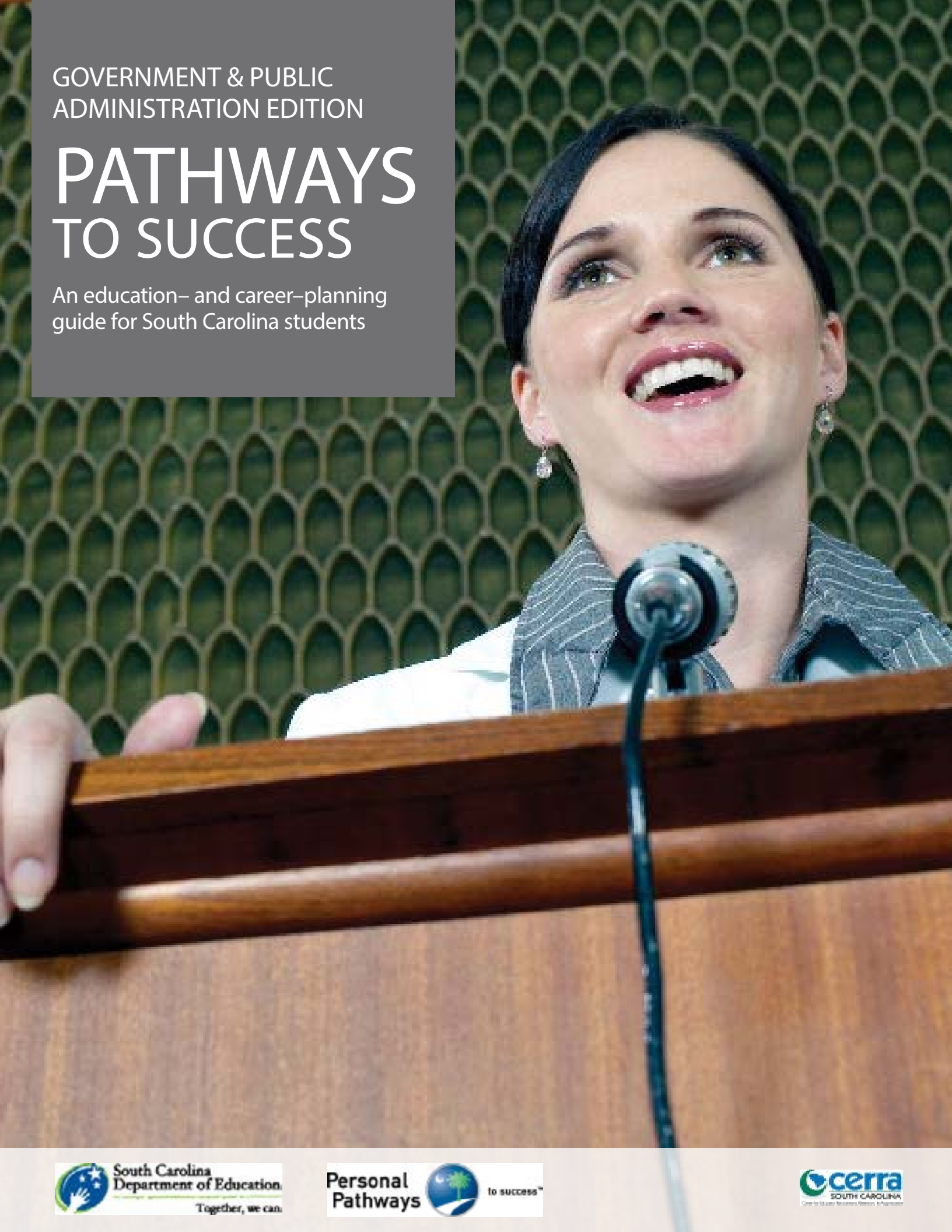


GOVERNMENT & PUBLIC
ADMINISTRATION EDITION

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.

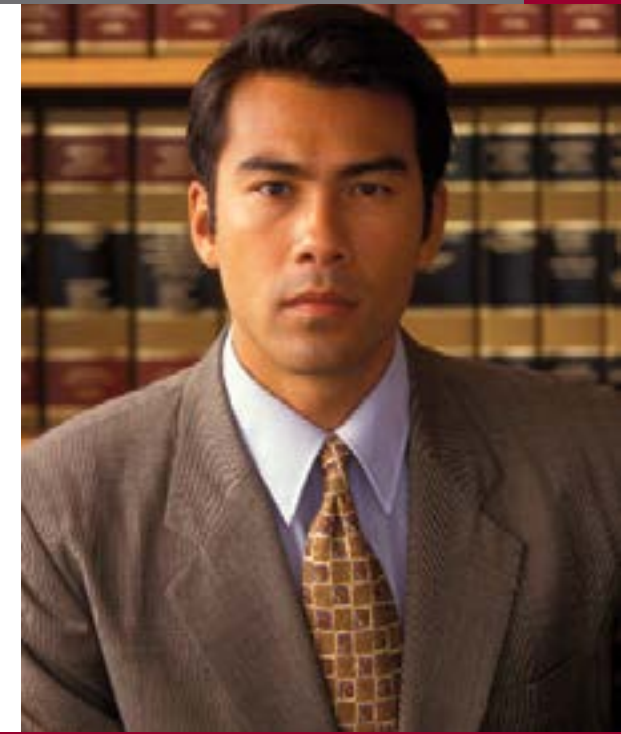
In South Carolina, there are 16 career clusters that you can explore. This issue of Pathways to Success introduces you to one of these clusters. The clusters correspond to different fields within the job market (business, healthcare, the arts, agriculture, manufacturing, etc.).

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."

Through Government and Public Administration, Any Career Is Possible

As one of the nation's top employers, Government and Public Administration has boundless career opportunities for people with all skill sets. You can be a city manager, global imaging specialist, security specialist, computer programmer, court clerk, linguist, social worker, and, of course, that little job called President. The list just goes on and on. If you're comfortable with organization and discipline, and you have good communication skills, read on to find out if you've got what it takes for a career in Government and Public Administration.



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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 Government and Public Administration 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).

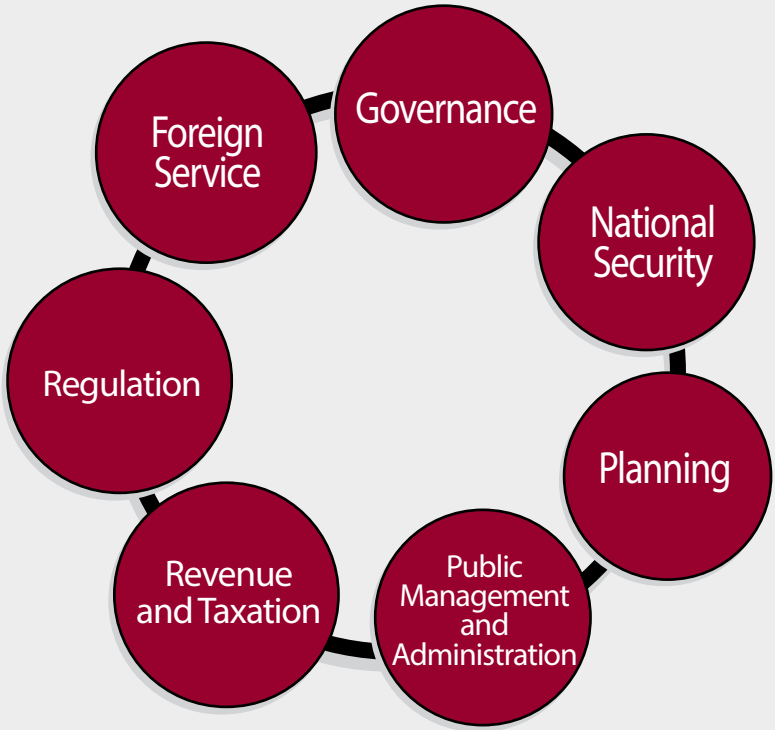


What Are Career Clusters and Majors?

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 Government and Public Administration



Each cluster consists of career majors that are based on groups of professions that require similar talents, knowledge, and skills. For example, seven majors fall within the Government and Public Administration cluster (see illustration above). Each major provides required courses, instruction, and experiences necessary to move toward employment in specific fields 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.
	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.
Career Preparation (Grades 9 – Postsecondary)	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 can modify or change this focus throughout their secondary school careers with the guidance of educators and parents.

Seven Steps to Success



Making your way through high school, on to college or other education, and into a Government and Public Administration 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 25 career options in Government and Public 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 25). 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.

n Step 3: Explore Your Education Options



Use your list of possible professions to investigate your education options in high school and beyond (see "Outsmart the Competition – Other Students" on page 22). 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 Government and Public Administration. Also, research opportunities for Government and Public Administration 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 "Gain Experience Voluntarily" on page 20) related to your list of possible professions, including sports, community service groups, band, clubs, and student organizations such as SkillsUSA and DECA.

n 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.

n 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.

n 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.

n 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 Government and Public 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: Donte Young
School: North High School
Cluster: Government and Public Administration
Major: National Security
Postsecondary Goal: Bachelor's degree from a four-year college

Required Courses			
English 1	English 2	English 3	English 4
Algebra 1	Algebra 2	Geometry	Pre-Calculus
Physical Science	Biology 1	Chemistry 1	Calculus
Global Studies I	World History	U.S. History	AP U.S. History
Physical Education	Science	Human Geography	AP Human Geography
JROTC 1	JROTC 2	JROTC 3	JROTC 4

Communicable Activities: Business Professionals of America (BPA)
Work-Based Learning Opportunities: Internship, co-op education, job shadowing

Are You Meant to Work for the Government?



Get involved in school government or community service.



Don't think that working for the government means simply working for the IRS, military, or judicial and legislative branches. Employment opportunities exist on all levels and in almost every branch.

Take nuclear quality control inspector, for example. Your job would be to ensure compliance with safety and health regulations. As a team or working alone, inspectors scrutinize machinery, equipment, working conditions, and materials at manufacturing companies as well as during power plant construction and nuclear facility operations.

Nationally, the annual starting salary of electrical utility company employees is approximately \$42,000. Inspectors with five years of experience average about \$55,000, and those with 10 years of experience earn \$63,000 or more per year. In fact, the government employs more than 2,600,000 civilians alone with almost 100,000 people working overseas. South Carolina has more than 60 state agencies and has opportunities from archaeology to zoology. Also, in South Carolina, the average annual salary for city managers is about \$74,000.

Recently, more than 175,000 inspectors were employed throughout the U.S., and job growth is expected to increase to balance the public demand for safe energy. In South Carolina, more than 1,500 individuals work as inspectors.

Junior, technical, or community colleges are usually necessary, but military service and part-time work can also prepare you to be a nuclear quality control specialist.

Or, if that's not right for you, perhaps a position as a court clerk. Court clerks are assistants to judges and perform non-legal tasks involved in court operations according to the types and sizes of the courts they serve.

In South Carolina, the annual average salary for court clerks is about \$26,500. And while there are no formal diplomas required, earnings vary depending upon education, experience, level of responsibility, and degree of specialization. Court clerks held 847 jobs in South Carolina in 2006, and the number is expected to increase to 954 by 2014, a change of 12.6 percent.

- Experience in this field can come from participating in student government, volunteering with a local or regional government agency such as a community center, or trying your hand at an extracurricular activity such as a mock trial.
- You can expect that the need for Government and Public Administration employees will continue to offer opportunities for room to grow.
- Government and Public Administration careers offer individuals the chance to work independently or in a team environment while having the chance to interact with new people, to travel, and to learn how our nation operates on a professional level.

Quick Quiz

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

1. I am skilled at giving speeches in front of a group of people.
2. I am good at listening to different opinions and making a decision about my belief.
3. I am skilled at being a leader in a club or organization such as student council.
4. I can stay calm in a difficult situation or crisis.
5. I am comfortable dealing with conflict or talking to people who are angry.
6. I'd like to protect people by offering legal, safety, and/or security services.
7. I'd like to debate with other people in public.
8. I'd like to be in charge of a city or state.
9. I'd like to keep people safe from crime.

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 Government and Public Administration.

Source: SCOIS (Coin Career) Assessment Tests



25 Career Choices in Government and Public Administration

About This Chart

This chart is a sampling of 25 of the more than 100 occupations that fall within the Government and Public Administration sector of the South Carolina job market. For more information about any Government and Public 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

Occupation	SC Salary	Job Growth ¹	Education Required ²	Career Readiness Certificate Level ³	Description
General Manager and Top Executive	\$103,110	12.52%	BD, MA, DD	gold	Works with other executives to formulate policies and direct operations of businesses, government agencies, and educational institutions.
Lawyer	\$98,760	NA	DD	gold	Represents clients in criminal and civil cases by presenting arguments that support the clients in court.
City Manager	\$74,020	12.52%	BD, MA	bronze	Directs and coordinates the administration of city government; appointed by the city council.
Public Administrator	\$74,020	12.52%	BD	gold	Directs agencies engaged in developing monetary policy, tax collection, custody and disbursement of funds, and debt and investment administration.
Management Analyst and Consultant	\$62,370	10.38%	BD, MA	gold	Sets up systems of inventory control, trains new workers, and plans for and sets up new facilities.
Economist	\$53,920	NA	BD, MA	silver	Conducts research and collects and analyzes data to aid in the solution of arising economic problems.
Operations Research Analyst	\$50,810	11.41%	BD	gold	Applies scientific and mathematical principles to organizational problems so that managers can evaluate and choose the best course of action.
Police Officer	\$48,290	12.79%	HS, AD	gold	Protects life and property and maintains public order through application of the law.
Accountant	\$47,650	11.00%	BD	gold	Designs, installs, maintains, and uses general accounting systems to prepare, analyze, and verify financial reports.
Auditor	\$47,650	11.00%	BD	gold	Prepares, analyzes, and verifies financial reports and taxes in all business, industry, and government organizations.
Nuclear Quality Control Inspector	\$44,430	10.73%	AD	gold	Inspects machinery, equipment, working conditions, and materials produced at manufacturing companies.
Urban and Regional Planner	\$44,080	11.77%	BD, MA	silver	Studies problems connected with land use, transportation and parking, water and sewage systems, housing, and community facilities.
Federal Law Enforcement Agent	\$43,550	12.72%	BD	gold	Works in a variety of different agencies that investigate crime and protect the country and its citizens.
Real Estate Appraiser	\$42,600	17.51%	AD, BD	gold	Evaluates property to determine its value for purchase, sale, investment, mortgage, or loan purposes.
Inspector and Compliance Officer	\$41,690	10.73%	BD	gold	Verifies and enforces compliance with public laws, regulations, and standards for health, safety, and other matters.
Customs Inspector	\$41,560	12.72%	OJT, HS	gold	Enforces laws governing imports and exports; stationed at airports, seaports, and border crossing points.
Statistician	\$41,560	NA	BD, MA	bronze	Collects, arranges, analyzes, interprets, and presents numerical data in applied or mathematical areas.
Market Research Analyst	\$45,600	12.49%	BD	gold	Collects data and information that assist companies in decision making regarding their products and services.
Construction and Building Inspector	\$41,460	13.96%	OJT, HS	gold	Examines public and private construction projects to insure compliance with building codes and ordinances, zoning regulations, and contract specifications.
Court Administrator	\$39,730	12.66%	BD	gold	Coordinates activities to accomplish orderly processing of court cases.
Park Ranger	\$37,590	12.76%	BD	gold	Patrols park grounds, enforces regulations, maintains grounds, and provides assistance and information to park visitors.
Statistical Assistant	\$35,620	14.00%	OJT, HS	gold	Compiles and tabulates facts or numerical data for use in data processing or statistical studies.
Quality Control Inspector	\$28,020	-1.54%	OJT, HS, AD	gold	Inspects a wide variety of products to insure compliance with contract specifications.
Court Clerk	\$26,430	12.66%	OJT, HS	gold	Serves as clerical assistant to judge and performs the non-legal tasks involved in court operations.
Hazardous Waste Manager	\$24,870	10.73%	BD	gold	Conducts studies on hazardous waste problems.

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.

A Career in Public Administration Will Serve You Well

Start training for a future in Government and Public Administration.

Academic Foundations

Successful careers in Government and Public Administration are built on solid foundations of academic basics.

- **Science:** Under the watchful eye of government organizations, basic scientific knowledge is crucial to many Government and Public Administration positions.
- **Math:** Math is essential to every position in this cluster, whether you are a city planner, cargo inspector, or chief of vital statistics.
- **English:** Government and Public Administration is a group enterprise that proceeds smoothly only if coordinated through precise written and oral communications.
- **Social Studies/History:** A global entity that brings together people with widely varying backgrounds and heritages. To make a melting-pot operation work, it helps if everyone understands his or her coworkers' cultures and histories.
- **Modern or Classical Language:** Want to be an ambassador, diplomatic courier, or other foreign service worker? Modern or Classical language is a must.
- **Arts:** Believe it or not, creativity plays an important part in Government and Public Administration. The U.S. military is constantly building innovative equipment that takes a creative mind to create. 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 Government and Public Administration interests you, then 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 you on your way through the Government and Public Administration cluster and give you a good idea of the choices you face. 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 Government and Public Administration you can choose from many different majors. Each corresponds to a different set of jobs in the Government and Public Administration sector in South Carolina.*

For example, if you choose National Security as a major, you can follow that pathway to programs offered at two- or four-year colleges and then into a job in the public sector after graduation. And, there are even great jobs available right out of high school. Generally, you need to take four electives in your major area to graduate with a high school major.

In Government and Public Administration you can choose from seven different majors:

- Governance (on page 12)
- National Security (on page 13)
- Foreign Service (on page 14)
- Planning (on page 15)
- Revenue and Taxation (on page 16)
- Regulation (on page 17)
- Public Management and Administration (on page 18)

Revisit Your Choices

If you find yourself unhappy with where a career pathway is taking you, don't be discouraged. 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 along 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 seven majors under Government and Public Administration 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: Governance

Those interested in Governance possess ambition and determination to make their communities better places. They are problem solvers who are usually gifted at bringing people of opposing opinions together to benefit the common good. They are also gifted at public speaking as well as one-on-one communication. Life in the public eye can be harsh, but these people understand that the public needs strong leadership.

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
Current Events/ Foreign Policy Business Law Law Education Psychology	Modern and Classical Languages Speech Drama Modern or Classical Language	Career Mentoring Service Learning Shadowing Internship Cooperative Education Senior Project

Professional Opportunities Upon Graduation		
High School Diploma Local Elected Official Administrative Assistant Entrepreneur	Additional Training to 2-year Degree Local Elected Official State Elected Official Paralegal Entrepreneur	4-year Degree & Higher Educator Representative Senator Entrepreneur Governor Lobbyist

*Course selection will depend on satisfying prerequisites.

Career Major Map: National Security

National Security has risen in notoriety in recent years in the wake of emerging threats to our way of life. Protecting our shores against all threats, foreign and domestic, is what drives people to enter the field. They bring a variety of disciplines to bear on issues such as intelligence gathering, analysis, military and combat operations, and customs and immigration inspections.

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
JROTC 1, 2, 3, 4 AP Human Geography (World) Sociology Current Events/Foreign Policy	Business Law Physical Education Personal Health and Wellness Modern or Classical Language Emergency and Fire Management Services Law Enforcement Services	Career Mentoring Service Learning Shadowing Internship Cooperative Education Senior Project

Professional Opportunities Upon Graduation		
High School Diploma Military Military Recruiter Law Enforcement Officer Corrections Officer Entrepreneur	Additional Training to 2-year Degree Law Enforcement Detective Correctional Officer Entrepreneur	4-year Degree & Higher Educator Military Officer Federal Marshal FBI Agent CIA Agent Entrepreneur

*Course selection will depend on satisfying prerequisites.

Career Major Map: Foreign Service

People who are selected by the government to serve abroad must pass rigorous civil and foreign service exams, but there are other ways in which people in this pathway can support our nation’s presence in foreign countries. The responsibility of representing our country is a large one that requires serious and dedicated individuals.

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
Modern or Classical Language World Geography Sociology World History AP Comparative Government	World Literature African American History Information Technology in a Global Society Modern or Classical Language	Career Mentoring Service Learning Shadowing Internship Cooperative Education Senior Project

Professional Opportunities Upon Graduation		
High School Diploma Administrative Assistant Support Staff Entrepreneur	Additional Training to 2-year Degree Interpreter for an Embassy Entrepreneur	4-year Degree & Higher Educator Foreign Service Officer Diplomatic Officer Ambassador Consular Officer Entrepreneur

*Course selection will depend on satisfying prerequisites.

Career Major Map: Planning

People who pursue careers in planning are generally numbers-oriented. They are responsible for collecting, analyzing, and applying data to the challenges communities face when they continue to grow. Working with public and private constituents to ensure that there are always enough essential services, like water and power, is responsibility of planners.

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
Environmental Studies Urban Geography Human Geography Business Law	Landscape Architecture Environmental Law Sociology Modern or Classical Language	Career Mentoring Service Learning Shadowing Internship Cooperative Education Senior Project

Professional Opportunities Upon Graduation		
High School Diploma Administrative Clerk Support Staff Planning Clerk Census Clerk Entrepreneur	Additional Training to 2-year Degree Estimator Transportation Technician Information System Support Person Planning Assistant Entrepreneur	4-year Degree & Higher Educator Chief of Vital Statistics Economic Developer Entrepreneur

*Course selection will depend on satisfying prerequisites.

Career Major Map: Revenue and Taxation

People who work in this pathway are process-oriented. They work to ensure that the services we all take for granted are funded through normal tax collection and that everyone participates in the process by paying their fair share. It can be a thankless job, but those with accounting or government administration of tax law ambitions can be well served by working in this vital area of our government.

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
Business Law Business and Personal Finance Accounting Probability and Statistics	AP Macroeconomics AP Microeconomics Computer Applications Modern or Classical Language	Career Mentoring Service Learning Shadowing Internship Cooperative Education Senior Project

Professional Opportunities Upon Graduation		
High School Diploma Administrative Support Tax Assistant Entrepreneur	Additional Training to 2-year Degree Tax Examiner Bookkeeper Entrepreneur	4-year Degree & Higher Educator Certified Public Accountant Tax Assessor Auditor Entrepreneur

*Course selection will depend on satisfying prerequisites.

Career Major Map: Regulation

Regulators are the people who blow the whistle when public or private entities overstep the boundaries of what they are permitted to do, infringing on our individual rights by creating health hazards, unfair business environments, or other forms of systematic abuse of the law. They are strong willed individuals who are not afraid to stand up for what is right and have the discipline to stick to their guns in the face of what can be enormous pressure.

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
Business Law AP Comparative Government AP Macroeconomics Information Technology in a Global Society	Current Events/Public Policy Community in Workplace Physical Education Modern or Classical Language	Career Mentoring Service Learning Shadowing Internship Cooperative Education Senior Project

Professional Opportunities Upon Graduation		
High School Diploma Support Staff Cargo Inspector Border Inspector Entrepreneur	Additional Training to 2-year Degree Educator Code Inspector Election Supervision Entrepreneur	4-year Degree & Higher Educator Investigator/Examiner Bank Examiner Aviation Safety Officer Entrepreneur

*Course selection will depend on satisfying prerequisites.

Career Major Map: Public Management and Administration

All areas of the government need solid leadership in order to function, and that leadership needs solid role players they can rely on to make sure the day-to-day work of the government gets done. People who choose this pathway are committed to public service, provide specialized skills in a variety of positions, and are accustomed to working in teams and with the public. The ability to understand and navigate politics can be crucial to attaining positions of increasing responsibility that can ultimately lead to being appointed director of state or federal agencies.

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
Business Law Sociology Civics	Public Speaking Accounting Mathematics for the Technologies 1, 2, 3, 4 Modern or Classical Language	Career Mentoring Service Learning Shadowing Internship Cooperative Education Senior Project

Professional Opportunities Upon Graduation		
High School Diploma City/County Clerk Receptionist/Administrative Support Entrepreneur	Additional Training to 2-year Degree City Events Planner Court Administrator/Clerk City Council Member Entrepreneur	4-year Degree & Higher Educator City Manager Purchasing Manager Entrepreneur

*Course selection will depend on satisfying prerequisites.



10 Highest-Paying Government and Public Administration Professions

Occupation	Salary
1. General Manager and Top Executive	\$103,110
2. Lawyer	\$98,760
3. City Manager	\$74,020
4. Public Administrator	\$74,020
5. Management Analyst and Consultant	\$62,370
6. Economist	\$53,920
7. Police Officer	\$48,290
8. Accountant	\$47,650
9. Auditor	\$47,650
10. Nuclear Quality Control Inspector	\$44,430

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

10 Fastest-Growing Government and Public Administration Professions

Occupation	Job Growth
1. Real Estate Appraiser	17.5%
2. Statistical Assistant	14.0%
3. Construction and Building Inspector	14.0%
4. Police Officer	12.8%
5. Park Ranger	12.8%
6. Customs Inspector	12.7%
7. Federal Law Enforcement Agent	12.7%
8. Court Administrator	12.7%
9. Court Clerk	12.7%
10. City Manager	12.5%

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

Gain Experience Voluntarily

Get involved in school government or community service.



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 can be learned only from experience. And since learning by doing comes naturally in this cluster, it's easy to find real world experience. However, as occupations have become more complex, relying on on-the-job training is less effective than it once was. Class work is an essential ingredient in a successful career and always will be.

n Job Shadowing

This option is so popular, there's even a National Job Shadowing 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 counselor to help you find a shadowing opportunity any time of the year.

n 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 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.

n Internship

Internships in the public service arena can give you the opportunity to experience what a career in Government and Public Administration is really like. Internships typically involve a relationship between a student and a relevant business in which the student works part- or full-time for a time period of a few weeks up to a year. These learning experiences provide insight into the workplace as well as show what kinds of skills, education, or training are necessary to succeed. Some students are so successful during internships that they lead to job offers.

n Cooperative Learning

Quality time spent in the pursuit of a career can count toward your graduation requirements. Cooperative learning describes how educators combine learning outside the classroom with existing curriculum requirements.

n Mentoring

In schools, students have teachers. In the real world, students have mentors. This long-term relationship with a public service professional gives you firsthand insider information and contacts that are important for career success. Mentors provide a perspective that can only be acquired through experience.

n Get a Job

Many high school students hold down after-school or summer jobs to earn money. For students interested in careers in Government and Public Administration, earning spending cash fits in nicely with career preparation.

Government and Public Administration jobs are readily available to young people, and many successful careers begin as after-school jobs. Go to www.sc.gov to see what jobs are available in any one of the many federal, state, and county government agencies throughout South Carolina. Or Google your hometown and see what summer employment opportunities are available.

In some cases, your job can earn you credit toward high school graduation. Many local government agencies actively recruit motivated students to sign up for internships that qualify for dual academic credits—where you receive college credit for secondary school courses. If your job does not offer this option, talk with your guidance counselor and employer about crafting an individualized internship agreement. You may end your summer job with money in your pocket, valuable new skills, and contacts, as well as credit toward graduation.

n 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 Government and Public Administration companies offer training and certification programs for both full- and part-time employees. Additional certification information can be found through the South Carolina Budget and Control Board's Office of Human Resources at www.ohr.sc.gov/OHR/OHR-training-development.phtml#certification.

n Other Good Ideas

Be sure to look into these options as well:

- A summer clerical program. Go to city hall and ask about opportunities in your town.
- Intern with local legislator or government. Many legislators hire pages to help them. This is a great way to experience government. Contact your local government representatives, or ask someone to help you find out about a job.
- Student government. Schools encourage students to participate in running student affairs. Talk to your guidance counselor about how to get involved.
- International studies. To gain experience in the Foreign Service pathway, investigate exchange programs offered by four-year colleges in the state. By the way, how many languages do you know?
- Masters in Public Administration – The Joint MPA Degree Program, a partnership between Clemson University and the University of South Carolina, is offered at The University Center of Greenville. business.clemson.edu/Mpa/
- American Political Science Association – Founded in 1903, the American Political Science Association is the leading professional organization for the study of political science and serves more than 15,000 members in over 80 countries. Find a mentor; visit www.apsanet.org.
- JROTC – Government and Public Administration pathways such as National Security are based largely on military principles. Campus-based JROTC programs will provide a glimpse into related careers. www.jrotc.org

Build Leadership Skills

- Business Professionals of America (BPA) – BPA is a national, co-curricular career organization offering opportunities for middle school, high school, and postsecondary students. Through training in leadership, academics, citizenship, and technology, BPA strives to prepare students to be members of a world-class workforce. www.bpa.org
- FFA – FFA facilitates Agriculture Education and FFA a program that empower future leaders, foster their passions, and develop skills and character. Throughout the year, FFA sponsors various career development events. Nationally each year FFA awards more than \$2 million dollars in scholarship money to student participants. www.ffa.org
- DECA – DECA is an Association of Marketing Students. The organization has more than 5,000 chapters across the nation. DECA works to develop leadership and business skills in students as well as provide opportunities to explore career fields within the marketing industry. www.deca.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, with nearly 250,000 members nationwide. www.fbla.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. SkillsUSA has more than 250,000 members nationwide. www.skillsusa.org
- Technology Student Association (TSA) – TSA is an organization composed of middle and high school students with a passion to learn about technology. Students in the organization not only understand the value of learning to live in a technical world, but treasure the challenge of thriving in this 21st century environment. Members of the association compete in a myriad of events ranging from public speaking to Web design. The skills obtained through TSA are constantly used throughout a student's life, supporting postsecondary educational opportunities and/or career experiences. www.tsaweb.org

Other Government Associations for Students

- American Student Government (ASGA) www.asgaonline.com/ME2/Default.asp
- United States Student Association (USSA) www.usstudents.org
- Electoral Action Training (EAT) www.usstudents.org/our-work/training/eats

Outsmart the Competition: Other Students

Government and Public Administration jobs often require specialized skill sets.

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



Government and Public Administration can be highly competitive. You may think that the gift of gab will get you far in politics. But that's only after you've shown that you have the proper education, training, experience, and knowledge to be successful. Just ask anyone who has ever run for public office. Here are some sources of education after high school that can help you build a career in everything from politics to public administration:

n Two-Year and Technical Colleges

South Carolina's 16 public technical colleges offer a wide variety of associate degrees and diploma programs. Diploma and associate's degrees in Criminal Justice and Human Services, Business, and Computer Sciences are offered at almost every campus across the state. For a complete listing of their Public Administration program mix, visit www.sctechsystem.com/PgmMatrix.

n 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, and
- contact a Government and Public Administration company that specializes in a field in which you are interested.



n Four-Year Colleges and Universities

Students interested in government, politics, and public service should definitely look into the options available at our state's many public and private four-year colleges and universities. State public and private four-year colleges offer bachelor's and graduate degrees in many programs that will help lead you on a successful path in the Government and Public Administration cluster. For instance, the University of South Carolina College of Political Science is recognized for its programs in the fields of American Politics, International Relations, Comparative Politics, Public Administration, Political Theory, and Methodology. Clemson University administers the Joint Masters in Public Administration Degree Program, a partnership between Clemson University and the University of South Carolina. The program is offered at The University Center of Greenville (www.clemson.edu/Mpa). The College of Charleston (www.cofc.edu) School of Humanities and Social Sciences offers emphasis on foreign and urban studies. In keeping with the diversity of our state, Political Science majors are also offered at a variety of four-year institutions including Lander University (www.lander.edu), Newberry College (www.newberry.edu), Presbyterian College (www.presby.edu), and Francis Marion University (www.fmarion.edu), to name a few. Visit any South Carolina public or private four-year college Web site through www.state.sc.us/edu/univcoll.htm.

n Military Options

With hundreds of thousands of personnel stationed all over the globe, the U.S. military offers a very appealing option for on-the-job training in the fields of national security; the U.S. military offers the finest training in the world. Serving in these areas will give you hands-on experience in such areas as combat operations, intelligence and counterintelligence, armor, and munitions as well as missile and space systems, and it will give you insight into other cultures and politics. Learn more about training options in the armed services 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).

Money for School

If you're worried about finding money for training and education after high school, 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.

You will never qualify for aid unless you apply, so don't be shy. Ask 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. This 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 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 for students in technical schools is administered through the state's technical college system, and the Tuition Grants Program provides need-based aid.

Billions of dollars a year are available in federal aid 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

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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:

Government and Public 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
- National Center for State Courts, www.ncsconline.org
- Society of Financial Service Professionals, www.financialpro.org

Search the Internet for other professional organizations related to Government and Administration careers.

Education and Career Planning Web Sites

Inside South Carolina

- Career Guidance Model, www.careerguidancemodel.org
- South Carolina Chamber of Commerce, www.schamber.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.todayismilitary.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 Government and Public 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

Job-Seekers

Employers

WorkKeys Administrators

Economic Developers

Click above to activate



www.WorkReadySC.org
(888) 717-9461 • www.w-win.com