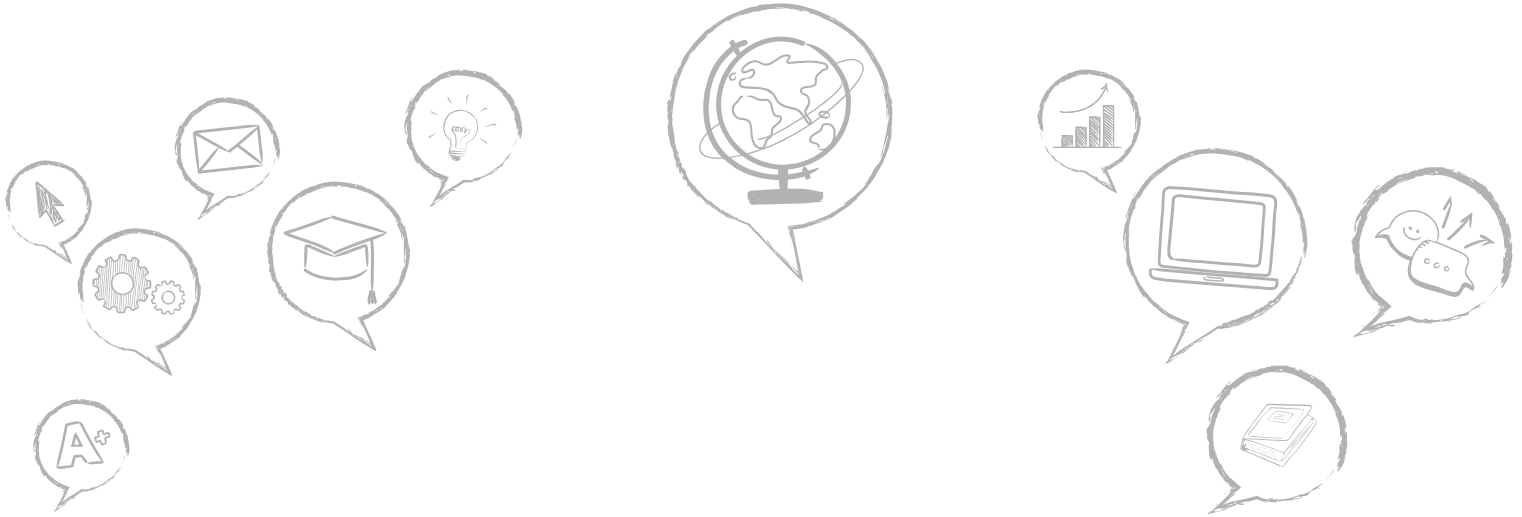




PATHWAYS TO PERSONAL SUCCESS



Education And Career Development

2024-25 COURSE CATALOG



About Bluffton Self Help

For nearly 38 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

We empower our neighbors by providing tangible resources to improve their daily lives. Through The Market, financial assistance, resource coordination, job readiness, and special holiday programs our neighbors are supported in the areas they need it the most. Our neighbors are connected with Bluffton Self Help advocates to navigate their path to self-sufficiency.



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

Bluffton Self Help advocates assist our neighbors with resumes, cover letters, interview attire, and mock interviews. We also assist neighbors interested in seeking higher-paying jobs and a career path through our established partnerships with community employers. To meet with an advocate, contact the Resource Hub at 843-757-8000 or email help@blufftonselfhelp.org. A scheduled appointment is highly recommended.

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, Unit #1
Bluffton, SC 29910
843-757-8097

BLUFFTON

39 Sheridan Park Cir, Unit #8
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 manager will result in immediate withdrawal from the course.

2024-2025 Learning & Literacy Center Calendar

SUMMER 2024	6/3	Summer Semester Begins
8 week session	6/19	Juneteenth / No Classes
	7/4	Independence Day / No Classes
	7/26	Summer Semester Ends

FALL 2024	8/12	Fall Semester Begins
16 week session	9/2	Labor Day / No Classes
	10/14	Columbus Day / No Classes - Hardeeville ONLY
	10/31	Halloween / No Evening Classes
	11/25-11/29	Thanksgiving Break / No Classes
	12/6	Fall Semester Ends

SPRING 2025	1/6	Spring Semester Begins
16 week session	1/20	Martin Luther King Jr. Day / No Classes
	2/17	President's Day / No Classes
	4/14-4/18	Spring Break / No Classes
	5/2	Spring Semester Ends

2024-2025 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

2024-2025 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.

◆RESOURCE COORDINATION AND SMART GOAL SETTING Bluffton Self Help provides personalized attention to our neighbors through our advocates. Our client advocates work one-on-one with neighbors to establish and achieve long-term goals, connecting you with resources, accessing our full array of programs, educating them, and empowering you to build a better life. Client Advocates are available at The Literacy & Learning Centers and The Resource Hub. Appointments are highly recommended, and services are available year-round. Contact Bluffton Self Help to learn more at 843-757-8000.

◆FINANCIAL LITERACY PROGRAM Bluffton Self Help's three-part Financial Literacy program empowers neighbors to regain control of their financial situation. The initial financial workshop focuses on savings, credit, and debt. Once complete, neighbors are invited to participate in a money plan session where they learn to take charge of their finances, gain greater financial peace, and achieve their goal. Finally, our neighbors are connected with financial mentors who work one-one-one to set goals for financial freedom.

Registration is required. For our 2024-2025 schedule, 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 16 weeks, during the fall and spring semesters.

2024-2025 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, an appointment is required. 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.



◆**GETTING AHEAD PROGRAM** Bluffton Self Help's Getting Ahead in a Just Gettin' By World is a workshop series that provides individuals with a learning environment and the tools and support to step outside of the problems of everyday life and look to the future. Over 16 weeks, a small group of participants -called investigators- will come together, along with a facilitator, to investigate self-sufficiency in their own lives and in their communities. Getting Ahead provides the tools to encourage investigators to write their own future story, and explore the environmental, circumstantial, and psychological challenges they face, along with the resources they have or lack. Contact Bluffton Self Help to learn more at 843-757-8000.

◆**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. Neighbors typically seek out WorkKeys testing when it is required by an employer or school. 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

39 Sheridan Park Cir Unit 8
Bluffton, SC 29910

4 Oak Park Dr
Hilton Head Island, SC 29926

39 Sheridan Park Cir Unit 1
Bluffton, SC 29910

THE RESOURCE HUB

39 Sheridan Park Cir Ste 9
Bluffton, SC 29910