

The New Senior Secondary Curriculum for Sierra Leone

Subject syllabus: Micro, Small and Medium Enterprises Management

Subject stream: Economics, Business and Entrepreneurship



This subject syllabus is based on the National Curriculum Framework for Senior Secondary Education. It was prepared by national curriculum specialists and subject experts.



CURRICULUM ELEMENTS IN MICRO, SMALL AND MEDIUM ENTERPRISES MANAGEMENT - an everyday subject

Subject description

The introduction of Micro, Small and Medium Enterprises Management (MSME) in the curriculum of the senior secondary school is to enlighten students to the concept of creating and managing enterprises at the smallest scale. This enhances their ability to create new ventures, raise the necessary funds for it and assembling the other factors of production and keep the business going.

Rationale for the inclusion of Micro, Small and Medium Enterprises Management (MSME) in the curriculum of senior secondary school

The teaching of MSME at the senior secondary school level is to:

- (a) Introduce students to the creation and the management of enterprises as a career in life.
- (b) Make students understand that if you are not able to have a university education, you still have a choice in life.
- (c) Make students understand that you can still be pursuing your education and operating a business as a source of income.
- (d) Direct students to the fact that the management of MSME is also a managerial role of importance.
- (e) Enable students to know that you can start an enterprise/business with whatever amount of money at hand.
- (f) It will enable students to know how MSME are operated.

General Learning Outcomes (Broad Goals)

At the end of this course, students will be able to:

- (a) Know how enterprises/businesses are created.
- (b) Be creative in the operations of enterprises.
- (c) Plan the development and growth of enterprises.
- (d) Know how people access finances for the operations of MSME.
- (e) Understand how business owners interact with their customers for profit maximization.



Distribution of topics over three years

	SSS 1	SSS 2	SSS 3
Term 1	<p>NATURE AND SCOPE OF MICRO, SMALL AND MEDIUM ENTERPRISES</p> <ul style="list-style-type: none"> • Definition of micro, small and medium enterprises (MSME) • Characteristics of micro, small and medium enterprises. • Functions performed by MSMEs managers. • Barriers of success <p>BUSINESS IDEAS AND CREATIVITY</p> <ul style="list-style-type: none"> • Creativity • Barriers to creativity • Techniques for generating business idea • Identification of a business opportunity 	<p>THE BUSINESS ENVIRONMENT</p> <ul style="list-style-type: none"> • Definition of a business environment • The different types of business environments • Methods of assessing your business environment • The contributions of MSMEs to their environment <p>FORMS OF BUSINESS OWNERSHIP</p> <ul style="list-style-type: none"> • Defining forms of business ownership • The relative importance of each form • The characteristics of each form • Methods of financing each form • Other forms of business ownership • How each of the forms operate 	<p>STRATEGIC PLANNING</p> <ul style="list-style-type: none"> • Definition of strategic planning in business • Characterizing the market • Conducting feasibility analysis • Features of strategic planning in business • Reasons for undertaking strategic planning • Measuring successes of strategic planning in business <p>PLANNING FOR GROWTH</p> <ul style="list-style-type: none"> • Definition of planning and business growth • The importance of business planning and growth • Values and ethics • Ingredients for success • Coping with crisis • Value chains
Term 2	<p>EVALUATION OF THE BUSINESS IDEA</p> <ul style="list-style-type: none"> • What you need to start a business • Personal attributes • Knowing your customer • Knowing your competitors 	<p>HOW TO OPERATE M.S.M.E</p> <ul style="list-style-type: none"> • Define MSME operation • The relative importance of MSME • Important factors affecting the location of MSME • The types of stores • Determining the general layout 	<p>OBTAINING AND LAYING OUT OPERATING FACILITIES</p> <ul style="list-style-type: none"> • What are operating systems? • How operating systems work • Choosing the right location • Factors affecting location choice • Locating a retail store • Types of stores



	<p>RISKS/HARZARDS FACING MSME</p> <ul style="list-style-type: none"> • Definition/meaning of MSME risk • Types of risks faced by MSME • Identification of the various risks • Strategies for overcoming risks in MSME 	<ul style="list-style-type: none"> • How to improve operation <p>BASIC FINANCIAL PLANNING AND CONTROL</p> <ul style="list-style-type: none"> • Define financial planning • The importance of basic financial planning • Profit planning • What is a business tax? • How to calculate business tax • Commissions, discounts and interest rates • How to calculate commissions, discounts and interest rates 	<ul style="list-style-type: none"> • Types of locations <p>COMPUTER TECHNOLOGY IN SMALL BUSINESSES</p> <ul style="list-style-type: none"> • The role of information in small business • What information is needed? • Purposes for which information is needed • Timing of information flow • The role of computer in business • The role of internet in business
Term 3	<p>FINANCING MSME</p> <ul style="list-style-type: none"> • Defining MSME financing • The different sources of MSME finance • Financial management in MSME • What qualifies you for MSME finance <p>SKILLS REQUIRED FOR MANAGING MSMEs</p> <ul style="list-style-type: none"> • Financial management skills • Customer interaction skills • Competitors interaction skills • Owner and business interaction skills • Corporate social responsibility 	<p>A BUSINESS PLAN</p> <ul style="list-style-type: none"> • Definition of a business plan • The importance of a business plan • The different types of a business plan • The components of a business plan • The end users of a business plan • Mission statement and vision statement • The importance of a mission and vision statements <p>BUSINESS OBJECTIVES</p> <ul style="list-style-type: none"> • Definition of a business objectives • The significance of business objectives 	<p>CHALLENGES AND OPPORTUNITIES IN SMALL BUSINESSES</p> <ul style="list-style-type: none"> • Opportunities in small businesses • Characteristics of small business owners • What leads to success in small businesses? • Areas of concern for small business owners • How to make use of such opportunities • Ways of overcoming challenges in small businesses <p>OBTAINING AND MANAGING HUMAN RESOURCE</p> <ul style="list-style-type: none"> • Definition of human resource • Planning for human resource needs • Determining types of employees needed



		<ul style="list-style-type: none"> • Reasons why businesses set objectives • Methods of measuring business objectives 	<ul style="list-style-type: none"> • Recruiting and selecting employees • Training and developing employees • Selecting and developing managers • Compensating employees • Providing employee benefits • Providing employees health and safety
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SENIOR SECONDARY YEAR – SSS1-Term 1

Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
NATURE AND SCOPE OF MICRO, SMALL AND MEDIUM ENTERPRISES <ul style="list-style-type: none"> • Definition of micro, small and medium enterprises (MSME) • Characteristics of micro, small and medium enterprises. • Functions performed by MSMEs managers. • Barriers to success 	a) Students will be able to define MSME b) Will be able to distinguish between them c) Will be able to know what MSMEs do	a) Introduce the topic to the students b) Ask them to define the concept in their own way c) Summarise their definitions with examples d) Give them notes on the topic	a) A black board or a white board b) A chart showing examples of MSME	Give assignment Test, midterm exam assignment and terminal exam



Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
BUSINESS IDEAS AND CREATIVITY <ul style="list-style-type: none"> • Creativity • Barriers to creativity • Techniques for generating business idea • Identification of a business opportunity 	a) Students will be able to distinguish between creativity and idea b) Students will learn the techniques of creating a business c) Students will be able to identify a business idea	a) Recap previous lesson b) Ask them about their understanding on the topic c) Allow them to create a business idea in class d) Sum up the class activity into a note	a) A black board with few illustrations b) Lesson notes	

SENIOR SECONDARY YEAR – SSS1-Term 2

Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
EVALUATION OF THE BUSINESS IDEA <ul style="list-style-type: none"> • What you need to start a business • Personal attributes • Knowing your customer • Knowing your competitors 	a) Students will know how to evaluate business ideas b) They will be able to identify who a customer is and who a competitor is	a) Recap the last lesson b) Ask them what they know about evaluation c) Get their ideas on a competitor d) Explain to them in detail with notes	a) Explanation b) Lesson notes	
RISKS/HAZARDS FACING MSME <ul style="list-style-type: none"> • Definition/meaning of MSME risk 	a) Students will be able to know the different risks businesses are exposed to	a) Evaluate the previous lesson with a hot mental	a) The chalk board or a white board b) Lesson notes	



Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
<ul style="list-style-type: none"> Types of risks faced by MSME Identification of the various risks Strategies for overcoming risks in MSME 	b) Students will learn how to overcome if they are faced with any	b) Ask them about what they know on risks and hazards c) Discuss with them the risks businesses faced with examples d) Give them well-prepared notes		

SENIOR SECONDARY YEAR – SSS1-Term 3

Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
FINANCING MSME <ul style="list-style-type: none"> Defining MSME financing The different sources of MSME finance Financial management in MSME How to qualify for MSME finance 	a) Students will learn what a business finance is b) Students will learn how to access funds for MSME management c) Students will learn the requirements for business finance	a) Revise the previous lesson b) Ask what they know about financing c) Explain with examples of financial institutions d) Show them in class a chart showing an example of a simple income and expenditure e) Summarise your explanation into notes	a) Teaching aid like the black board b) A textbook and lesson notes	



Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
SKILLS REQUIRED FOR MANAGING MSMEs <ul style="list-style-type: none"> Financial management skills Customer service skills Competitor interaction skills Owner and business interaction skills Corporate social responsibility 	a) Students will learn the skills for managing MSME b) Students will learn how to interact with both customers and competitors	a) Recap the last lesson with questions b) Ask them what they know about skills c) Give them examples of skills in business d) Give them a comprehensive note on the topic	a) A video about businesses explaining how they were able to overcome challenges with skills b) Blackboard and lesson notes	

SENIOR SECONDARY YEAR – SSS2-Term 1

Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
THE BUSINESS ENVIRONMENT <ul style="list-style-type: none"> Definition of a business environment The different types of business environments Methods of assessing your business environment 	a) Students will know what a business environment is b) They will know how MSME interact with their environment in which they operate c) They will be able to explain why MSME exist	a) Ask questions about the previous lesson b) Introduce the new topic c) Sort their views on the topic d) Discuss the importance of a business environment e) Give them lesson notes	a) Explanation with the aid of notes	



Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
<ul style="list-style-type: none"> The contributions of MSMEs to their environment 				
FORMS OF BUSINESS OWNERSHIP <ul style="list-style-type: none"> Defining forms of business ownership The relative importance of each form The characteristics of each form Methods of financing each form Other forms of business ownership How each of the forms operate 	a) Students will know that there are different forms of business ownership b) Students will understand why each of these forms exist c) They will be able to identify any of the forms	a) Revise the previous lesson with questions b) Ask them to explain what a business ownership is c) Write the different forms of business ownership on a black board or a white board with examples of each d) Accompany your explanation with notes	a) Class discussions b) Homework on examples of forms of business ownership	

SENIOR SECONDARY YEAR – SSS2-Term 2

Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
HOW TO OPERATE MSME	a) Students will know why location is important to MSME	a) Go over the last class b) Ask for their ideas on business operation		



Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
<ul style="list-style-type: none"> Define MSME operation The relative importance of MSME Important factors affecting the location of MSME The types of stores Determining the general layout How to improve operation 	<p>b) They will learn how to improve on the operations of MSME</p>	<p>c) Give them practical examples of MSME operations d) Explain what a store is e) Give them well-prepared teaching notes</p>		
<p>BASIC FINANCIAL PLANNING AND CONTROL</p> <ul style="list-style-type: none"> Define financial planning The importance of basic financial planning Profit planning What is a business tax? How to calculate business tax Commissions, discounts and interest rates 	<p>a) They would know what financial planning is in MSME b) Students would know how to plan for profit maximization c) They would learn the skills of interacting with financial institutions d) They would learn how to calculate business tax</p>	<p>a) Give a quick class test on previous lessons b) Ask for their views on financial planning c) Explain what profit planning is d) Give them lesson notes e) Give them homework on planning and controlling the finance of a business of their choice</p>		



Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
<ul style="list-style-type: none"> How to calculate commissions, discount and interest rates 				

SENIOR SECONDARY YEAR – SSS2-Term 3

Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
A BUSINESS PLAN <ul style="list-style-type: none"> Definition of a business plan The importance of a business plan The different types of a business plan The components of a business plan The end users of a business plan Mission statement and vision statement The importance of a mission and vision statements 	At the end of this lesson: <ol style="list-style-type: none"> Students will be able to know what a business plan is They will know how to write a business plan They will know the importance of a business plan to business They will know the different types of business plan 	<ol style="list-style-type: none"> Ask the students to give their ideas on a business plan Show them an example of a business plan Ask them to develop a simple business plan for a business of their choice Give them lesson notes 	<ol style="list-style-type: none"> A white board or a chalk board An example of a business plan Illustrations on the board 	
BUSINESS OBJECTIVES <ul style="list-style-type: none"> Definition of a business objectives 	<ol style="list-style-type: none"> They will know what business objectives are They will know how to set business objectives 	<ol style="list-style-type: none"> Recap last lesson Ask them to define a business objective 	<ol style="list-style-type: none"> A blackboard, lesson notes 	



Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
<ul style="list-style-type: none"> The significance of business objectives Reasons why businesses set objectives Methods of measuring business objectives 	c) They will know the essence of setting objectives in business and how to evaluate them	c) Ask them to set business objectives for a business of their choice d) Give them lesson notes		

SENIOR SECONDARY YEAR – SSS3-Term 1

Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
STRATEGIC PLANNING <ul style="list-style-type: none"> Definition of strategic planning in business Characterizing the market Conducting feasibility analysis Features of strategic planning in business Reasons for undertaking strategic planning Measuring successes of 	a) Be able to understand what strategic planning is b) How to set strategic plan c) The purpose of setting strategic plan and the reasons behind them	a) Ask them to define strategic planning in business b) Discuss how such planning is done c) Give them assignment on conducting feasibility study for a particular product d) Give them a well-developed lesson note	a) A black board, lesson notes, guest teacher from a business organization	



Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
strategic planning in business				
PLANNING FOR GROWTH <ul style="list-style-type: none"> • Definition of planning and business growth • The importance of business planning and growth • Values and ethics • Ingredients for success • Coping with crisis • Value chains 	a) They will know how to plan for growth b) They will know the importance of planning for growth c) They will know how to manage a crisis in business if the need arises	a) Ask the students to define planning and growth in business b) Explain to them the importance of ethics in business growth c) Give them a well-prepared lesson note on the topic	a) Lesson notes, black board, class discussions	

SENIOR SECONDARY YEAR – SSS3-Term 2

Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
OBTAINING AND LAYING OUT OPERATING FACILITIES <ul style="list-style-type: none"> • What are operating systems • How operating systems work • Choosing the right location 	a) They will know how to do business layout b) They will know how to select the appropriate location for their businesses c) They will know the different types of stores and how they operate.	a) Recap the previous lesson b) Ask them about their own definition on the topic c) Show an illustration of how business layout is done	a) Lesson notes, a chart showing examples on the topic	



Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
<ul style="list-style-type: none"> Factors affecting location choice Locating a retail store Types of stores Types of locations 		d) Ask them to prepare their own layout of their business		
<p>COMPUTER TECHNOLOGY IN SMALL BUSINESSES</p> <ul style="list-style-type: none"> The role of information in small business What information is needed Purpose for which information is needed Timing of information flow The role of computer in business The role of internet in business 	<p>a) Students will know why businesses use computer technology</p> <p>b) They will know how to keep track of their businesses</p> <p>c) They will know the uses of internet in business</p>	<p>a) Ask them questions on the last lesson</p> <p>b) Show them an example of a computer</p> <p>c) Illustrate to them how businesses make use of internet</p> <p>d) Give them lesson notes</p>	a) A computer to display internet, lesson notes and explanation in class	



SENIOR SECONDARY YEAR – SSS3-Term 3

Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
CHALLENGING OPPORTUNITIES IN SMALL BUSINESSES <ul style="list-style-type: none"> • Opportunities in small businesses • Characteristics of small business owners • What leads to success in small businesses? • Areas of concern for small business owners • How to make use of such opportunities • Ways of overcoming challenges in small businesses 	At the end of this lesson: a) Students will know what opportunities are and how to identify them b) They will know to turn challenges to their advantage	a) Recap previous lesson b) Ask them to define opportunities in business c) Explain how these challenges can be overcome d) Give them lesson notes on the topic	A lesson note, class discussion and black board illustration of different business opportunities	
OBTAINING AND MANAGING HUMAN RESOURCE <ul style="list-style-type: none"> • Definition of human resource • Planning for human resource needs 	At the end of this topic: a) Students will know how to access the right employees for their business b) They will know how to retain their staff	a) Recap previous lesson with questions b) Ask them to define Human Resource in business c) Explain how it can be obtained	A black board or a white board, a chart showing how Human Resource is distributed	



Topic/Theme/Unit	Expected learning outcomes	Recommended teaching methods	Suggested resources	Assessment of learning outcomes
<ul style="list-style-type: none"> • Determining types of employees needed • Recruiting and selecting employees • Training and developing employees • Selecting and developing managers • Compensating employees • Providing employee benefits • Providing employees health and safety 	<p>c) They will understand the essence of employee training</p>	<p>d) Give them examples of Human Resource in business e) Give them lesson notes</p>		

