

Participants in each workshop receive a Cisco Entrepreneur Institute certificate

WORKSHOP MATERIALS

All individuals who participate in the workshop benefit from the specific workshop materials, as well as ongoing access to Cisco Entrepreneur Institute resources, including:

- Entrepreneur Oasis Website
- Cisco eTube
- Simulations

WORKSHOP SCHEDULE

To find out when the next workshop is scheduled, contact AMIDEAST or check the Cisco Entrepreneur Institute link on the AMIDEAST/Lebanon page of the website. Workshop meeting dates and times are flexible to accommodate the needs of people who are in school, working, or have other scheduled commitments to work around.

FEE

This workshop, materials, and resources were developed by Cisco as part of its corporate social responsibility commitment. All Cisco Entrepreneurship Institute partners, including AMIDEAST, do not profit from the workshops. The fee for attending the workshop is set to cover the costs of providing this workshop. Current workshop fees are on our website.

VENUE

These workshops can be delivered at AMIDEAST's training center in downtown Beirut, or at other locations around Lebanon which have computer labs with 512 Kbps connection.

Cisco Entrepreneur Institute at AMIDEAST/Lebanon

Business and Entrepreneurship Skills
A Global Training Program for Lebanon

WORKSHOPS:

Starting a Business
Growing a Business
iExec Enterprise Essentials
iExec Public Sector Essentials
Entrepreneurial Mindset
Career Essentials
Computer Literacy
5 - Minute Articles
SMART Technology for a Smarter Business

ENTREPRENEUR OASIS WEBSITE –

Connecting entrepreneurial people, ideas, and resources.

EntreOasis is your central source of information, resources, and social networking for entrepreneurship. It offers you the best the world has to offer all in one place.

CISCO eTUBE

Hundreds of helpful business videos, case studies, best practices, and more, including video clips of successful Lebanese entrepreneurs.

SIMULATIONS

Gain business experience risk-free with our business simulations. Realistic, fun, and effective learning.

Career Essentials Computer Literacy



Do you want to enhance your professional skills?

These two workshops address skills needed for all careers in any business sector. Our certified Cisco Entrepreneur Institute offers engaging resources, workshops, learning materials, and facilitators to help you succeed.

AMIDEAST
امديست

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AMIDEAST
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Computer Literacy Workshop

Do you want to enhance your computer skills to better prepare yourself to enter the Lebanese workforce? Do you need to improve your computer knowledge to better determine which computer products you will need to run your own business?

With more people using information technology for business and work, it is essential to know basic information about computer hardware systems, operating systems, various software programs, and how to use the Internet effectively.

Computer Literacy provides you with essential basic IT skills and knowledge:

- Computer hardware
- Software
- Basic networking
- Internet
- Word processing
- Desktop publishing
- Spreadsheets
- Presentation software
- Web design

The Computer Literacy workshop is a self-directed online workshop. A one-day introductory session facilitated by a successful Lebanese professional prepares you to use the virtual learning environment. Guest speakers, including a Lebanese

ICT professional and a Lebanese entrepreneur, will also share their insights. Individual activities, discussion forums, on-line materials, and rich media resources will help you apply knowledge to real-life situations. The facilitator will be available to answer your questions while you complete the workshop.

EXPECTED OUTCOMES

After completing Computer Literacy, you will be able to:

- List and describe the main parts of a computer
- Define and list examples of input and output devices
- List and describe the major parts of a motherboard
- Cite the operating system's functions and three major components
- Briefly describe several software application types
- Install software, execute software, or read data from any media on the computer
- Effectively use a word processing program
- Troubleshoot hardware and software problems
- Define and describe common network types and architectures
- Describe and be able to use various Internet functional features
- Use basic spreadsheet functions
- Use basic presentation tools, features, and functions
- Demonstrate basic understanding of database functions and plan and manage a database



- Identify important principles of Web page design and build a basic website
- Demonstrate familiarity with basic HTML code

AUDIENCE

This course is designed for anyone wishing to understand the basics of computer hardware and software.

INSTRUCTION

After the initial one-day introductory session, you will need approximately 70 hours, divided over six weeks, to complete the online workshop. Upon completion of the online sessions there will be a final half-day session.

Career Essentials Workshop

This workshop helps you find and keep a job and assess whether starting your own business is right for you. Career Essentials is a comprehensive, step-by-step guide for workforce preparation. You will learn the skills to identify careers in demand, apply and interview for jobs, and succeed in that job. If you are interested in becoming an entrepreneur, you will explore whether entrepreneurship is a good career move for you and learn how to analyze the risks of starting a particular business. Anchored by field-tested methodologies and enhanced with a dynamic interface, each workshop module presents an application or skill necessary for successfully finding and keeping a job. This program is aligned to U.S. academic standards and related workforce placement programs.

The Career Essentials workshop is a self-directed online workshop. A one-day introductory session, facilitated by a successful Lebanese professional, prepares you to use the virtual learning environment. Guest speakers, including a Lebanese human resources manager and a Lebanese entrepreneur, will also share their insights. Individual activities, discussion forums, on-line materials, and



rich media resources will help you apply knowledge to real-life situations. The facilitator will be available to answer your questions while you complete the workshop.

EXPECTED OUTCOMES

After completing Career Essentials, you will 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 markets

- 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
- Explain why many businesses fail in their first few years
- Describe the foundations of a successful career as an entrepreneur
- Assess whether entrepreneurship is a good fit for you

AUDIENCE

This course is designed for participants who are deciding upon their first career or considering a career move, including the possibility of becoming an entrepreneur.

INSTRUCTION

After the initial one-day introductory session, you will need approximately 20 hours, divided over two weeks, to complete the online workshop. Upon completion of the online sessions there will be a final half-day session.