



Career Essentials

Cisco Entrepreneur Institute

Based on the experience of the iExec Education Program developed by IBSG and Cisco's reputation as a leader in the use of Internet business solutions, Cisco created the Cisco Entrepreneur Institute to address the competency gaps that inhibits individuals, businesses, and governments from fully participating in the global networked economy.

Career Essentials Course

The Career Essentials course is a comprehensive, step-by-step guide for workforce preparation. Topics include skill testing, creating a resume, and finding a job that best suits a person's skills, background, and personality. Anchored by field-tested methodologies and enhanced with a dynamic interface, each course module presents an application or skill necessary for successfully finding and keeping a job. This program is aligned to academic standards and the U.S. Department of Labor Workforce Placement Program.

Expected Outcomes

When participants complete the Career Essentials course, they should be able to:

- Identify career interest areas and related skills and abilities
- Identify careers that are projected to be in demand
- Compare interests, aptitudes, and abilities to the current and future job market
- Apply for a job and prepare for the interview
- Explain how to work effectively within an organization
- Evaluate the risks of entrepreneurship
- Analyze whether a business risk is worth taking
- Describe the foundations of a successful career as an entrepreneur
- Assess whether entrepreneurship is a good fit for you
- Explain why many businesses fail in their first few years

Audience

This course is designed for participants who are considering a career move including becoming an entrepreneur. Participants learn the skills to identify careers in demand, apply and interview for jobs, and succeed in that job. Those who are interested in becoming entrepreneurs explore whether entrepreneurship is a good career move for them and learn how to analyze the risks of starting a particular business.

Hours

This self-directed course takes 10 hours to complete.

Course Outline

1 Career Planning

- 1.1 Self-Assessment
- 1.2 Career & Job Outlook
- 1.3 Selecting Career
- 1.4 Preparation: Course of Study
- 1.5 Web Resources

2 Getting a Job

- 2.1 Finding Jobs
- 2.2 Applying for a Job
- 2.3 Preparing for the Interview
- 2.4 Follow-up
- 2.5 Job Offer

3 Working Life

- 3.1 Working Protocols
- 3.2 Promotion and benefits
- 3.3 Safety at work
- 3.4 Labor Laws
- 3.5 Career Transitions

4 Entrepreneurship

- 4.1 Is Entrepreneurship for you?
- 4.2 Business Structure
- 4.3 Strategy



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