

HUMAN SERVICES EDITION

PATHWAYS TO SUCCESS

An education- and career-planning
guide for South Carolina students



South Carolina
Department of Education

Together, we can.

Personal
Pathways



to success™

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SOUTH CAROLINA
Center for Educator Recruitment, Retention, & Advancement



Dear South Carolina Student,

“What do you want to be when you grow up?” You’ve heard it again and again, and if you’re like most people in school, you probably feel pretty lost. However, knowing what appeals to you or, better yet, what you want to do, can help you focus on those subjects and activities that will prepare you for the future.

But with so much to think about in life right now, and so many career directions to choose from, choosing a career pathway can be overwhelming. Even worse, what if you were to decide and then change your mind?

How would you like to know more about your options? This guide offers you realistic insight into various career clusters and how they might fit into the way you think and feel.

Pathways to Success can help you get started. It is a series of education- and career-planning guides designed to help you make informed, smart career decisions. You can use this information to eliminate options that aren’t attractive, so you can begin focusing on a career direction that is more appealing.

If you change your mind along the way, *Pathways to Success* can help you redirect your career plans, courses, and extracurricular activities.

In South Carolina, there are 16 career clusters that you can explore. This issue of *Pathways to Success* introduces you to one of these clusters. The clusters correspond to different fields within the job market (business, healthcare, the arts, agriculture, manufacturing, etc.).

Each issue of *Pathways to Success* explains what it is like to work in one of the career clusters, what kinds of jobs are available, and what parts of the career cluster are growing fastest. It also spells out the specific ways to prepare yourself for an occupation: majors to choose in high school, what classes to take, opportunities to learn outside of class, and the kind of education and training you can pursue after high school.

Believe it or not, being in school gives you a great chance to explore all of your options. So go for it. Figure out just how you feel about certain subjects. Seek out those things that you feel good about. Then start preparing yourself so you will be able to do the things you like to do “when you grow up.”

Help Yourself While Helping Others in a Human Services Career

A career in Human Services connects people with each other.

Meeting human needs is a part of everyday life, and individuals in Human Services careers are committed to improving the quality of life for people. Career choices include dietitians, bankers, consumer advocates, personal trainers, teaching assistants, and religious leaders. Read on to find out if you have what it takes to have a career in Human Services.



Contents

- 4 Seven Steps to Success**
Making your way through high school, on to college or other education, and into a Human Services career all starts with smart planning.
- 7 A Life Enhancing Career – On More Than One Level**
Help yourself by helping others.
- 10 Making an Informed Choice Is Human Nature**
Start training for a future in Human Services.
- 16 Learn by Doing**
Extended learning opportunities provide valuable insight into future jobs.
- 18 Get the Human Services Training You Need in South Carolina**
Postsecondary learning is a major part of the specialized skills required for success.
- 21 Resource Roundup**
Find more information on Human Services education and career planning!

ATTENTION:

Parents, Teachers, and Counselors: This Guide Is for You, Too.

This career cluster guide speaks to students about their education and career paths, but you play a critical role by providing guidance for their future. Read this guide and learn more about the Human Services cluster. Then, sit down and talk with your child or the student you are advising and help craft an Individual Graduation Plan, or IGP. An IGP is the beginning of a personal pathway to success (see “What is an IGP?” on page 6).



What Are Career Clusters and Majors?

Career clusters help you acquire the knowledge and skills you need to reach your personal career goals. They organize what you learn in school around specific professional fields such as Education and Training or Information Technology. Information Technology, for example, focuses on professions that require highly technical training, while Human Services emphasizes occupations that involve people skills. South Carolina recognizes these 16 career clusters offered at various schools across the state.

- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Arts, A/V Technology, and Communications
- Business, Management, and Administration
- Education and Training
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections, and Security
- Manufacturing
- Marketing, Sales, and Service
- Science, Technology, Engineering, and Mathematics
- Transportation, Distribution, and Logistics

Majors Clustered Under Human Services



Each cluster consists of career majors that are based on groups of professions that require similar talents, knowledge, and skills. For example, four majors fall within Human Services (see illustration above). Each major provides required courses, instructions, and experiences necessary to move toward employment in a specific career such as Product Developer or Retail Store Manager either right after high school or after additional education in college, the military, or elsewhere.

A Model Career Cluster System

Career Awareness (Grades K-5)	Grades K–2 <ul style="list-style-type: none"> • Students learn about different kinds of work. • Students are instructed in diversity and gender equity in the workplace. • Students learn about goal setting and decision making. • Students learn what it means to be a good worker.
	Grades 3–5 <ul style="list-style-type: none"> • Students use career assessment instruments to identify occupations. • Students learn about occupations in the various career clusters. • Students get involved in career guidance classroom activities.
Career Exploration (Grades 6-8)	6th Grade <ul style="list-style-type: none"> • Students begin career exploration activities, including identification of learning opportunities in the community. • Students take career assessment instruments. • Students identify jobs within the clusters requiring different levels of education.
	7th Grade <ul style="list-style-type: none"> • Students identify the steps of the career decision-making process. • Students identify and explore sources of career information. • Students take career assessment instruments. • Students explore work-based learning activities including service learning, job shadowing, and mentoring.
	8th Grade <ul style="list-style-type: none"> • Students pick a cluster of study that they are interested in exploring. • Students explore work-based learning activities including service learning, job shadowing, and mentoring. • Students meet with parents, counselors, teachers, guardians, and legal designees to develop both an academic and career portfolio consistent with their academic and career focus. • Students take career assessment instruments.
Career Preparation (Grades 9-Postsecondary)	9th Grade <ul style="list-style-type: none"> • Students may declare majors and focus their elective choices in particular areas.* • Students review and update their IGPs. • Students take career assessment instruments. • Students explore work-based learning activities including service learning, job shadowing, and mentoring.
	10th Grade <ul style="list-style-type: none"> • Students should declare a career major.* • Students review and update their IGPs. • Students take career assessment instruments. • Students explore work-based learning activities including service learning, job shadowing, and mentoring.
	11th Grade <ul style="list-style-type: none"> • Students review and update their graduation plans, with particular attention to postsecondary goals. • Students take career assessment instruments. • Students explore work-based learning activities including service learning, job shadowing, and mentoring. • Students may change or modify their career majors.
	12th Grade <ul style="list-style-type: none"> • Students complete requirements for their majors. • Students receive recognition for completion of career cluster majors at graduation. • Students take career assessment instruments. • Students explore work-based learning activities including service learning, job shadowing, and mentoring. • Students may change or modify their career majors.
	Postsecondary <ul style="list-style-type: none"> • Students follow aligned career cluster pathways to a two- or four-year college, the military, other postsecondary education or training, or employment. • Students obtain rewarding entry-level employment within their chosen clusters. • Students continue to refine career choices throughout their lifetimes of learning.

* Students are encouraged to review their IGPs and modify or change this focus throughout their secondary school careers with the guidance of educators and parents.

Seven Steps to Success



Specializing in Human Services takes self awareness, dedication, and discipline.

Your future career can be fun, or it can make you totally miserable, depending on whether or not you choose one that fits your unique personality, interests, goals, and abilities.

Planning to be a nurse, for example, makes no sense if you can't stand the sight of blood. Forget being an engineer if you aren't going to take on advanced math. And if you live to be outdoors, opt out of a profession that keeps you cooped up in an office all day. The truth is, earning a living for about 40 years is a lot more rewarding—financially and otherwise—if you find the profession that fits you perfectly.

The search for your perfect profession starts with creating an Individual Graduation Plan, often called an IGP, to guide you through high school (see “What is an IGP?” on page 6). Every South Carolina student is required to create an IGP, but don't think of it as a hassle. Instead, look at it as a chance to explore your interests and options and to start working toward your personal dream—whether it's to be a movie star or a minister, a CEO or a chef, an entrepreneur, or an engineer.

Here's a step-by-step guide to creating your own Individual Graduation Plan.

■ Step 1: Complete Assessments

Start putting together your IGP by determining your strengths and weaknesses, what you love (or hate) to do with your time, and your hopes and dreams in life. To find the answers to these and other questions, take advantage of career assessment tools such as Holland's Self-Directed Search, ASVAB (Armed Services Vocational Aptitude Battery), and the Kuder Interest Inventory available through your school and online (see “What is an IGP?” on page 6).



■ Step 2: Research Your Career Opportunities



After learning more about yourself, put together a list of careers you might want to research. Get the facts about what each possible profession pays, how many jobs in those professions are available in South Carolina (both now and in the future), and what kind of education you'll need to break into each of them. (For profiles of 25 career options in Human Services, see page

8). Use the career information resources available through your school's library and the Internet, including SCOIS, O*NET, and COIN (see “Resource Roundup” on page 21). Go beyond the statistics, though, to get the inside story on what those who work in occupations on your list really do every day. Start by contacting professional associations and visiting Web sites, then arrange personal interviews and job shadowing.

■ Step 3: Explore Your Education Options



Use your list of possible professions to investigate your education options in high school and beyond (see “Get the Human Services Training You Need in South Carolina” on page 18). Identify both two-year and four-year colleges with programs that best fit your career goals. In the same way, find out about obtaining associates' degrees at two-year technical colleges with programs in Human Services. Also, research opportunities for Human Services training in the military. Then look at the clusters, majors, and courses offered in high school as well as special programs such as co-op education and dual-credit courses. Learn about academic requirements and tests you may have to take to graduate and get into college, including PACT, PSAT, PLAN, SAT, ACT, and WorkKeys. Also, explore extracurricular activities (see “Learn by Doing” on page 16) related to your list of possible professions, including sports, community service groups, band, clubs, and student organizations such as FCCLA and SkillsUSA.

■ Step 4: Talk About Your Options With Parents and Counselors

Assessments and research are essential, but input from your parents (or guardians), counselors, and teachers can also help as you narrow your career and education choices. Talk with them about what you are learning as you are assessed—they can help you further identify your strengths, opportunities, and interests. Tell them about your hopes and dreams. Discuss with them career options five, 10, or 20 years from now. Ask them to help with your research by providing resources or using their contacts to set up career exploration experiences such as job shadowing and internships. Time with your guidance staff person may be limited, so make the most of it. Come in with clear and well-researched ideas about your future, and ask what he or she can do to help you get where you want to go in life.

■ Step 5: Make Your Choices and Document Your Decisions



Now that you are armed with valuable research and good advice from people you trust, it's time to make some decisions. Ask your counselor what format your IGP should follow—it likely will include most of the information shown in “What is an IGP?” on page 6. Select your career objective, cluster, and major, and write them down on your IGP. Fill in a tentative schedule for your high school years. Add to your plan lists of the out-of-class and work experiences you want to pursue and your goal after high school—college, the military, employment, or another option. It's also smart to create a career portfolio, which is a file of material related to the education and career choices in your IGP. This portfolio might include items such as a resume, samples of your schoolwork, and research and assessment information. Once you have documented your decisions, save your IGP and career portfolio as your school directs.

■ Step 6: Review and Revise Your IGP Each Year

A good IGP is frequently updated. It expands and changes as you go through high school. At least once at the end of each year, go back to your IGP and revise it as needed. Ask yourself if your decisions are still sound or if you've changed your mind about your career objective or plans after high school. Be realistic, but don't feel locked in to the choices you made earlier. Switching your cluster or major as you learn more about your interests and options in life is okay. Some direction—even if it changes—is better than no direction at all. Use this annual review of your plan to make choices that are intentional, not accidental, as you grow and change.

■ Step 7: Graduate and Move On to Additional Education or Employment

The goal of an IGP is to give you a clear path to high school graduation, but that's not the end of your road to success. The plan you created will carry you on to college, the military, an apprenticeship, other education or training, or directly into the job market. You likely will continue to evaluate, research, discuss, and refine your career choices after high school and throughout your life.

What is an IGP?

An **Individual Graduation Plan (IGP)** is like a road map to your future. If you stay on course, you'll reach your destination—graduation—with all the courses, skills, and experience you need to take your education or career to the next level. Here's what a basic IGP includes:

Information such as your name and school.

Your chosen career cluster is a field of study such as Education and Training or Business, Management, and Administration on which you plan to focus in high school and beyond. South Carolina recognizes 16 career clusters (see page 2), although local schools and districts may offer different clusters. This guide is an introduction to the Human Services cluster.

Your plan for what to do after high school—get an associate's or bachelor's degree, enter the armed forces, seek industry certification, find employment, or pursue other options. Be specific—it's just a goal you can change later if needed.

A grade-nine-through-twelve outline of classes you should take, including core academic classes required for graduation and electives. Fill in the specific classes your school offers.

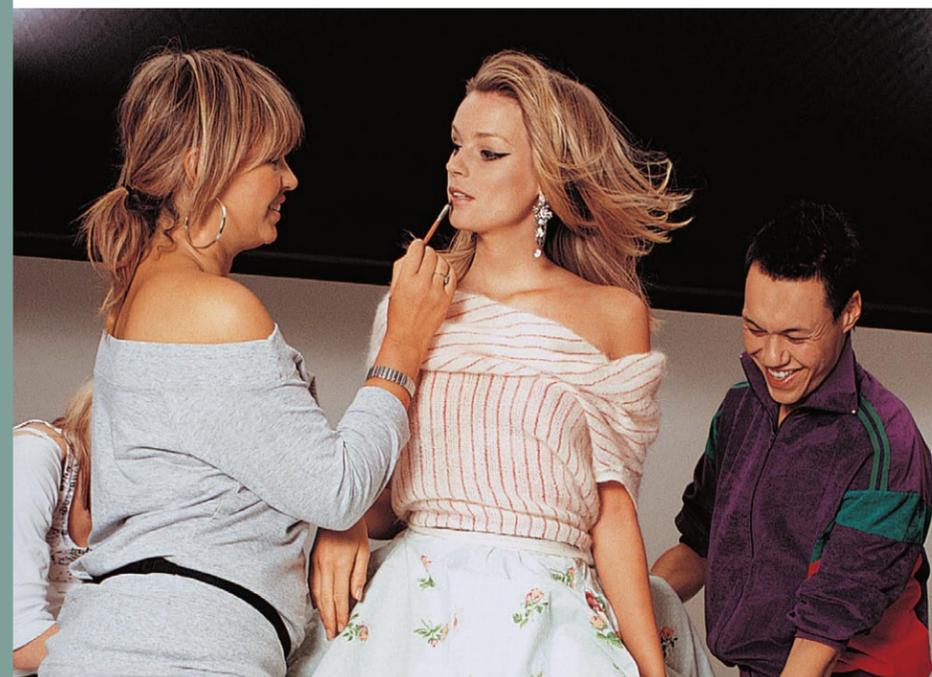
Your school may make this type of basic IGP part of your career portfolio—a file or folder that also may contain such information as results of your career-interest assessments, examples of your schoolwork, your scores from standardized tests, and records of your work experiences.

Out-of-class learning opportunities you want to pursue, such as student organizations or work experiences.

Individual Graduation Plan				
Name: Danny de Vito				
School: South High School				
Cluster: Human Services				
Major: Cosmetology				
Postsecondary Goal: Additional cosmetologists training to two-year degree				
Required Courses				
9th Grade	10th Grade	11th Grade	12th Grade	
English 1	English 2	English 3	English 4	
Algebra 1	Algebra 2	Pre-Calculus	Calculus	
Physical Science	Environmental Studies	Physics	Criminal Forensics	
Social Studies	Computer Science	US History	Government/Economics	
Physical Education	Foreign Language	Cosmetology 1 and 2	Cosmetology 3 and 4	
Entrepreneurship 1	Accounting	Visual Arts	Visual Arts 2	
Cocurricular Activities: The National Cosmetology Association (NCA)				
Work-Based Learning Opportunities: Internship, co-op education, job shadowing				

Your chosen career major, a field such as Dietician or Salon Owner, in which you plan to work when you enter the job market.

A Life Enhancing Career – On More Than One Level



Help yourself by helping others.

Quick Quiz

Answer “yes” or “no” to these questions to see if Human Services is the right career cluster for you.

- I'm good at listening to different opinions and making a decision about my belief.
- I'm skilled at listening to friends' problems and giving them advice.
- I'm able to plan different ways to exercise that will keep me healthy.
- I'm good at styling hair and/or applying makeup.
- I'm comfortable dealing with conflict or talking to people who are angry.
- I like to create new ideas, write stories, or design brochures.
- I'd like to help people with their problems.
- I'd like to develop exercise programs for people.
- I'd like to cut, wash, or style hair.
- Understanding people and helping them with their wants and needs is the kind of challenge I want in a job.

Totals: “Yes” _____ “No” _____

If you answered “yes” to five or more of the questions, then you may have what it takes to make it in Human Services.

Source: SCOIS (Coin Career) Assessment Tests



If you have an interest in communications, problem solving, critical thinking, or ethics and legal responsibilities, Human Services could be a perfect fit. Careers in Human Services help improve quality of life. Whether you're working as a counselor, social worker, or day spa and resort worker, your interpersonal communication skills and ability to work individually or as a team are what will help make you successful.

There will always be a need for Human Service professionals whether you're a manager, small business owner, cook, or psychologist.

Perhaps you'd like to be a fashion coordinator and promote new fashions, organize promotional events, and consult with buyers. In South Carolina, the recent annual median salary for fashion coordinators was \$71,000. Earnings depend on education, experience, level of responsibility, and degree of specialization. The number of jobs is expected to increase 12.4 percent by 2014.

Maybe you'd like to be a pharmaceutical sales representative. It would be your job to promote the use of legal drugs and other pharmaceutical products to physicians, dentists, hospitals, and retail drug stores. You'd also have to be knowledgeable about new drugs and explain the characteristics of the drugs and clinical studies conducted on the drugs. Typically there is a good bit of travel involved throughout your “territory.” Recent annual salaries for pharmaceutical sales representatives in South Carolina were \$56,000 and up, depending on education, experience, level of responsibility, and degree of specialization.

Not all careers in Human Services require a great deal of experience or post-college education. Many people can succeed with just on-site training. Perhaps you'd like to be a child care worker who provides supervision, guidance, and nurturing for infants and young children. There is no formal degree or diploma required; however, training in first aid and CPR may be required. You might work in a private home, child care center, or even a children's home. Jobs in child care are expected to increase to 14,000 by 2014.



25 Career Choices in Human Services

About This Chart

This chart is a sampling of 25 of the more than 100 occupations that fall within the Human Services sector of the South Carolina job market. For more information about any Human Services occupation, check out the South Carolina Occupational Information System (SCOIS). This electronic database is packed with valuable information on careers, colleges, scholarships, and more. SCOIS is available in local schools and at more than 600 other locations throughout South Carolina. Here are explanations for the abbreviations and symbols used in this chart.

Education Requirement Abbreviations

- C** — 12- or 18-month certificate
- AD** — Two-year associate’s degree
- AP** — Advanced Placement
- BD** — Four-year bachelor’s degree
- HS** — High school diploma or GED
- MA** — Master’s degree
- NA** — Information not available or item does not apply
- OJT** — On-the-job training
- DD** — Doctorate degree

Source: www.salary.com

Occupation	SC Salary	Job Growth ¹	Education Required ²	Career Readiness Certificate Level ³	Description
Credit Manager	\$77,270	11.1%	OJT, AP, BD	gold	Directs and coordinates the activities of workers who conduct credit investigations and collect overdue accounts.
Financial Manager	\$77,270	11.1%	BD	gold	Prepares the financial reports required by a firm to conduct its operations and to satisfy tax and regulatory requirements.
Fashion Coordinator	\$71,080	12.4%	BD	silver	Promotes new fashions and coordinates promotional activities, such as fashion shows, to induce customers’ acceptance.
Psychologist	\$60,140	18.4%	MA, DD	gold	Studies the behavior of people and animals in order to understand and explain the way they react and respond.
Marriage Counselor	\$52,900	20.5%	MA, DD	gold	Provides guidance, therapy, and instruction to individuals and families in effective personal, marital, and family adjustment and development.
Wholesale and Retail Buyer	\$46,380	7.9%	OJT, AP	gold	Selects, orders, and purchases merchandise to be sold by his or her employer.
Market Research Analyst	\$45,600	12.5%	BD	gold	Collects data and information that will assist companies in decision making regarding their products and services.
Educational Counselor	\$44,170	19.4%	MA	gold	Provides individuals and groups with career and educational counseling.
Property and Real Estate Manager	\$43,740	14.4%	AP, BD	gold	Manages the services of apartments, condominiums, and community associations; plans and directs the purchase, development, and sale or lease of real estate.
Services Sales Representative	\$42,880	9.1%	AP, BD	gold	Sells a wide variety of services through his or her understanding of and ability to discuss the services a company offers.
Funeral Director	\$42,790	13.9%	OJT, AP, BD	gold	Arranges and directs funeral services; coordinates activities of workers; interviews families to arrange details; provides transportation for mourners.
Dietitian and Nutritionist	\$38,140	20.0%	BD, MA	gold	Applies the principles of nutrition to plan and supervise the preparation and serving of meals.
Substance Abuse Counselor	\$35,120	20.8%	AP, BD	silver	Counsels individuals who have alcohol or drug abuse problems.
Social Worker	\$32,050	18.8%	MA, DD	silver	Assists students with social problems such as poverty, illness, death in the family, family maladjustment, antisocial behavior, and unemployment.
Rehabilitation Counselor	\$29,440	21.7%	BD, MA	silver	Helps people deal with the personal, social, and vocational impact of their disabilities.
Vocational Rehabilitation Counselor	\$29,440	19.8%	BD, MA, DD	silver	Advises socially, physically, or mentally handicapped people to help them determine and find the kind of work that is suited to their interests, skills, and talents.
Barber	\$28,450	12.0%	OJT, AP	silver	Cuts, trims, shampoos, and styles hair to a customer’s request.
Customer Service Representative	\$27,410	12.7%	OJT, HS	silver	Provides customer support by answering questions or listening to and taking action on customer complaints.
Cosmetologist	\$22,660	14.0%	HS	silver	Provides beauty services to customers such as styling and caring for hair or grooming hands and nails.
Social Service Aide	\$22,090	20.8%	OJT	silver	Serves as link between social service agencies and people seeking help.
Recreation Program Director	\$19,880	18.0%	BD	silver	Plans, organizes, and directs recreational activities for the public at parks, community centers, schools, health clubs, churches and synagogues, and camps.
Preschool Teacher	\$19,670	23.6%	BD	silver	Works with small groups of children in an unstructured situation for a few hours each day. Activities include reading, painting, dance, and crafts.
Housekeeper	\$15,950	19.0%	OJT	bronze	Hires, supervises, and coordinates the work of the household staff and keeps the household running smoothly.
Child Care Worker	\$14,960	11.7%	OJT, HS	silver	Provides supervision, guidance, and nurturing for infants and young children of parents who work.
Preschool Worker	\$14,960	11.7%	OJT, HS	silver	Nurtures and teaches children younger than the age of five.

¹ The expected percentage increase or decline in the number of positions in the profession in South Carolina through 2008.

² The minimum educational attainment required to enter the profession; occupations may have different entry-level jobs for those with different degrees.

³ The South Carolina Career Readiness Certificate demonstrates to employers that you have the skills necessary to be successful in your chosen occupation. For more information on the CRC in South Carolina go to www.WorkReadySC.org.

Making an Informed Choice Is Human Nature

Start training for a future in Human Services.



Academic Basics

Successful careers in Human Services are built on solid foundations of academic basics.

- **Science:** Personal care services, such as personal trainers need to know how the body works. Basic scientific knowledge underlies many successful careers in these areas.
- **Math:** Whether you're managing a store, own a salon business, or are a sales consultant, math is essential to a myriad of different jobs in this cluster.
- **English:** Because so much of your job in this cluster has to do with your ability to communicate, good written and oral communication is essential in fields such as counseling, child care, and religion.
- **Social Studies/History:** With a population that is becoming more and more diverse, understanding different backgrounds and cultures is important.
- **Modern or Classical Language:** Again, the better your ability to communicate with people, the more successful you can be and the further your career can take you – especially if you have the ability to speak more than one language.
- **Arts:** Believe it or not, creativity plays a part in these areas. The ability to think creatively to solve problems and think “outside the box” is an important attribute. It's why four-year colleges and universities now require an arts credit for admission, so be sure to sign up.

In the world of work, one size does not fit all. As your career unfolds, it may turn out that choices you made earlier aren't right for you in the long run. That's why it's really important to always know what your options are. If Human Services interests you, look more closely at all the ways you can prepare for work in this cluster.

The Career Major Maps, beginning on page 12, are just that: maps to help guide your way through the Human Services cluster and give you a good idea of the choices you have. It's pretty clear-cut, really. To be successful in particular jobs, you have to prepare in particular ways. The career majors will help you do just that. (See “What Are Career Clusters and Majors?” on page 2).

Different Majors to Choose From

The Career Major Maps include sample high school schedules, but your school may offer different programs and classes. The maps also include information about extracurricular activities, educational options after high school, and jobs for which each major might prepare you. Use these maps to create your IGP and to chart your course into the career of your choice. In Human Services, there are many different majors from which to choose. Each corresponds to a different set of jobs within that major in South Carolina.*

For example, if you choose Family and Community Services as a major, you can follow that pathway to a career such as a social services worker, dietitian, or emergency and relief worker after meeting the graduation requirements for each career.

There are even great jobs available right out of high school. Generally, you need to take five electives in your major area to graduate with a high school major. In Human Services there are four different majors:

- **Personal Care Services (page 11)**
- **Early Childhood Development and Services (page 12)**
- **Family and Community Services (page 13)**
- **Consumer Services (page 14)**
- **Counseling and Mental Health Services (page 15)**

Revisit Your Choices

If you find yourself unhappy with where a career pathway is taking you, it's no big problem. Because you have a reliable set of career road maps, you can always pull over, take a break, and reconsider your earlier decisions. As you move through your high school career, you'll have plenty of opportunities to review and change your choices. Sample different majors and opt for the one that best suits your tastes.

*The U.S. Department of Education lists majors under Human Services but uses different names. Local schools and districts may offer fewer career clusters and majors, clusters and majors that are organized differently, or clusters and majors with alternative names.

Career Major Map: Personal Care Services

People who work in Personal Care Services typically enjoy catering to the needs of customers. They enjoy working and interacting with people and get satisfaction from doing a good job for their customers. They also have opportunities to own their own businesses in industries that will never go away.

Required Core for Graduation	Sample Core Choices			
	For additional college entrance requirements, refer to the college of your choice.			
	9	10	11	12
English* Four Units Required	English 1	English 2	English 3	English 4
Math* Four Units Required	Algebra 1 or Math for the Technologies 1	Geometry or Math for the Technologies 2	Algebra 2 or Math for the Technologies 3	Pre-Calculus or Math for the Technologies 4
Science* Four Units Required	Physical Science	Biology or Applied Biology	Chemistry or Chemistry for the Technologies	Physics or Physics for the Technologies
Social Studies Three Units Required	Global Studies 1 or World Geography	Global Studies 2 or Social Studies Elective or World History	U.S. History	Economics/Government
Additional State Requirements	Physical Education or JROTC (one unit) Computer Science (one unit) Electives (seven units)		Pass High School Assessment CTE or Modern or Classical Language (one unit) Art (one unit)	

Courses for Major (Minimum of four credits required)	Complementary Course Work	Extended Learning Opportunity Options Related to Major
Select one of the following majors: Cosmetology 1, 2, 3, 4 Nail Technology 1, 2, 3, 4 Human Services, Work-Based Credit	Accounting Entrepreneurship Introduction to Business and Marketing Marketing Modern or Classical Language	Career Mentoring Shadowing Internship Cooperative Education Senior Project

Professional Opportunities Upon Graduation		
High School Diploma	Additional Training to 2-year Degree	4-year Degree & Higher
Shampooer Hair Stylist Hairdresser Cosmetologist Customer Sales Representative Cosmetics Sales Representative Manicurist Pedicurist Nail Technician	Entrepreneur Educator Skin Care Specialist Day and Resort Spa Worker/Manager	Entrepreneur

*Course selection will depend on satisfying prerequisites.

Career Major Map: Early Childhood Development and Services

Knowledge and skills needed in professions related to early childhood development include listening respectfully and attentively to children, parents, and staff members to collect input concerning a child’s development, child development in general, and current issues in the program or classroom. Individuals then communicate the often complex issues surrounding early child care in ways that can be easily understood by creating an inviting atmosphere in which to work.

Required Core for Graduation	Sample Core Choices			
	For additional college entrance requirements, refer to the college of your choice.			
	9	10	11	12
English* Four Units Required	English 1	English 2	English 3	English 4
Math* Four Units Required	Algebra 1 or Math for the Technologies 1	Geometry or Math for the Technologies 2	Algebra 2 or Math for the Technologies 3	Pre-Calculus or Math for the Technologies 4
Science* Four Units Required	Physical Science	Biology or Applied Biology	Chemistry or Chemistry for the Technologies	Physics or Physics for the Technologies
Social Studies Three Units Required	Global Studies 1 or World Geography	Global Studies 2 or Social Studies Elective or World History	U.S. History	Economics/Government
Additional State Requirements	Physical Education or JROTC (one unit) Computer Science (one unit) Electives (seven units)		Pass High School Assessment CTE or Modern or Classical Language (one unit) Art (one unit)	

Courses for Major (Minimum of four credits required)	Complementary Course Work	Extended Learning Opportunity Options Related to Major
Introduction to Early Childhood Early Childhood 1 and 2 Human Services, Work-Based Credit	Accounting Business and Electronic Communication Childhood Development 1 and 2 Modern or Classical Language	Career Mentoring Shadowing Internship Cooperative Education Senior Project

Professional Opportunities Upon Graduation		
High School Diploma Child Day Care Provider Preschool Aide	Additional Training to 2-year Degree Child Day Care Supervisor Teacher Aide	4-year Degree & Higher Early Childhood Teacher Early Childhood Professor Early Childhood Director Child Psychologist Early Childhood Education Consultant Entrepreneur

*Course selection will depend on satisfying prerequisites.

Career Major Map: Family and Community Services

Family and Community Services professionals are people-oriented. They know how to recognize concerns and assist individuals to make informed decisions about their needs. They work with many different community resources to gain a broad awareness of available help, to research and use state and local social service providers to expand their resource base, and to communicate with a family to gain family support.

Required Core for Graduation	Sample Core Choices			
	For additional college entrance requirements, refer to the college of your choice.			
	9	10	11	12
English* Four Units Required	English 1	English 2	English 3	English 4
Math* Four Units Required	Algebra 1 or Math for the Technologies 1	Geometry or Math for the Technologies 2	Algebra 2 or Math for the Technologies 3	Pre-Calculus or Math for the Technologies 4
Science* Four Units Required	Physical Science	Biology or Applied Biology	Chemistry or Chemistry for the Technologies	Physics or Physics for the Technologies
Social Studies Three Units Required	Global Studies 1 or World Geography	Global Studies 2 or Social Studies Elective or World History	U.S. History	Economics/Government
Additional State Requirements	Physical Education or JROTC (one unit) Computer Science (one unit) Electives (seven units)		Pass High School Assessment CTE or Modern or Classical Language (one unit) Art (one unit)	

Courses for Major (Minimum of four credits required)	Complementary Course Work	Extended Learning Opportunity Options Related to Major
Select at least four courses from the following list: Family and Consumer Sciences 1 and 2 Child Development 1 and 2 Human Development: Responsible Life Choices 1 and 2 Parenting Education 1 and 2 Foods and Nutrition 1 and 2 Sports Nutrition Food Science and Dietetics 1 and 2 Family Life Education 1 and 2 Human Services, Work-Based Credit	Psychology Sociology Biology Modern or Classical Language	Career Mentoring Shadowing Internship Cooperative Education Senior Project

Professional Opportunities Upon Graduation		
High School Diploma Preschool Assistant Counter Server Short Order Cook Product Packager Product Grader	Additional Training to 2-year Degree Teacher Assistant Educator for Parents Human Services Worker Food Inspector Assistant Packaging Manager	4-year Degree & Higher Educator Psychologist/Counselor Social Services Worker Dietician Food Scientist Product Developer

*Course selection will depend on satisfying prerequisites.

Career Major Map: Consumer Services

People interested in careers in consumer services study consumer services laws and ethics in order to get licensed by the state. They combine their communications skills with the product or service knowledge in order to provide accurate recommendations on products and services.

Required Core for Graduation	Sample Core Choices			
	For additional college entrance requirements, refer to the college of your choice.			
	9	10	11	12
English* Four Units Required	English 1	English 2	English 3	English 4
Math* Four Units Required	Algebra 1 or Math for the Technologies 1	Geometry or Math for the Technologies 2	Algebra 2 or Math for the Technologies 3	Pre-Calculus or Math for the Technologies 4
Science* Four Units Required	Physical Science	Biology or Applied Biology	Chemistry or Chemistry for the Technologies	Physics or Physics for the Technologies
Social Studies Three Units Required	Global Studies 1 or World Geography	Global Studies 2 or Social Studies Elective or World History	U.S. History	Economics/Government
Additional State Requirements	Physical Education or JROTC (one unit) Computer Science (one unit) Electives (seven units)		Pass High School Assessment CTE or Modern or Classical Language (one unit) Art (one unit)	

Courses for Major (Minimum of four credits required)	Complementary Course Work	Extended Learning Opportunity Options Related to Major
Family and Consumer Sciences 1 and 2 Financial Fitness 1 and 2 Human Services, Work-Based Credit	Business and Personal Finance Child Development 1 and 2 Parenting Education 1 and 2 Foods and Nutrition 1 and 2 Sports Nutrition Modern or Classical Language	Career Mentoring Shadowing Internship Cooperative Education Senior Project

Professional Opportunities Upon Graduation		
High School Diploma Customer Services Representative	Additional Training to 2-year Degree Certified Financial Planner Insurance Representative Real Estate Services Representative Hospital Patient Accounts Representative Consumer Advocate	4-year Degree & Higher Educator Banker Consumer Credit Counselor Consumer Affairs Counselor Investment Broker

*Course Selection will depend on satisfying prerequisites.

Career Major Map: Counseling and Mental Health Services

Building on their knowledge and skills gained in high school, Counseling and Mental Health Services practitioners develop and maintain programs within a given organization to meet organizational goals. They use communication skills to interface effectively with referral sources including the legal system and study group dynamics to identify functions and effects of larger and smaller groups on personal effectiveness. They establish a physically and psychologically healthy environment for counseling and mental health services.

Required Core for Graduation	Sample Core Choices			
	For additional college entrance requirements, refer to the college of your choice.			
	9	10	11	12
English* Four Units Required	English 1	English 2	English 3	English 4
Math* Four Units Required	Algebra 1 or Math for the Technologies 1	Geometry or Math for the Technologies 2	Algebra 2 or Math for the Technologies 3	Pre-Calculus or Math for the Technologies 4
Science* Four Units Required	Physical Science	Biology or Applied Biology	Chemistry or Chemistry for the Technologies	Physics or Physics for the Technologies
Social Studies Three Units Required	Global Studies 1 or World Geography	Global Studies 2 or Social Studies Elective or World History	U.S. History	Economics/Government
Additional State Requirements	Physical Education or JROTC (one unit) Computer Science (one unit) Electives (seven units)		Pass High School Assessment CTE or Modern or Classical Language (one unit) Art (one unit)	

Courses for Major (Minimum of four credits required)	Complementary Course Work	Extended Learning Opportunity Options Related to Major
Select at least four courses from the following list: Family and Consumer Sciences 1 and 2 Child Development 1 and 2 Human Development: Responsible Life Choices 1 and 2 Parenting Education 1 and 2 Human Services, Work-Based Credit	Psychology Sociology Modern or Classical Language	Career Mentoring Shadowing Internship Cooperative Education Senior Project

Professional Opportunities Upon Graduation		
High School Diploma Preschool Assistant	Additional Training to 2-year Degree Teacher Assistant Educator for Parents Human Services Worker	4-year Degree & Higher Educator Psychologist/Counselor Social Services Worker Sociologist

*Course Selection will depend on satisfying prerequisites.

Learn by Doing

When dealing with other people, it's best to gain understanding through hands-on experience.



No one stepping into a new job is expected to have learned all that needs to be known about the job from a book. Some skills, such as how to interact with a variety of people, can be learned only from experience. Fortunately, it's easy to find real-world experience in the Human Services cluster. Here are a few suggestions:

- Be familiar with current professional trends in the industry.
- Talk to your Guidance Counselor about what it means to work in Human Services.
- Volunteer around your community and gain valuable experience about that side of a Human Services career.
- If personal services, such as cosmetology, interest you, look for specialty schools that specialize in that area.

Here are some other tried and true methods of getting real-world experience:

■ Job Shadowing

This option is so popular, there's even a National Job Shadow Day on Groundhog Day—get it? Each February 2, students spend the day following, watching, and participating in their chosen career fields (or fields they find interesting) as they shadow workers in those professions. The idea is to experience real-world applications to lessons learned in the classroom. See www.jobshadow.org for more information or ask your parents, teachers, and guidance counselors to help you find a shadowing opportunity any time of the year.

■ Virtual Learning

In recent years, the educational community has taken advantage of the Internet as a means of reaching out to students who may not have access to the hands-on resources they need to pursue their academic or career interests. Web-based virtual learning programs (or “distance” learning) can provide you with the online academic and career planning tools you need. Use a search engine to look for online education and career development opportunities associated with any career or visit www.virtualjobshadow.com.

■ Internships/Clerking

Internships give you the opportunity to experience what being an employee in a career field is really like. Internships typically involve a relationship between a student and a relevant business in which he or she works part- or full-time for a period of a few weeks up to a year. Particularly in the Family and Community Services pathway, learning experiences are plentiful and can provide insight into the workplace as well as show you what kinds of skills, education, or training is necessary to succeed. Some students are so successful during an internship it leads to a job offer.

■ Cooperative Learning

Through cooperative learning, students can develop essential interpersonal life skills and develop the ability to work collaboratively within a group—a skill in great demand in the Human Service cluster. By taking turns in different roles within a group, each student performs an assigned task. The success of the group depends on the successful work of every individual.

■ Mentoring

In schools, students have teachers and counselors who act as advisors. In the Human Services world, students have mentors who, in many cases, are professional advisors. Developing a student/mentor relationship in this “people” business gives you a real feel for what's important for career success.

■ Get a Job

Many high school students hold down after-school or summer jobs to earn money. If you're interested in Human Services, you could work at a day spa or a health food store, or you could volunteer at a community center. Your job can earn you credit toward high school graduation in most cases.

■ Get Certified

In some cases, you can even turn your part-time job into a valuable certification that you take with you—along with your diploma—when you graduate from high school. Many Human Services organizations offer training and certification programs for both full- and part-time employees. Also, in many of the Personal Care Services, you should look into certification programs at area technical and independent trade schools.

10 Highest-Paying Human Resources Professions

Occupation	Salary
1. Credit Manager	\$77,270
2. Financial Manager	\$77,270
3. Fashion Coordinator	\$71,080
4. Psychologist	\$60,140
5. Marriage Counselor	\$52,900
6. Wholesale and Retail Buyer	\$46,380
7. Market Research Analyst	\$45,600
8. Educational Counselor	\$44,170
9. Property and Real Estate Manager	\$43,740
10. Services Sales Representative	\$42,880

Based on annual mean salary in South Carolina. Source: SCOIS

10 Fastest-Growing Human Resources Professions

Occupation	Job Growth
1. Preschool Teacher	23.6%
2. Rehabilitation Counselor	21.7%
3. Social Service Aide	20.8%
4. Substance Abuse Counselor	20.8%
5. Dietitian and Nutritionist	20.0%
6. Educational Counselor	19.4%
7. Housekeeper	19.0%
8. Social Worker	18.8%
9. Psychologist	18.4%
10. Recreation Program Director	18.0%

Based on expected growth in percentage of jobs available between 2001 and 2008 in South Carolina. Source: SCOIS

Student Organizations

A number of co-curricular organizations offer opportunities for you to work and collaborate with others, network, learn new skills you can use on the job, and even win scholarships. Check out these organizations:

- **Family, Career and Community Leaders of America (FCCLA)** – FCCLA is a national career and technical student organization with the family as its central focus. Members have expanded their leadership potential and developed skills for life that are necessary in the home and workplace. Chapter projects focus on a variety of youth concerns including teen pregnancy, parenting, family relationships, substance abuse, peer pressure, nutrition and fitness, environment, teen violence, and career exploration. www.fcclainc.org
- **Future Business Leaders of America (FBLA)** – Bringing business and education together in a positive working relationship, FBLA provides students with the skills needed to successfully compete in the job market, pursue further education, and manage personal skills. There are nearly 250,000 members nationally. www.fbla.org
- **HOSA** – HOSA is dedicated to promoting occupations in the healthcare industry. It holds annual leadership conferences at the national and state levels that feature competitions in nearly 50 healthcare skills. HOSA views the activities of high school chapters as extensions of classroom healthcare education. www.hosa.org
- **SkillsUSA** – SkillsUSA is a partnership of students, teachers, and industry representatives working together to ensure America has a skilled workforce. Activities in local chapters revolve around preparation for competitions in a broad range of leadership and career skills. There are more than 250,000 members nationwide. www.skillsusa.org

Additional Human Services Organizations

Be sure to visit these Web sites to learn more about a fulfilling career in Human Services:

- | | |
|--|--|
| National Human Services Assembly
www.nassembly.org | National Association of School Psychologists
www.nasponline.org |
| The National Association of Social Workers (NASW)
www.socialworkers.org | American Psychological Association (APA)
www.apa.org |
| The National Cosmetology Association (NCA)
www.ncacares.org | National Career Development Association (NCDA)
www.ncda.org |
| The American School Counselor Association (ASCA)
www.schoolcounselor.org | Youth Services
www.centalscredcross.org/youth_services.asp |
| National Association for Nanny Care
www.nannycredential.org | |

Get the Human Services Training You Need in South Carolina

South Carolina is a state known for its smiling faces. Remember this very human quality in your training, and you'll be on your way to a personally rewarding career in Human Services.

College Connections



Every South Carolina two- and four-year college has a Web site that includes information about admission requirements, majors, fees, financial aid, internships, and scholarship opportunities.

You can find the Web site for any South Carolina public, private, or technical college through one of these sites:

- South Carolina Public Colleges/Universities www.state.sc.us/edu/univcoll.html
- South Carolina Technical Colleges www.scteched.tec.sc.us
- South Carolina Independent Colleges/Universities www.scicu.org



There are plenty of challenging education and training opportunities within the world of Human Services. The right credentials after high school will help you make the best of your career decisions. While some careers require four-year degrees, most all of them call for a solid background in math, science, and technical skills.

■ Two-Year Degrees

South Carolina's 16 public technical colleges offer a wide variety of associate's degrees and diploma programs. Diploma and associate's degrees in Early Childhood Education and Early Childhood Development are offered at almost every campus across the state. For a complete listing of the Public Service programs, visit www.sctechsystem.com/PgmMatrix.

In addition, the Center of Excellence for Adolescent Literacy and Learning at Clemson University offers a two-year training program that will enable participants to serve as teaching consultants to schools in districts statewide.

■ The Fast Track

For many students, two-year degrees, on-site training, and certification programs are the most popular form of preparation. The best ways to learn more about these options include the following:

- Talk with your guidance counselor.
- Get in touch with a local technical or two-year college.
- Contact a Government and Public Administration company that specializes in a field in which you are interested.

Here's a good resource to get you started: www.mebasc.com. For a more complete listing of programs, visit SC's technical college Web site at www.scteched.tec.sc.us.

■ Four-Year Colleges and Universities

While everyone has an opinion and most are willing to offer it as advice, anyone who wants to be a professional advisor or a director of a social services agency needs to know just what to say, and just as importantly, what not to say. A career in Human Services takes training and insight into human behavior. South Carolina's public and private four-year colleges offer bachelor's and graduate degrees in many programs leading to careers in the Human Services cluster. Here are just a few examples of the training available in state:

- The College of Social Work at the University of South Carolina (www.sc.edu) offers a minor in Social Work as well as MSW and PhD programs.
- Presbyterian College (www.presby.edu) offers majors in Special Education, Sociology, Religion, and more.
- Winthrop University (www.winthrop.edu) offers majors in Early Childhood Education, Social Work, Sociology with an emphasis in Gerontology, Religion, and more.
- To investigate all of the programs available in state, visit any South Carolina public or private four-year college or university Web site through www.state.sc.us/edu/univcoll.htm.



Money For School

If you're worried about finding money for training and education, quit worrying and get to work. Assistance in the form of grants, loans, and scholarships is available at every step of your career and is not just for the college-bound. With worker shortages looming, many companies not only provide on-the-job training, but also pay for you to master new skills at local colleges, technical schools, or other training programs. Trade associations and unions also provide financial incentives for you to learn new skills.

You won't know if you qualify for aid unless you apply, so don't be shy about asking for help from your high school counselor or financial aid officers at the schools you would like to attend. Start your online search at www.finaid.org. The site lets you explore the basics of scholarships, grants, loans, savings plans, and tax incentives. This site also lists trade- and industry-specific scholarships.

In South Carolina, the Commission on Higher Education (www.che400.state.sc.us/) offers assistance through a variety of avenues, including LIFE Scholarships, the South Carolina HOPE Scholarship, and the Palmetto Fellows Scholarship. The Lottery Tuition Assistance Program (www.scteched.tec.sc.us/lottery/lotteryinfo.htm) for students in technical schools is administered through the state's technical college system, and the Tuition Grants Program (www.sctuitiongrants.com) provides need-based aid.

More than \$80 billion dollars a year in federal aid is available nationwide for students enrolled in certification programs, degree and non-degree programs, trade schools, career and technical schools, colleges, and universities. Apply online by completing the "Free Application for Federal Student Aid" (FAFSA) at www.fafsa.ed.gov, or ask your guidance counselor or college or technical school admissions officer for a hard copy of the form.

Federal Work-Study funds are available through technical schools and colleges in South Carolina. If you're planning a military career, the Reserve Officer Training Corps (ROTC) will pay you to attend school. Military veterans also qualify for college aid through the GI Bill, and vets can receive aid through On-the-Job Training (OJT) and Apprenticeship Programs (APR), as well.

Core Requirements for Graduation

High School Graduation

Subjects	Units Required
English/Language Arts	4
Mathematics	4
Science	3
U.S. History and Constitution	1
Economics	0.5
U.S. Government	0.5
Other Social Studies	1
Physical Education or Junior ROTC	1
Computer Science	1
Modern or Classical Language or Career and Technology Education	1
Electives	7
Total *	24

* Must pass the exit examination.

State Certificate

Subjects	Units Required
English/Language Arts	4
Mathematics	4
Science	3
U.S. History and Constitution	1
Economics	0.5
U.S. Government	0.5
Other Social Studies	1
Physical Education or Junior ROTC	1
Computer Science	1
Modern or Classical Language or Career and Technology Education	1
Electives	7
Total *	24

* Must have failed to meet the standard on all subtests of the exit examination.

College Entrance

Subjects	Units Required
English/Language Arts	4
Grammar and Composition	2
English Literature	1
American Literature	1
Mathematics	4
Algebra 1 and 2	2
Geometry	1
Pre-Calculus	1
Modern or Classical Language	2
Laboratory Science Biology, Chemistry, or Physics	3
Social Sciences U.S. History, Economics, and Government	3
Electives	1
Physical Education/ROTC	1
Arts	1
Total	19



The South Carolina Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. Inquiries regarding the nondiscrimination policies should be made to:

Director, Office of Human Resources
206 Rutledge Building
1429 Senate Street
Columbia, South Carolina 29201
Telephone 803-734-8505

Resource Roundup

Click your way to more career, educational, and scholarship resources by using the Internet. Here are some useful Web sites to get you started:

Human Services Web Sites

- National Human Services Assembly, www.nassembly.org
- The National Association of Social Workers (NASW), www.socialworkers.org
- The National Cosmetology Association (NCA), www.ncacares.org
- The American School Counselor Association (ASCA), www.schoolcounselor.org
- National Association for Nanny Care, www.nannycredential.org
- National Association of School Psychologists, www.nasponline.org
- American Psychological Association (APA), www.apa.org
- National Career Development Association (NCDA), www.ncda.org
- American Red Cross Youth Services, www.centraledcross.org/youth_services.asp

Search the Internet for other professional organizations related to Human Services careers.

Education and Career Planning Web Sites

Inside South Carolina

- Career Guidance Model, www.careerguidancemodel.org
- South Carolina Chamber of Commerce, www.scchamber.net
- South Carolina Commission on Higher Education, www.che400.state.sc.us
- South Carolina Employment Security Commission, www.sces.org
- South Carolina Higher Education Tuition Grants Commission, www.sctuitiongrants.com
- South Carolina Independent Colleges and Universities, www.scicu.org
- South Carolina Occupational Information System, www.scois.net
- South Carolina Public Colleges and Universities, www.state.sc.us/edu/univcoll.html
- South Carolina Technical College System, www.sctechsystem.com
- WorkKeys, www.workreadysc.org

Outside South Carolina

- America's Career Resource Network Association, www.acrna.net
- Career Communications, Inc., www.carcom.com
- Armed Services Vocational Aptitude Battery (ASVAB), www.todaymilitary.com/app/tm/nextsteps/asvab
- Career Interests Game, career.missouri.edu/students/explore/thecareerinterestsgame.php
- Career Key, www.careerkey.org
- Coin Career College System, community.coin3.com
- College Board, www.collegeboard.com
- Holland's Self-Directed Search, www.self-directed-search.com
- Kuder, www.sc.kuder.com
- Mapping Your Future, www.mapping-your-future.org
- National Career Development Association, www.ncda.org
- O*NET Online, online.onetcenter.org
- Occupational Outlook Handbook, www.bls.gov/oco
- The Princeton Review, www.review.com
- Salary Information, www.salary.com

* Web site addresses were correct at time of publication but may have changed. If an address is no longer valid, please use an Internet search engine to locate the resource.

Note: Local South Carolina schools and districts may choose to use fewer career clusters, clusters that are organized differently, or clusters with alternative names.

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Find more information on Human Services education and career planning.



Career Guidance Information Sources

Check out these comprehensive sources of career and education information, which are available through your school or public libraries:

SCOIS (South Carolina Occupational Information System)— www.scois.net. An electronic database of information about careers, salaries, job requirements, educational options, scholarships, and more.

O*NET (Occupational Information Network)— online.onetcenter.org. A national occupational information database that helps students make informed decisions about education, training, career choices, and work.

COIN (Coin Career Guidance System)— community.coin3.com. A comprehensive software program with career and college planning information, especially for South Carolina students.

WorkKeys— www.workreadysc.org. A comprehensive resource for information about the South Carolina Career Readiness Certificate – how and where to qualify, as well as its value to students and the community.

Kuder— sc.kuder.com. A comprehensive online college and career planning system with links to government and educational information and organizations.

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Learn more at: www.cerra.org.



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