



Curriculum and Course Specifications for
PRACTICE OF ENTREPRENEURSHIP
ENTREPRENEURSHIP COURSES FOR ALL HIGHER
NATIONAL DIPLOMA (HND) PROGRAMMES

August 2023

ENTREPRENEURSHIP PRACTICUM

All students that have acquired National Diploma in all programs from Nigerian Polytechnics are expected to undergo a one-year practical skill acquisition before they can be admitted into any Nigerian Polytechnic for HND programs. The certificate obtained is regarded as an additional compulsory requirement for admission into any HND program in all Polytechnics, Monotechnic, Institutes, etc.

GUIDELINES ON ENTREPRENEURSHIP PRACTICUM

For the smooth operation of the Entrepreneurship Practicum (EP) the following guidelines shall apply:

Responsibility for Placement of ND2 Graduating Students.

All institutions shall arrange their students at end of 4th Semester to place the students in the organizations listed below. By the end of 4th Semester of each session, six copies of the master list showing where each student has chosen or has been placed shall be submitted to the Entrepreneurship Centre of the Institution. Five copies of each shall be sent to Executive Secretary, NBTE who shall, in turn, authenticate the list and take further actions on the forms.

Placement for Entrepreneurship Practicum

Students that are eligible for EP would be attached to organisations for a minimum period of one (1) year. After ascertaining the particular skill or set of related skills that the student has chosen, he or she will choose any of the organizations below based on the appropriate location. A location is appropriate based on the residence of the student as indicated in his or her admission and registration forms.

- ☐ Entrepreneurship centres of such institution.
- ☐ Departments that have functional laboratories, workshops, farms, studios, etc.
- ☐ Large manufacturing industries, and any other willing organization that have the facilities for skill development of youth that the NBTE consider adequate and fit.

The Placement Officer should discuss and agree with industry on the following:

- (i) task inventory of what the student should be expected to experience during the period of attachment. It may be wise to adopt the one already approved for each field;
- (ii) the industry-based supervisor of the students during the period, likewise the institution-based supervisor.

- (iii) the evaluation of the student during the period. It should be noted that the final grading of the student during the period of attachment should be weighted more on the evaluation by his industry-based supervisor.

Evaluation of Students During the Entrepreneurship Practicum

- (a) Punctuality
- (b) Attendance
- (c) General Attitude to Work
- (d) Respect for authority
- (e) Interest in the field/technical area
- (f) Technical competence as a potential technical in his field

Grading of EP

To ensure uniformity of grading scales, the institution should ensure that the uniform grading of students' work, which has been agreed to by all polytechnics, is adopted

NBTE Based Supervisor

The supervisor from the NBTE would be regarded as the major supervisor. A major supervisor is expected to visit the organization four (4) times in a year.

The Institution Based Supervisor.

The institution-based supervisor (minor supervisor) should check and sign the logbook during each visit. This will enable him to check and determine to what extent the objectives of the scheme are being met and to assist students having any problems regarding the specific assignments given to them by their industry-based supervisor.

Frequency of Visit

Institution should ensure that students placed on attachment are visited within one month of their placement.

Other visits shall be arranged so that

- (1) there is another visit after six weeks from the first visit; and
- (2) a final visit in the last month of the attachment.

Stipend for Students in

The rate of stipend payable shall be determined from time to time by the Federal Government after due consultations with the Federal Ministry of Education, the NBTE, and any other relevant agency.

EP As a Component of the Curriculum

At the end of the EP project, students would be awarded Skill Acquisition certificate by the NBTE. The completion of EP is important in the final determination of whether the student would be admitted into his or her desired HND programme or not.

Failure in the EP is an indication that the student has not shown sufficient interest in the field or lack the potential to become a skilled entrepreneur in the particular field. The EP should be graded on a fail or pass basis.

SECOND SEMESTER

PRACTICE OF ENTREPRENEURSHIP I

PROGRAMME: HIGHER NATIONAL DIPLOMA			
Course: PRACTICE OF ENTREPRENEURSHIP I	Code: ENT 326	Contact Hours:2	Contact hours: 60
Year: One Semester: Two	Pre -requisite:	Theoretical: Practical:	2 hours/week 50 % 2 hours/week 50 %
Course main Aim/Goal This course is designed to prepare the students for self-employment based on the knowledge and skills previously acquired, intimate them with activities involved in starting an enterprise. General Objectives: 1.0 Understand the nature of Nigerian business environment, and compare with some other countries in relation to entrepreneurship. 2.0 Understand the process of new venture capital needs estimation, evaluation and selection of finance sources. 3.0 Understand business name and location selection, and registration requirements and procedure. 4.0 Understand decisions regarding business strategies for growth and recovery. 5.0 Know business risks. 6.0 Understand the methods of managing entrepreneurial time and stress.			

PRACTICE OF ENTREPRENEURSHIP I						
Theoretical Content			Practical Content			
Specific Learning Outcomes		Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
WEEK	General Objective 1.0: Understand the nature of Nigerian business environment, and compare with some other countries in relation to entrepreneurship.					
1	1.1 Explain the Nigeria business environment 1.2 Explain the factors that encourage and discourage entrepreneurship 1.3 Compare entrepreneurship in Nigeria with Japan, India, China, Uganda, Ghana, Morocco, etc.	Explain the Nigerian business environment. Explain factors that encourage and discourage entrepreneurship Explain the Nigerian environment and its effects on entrepreneurship. Explain the similarities and differences between entrepreneurship in Nigeria and other countries	Textbooks Journals Publications Projector White marker Board Flip charts Multimedia Computer	Identify the factors affecting business in Nigeria environment. Identify the factors that encourage and discourage entrepreneurship Classify similarities between Nigeria, Japan, India, China Malaysia, South Korea, Kenya, Uganda, Ghana etc., in terms of entrepreneurship Identify local entrepreneurship eco system	Use diagram to illustrate the environment of business Use Nigeria map to explain the nature of Nigeria environment. Guide students to map out their local entrepreneurship eco-system e.g. Isenberg model	Internet and relevant websites Textbooks Maps
	General Objective: 2.0 Understand the process of new venture capital needs estimation, evaluation and selection of finance sources.					
2-3	2.1 Explain the basic capital needs of a new venture.	Explain the meaning of capital and the five classifications of capital needs: fixed	Textbooks Journals Publications Projector	Identify the basic capital needs of a new venture.	Guide students on how to use the empirical method to estimate capital	- Publications e.g. CAC, CBN, other financial institutions,

	<p>2.2 Explain how to estimate the capital requirements for a new business.</p> <p>2.3 Explain the sources of finance that entrepreneur can utilize.</p> <p>2.4 Explain the criteria an entrepreneur can use in selecting capital sources.</p> <p>2.5 Explain the factors that banks and most lenders usually consider in granting credit facilities.</p>	<p>assets, working capital, contingency funds, promotional expenses, and personal expenses.</p> <p>Explain the common sources of finance for entrepreneurs</p> <p>Explain the criteria an entrepreneur can use in evaluating and selecting capital sources.</p> <p>Explain the factors that banks and most lender usually consider in granting credit facilities to business owners.</p>	<p>White marker Board Flip charts Multimedia Computer</p>	<p>Estimate the capital requirement for a new business.</p> <p>Identify the common sources of finance that entrepreneur can utilize.</p> <p>Identify the criteria an entrepreneur can use in selecting capital sources.</p> <p>Identify the factors that banks consider in granting credit facilities.</p>	<p>requirements for a new business.</p> <p>Invite a speaker from financial Institution.</p>	<p>governmental agencies.</p> <ul style="list-style-type: none"> - Journals. - Textbooks - Guest speaker - Text books - facilities/websites <p>Guest speakers</p>
	General Objective: 3.0 Understand business name and location selection, and registration requirements and procedure					
4	<p>3.1 Explain the factors consider for choosing a name for a business.</p> <p>3.2 Explain the factors to consider in choosing a location for business facility.</p> <p>3.3 Explain the</p>	<p>Explain the legal and ethical factors that affect business name selection and acceptance by corporate Affairs Commission.</p> <p>Explain the factors to consider in choosing a</p>	<p>Textbooks Journals Publications Projector White marker Board Flip charts Multimedia</p>	<p>Identify the factors that are normally considered by corporate Affairs Commission (CAC) in approving names for a new business.</p> <p>Identify the factors to be considered in</p>	<p>Use template to guide students on procedure for registration.</p> <p>Invite an expert from CAC.</p> <p>Invite a lawyer.</p>	<p>Publication e.g CAC, CBN other financial institutions,</p> <p>Governmental agencies.</p> <p>Guest speaker</p>

	requirement/procedure for registration of business with relevant agencies	location for business facility. Explain the requirement/procedure such as partnership deeds, memorandum of association, articles of association. Etc. for registration of business with CAC	Computer	choosing a location for a business Identify the requirement and procedure for registering a new business with CAC and other government agencies.		
General Objective: 4.0 Understand the decision regarding business strategies for growth and recovery						
5-6	<p>4.1 Define business growth.</p> <p>4.2 Explain the factors that determine business growth.</p> <p>4.3 Explain the common problems and implications of growth or large size.</p> <p>4.4 Explain the common strategies for growing a business.</p> <p>Explain the basic strategies for recovering a business.</p>	<p>Explain business growth.</p> <p>Explain the factors determine business growth and stages of growth.</p> <p>Explain the common problem and implication of growth or large size.</p> <p>Explain the common strategies for growing a business.</p> <p>Explain the strategies for growth and scaling a business</p>	<p>Textbooks</p> <p>Journals</p> <p>Publications</p> <p>Projector</p> <p>White marker</p> <p>Board</p> <p>Flip charts</p> <p>Multimedia</p> <p>Computer</p>	<p>Identify factors determining business strategies and growth.</p> <p>Identify various challenges and implications of growing a business.</p> <p>Identify common strategies for business growth</p> <p>Identify the strategies for business recovery.</p>	<p>Guide students in</p> <p>Identify factors determining business strategies and growth.</p> <p>Invite some entrepreneurs</p> <p>Guide student on how to implement the growth plan</p>	<p>Video clips</p> <p>Internet websites</p> <p>Guest speaker</p>
General Objective: 5.0 Know business risks.						
7	5.1 Define business risk.	<p>Explain business risk.</p> <p>Explain the</p>	<p>Textbooks</p> <p>Journals</p>	Identify types of risks	Show video on different accidents that happened to	Textbook

	<p>5.2 Explain the classification of business risk.</p> <p>5.3 Explain the strategies for managing business risks.</p> <p>5.4 Explain how to reduce, eliminate, and avoid risks on business.</p>	<p>classification of business risk.</p> <p>Explain the nature of business risks and entrepreneurial risks.</p> <p>Explain the basic strategies for managing business risks such as avoiding, transferring, regulating, and retaining risks</p>	<p>Publications</p> <p>Projector</p> <p>White marker</p> <p>Board</p> <p>Flip charts</p> <p>Multimedia</p> <p>Computer</p>	<p>Identify the strategies for managing business risk.</p>	<p>some business and the extent of damage.</p> <p>Ask students to classify these accidents into insurable risks and to suggest remedies for such losses.</p> <p>Demonstrate how different risk can be prevented in different business organizations.</p>	<p>Journals</p> <p>Course materials.</p> <p>Audio-visual</p> <p>Video clips</p>
General Objective: 6 Understand the methods of managing entrepreneurial time and stress.						
8-9	<p>6.1 Explain time as a resource</p> <p>6.2 Explain the common time wasters and savers.</p> <p>6.3 Explain types, causes and symptoms of stress.</p> <p>6.4 Explain the basic sources of stress and how to manage it</p>	<p>Explain time as a resource</p> <p>Explain types, causes and symptoms of stress.</p> <p>Explain the basic nature of entrepreneurial stress,</p> <p>Explain the basic sources of stress and how to manage it</p>	<p>Textbooks</p> <p>Journals</p> <p>Publications</p> <p>Projector</p> <p>White marker</p> <p>Board</p> <p>Flip charts</p> <p>Multimedia</p> <p>Computer</p>	<p>Appreciate time as resource.</p> <p>List the common time wasters and savers</p> <p>Identify the types, causes and symptoms of stress.</p> <p>Identify sources of stress and how to manage it</p>	<p>Using a video film, show students how time is commonly wasted by people and how the use of time can be maximized</p> <p>Invite a successful business man from your immediate community to explain to students how entrepreneurs usually manage stress</p>	<p>Internet websites</p> <p>Guest speaker</p> <p>Video clips</p> <p>Audio-Visual</p>

THIRD SEMESTER

PRACTICE OF ENTREPRENEURSHIP II

PROGRAMME: HIGHER NATIONAL DIPLOMA			
Course: PRACTICE OF ENTREPRENEURSHIP II	Code: ENT 416	Credit Hours:4	Contact Hours: 4
Year: Two Semester: One	Pre-requisite:	Theoretical: Practical:	2 hours/week 50 % 2 hours/week 50 %
Course main Aim/Goal This course is designed to prepare students for successful management of businesses with a view to inculcating the spirit of self-reliance. General Objectives: 1.0 Know the generation and evaluation of opportunities, feasibility studies, and business plan development. 2.0 Understand Marketing activities for Enterprises 3.0 Know how to manage relationships with stakeholders through obedience to laws, ethics, insurance and social responsibility 4.0 Understand the management function in an organization. 5.0 Explain Book keeping and financial forecasts for Business			

PRACTICE OF ENTREPRENEURSHIP II						
Theoretical Content			Practical Content			
Specific Learning Outcomes		Teacher's Activities	Resources	Specific Learning Outcomes	Teacher's Activities	Resources
WEEK	General Objective 1: Know the generation and evaluation of opportunities, feasibility studies, and business plan development					
	1.1 Explain how to identify business opportunities. 1.2 Explain the basic criteria for evaluating business opportunities. 1.3 Explain the importance and process of conducting feasibility studies, areas of business feasibility, and the components of a good feasibility report 1.4 Explain the component of a feasibility report. 1.5 Define a business plan. 1.6 Explain the importance of a business plan and the importance of each component.	<p>Explain the process of generating business opportunity.</p> <p>Explain the basic criteria that are used to evaluate business opportunity.</p> <p>Explain the benefits and process of feasibility study.</p> <p>Explain the components of business feasibility report.</p> <p>Explain business plan.</p>	Textbooks Journals Publications Projector White marker Board Flip charts Multimedia Computer	<p>Identify business opportunities in your immediate environment.</p> <p>List the criteria for evaluating a business opportunity.</p> <p>List the importance and describe the process of conducting feasibility study</p> <p>Identify the components of a feasibility report.</p> <p>Develop a business plan using sample .</p> <p>List the importance of business plan.</p>	<p>Guide students in group assignments to:</p> <ol style="list-style-type: none"> 1. Generate viable business opportunities. 2. Conduct a feasibility on any identify idea. 3. Develop a business plan. 4. Present and defend the plan in groups before the class for assessment. 	Videos Internet addresses Business plan Feasibility report

	General Objective: 2.0 Understand Marketing activities for Enterprises					
	2.1 Define marketing.	Explain the term marketing.	Textbooks Journals Publications Projector White marker Board Flip charts Multimedia Computer	Identify different types of marketing	Guide students to identify different types of marketing i.e. digital marketing and traditional marketing	Internet
	2.2 Explain the types of marketing	State the different types of marketing.		Conduct a market research		Sample
	2.3 Explain the market mix.	Elucidate the four types of market		Add value to product/service for marketing	Guide students to conduct a market research.	Digital Media
	2.4 Define market research.	Explain market research				Template for market research
	2.5 Explain how to identify market needs.	Explain how to conduct a market research.			Guide students to add value to product/service for marketing	charts
	2.6 Explain value additional/innovation based marketing.	Explain how to add value to products/services for marketing.				
	2.7 Define customer relationship management.	Explain the customer relationship management				
	General Objective: 3.0 Know how to manage relationships with stakeholders through obedience to laws, ethics, insurance and social responsibility					
	3.1 Explain the meaning,	Explain the meaning, classifications, and	Textbooks Journals	Use a company to identify its key stakeholders	Analyze a business case involving ethical	Audio-Visuals Videos Journals

	<p>classifications, and importance of stakeholders to a business.</p> <p>3.2 Explain the basic laws that small business owners and employees must obey.</p> <p>3.3 Define ethics in business</p> <p>3.4 Explain the differences between ethics and other related concepts such as laws and morality.</p> <p>3.5 Elucidate unethical behaviour in businesses and its consequences</p> <p>3.6 Explain how to establish and maintain behavioural and work ethics among members of an organization</p>	<p>importance of stakeholders to a business.</p> <p>Explain the basic laws that the small business owner must be conversant with especially as it affects stakeholders e.g. law of contract, sales of goods, company law, and intellectual property laws.</p> <p>Explain Ethics in business</p> <p>Explain the benefits of ethical conduct to a business, and consequences of unethical behaviour on the success of a business.</p> <p>Explain how to establish and maintain behavioural and work ethics among members of</p>	<p>Publications</p> <p>Projector</p> <p>White marker</p> <p>Board</p> <p>Flip charts</p> <p>Multimedia</p> <p>Computer</p>	<p>Demonstrate stakeholder engagement.</p> <p>Identify the basic laws that regulate business activities in Nigeria such as law of contract, sales of goods, labor law, industrial law, intellectual property.</p> <p>Identify key ethical issues in business</p> <p>Identify unethical behavior and their consequences.</p> <p>List the work ethics in an organization</p>	<p>and unethical behavior of business.</p> <p>Use a management film to illustrate business social responsibility actions and the likely impact on the performance of the business.</p> <p>Guide student on how to benchmark ethical standard</p>	<p>Course materials.</p>
--	--	---	--	--	--	--------------------------

	3.7 Explain the social responsibility of a business to stakeholders and the physical environment	an organization Explain the basic social responsibility actions of a small business to stakeholders and the physical environment				
General Objective: 4.0 Understand the management function in an organization.						
	4.1 Define management 4.2 Explain the functions of management in an organization 4.3 Explain the importance of management in an organization 4.4 Explain how to manage change in an organization 4.5 Define conflicts 4.6 Explain sources of conflicts 4.7 Explain how to manage conflicts	Explain management Explain the functions of management in an organization Explain the importance of management in an organization Explain how to manage change in an organization Explain conflicts Explain sources of conflicts Explain how to manage conflicts	Textbooks Journals Publications Projector White marker Board Flip charts Multimedia Computer	Identify managers in an organization Identify the functions of managers in an organization Identify the importance of management in an organization Manage change in an organization Identify sources of conflict in an organization Demonstrate how to manage conflict in an organization	Group excursions to manufacturing companies such as bakery, yoghurt factory, printing press, water company, etc. Guide students to: - Identify conflict in an organization - Identify the functions of managers in an organization Identify the importance of management in an organization - Manage change in an organization - Identify sources of	Audio-Visuals Videos Journals Manufacturing companies

					<p>conflict in an organization</p> <p>- Demonstrate how to manage conflict in an organization</p>	
General Objective: 5.0 Explain Book keeping and financial forecasts for Business						
	<p>5.1 Define Book keeping and accounting books</p> <p>5.2 Explain Books of original entry and double entry system.</p> <p>5.3 Explain the key financial statements: - Profit and Loss account - Cash flow statement - Balance sheet - Value added statement</p> <p>5.4 Explain financial forecasting techniques</p>	<p>Explain day books and the journal entry system in accounting</p> <p>Explain source documents and transition to the general ledger system</p> <p>List the three financial statements their linkages and uses.</p> <p>Explain product pricing and generating sales forecasts</p>	<p>Accounting Standards.</p> <p>Textbooks, past annual reports and videos</p>	<p>Describe step by step process of capturing records in business.</p> <p>Guide students on interpreting and working with financial statements</p> <p>Demonstrate how to generate qualitative and quantitative financial forecasts</p>	<p>Identify various users of accounting and financial statements</p> <p>Demonstrate the use of cloud accounting and accounting software</p> <p>Demonstrate how to align Financial forecasts with your operating and production plans</p>	<p>Audio-Visuals</p> <p>Videos Journals</p> <p>Course materials.</p>

ASSESSMENT CRITERIA

COURSEWORK%	COURES TEST 20%	PRACTICAL 20%	OTHER (EXAMINATION/PROJECT/PORTFOLIO
--------------------	------------------------	----------------------	---

List of Equipment

S/N	Items	Quantity
1	Laptops	2
2	Charts	5
3	Projector	2
4	Sample documents of company profile.	5
5	Sample products fliers	5
HND		
7	Maps	Digital
8	Publications of CAC, CBN, other financial institutions, governmental agencies.	Many
9	Business plan	Many
10	Feasibility report	Many
11	Template for market research	Many
12	Accounting Standards.	Many



**LIST OF PARTICIPANTS AT THE CURRICULUM REVIEW WORKSHOP FOR
ENTREPRENEURSHIP HELD AT NBTE CONSULT, N0.9 KAJURU CLOSE, OFF DEGEL, UNGUWAN
RIMI KADUNA. FROM 9TH TO 12TH AUGUST, 2023**

S/N	NAME	ADDRESS	PHONE NO.	E-MAIL
1.	Dr. Ibrahim M. Awwal	Kaduna Polytechnic, Kaduna	08065675984	dr.ibrahimawwal@kadunapolytechnic.edu.ng
2.	Dr. Ghazali Ado Jibrin	Kano State Polytechnic, Kano	08064777711	ghazaliado@gmail.com
3.	Musa Ladan	Optimum Global Consultants, Zaria	08036447643	ladan_musa@yahoo.com
4.	Abdullahi Sani	Kaduna Business School	08036981714	abdullahibibi@yahoo.com
5.	Ameh Omagwu	Kaduna Business School	07062663432	omagwu.ameh83@gmail.com
6.	Dr. Idris Bashir Bugaje	A.B.U., Zaria	08034001270	ibbugaje@abu.edu.ng
7.	Adebayo Moses Segun	Yabatech, Lagos	08033946773	chiefmosesadebayo@gmail.com
8	Prof. Audu Dangana Egbunu	Lead Consultant Kogi State University	07032954988	a.dangana@yahoo.com
9.	Ben Ogedegbe	Kaduna Polytechnic, Kaduna	08032847046	ogedegbeba@kadunapolytechnic.edu.ng
NBTE STAFF				
9.	Prof. Idris M. Bugaje	Executive Secretary NBTE, Kaduna		es@nbte.gov.ng
10.	Ibrahim Bashir Bello	SA to ES NBTE, Kaduna	08037120542	
11.	Dr. Musa Hatim Koko	Director, Curriculum Development Department,	08039606948	hatinilion@gmail.com

		NBTE, Kaduna		
12.	Bala Danladi Akut	Deputy Director, Curriculum Development Department NBTE, Kaduna	08033175286	baladanladi2000@yahoo.ca
13.	Dr. Ahmad Bashir Bugaje	Curriculum Development Department NBTE, Kaduna	09034966316	ahmadbug89@gmail.com
14.	Muhammad Bilyaminu Musa	Department of Vocational, Technical and Skills Development, NBTE, Kaduna	09036071291	mahoganybm@gmail.com
15.	Muhammad Umar Auna	NBTE, Kaduna	09034733784	muhammadauna.mu@gmail.com
SECRETARIAT				
17.	Abbas A. Abubakar	NBTE, Kaduna	08163668661	
18.	Bako Godwin	NBTE, Kaduna	07012222600	