

CONTENT DISTRIBUTION FOR GENERAL EDUCATION 2022

SUBJECT: ENTREPRENEURSHIP

Number of period per week: 3 periods

Class: Senior 4

TERM 1

UNIT 1: Initiation to Entrepreneurship (Periods :9)		
Key unit Competence: To be able to identify community challenges and provide creative solutions		
Week	Contents	Periods
1	<ul style="list-style-type: none"> • Introductory activity • Meaning of: <ul style="list-style-type: none"> - Entrepreneurship - Entrepreneur - Intrapreneur 	1
	<ul style="list-style-type: none"> • Stages of entrepreneurial process 	2
2	<ul style="list-style-type: none"> • Creativity, innovation, and invention 	2
	<ul style="list-style-type: none"> • Entrepreneur as a creative person 	1
3	<ul style="list-style-type: none"> • Entrepreneur as a creative person 	1
	<ul style="list-style-type: none"> - End of unit assessment (Project activity) 	2
UNIT 2: Business ideas and opportunities (periods: 11)		
Key Unit Competence: To be able to generate business ideas and take advantage of opportunities		
4	<ul style="list-style-type: none"> • Introductory activity • Meaning of: <ul style="list-style-type: none"> A business A business idea A business opportunity 	2
	<ul style="list-style-type: none"> • Characteristics of viable business ideas 	1
5	<ul style="list-style-type: none"> • Characteristics of viable business ideas 	2
	<ul style="list-style-type: none"> • Sources of viable business ideas 	1
6	<ul style="list-style-type: none"> • Sources of viable business ideas (Cont'd) 	3
7	<ul style="list-style-type: none"> • End of unit assessment (Project activity) 	2
UNIT 3: Entrepreneurship as a career (Periods:12)		
Key Unit Competence: To be able to make rational entrepreneurial choices		
7	<ul style="list-style-type: none"> • Introductory activity 	1
8	<ul style="list-style-type: none"> • Meaning of: <ul style="list-style-type: none"> A career Career choice • Entrepreneurship as a career 	1
	<ul style="list-style-type: none"> • Career fields of entrepreneurship 	2
9	<ul style="list-style-type: none"> • Employment options 	2
	<ul style="list-style-type: none"> • Entrepreneurship career path 	1
10	<ul style="list-style-type: none"> • Entrepreneurship career path (Cont'd) 	2

	• End of unit assessment (Project activity)	1
11	• End of unit assessment (Project activity)	2
Unit 4: Setting personal goals (Periods: 11)		
Key unit competence: To be able to make plans to achieve personal goals		
11,12	• Introductory activity	1
	• Personal goals (definition of key terms)	
	• Importance of having personal values	1
	• Identifying values, skills and personal qualities	2
13	Term 1 exam	3

TERM 2

Unit 4: Setting personal goals (Cont'd)		
Key unit competence: To be able to make plans to achieve personal goals		
Week	Contents	Periods
1	• Personal qualities in relation to entrepreneurship	1
	• Setting goals and making plans relating to entrepreneurship as a career	2
2	• Steps for setting SMART goals	2
	• End of unit assessment (Project activity)	1
3	• End of unit assessment (Project activity)	1
Unit 5: Laws in business operations (Periods:15)		
Key unit competence: To be able to apply laws in business operations		
Week	Contents	Periods
3	Introductory activity Meaning of: • Laws • Business laws	2
4	• Importance of business laws	1
	• Laws related to business	2
5	• Legal institutions related to businesses	1
	• Legal forms of business ownership	2
6	• Business formation and registration according to their forms	2
	• Benefits of registering a business	1
7	• Benefits of registering a business	1
	• Consequences of not registering a business	1
	• End of unit assessment (Project activity)	1
8	• End of unit assessment (Project activity)	1
Unit 6: Role of standards in business (Periods:11)		
Key unit competence: To be able to apply standardization practices in businesses to acquire certification marks for business products		
8	• Introductory activity	1
	• Meaning of standards in business	
	• Importance of standards	1

9	• The process of establishment of standards of new products in Rwanda	1
	• Requirements for certification in Rwanda	2
10	• Certification process (Product and system certification processes)	3
11	• End of unit assessment (Project activity)	3
12	Term 2 exam	3

TERM 3

Week	Contents	Periods
Unit 7: Business Management (Periods: 12)		
Key unit competence: To be able to evaluate short and long term capital for future investment		
1	• Introductory activity	1
	• Meaning of business, management, and business management	
	• Importance of business management	
	• Managerial functions	
2	• Managerial functions	1
	• Stakeholders in business	2
3	• Factors considered in choosing people to work with in a business organisation	2
	• Organisational structure	1
4	End of unit assessment (Project activity)	2
Unit 8: Financial Management (Periods: 13)		
Key unit competence: To be able to make rational investment decisions		
4	• Introductory activity	1
	• The meaning of:	
	• Finance	
	• Financial systems	
	• Financial management	
5	• Functions of financial management	1
	• Sources of business capital	2
6	• Sources of business capital (Cont'd)	1
	• Interest	2
7	• Interest (Cont'd)	1
	• Investment appraisal techniques	2
8	• Investment appraisal techniques (Cont'd)	1
	• End of unit assessment (Project activity)	2
Unit 9: Financial institutions (Periods: 11)		
Key unit competence: To be able to use banking and non-banking institutions' services		
9	• Introductory activity	2
	• Meaning of financial institutions	
	• Types of financial institutions	
10	• Types of financial institutions (Cont'd)	2
	• Roles of financial institutions in promoting entrepreneurial culture	1

11	• Roles of financial institutions in promoting entrepreneurial culture (Cont'd)	2
	• Procedure of loan application	1
12	• Procedure of loan application	1
	• End of unit assessment (Project activity)	2
13	Term 3 exam	3

SUBJECT: ENTREPRENEURSHIP

Number of period per week: 3 periods

Class: Senior 5

Term 1

UNIT 1: MARKET RESEARCH (Periods :12)		
Key unit Competence: To be able to apply market research in business		
Week	Contents	Periods
1	• The meaning of: market, research and market research	2
	• Importance of market research	
	• Elements of market research	1
2	• Elements of market research	2
	• Market research tools	1
3	• Market research tools	2
	• Data interpretation and decision making process.	1
4	• Data interpretation and decision making process.	1
	• End unit assessment (Project activity)	2
UNIT 2: BUSINESS PLAN USING BUSINESS MODEL CANVAS (periods: 10)		
Key Unit Competence: To be able to create a business project by using Business Model Canvas (BMC)		
5	• Meaning of: Business model, BMC	2
	• Importance of Business Model Canvas	
	• The components of BMC	1
6	• The components of BMC	3
7	• The components of BMC	2
	• End unit 2 Assessment (Project activity)	1
8	• End Unit 2 assessment (Project activity)	1
UNIT 3: BUSINESS GROWTH & DEVELOPMENT (Periods: 10)		
Key Unit Competence: To be able to apply the strategies for business growth		
8	• Meaning of: Business growth and Business development	2
	• Factors that contribute to business growth	
9	• Factors that hinder business growth	2
	• Growth strategies: Internal strategies and external strategies	1
10	• Growth strategies: Internal strategies and external strategies	3
11	• End unit 3 assessment (Project activity)	2
UNIT 4: ROLE OF ENTREPRENEURSHIP IN SOCIOECONOMIC DEVELOPMENT (Periods: 12)		

Key unit competence: To be able to evaluate the contribution of entrepreneurship towards socio-economic development		
11	<ul style="list-style-type: none"> The meaning of socioeconomic development Factors influencing socioeconomic development 	1
12	<ul style="list-style-type: none"> The meaning of socioeconomic development (Cont') Factors influencing socioeconomic development 	1
	<ul style="list-style-type: none"> Indicators of Socio-economic development 	2
13	<ul style="list-style-type: none"> End of Term 1 Exam 	3

Term 2

Unit 4: ROLE OF ENTREPRENEURSHIP IN SOCIOECONOMIC DEVELOPMENT (Periods: 11) CONT

Key unit competence: To be able to evaluate the contribution of entrepreneurship towards socio-economic development - Cont'

Week	Contents	Periods
1	<ul style="list-style-type: none"> Role of entrepreneurship in Socio-economic development 	2
	<ul style="list-style-type: none"> Entrepreneurs' role towards social responsibility 	1
2	<ul style="list-style-type: none"> Entrepreneurs' role towards social responsibility 	2
	<ul style="list-style-type: none"> End unit 4 Assessment (Project activity) 	1
3	<ul style="list-style-type: none"> End unit 4 Assessment (Project activity) 	1

Unit 5: ICT IN BUSINESS (Periods:9)

Key unit competence: To be able to appropriately use ICT in business

3	<ul style="list-style-type: none"> Meaning and tools used in ICT 	2
4	<ul style="list-style-type: none"> Role of ICT in business 	2
	<ul style="list-style-type: none"> ICT as a source of business opportunities 	1
5	<ul style="list-style-type: none"> ICT as a source of business opportunities 	2
	<ul style="list-style-type: none"> End unit 4 Assessment (Project activity) 	1
6	<ul style="list-style-type: none"> End unit 4 Assessment (Project activity) 	1

Unit 6: BUSINESS PUBLIC RELATIONS (Periods:10)

Key unit competence: Be able to practice good relations with business stakeholders.

6	<ul style="list-style-type: none"> Meaning and functions of public relations 	2
7	<ul style="list-style-type: none"> Tools of Public Relations 	2
	<ul style="list-style-type: none"> Business stakeholders (Customer, supplier and community) relations 	1
8	<ul style="list-style-type: none"> Business stakeholders (Customer, supplier and community) relations 	3
9	<ul style="list-style-type: none"> End of unit 6 assessment (Project activity) 	2

Unit 7: BUSINESS CONTRACTS (Periods: 12)

Key unit competence: To be able to create a business valid contract

9	<ul style="list-style-type: none"> Meaning and forms of business contracts 	1
10	<ul style="list-style-type: none"> Meaning and forms of business contracts 	1
	<ul style="list-style-type: none"> Importance and types of business contracts 	2
11	<ul style="list-style-type: none"> Essential elements of a valid contract 	3
12	<ul style="list-style-type: none"> End of Term 2 Exam 	3

Term 3

Unit 7: BUSINESS CONTRACTS (Periods: 12) -CONT'		
Key unit competence: To be able to create a business valid contract		
Week	Contents	Periods
1	<ul style="list-style-type: none"> • Elements of a written contract and contract termination 	3
2	<ul style="list-style-type: none"> • End of unit 7 assessment (Project activity) 	2
	<ul style="list-style-type: none"> • Meaning of office procedures • Roles of keeping office equipment's 	1
3	<ul style="list-style-type: none"> • Meaning of office procedures (cont.) • Roles of keeping office equipment's 	1
	<ul style="list-style-type: none"> • Information and record handling 	2
Unit 8: OFFICE PROCEDURES (Periods: 8)		
Key unit competence: Be able to demonstrate ability and knowledge of carrying out general office operations		
4	<ul style="list-style-type: none"> • Main office support equipment 	2
	<ul style="list-style-type: none"> • End of unit 7 assessment (Project activity) 	1
5	<ul style="list-style-type: none"> ▪ End of unit 7 assessment (Project activity) 	1
Unit 9: QUALITY ASSURANCE AND QUALITY COMPLIANCE IN BUSINESS (Periods:9)		
Key Unit competence: To be able to comply with quality standards in business		
5	<ul style="list-style-type: none"> ▪ Meaning and relationship between Quality management and quality compliance 	2
6	<ul style="list-style-type: none"> ▪ Meaning and relationship between Quality management and quality compliance 	2
	<ul style="list-style-type: none"> ▪ Role of verification and calibration in quality assurance 	1
7	<ul style="list-style-type: none"> ▪ Accreditation and its role in cross-border businesses 	2
	<ul style="list-style-type: none"> ▪ End of unit 7 assessment (Project activity) 	1
8	<ul style="list-style-type: none"> ▪ End of unit 7 assessment (Project activity) 	1
Unit 10: ACCOUNTING PRIME BOOKS (Periods:14)		
Key Unit competence: To be able to record appropriately business transactions in prime books.		
8	<ul style="list-style-type: none"> • Accounting systems (Single and double Entry systems) 	2
9	<ul style="list-style-type: none"> • Accounting systems (Single and double Entry systems) 	2
	<ul style="list-style-type: none"> • Defining prime books and their importance 	1
10	<ul style="list-style-type: none"> • Defining prime books and their importance 	1
	<ul style="list-style-type: none"> • Prime books entries (General journal, Special journals and the cash book) 	2
11	<ul style="list-style-type: none"> • Prime books entries (General journal, Special journals and the cash book) 	3
12	<ul style="list-style-type: none"> • Prime books entries (General journal, Special journals and the cash book) 	1
	<ul style="list-style-type: none"> • End of unit 10 Assessment (Project activity) 	2
13	End term 3 exam	3

SUBJECT: ENTREPRENEURSHIP

Number of period per week: 3 periods

Class: Senior 6

TERM 1

UNIT 1: LEDGERS AND TRIAL BALANCE (Periods :14)		
Key unit Competence: To be able to prepare ledger accounts and trial balance		
Week	Contents	Periods
1	- The meaning of a ledger - Types of ledgers	2
	Preparation of ledgers (Using double entry system)	1
2	Preparation of ledgers (cont'd)	2
	The Meaning of trial balance And Importance of trial balance	1
3	The Meaning of trial balance And Importance of trial balance (cont'd)	1
	Trial balance preparation	2
4	Trial balance preparation (cont'd)	2
	End unit assessment project activity)	1
5	End unit assessment project activity) cont'd	1
UNIT 2: FINANCIAL STATEMENTS (periods: 14)		
Key Unit Competence: To be able to prepare balance sheet, income statement and cash flow statement		
5	Meaning and importance of financial statements	2
6	Types of Financial statements	1
	Preparation of Income statement	2
7	Preparation of Income statement (Cont'd)	2
	Preparation of Balance sheet	1
8	Preparation of Balance sheet (cont'd)	2
	Preparation of Cash Flow statement	1
9	Preparation of Cash Flow statement (cont'd)	1
	End Unit assessment (project activity)	2
UNIT 3: ENVIRONMENT IMPACT ASSESSMENT (Periods:10)		
Key Unit Competence: Be able to Use EIA to manage the environmental effects of business activities		
10	Meaning of EIA and its importance	1
	Roles and responsibilities of stakeholders.	2
11	EIA procedure	2
	Components of EIA report	1
12	Components of EIA report cont'd	2
	Assessment of the unit	1
13	End of Term 1 exam	3

TERM 2

UNIT 3: ENVIRONMENT IMPACT ASSESSMENT cont'd		
Key Unit Competence: Be able to Use EIA to manage the environmental effects of business activities		

Week	Contents	Periods
1	Assessment of the unit	1
Unit 4: BUSINESS PLAN PITCH (Periods: 12)		
Key unit competence: To be able to pitch a business plan		
1	Meaning of project pitching Importance of project pitching	2
2	Preparation of project pitch	2
	The key items to cover in business plan pitch	1
3	The key items to cover in business plan pitch	1
	Techniques to pitch your business plan	2
4	Techniques to pitch your business plan	2
	Unit assessment Project Activity:	1
5	Unit assessment Project Activity (cont'd)	1
Unit 5: TAXES AND CUSTOMS PROCEDURES (Periods:12)		
Key unit competence: To be able to Interpret tax computations and declare goods/services from customs		
Week	Contents	Periods
5	Meaning of Tax and Classification/types of taxes	2
6	Role of taxes, Computation of VAT and income personal income tax	3
7	Role of taxes, Computation of VAT and income personal income tax (cont'd)	1
	Meaning of Customs and Customs declaration	2
8	Declaration procedures	2
	End of unit Assessment (project activity)	1
9	End of unit Assessment (project activity)	1
Unit 6. FINANCIAL MARKETS (periods: 12)		
Key unit competence: To be able to manage their finances responsibly and invest in capital markets		
9	Meaning and functions of financial markets	2
10	Capital markets (Benefits of investing through capital market)	2
	Capital Market instruments	1
11	Capital Market instruments	2
	How to invest in Rwanda stock exchange markets	1
12	Term two exams	3

Term 3

Week	Contents	Periods
Unit 6. FINANCIAL MARKETS (periods: 12)		
Key unit competence: To be able to manage their finances responsibly and invest in capital markets		

1	How to invest in Rwanda stock exchange markets	2
	End of unit assessment (Project activity)	1
2	End of unit assessment (Project activity) cont'd	1
Unit 7: STOCK CONTROL (Periods: 10)		
Key unit competence: To be able to properly handle stock for the business		
2	Meaning of stock, stock management and inventory Necessary documents for stock management	2
3	Perpetual and periodic inventory	2
	LIFO (Last In, First Out) as method of stock valuation.	1
4	FIFO (First in, First Out) and Weighted Average Cost (WAC) as methods of stock valuation (cont'd)	3
5	End of unit assessment (Project activity)	2
Unit 8: WORK HABITS AND BEHAVIOR (Periods: 12)		
Key unit competence: To be able to apply for a job and maintain professional conduct at the workplace.		
5	Recruitment process for the employer.	1
6	Recruitment process for the employer.	1
	Finding/Applying for a Job	2
7	Interview process and Techniques	3
8	Interview process and Techniques (cont'd)	1
	Appropriate Workplace Behaviors and Attitudes	2
9	End of unit assessment (Project activity)	2
Unit 9: WORK SAFETY AND HEALTH (Periods: 10)		
Key unit competence: To be able to apply standard health and safety practices and regulations in the workplace		
9	Safety and Health practices at Work	1
10	Safety and Health practices at Work	1
	Hazards in the workplace and Ways to make work safer	2
11	Hazards in the workplace and Ways to make work safer (cont'd)	1
	Emergencies at Work Responding to emergencies and staying healthy at work	2
12	Emergencies at Work Responding to emergencies and staying healthy at work	1
	Unit Assessment (project activity)	2
13	Term 3 exams	3