p>debate “Small business are not critical for the country’s economic development, as such many should be closed down for the sake of economic growth and competitive ness”.</p>	
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PROGRAMME:						
COURSE:			COURSE CODE:		CONTACT HOURS:	
GOAL:						
COURSE SPECIFICATION:			Theoretical Contents:		Practical Contents:	
			General Objective 2.0: Appreciate reasons for entrepreneurship		General Objective:	
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
2-4	2.1 Define Entrepreneur and Entrepreneurship. 2.2 Differentiate between entrepreneurship and management. 2.3 Explain elements of entrepreneurship 2.4 Identify entrepreneurial resources and group them into economic,	i. Explain entrepreneur and entrepreneurship. ii. Explain elements of entrepreneurship – observing the environment, identifying benefits from the environment, gathering physical and psychological tools for accomplishment, implementation, receiving rewards. iii. Explain entrepreneurial		Analyse a life situations people engage in.	Group trainees and ask each group to enumerate life situations people may find themselves in.	

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	<p>human, knowledge and time.</p> <p>2.5 Identify features of entrepreneurship in business.</p> <p>2.6 State roles and rewards of entrepreneurship in business.</p> <p>2.7 Explain the entrepreneurial functions in business.</p> <p>2.8 Assess the role of entrepreneurship in society.</p>	<p>resources.</p> <p>iv. Explain principles/features of entrepreneurship in business:</p> <p style="padding-left: 40px;">Open market economy; Private enterprise; Exploiting change; Value addition; Provision of needed product /service; Breaking of new frontiers.; Application of individual initiatives; Competition; Uncertainties; Seeking opportunities; Creativity/innovation.; Wealth Creation.;</p> <p>v. Explain roles and rewards of entrepreneurship in business.</p> <p>vi. Explain entrepreneurial function in business: Finance, Management Uncertainty bearing (risk-</p>		<p>Analyse a case on the role of entrepreneurship in national development bearing in mind the following:</p> <p>Employment /job creation.</p> <p>Improved standard of living.</p>	<p>Provide a case study (as a group work assignment) on how entrepreneurship contributes to national economic development.</p>	
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	<p>2.9 Explain the concept of self employment and wage employment</p> <p>2.10 State the reasons for engaging in self-employment and wage employment</p>	<p>bearing). Encourage competition, Identify gaps in the market.</p> <p>viii. Explain the importance of entrepreneurship in society: Products/ services, employment, income, taxes, investment in productive assets, National well-being etc.</p> <p>ix. Explain the terms: Self employment. wage employment. Justify why people choose either of them.</p> <p>x Explain the concept of empowerment.</p>		<p>Increased competition</p> <p>Development of entrepreneurial Spirit /culture.</p> <p>National welfare</p> <p>Provision of skills.</p> <p>Evaluate your list with those of your colleagues.</p> <p>Add those you did not list.</p> <p>Choose your interest from the list.</p>	<p>Ask students to list employment opportunities from the environment. Group them into self or wage employment.</p>	
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	between entrepreneurs and businessmen.	vi. Interpret a given decision taken by an enterprise. vii. Explain procedure for analyzing a risk situation.			tossing game. Guide students to play the game. Let them identify various factors of risk taking.	
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	General Objective 4.0 : Know the requirements for entrepreneurships			General Objective:		
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
6-7	<p>4.1 Describe the key competencies required for setting up of a successful small business</p> <p>4.2 Describe the key variables which might determine success in setting up a successful small business</p> <p>4.3 State the role of ethics, morality and integrity in business</p> <p>4.4 State the relationship between business ethics and business social responsibility</p> <p>4.5 Explain factors responsible for business failure</p> <p>4.6 Develop strategy to</p>	<p>i. Explain the major competencies required for successful entrepreneurship: Knowledge , Skills and Traits</p> <p>ii. Explain how they are acquired or developed.</p> <p>iii Provide examples of the competencies under each of knowledge, skills and traits</p> <p>iv. Explain the following as key success factors in entrepreneurship: motivation and Determination, Idea and market, Ability(MAIR</p>	<p>Flip chart/ Board</p> <p>White Board</p> <p>Marker pens</p> <p>Projector</p> <p>Computer</p>	<p>Identify the requirements of each department in terms of knowledge, skill or traits.</p> <p>Identify the factors for setting up the business under your heading.</p> <p>Present to the class your findings.</p> <p>Identify factors responsible for either the success or failure of the business.</p> <p>Examine factors to consider in deciding to start and run a business.</p> <p>Analyse case Studies</p>	<p>Draw an organogram of a chosen business organization/outfit, guide trainees to study the functions of the various departments and the knowledge and skills required for various positions.</p> <p>Select a small business and divide the class into 6 groups to identify key success factors in setting up the business under one of the major headings in the MAIR framework</p> <p>Guide trainees to analyse a case of business success/failure.</p>	<p>Flip charts,</p> <p>Cardboard</p> <p>marker pens,</p> <p>White board,</p> <p>Computer,</p> <p>Projector etc.</p> <p>Practicing entrepreneur</p> <p>Case studies</p>

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	<p>minimize business failure.</p> <p>4.7 State reasons why and how entrepreneurs make the decision to start and run their own businesses.</p> <p>4.8 List income generating activities you have been or could be involved in at home, school or within the community.</p> <p>4.9 Describe your role in the activity in 4.8 above.</p>	<p>Framework) Business plan Organization and Management.</p> <p>v. Explain ethics, morality and their roles in business</p> <p>vi. Explain the relationships between ethics and business social responsibility</p> <p>vii. Explain factors that can lead to business failure and how to overcome them.</p> <p>viii. Explain with examples how individuals /groups arrive at the decision to start their own Business.</p>			<p>Give a practical assignment for trainees to list the people they know who have started businesses as a result of the factors presented justifying their choice in each case</p>	
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PROGRAMME:						
COURSE:			COURSE CODE:		CONTACT HOURS:	
GOAL:						
COURSE SPECIFICATION: Theoretical Contents:				Practical Contents:		
General Objective 5.0: Know sources of Business ideas				General Objective:		
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
8----9	<p>5.1 Define a business idea and its sources.</p> <p>5.2 Identify sources of business ideas</p> <p>5.3 State the importance of generating business ideas.</p> <p>5.4 Explain the concepts creativity and innovation and their importance in generating a good business idea.</p> <p>5.5 Describe how to turn a business idea into a viable business</p>	<p>i. Describe a business idea.</p> <p>ii. Explain sources of business ideas and how to spot or generate them: Hobbies, exhibitions, survey, franchises, mass media, complaints, personal skills exercises, brainstorming.</p> <p>iii. Explain why business ideas should be generated: to respond to market needs.;</p>	<p>Sample Business Plan/ Sales plan</p>	<p>Perform both the 9 dot and creative square exercises.</p>	<p>Guide students to do the 9 dot exercise. Ask them to connect the 9 dots by means of 4 straight lines. Provide the continuous solution on the Board and explain why the solutions lays outside the square of dots</p> <p>Also, guide students to do the creative square exercise.</p>	<p>Cardboard or graph paper</p> <p>Pencil/marker</p> <p>Ruler</p> <p>Black//white board</p> <p>Flip chart.</p> <p>Sample business/ Plan/Sales plan.</p>

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	<p>opportunity.</p> <p>5.6 State factors to consider in identifying and assessing business opportunities.</p> <p>5.7 State characteristics of a good business opportunity</p>	<p>changing fashions and requirement; to stay ahead of competition; to explain technology;. because of product life cycle.; and to spread risk and allow for failure.</p> <p>iv. Explain/differentiate between business idea and opportunity</p> <p>v. Explain how to develop/ transform a business idea into a viable business opportunity.</p> <p>vi. Explain factors to consider in identifying and assessing business opportunities: industry and market; length of window of opportunities; personal ;</p>		<p>Implement business plan.</p> <p>.</p>	<p>Provide a business plan for discussion by groups on implementation strategies</p>	
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		<p>translate business opportunity to business plan; goals/competencies of the entrepreneur; management team; competition.; capital, technology & other resource requirements; environment.; feasibility & business plan.</p> <p>vii. Explain characteristic of a good business opportunity: real demand, return on investment, be competitive, meet objective availability of resources & competencies.</p>				
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COURSE SPECIFICATION:		Theoretical Content		Practical Content		
	General Objective 6.0: Know how to organize an enterprise.					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
10---11	6.1 Explain market. 6.2 List what entrepreneurs should know about potential customers. 6.3 List sources of customer information. 6.4 Explain the marketing concept. 6.5 Explain market research and marketing strategy. 6.6 Explain target marketing. 6.7 Explain marketing mix. 6.8 Explain how to evaluate marketing performance. 6.9 Explain how to analyse the feasibility of a product/service. 6.10 Explain factors that affect the consumer	i. Explain market and what should be known about potential customers. ii. Explain sources of customer information. iii. Analyse the marketing concept. iv. Explain market Research and marketing strategy. v. Describe steps in conducting a market survey. vi. Describe how to develop a sales plan. vii. Explain target marketing and marketing mix. viii. Evaluate marketing		Carry out simple market survey and market research. Prepare a simple sales plan from the market survey and research conducted. Examine the viability of a typical business based on its location.	Guide trainees to carry out simple market survey and market research in a typical market. Undertake Field Trips. Demonstrate how to prepare a simple sales plan from the market survey and research conducted. Guide trainees to some selected businesses to find out why they are located there.	Video camera Video tapes, Video machine Television Real life project.

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	<p>market with reference to the “5 Ws.”</p> <p>6.11 State factors for business location.</p> <p>6.12 Explain the legal forms of business ownership.</p> <p>6.13 Estimate the financial requirements to start a small business.</p> <p>6.14 Explain “investment capital and working capital”.</p> <p>6.15 Examine ways of getting into business.</p> <p>6.16 Examine various sources of capital to start an enterprises.</p> <p>6.17 Describe procedures for obtaining a</p>	<p>Performance.</p> <p>ix. Explain how to analyze product feasibility.</p> <p>x. Explain the “5Ws.” (who, what, when, where, and why) of a market.</p> <p>xi. Explain, with reference to a chosen business, factors for business location.</p> <p>Xii. Explain factors considered by bankers in evaluating loan</p> <p>xiii. Explain criteria for evaluating loan sources:</p> <p style="padding-left: 20px;">Cost Risk Flexibility Control Availability Weighing</p>		<p>Given a selected business, analyse its initial financial requirements.</p>	<p>Select an existing business Analyse its capital requirements for establishment.</p>	
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	<p>business loan.</p> <p>6.18 Describe factors to consider by bankers when evaluating a loan applicant.</p> <p>6.19 Analyse criteria for evaluating loan sources.</p> <p>6.20 Explain uses of capital.</p>	<p>evaluation criteria.</p> <p>xiii. Explain various ways of entering business:</p> <p style="padding-left: 40px;">Starting new Buying existing business Franchise</p> <p>xiv. Explain various sources of capital to start an enterprise.</p> <p>xv. Explain procedures for and considerations in applying for a business loan:</p> <p style="padding-left: 40px;">Type of loan. Purpose Credit worthiness/ integrity Capability Repayment period</p>		<p>Prepare all necessary papers and sample application for a loan.</p>	<p>Guide trainees to prepare necessary documents to file for a loan.</p>	<p>Samples of</p> <p>Covering letter</p> <p>CAC registration documents.</p> <p>Cash flow projections for 3 years.</p> <p>Tax clearance for 3 years.</p> <p>Relevant licenses, permits, authorizations, etc.</p>
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		Security Guarantors Flexibility of project. Customer status with bank. xvi. Explain considerations for loan evaluation by banks.				
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COURSE SPECIFICATION;		Theoretical Content		Practical Content		
WEEK	General Objective 7.0: Know how to start an enterprise.					
	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
12--13	<p>7.1 Identify information required by entrepreneurs.</p> <p>7.2 Identify where to source the required information as an entrepreneur.</p> <p>7.3 List the methods of obtaining assistance and provider of the assistance under each method:</p> <ul style="list-style-type: none"> ● Personal contacts: <ul style="list-style-type: none"> * entrepreneurs * professionals * customers ● Observation: <ul style="list-style-type: none"> * trade exhibitions. ● Interviews: <ul style="list-style-type: none"> * customers * suppliers * competitors. * distributors * ex-employees * agents 	<p>i. Explain nature, sources, and suppliers of information required by potential Entrepreneurs.</p> <p style="text-align: center;">Marketing Technical ICT Financial Legal</p> <p>ii. Explain methods of obtaining assistance and providers of such assistance. personal contact observation interviews direct mail reading web/internet research</p>		<p>Describe information and assistance required by a potential entrepreneur, sources and nature of assistance to be provided.</p> <p>Identify sources of information and assistance required by potential entrepreneurs.</p>	<p>Invite an entrepreneur / consultant to give a talk on information required to start a business and the sources of the information and how to get it.</p> <p>Divide the trainees into groups. Each group to write down all the information and assistance required by a potential entrepreneur, sources and nature of assistance to be provided.</p>	<p>Practicing entrepreneur</p> <p>Presentation materials:</p> <p>Computer</p> <p>Projector</p> <p>Television</p> <p>Video recorder</p>

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	<p>7.6 Calculate total capital requirements for a typical business.</p> <p>7.7 Maintain various types of records and reports kept by a business.</p> <p>7.8 Determine total sales, expenses, working capital etc for a typical business.</p> <p>7.9 Prepare sales and costs forecasts for a typical business.</p> <p>7.10 Prepare forecasted cash flow, income statement, balance sheet for a typical business.</p> <p>7.11 Calculate contribution margin of a business from given sales and cost of stock figures using appropriate formula.</p>	<p>requirements of a business to operate within the law.</p> <p>v. Explain how to calculate total capital requirements for a selected business.</p> <p>vi. Explain types of record and reports to be kept by a business .</p> <p>vii. Provide list of legal Statutory business agencies: CAC, SON, NAFDAC, State Ministry of Commerce, Local Govt etc.and their roles</p> <p>vii .Explain how to determine total sales, expenses, working capital, and total amount for fixed assets, total costs for stocks, labour and overheads.</p>		<p>Identify appropriate strategy to ensure customer loyalty.</p> <p>Identify sources of customers.</p> <p>Identify trends, features and other opportunities that could lead to growth of business.</p> <p>Identify features that can give a competitive edge.</p> <p>Identify promotional strategies to improve product/service environment quality, ambience and appearance.</p> <p>Identify staff requirement.</p> <p>Determine duties of each staff.</p> <p>Identify job titles and qualifications/ experience/skill required for each title.</p> <p>Design a proposed organizational chart.</p>	<p>characteristics to each business plan.</p> <p>Products/services provided</p> <p>Demand level.</p> <p>Potential customers.</p> <p>Plan to attract initial customers.</p> <p>Customer traffic per day.</p> <p>Market share/size for the business.</p> <p>Opportunities for growth.</p> <p>Positive features to overcome competition.</p> <p>Strategies to promote and attract more customers.</p> <p>Number of employees required.</p>	<p>Sample Business Plan</p>
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		<p>viii. Explain how to prepare sales and costs forecast.</p> <p>ix. Explain how to prepare forecasted cash flow, forecasted income statement, balance sheet.</p> <p>x. Explain how to calculate contribution margin.</p>		<p>List the equipment/tools/machines etc required in a selected business.</p> <p>Identify compliance requirement.</p> <p>List all the fixed and current assets required to start a selected business.</p> <p>Determine personal contribution to start a business.</p> <p>Note other sources of funding a business.</p> <p>Identify supporting evidence/ documents such as certificate of proficiency, entrepreneur's awards, reference letters, bank statements, tax returns which may be required to support loan application.</p> <p>List records/reports kept by a business such as cheque book, receipts, petty cash,</p>	<p>Duties of each employee.</p> <p>Qualifications of the employees.</p> <p>Organizational chart of the business.</p> <p>Outside /professional services that may be required to support the business.</p> <p>Equipment/facilities available for operation.</p> <p>Compliance requirements.</p> <p>Total capital required to start.</p> <p>Personal capital contribution to finance the business.</p> <p>Intended borrowed capital.</p> <p>Support evidence/documentation acquired to borrow required funds.</p>	
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	<p>7.12 Describe the responsibility of a typical small business to the Community.</p>			<p>payroll, purchase vouchers, tax returns, cash flow, income statements, balance sheets etc.</p> <p>Calculate total sales, expenses, working capital, total amount for fixed assets, total costs for stocks, labour overheads, etc. required for starting a business.</p> <p>Prepare sales and costs forecasts, forecasted cash flow, forecasted income statement, forecasted balance sheet for the end of first year.</p> <p>Calculate gross profit/contribution margin in terms of percentage.</p> <p>Identify areas the business can make contribution to the immediate environment/community (social responsibility)</p> <p>Prepare a business plan for a chosen business.</p>	<p>Records/reports required in running the business.</p> <p>Monthly/annual total sales.</p> <p>Expected pre-operation expenses</p> <p>.</p> <p>Required working capital.</p> <p>Total amount for fixed assets. total cost, stocks, labour, overheads.</p> <p>Sales and costs forecast for the first years.</p> <p>Cash for cast for the first year. (Show forecast cash flow).</p> <p>Profit forecast for first year. (show forecast income statement).</p> <p>Net worth of the</p>	
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					<p>business at the end of first year. (Show forecast balance sheet)</p> <p>Gross Profit contribution margin.</p> <p>Social responsibility of the business.</p> <p>Group trainees and. guide them to prepare a business plan for specific business.</p> <p>This should be scored as part of continuous Assessment.</p>	
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COURSE SPECIFICATION;		Theoretical Content		Practical Content		
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
14---15	<p>8.1 Explain how to select, motivate and discipline staff in a small business.</p> <p>8.2 List necessary skills required by an entrepreneur to manage his personnel.</p> <p>8.3 Explain why it is necessary to manage time.</p> <p>8.4 Explain techniques of time management.</p> <p>8.5 Describe a sales person and his attributes.</p> <p>8.6 Describe characteristics of potential customers.</p>	<p>i. Explain personnel practices in a small business. Recruitment and selection. Orientation. Job design, specification and assignment. Motivation Discipline.</p> <p>ii. Describe skills required to manage people.</p> <p>iii. Explain time management and its techniques.</p> <p>iv. Explain qualities of successful sales person.</p> <p>v. Explain qualities of potential customers.</p>		<p>Prepare a suitable job advertisement for an existing vacancy in a small business.</p> <p>Schedule daily activities.</p>	<p>Guide trainees to prepare a suitable job advertisement for a determined vacancy.</p> <p>Guide trainees to prepare a time schedule of their activities.</p> <p>Ask them to prioritize their activities for the next day.</p> <p>Advise them on best practices.</p>	<p>Samples of packaged Products.</p> <p>Newspaper cuttings of job adverts</p>

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	<p>8.7 Describe the steps taken by a sales person in selling a product.</p> <p>8.8 Explain importance of promotional activities in promoting sales.</p> <p>8.9 Describe steps to take in dealing with suppliers.</p>	<p>vi. Explain the role of communication in selling .vii .Explain the role of promotion in sales.</p> <p>viii. Explain steps of doing business with suppliers.</p> <p>Determine your business needs. Identify potential suppliers. Contact suppliers and obtain quotations. Select best suppliers. Order goods. Check received goods. Check the invoice and Pay suppliers.</p>		<p>Prepare sales promotion campaign to address a specific problem of sales.</p>	<p>Guide trainees to prepare a promotional campaign to address a specific problem of sales.</p> <p>Invite successful Entrepreneur for experience sharing.</p>	
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	<p>8.10 Explain factors in selecting appropriate technologies for a typical small business considering its characteristics and major considerations.</p> <p>8.11 Analyse a decision to introduce new technology in a small business</p>	<p>ix. Explain how to determine appropriate technologies for use in a small business.</p> <p style="padding-left: 40px;">Simple Effective Availability Flexibility Durability Efficiency Cost effectiveness</p> <p>x. Explain the major considerations to make before introducing new technology in a small business.</p> <p>xi. Explain how new technology will improve market share. How the technology will affect business profits. Whether market study has been conducted to determine the demand for the new product.. Period it will take for the new product to gain acceptance.</p>				
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		<p>Availability of personnel, materials and capital to produce and market the new Product.</p> <p>Knowledge and experience of the entrepreneur about the new Technology</p> <p>.Effectiveness of the new technology on the size and current operation of the business.</p> <p>Competitors' reaction on the introduction of the new technology.</p>				
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	<p>8.10 Categorize various costs into direct or indirect costs.</p> <p>8.11 Calculate depreciation of selected machineries/ equipment and plot them on a depreciation schedule.</p> <p>8.13 Explain record keeping and types of records kept by small business.</p> <p>8.14 Describe a cash flow plan and how to keep a simple cash book.</p> <p>8.15 Prepare a cash flow projection.</p> <p>8.16 Calculate profit or loss of a given business from provided figures.</p>	<p>xi. Explain various costs of an enterprise with examples: Staff costs Material costs Other costs Capital costs</p> <p>xii. Explain how to calculate depreciation of specified items of machinery and draw up a depreciation schedule.</p> <p>xiii. Explain record keeping and its importance in a small business.</p> <p>xiv. Explain how to establish a record keeping system.</p> <p>xv. Explain types of records a small business should keep.</p> <p>xvi. Explain who should be responsible for keeping business financial records.</p> <p>xvii. Explain how to make a cash flow plan and keep simple cash book.</p>		<p>Draw a depreciation schedule after calculating depreciation for some specified items.</p> <p>Use relevant computer package and prepare a cash flow plan.</p> <p>Describe how to open and keep a simple cash book.</p> <p>Prepare a cash flow projection with a suitable computer package.</p> <p>Prepare: simple profit and loss account and. Balance sheet from given operating results of a business.</p>	<p>Demonstrate how to calculate depreciation and draw a depreciation schedule.</p> <p>Demonstrate how to prepare a cash flow plan and keep simple cash book with a relevant computer package.</p> <p>Demonstrate how to prepare a cash flow projection - using a relevant computer package.</p> <p>Demonstrate how to prepare:: Simple profit and loss account. Simple balance sheet.</p>	<p>Cash Journals/ Cash book</p> <p>Receipt Books</p> <p>Case Studies</p> <p>Samples of Sales and Cost forecast</p> <p>Projected Cash flows</p> <p>Projected income statement</p> <p>Balance sheet.</p> <p>Sample</p>
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	<p>8.17 Prepare a simple profit and loss account and balance sheet from given operational figures.</p>	<p>xviii. Explain how to make a cash flow projection.</p> <p>xix. Explain how to prepare: Simple profit and loss statement and simple balance sheet from given figures.</p>				<p>of relevant Computer package(s)</p> <p>Computer.</p>
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INTRODUCTION TO ENTREPRENEURSHIP

LIST OF EQUIPMENT

1.	Flip chart and board	1
2.	Cardboard/graph paper	
3.	Marker pen	50
4.	Magic board	1
5.	Computer	1
6.	Multimedia projector	1
7.	Projector screen	1

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8.	Video Tapes	10
9	Video machine	1
10.	Television set (21 inches)	1
11.	Video camera	1
12.	Steel cabinet	1
13.	Ring and stand	10 pairs
14.	Wooden 20*20*20 cubes	20 packs

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TEAM LIST

S/N	NAME	ADDRESS	TELEPHONE	EMAIN
1.	INNOCENT A. AKHUEMONKHAN	Centre for Entrepreneurship Development, Yaba College of Technology, Yaba- Lagos.	08023073469	Innokhan@yahoo.com
2.	MRS. ROSE D.S. GYAR	Nigerian Association of Small Scale Industrialists (NASSI), No. 10 Zambezi Crescent (WAEC Building) Wuse II, Abuja.	08036253839	Vincass2005@yahoo.com
3.	JAMES A. CHILE	Leadership Institute No. 13 Dandaura Road, Tudun Wada GRA Jos.	08065301707	fgsucess@yahoo.com
4.	PETER DZOHO	Leadership Institute No. 13 Dandaura Road, Tudun Wada GRA Jos.	08062905767	quip@yahoo.com
5.	MRS. OKPA B.U.	F.M.E. Abuja.	08054328241	beeokpa@yahoo.com
6.	MRS. FIDELIA OYEFEKO	Dreamsville 32, Port-Harcourt Crescent, Garki Area II Abuja.	08028841654	Fidetreasure@yahoo.com
7.	MRS. ANGELA AJALA.	Dreamsville 32, Port-Harcourt	08033109818, 08054759973	a.ajala@ladelaschools.com

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		Crescent, Garki Area II Abuja.		
8.	DR. IFEANYI S. OKEKE	The Literacy Centre 22 River Layout P.O. Box 3404, Aba.	08055680087	literacy cnetre@yahoo.com
9.	ENGR. AHMADU RUFA'I MOHAMMED m.o.n	Multilink Investment Ltd, 43 Maye Street, Lagos.	08055235619	Ahrumohd@yahoo.com
10.	J.S. ABOL.	NBTE Kaduna.	08037012551	Sagafa2006@yahoo.com
11.	MUSA MUHAMMAD ISGOGO	NBTE Kaduna	08067185383	Dugujiisgogo@yahoo.com
12.	MOHAMMED MUSTAPHA	NBTE Kaduna.	08037878245	bbkarami@yahoo.com

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**NATIONAL BOARD FOR TECHNICAL EDUCATION,
KADUNA**

NATIONAL INNOVATION DIPLOMA (NID)

PRACTICE OF ENTREPRENEURSHIP

CURRICULUM AND COURSE SPECIFICATIONS

AUGUST, 2007

PLOT B, BIDA ROAD, PMB 2239, KADUNA-NIGERIA

NID Entrepreneurship Courses (Draft)

COURSE: PRACTICE OF ENTREPRENEURSHIP

CODE: EDP 202

DURATION: 3 SEMESTERS **HOURS/WEEK** Lecture: Tutorial: 1 Practical: 2

UNITS: 2

GOAL:

Goal: This course is designed to enable trainees develop and practice entrepreneurial competencies by starting and managing a mini enterprise in the school.

General Objectives: At the end of the course, the trainee should be able to:

1. Know how to conceptualize an idea of a small enterprise.
2. Know how to plan the establishment of a small business enterprise.
3. Know how to establish a small business enterprise.
4. Know how to operate a small business enterprise.
5. Know how to share profits/losses as appropriate.
6. Know how to dissolve or sale a small business enterprise.

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COURSE SPECIFICATION:		Theoretical Content		Practical Content		
	General Objective: 1.0 Know how to conceptualize an idea of a small business enterprise.					
WEEK	Specific Learning Objective	Teachers Activities	Learning Resources	Specific Learning Objective	Teachers Activities	Learning Resources
	1.1 Explain how to conceptualize a small business.	Explain in practical terms how to Conceptualize a small business.	Case Studies	Conceptualise a business of choice	1. Identify all the necessary activities involved in business such as: Development of proposals. Mobilizing funds. Public Relations. Promotion and advertising. Selling. Production. Purchasing. Record Keeping. Maintenance. Legality and regulations. Communications. Banking and Cash transaction Stocks Control. Personnel Coordination. Security.	Business plans. Video machines, Case Studies, Video tapes, VCR/TV Registration documents, Books of Accts. Business income. CAMA MOU etc Personnel Records, Stores documents. Promotion documents.

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					<p>Monitoring and evaluation</p> <p>2. Guide trainees to participate in one or more of the following activities for possible implementation.</p> <p>3 Group together trainees with similar interests to conceptualize a business of their choice.</p>	
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General Objective 2.0: Know how to plan the establishment of a small business enterprise.					
2.1 Explain how to plan the formation of a small business.	Explain in practical terms how to Form a small business enterprise.		Plan the establishment of a small business enterprise.	Group together trainees with similar interests to plan the establishment of the project selected above	
2.2 Explain considerations for business location.					
General Objective 3.0: Know how to establish a small business enterprise.					
3.1 Explain how to establish a small business.	Explain in terms of practical application, how to establish a small business enterprise.,		Establish a small business enterprise. Prepare a report on the experiences in small business	<ol style="list-style-type: none"> 1. Ask trainees to prepare a plan for the mini enterprise. 2. Supervise the establishment of the project to be implemented over a period up to a year or more, until graduation. 	
General Objective 4.0: Know how to operate a small business enterprise.					
4.1 Explain how to run/manage a small business in terms of the basic role of management in an enterprise.	Explain in practical terms how to run/manage a small business enterprise.		Manage the enterprise established	Monitor the management of the enterprise established	
General Objective 5.0: Know how to share profits/losses as appropriate.					

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	<p>5.1 Explain bankruptcy and liquidation.</p> <p>5.2 State steps of business liquidation.</p>	<p>. Explain bankruptcy and liquidation.</p> <p>Describe steps of liquidating a small business.</p>		<p>Identify problems that can lead to liquidation of a going concern</p> <p>Follow all the steps to liquidate a business</p>	<ol style="list-style-type: none"> 1. Guide trainees to identify problems that can lead to the dissolution of a going concern 2. Guide them to liquidate the business if faced with such problems or when about to graduate 3. Guide them to appoint liquidators/receiver/valuer 	
General Objective 6.0: Know how to dissolve or sale a small business enterprise.						
	<p>6.1 Explain how to share profits/losses of a business before and after dissolution or sale.</p>	<p>Describe how profits/losses are shared during operations and after liquidation/sale.</p>		<p>Perform simple calculations using simple ratios</p> <p>Share profits/losses appropriately</p>	<ol style="list-style-type: none"> 1 Introduce trainees to ratios and sharing formulas adopted in sharing profits/losses 2 Ask trainees to present their experience in the project. 	

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7.	DR. IFEANYI S. OKEKE	The Literacy Centre, 22 River Layout, P.O. Box 3404, Aba.
8.	ENGR. AHAMDU RUFA'I MOH'D, MON	Multilink Investment Ltd, 43 Maye Street, Lagos.
9.	MRS. OKPA B.U.	F.M.E. Abuja.
10.	ENGR. DR. NURU A YAKUBU, OON	Executive Secretary, NBTE Kaduna
11.	DR. M S ABUBAKAR	Director of Programmes NBTE, Kaduna
12.	J.S. ABOI.	NBTE Kaduna.
13.	ENGR. A D K MUHAMMAD	D O VEI/IEI, NBTE Kaduna
14.	MUSA MOHAMMED ISGOGO	NBTE Kaduna
15.	MOHAMMED MUSTAPHA	NBTE Kaduna.