



Career Enrichment/Workforce Development 101

Instructor

Kenneth Page

Phone

803-727-6347

Email

Mrkrpage@gmail.com

Mailing Address

P.O. Box 16462
Greenville, SC 29607

Office Hours

Email: Anytime
Cell: 10am – 8pm M-F

Secondary Resource

Adulting 101 Org
YouTube Channel
<https://www.youtube.com/channel/UCChHyANMRLRsnVvHhMSIHQg>
www.DoAdulting.Org

Course Overview

Students will walk away with (1) an understanding of general life concepts that one needs to navigate life; (2) an understanding of handling & approaching the financial matters of their life; (3) & an understanding of the different factors that effect their long-term earning potentials. With this information, the students will be able to properly access and maximize their career potentials.

Required Text

- Career Enrichment/Workforce Development 101 Student Workbook, *Kenneth Page*
- Success Under Construction: A Guide for Maturing People, *Kenneth Page*

Homework

- Module Activities are due at the end of **Week 3, Week 5, & Week 7**
- Success Building Module Questions due 24 hours prior to the start of each class
- Student Workbook Modules Completed in conjunction with course progression

Cost

- Group Cost: \$275 per person (5+)
- Individual Cost: \$375
- Check, Cash, Visa/Mastercard, CashApp: \$DoAdulting

Course Schedule

Module	Subject	Subsets	Activity
Module 1	Adulting Me	Decision Making Process, Mentorship, Adversity, Prioritizing, & Change	<u>Life Plan</u> – Write out a detailed life plan. Divide your life into the following categories: (1) Physical; (2) Spiritual; (3) Mental; (4) Emotional; (5) Financial; (6) Relationships; & (7) Ideas. For each category, describe (I) Where you are currently; (II) Where you want to be; & (III) What it takes to get there.
Module 2	Financial Teach & Talk	Personal Finances, Credit, Loans, & Making Money	<u>Quarterly Budget</u> – Construct a detailed budget covering the next 3 months.
Module 3	Boosting & Safe Guarding Income	Factors Effecting Income	<u>Career Plan</u> – (1) Define your career goals; (2) How accomplishing each goal effects the quality of your life; (3) What is required of you to accomplish each goal

Success Building Modules – Read and answer questions at the end of each selected entry from Success Under Construction: A Guide for Maturing People. Questions may be submitted via email to Mrkrpage@gmail.com. They are due no less than 24 hours prior to the start of class.

Week 1 – Goal Setting (Day 1)

Week 5 – Self -Control (Day 11)

Week 2 – Attitude (Day 4)

Week 6 – Work-Ethic (Day 14)

Week 3 – Decision Making (Day 7)

Week 7 – Excellence (Day 16)

Week 4 – Consequences (Day 9)

Week 8 – Determination (Day 20)

Homework Policy

All assignments may be submitted up to 1 week late with approval from instructor. You must alert the instructor of any assignment delays prior to them being due.

Attendance Policy

Arriving more than 15 minutes late to class without alerting the instructor prior to the start of class is considered absent. Any missed classes must be discussed with instructor prior to class

Completion Policy

Completion of course contingent upon the following: (1) 1 or less absence from class; (2) All 8 Success Building Modules; (3) All 3 Module Activities; (4) Student Workbook Participation