ENTREPRENEURSHIP EDUCATION

PRACTICAL TRAINING GUIDE 1

By

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Revised. May 2020

INTRODUCTION

The purpose of entrepreneurship education is to expose the youths, mostly young men and women, to alternative means of living. More so, to foster creativity, generation of enterprise and innovative ideas, and development of an entrepreneurial mindset that will build-up self-reliance and better economy.

The consideration of entrepreneurial opportunities upholds the innovative and creative skills that exist at a very early age. There are pathways to entrepreneurial success, and they can achieve through creative thinking and regular practice, not by rote memorization.

Applying entrepreneurship education as a conditional subject/course of study for the academic program at every level gives education a fulfilling future. Entrepreneurship connects every academic discipline and answers the following: "Why do I need to study a profession?" Business administration, Engineering, Computer, Maths, Applied Science, Management, Agriculture, Environmental studies, Communication, history, geography, art, and so on. How will an artist turn the talent into a family-supporting career? How will a scientist convert a discovery into income? Every vocation and technical student with marketing skills should consider the difference between finding a job and doing their job. Youths should have the opportunity to make an informed decision about entrepreneurship as a career path. Creative young people and entrepreneurial thinkers can turn unmet needs of the people into business opportunities and remain in their communities, generating employment and enlarging the national economy.

This Entrepreneurship education practical manual exposes students to varieties of trades and some principles required for the commencement. So, the youth should take advantage of it to develop entrepreneurial culture as required by the Government Education Agencies in Nigeria and other nations.

ENTREPRENEURSHIP EDUCATION
PRACTICAL TRAINING GUIDE

SMALL AND MEDIUM BUSINESS

These businesses will categorize into different classes.

1. BUYING AND SELLING

- Foodstuff
- Cloth wears, shoes, watches, and Jewellery
- Cosmetics
- Electronics
- Supermarkets/Corporate gift items
- Binding materials
- Spare parts (motor)
- Books and stationery stores
- Patent medicine store
- Cocoa produce
- Sales of fresh fruits (orange, garden eggs, mangoes), etc.

2. MANUFACTURING AND PRODUCTION

- Bread baking
- Fruit juice
- Yoghurt/Soya beans milk
- Starch from cassava
- Palm Kernel oil/ groundnut oil
- Palm oil production
- Garri from cassava
- Biscuit
- Canned/packaged tomatoes
- Cassava flour
- Block making industry

- Soap and detergent (Bar and toilet)
- Cocoa vita – chocolate drinks
- Production of cotton wool
- Farming
- Cashew juice
- Animal Rearing and poultry keeping
- Production of face powder
- Hair and body cream
- Plank production (Sawmill)
- Nylon cutting and sealing
- Book binding
- Popcorn / fried groundnut
- Candle
- Rice milling
- Plastic crushing
- Toilet roll production
- Talking Drums
- A bath sponge (kainkain)
- Sand paper
- Maize flour snack (Aadun)
- Hide and skin tanning
- Mentholated balm and Rub
- Rat killers
- Alum
- Kaolin processing
- Nail polish remover
- After save lotion
- Sugar (cube and granulated)
- Dry-gin/wines
- Vegetable/curry powder
- Chalk making
- Gold smith
- Powdered detergent
- Cow slaughter slab

- Iron welding
- Cloth weaving/dyeing
- Adire/Kampala design
- Furniture/wood polish industry
- Wood/carving wood finishing
- Blacksmith
- Plastic making industry
- Packaging industry (e.g. envelope and other paper package materials)
- Margarine butter production
- Fisheries
- Production of bleach (laundry)
- Non-alcoholic wines
- Bone crushing industry
- Print ink production
- Insecticide
- Toothbrush & Toothpaste
- Palm kernel cake
- Snacks food production
- Coconut chips, banana chips, roasted banana, roasted groundnut, fried banana, grinded beans, grinded dried pepper etc.
- Roasted meat, dried/smoke fish
- Pottery, broom etc.
- Cane weaving
- Calabash carving
- Leather works
- Mat weaving
- Production of honey
- Packaged water
- Locust beans (iru).

3. **SERVICE RENDERING**

- Unisex salon
- Fashion designing
- Transport (Commercial vehicles/motorists' business, Okada motorcyclist)
- Printing & Publishing
- Dry cleaning
- Computer services/photostat, typing, duplicating, spiral binding, e-mail and internet services, lamination etc.
- Watch repairing
- Catering services
- Shoes Production
- Car wash services
- Painting
- Bricklaying
- Restaurant – food canteen
- Cold room services
- Plumbing
- Electrician
- Undertakers
- Land surveying business
- Pepper soup canteen
- Motor mechanics
- Vulcanizing, motor panel beating
- Motor painter/auto spraying mechanic
- Game centre (snookers, table tennis, draft etc)
- Schools – (Nursery & primary schools), Tutorial lessons etc.
- Music, drama
- Rental services
- Motor battery charger
- Carpentry
- Other creative skills

SMALL AND MEDIUM BUSINESS

METHOD OF PRODUCTION

The methods of producing some of these items stated as follows.

1. BLEACH

It is a chemical compound derived from natural sources used to whiten fabrics.

Requirements: Formation

- Chlorine - 2kg
- Caustic Soda - 500g
- Bicarbonate - 500g
- Water - -50 litters

Preparation: Mix all these materials and leave them to cool for 24 hours to prevent decomposition.

2. ICE CREAM

Requirements: Formation

- Evaporated milk or - 1 tin
- Milk powdered - 1 cup
- Sugar - 100g
- Water - 3 cup
- Colouring - Optional

Preparation: Add the ingredient together. Pour into ice tray or Nylon and Freezer immediately.

Equipment: Mixer, bowl, tray/nylon etc.

3. SOYA BEANS

Soya Beans is proteinaceous food from which many food items can derive. Among the products from Soya Beans are Soya Milk, Soy Ogi, Soya Yeast, Soya Oil, Yoghurt etc

SOYA MILK

Ingredients	**Formation**
Soya Beans Flour	- 200ml
Sugar	-8g
Salt	-0.4g
Flavor	- a pint
Water (boiled)	

Method of preparation:

Clean the Soya beans, pulverized the fresh beans into fine flour. Mix raw flour with boiling water to form a very wet paste. Sieve the watery soya beans flour through a clean muslin cloth. Squeeze the material inside the cloth to extract milk. Add sugar, salt, and flavour as prescribed and filter again. Cook the milk boiling level for 15 minutes. Homogenize the milk. Pour the milk inside plastics containers or nylon. Keep under refrigeration.

Machine & Equipment: - Boiler, Grinding/Blending Machines, Neat filter, plastic bowl, muslin cloth, plastic containers or nylon, furniture, and fittings etc.

4. BUTTERED BREAD

Requirement	**Formation**
Butter	- 2 cups
Sugar	- ½ cup
Salt	- ½ teaspoon
Flour	- 2 cups

Equipment: - Oven, trays, mixer, spoon, plastic bowl.

Preparation: - Mix all ingredients in a bowl (except flour), add flour and make it into dough. Cut into any size you like and cook for 15 – 25 minutes in an oven.

5. MEAT/FISH PIE

Ingredients	**Formation**
Grinded Cooked fish/meat	- 1kg
Carrot/seasoned mashed potatoes	- ½ kg
Flour	- 1 teaspoon

Baking powder - 2 teaspoon
Eggs - To brush
Flavour - Optional
Water -

Equipment: - Pastry cutters, pastry brush, pastry boards, baking tins and pans, oven, rolling stick or pin, mixing bowls.

Preparation: - Mix the ingredients (except flour) together, roll the dough (flour mixed with water) on the pastry board. Cut into sizes, put ingredients inside the dough. Then, bake for 15 – 30 minutes. Equipment and raw material can source locally.

6. NONALCOHOLIC WINE

Ingredients	**Formation**
Oranges	- 30
Lemon	- 2
Clean water	- 25 litters
Flavour	- to taste
Sugar	- 1 cup

Preparation: - Squeeze the orange juice and lemon juice inside a bowl, also with the covered orange and lemon skin and allow to stay for 48 hours. Add sugar and stir it every day until it dissolved. Cover the bowl and allow to rest for seven weeks, filter the juice, purify it, and bottled for sales.

7. BOTTLED ZOBO DRINKS

Zobo can convert to bottled non – alcoholic wines Boil the zobo materials, allow to cool, add sugar and flavour, pack inside containers.

8. EGG ROLL

Ingredients	**Formation**
Flour	- 1kg
Butter	- Little
Flavour	- Optional
Preservative	- 2 tablespoonful
Eggs	- Few
Sugar	- Little
Groundnut oil	-

Preparation: - Mix the flour and butter to make a dough, mix to smooth paste, cut into sizes. Roll out and enclose in the middle the hard-boiled egg. Fry with groundnut oil.

9. CAKE

Ingredients	**Formation**
Flour	- 1kg
Butter	- ½ kg
Sugar	- ½ kg
Eggs	- 8-12
Flavour	- to taste
Preservative	- 2 tablespoonful
Baking powder	- 5 tablespoonful

Preparation: - Mix butter and sugar until adequately dissolved. Then add the egg and mix thoroughly with the sugar and butter in the bowl. Add flavour and preservative. Add flour and baking powder immediately, then mix until creamy texture. Put into the desired container to give it the shape you want. Grease your pan before loading, and the oven should heat for about 30 minutes before loading.

10. YOGHURT

Ingredients: Raw cow milk, sugar, preservative, water, and flavour.

Preparation: Boil raw cow milk for at least 45 minutes. Add water, sugar, and flavour, add preservation, and stir together. When all the ingredients are dissolved and form liquid, pack inside nylon or plastic container. Keep under refrigeration.

Equipment: - Sealing machine, nylon, bowl, mixer, cooker,

11. CHOCOLATE DRINKS

It is a sweet brown powder made by crushing cocoa seeds, used for a distinctive sweet taste foods and drinks.

Ingredients	**Formation**
Cocoa powder	- 1 bag (25kg)
Milk powder	- 1 bag (25kg)
Granulated sugar	- 1 bag (25kg)
Salt	- 5kg
Flavour	- to taste

Mix all the raw materials in the required quantity. Use standard weighing plastic or cup to fill it inside a Nylon into sizes and seal for sales.

Equipment: - Mixer, sealing machine, Plastic bowl, Grinder, Nylon, Weighing scale.

12. TIN/CANNED TOMATOES

Tomatoes are a type of soft fleshy juicy red fruit eaten or cooked as a vegetable.

Ingredients	**Formation**
Tomatoes	- 50
Sugar	- To taste
Salt	- To taste
Curry	- To taste
Dry gin	- To taste
Bicarbonate of Soda	- To taste
Vegetable oil	- Optional (To taste)
Colouring (optional if tomatoes are not red enough)	

Equipment: Pot, gas cooker, mixer, containers, weighing scale.

Preparation: Mix all the ingredients except vegetable oil and colorant. When the former has dissolved into solution, then you add vegetable oil and colorant if necessary. Pasteurize it. Allow to settle for some minutes and seal inside containers for sales.

13. AFTER SHAVE LOTION

It is a liquid mixture used on the skin after hair shaving to make it clean and healthy to prevent skin irritation.

Ingredients

They are **g**lycerine boric acid, Sulphur, chloroform perfume, menthol, alum, alcohol, water, and colorant.

NB: Boric acid and chloroform is an antibacterial agent.

Preparation: Mix all the ingredients, continuously in the required quantity until the mixture is unique and clear. Seal inside containers for sales.

Equipment: - Measuring scale, mixer, bowl, storage tanks, labelled containers (plastic or aluminium package), quality parameter.

14. PRODUCTION OF SUGAR

Sugar is a sweet, usually white colourless crystallized substance used in food: sucrose, as obtained from sugarcane and sugar beet.

Ingredients: - Sugar cane, sugar beet, sugar maple, sodium saccharin (sweetener), colorant (white).

Preparation: - Boil the sugar cane or sliced sugar beets in a stainless stirrer with the addition of white colorant and sodium saccharin to refine the sugar cane juice or the aqueous of extract of sliced sugar beets

Control the boiling to avoid overheating, because it expects to dry up the juice or the extract.

- If you want cube as the end products, pour the sugar – in – production into a mold with several holes, so that when the substance becomes cold or hard, it takes this shape.
- If it is granulated sugar, grind the substance when it cools.

Equipment: - Boiler, gas cooker, stainless stirrer, molds, grinder, juice extractor.

15. BREAD BAKING

Bread is a common food made of baked flour.

Ingredients	**Formation**
Flour	- 40 units
Yeast	- 1.4 units
Sugar	- 3 units
Salt	- 1 unit
Milk Powder	- 3 units
Water	- 80 units
Dough conditioner	- 0.2 units
Butter	- 2 units (end-use)

Equipment: baking oven, molds, proofing box, nylon package, dough kneader (for pressing the dough to make a paste), divider and rounding machine

Preparation: Mix the required quantity of water, sugar, and yeast separately. And mix flour, milk powder, salt & dough conditioner, respectively. Add the two mixtures together.

Mix the whole materials till they form dough, smooth and non-stick. Allow the dough to ferment at about 28 - 300c to the desired level. Divide the dough into the required sizes, smooth them and place inside the greased pans. Send the containers with the mixture inside, into the oven, and heat to about 2300c. Remove the loaves from the oven when the outer surface has become brown in colour. Brush the loaves with butter to keep them smooth. Pack the loaves in nylon bags of required sizes to prepare the bread for sales. Use labels to specify your products.

16. SOAP (LAUNDRY & BAR)

Soap is a product made from fat and alkali, for use with water to clean the body or other things. A good quality soap should neither itch nor produce ash on the surface.

Ingredients	**COLS PROCESS**	**Formation**
Palm kernel Oil (PKO)	(at warm level)	- 12 units
Oil Soluble Colourant		To taste
Caustic Soda Solution		- 6 units
(Undergo fermentation)		
Soda Ash solution		-3 units
Sodium Ash solution (optional)		-1 units
Sodium silicate		-½
(do not open this chemical otherwise it will dry)		
Perfume		– To taste

Apparatus: Boiler (reactor vessel 22 SL), mixer, cutting machine/table, stamping machine, mold (wood or aluminium per set), hydrometer, fermenting tank, hand gloves.

Fermenting Method:

- Measure two units of Caustic Soda and dissolve with six units of water and soak for at least 48 hours. Use hydrometer to measure the concentration at 1250/1275 before use.

Preparation: Mix PKO and colourant, add the chemicals, then add soda ash and caustic Soda in the required quantities and put perfume. Stir very well until the solution is unique and nearly soil, then pour into moulding equipment, allow cooling and solidifying at least for 1 hour. Place it on the cutting table and cut into the desired sizes.

17. TOILET SOAP

Cold System: - It produced without heating the solution except for warming for the oil. It is always the best system, and it gives a high-quality product.

Hot System: - This is the process where the solution is boiled or subjected to heating; hence it is referred to as a hot system. It produces more quantity than a cold system.

Chemicals	**Formation**
-PK. Oil 1	2 Units
-Caustic Soda (Fermented)	6

-Sodium Bicarbonate	1-4
-Borax	1\2-1
-Silicate	1\2
-Colourant	To taste
-Disinfectant	Few drops
-Perfume	To taste

It should note that caustic soda and sodium bicarbonate must undergo process before use.

Method: Measure two units of Caustic Soda and dissolve with six units of water, soak for at least 48 hours. Measure the concentration at 1250/1275 with hydrometer.

Apparatus: Boiler (Drum), mixer, molds, Hydrometer, drums/tanks, cutting machine, stamping/tableting machine, paper, or nylon package etc.

Preparation: Add PKO plus, colourant (oil-soluble colourant)

- Add caustic Soda and sodium bicarbonate to it at the required units. And lastly, add silicate, disinfectant, and perfume. Stir immediately and unique. Pour inside the molds to solidify the mixture and stamp before cooling. Cut into desired sizes on cutting table and pack the soap in a container for sales.

18. SOAP DETERGENT

Apparatus: - Fermenting tanks, dry machine, hydrometer, grinding machine, mixer, container.

Chemicals	**Formation**
PK oil	6 units
Caustic Soda (Fermented)	31/2units
Soda Ash solution	1-2 units
Sulphuric Acid	¼ - ½
Hydrogen peroxide	1/10
Ammonia solution	1/8
Colorant [blue]	to taste
Perfume	to taste
Fermenting method; -	concentration [use hydrometer]
Caustic soda-	48hours caustic Soda- 1300/1275
Soda Ash-	24 hours. Soda ash 1200
Preparation	
Ammonia solution	1/8
Colorant (Blue)	To taste

Perfume To taste

Fermenting Method: Concentration (use hydrometer)

Caustic Soda- 48 hours Caustic Soda - 1300/1275

Soda Ash – 24 hours. Soda Ash - 1200

Preparation Method:

Mix all the chemicals at the required units, heat and allow to cool down or dry under the sun and later grind into small pieces.

19. WASHING SODA

Chemicals: Caustic Soda, Palm oil, sodium bicarbonate (optional)

Preparation:

- Measure 1 unit of caustic soda and dissolve with three units of water and soak for at least 24 hours. Heat the palm oil.
- Measure unit of warm oil into an empty bowl. Add 1 unit of caustic soda solution into it and begin to stir immediately and continuously until it becomes smooth and creamy. Pour inside small sizes cups or tins and allow to cool for some hours before it will remove.

20. GUM PRODUCTION

Gum is a fluid with binding properties that can hold two surfaces together. It is a sticky substance used for sticking things together.

Raw Materials: Water, starch, common salt, sodium silicate, zinc chloride, calcium chloride, borax and PVA, colorant (optional).

Equipment: Mixer, electric stove or gas cooker, weigh scale, thermometer, filling units, containers, storage and thinning tanks, viscosity measuring equipment.

Production Process:

Weigh all the ingredients in the required quantities, let the mixture (except preservatives and colourant) of the ingredients undergo heating slowly while mixing, and also thinned to the desired viscosity. Then add colourant and preservatives. The gum is later tested for clarity, sticking, strength, drying rate, and its wetting ability and spreading rate.

21. CANDLE

Candle is a round stick of wax containing a length of string [the wick], which gives light when it burns.

Raw Materials:

Paraffin Wax- this is a wax-like substance obtained from crude oil or petroleum. Locally made is available.

Paraffin oil- there is one for candle and one cream.

It makes the candle shine and smooth.

Candlewick (thread) is a cotton fabric/thread line inside candle that burn, aided by the hot paraffin wax.

Borax- a white powder, it makes the candle look crystalline.

Chemicals	**formation**
Paraffin wax	91/2 units
Paraffin oil	1/4units
Stearic acid	½
Borax (preservative)	1/4
Colourant	to taste
Candlewick	(thread)

Equipment: Boiler and Mixer, Gas /Electric cooker, candle molds, measuring instrument, packaging instrument, containers.

Preparation method:

Clean the boiler/mixer very thoroughly, line the molds (contains the required numbers of whole) with candle threads, measure the required units of paraffin wax by heating, and pour the paraffin oil and static acid (in solid form) into the hot liquid. Follow by borax and colorant, stir the mixture continuously and adequately until it is clean and unique.

Having mixed the solution for about 15 to 25 minutes, pour the hot liquid mixture into the mold lines with the candle thread where the mixture will be allowed to cool and become solid, before the candles are removed from the mold and pack for sales.

22. HAIR CREAM

Ingredients:	**formation**
Paraffin or coconut oil	- **8**units
Glycerin or lanolin (shining agent)	- 1unit
Stearic	- ¼ unit
Paraffin wax	- to taste
Petroleum Jelly	- 4 – 6 units
Colorant	- to taste
Perfume	- to taste

Industrial camphor (Only for medicated hair cream) - ¼ - units

Equipment: Boiler, measuring container, stirring rod, gas cooker. (This equipment and ingredients can source locally)

Preparation Method:

Set the heating device. Put paraffin oil, colorant, stearic acid, and petroleum jelly in the required quantities. Let the petroleum jelly melt entirely and then add paraffin wax gradually. At this stage, text mixture for quality. Put off the fire and allow the solution to cool, then add lanoline and camphor (only for medicate), which will melt when it cools down, add glycerin and perfume. Mix properly and fill into desire containers.

NB: put off the fire before adding lanoline to avoid foaming. And more so, stearic acid should be added before the application of paraffin wax.

23. BODY CREAM

Ingredients	**formation**
Paraffin Oil/Coconut Oil	- 4units
Stearic Acid	- 4-6
Croda Wax or beex wax	- 1-31/2
Lanolin (for rashes)	- 1-3
Formalin (for sore on the body)	-1/8
Glycerine (shinning agent)	- 1-3
Treated water	- to taste
Perfume	- to taste

Disinfectant - Few drops.
Equipment: It includes boiler, mixer, measuring containers, thermometer and packages.

Preparation:

Add oil, colorant, stearic acid borax together in a boiler, then leave the solution to cool down to about 40%c by reading the temperature with a thermometer. Check whether the mixture is warm or hot by using your finger, then add lanolin, formalin, and treated water, Stir the solution continuously as you are adding all these chemicals. As you are adding treated water, the solution will begin to form a pap-like solution. Later add glycerin to your taste and lastly add perfume and disinfectant. Stir very well, and if you discover that it is thicker than your texture.

Fill the solution into their various containers. Allow to cool down before pouring into their containers. If they are bottled when hot, the surface will not be smooth, and there will be vapour.

24. POWDER

There are two types of powder:

a. Cosmetic and medicated powder
b. Ordinary powder: -

Equipment: Add fragrant perfume to calcium containers.

Preparation: add fragrant perfume to calcium carbonate powder dust, stir together thoroughly. Fill into containers for sale.

Medicated Powder

Equipment:

Mixer, measuring equipment, packaging containers.

Ingredients	**Formation**
Talcum powder dust	8units
Menthol Crystal	1 ¼ units
Zinc oxide	½
Boric acid	½
Perfume	(to taste)

NB: Grind the menthol crystal before measuring.

Preparation: Measure all the ingredients in the required quantity, grind all the chemicals, then mix with powder dust, stir very well. Expose the solution to air for some minutes to dry. Fill into required containers and pack for sale.

25. ICE CREAM

Ice cream seems to have evolved from honey, fruit juice, and milk. The development of condensed milk, dry milk together with the introduction of the homogenizer, pasteurizer and improved freezers stimulated the early growth of the ice cream industry.

Raw Materials: Margarine skimmed milk. Sugar(stabilizer)egg(emulsifier), water (distilled water), colourant, pineapple flavor(flavoring), and ordinary table salt.

Equipment: Blender or homogenizer measuring cylinder, electric gas cooker, thermometer, stirrer, refrigerator, and polythene bags.

NB: Regular ice cream may contain around 10% butterfat (added as cream), milk, or skimmed milk. Sugar, gelatin, egg, and flavorings such as pineapple, flavor, vanilla, and banana flavor.

Ingredient	**Formation**
Milk fat	10 units
Milk solid not fat	10-11 units
Sugar	13-15 units
Stabilizer and emulsifier	1/4- 1/2 units
Water	60% units
Egg yolk	2

Function of each ingredients

Milk fat is an essential ingredient of ice cream. It produces smoothest full, rich, creamy flavor for ice cream. It increases the viscosity of the mixture and impair the whipping ability of ice cream.

Milk Solids not Fat: These are solid of skimmed milk, includes the proteins (casein), the milk, sugar (lactose), and mineral matter. The proteins in milk solid not fat, help to make the ice cream more compact and smoother.

Sugar: This is a sweetening agent. It increases the acceptability of the product because it enhances the pleasing creamy flavor and desired delicate pure fruit flavors. It increases the viscosity and the total solids concentration of the mix.

Stabilizer: It prevents coarsening of texture under temperature fluctuations in retail cabinets.

Emulsifier: - It improves uniform whipping quality of the mix, and the production of a drier ice cream with smoother body and texture.

Egg: Egg yolk solids like cream, increases the whipping ability, and shorten the freezing time.

Flavour and Colour: It improves the activeness and acceptability of the ice cream.

Preparation: - Mix sugar and water together, then dry milk solids non-fat, milk fat, dried egg yolk, stabilizer, and emulsifier, and blended with the liquid ingredient. Then the mixture is pasteurized, homogenized, cooled, and aged.

The pasteurization process destroys all harmful pathogenic bacteria and improves the storage properties of ice cream and done by heating the mixture to 1600f (710c) for 30 minutes.

The hot mixture process by pour from the pasteurizer to homogenizer to reduce the fat globules to small size. The mixture is cooled immediately. It then preserved for between 4 – 12 hours to improve the body and texture.

26. HAIRDRESSING SALON

Requirements:

Dryer, washing base, Trolley, Mirror (2 faces), Chairs, Hair products, Tape (if any), Ceiling fan, Wall Clock, Heat Cap, Curling Iron, Towel, Hair Rollers, Carpet, Shop, signpost, Fluorescent Globe etc. Get a stylish and acquire all these materials.

27. BARBING SALOON

Requirements: clipper, chairs, mirror, towel, brush and comb, fan, chair, carpet, medical cream & powder, Tape, and TV (if any).

- You can get a stylist, acquire a shop, and all these materials.

28. POPCORN

Ingredients: Popcorn grains, salt, sugar, groundnut oil

Equipment: Gas cooker, frypan with mixer, measuring equipment, sealing machine, package nylon.

Preparation: Put the grains into the heated fry pan, add sugar, salt, and groundnut oil (all to taste) in the required quantity. Heat and mix thoroughly until the grains swollen and burst. Off the gas cooker, allow to cool, pack inside nylon and seal.

29. KUNNU DRINKS

Equipment: - mixer, boiler, drum or plastic bowl, containers.

Ingredient: -sorghum grains (jero), ginger, dry ground pepper, sugar water flavour.

Preparation: - Soak the sorghum grains with clean boiled water for 24 hours. Wash it on the second day to remove the stone, and other dirty materials pulverize it and squeeze with a muslin cloth to give you a pure and clean liquid product. Pour it inside the boiler and place on fire. When it is at the boiling stage, add another ingredient (to taste). Stir immediately and thoroughly until the solution is clear and unique. Allow to cool down before filling into the nylon or plastic containers. Place the products inside the freezer for preservation.

30. CASHEW JUICE

Get some cashew crops, clean them very thoroughly. Squeeze the juice from the crops. Use muslin cloth to separate the liquid and to get clean and pure products. Add little water, sugar (to taste) & flavour (to taste) Pasteurise it and fill inside plastic containers for sale.

31. POLISH

Polish is a coating material that can apply on the surface of the shoe, decoration, tool bag leathers, toys, articles etc. for protection and beautiful luster.

Equipment: mixer, electric Heater/Gas cooler, weighing scale, storage tanks, Thermometer, Filling gadgets, containers.

Ingredients:

a. Natural waxes: Such as Bee wax, Carnauba wax, animal fat etc.

b. Synthetic Waxes: Such as paraffin wax, cetyl, alcohol etc.

c. Aromatic solvents, vegetable oil, borax.

d. Colourant – dyes, pigment (oil Soluble) etc.

Method of Production

- Weigh each ingredient in separate container in the required quantity.
- Heat the solid component to melt.
- Add colourant (dye or pigment) and stir thoroughly to blend well. (Mill the colourant if it is not soluble insolvent)
- Then, add the liquid component slowly and stir.
- When the mixture is thoroughly blended and unique, fill the product into the metal containers with clip covers or otherwise.

32. BEAD MAKING

A **bead** is a small, ornamental object that made in a variety of forms and sizes of a material such as bone, stone, glass, shell, wood, plastic, or pearl and with a small hole for stringing or threading. **Beads** varies in size from under 1 millimeter (0.039 in) to over 1 centimeter (0.39 in) in diameter.

Whatever your style, these are must-have jewelry and beading tools and accessories:

- Wire cutters
- Round-nose pliers
- Flat-nose pliers
- Crimping tool (crimp pliers)
- Bead organizer with a variety of glass beads
- Beading cord or thread
- Memory wire
- Big-eye beading needle
- Assorted ear wires
- Assorted clasps
- Assorted headpins and eye pins
- Crimp beads
- Ruler or tape measure

33. Tailoring /Fashion designing

Sewing Tools and Notions

- Scissors. You need them to cut your fabric and thread. ...
- Measure Tape.
- Needles.
- Pins and Pincushion(s)

- Iron and Water Sprayer.
- Thimble and Threader.
- Threads.
- Rulers.
- Pen
- Chalk
- Lint roller
- Sewing gauge and binder clips
- Masking tape
- Glue stick
- Cutting mat
- Clothes materials
- Table and stool
- And other important items as required.

34. DISINFECTANT AND ANTISEPTIC

Disinfectant: It is a germicide that inactivates virtually all recognized pathogenic microorganisms but not necessarily all microbial forms. They may not be effective against bacterial spores.

Antiseptic is a chemical agent that is applied to living tissue to kill microbes. Note that not all disinfectants are antiseptics because an antiseptic additionally must not be so harsh that it damages living tissue. Antiseptics are less toxic than disinfectants used on inanimate objects. Due to the lower toxicity, antiseptics can be less active in the destruction of normal and any pathogenic flora present.

Production Process of Five (5) Liters of Disinfectant

1 Pine oil	½ litre (Disinfectant)
2 Phenol	⅛ litre (Disinfectant)
3. Texapon	¼ litre (Emulsifier)
4. Water	2 liters (Solvent)
5. Ispropyl Alcohol (IPA)	
2 liters (Solvent)	
6. Caramel or colouring (Attractiveness)	
7. Cholroxylenol	¼ litre (Active ingredient)

Steps to Produce Disinfectants

Mix Phenol, pine oil, and teapot together in a bucket, stir very hard to hit uniformity. Please use a flat object to stir.

Add chloroxylenol mix and stir up to 3-5 minutes to avoid separation.

Add water to the solution and stir very hard until it becomes whitish.

Pour IPA into the solution and stir very hard and then leave for 1-2 minutes.

Add colour (a bottle cap drop). At this point, the product is ready.

NOTE: Use a fat object stick to mix always mix clockwise, anticlockwise and the center.

35. LIQUID SOAP

Chemicals you will need for making Liquid Soap and their Measurements

- ¼ of STPP
- ¼ of Soda ash
- 2 litres of Sulphonic Acid
- ½ of Laurel Rice
- ¼ of Texapon
- 1/16 of Caustic Soda
- ¼ of Natrosol
- ¼ of formalin
- Coloring
- Perfume

Note: Please the measurement above is for 25 liters production

Note on some Chemical Ingredient for Produce Liquid Soap

STPP: It is a Cleanliness and Thickness Agent

Laurel Rice: A Foaming Agent. ½ quantity is enough, just add it to your sulphuric acid

Texapon: A Foaming Agent

Caustic Soda: This is a Cleaning Agent. The smallest quantity you can buy is ¼. So divide that into four portions, use one portion and keep the rest. too much of caustic soda peels the hand

Natrosol : A Cleaning and Thickness Agent

Soda ash: A Cleaning Agent

Sulphurnic Acid: A Foaming Agent

Formalin: A Preservative Agent. Formalin is a harmful chemical that causes cancer if abused. So use with care, very small quantity does not harm. A cap of Eva table water will do or better still you can use Citric Acid, Benzoic Acid, and Sodium

Step by step process to Produce Liquid Soap

- Mix small quantity of caustic soda in a bowl (bowl A) with some water.
- Mix the Soda ash with some water in a different bowl (bowl B) as well.
- Mix the STPP with some water in another bowl (bowl C) too.
- Soak the Laurel Rice/Rice in another bowl (bowl D); making a total of four bowls.
- Get a bucket (bucket A) and mix Sulphonic acid and the Texapon until they are well dissolved.
- Leave for 30 minutes for the chemicals to dissolve properly. You can go as well to speed up the action.
- Now take a big bucket that can take 30 liters of water and fill it half of it with clean water
- Gradually add the Natrozol into the big 30 liters bucket and gently stir.
- After that, pour the contents of small bowls (A, B, C, D) one after the order, respectively, into the big bucket containing Natrozol. That is bowl A before bowl B then bowl C before bowl D.
- Then pour the content of bucket A in the big bucket containing all other mixture and stir. Do not stop stirring until 10 – 15 minutes.
- After that, add a little quantity of formalin for preservative. As earlier stated, this chemical is dangerous. Handle with caution, besides, you can do without it.
- Add some colour and stir for 5 minutes.
- Also, add some perfume and stir for another 5 minutes.
- The liquid soap is ready

36. LIQUID AIR FRESHENER

The production of liquid air freshener requires a simple process that involves the combination or mixture of some ingredients (chemicals) together. This process does not require the use of any special equipment or machines so that everything can be done manually.

Equipment.

- Containers: Bowls and package item

- Stirring (turning stick)

Ingredients (chemicals) needed.

- Perfume - 1 unit
- Water - 10% quantity
- Catalyst - 1/10 unit
- Deionised water - 10 unit

(warm water)

Note: If you use 1 kg(1000g) of water, you will use 100g of perfume and 10g of catalyst.

Preparation

Step 1: Put the perfume and the catalyst into a container, close the container and shake the content very well.

Step 2: Pour the mixture into an open bowl or bucket.

Step 3: Using your measuring tool, measure the deionised water into it.

Step 4: Add colour if need be and mix very well

Step 5: Pour the product into spray container for use.

BUSINESS PLAN

The business plan is a written document prepared by the entrepreneur that describes all the relevant external and internal elements involved in starting a new venture.

The business plan is valuable to the entrepreneur, potential investors, or even new personnel, who are trying to familiarise themselves with the venture, its goals, and objectives. The business plan is essential to these people because:

a. It helps determine the viability of the venture in a designated market

b. It guides the entrepreneur in organising his or her planning activities.

c. It serves as an important tool in helping to obtain financing.

The business plan may be read by employees, investors, bankers, venture capitalists, suppliers, customers, advisors, and consultants.

BUSINESS PLAN GUIDELINES

Preparing yourself

Before you start writing your business plan, you should honestly evaluate yourself and decide if your business idea has a good chance of success. Analysis can help you anticipate any challenges you may face and help you overcome them.

Analyse your business idea

Is your idea feasible? Before you get started, find out if there is a demand for your products or services. It's also useful to find out who your competitors are and whether the market can sustain your business.

Researching all aspects of your business idea will involve gathering, analysing and evaluating information to help you write your business goals. Some questions to consider are:

What product/service will you provide?

Is your idea viable?

How will you protect your ideas?

Is there a market for your product/service?

What skills do you need?

Who are your competitors?

What difference will you bring to the market?

Do you have the financial capacity to start a business?

Analyse yourself

Are you ready to venture into business? Operating a small business is not just about working for yourself; it is also about having the necessary management skills, industry expertise, technical skills, finance, and of course, a long-term vision to grow and succeed.

At the outset, it is important to consider whether you understand what is involved and whether you are suited to business and self-employment. Examine these questions:

Why are you starting a business?

What are your business and personal goals?

What are your skills?

What income do you need to generate?

What are the advantages and disadvantages of starting your own business?

Business planning

Once you have researched the feasibility of your new business, you're ready to write your business plan.

A business plan provides direction, keeps you on track, and is usually a requirement when you seek finance. Depending on your business type, your plan could include the following sections:

Business Summary: A one-page overview written after your business plan is finalised.

About your business: This typically called the management plan or operations plan. It covers details about your business, including structure, registrations, location and premises, staff, and products/services.

About your market: This is the marketing plan. It should outline your marketing analysis of the industry you are entering, your customers and your competitors. This section should also cover your key marketing targets and your strategies for delivering on these targets.

About your future: This section covers your plans and can include a vision statement, business goals, and key business milestones.

About your finances: The financial plan includes how you will finance your business, costing, and financial projections.

Regular review

Business planning is an ongoing business activity. As your business changes, many of the strategies in your plan will need to evolve to ensure your business is still heading in the right direction. Having your plan up to date can keep you focused on where you are heading and ensure you are ready when you need it again.

Distributing & protecting your plan

A business plan is a blueprint for how your business will run and reveals what future direction your business will take. Understandably you will want to be careful who you show your plan to and avoid your competition seeing it.

Having an understanding with third parties when distributing a plan could be enough protection for some businesses; however, others who have innovative business practices or products or services may wish to go further and sign a confidentiality agreement with each person to protect their innovations.

It may also be a good idea to include some words in your plan, asking the reader not to disclose the details of your plan.

Advice & support

There are several government agencies available to help you plan, start or grow your business. These services can provide general advice, workshops, seminars and networking events, and can even match you with a mentor or business coach.

Attending business events

Small business workshops and seminars are run regularly in most areas in the world and deal with issues such as planning, financial management, innovation, employing staff, and exporting.

You may also find it useful to attend networking events to help expand your business. By developing networks, you can keep up-to-date on industry and local information, promote your business through new contacts, and learn key skills from other businesses.

Taking on a mentor or business coach

Participating in mentoring or coaching programs can help you develop a greater understanding of business processes and practices and equip you with the skills you need to grow and improve your business.

What to do...

Contact your nearest Business Development Service Providers for assistance with your business planning process.

Check if your local business consultants or state business agencies host a business planning workshop near you.

Contact an Enterprise development center for help with planning, growing, skills development, competitiveness, and productivity.

Search for networking, mentoring, or training events and seminars on the business websites.

Contact a business adviser, an accountant or solicitor for advice.

Using the Template

Before you complete the business plan template and start using it, consider the following:

Do your research. You will need to make quite a few decisions about your business, including structure, marketing strategies, and finances before you can complete the template. By having the right information at hand, you also can be more accurate in your forecasts and analysis.

Determine who the plan is for. Does it have more than one purpose? Will it use internally, or will third parties be involved? Deciding the purpose of the plan can help you target your answers. If third parties are involved, what are they interested in? Although do not assume they are just interested in the finance part of your business. They will be looking for the whole package.

Do not attempt to fill in the template from start to finish. First, decide which sections are relevant for your business and set aside the sections that do not apply. You can always go back to the other sections later.

Use the [*italicised text*]. The italicised text is there to help guide you by providing some more detailed questions you may like to answer when preparing your response. *Please note:* If a question does not apply to your circumstances, it can be ignored.

Get some help. If you aren't confident in completing the plan yourself, you can enlist the help of a professional (i.e., Business Development Service Providers, Business Enterprise Centre, Business adviser, or Accountant) to look through your plan and provide you with advice.

Actual vs. expected figures. Existing businesses can include actual figures in the plan. Still, if your business is just starting and you are using expected data for turnover and finances, you will need to show that these are expected figures or estimates.

Write your summary last. Use as few words as possible. You want to get to the point but not overlook important facts. It is also your opportunity to sell yourself. But don't overdo it. You want prospective banks, investors, partners, or wholesalers to be able to scan your plan, find it realistic, and be motivated by what they read.

Review. Review. Review. Your business plan is there to make a good impression. Errors will only detract from your professional image. So ask several impartial people to proofread your final plan.

WRITING A BUSINESS PLAN

The business plan could take hours to prepare, depending on the experience and knowledge of the entrepreneur as well as the purpose it is intended to serve. It should be comprehensive enough to give any potential investor a complete picture and understanding of the new venture, and it should help the entrepreneur clarify his or her thinking about the business.

OUTLINE OF A BUSINESS PLAN

Each business plan may be different depending on the purpose of the plan and who will be reading it. Therefore, this outline only meant to be a guide.

Table

1.**Introduction Page**

a. Name and address of business

b. Name(s) and addresses(s) of principal(s)

c. Nature of the business

d. Statement of the financing needed

e. Statement of the confidentiality of the report

11. Executive summary – two to three pages summarising the complete business plan

111. Industry analysis

a. Outlook and trends

b. Analysis of competitors

c. Market segmentation

d. Industry and market forecasts

IV. Description of venture

a. Product(s)

b. Service(s)

c. Size of business

d. Office equipment and personnel

e. Background of entrepreneur(s)

V. Production plan

a. Manufacturing process (amount subcontracted)

b. Physical plant

c. Machinery and equipment

d. Names of suppliers of raw materials

VI. Operations plan

a. Descriptions of company's operations

b. Flow of orders for goods and/or services

c. Technology utilisation

VII. Marketing plan

a. Pricing

b. Distribution

c. Promotion

d. Product forecast

e. Controls

VIII. Organisation plan

a. Form of ownership

b. Identification of partners or principal shareholders

c. Authority of principals

d. Management team background

e. Roles and responsibilities of members of organisation

IX. Assessment of risk

a. Evaluate weakness(es) of business

b. New technology

c. Contingency plans

X. Financial plan

a. Assumptions

b. Proforma income statement

c. Cash flow projections

d. Pro forma balance sheet

e. Break-even analysis

f. Sources and applications of funds

X1. Appendix (contains back up materials)

a. Letters

b. Market Research data

c. Leases or contract

d. Price list form suppliers

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