



Self Help

PATHWAYS TO PERSONAL SUCCESS

2022-23

**EDUCATION AND CAREER DEVELOPMENT
COURSE CATALOG**

ABOUT BLUFFTON SELF HELP

For more than 30 years, Bluffton Self Help has been providing basic needs and financial support to our community. Even though our roots are in serving the generationally impoverished, our future is in supporting our families who are economically at-risk. With expanding services that include educational programming and leadership, we serve as advocates for those in need throughout our local community and beyond. With direct access to necessary resources, a deep understanding of our community needs, and significant relationships to create change, we provide those in need with a pathway toward self-sufficiency.

Mission

To empower and advocate for Lowcountry neighbors to improve their lives through education and training, basic needs, and guided access to a network of community resources.

Vision

Communities where everyone has equal access to essential tools and resources to support their journey towards personal success.

Values

RESPECT. We value the words, achievements, and abilities of everyone we serve.

RESPONSIBILITY. We are responsible stewards of the resources entrusted to us.

COMPASSION. Through our service, we empower, mentor, and advocate for individuals and families to improve their lives.

INCLUSIVITY. We believe that every individual has inherent value – self-worth, dignity, and the ability to contribute to their community in meaningful ways.

INTEGRITY. We are open and honest, and work every day to build trust and show commitment to our neighbors.

ABOUT OUR BASIC NEEDS PROGRAMS

To help everyone on their own path to success, our basic needs programs offer stability. As a part of our program, we connect you with a client advocate who works with you to gather necessary information, complete registration for our programs, share available resources through our community partners, and guide you along your path.



THE MARKET

Visit once a week at The Market for free healthy groceries including milk, eggs, bread, fresh produce, non-perishables, hygiene items, cleaning supplies, and diapers. Drive-thru grocery pick-up, in-market shopping and delivery available.



FINANCIAL RESOURCES

Emergency Financial Assistance is available once per year to cover mortgage or rent payments, keep the utilities on, and to help neighbors through other life crises.



THE CLOTHING CLOSET

Visit twice per month for free workwear, children's clothes, and uniforms.



HOLIDAYS

Visit our Annual Christmas Toy Shop and shop for Holiday Dinner Groceries at Easter, Thanksgiving, and Christmas.

**VISIT OR CALL OUR RESOURCE HUB
TO LEARN MORE ABOUT OUR
BASIC NEEDS PROGRAMS**

BLUFFTON

39 Sheridan Park Circle, Suite #9
Bluffton, SC 29910
843.757.8000

Monday and Wednesday 10 am - 6 pm
Tuesday, Thursday, Friday 10 am - 4 pm

ABOUT OUR EDUCATION AND CAREER DEVELOPMENT PROGRAMS

Our education programs equip adults with the reading, writing, math and speaking skills they need to become more engaged at home, at work and in our communities. Once literacy skills are mastered, we are here to work with neighbors on skill development, resume building, career readiness, and job applications.

**VISIT OUR LEARNING & LITERACY CENTER LOCATIONS TO LEARN MORE
ABOUT OUR EDUCATION AND CAREER DEVELOPMENT PROGRAMS.**

HARDEEVILLE

30 Main St
Hardeeville, SC 29927
*(Inside the Hardeeville Library
and Hardeeville Recreation
Center)*

843-368-0431

Monday, Wednesday,
Friday
10:30 am - 4 pm

HILTON HEAD

4 Oak Park Drive
Hilton Head Island, SC
29926
843-681-6655

Monday - Thursday
9 am - 6 pm
Friday 9 am - 4 pm

BLUFFTON

39 Sheridan Park Circle,
Suite #1
Bluffton, SC 29910
843-757-8852

Monday - Thursday
9 am - 6 pm
Friday 9 am - 4 pm

BLUFFTON

1 Kitties Landing Rd #B
Bluffton, SC 29910
843-815-6616

Monday - Thursday
9 am - 6 pm
Friday 9 am - 4 pm

ATTENDANCE POLICY

Students must complete all assigned work promptly, attend class regularly, and participate in class discussions. Absence from more than ten percent of the scheduled class sessions, whether excused or unexcused, is excessive and Bluffton Self Help may choose to withdraw a student from a course for such absences.

2022-2023 LEARNING & LITERACY CENTER CALENDARS

SUMMER 2022	18-Apr	Returning student registration
8 week boot camp	2-May	New student registration
	13-May	Registration ends
	6-Jun	Summer Session classes begin
	20-Jun	Juneteenth / no classes
	4-Jul	Independence Day / no classes
	28-Jul	Summer Session classes end
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FALL 2022	13-Jun	Returning student registration
16 week semester	5-Jul	New student registration
	21-Jul	Registration ends
	22-Aug	Classes begin
	5-Sep	Labor Day / no classes
	11/21-11/25	Thanksgiving Break / no classes
	9-Dec	Classes End
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SPRING 2023	24-Oct	Returning student registration
16 week semester	14-Nov	New student registration
	1-Dec	Registration ends
	9-Jan	Classes Begin
	16-Jan	Martin Luther King Jr. Day / no classes
	20-Feb	President's Day / no classes
	4/10 - 4/14	Spring Break
	4-May	Classes End

*Denotes classes that follow the above course calendar, remaining classes are offered year-round.

▲ Denotes virtual classes available as well.

2022-2023 COURSE OFFERINGS

BASIC LITERACY classes are for adults who wish to improve their reading, writing, and/or math skills. These classes are geared for students who need stronger literacy skills to advance in their jobs, to better navigate the community, to complete their GED, or to prepare for entry into secondary education. Classes meet twice a week for 16 weeks for one-on-one tutoring. This service is available to all BSH clients throughout the year.

***GED PREP** focuses on the academic skills necessary for students to successfully complete the GED and progress into secondary education if they desire. Depending upon their placement exam, students will fall into one of four levels:

GED Prep I
GED Prep II
GED Prep III
GED Prep IV

Utilizing a combination of computer assisted-learning and in-person classes with onsite tutors and workshops, students can obtain the practice and preparation needed to successfully complete their GED and earn a high school equivalency diploma. Classes are two hours long and meet two times a week for 16 weeks. Classes meet during Fall and Spring semesters.

* **ENGLISH AS A SECOND LANGUAGE (ESL)** helps students learn the English language skills they need to be successful in their communities and jobs. Utilizing the Ventures textbooks series, BSH offers four different levels of instruction in ESL ranging from beginners to advanced students. Classes are small, personalized, and taught by well-trained tutors. Classes meet two times a week for 16 weeks, and each class is two hours long. Classes meet during Fall and Spring semesters.

* **ENGLISH AS A SECOND LANGUAGE (ESL) BOOTCAMP** is an eight-week “survival skills” course that introduces students to key English concepts and terms and prepares students for the full length 16-week fall semester. The topics covered include giving personal information, health, time, and shopping. The class meets once a week for two hours and is offered during the summer semester.

* **ENGLISH AS A SECOND LANGUAGE (ESL) CONVERSATION** is a drop-in course for ESL students wishing to keep their English skills sharp, without the formality of weekly course work and assessments. Classes meet one time per week for 16 weeks, and each class is two hours long. Classes meet during Fall and Spring semesters.

* **CITIZENSHIP** once students have reached Level 4 or higher in ESL, they have the option to join this class to prepare for the U.S. Citizenship exam. Expert instructors cover the topics necessary for students to pass written and oral portions of the U.S. Citizenship exam. The text for the course, Citizenship Now, also guides students through the various steps, the necessary forms, and the documentation they must provide as part of the naturalization process. Classes are two hours long and meet two times a week for 16 weeks. Citizenship is available during the Fall and Spring semesters.

ESL classes prepare adult learners to be fully engaged with their communities and enhances their lives.

EDUCATION & EMPLOYMENT
FAMILY LIFE
HEALTH & SAFETY
SELF-SUFFICIENCY
CIVIC PRIDE & CITIZENSHIP
COMMUNITY PARTICIPATION

2022-2023 COURSE OFFERINGS

BASIC RESUMÉ/JOB SEARCH/INTERVIEW

PRACTICE This four-hour workshop will assist with writing/reviewing a resumé, creating a cover letter, searching for a job, and preparing for a job interview. Trained tutors will help participants write/review basic resúmes and cover letters to highlight their job skills, help in the search for available job positions, provide instruction on appropriate interview attire, and a practice interview session. If time allows, tutors may add other skills to the workshop based upon participant's needs (i.e. how to apply for a position on-line, how to participate in a zoom interview, etc.). Participants may come in for additional assistance during normal center hours. Appointments are preferred but not required. The workshop meets for two hour sessions for two days. This service is available to all BSH clients throughout the year.

SOFT SKILLS TRAINING Computer based learning modules that help participants demonstrate six key skills employers seek: effective communication, customer service, conveying professionalism, promoting teamwork, critical thinking, problem solving. Upon completion of the program, students receive a certificate to add to their employment portfolio. Participants complete these modules at their own pace during normal center hours. Appointments are preferred but not required. Each module takes approximately two hours to complete for a total of 12 hours. This service is available to all BSH clients throughout the year.



SOFT SKILLS account for **90%** of what makes people progress up the **success ladder**.

ADVANCED SOFT SKILLS TRAINING is a continuation of the Basic Soft Skills course.

Participants will use computer-based learning to add additional certificates to their job portfolio. Certificates can be personalized to the participants' career goals and personal interests. Some sample certificates include how to write a business plan, work ready math skills, and work ready data application. Participants complete these modules at their own pace during normal center hours. Appointments are preferred but not required. This service is available to all BSH clients throughout the year.

BASIC FINANCIAL LITERACY & PLANNING

During this four-week workshop, participants engage in better financial habits that teach checkbook balancing, basics of banking, budget creation, the components of a credit score, and how to improve it. Basic Financial Literacy workshops are offered once a week for four weeks. Each session is two hours long for a total of eight hours of instruction. This workshop is offered twice each semester.

COLLEGE READINESS is for participants who wish to enroll in higher education. These personalized one-on-one workshops help students prepare for college placement exams through computer-based modules. Tutors are available for additional help with exam topics. Participants may also get help applying for secondary training/education, applying for scholarships, and communicating with various staff/departments within the Technical College of the Lowcountry. Participants complete these modules at their own pace during normal center hours. Appointments are preferred but not required. This service is available to all BSH clients throughout the year.

2022-2023 COURSE OFFERINGS

CAREER READINESS As part of an important foundation for creating a more effective and efficient system to prepare learners and job seekers for career and life success, BSH utilizes computer-based programs that include employability skills courseware, assessments, and credentials. “Essential Soft Skills” are included to help learners develop and demonstrate attitudinal and behavioral skills that are essential to succeed in the workplace. Participants complete these modules at their own pace during normal center hours and have access to the National Career Readiness Certificate (NCRC) assessments and coursework. Appointments are preferred but not required. This service is available to all BSH clients throughout the year.

ADVANCED FINANCIAL LITERACY AND PLANNING/HOME OWNERSHIP As a continuation of the Basic Financial Literacy and Planning workshop, the advanced workshop focuses on the financial aspects of purchasing a home and home ownership. The topics addressed in this four-week workshop include: investing, credit counseling, tax return preparation services, and first-time home ownership. Advanced Financial Literacy workshops meet once a week for four weeks. Each class session is two hours long for a total of eight hours of instruction. These classes are taught by BSH’s outside partners. This class is offered twice each semester.

DIGITAL LITERACY all BSH locations have open computer labs to help clients improve their digital literacy skills. During normal operating hours, members of the community may come into the labs to use the internet, search for jobs, write resumés, etc. Participants may also use self-guided computer-based software to learn how to use programs such as MS Word and MS Excel. Staff members are also available to help with any basic digital needs such as setting up and checking an email account. Clients may come to the labs anytime during normal center hours. This service is available to all BSH clients throughout the year.

MENTORSHIP/GOAL-SETTING is an important component of all BSH programs. Available in one-to-one and small peer group settings, mentors seek to encourage clients to obtain their goals, help improve client experience at BSH, and share their life experiences with BSH clients. Mentorship programs are available at any center. This service is available to all BSH clients throughout the year.

The value of Bluffton Self Help's education services is \$1,220 per academic year - \$1,200 of those costs have been covered by generous supporters. The **student cost** to attend classes that follow the course calendar is **only \$20 per academic year.**

Get Started

Visit one of our Learning & Literacy Center locations to learn more about our Education and Career Development programs or call 843-757-8000.

Bluffton



HEADQUARTERS &
THE MARKET

39 Sheridan Park Cir Suite 10
Bluffton, SC 29910
843-757-8000

MAILING ADDRESS

PO Box 2420
Bluffton, SC 29910
info@blufftonselfhelp.org

LEARNING LITERACY CENTERS

30 Main St
Hardeeville, SC 29927

1 Kitties Landing Rd # B
Bluffton, SC 29910

4 Oak Park Dr
Hilton Head Island, SC 29926

39 Sheridan Park Cir Suite 1
Bluffton, SC 29910

THE RESOURCE HUB

39 Sheridan Park Cir Suite 9
Bluffton, SC 29910

WWW.BLUFFTONSELFHELP.ORG