

BE A PART OF | Business Management and Administration





MANAGING YOUR FUTURE – Business Management and Administration in South Carolina

TOP OF ITS CLASS—DARLA MOORE SCHOOL OF BUSINESS—UNIVERSITY OF SOUTH CAROLINA

#1

Ranked #1 Graduate International MBA Degree in 2014, and a top three graduate international degree for 25 consecutive years.

#1 Undergraduate International Business Degree for the last 17 consecutive years.

Best 'international experience' among the world's top 100 business schools.

Sources: Financial Times, 2013; U. S. News & World Report, 2014, Annual Survey of America's Best College Guide

THE BUSINESS MANAGEMENT AND ADMINISTRATION CAREER CLUSTER

This Career Cluster is divided into the following five majors:

- » General Management
- » Business Information Management
- » Human Resources Management
- » Operations Management
- » Administrative Support

LEARNING BUSINESS MANAGEMENT AND ADMINISTRATION IN SOUTH CAROLINA

There are various education resources in the Midlands of South Carolina for those looking to pursue studies and start a career in this cluster, including the following:

- » **Columbia College**
Business, Mathematics and Sciences Program
- » **Midlands Technical College**
Business Program
- » **University of South Carolina**
Darla Moore School of Business





GENERAL MANAGEMENT: If you're a part of the General Management major, you may be in charge of the direction and control of a business or working with employees to set goals and expectations, whether it's a small retail shop or a large manufacturing floor.

IF YOU CHOOSE GENERAL MANAGEMENT AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:

- » Formulating policies, managing daily operations and planning the use of materials and human resources
- » Analyzing data gathered and developing solutions or alternative methods of proceeding
- » Planning, directing or coordinating operational activities at the highest level of management with the help of subordinate executives and staff managers
- » Interpreting regulatory rules or rule changes and ensuring that they are communicated through corporate policies and procedures

SAMPLE CAREERS

Associate's Degree or Less
Annual Salary Range
\$30,000-\$65,000

- » Regulatory Affairs Associate
- » Department Manager
- » Office Manager
- » Quality Assurance Specialist
- » Regulatory Submissions Associate

Bachelor's Degree
Annual Salary Range
\$65,000-\$100,000

- » Business Continuity Planner
- » Employment Programs Analyst
- » Quality Control Analyst
- » Plant Superintendent
- » Store Manager

Bachelor's Degree + Graduate Degrees and/or Certifications

Annual Salary Range
\$100,000+

- » Purchasing Manager
- » Chief Operating Officer
- » Executive Director
- » President

| Career | Entry-Level Education | Annual Median Salary & Hourly Pay (2014) | Job Outlook (2012-22) | Responsibilities | Skills |
|--|-----------------------|--|-------------------------------------|---|--|
| Regulatory Affairs Specialists | Bachelor's Degree | \$64,950/year \$31.23/hour | 3% (Slower than average) | <ul style="list-style-type: none"> » Coordinate and document internal regulatory processes, such as internal audits, inspections, license renewals or registrations » Provide technical review of data or reports that will be incorporated into regulatory submissions to assure scientific rigor, accuracy and clarity of presentation » Review product promotional materials, labeling, batch records, specification sheets or test methods for compliance with applicable regulations and policies » Maintain current knowledge base of existing and emerging regulations, standards or guidance documents | <ul style="list-style-type: none"> » Active listening » Critical thinking » Reading comprehension » Speaking » Writing |
| Management Analysts | Bachelor's Degree | \$80,880/year \$38.89/hour | 15% (Faster than average) | <ul style="list-style-type: none"> » Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively » Confer with personnel to ensure successful functioning of newly implemented systems or procedures » Develop and implement a records management program for filing, protection and retrieval of records, and assure compliance with the program » Review forms and reports and confer with management and users about format, distribution and purpose | <ul style="list-style-type: none"> » Active listening » Complex problem solving » Critical thinking » Reading comprehension » Speaking |
| General and Operations Managers | Bachelor's Degree | \$97,270/year \$46.77/hour | 8% (Average) | <ul style="list-style-type: none"> » Review financial statements, sales or activity reports or other performance data to measure productivity or goal achievement » Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales or distribution of products » Prepare staff work schedules and assign specific duties » Monitor suppliers to ensure that they efficiently and effectively provide needed goods or services within budgetary limits | <ul style="list-style-type: none"> » Active listening » Coordination » Monitoring » Social perceptiveness » Speaking |
| Chief Executives | Master's Degree | \$173,320/year \$83.33/hour | 3% (Slower than average) | <ul style="list-style-type: none"> » Direct, plan or implement policies, objectives or activities of organizations or businesses to ensure continuing operations, to maximize returns on investments, or to increase productivity » Direct or coordinate an organization's financial or budget activities to fund operations, maximize investments or increase efficiency » Appoint department heads or managers and assign or delegate responsibilities to them » Analyze operations to evaluate performance of a company or its staff in meeting objectives or to determine areas of potential cost reduction, program improvement or policy change | <ul style="list-style-type: none"> » Complex problem solving » Coordination » Critical thinking » Judgment and decision making » Speaking |



BUSINESS INFORMATION MANAGEMENT: This major covers a broad area – everything from setting up a desktop PC to supporting critical databases for thousands of users. Professionals typically deploy hardware and software, provide technical assistance and manage information systems.

IF YOU CHOOSE BUSINESS INFORMATION MANAGEMENT AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:

- » Troubleshooting customer service and sales staff with computer and other technology-related problems
- » Designing strategies for enterprise database systems and setting standards for operations, programming and security
- » Providing assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail and operating systems
- » Ensuring appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure

SAMPLE CAREERS

Associate's Degree or Less

Annual Salary Range
\$30,000-\$50,000

- » Web Maintenance Specialist
- » Information Clerk
- » Help Desk Specialist
- » Computer Operator
- » Electronic Data Processing Auditor

Bachelor's Degree

Annual Salary Range
\$50,000-\$100,000

- » Information Security Officer
- » Database Administrator
- » IT Architect
- » Systems Engineer
- » IT Security Manager

Bachelor's Degree + Graduate Degrees and/or Certifications

Annual Salary Range
\$100,000+

- » Chief Information Officer
- » Data Processing Manager
- » Director of Application Development
- » Management Information Systems Director

| Career | Entry-Level Education | Annual Median Salary & Hourly Pay (2014) | Job Outlook (2012-22) | Responsibilities | Skills |
|--|-----------------------|--|--|---|---|
| Computer User Support Specialists | Bachelor's Degree | \$47,610/year \$22.89/hour | 15% (Faster than average) | <ul style="list-style-type: none"> » Answer user inquiries regarding computer software or hardware operation to resolve problems » Enter commands and observe system functioning to verify correct operations and detect errors » Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems or appropriate software » Install and perform minor repairs to hardware, software or peripheral equipment, following design or installation specifications | <ul style="list-style-type: none"> » Active listening » Critical thinking » Reading comprehension » Speaking » Writing |
| Database Architects | Bachelor's Degree | \$83,410/year \$40.10/hour | 3% (Slower than average) | <ul style="list-style-type: none"> » Design databases to support business applications, ensuring system scalability, security, performance and reliability » Develop database architectural strategies at the modeling, design and implementation stages to address business or industry requirements » Collaborate with system architects, software architects, design analysts and others to understand business or industry requirements » Set up database clusters, backup or recovery processes | <ul style="list-style-type: none"> » Active listening » Complex problem solving » Critical thinking » Judgment and decision making » Reading comprehension |
| Information Security Analysts | Bachelor's Degree | \$88,890/year \$42.74/hour | 22% (Much faster than average) | <ul style="list-style-type: none"> » Plan, implement, upgrade or monitor security measures for the protection of computer networks and information » Encrypt data transmissions and erect firewalls to conceal confidential information as it is being transmitted and to keep out tainted digital transfers » Review violations of computer security procedures and discuss procedures with violators to ensure violations are not repeated » Monitor current reports of computer viruses to determine when to update virus protection systems | <ul style="list-style-type: none"> » Active listening » Complex problem solving » Critical thinking » Reading comprehension » Speaking |
| Computer and Information Systems Managers | Bachelor's Degree | \$127,640/year \$61.37/hour | 15% (Faster than average) | <ul style="list-style-type: none"> » Manage backup, security and user help systems » Develop and interpret organizational goals, policies and procedures » Develop computer information resources, providing for data security and control, strategic computing and disaster recovery » Consult with users, management, vendors and technicians to assess computing needs and system requirements | <ul style="list-style-type: none"> » Active listening » Complex problem solving » Critical thinking » Monitoring » Reading comprehension |



HUMAN RESOURCES (HR) MANAGEMENT: Human resources departments can be found in nearly all medium-sized and large organizations. The primary job of a human resource manager is to oversee and coordinate the hiring, management and discharging of all employees.

IF YOU CHOOSE HUMAN RESOURCES MANAGEMENT AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:

- » Preparing reports for employment records, filing employment records, or searching employee files and furnishing information to authorized persons
- » Providing advice on the resolution of classification and salary complaints
- » Interpreting and explaining human resources policies, procedures, laws, standards or regulations
- » Planning, directing or coordinating employee training and development activities of an organization

SAMPLE CAREERS

Associate’s Degree or Less

Annual Salary Range
\$30,000-\$50,000

- » HR Associate
- » Benefits Associate
- » Personnel Clerk
- » HR Technician
- » Trainer

Bachelor’s Degree

Annual Salary Range
\$50,000-\$80,000

- » Training and Development Specialist
- » Compensation Analyst
- » Technical Recruiter
- » Labor Relations Specialist
- » Benefits Administrator
- » Personnel Coordinator

Bachelor’s Degree + Graduate Degrees and/or Certifications

Annual Salary Range
\$80,000-\$150,000+

- » Director of Staff Development
- » Compensation and Benefits Manager
- » HR Manager

| Career | Entry-Level Education | Annual Median Salary & Hourly Pay (2014) | Job Outlook (2012-22) | Responsibilities | Skills |
|--|-----------------------|--|------------------------------------|---|---|
| Human Resources Assistants | Associate's Degree | \$38,040/year \$18.29/hour | 2% (Little to no change) | <ul style="list-style-type: none"> » Process, verify and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications and employee leaves of absence » Explain company personnel policies, benefits and procedures to employees or job applicants » Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance and dates and reasons for terminations » Examine employee files to answer inquiries and provide information for personnel actions | <ul style="list-style-type: none"> » Active listening » Critical thinking » Reading comprehension » Speaking » Writing |
| Human Resources Specialists | Bachelor's Degree | \$57,420/year \$27.60/hour | 8% (Average) | <ul style="list-style-type: none"> » Prepare or maintain employment records related to events such as hiring, termination, leaves, transfers or promotions » Hire employees and process hiring-related paperwork » Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions or promotion opportunities » Address employee relations issues, such as harassment allegations, work complaints or other employee concerns | <ul style="list-style-type: none"> » Active listening » Critical thinking » Reading comprehension » Speaking » Writing |
| Compensation, Benefits and Job Analysis Specialists | Bachelor's Degree | \$60,600/year \$29.13/hour | 3% (Slower than average) | <ul style="list-style-type: none"> » Ensure company compliance with federal and state laws, including reporting requirements » Evaluate job positions, determining classification, exempt or non-exempt status and salary » Plan, develop, evaluate, improve and communicate methods and techniques for selecting, promoting, compensating, evaluating and training workers » Prepare occupational classifications, job descriptions and salary scales | <ul style="list-style-type: none"> » Active listening » Complex problem solving » Critical thinking » Reading comprehension » Speaking |
| Training and Development Managers | Bachelor's Degree | \$101,930/year \$49.01/hour | 8% (Average) | <ul style="list-style-type: none"> » Prepare a training budget for a department or organization » Evaluate instructor performance and the effectiveness of training programs and provide recommendations for improvement » Conduct or arrange for ongoing technical training and personal development classes for staff members » Plan, develop and provide training and staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences and workshops | <ul style="list-style-type: none"> » Active listening » Coordination » Instructing » Learning strategies » Speaking |



OPERATIONS MANAGEMENT: Operations managers are responsible for making sure a business or agency has the resources needed to function on a daily basis. Payroll, finances, facilities management and other diverse areas are tasks of an operations manager, as well as helping senior managers determine policies and make decisions about daily operations.

IF YOU CHOOSE OPERATIONS MANAGEMENT AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:

- » Operating computers programmed with accounting software to record, store and analyze information
- » Supervising employees performing financial reporting, accounting, billing, collections, payroll and budgeting duties
- » Recording employee information, such as exemptions, transfers and resignations, to maintain and update payroll records
- » Analyzing financial information and preparing financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability or other financial activities within an organization

SAMPLE CAREERS

Associate's Degree or Less
Annual Salary Range
\$30,000-\$50,000

- » Facilities Manager
- » Accounts Receivable Clerk
- » Bookkeeper
- » Accounting Technician
- » Payroll and Benefits Specialist

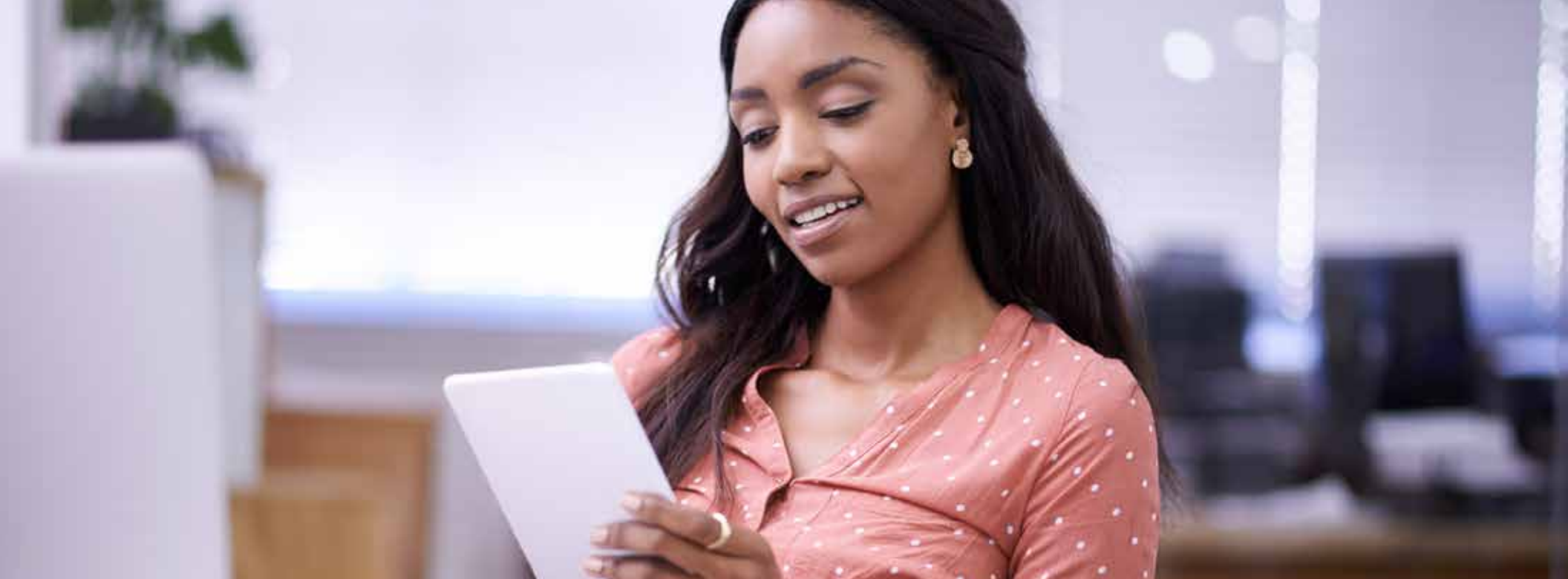
Bachelor's Degree
Annual Salary Range
\$50,000-\$80,000

- » Auditor
- » Operations Manager
- » Accounting Manager
- » Business Analyst
- » Operations Research Analyst
- » Financial Reporting Accountant

Bachelor's Degree + Graduate Degrees and/or Certifications
Annual Salary Range
\$80,000-\$150,000+

- » Chief Financial Officer
- » Chief Operating Officer
- » Comptroller
- » Director of Finance
- » Vice President of Finance

| Career | Entry-Level Education | Annual Median Salary & Hourly Pay (2014) | Job Outlook (2012-22) | Responsibilities | Skills |
|--|-----------------------------------|--|------------------------|---|---|
| Bookkeeping, Accounting and Auditing Clerks | High School Diploma or Equivalent | \$36,430/year \$17.51/hour | 8% (Average) | <ul style="list-style-type: none"> » Check figures, postings and documents for correct entry, mathematical accuracy and proper codes » Classify, record and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers » Debit, credit and total accounts on computer spreadsheets and databases, using specialized accounting software » Operate computers and copy machines to perform calculations and produce documents | <ul style="list-style-type: none"> » Active listening » Critical thinking » Mathematics » Reading comprehension » Speaking |
| Payroll and Timekeeping Clerks | High School Diploma or Equivalent | \$39,700/year \$19.09/hour | 8% (Average) | <ul style="list-style-type: none"> » Review time sheets, work charts, wage computation and other information to detect and reconcile payroll discrepancies » Process paperwork for new employees and enter employee information into the payroll system » Verify attendance, hours worked and pay adjustments, and post information onto designated records » Compute wages and deductions and enter data into computers | <ul style="list-style-type: none"> » Active listening » Monitoring » Reading comprehension » Speaking » Time management |
| Accountants | Bachelor's Degree | \$65,940/year \$31.70/hour | 8% (Average) | <ul style="list-style-type: none"> » Prepare, examine or analyze accounting records, financial statements or other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards » Report to management regarding the finances of an organization » Develop, implement, modify and document recordkeeping and accounting systems, making use of current computer technology » Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements | <ul style="list-style-type: none"> » Active listening » Critical thinking » Mathematics » Reading comprehension » Writing |
| Treasurers and Controllers | Master's Degree | \$115,320/year \$55.44/hour | 8% (Average) | <ul style="list-style-type: none"> » Coordinate and direct the financial planning, budgeting, procurement or investment activities of an organization » Develop internal control policies, guidelines and procedures for activities such as budget administration, cash and credit management and accounting » Maintain current knowledge of organizational policies and procedures, federal and state policies and directives and current accounting standards » Prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets or reports required by regulatory agencies | <ul style="list-style-type: none"> » Complex problem solving » Critical thinking » Judgment and decision making » Management » Reading comprehension |



ADMINISTRATIVE SUPPORT: People in the Administrative Support major help a company, organization or government agency operate efficiently. Administrative support employees often are in charge of a range of functions, including customer relations, management support, building grounds maintenance, as well as coordinating and purchasing office furnishings.

IF YOU CHOOSE ADMINISTRATIVE SUPPORT AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:

- » Discussing job performance problems with employees to identify causes and issues and to work on resolving problems
- » Answering inquiries and providing information to the general public, customers, visitors and other interested parties
- » Attending meetings to record minutes
- » Preparing and reviewing operational reports and schedules to ensure accuracy and efficiency

SAMPLE CAREERS

Associate's Degree or Less

Annual Salary Range
\$30,000-\$50,000

- » Office Assistant
- » Community Liaison
- » File Clerk
- » Administrative Assistant

Bachelor's Degree

Annual Salary Range
\$50,000-\$80,000

- » Office Manager
- » Staff Services Manager
- » Office Supervisor
- » Facilities Manager

**Bachelor's Degree +
Graduate Degrees and/or
Certifications**

Annual Salary Range
\$80,000-\$150,000+

- » Business Manager
- » Director of Operations
- » Consultant

| Career | Entry-Level Education | Annual Median Salary & Hourly Pay (2014) | Job Outlook (2012-22) | Responsibilities | Skills |
|--|-----------------------------------|---|------------------------------------|--|--|
| Receptionists and Information Clerks | High School Diploma or Equivalent | \$26,760/year \$12.87/hour | 8% (Average) | <ul style="list-style-type: none"> » Operate a telephone switchboard to answer, screen or forward calls, providing information, taking messages or scheduling appointments » Greet persons entering an establishment, determine nature and purpose of visit and direct or escort them to specific destinations » Schedule appointments, maintain and update appointment calendars » Hear and resolve complaints from customers or the public | <ul style="list-style-type: none"> » Active listening » Critical thinking » Reading comprehension » Service orientation » Speaking |
| First-Line Supervisors of Office and Administrative Support | Bachelor's Degree | \$50,780/year \$24.42/hour | 8% (Average) | <ul style="list-style-type: none"> » Supervise the work of office, administrative or customer service employees to ensure adherence to quality standards, deadlines and proper procedures, correcting errors or problems » Resolve customers' complaints or answer customers' questions regarding policies and procedures » Provide employees with guidance in handling difficult or complex problems or in resolving escalated complaints or disputes » Review records or reports pertaining to activities such as production, payroll or shipping to verify details, monitor work activities or evaluate performance | <ul style="list-style-type: none"> » Active listening » Coordination » Monitoring » Reading comprehension » Social perceptiveness |
| Executive Administrative Assistants | Associate's Degree | \$51,270/year \$24.65/hour | 2% (Little to no change) | <ul style="list-style-type: none"> » Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings » Train and supervise lower-level clerical staff » Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database or presentation software » Conduct research, compile data and prepare papers for consideration and presentation by executives, committees and boards of directors | <ul style="list-style-type: none"> » Active listening » Reading comprehension » Service orientation » Speaking » Writing |
| Administrative Services Managers | Bachelor's Degree | \$83,790/year \$40.28/hour | 8% (Average) | <ul style="list-style-type: none"> » Plan, direct or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations and other office support services » Direct or coordinate the supportive services department of a business, agency or organization » Set goals and deadlines for the department » Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records | <ul style="list-style-type: none"> » Active listening » Judgment and decision making » Management » Reading comprehension » Time management » Speaking |

Business Management and Administration Resources in the Midlands

Mr. Jerry Bellune

Lexington Publishing Company Inc.
131 Swartz Road
Lexington SC 29072
803-331-6695
jerrybellune@yahoo.com

Ms. DeAnna Bookert

Greater Columbia
Community Relations Council
930 Richland Street
Columbia SC 29202
803-733-1124
dbookert@comrelations.org

Mr. Eric Bothur

Midlands Technical College
PO Box 2408
Columbia SC 29202
803-790-7586
bothure@midlandstech.edu

Ms. Jackie Bowers

Veolia Transportation
3613 Lucius Road
Columbia SC 29201
803-255-7083
jackie.bowers@veoliatransportation.com

Ms. Angie Brooks

TRUE Group
5000 Thurmond Mall, Suite 114
Columbia SC 29201
803-748-8530
abrooks@truegroupsolutions.com

Mr. Frank Buchanan

Find Great People Intl.
190 Knox Abbott Drive, Suite 3-B
Cayce SC 29033
803-719-5551
fbuchanan@fgp.com

Mr. Cory Chambers

UPS
3400 Edmund Highway
West Columbia SC 29170
803-822-6624
coryellis chambers@gmail.com

Mr. Ryan Coleman

City of Columbia—
Office of Business Opportunities
1201 Main Street, Suite 250
Columbia SC 29201
803-734-2732
rtcoleman@columbiasc.net

Mr. Tony Dillon

SC Department of Education
922 Rutledge Building
Columbia SC 29201
803-734-7168
tdillon@ed.sc.gov

Mr. Lynwood Duke

Russell & Jeffcoat Realtors Inc.
1022 Calhoun Street
Columbia SC 29201
803-779-6000
lduke@russellandjeffcoat.com

Mr. Bryce England

Snelling Staffing Services
114 Haygood Avenue
Lexington SC 29072
803-359-7644 x102
Bryce@CareerSC.com

Ms. Stacey Feaster

Fairfield Central High School
836 US Hwy 321, Bypass S
Winnsboro SC 29180
803-635-1441
sgfeaster@fairfield.k12.sc.us

Ms. Becky Garnett

Midlands Technical College
PO Box 2408
Columbia SC 29202
803-691-3881
garnettb@midlandstech.edu

Ms. Daphne Givens

Central Midlands
Regional Transit Authority
3613 Lucius Road
Columbia SC 29201
803-255-7131
daphne.givens@catchthecomet.org

Mr. Brooks Harper

Brooks Harper Enterprises
107 Mason Road
Lexington SC 29073
803-318-2315
brooks@brooksharper.com

Ms. Lynn Hutto

Greater Columbia
Community Relations Council
930 Richland Street
Columbia SC 29202
803-206-5215
lhutto@comrelations.org

Ms. Alesia Jerrels

Recruiting Solutions
1441 Main Street, Suite 890
Columbia SC 29201
803-806-8125
ajerrels@recruitingsolutionsonline.com

Ms. Trish Jones

University of South Carolina
Darla Moore School of Business
Columbia SC 29208
803-777-8063
pjones@moore.sc.edu

Ms. Kate Lang

TRC Staffing Services
1218 Henderson Street
Columbia SC 29201
803-255-7267
kate.lang@trcstaffing.com

Ms. Georgia Meeks

Spherion Staffing
16 Berryhill Road, Suite 119
Columbia SC 29210
803-772-4915
georgiameeks@spherion.com

Ms. Rhonda Rawl

Blue Avenue
PO Box 173
Columbia SC 29202
803-361-7295
rhonda@goblueavenue.com

Dr. Joan Roberts-Reed

Richland School District One
3560 Lynhaven Drive
Columbia SC 29204
803-735-3336
jroberts-reed@richlandone.org

Mr. Lance Roper

Canteen Vending
120 N. Montague Drive
Columbia SC 29203
803-786-2251
lancerober.rop@compass-usa.com

Ms. Valerie Smith

Rehani Consulting
PO Box 91004
Columbia SC 29290
803-917-8542
rehani@rehani.org

Mr. Trey Smoak

Recruiting Solutions
1441 Main Street, Suite 890
Columbia SC 29201
803-806-8125
tsmoak@recruitingsolutionsonline.com

Mr. Gary Washington

Carolina Encouragement Center
1815 Gervais Street
Columbia SC 29201
803-931-8881
gawcpi@att.net

Dr. Valencia Westray

Morgaret Business Solutions, LLC
3031 Scotsman Road, Suites 5-6
Columbia SC 29223
803-788-5600
vwestray@morgaretbusinesssolutions.com

Ms. Susan Wilson

Palmetto Utility Protection Service, Inc.
810 Dutch Square Boulevard #320
Columbia SC 29210
803-939-1117
susan.wilson@sc1pups.org

Online Resources

COLLEGES AND UNIVERSITIES

Allen University
allenuniversity.edu

Benedict College
benedict.edu

Clemson University
clemson.edu

Columbia College
columbiasc.edu

Columbia International University
ciu.edu

Limestone College-Extended Campus
limestone.edu/extended-campus

Midlands Technical College
midlandstech.edu

SC State University
scsu.edu

South University
southuniversity.edu/columbia

Southern Wesleyan University
swu.edu

University of South Carolina
sc.edu

Webster University
webster.edu

EDUCATION DEPARTMENTS, ALLIANCES AND RESOURCES

CTE: Career Technical Education
careertech.org

Mapping Your Future
mappingyourfuture.org

Midlands Education and Business Alliance (MEBA)
mebasc.com

Regional Workforce Advisors
sccommerce.com

Peace Corps
peacecorps.gov

SC State Department of Education
ed.sc.gov

SC Independent Colleges & Universities
scicu.org

SC Career Information System
scois.net

SC Technical College System
sctechsystem.com

BUSINESS MANAGEMENT & ADMINISTRATION RESOURCES

American Management Association
amanet.org

American Purchasing Society
american-purchasing.com

Association of Accountants and Financial Professionals in Business
imanet.org

Business Professionals of America
bpa.org

Careers in Finance
careers-in-finance.com

Human Resources Certification Institute
hrci.org

Institute of Internal Auditors
theiia.org

Risk Management Association
rmahq.org

Society for Human Resource Management
shrm.org

MILITARY

Army Ed Space
armyed.space.com

South Carolina National Guard
scguard.com

Today's Military
todaysmilitary.com

US Air Force
airforce.com

US Air Force Reserve
afreserve.com

US Army
goarmy.com

US Army Reserve
goarmy.com/reserve

US Coast Guard
uscg.mil


US Coast Guard Reserve
uscg.mil/reserve

US Marines Corps
marines.com

US Marines Corps Reserve
marines.com/eligibility/service-options/reserve

US Navy
navy.com

US Navy Reserve
navyreserve.com

-  www.facebook.com/mebasc
-  www.twitter.com/mebasc
-  www.pinterest.com/mebasc
-  www.youtube.com/mebaconnects
-  www.linkedin.com/company/mebasc

