

NATIONAL BOARD FOR TECHNICAL EDUCATION, KADUNA

NATIONAL VOCATIONAL CERTIFICATE (NVC)

ENTREPREURSHIP COURSES

CURRICULUM AND COURSE SPECIFICATION

AUGUST.2007

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

NVC Entrepreneurship Courses (Draft)

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NATIONAL BOARD FOR TECHNICAL EDUCATION, KADUNA

NATIONAL VOCATIONAL CERTIFICATE (NVC)

ELEMENTS OF ENTREPREURSHIP 1

CURRICULUM AND COURSE SPECIFICATION

AUGUST.2007

NVC Entrepreneurship Courses (Draft)

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

NVC Entrepreneurship Courses (Draft)

PROGRAMME: NVC	Code: EDP 101	Credit Unit 1 hours 1
Course: ELEMENTS OF ENTERPRENUERSHIP 1	Pre-requisite:	Theoretical: hours/week - 25%
TERMS: 3 rd term 1 st year		Practical: hours/week - 75%

Course main Aim/Goal: This module is aimed at introducing the trainee to the principles of entrepreneurship

- General Objectives:** On completion of this module, the trainee should be able to:
- 1.0 Know what enterprise is.
 - 2.0 Know entrepreneurs.

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Theoretical Content		Practical Content				
Week	General Objective 1.0: Know what enterprise is.					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
1 -4	1.1 Define enterprise.	i. Explain enterprise.	Flipchart/Board or Marker Board	Identify different types of enterprises.	Design a simulated enterprise and the learners assume various roles.	
5 -6	1.2 List examples of enterprises that provide goods or services.	ii. List examples of enterprises that provide goods or services.		Chalk or Marker Pens		
7 -8	1.3 Classify the enterprises in 1.2 above into business or non-business.	iii. Explain different classifications of enterprises in(ii) above.	Chalk or Marker Pens		Explain the roles played by individuals in an enterprise.	
	1.4 State the various roles individuals play in an enterprise.	iv. Explain the roles individuals play in an enterprise.		Chalk or Marker Pens	List factors that influence roles played in an enterprise	
8 -9	1.5 List the required skills needed to play each role.	v. Explain the required skills needed to play each role.	Chalk or Marker Pens		Identify specific	
	1.6 List factors that influence roles people play in an enterprise.	vi. List factors that influence roles		Chalk or Marker Pens	Identify specific	

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9 -10	<p>1.7 Define a small business.</p> <p>1.8 State reasons for interest in small business.</p> <p>1.9 State weaknesses of small business.</p> <p>1.10 Site examples of small enterprises under: Wholesale trade Retail trade</p>	<p>played by individuals in an organization in an enterprise</p> <p>vii. Define a small business.</p> <p>viii. Explain reasons for interest in small business.</p> <p>ix. Explain weaknesses of small Business.</p> <p>x. Site examples of</p>		feature of enterprises within an environment.	Show film of a manufacturing business.	
						<p>TV</p> <p>VCR/VCD</p> <p>Relevant film</p>

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	<p>Services.</p> <p>1.11 State small enterprise survival strategies.</p> <p>1.12 Identify areas where small businesses do well</p>	<p>small enterprises under: Manufacturing Whole sale trade. Retail trade, Services.</p> <p>xi. Explain small enterprise survival strategies.</p> <p>xii. Identify areas where small businesses do well.</p>				
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Theoretical Content		Practical Content				
Week	General Objective 2.0: Know entrepreneurs.					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
11 -12	2.1 Define entrepreneur and entrepreneurship in simple terms.	i. Explain entrepreneur and entrepreneurship.		Identify resources required by a named enterprise	Lead learners to named enterprise and identify the various resources needed by the	The business enterprise.
13 -14	2.2 State elements of entrepreneurship.	ii. Explain elements of entrepreneurship:		Identify		Business

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15	<p>2.3 List resources entrepreneurs need to implement ideas.</p> <p>2.4 State reasons for entrepreneurship.</p> <p>2.5 List entrepreneurial characteristics.</p>	<p>Observing the environment; Identifying something one can do and get benefits; Gathering the necessary physical and psychological tools needed to accomplish the activity; Implementing the activity when ready; Receiving rewards.</p> <p>iii. Explain resources entrepreneurs need to implement ideas. Money; equipment; energy; skills; knowledge and time.</p> <p>iv. Explain</p>		different types of entrepreneurs.	enterprise. Show a relevant film	film TV VCD/VCR Computer Projector
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	<p>2.6 State the advantages and disadvantages of entrepreneurship.</p> <p>2.6 Identify self-employment opportunities from the environment.</p>	<p>entrepreneurial characteristics and reasons for entrepreneurship.</p> <p>v. Explain reasons for wage employment or going into business.</p> <p>Economic; Psychological; Sociological; Critical Incidents; Practical, rational reasons; Personal and emotional reasons</p> <p>vi. Explain self-employment opportunities.</p>				
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NATIONAL BOARD FOR TECHNICAL EDUCATION, KADUNA

NATIONAL VOCATIONAL CERTIFICATE (NVC)

ELEMENTS OF ENTREPREURSHIP 11

CURRICULUM AND COURSE SPECIFICATION

AUGUST.2007

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

NVC Entrepreneurship Courses (Draft)

PROGRAMME: NVC	Code: EDP 102	Credit Unit 1 hours 1
Course: ELEMENTS OF ENTERPRENUERSHIP 11	Pre-requisite: Elements of Entrepreneurship I	Theoretical: hours/week - 25%
TERMS: 3 rd term 2 nd year		Practical: hours/week - 75%

Course main Aim/Goal: This module is aimed at further introducing the trainees to the principles of entrepreneurship

General Objectives: On completion of this module, the trainee should be able to:

3.0 Know the requirements for entrepreneurship.

4.0 Understand how to start an enterprise.

Theoretical Content		Practical Content				
Week	General Objective 3.0: Know the requirements for entrepreneurship.					
	Specific Learning Outcomes	Teacher’s Activities	Resources	Specific Learning Outcomes	Teacher’s Activities	Resources

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<p>1 - 3</p>	<p>3.1 List entrepreneurial characteristics.</p> <p>3.2 List important leadership traits.</p> <p>3.3 List steps of the decision making process.</p> <p>3.4 Define risk and risk taking.</p>	<p>i Explain attributes required for entrepreneurship:</p> <p>Hard working;</p> <p>Self confidence;</p> <p>Independence;</p> <p>Optimism;</p> <p>Dynamic leadership;</p> <p>Originality of thought;</p> <p>Innovative and creative;</p> <p>Resourceful;</p> <p>Committed;</p> <p>Takes initiative;</p> <p>Versatile and knowledgeable;</p> <p>Gets along with others;</p> <p>Flexible;</p> <p>Achievement oriented;</p> <p>Highly motivated etc.</p>	<p>Marker Board/Flip Chart</p> <p>Marker Pens</p> <p>Projector</p> <p>Computer</p>	<p>State reasons for their choice of entrepreneurs as successful.</p>	<p>Guide learners to identify successful entrepreneurs within the environment.</p>	<p>Marker Board/Flip Chart</p> <p>Marker Pens</p> <p>Projector</p> <p>Computer</p>
<p>4 -5</p>						

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		<p>ii. Explain important leadership traits:</p> <p>Treat others more like people than numbers; Tactful and consistent in relations with others; Fair and honest in dealing with others; Sets good examples for others; Co-operative; Dependable; Good listener and respects others point of view; Cheerful and optimistic;</p>				
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5 – 7		<p>Receptive and accepts new ideas; Emotionally stable in dealing with people; Hard worker; Loyal to employees; Accept responsibility; Admits mistakes; Obtains good work results; Good work habits; Promotes well being and belongingness among employees.</p>			<p>Analyze a named business problem. Guide learners to solve the problem.</p>	
8 - 9		<p>iii. Explain steps of the decision making process: Identify the problem; Determine causes; Determine solutions; value the solutions; Select the best</p>				

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		Option; Implement solution; Verify the solution is correct;				
		iv. Explain risk taking in business.				
			Practical Content			
Week	General Objective 4.0: Understand how to start an enterprise.					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources

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<p>9 - 10</p>	<p>4.1 List major competencies required for successful entrepreneurship.</p>	<p>i Explain the major competencies required by an entrepreneur:</p> <p>Knowledge about a business opportunity; Customers; product ; processes; Business management; the market; competitors; technical matters; sources of assistance.</p>				
<p>11 – 12</p>	<p>4.2 State key success factors in setting up a small business.</p>	<p>Skills: Technical: Engineering; Computing; Carpentry; Mechanics; Catering; Managerial: Marketing; Financial Management; Organization; Planning; Leadership; Traits:</p>				

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13		Takes initiative; Persistence; Sees and acts on opportunities etc. ii. Explain major factors to consider in setting up a small business:				
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<p>14 - 15</p>	<p>4.3 Explain how to arrive at the decision to start a business.</p>	<p>Idea and market; Motivation and determination. Ability; Resources; Project profile;</p> <p>iii.. Explain reasons that spur the decision to start a business: Change from current situation (Displacement event); Role of the credible example (occupation of the parents of the incipient entrepreneur); Possession of entrepreneurial competencies; Enabling environment (adequate infrastructure, such as finance,</p>			<p>Solve specific business problems</p>	
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		electricity, roads, raw materials, equipment and information). Others such as: Availability of cheap skilled labour; Government commitment. Good and favorable policies; Market demand; Marketing know- how to fulfill customer needs/wants.				
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NATIONAL BOARD FOR TECHNICAL EDUCATION, KADUNA

NATIONAL VOCATIONAL CERTIFICATE (NVC)

ELEMENTS OF ENTREPREURSHIP 111

CURRICULUM AND COURSE SPECIFICATION

AUGUST.2007

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

NVC Entrepreneurship Courses (Draft)

PROGRAMME: NVC	Code: EDP 103	Credit Unit 1 hours 1
Course: ELEMENTS OF ENTERPRENUERSHIP 111	Pre-requisite: Elements of Entrepreneurship II	Theoretical: hours/week - 25%
TERMS: 3rd term 3rd year		Practical: hours/week - 75%
Course main Aim/Goal: This module is aimed at further introducing the trainee to the principles of entrepreneurship		
General Objectives: On completion of this module, the trainee should be able to:		
5.0 Know how to operate an enterprise.		
6.0 Know how to manage an enterprise.		

Theoretical Content		Practical Content				
Week	General Objective 5.0: Know how to operate an enterprise.					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources

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1 – 2	5.1 Define market and marketing.	i. Explain market and marketing.	Flip Chart/Board	Identify characteristics of potential customers	Lead learners to interact with different kiosk owners within the school premises.	
3 – 4	5.2 List what entrepreneurs should know about their customers. 5.3 List sources of customer information.	ii. Explain what entrepreneurs should know about potential customers: Know the customers; Know what the customer wants; Know where the customer buys; Know when the customer buys; Know how the customer buys;	Marker Board Marker Pens			
5 - 6	5.4 Explain the following terms with examples. - Market research. - Marketing strategy. - Target marketing. - Marketing mix. 5.5 Give examples of competition. 5.6 List factors considered by the kiosk owner in your school premises to locate there.	iii. Explain sources of customer information. Trade Associations; chambers of commerce; government agencies; Newspapers and magazines; individual research (market survey). iv. Explain:		Identify factors to consider in locating a small business enterprise Explain how to overcome competition		

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		<p>Market research; Marketing strategy; Target marketing; Marketing mix;</p> <p>v. Explain competition and its sources.</p> <p>vi. Explain factors in locating a Business. Use a specific example.</p>				
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6 – 7	<p>5.7 Identify legal forms of business.</p> <p>5.8 Differentiate among the forms of business above.</p> <p>5.9 Estimate money required to start a typical small business.</p>	<p>Economics; Population; Competition; Infrastructural facilities etc.</p> <p>vii. Describe legal forms of business.</p>		<p>Identify various legal documents for business.</p>	<p>Show samples of memorandum and Articles of Association</p> <p>Certificate of registration of a business name and licenses.</p>	<ul style="list-style-type: none"> - Articles of Association - Memorandum of Association. - Certificate of Registration - Licenses and permits. - Computer
7 – 9	<p>5.10 Explain how to spend the money estimated in 5.9 above.</p> <p>5.11 Explain where to get money to start a business.</p> <p>5.12 Allocate the money obtained in 5.11 above to the following.</p> <ul style="list-style-type: none"> - Start up costs. - Operating expenses. - Personal expenses. 	<p>viii. Explain financial requirements for starting a small business and their uses.</p> <p>ix. Explain sources of money to start an enterprise.</p> <p>x. Explain how the money obtained in (ix) above will be used.</p> <p>Start up costs; Operating expenses; Personal expenses;</p>		<p>Estimate money required to start a small business</p>	<p>From learners' interaction with kiosk owners in 5.6 above guide them to estimate money required to</p>	
9 - 10	<p>5.13 List methods of getting into business.</p> <p>5.14 Give advantages and</p>	<p>x. Explain ways of getting into business: Starting new. Buying an existing</p>		<p>Allocate</p>		

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	disadvantages of each method.	business. Franchising.		estimated money for starting a small business for activities in 5.12	start a typical small business. Guide learners to allocate money estimated above for activities in 5.12.	
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Theoretical Content		Practical Content				
Week	General Objective 6.0: Know how to manage an enterprise.					
	Specific Learning Outcomes	Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources

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11 – 12	6.1 Explain the basic role of management in an enterprise.	i. State the basic role of Management in an enterprise.	Flip Chart/Board	Draw a typical organizational chart;	Draw a typical organizational chart;	- Safety posters from Ministry of Industry and labour.
12 – 13	6.2 Explain organizational chart and it's role in an organization.	ii. Explain Organizational chart and its role in an organization.	Marker Board	Explain the operations of the above	Explain relationships.	- Sample bookkeeping documents
13 – 14	6.3 Explain personnel management practice in a small enterprise.	iii. Describe personnel management practices in a small enterprise.	Marker Pens	Identify the various store record documents.	Take learners to a typical store to familiarize with operations and record keeping documents.	- Samples of Bin cards; stock ledger; stock requisitions form (SRV,SIV etc)
15	6.4 Explain sample bookkeeping and Accounts in a small enterprise.	iv. Describe Simple bookkeeping and account in small enterprise.				- Cardboard paper
	6.5 Explain general safety rules and regulations in a small enterprise.	vi. Describe Application of general safety rules and regulations in a				- Ruler
	6.6 Explain storekeeping and					- Drawing pen

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	record keeping in a small enterprise.	small enterprise. vii. Explain the basic terms in stock taking: minimum level; re-order point; recording point; maximum level; lead time. viii. Describe the basic records in store keeping: stock record card (bin card); stock ledger; Stock requisition form;				
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LIST OF EQUIPMENT FOR ELEMENTS OF ENTREPRENEURSHIP

1. Computer	1
2. Multimedia projector	1
3. Projector screen	1
4. Video machine	1
5. Television	1
6. Video camera	1
7. Steel cabinet	1

TEAM LIST

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1.	INNOCENT A. AKHUEMONKHAN	Centre For Entrepreneurship Development, Yaba College Of Technology, Yaba- Lagos.
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