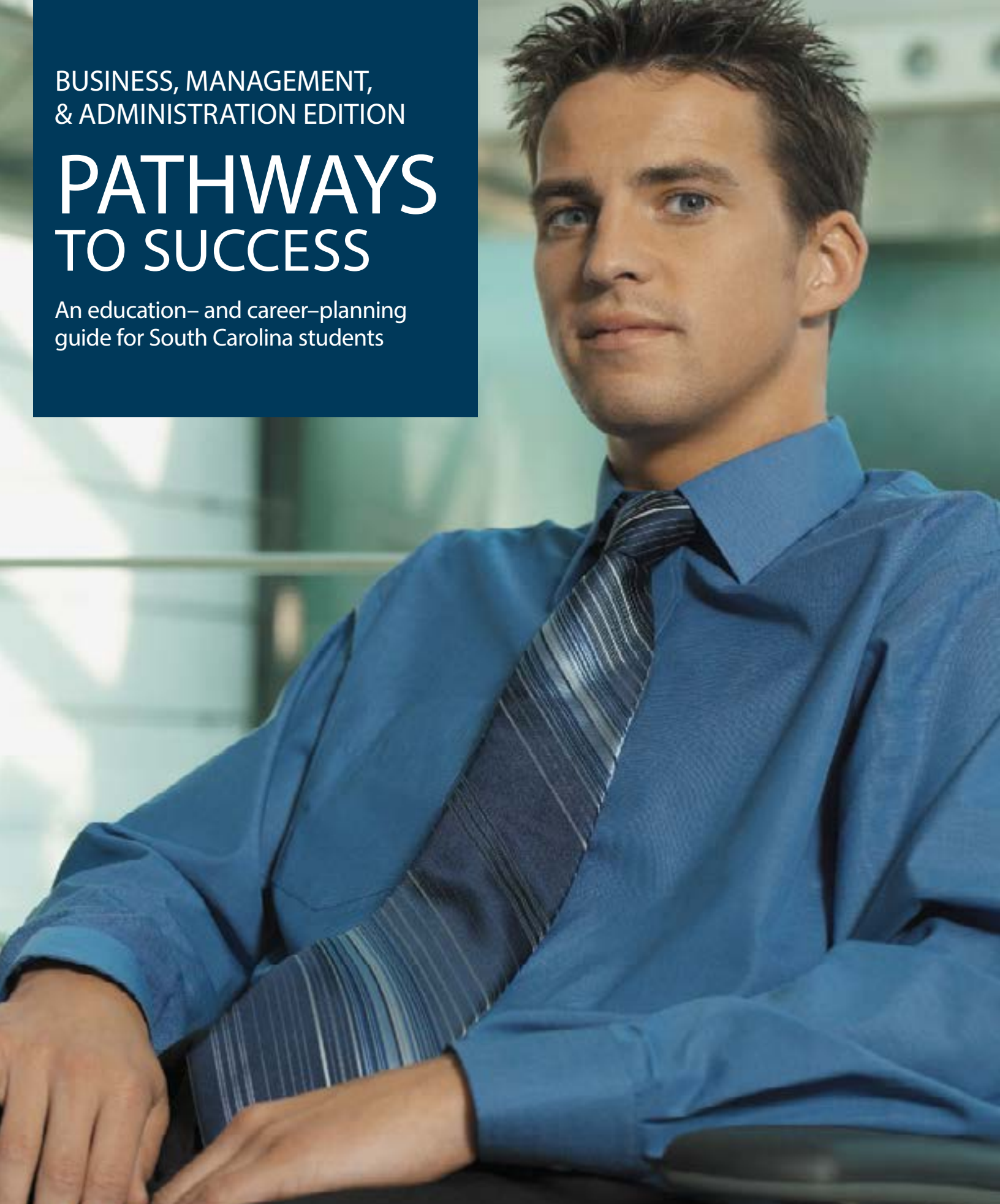


BUSINESS, MANAGEMENT,
& ADMINISTRATION EDITION

PATHWAYS TO SUCCESS

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





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.”

Welcome to the Business World

One of the fastest-growing and highest-paying sectors of the South Carolina job market is Business, Management, and Administration. Why? Every South Carolina company—from small Mom-and-Pop shops to sprawling manufacturing plants—needs employees with strong financial, organizational, time-management, and communication abilities. If you choose the Business, Management, and Administration cluster, you’ll acquire all of these valuable skills while also building a rock-solid academic foundation in math, science, and English. Read on to explore whether or not you’re suited for a career in Business, Management, and Administration.



Contents

- 4 **Seven Steps to Success**
Making your way through high school, on to college or other education, and into a Business, Management, and Administration career all starts with smart planning.
- 7 **Are You Suited for Business?**
Become anything from a receptionist to a CEO by choosing a career in Business, Management, and Administration.
- 10 **Major Choices**
Get the education you need to break into Business, Management, and Administration.
- 16 **Beyond the Books**
Get experience outside the classroom.
- 18 **Get Down to Business After High School**
Continue your education to compete in Business, Management, and Administration.
- 21 **Resource Roundup**
Find more information on Business, Management, and Administration 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 as they make decisions about their futures. Read this guide and learn more about the Business, Management, and Administration cluster. Then sit down and talk with your child or a student you are advising. Help craft an Individual Graduation Plan, or IGP, that puts that teen on a personal pathway to success (see “What is an IGP?” on page 6).

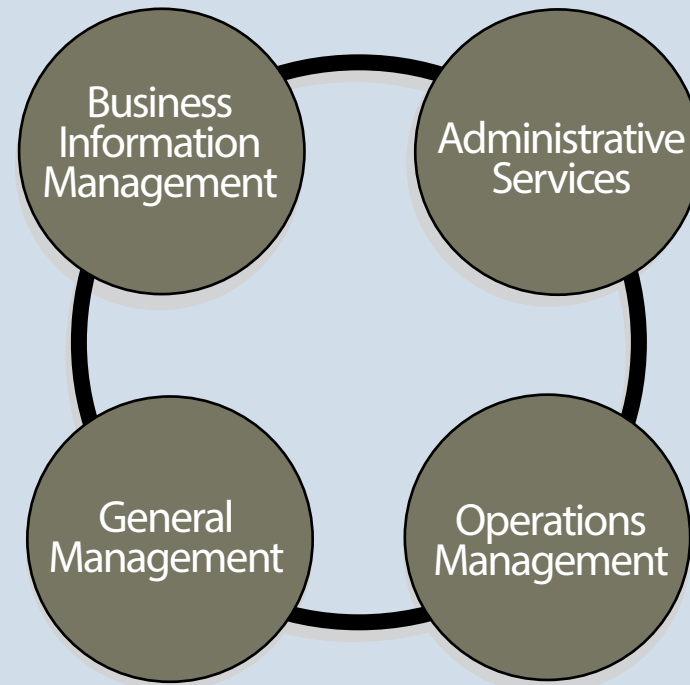


What Are Career Clusters and Majors?

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 Business, Management, and Administration



Each cluster consists of career majors, which are based on groups of professions that require similar talents, knowledge, and skills. For example, there are four majors within the Business, Management, and Administration cluster (see illustration above). Each major provides the required courses, instruction, and experience necessary to move toward employment in specific occupations such as accountant or administrative assistant, 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



Charting your course through high school, on to college or other education, and into a career all starts with smart planning.

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 24 career options in Business, Management,

and Administration, 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 Down to Business After High School" 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 associate's degrees at two-year technical colleges with programs in Business, Management, and Administration. Also, research opportunities for Business, Management, and Administration 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 "Beyond the Books" on page 16) related to your list of possible professions, including sports, community service groups, band, clubs, and student organizations such as FBLA, SkillsUSA, and DECA.

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 Business, Management, and Administration 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: Sanjal Patel
 School: West High School
 Cluster: Business, Management, and Administration
 Major: General Management
 Postsecondary Goal: Bachelor's degree in management from a four-year college

Required Courses			
Algebra I	Algebra II	Geometry	Physical Science
Physical Science	English I	Chemistry	Physics
English I	English II	English III	English IV
World History	World Geography	US History and Constitution	Economics/Power and Government
Integrated Business Applications	Accounting I	Accounting II	Entrepreneurship
Physical Education	German I	German II	Business Law

Career/College Activities: Future Business Leaders of America (FBLA), DECA
 Work-Based Learning Opportunities: Internship, co-op education, job shadowing, service learning

Are You Suited for Business?



Become anything from a receptionist to a CEO by choosing a career in Business, Management, and Administration.

Quick Quiz

Answer "yes" or "no" to these questions to see if Business, Management, and Administration is the right career cluster for you.

- I am skilled at giving speeches in front of a group of people.
- I am good at being in charge of planning activities or events at schools.
- I am good at listening to different opinions and making a decision about my belief.
- I am able to create posters and flyers to advertise fundraisers.
- I am skilled at proofreading the writing of others.
- I am skilled at giving tasks to other people and then making sure they complete those tasks.
- I am comfortable dealing with conflict or talking to people who are angry.
- I like persuading people to do things my way.
- Planning or operating a business is the kind of work I like to do.
- I'd like to sort and file papers.
- I'd like to design magazine or television advertisements.
- I'd like to plan how a company can make money.
- I'd like to supervise other people.
- I'd like to design a Web site or a piece of software.

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 Business, Management, and Administration.

Source: SCOLS (Coin Career) Assessment Tests

People with business skills make the deals that build profitable companies that power global economy.

So what kinds of jobs are available? How many are there? How much do they pay? The sky is the limit. A career in Business, Management, and Administration can pay big bucks (see "10 Highest-Paying Business, Management, and Administration Professions" on page 19) and take you to the chief executive officer's corner office on the top floor of a skyscraper or around the world making million-dollar deals. Overall, more than 85 occupations and 400,000 jobs fall into the Business, Management, and Administration cluster. This includes many swiftly growing professions (see "10 Fastest-Growing Business, Management, and Administration Professions" on page 19). According to the Occupational Outlook Handbook, the Business, Management, and Administration services sector is projected to be one of the fastest expanding. It is also one of the highest paying, with nearly half of these jobs in management and professional occupations. In addition, if you have always wanted to be your own boss, Business, Management, and Administration is the cluster to consider. Surveys indicate that about one-fourth of all workers in Business, Management, and Administration careers are self-employed.

More Education = More Money

Top-paying Business, Management, and Administration jobs often require graduate college degrees, such as a Master of Business Administration (M.B.A.). But don't think you have to go on to graduate school to land a challenging Business, Management, and Administration job offering competitive pay and benefits. The Administration and Information Support area, for example, leads to careers in fields such as medical records, desktop publishing, and customer service that are available to high school graduates. Of course, certification, an associate's degree, or a bachelor's degree increases the odds for employment and a better salary. The best thing about being in Business, Management, and Administration is that your education and experience will be transferable to fields ranging from agriculture to health care. If you really master how business works, you'll always be in a position to go far.



24 Career Choices in Business, Management, and Administration

Occupation	SC Salary	Job Growth ¹	Education Required ²	Career Readiness Certificate Level ³	Description
General Manager and Top Executive	\$103,110	12.5%	BD, MA, DD	gold	Works with other executives to formulate policies and direct operations of businesses, government agencies, and educational institutions.
City Manager	\$74,020	12.5%	BD, MA	gold	Directs and coordinates the administration of a city government according to policies set by city council members or other elected officials.
Management Analyst and Consultant	\$62,370	10.4%	BD, MA	gold	Sets up systems of inventory control, trains new workers, and plans for and sets up new facilities.
Accountant	\$47,650	11.0%	BD	gold	Installs, maintains, and uses general accounting systems to prepare, analyze, and verify financial reports and related economic information.
Administrative Support Supervisor	\$39,650	13.2%	HS, AD	silver	Plans, oversees, and coordinates the activities of a team doing administrative functions such as typing, filing, and bookkeeping.
Supervisor	\$37,690	15.7%	OJT, HS	gold	Directs the activities of other employees and ensures that equipment and materials are used properly and efficiently.
Legal Secretary	\$37,600	11.8%	HS, AD	gold	Assists attorneys with regular secretarial duties and prepares legal documents, such as wills, deeds, and real estate papers.
Paralegal	\$37,600	11.8%	OJT, AD, BD	gold	Works directly under the supervision of a lawyer and generally performs background work for the lawyer.
Court Reporter	\$35,270	NA	AD, BD	silver	Records proceedings in courts of law or at events that require the spoken word to be preserved in written transcript.
Graphic Designer	\$34,300	9.4%	AD, BD	silver	Uses many different methods and materials to communicate ideas, thoughts, and feelings through art.
Administrative Assistant	\$33,150	13.1%	HS	gold	Aids executives in running a company or government office.
Executive Secretary	\$33,150	13.1%	HS, AD	gold	Assists office managers and executives by coordinating services, special projects, and appointments.
Payroll Clerk	\$30,700	13.4%	OJT, HS	silver	Calculates employee wages and deductions and maintains payroll records.
Computer Operator	\$29,750	14.1%	OJT, HS, AD	silver	Monitors and controls electronic data processing systems that are used to process business, scientific, engineering, or other data.
Word Processor	\$27,460	18.1%	HS	gold	Uses computers or other word-processing equipment to record, store, edit, and revise correspondence, reports, statistical tables, forms, and other materials.
Customer Service Representative	\$27,410	12.7%	OJT, HS	silver	Provides customer support through talking and listening to customers, giving them the help and information they need to solve their problems.
Bookkeeper and Accounting Clerk	\$27,320	11.4%	HS	gold	Maintains up-to-date records of accounts and business transactions for a business or company.
Budget Analyst	\$27,320	11.4%	OJT, AD, BD	silver	Researches, develops, and implements the budgets for organizations and businesses. Finds ways to increase efficiency and improve profits.
Billing Clerk	\$26,210	14.5%	OJT, HS	gold	Compiles and prepares charges, such as labor and material costs, to determine billing for work performed for a customer.
Secretary	\$25,110	16.3%	HS	silver	Performs a variety of clerical tasks and assumes minor executive responsibilities in order to keep an office running smoothly.
Data Entry Keyer	\$23,000	16.7%	HS	gold	Inputs lists of items, numbers, or other data into computers or completes forms that appear on a computer screen.
General Office Clerk	\$22,650	14.7%	HS	silver	Performs various work, including typing; filing; operating computer terminals, photocopiers, and calculators; and answering and relaying telephone calls.
Receptionist and Information Clerk	\$21,740	16.5%	HS	silver	Greets visitors and clients entering an establishment and directs them to the proper offices or departments.
Office Machine Operator	\$19,960	10.7%	OJT, HS	bronze	Uses various machines designed to increase the accuracy and efficiency of the paperwork involved in operating a business.

About This Chart

This chart is a sampling of 24 of the more than 100 occupations that fall within the Business, Management, and Administration sector of the South Carolina job market. For more information about any Business, Management, and Administration 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

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.

Major Choices

Get the education you need to break into Business, Management, and Administration.



Higher Education Is Affordable

A variety of grants, scholarships, and student loans are available to help you pay for college.

Class Acts

You can't make it in business without a solid academic foundation. Here's a quick look at the core courses you will need in order to succeed:

- **Math:** Business runs by the numbers, no matter what you are buying, selling, researching, managing, or delivering. The stronger your math skills, the higher up the corporate ladder you can climb.
- **English:** Top-notch verbal and written communication skills are necessary when dealing with clients, coworkers, supervisors, and vendors. Focus on reading, writing, spelling, and grammar in school, and you'll be ready to communicate and collaborate in the business world.
- **Social Studies/History:** What does the past have to do with your future? Everything. Learning about government, laws, economics, and cultures helps broaden your horizons and prepares you to do business in a global economy.
- **Modern or Classical Language:** Knowing another language is a way to stand out from the competition for jobs in business. Companies need employees in South Carolina, throughout the United States, and around the world who can communicate with coworkers, clients, and contacts from other nations and cultures.
- **Arts:** Four-year colleges and universities require an arts credit for admission. To help you fulfill this requirement, think of art in marketing terms: "How do I want my image to look and feel?"

You may be thinking, "Okay, maybe Business, Management, and Administration is the right cluster for me." There's only one sure road to success: Getting the right education and training to graduate from school, land a job, and get ahead in your chosen career. Your Individual Graduation Plan (see "Seven Steps to Success" on page 4) is a map of your intended education pathway through high school and beyond. So, you have lots of options as you move from being a freshman to a senior.

If your school has a career cluster system, one of your first decisions after choosing to go into Business, Management, and Administration is your high school career major (see "What Are Career Clusters and Majors?" on page 2). Think of the Business, Management, and Administration cluster as a big pizza. Instead of slices of cheese and pepperoni, the pie is divided into four areas of business:

- Administrative Services (see page 12)
- Business Information Management (see page 13)
- General Management (see page 14)
- Operations Management (see page 15)

These are the four Business, Management, and Administration majors, which also correspond to areas of higher education and the Business, Management, and Administration job market in South Carolina. If you choose the General Management major, for example, you can follow that pathway on to Management programs offered at a two- or four-year college and into a management job after graduation. Generally, you need to take four electives in your major area to graduate with a high school major.

It's Okay to Change Your Choices

What happens if the slice of Business, Management, and Administration you chose turns out to be wrong for you? Don't worry. Your decision about a cluster and major is not permanent. As you move through your high school career, you will have plenty of opportunities to review and change your choices. You are free to sample different majors and opt for the one that best fits your tastes.

The following pages present "Career Major Maps" for the four education and employment areas within Business, Management, and Administration. They include sample high school schedules, but, of course, your school may offer different programs or classes. The maps also include information about extracurricular activities, options after high school, and jobs for which each major might prepare you for the future. Use these maps to create your IGP and to chart your course into the career of your choice.

*The U.S. Department of Education also includes Human Resources as a major within Business, Management, and Administration, but this major is not currently used statewide in South Carolina. It may be offered by local districts or schools and may be added to the state list in the future. Local districts may have different majors or use different names.

Grants

Federal Programs

- **Academic Competitiveness Grant Program:** Grants for Pell Grant recipients who completed a rigorous secondary school program.
- **Federal Pell Grant:** Up to \$4,310 per year, based on the student's need as determined by the FAFSA.
- **Federal Supplemental Educational Opportunity Grant:** Grants of up to \$4,000 a year for students with exceptional financial need.

State Programs

- **Call Me MISTER:** This program recruits, trains, certifies, and secures employment for African-American males as elementary teachers in SC's public schools. To learn more, visit www.callmemister.clemson.edu.
- **Lottery Tuition Assistance:** This program provides tuition assistance to SC residents attending two-year public or private institutions.
- **SC Need Based Grant:** For SC's neediest students, up to \$2,500 is available annually.
- **SC Tuition Grant:** A need-based grant for eligible South Carolinians who choose to attend full-time one of SC's 21 participating independent (private) colleges. Up to \$3,200 is available annually. For additional information, visit www.sctuitiongrants.com.

Scholarships

- **HOPE Scholarship:** A merit-based scholarship for SC residents attending a four-year institution in SC and who do not qualify for the LIFE or Palmetto Fellows Scholarships. \$2,800 is available for freshmen only.
- **LIFE Scholarship:** A merit-based scholarship for SC residents attending a SC institution. Up to \$5,000 is available per year, which can increase to \$7,500 per year for sophomores, juniors, and seniors with math or science-related majors.
- **Palmetto Fellows Scholarship:** A program recognizing the most academically talented high school seniors in SC. Up to \$6,700 is available during the freshman year. Up to \$7,500 is available per year during the sophomore, junior, and senior years, increasing to \$10,000 per year for those with math or science-related majors.
- **SC Teaching Fellows Program:** Designed to recruit talented high school seniors into the teaching profession. Up to \$6,000 available annually.

For additional information regarding state scholarships, contact the SC Commission on Higher Education at 803-737-2260, or visit www.che.sc.gov.



Student Loans

SC Student Loan is South Carolina's only nonprofit student loan provider. Established by the South Carolina General Assembly in 1973 for the sole purpose of helping students attend college, SC Student Loan offers affordable student loan programs with convenient repayment terms and exceptional borrower benefits.

SC Student Loan offers the following federal, state, and private education loan programs:

- **Federal Stafford Loan:** The largest source of financial aid, Stafford Loans are low interest rate loans (currently 6.8%) made to the student.
- **Federal PLUS Loan:** For parents of undergraduate students, this loan is currently at an 8.5% fixed interest rate. Payments can be postponed while the student is enrolled.
- **Federal Grad PLUS Loan:** This loan is for students attending graduate or professional school.
- **Federal Consolidation Loan:** Allows borrowers who are in repayment or their grace period to combine eligible loans into a single loan with a fixed interest rate and an extended repayment period.
- **SC Teachers Loan:** A program to encourage talented students to enter the teaching profession. It has a forgiveness feature for recipients who teach in a designated geographic area or teach a designated subject area in SC.
- **Palmetto Assistance Loan (PAL):** Various private loans, for students or parents, with a variable interest rate.

Career Major Map: Administrative Services

Those who work in the administrative services field are comfortable working in office settings. They can be receptionists, office managers, or even executive assistants to powerful business executives. They are generally detail-oriented, are good at working with people, and have a tendency to be able think for themselves in order to support their organizations.

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 MathfortheTechnologies1	Geometry or MathfortheTechnologies2	Algebra 2 or MathfortheTechnologies3	Pre-Calculus or MathfortheTechnologies4
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
Administrative Support Technology Integrated Business Applications 1 Plus two or more of the following: Business and Electronic Communication Business and Marketing Internet Applications Digital Input Technologies Document Processing Integrated Business Applications 2 Web Page Design and Development 1 and 2 Work-Based Credit (Admin)	Computer Applications 1 Desktop Publishing Introduction to Business and Marketing Multimedia Modern or Classical Language	Career Mentoring Shadowing Internship Cooperative Education Senior Project

Professional Opportunities Upon Graduation		
High School Diploma Receptionist Information Processing Specialist Administrative Support Specialist	Additional Training to 2-year Degree Administrative Assistant Executive Assistant Front Office Assistant Data Entry Specialist	4-year Degree & Higher Educator Office Manager Information Systems Manager Executive Assistant

*Course selection will depend on satisfying prerequisites.

Career Major Map: Business Information Management

Information is critical in the business world. People who manage the massive amounts of data available today are generally good at working with specialized software and techniques to gather, analyze, and store information so that it can be easily retrieved and used to benefit business decisions.

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 MathfortheTechnologies1	Geometry or MathfortheTechnologies2	Algebra 2 or MathfortheTechnologies3	Pre-Calculus or MathfortheTechnologies4
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
Web Page Design and Development 1 Desktop Publishing Plus two or more of the following: Business and Marketing Internet Applications Digital Imaging 1 and 2 Digital Input Technologies Information Technology Foundations Integrated business Applications 1 and 2 Multimedia Web Page Design and Development 2 Work-Based Credit (Technology Area)	E-Commerce Business Computer Mathematics Business Communications Computer Applications 1 and 2 Computer Programming 1, 2, 3, 4 International Business and Marketing AP Computer Science Modern or Classical Language	Career Mentoring Shadowing Internship Cooperative Education Senior Project

Professional Opportunities Upon Graduation		
High School Diploma Information Processing Specialist Web Site Maintenance Specialist Multimedia Specialist Desktop Publishing Specialist	Additional Training to 2-year Degree Office Manager Web Page Developer Web Page Designer	4-year Degree & Higher Educator Webmaster Software Application Manager

*Course selection will depend on satisfying prerequisites.

Career Major Map: General Management

General Managers are the leaders of the business world. Whether they manage a restaurant or a company with thousands of employees, they are responsible for the ultimate success or failure of their organizations. Those who enter the general management field have to be able to do work with their employees to set goals and implement plans to achieve them.

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)			

Courses for Major (Minimum of four credits required)	Complementary Course Work	Extended Learning Opportunity Options Related to Major
Entrepreneurship Accounting 1 Plus two or more of the following: Accounting 2 Business Law E-Commerce Global Markets International Business and Marketing Integrated Business Applications 1 and 2 Virtual Enterprise 1, 2, 3, 4 Work-Based Credit (Management)	Business and Personal Finance Business and Computer Math Business and Electronic Communication Introduction to Business and Marketing Marketing Management Professional and Leadership Development Sports and Entertainment Marketing 1 Technical Writing Modern or Classical Language	Career Mentoring Shadowing Internship Cooperative Education Senior Project

Professional Opportunities Upon Graduation		
High School Diploma Public Relations Specialist Facilities Manager Meeting Planner First Line Supervisor	Additional Training to 2-year Degree Payroll Assistant Hotel Manager Assistant Office Manager Public Relations Manager	4-year Degree & Higher Educator Entrepreneur Chief Executive Officer General Manager

*Course selection will depend on satisfying prerequisites.

Career Major Map: Operations Management

Managing the operations of a business means ensuring that it has the resources it needs to function on a daily basis. From inventory to payroll, the operations manager's role is to ensure that the customers get what they need, and that the employees get paid on time. It takes a strong sense of organization and responsibility to be an operations manager.

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)			

Courses for Major (Minimum of four credits required)	Complementary Course Work	Extended Learning Opportunity Options Related to Major
Virtual Enterprise 1 Virtual Enterprise 2 Plus two or more of the following: Accounting 1 and 2 Business Computer Mathematics Business Law E-Commerce Entrepreneurship International Business and Marketing Integrated Business Applications 1 and 2 Virtual Enterprise 3 and 4 Work-Based Credit (Operations)	Advertising Business and Personal Finance Business and Electronic Communication Global Markets Marketing Marketing Management Professional and Leadership Development Technical Writing Modern or Classical Language	Career Mentoring Shadowing Internship Cooperative Education Senior Project

Professional Opportunities Upon Graduation		
High School Diploma Bookkeeping Clerk Facilities Manager Medical Billing Clerk Payroll Clerk	Additional Training to 2-year Degree Auditor Accountant Credit Manager	4-year Degree & Higher Educator Certified Public Accountant General Manager Chief Financial Officer

*Course selection will depend on satisfying prerequisites.

Beyond the Books

To break into Business, Management, and Administration, get experience outside the classroom.



Beyond-the-Books Benefits

Blending course work with outside career-related opportunities enables you to

- get a hands-on look at possible career choices,
- fine-tune your focus on the future,
- make more informed choices,
- create an IGP that is effective and efficient,
- graduate with the skills and experience colleges and employers want,
- earn college credits and even a paycheck before you graduate,
- build your career portfolio and resume, and
- jumpstart your career and/or college education.



Take a look at the classified job listings in your local newspaper. Chances are, the ads for jobs in Business, Management, and Administration include these two words: “experience required.”

Why? Hiring new employees who are familiar with a field, who have the necessary skills to accomplish the job, and who have hands-on experience in a real-world work setting saves businesses time and money. A skilled employee can start contributing on the very first day, while an inexperienced new hire may take weeks or months to train. No matter which major you choose within the cluster, experience pays.

So, how do you get experience when most of your time is spent in class? Of course, academics are important; they form the core of every career cluster. But if you choose the cluster, you also need to apply what you learn in the classroom to real world jobs and situations. By getting out into local businesses as interns or joining business-focused school organizations, students can get plenty of rewarding—even paying—experience before high school graduation.

n Where to Begin

Ask your principal or counselor what career-related opportunities are open to students at your school. Some, like Future Business Leaders of America and DECA (see “Business, Management, and Administration Organizations” on page 17), require an after-school commitment. Others, such as internships and co-op work, involve spending part of your day in the classroom and part on the job at a bank, retail store, or other local company.

A good place to start your career exploration is by taking part in Groundhog Job Shadow Day in February. Each year, more than a million middle- and high-school students follow an employee for the day. By going into the workplace and watching what an accountant, banker, CEO, bookkeeper, receptionist, manager, or someone else in the field does, you can start to figure out if this is the right career path for you.

n Get to Work

While job shadowing gives you a taste of working in a particular profession, it won’t provide the actual experience you need to break into business after high school. For that, you need to investigate options such as summer or school-year internships and co-op work programs, which your counselor can help you set up. For example, you might spend the morning in class and then head to a local bank to work for the afternoon. While you’re there, you’ll receive training, feedback, valuable experience, credits, and maybe even a paycheck. Plus, you’ll be applying what you learn in the classroom in a real-world work setting.

You can also work part- or full-time while investigating career options. Within the cluster, the options for internships, co-op work, and employment are limited only by the types of businesses in your community. Financial institutions, retail stores, wholesale distributors, small businesses, restaurants, schools, and hospitals are all possibilities. Ask your counselor, parents, relatives, coaches, teachers, and neighbors for suggestions about whom to contact in your community about landing employment in a related business.

n Free Experience

While it certainly helps to get a paycheck while you’re gaining valuable work experience, it can be easier to break into the business field by volunteering. Nonprofit and charitable organizations in your community need enthusiastic, creative young people with computer, math, and communication skills to help with marketing, bookkeeping, and other vital tasks. Donating your time and the skills you’ve learned in the classroom to community service is a great way to gain experience and help others at the same time.



n Mentors Matter

In addition to gaining experience outside the classroom, it makes sense to find a mentor. A mentor is like a coach who shares information about his or her profession and helps guide you along your career path. Ask your counselor, principal, parents, and relatives to help you find a mentor who is employed in a career that interests you. Mentoring can be a career-long relationship, beginning by asking your mentor about his or her work, including what training is required, what skills are used, what a typical day is like, and what he or she enjoys least and most about

the job. (For starters, you may want to arrange a job-shadowing day, perhaps on Groundhog Job Shadow Day, with your mentor.) Make an effort to keep your relationship alive with your mentor as you plan your educational goals and progress in your career path beyond high school.



Business, Management, and Administration Organizations

Becoming a member of a student business, management, or entrepreneurial organization is a great way to meet other students in the Business, Management, and Administration cluster, learn what it takes to succeed in the world of business, make professional contacts, and develop communication and leadership skills. Here’s a quick overview of the two largest business organizations for students.

- Future Business Leaders of America (FBLA) – Today, more than 240,000 high school FBLA members are learning about business careers, establishing occupational goals, and getting firsthand experience with business people nationwide. FBLA students practice effective money management, learn the value of community responsibility, and get on-the-job training in a wide range of business activities, including planning, fundraising, conducting meetings, and managing finances, time, and resources. Activities include inviting local business people as guest speakers, visiting local businesses, and preparing for local, regional, and national competitive FBLA events. www.fbla-pbl.com

- DECA – South Carolina launched the first DECA chapter in 1943, and the state’s colors—blue and gold—were adopted by the national DECA organization. For today’s South Carolina students, that long DECA tradition means there is an effective network of DECA supporters—teachers, businesses, alumni, and soon—who work to build active, successful school chapters. Chapter activities include the School-Based Enterprise Program, through which students operate in-school shops or small businesses; and the Competitive Events Program, which allows students to test their business skills and earn recognition, trophies, and scholarships, and to travel at the local, state, national, and international levels. www.deca.org

Get Down to Business After High School

Continue your education to compete in Business, Management, and Administration.

Earning your high school diploma is a big accomplishment, yet it's only the starting point in your quest to build a successful future. Yes, you can get plenty of jobs with a high school diploma, but most of these jobs require few skills, don't pay very well, and are dead ends career-wise. Extending your education after high school generally increases your chances to find a job that interests you, with good pay and benefits, room for advancement, and other opportunities you never dreamed of while you were in school.

Worried about the cost of education after high school? Don't. A wealth of state, federal, and privately funded grants, loans, scholarships, and work study programs is available to help you fund the education and training you need to reach your career goal (see "Financial Aid Basics" on page 19). Plus, if you go to work right away after graduation, many companies pay for their employees to continue their learning, which makes it easier to afford education beyond high school. And finally, some options, such as military service, pay you.

So which educational path should you follow after graduation? Here is an overview of some after-high-school options that can lead to careers in Business, Management, and Administration:

n College Bound

South Carolina's public and private four-year institutions offer bachelor's and graduate degrees in dozens of fields related to the Business, Management, and Administration cluster, including Accounting, E-Commerce, Finance, Marketing, Business Administration, International Business, Business Economics, and Economics. Many four-year institutions require incoming freshmen to pass a general business curriculum before being accepted into a specific degree program. For example, at Clemson University, freshmen in the General Business program must complete a common core curriculum of economics, math, humanities, science, international relations, and leadership courses before pursuing a bachelor of science degree in Accounting, Economics, Financial Management, Industrial Management, Management, and Marketing.

n The Two-Year Option

South Carolina has one of the best two-year technical college systems in the country—it includes 16 campuses spread across the state, all of which feature business-related programs. At Midlands Technical College in Columbia, for example, entering freshmen are required to complete a Pre-Business Studies Certificate before being accepted into the associate's degree program in business. Once a student earns the certificate, he or she can choose to major in Accounting, Management, or Marketing and earn an associate's degree in Business after only two years. Some students attending two-year colleges later transfer to four-year institutions. In some cases, early enrollment or dual credit classes give students a bridge from high school to college.

College Connections



Every South Carolina two- and four-year college has a Website 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

Financial Aid Basics

Don't let the price tag stop you from going to college or getting other additional education or training after high school. The state of South Carolina, the federal government, colleges, banks, private donors, and professional and civic organizations all offer money to help you pay for the schooling you need to begin a career in Business, Management, and Administration. For example, Business, Management, and Administration-cluster students who participate in DECA are eligible to compete for merit-based scholarships at the International Career Development Conference each year. Also, a number of corporations provide scholarships through the DECA Scholarship Program. To learn more, visit www.deca.org.

South Carolina offers several kinds of scholarships through its Education Lottery and other programs. The South Carolina Commission on Higher Education, for example, awards approximately 20,000 scholarships totaling over \$54 million per academic year to state residents. Funds available include LIFE Scholarships, Lottery Tuition Assistance, Palmetto Fellows Scholarships, and the South Carolina HOPE Scholarships. To learn about these financing options, ask your counselor or contact the financial aid office at a local two- or four-year college.

You generally apply for state and federal financial aid at the same time you apply to a college or university by completing the "Free Application for Federal Student Aid" (FAFSA). To fill out the form online, visit www.fafsa.ed.gov; also, you usually can get a paper FAFSA from a high school or college. The information that you include on the application will be used to determine your financial aid package, which is generally a combination of grants, loans, work-study funds, and scholarships. You can tap other kinds of financial aid programs, including tax-credit and tax-free saving programs as well as money from the military; civic, community, and special interest organizations; and employers.

n Joining the Military

The Army, Navy, Air Force, Marines, and other branches of the military offer a lot of education and training opportunities, including several specialties in finance and operations that build Business, Management, and Administration skills. The military also offers other benefits, such as money to pay for college, to those who are willing to make a commitment of several years. Air Force personnel, for example, can earn associate's degrees in Business, Management, and Administration-related fields through the Community College of the Air Force (CCAF). CCAF is America's largest community college and the only degree-granting institution in the world dedicated entirely to Air Force personnel. Courses are taught on-base by both military personnel and instructors from affiliated colleges. Learn about some of the educational options available through the U.S. military at www.usace.army.mil (U.S. Army Corps of Engineers), www.goarmy.com (Army), www.navy.com (Navy), www.uscg.mil (Coast Guard), www.airforce.com (Air Force), and www.marines.com (Marines).

n On-the-Job Training

While most Business, Management, and Administration employers prefer entry-level employees with experience, degrees, or certifications, some offer on-the-job training that will help you break into Business, Management, and Administration careers. National retail and restaurant chains, for example, may have structured employee development programs that allow you to move up the ladder from clerk to manager of a store. Look around your community for businesses that bring in young people and groom them for bigger responsibilities and more pay. If you already work full- or part-time, talk with your supervisor or the human resources department about opportunities for advancement.

10 Highest-Paying Business, Management, and Administration Professions

Occupation	Salary
1. General Manager and Top Executive	\$103,110
2. Public Administrator	\$74,020
3. Sales Engineer	\$67,860
4. Management Analyst and Consultant	\$62,370
5. Accountant	\$47,650
6. Auditor	\$47,650
7. Administrative Support Supervisor	\$39,650
8. Legal Secretary	\$37,600
9. Executive Secretary	\$33,150
10. Bookkeeper and Accounting Clerk	\$27,320

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

10 Fastest-Growing Business, Management, and Administration Professions

Occupation	Job Growth
1. Medical Transcriptionist	24.2%
2. Word Processor	18.1%
3. Secretary	16.3%
4. Billing Clerk	14.5%
5. Payroll Clerk	13.4%
6. Administrative Support Supervisor	13.2%
7. General Manager and Top Executive	12.5%
8. Budget Analyst	12.2%
9. Bookkeeper and Accounting Clerk	11.4%
10. Accountant	11.0%

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

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, religion, national origin, age, sex, or disability in admission to, treatment in, or employment in its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Employee Relations Manager, 1429 Senate Street, Columbia, South Carolina 29201, (803-734-8781). For further information on federal nondiscrimination regulations, including Title IX, contact the Assistant Secretary for Civil Rights at OCR.DC@ed.gov or call 1-800-421-3481.

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:

Business, Management, and Administration Web Sites

- American Institute of C.P.A.s, www.aicpa.org
- American Management Association, www.amanet.org
- American Purchasing Society, www.american-purchasing.com
- Association of Information Technology Professionals, www.aitp.org
- Automotive Service Association, www.asashop.org
- Institute of Internal Auditors, www.theiia.org
- Society of Financial Service Professionals, www.financialpro.org

Search the Internet for other professional organizations related to Business, Management, and Administration careers.

Education and Career Planning Web Sites

Inside South Carolina

- Career Guidance Model, www.careerguidancemodel.org
- South Carolina Chamber of Commerce, www.sccchamber.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.todaysmilitary.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 Business, Management, and Administration 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.



Knowledge. Pass it on.

Education: It's the passing of knowledge, skills, and values from one generation to the next. So where will the next generation learn their ABCs? Or how to design sustainable buildings? Or to master foreign languages, like Spanish and Mandarin Chinese, so they can compete in a global economy? They learn from educators — people with knowledge and experience in every walk of life who make the time to share their knowledge. They learn from people like you.

Learn more at: www.cerra.org.



General Information

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