



PATHWAYS TO PERSONAL SUCCESS



Education And Career Development

2023-24 COURSE CATALOG

About Bluffton Self Help

For nearly 37 years, Bluffton Self Help has provided the community with basic needs and financial support. Today, with expanding services that include robust education and career readiness programming, Bluffton Self Help serves as an advocate for those in need. Through a holistic approach, a deep understanding of the community's needs, and a desire to create real change, Bluffton Self Help provides Lowcountry neighbors with a path to 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.

**TO LEARN MORE VISIT OUR WEBSITE
BLUFFTONSELFHELP.ORG**

About Our Basic Needs Programs

To help neighbors on their individual path to self-sufficiency, our basic needs programs offer a safety net and stability. Advocates are available to help implement a comprehensive plan to support progress toward goals, connect neighbors with resources, and advocate for them on their path forward toward personal success.



THE MARKET

Neighbors can shop once a week at The Market for healthy groceries including milk, eggs, bread, fresh produce, non-perishables, hygiene items, cleaning supplies, and diapers. *In-Market shopping and delivery are available (interview required for delivery).*



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.



HOLIDAYS

Shop for holiday dinner groceries for Easter, Thanksgiving, and Christmas. Visit our Annual Holiday Toy Shop in December (registration required).



THE CLOTHING CLOSET

Neighbors may shop twice per month for workwear, shoes, children's clothes, and school uniforms.

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

BLUFFTON

39 Sheridan Park Circle, Suite #9
Bluffton, SC 29910
843-757-8000 | help@blufftonselfhelp.org

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

**Please call ahead to confirm for potential holiday closures or modified hours.*

About Our Education And Career Development Programs

Our education services equip adults with the reading, writing, math, and literacy skills they need to become more engaged at home, at work, and in our communities. Our team works one-on-one with neighbors on professional development, resume building, career readiness, and job applications to gain employment and reach their goals.

**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

HILTON HEAD

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

BLUFFTON

39 Sheridan Park Cir, Ste #1
Bluffton, SC 29910
843-757-8097

BLUFFTON

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

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. Failure to attend the first week of classes without communication with a center manager will result in immediate withdrawal from the course.

2023-2024 Learning & Literacy Center Calendar

SUMMER 2023	6/5	Summer Classes Begin
8 week session	6/19	Juneteenth / No Classes
	7/4	Independence Day / No Classes
	7/28	Summer Classes End

FALL 2023	8/14	Fall Classes Begin
16 week session	9/4	Labor Day / No Classes
	10/9	Columbus Day / No Classes - Hardeeville ONLY
	10/31	Halloween / No Evening Classes
	11/20-11/24	Thanksgiving Break / No Classes
	12/8	Fall Classes End

SPRING 2024	1/8	Spring Classes Begin
16 week session	1/15	Martin Luther King Jr. Day / No Classes
	2/19	President's Day / No Classes
	4/15-4/19	Spring Break / No Classes
	5/3	Spring Classes End

2023-2024 Course Offerings

ADULT BASIC EDUCATION (ABE) is for adults who wish to improve their reading, writing, science, social studies, and/or math skills. Adult Basic Education content is geared toward students who need stronger academic skills to advance in their jobs, to better navigate the community, to complete their GED, or to prepare for entry into secondary education. Students can work their way through Pre-High School Equivalency material online via New Readers Press Online or by working one-on-one with a tutor to advance their education. This course is available during the fall and spring semesters.

GED PREPERATION CLASSES focus on the academic skills necessary for students to successfully complete their GED to progress into secondary education, advance their careers, and better navigate their community. Students must take a placement exam before registering for classes to ensure they are ready for the content. Those who require more foundational knowledge before pursuing their GED will be directed to the Adult Basic Education program. GED Preparation is taught in four subjects: Reasoning Through Language Arts, Mathematics, Social Studies, and Science. Utilizing a combination of computer assisted-learning and in-person classes with onsite tutors, students can obtain the practice and preparation needed to successfully complete their GED and earn a high school equivalency diploma. Class sessions for each subject are held once a week for two hours for 16 weeks. This course is available during the fall and spring semesters.

GED BOOTCAMP is an eight-week course offered in the summer. Similar to GED Preparation, GED Bootcamp is designed to provide students with the academic skills necessary for students to successfully complete their GED. GED Bootcamp can be used to bridge the gap between the spring and fall semesters or act as a fast-paced overview of GED material. GED Bootcamp meets once a week for two hours throughout the eight weeks. GED Bootcamp is taught in four subjects: Reasoning through Language Arts, Mathematics, Social Studies, and Science.

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

ENGLISH AS A SECOND LANGUAGE (ESL)

CONVERSATION is a course that introduces students to communicative structure and simple communication tasks. Class discussions will encourage students to use their oral skills through role-play with a partner or in groups. These classes will help students improve their pronunciation and lose the fear of expressing themselves using the English language. Conversation classes will be offered in summer. Classes will meet once a week, for two hours, for eight weeks.

BURLINGTON ENGLISH is a comprehensive, standards-based program, designed for students to use independently at their own pace. Burlington English is primarily used to improve English skills, and courses range from basic to advanced. Burlington English also offers courses in civics, career exploration, soft skills, and grammar. Burlington English is a good option for those looking to improve their English, but unable to participate in the English as a Second Language and ESL Conversation in-person classes. Burlington English is an online software available at all BSH computer labs and is offered year-round. Visit our website for computer lab locations and hours.

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

2023-2024 Course Offerings

CITIZENSHIP PREPARATION CLASSES are available to students who test at level three or higher in ESL and meet the eligibility requirements to apply for naturalization to become a US citizen. Tutors cover the topics necessary for students to pass written and oral portions of the U.S. Citizenship exam. The text for the course *Voices of Freedom* also guides students through the various steps, necessary forms, and documentation they must provide as part of the naturalization process. Classes are two hours long and meet twice a week for 16 weeks. Citizenship classes are available during the fall and spring semesters.

To be eligible to apply for naturalization to become a U.S. citizen, you must:

- Be at least 18 years of age at the time you file the application.
- Have been a lawful permanent resident for the past three or five years (depending on which naturalization category you are applying under).
- Have continuous residence and physical presence in the United States.
- Be able to read, write, and speak basic English.
- Demonstrate good moral character.
- Demonstrate knowledge and understanding of U.S. history and government.
- Demonstrate loyalty to the principles of the U.S. Constitution.
- Be willing to take the Oath of Allegiance.

♦BASIC RESUMÉ/JOB SEARCH/INTERVIEW PRACTICE

Advocates will help neighbors write/review basic resumés and cover letters to highlight their job skills, assist with the search for available job positions, provide instruction on appropriate interview attire, and host a mock interview session. Advocates identify other ways to assist those interested in seeking employment or a higher-paying job based on the participant's needs (i.e. how to apply for a position online, how to participate in a Zoom interview, etc.) This service is available to all Lowcountry neighbors throughout the year. Appointments are highly encouraged to ensure someone is available to assist with these services. Call The Resource Hub at 843-757-8000 or email help@blufftonselfhelp.org for more information.

♦**BASIC FINANCIAL LITERACY** Through our partnership with South Atlantic Bank, we offer monthly Lunch and Learn workshops to help neighbors improve their financial literacy. Financial Literacy Workshops are offered the last week of every month and focus on understanding and improving your credit score, how to reduce your debt strategically, and learning how to make minor changes in your budget to save more money. Each workshop is one hour long and participants are encouraged to attend all three workshops (Credit, Debt, and Savings) and meet one on one for a financial mentoring session. There are limited spots available and registration is required. To register please call 843-757-8000.

Scan for more information.



SELF-PACED DIGITAL LITERACY COURSES are available for neighbors to navigate independently to develop computer and digital skills. NorthStar Digital Literacy's online learning modules allow neighbors to learn about essential computer skills, essential software skills, and technology in daily life. Neighbors can study at home, on their smartphones, or in any BSH computer lab. Assessments can be taken to earn badges and certificates that indicate proficiency. The self-paced program is best for those who feel comfortable operating a computer independently. Self-paced Digital Literacy Courses are available year-round.

DIGITAL LITERACY CLASSES are designed for neighbors who are unfamiliar with using computers or find it difficult to use them independently. The tutor-led class focuses on computer basics such as turning on and off a computer, logging in, using an email, and browsing the internet. The tutor-led course meets for two hours, once a week, for eight weeks. Eight-week courses will operate twice within the fall and spring semester.

2023-2024 Course Offerings

♦**OPEN COMPUTER LABS** are available during normal operating hours at all BSH locations for members of the community to access the internet and online learning programs, search and apply for jobs, write resumes, apply for benefits, connect to resources, and improve their digital literacy skills. Staff members are also available to help with any basic digital needs such as setting up and checking an email account, using Zoom, paying online bills, etc. If significant assistance from a staff member is needed to operate the computer, please consider making an appointment. Neighbors taking part in Adult Basic Education, GED Preparation, and Digital Literacy Courses may also utilize open computer labs to complete classwork. This service is available throughout the year.

Scan below for computer lab locations and hours.



♦**ONE-ON-ONE GOAL SETTING AND SUPPORT** are important components of all BSH programs. Our Client Advocates seek to encourage neighbors to reach their goals, help improve the neighbor's experience at BSH, and share their life experiences with BSH neighbors. Advocate services are available at any center and The Resource Hub. This service is available throughout the year. Appointments are highly encouraged.

♦**WORKKEYS® TESTING** ACT WorkKeys® assessments measure foundational skills required for success in the workplace and help measure workplace skills that impact job performance. Assessments are developed to solve workplace problems. Unlike other assessments, they do not indicate reading and writing competency. Instead, they measure a range of hard and soft skills relevant to any occupation, at any level, and across industries. Successful completion of WorkKeys core assessments can lead to earning an ACT WorkKeys® National Career Readiness Certificate™ (ACT WorkKeys NCRC®)—a credential that verifies the skills found to be most essential across industries and occupations. Tens of thousands of employers recognize the value of the NCRC, and many recommend the credential to candidates. Neighbors typically seek out WorkKeys testing when it is required by an employer or school. Most assessments are web-based and most take one hour. BSH offers WorkKeys® testing to neighbors throughout the year.

Many of the services and workshops provided by Bluffton Self Help are free of charge. **Student fees** to attend classes that follow the course calendar are only **\$20 per academic year**. The remaining value of \$1,200 is covered by generous supporters.

♦Denotes free class, workshop, or service.

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.



**HEADQUARTERS &
THE MARKET**

39 Sheridan Park Cir Ste 10
Bluffton, SC 29910
843-757-8000
help@blufftonselfhelp.org

MAILING ADDRESS

PO Box 2420
Bluffton, SC 29910

LEARNING LITERACY CENTERS

30 Main St
Hardeeville, SC 29927

1 Kitties Landing Way # B
Bluffton, SC 29910

4 Oak Park Dr
Hilton Head Island, SC 29926

39 Sheridan Park Cir Ste 1
Bluffton, SC 29910

THE RESOURCE HUB

39 Sheridan Park Cir Ste 9
Bluffton, SC 29910