# ALABAMA SUCCESS
## EDUCATION & CAREER PLANNER

Sponsored by Alabama Tech Prep

TECH PREP CAREER TALENTS TECHNICAL EDUCATION

# Go Public

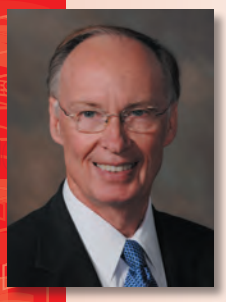
Your guide to careers in
## GOVERNMENT & PUBLIC ADMINISTRATION

Great Career Ideas • Creating Your Plan • College Resources

Let's go AL
Education Opens the Right Doors For You

ALABAMA SUCCESS
SUPPORTING CAREER CLUSTER EDUCATION FOR STUDENTS SYSTEM

# A message from . . .



**Robert Bentley,**
**Governor of Alabama**

The investments we make in our students today will help shape their futures for years to come. Our students are destined to become high-performing professionals in all sectors of the workforce.

Alabama SUCCESS is an initiative designed to help students access valuable information about current careers, postsecondary learning, and financial literacy resources.

Our goal is to give students the opportunities they need to prepare themselves for success. We want our students to be well-equipped for top careers in Alabama's workforce – which has a growing influence on the global marketplace.

This Alabama SUCCESS guide is a great resource to assist in preparing for a bright and successful future.

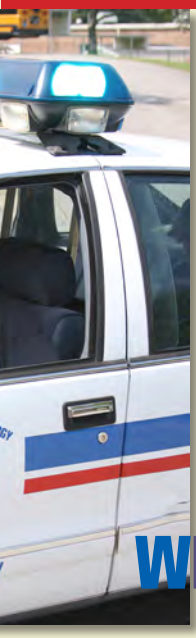
**Dr. Thomas R. Bice,**
**Alabama State Superintendent of Education**

Alabama SUCCESS is an invaluable resource designed specifically for students. By learning about actual career fields and the education and experience required for specific jobs, you will be better able to figure out what you want to do after high school and what you need to do to achieve your goals.

A·L·A·B·A·M·A SUCCESS
SUPPORTING CAREER CLUSTER EDUCATION FOR STUDENTS SYSTEM

This guide is part of a series created to help students in Alabama learn more about careers, salaries, and the steps they need to take to reach their goals. By connecting what they learn in the classroom to real jobs that interest them, Alabama students will graduate better prepared for life and work. You can help your child use this guide by:

- Talking to your child about what careers interest him or her—and why
- Sharing your work experiences—pro and con—with your child
- Asking people in your community who work in jobs that interest your child to talk about their careers or to let your child visit their workplace.



# What Employers Want

**Susan Lovett, Vice President**
**The Alabama Association of Public Personnel Administrators**

"**Honesty and dependability are two key character traits that all employees must possess, no matter their field of work.** For public employees, these two traits are perhaps even more important because the functioning of society depends on their work. The work of each employee helps ensure the community runs like a well-oiled machine.

Candidates for jobs in this career cluster should also have strong organizational and interpersonal skills, since employees in this field will interact with the public.

In terms of education, Government & Public Administration jobs generally require basic math, science, reading, and writing skills. Computer skills are becoming increasingly important, as government record-keeping continues to move to the digital domain."

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ALABAMA SUCCESS

**CLUSTER**
Government & Public Administration

**PATHWAY**
Public Management and Administration

**SAMPLE OCCUPATION**
City Manager

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# Government & Public Administration

**The government is the biggest employer in the United States. So if you want to prepare for a career in a field with plenty of job openings, consider Government & Public Administration. Career options includes tourism, transportation, accounting, and animal control. Wherever there is a local, state, or federal agency or office, there is a need for qualified employees.**

## CLUSTER PROFILE

## YOU DECIDE

**Does the Government & Public Administration career cluster fit you, your talents, and your dreams? Take this quick quiz to find out.**

**1**

Are you interested in news and current events?

**WHY IT MATTERS:**
One of the best ways to prepare for a career in Government & Public Administration is to keep informed about news and current events.

**2**

Do you have strong public speaking skills?

**WHY IT MATTERS:**
Jobs in this career cluster often involve communicating in various ways, such as letter writing and speech making.

**3**

Do you have strong organizational and time management skills?

**WHY IT MATTERS:**
To ensure quality, any good job candidate, no matter their career path, must possess strong organizational and time management skills.

**4**

Do you take part in student government associations and clubs?

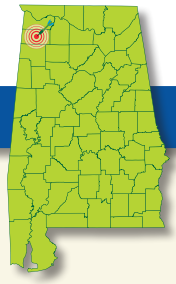
**WHY IT MATTERS:**
Student organizations are a great stepping-stone toward careers in Government & Public Administration.

**5**

Do you enjoy helping others?

**WHY IT MATTERS:**
The goal of every job in Government & Public Administration is to help your community.

**If you answered "yes" to most of these questions, Government & Public Administration could be right for you.**



## YOUNG PROFESSIONAL PROFILE

**NAME:** Art Richey

**EDUCATION:** Russellville High School, Russellville; Birmingham-Southern College—Political Science, Bachelor of Political Science Degree

When Art Richey graduated from Birmingham-Southern College in May 2009, he capped off a very active career in Alabama public education. In addition to his many academic successes, Richey participated in extracurricular activities that included internships with state congressmen and participation in several government-related student organizations.

The reason for the extra effort? Richey was laying the foundation for a career in Government & Public Administration, a dream that was realized less than two months after his graduation from college.

In July 2009, Alabama Congressional Representative Bobby Bright, a Democrat in Montgomery's Second District, hired Richey to work in his Washington, D.C., office. As staff assistant to the congressman, Richey spends a great deal of time writing letters, a skill he first mastered in a business course at Russellville High School in Alabama. "What I learned in that class is having a direct impact on my first job in government," Richey explains. "All throughout college, those basic skills definitely gave me a leg up over other students."

**LEARN MORE**

For more information on career opportunities in Alabama, visit the website of the Alabama State Personnel Department at *www.personnel.state.al.us.*

# MAKE A PLAN

**Sit down with your parents and counselor and create a plan.**

Map out an Alabama Education Plan (sample at right) based on your interests, strengths, and possible career goals.

Your plan outlines the courses and electives you'll take in high school, plus related clubs and career preparation. Your counselor will work with you to determine the learning experiences needed for you to complete your plan, such as using distance learning or earning college credit from your local community college.

Here's a sample Alabama Education Plan for you to use as a guide.

## SAMPLE* Alabama Education Plan

**Name:** Jordan Smith
**School:** Central High School
**Diploma Option:** Advanced Career and Technical Endorsement
**Cluster:** Government & Public Administration
**Pathway:** Public Management and Administration
**Career Goal:** Legislator
**Postsecondary Goal:** Bachelor of Science in Business Administration

| | Math | English | Science | Social Studies | Other Optional Courses | Sampling of Career and Technical Education Courses in Pathway |
|---|---|---|---|---|---|---|
| 9th Grade | Algebra I | English 9 | Physical Science | World History 1500–Present | ■ Health<br>■ Fine Arts<br>■ Computer Applications<br>■ Physical Education<br>■ Foreign Language I**<br>■ Foreign Language II** | ■ Business Technology Applications<br>■ Business Essentials<br>■ Commerce Communication<br>■ Business Finance<br>■ Management Principles |
| 10th Grade | Geometry | English 10 | Biology | United States History to 1877 | | |
| 11th Grade | Algebra II with Trigonometry | English 11 | Chemistry | United States History to Present | | |
| 12th Grade | Pre-Calculus or Calculus | English 12 | Physics | Government and Economics | | |

**Community College / Higher Education**

**General Education Requirements**
- English Composition I
- English Composition II or SPH 106
- Humanities Elective
- Intermediate College Math
- Microcomputer Applications
- Math or Science Elective
- History, Social, or Behavioral Science
- Orientation for Career Students

**Required and CTE Courses**
- Principles of Accounting
- Small Business Management
- Web Page Development
- Financial Record Keeping***
- Entrepreneurism
- Computer Applications
- Word Processing***
- Business Math
- Business Communication
- The Legal & Social Environment of Business
- Fundamentals of Oral Communication
- Ethics

**Education and Career Assessments:**
8th Grade: Interest inventory and education plan initiated for all learners
11th Grade: College placement assessment

**Career Learning Experiences:**
Career preparation—paid and unpaid, internships, job shadowing

**Co-Curricular Experiences:** SkillsUSA
**Extracurricular Experiences:** Student council, debating
**Service Learning Experiences:**
Volunteer to campaign for a candidate in an upcoming local election

*This is a sample plan and should not be considered a definitive plan for any student interested in this career cluster.
**Alabama First Choice diploma requires 2 years of the same foreign language. ***Statewide articulated course

**ARTICULATION AGREEMENT** is a fancy term for a simple education agreement that can streamline your road to a successful career.

Statewide articulation agreements link all high schools and two-year colleges in Alabama. They provide credit at two-year colleges for coursework mastered at the high school level.

Articulation agreements can take you down your career pathway as well. In many cases, students transferring from two-year to four-year colleges and universities can complete four-year general studies core course requirements before they transfer.

### Get Career Credentials

If you're a student in a career and technical education (CTE) program, you may have the option of earning a Career Readiness Certificate along with your high school diploma. The nationally recognized certificate shows you're proficient in applied math, reading for information, and locating information—skills employers highly value. Ask your school counselor about the statewide program; if it's not in your high school now, it will be implemented soon.

# CAREER IDEAS

**Need-to-know facts and figures about real Alabama jobs, salaries, and education options in Government & Public Administration.**

The 12 careers highlighted on the next page are a sampling of occupations in the **Government & Public Administration** cluster in Alabama. The charts include occupation name, description, plus wages for workers just starting out in the profession, average wages for those in the occupation, and the wages earned by experienced workers in the job (see "How to Read Job Charts"). The bar below the occupation's name contains the Standard Occupational Code (SOC); use the SOC to look up more information about the career in online databases such as O*NET (see below). The bars are also color-coded to indicate the minimum level of education required for each profession.

**For further information on occupations in all career clusters, go to the O*NET database at *www.online.onetcenter.org*.**

## How to Read Job Charts

- Starting Hourly Wage
- Average Hourly Wage
- Experienced Hourly Wage
- Occupation Name
- SOC Number
- Minimum Education Level (indicated by color bar)
- Occupation Description

**EDUCATION LEVELS**

- On-the-Job Training
- Work Experience in a Related Occupation
- Postsecondary Vocational Training
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

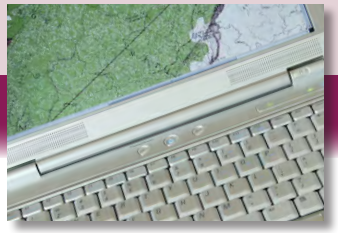
*Source: Alabama Department of Industrial Relations, Labor Market Information Division.*

## Check Out These Three COOL CAREERS

### GIS Technician

**WHAT:** Using numerous software applications, capture, analyze, and compile data related to a geographic region. Help protect the environment by decreasing the need to use paper materials, since governments are increasingly using Geographic Information System (GIS) technology to store government records.

**WHO:** GIS technicians have to have superior computer skills. In addition, candidates must possess a strong sense of ethics, because GIS technicians often handle sensitive documents and techniques.



### Foreign Service Diplomatic Courier

**WHAT:** Secretly and safely carry diplomatic pouches containing classified and sensitive material for the federal government.

**WHO:** Diplomatic couriers often live and work in foreign countries, and they travel frequently.

### City Planner

**WHAT:** Help prepare towns, cities, and counties for future growth by determining what land will be developed and how buildings and other structures will be designed.

**WHO:** City planners must have creativity, as well as a strong grasp of building and design principles.

### Financial Examiner

**SOC: 13-2061**

Ensure compliance with laws and regulations governing financial institutions and transactions.

### Economist

**SOC: 19-3011**

Conduct research, prepare reports, or formulate plans to solve economic problems.

### Transportation Inspector

**SOC: 53-6051**

Examine equipment and procedures to ensure that transportation systems meet safety regulations.

### Compliance Officer

**SOC: 13-1041**

Ensure accordance with laws and regulations governing licenses and permits.

### Appraiser and Assessor of Real Estate

**SOC: 13-2021**

Estimate the value of property for a variety of purposes.

### Tax Examiner, Collector, and Revenue Agent

**SOC: 13-2081**

Determine tax liability or collect taxes from individuals or business firms.

### Postmaster and Mail Superintendent

**SOC: 11-9131**

Sort mail for delivery. Deliver mail on established route by vehicle or on foot.

### Court Clerk

**SOC: 43-4031**

Prepare dockets, and contact witnesses, lawyers, and attorneys to obtain information for judges and the court.

### Statistical Assistant

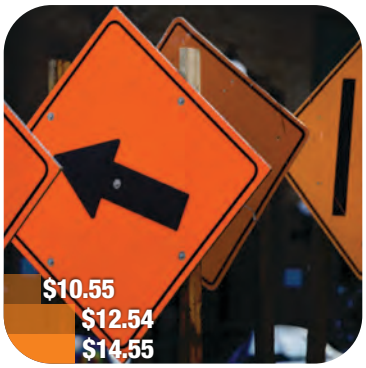
**SOC: 43-9111**

Compile and compute data according to statistical formulas for use in statistical studies.

### Eligibility Interviewer (Government Programs)

**SOC: 43-4061**

Determine the assistance people may receive from government programs.




### Highway Maintenance Worker

**SOC: 47-4051**

Maintain highways, municipal and rural roads, airport runways, and rights-of-way.

### Urban and Regional Planner

**SOC: 19-3051**

Develop plans and programs for use of land and physical facilities of towns, cities, counties, and metropolitan areas.

# Think Again

**Now is the time to take a fresh look at Government & Public Administration careers you may not have considered before.**

**MYTH:** The Government & Public Administration career cluster is only for those interested in a political career.

**FACTS:** A sea of government jobs are available, and only a small percentage involve direct work for politicians and political groups. If you are interested in politics, ample job opportunities exist in Alabama.

# Reality Check

## What It Costs to Live on Your Own in Alabama

Estimated 2009–2010 monthly expenses for a 22-year-old living in Birmingham.

Note: Keep in mind that your paycheck will be reduced by about 30 percent to cover taxes, retirement, and insurance. What's left is known as your "take-home pay." Subtract 30 percent from the salaries shown on page 5 to get a more accurate take-home amount.

**Cable and Internet: $90**

**Rent and utilities: $700–$800**

*(1-bedroom)*

**Monthly total: $1,310–$1,654**

**Yearly total: $15,742–$19,851**

**Car insurance: $30–$95**

*(6-month policy)*

**Cell phone: $70**

**Groceries: $200–$250**

**Gasoline: $124**

*(1,000 miles @ $3.10 per gallon, 25 MPG)*

**Car payment: $350–$450**

*(Used 2010/2011 4-door)*

**Sources:** *Rent: www.rentbits.com/rb/t/rental-rates/birmingham-al*
*Car: www.carsdirect.com*
*Cell phone: www.att.com, www.bellsouth.net, www.buycomcast.net, www.whitefence.com*
*Groceries: www.wkrg.com/consumer/article/alabamians_paying_more_for_groceries/23889*
*Cable and Internet: www.birmingham.mybrighthouse.com*
*Car insurance: www.progressive.com*
*Gas: www.gasbuddy.com*

# Take It to the Next Level

## Check It OUT

Most Alabama schools offer this student organization related to the **Government & Public Administration** career cluster:

**Future Business Leaders of America** ▪ ***www.fbla-pbl.org***

FBLA is a great opportunity for Alabama students to learn about various business relationships in the state. The organization gives students in this cluster a first glance at basic business operations, as well as a great opportunity to network with other students and professionals in the field.

In Alabama, the learning doesn't stop with high school graduation. Here is a list of public postsecondary (after high school) institutions that may offer programs related to this cluster. For Web links to these two- and four-year institutions, visit *www.ache.alabama.gov/Colleges&Universities/Directory.htm*.

### Two-Year Institutions Offering Certificates or Associate's Degrees

- Alabama Southern Community College, Monroeville
- Bevill State Community College, Sumiton
- Bishop State Community College, Mobile
- Calhoun Community College, Decatur
- Central Alabama Community College, Alexander City
- Chattahoochee Valley Community College, Phenix City
- Enterprise-Ozark Community College, Enterprise
- Faulkner State Community College, Bay Minette
- Gadsden State Community College, Gadsden
- H. Councill Trenholm State Technical College, Montgomery
- Jefferson Davis Community College, Brewton
- Jefferson State Community College, Birmingham
- J.F. Drake State Community College, Huntsville
- J.F. Ingram State Technical College, Deatsville
- Lawson State Community College, Birmingham
- Lurleen B. Wallace Community College, Andalusia
- Marion Military Institute, Marion
- Northeast Alabama Community College, Rainsville
- Northwest-Shoals Community College, Muscle Shoals
- Reid State Technical College, Evergreen
- Shelton State Community College, Tuscaloosa
- Snead State Community College, Boaz
- Southern Union State Community College, Wadley
- Wallace Community College (Selma), Selma
- Wallace State Community College (Dothan), Dothan
- Wallace State Community College (Hanceville), Hanceville

### Four-Year Institutions Offering Bachelor's, Master's, Doctoral, or First Professional Degrees

- Alabama A&M University, Normal
- Alabama State University, Montgomery
- Athens State University, Athens
- Auburn University, Auburn
- Auburn University at Montgomery, Montgomery
- Jacksonville State University, Jacksonville
- Troy University, Troy
- Troy University Dothan, Dothan
- Troy University (Montgomery), Montgomery
- University of Alabama at Birmingham, Birmingham
- University of Alabama in Huntsville, Huntsville
- The University of Alabama, Tuscaloosa
- University of Montevallo, Montevallo
- University of North Alabama, Florence
- University of South Alabama, Mobile
- University of West Alabama, Livingston

### Certifications

While attending high school and postsecondary institutions, all Alabama students should consider getting certifications related to their career cluster of interest. These certifications can improve a student's skill set, as well as increase the student's overall chance of gaining employment in the field.

# GETTING READY

## GRADE 9 FRESHMAN YEAR

- Research your career options based on your interests, talents, and goals.
- Choose a career cluster.
- Create an Alabama Education Plan (see page 3).
- Do your best work in all your classes. Course selection and grades really do count when you are applying to colleges and training programs.
- Keep a folder or portfolio of your activities, awards, accomplishments, and work experience, and add to it during your high school career.

## GRADE 10 SOPHOMORE YEAR

- Continue building the strongest possible academic record.
- Consider taking the PLAN (pre-ACT) if you plan to apply to a two-year college or university in the future.
- Consider taking the PSAT (preliminary SAT/National Merit Scholarship Test) if you plan to apply to a two-year college or university in the future.
- Use the information in your portfolio to create a resume.
- Apply for summer jobs, internships, or volunteer activities related to your career cluster.

## GRADE 11 JUNIOR YEAR

- Take the PSAT/NMSQT.
- Use resources available at your school (books, online tools, college fairs, etc.) to research postsecondary education options related to your career goals.
- Register to take either the ACT or the SAT I and SAT II Subject Tests. There are testing dates every month from January through June. Registration deadlines are approximately four weeks before each testing date.
- Apply for summer jobs, internships, and volunteer activities related to your career goals.
- Use *www.fafsa4caster.ed.gov* to determine your financial aid eligibility.

## GRADE 12 SENIOR YEAR

- In the fall, apply to postsecondary programs and retake any standardized college admissions tests if you would like to improve your score.
- Beginning in November, complete college financial aid forms. Deadlines and required data differ from school to school, so read the instructions carefully.
- In the spring, choose your postsecondary program on the basis of where you have been accepted, costs, etc.
- Continue doing your best work. Most schools require a final transcript before making your acceptance official.

## COLLEGE PREP: Getting Accepted

The college admissions process can be stressful and a bit scary, especially if you are the first in your family to apply. Give yourself the best shot at getting into a college program that matches your goals by following these five steps:

### 1. Make the Grade

Your grade point average really does count, so do your best work on every assignment, pay attention in class, and participate in group discussions.

### 2. Get Involved

Build teamwork and leadership skills by joining clubs and teams at your school, volunteering for service projects, and participating in church or community activities.

### 3. Make a List

Before you can apply to college, you have to figure out what you would like to study and what matters most to you (like location, size, or religious affiliation). Use the college guides in your local library, school library, or counselor's office to start making a list of colleges that interest you. Use online tools like *www.collegeboard.com* and *www.accs.cc* to learn more about each school and take virtual campus tours.

### 4. Plan for Tests

Most colleges want scores from the ACT, SAT, or SAT II tests. See what tests the schools on your list require, sign up to take them in time to include the scores on your application, and then practice the free SAT sample questions at *www.collegeboard.com* or sample ACT tests at *www.actstudent.org*.

### 5. Be Neat and Complete

Before you send in a college application, double-check your spelling, make sure nothing is missing, and save a copy just in case you have to submit it again.

## PAYING YOUR WAY: Financial Aid

Every Alabama student can afford to go to college. It just takes a little planning. Put your college dreams within financial reach by taking these five steps:

### 1. Consider a Community College

Alabama's public and private two-year colleges offer an affordable way to earn an associate's degree or complete enough credits to transfer into a four-year school as a junior. Learn more at *www.accs.cc*.

### 2. Weigh Your Options

Attending one of Alabama's four-year public or private schools cuts travel costs and other living expenses, as compared to attending schools out of state. In addition, public schools offer reduced in-state tuition, and, if there's a college nearby, you can save even more by living at home.

### 3. Rise to the Top

Apply to a couple of schools at which your grades and accomplishments put you near the top of the typical applicant pool. Since your application will stand out, you'll be more likely to qualify for scholarships and other merit aid.

### 4. Do a Little Digging

More than one million local, national, and college-specific scholarships are available each year. Ask your school librarian and counselor for help finding printed scholarship resource guides. To find and apply for scholarships online, sign up for the free college scholarship search source FastWeb at *www.fastweb.com*.

### 5. Apply for Aid

Fill out the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1 of the year you'll be starting college. FAFSA forms and instruction booklets are available in your guidance counselor's office and online at *www.fafsa.gov*. Some schools also require the CSS/Financial Aid Profile form (*profileonline.collegeboard.com*), and others have their own financial aid forms. Carefully read each college's application to figure out what forms you need to submit and when.

# Tool Box

**Articulation agreements:** formal agreements between or among educational organizations (high schools, community colleges, and universities) that allow students to receive college credit for courses taken in high school.

**Associate's degree:** a two-year degree awarded by a community college.

**Bachelor's degree:** a four-year degree awarded by a college or university.

**Career and technical student organizations (CTSOs):** co-curricular organizations for students that offer activities and competitions related to particular careers.

**Career Clusters:** identifies pathways from high schools to two- and four-year colleges, technical schools, graduate schools, apprenticeship programs, and workplace so that learners can recognize the relationship between what they learn in school and what they can do in the future.

**Career Pathways:** pathways are sub-groupings of occupations/career specialties. Occupations/Career specialties are grouped into Pathways based on the fact that they require a set of common knowledge and skills for career success.

**Doctoral degree:** a degree awarded by universities for study beyond a master's degree. May also be called a Ph.D. or a first professional degree.

**Dual enrollment:** a program between Alabama public colleges and universities and local boards of education that allows high school students to enroll in certain approved college-level courses to receive both high school and college credit.

**ECEP** (Early College Enrollment Program)**:** a program that allows juniors and seniors to have full-time enrollment at an Alabama public college or university while still graduating with their class and staying involved with high school activities.

**Extended learning experiences:** participation in career and technical student organizations, co-curricular activities, job shadowing, internships, or community service.

**Internship:** an extended learning experience that gives students an opportunity to work temporarily at an entry-level job in a career that interests them.

**Job shadowing:** an extended learning experience in which students observe professionals in particular careers as they go through a day on the job.

**Master's degree:** a degree awarded by universities for study beyond a bachelor's degree.

**Postsecondary education:** education beyond high school. Middle and high school are referred to as *secondary education*, so *postsecondary* means after high school.

**STARS** (State Transfer & Articulation Reporting System)**:** STARS System allows public two-year students in Alabama to obtain a Transfer Guide/Agreement for the major of their choice. This guide/agreement, if used correctly, guides the student through their first two years of coursework and prevents loss of credit hours upon transfer to the appropriate public four-year university in Alabama.

## Resource Shelf

Use these websites and other resources available from your school counselor to learn more about careers, career clusters, and educational and job opportunities in high school and beyond.

**ACCESS ▪ *www.accessdl.state.al.us***
ACCESS (Alabama Connecting Classrooms, Educators, and Students Statewide) Distance Learning provides opportunities and options for Alabama public high school students to engage in advanced placement (AP), elective, and other courses to which they may not otherwise have access.

**Alabama Career Information Network**
***www.alcareerinfo.org***
This new Web portal increases Alabama students' and families' access to valuable career exploration activities and college financial aid information.

**Alabama Commission on Higher Education**
***www.ache.alabama.gov***
Click on "Colleges & Universities" within this website for a list of four-year institutions in Alabama.

**The Alabama Community College System ▪ *www.accs.cc***
Learn all about the public and private two-year colleges in Alabama. Connect directly to each school's website to see the courses, majors, degrees, and scholarships it offers to Alabama students.

**Alabama Tech Prep ▪ *www.altechprep.org***
This booklet is sponsored by Alabama Tech Prep. The goal of Tech Prep is to create a smooth transition from high school to college and to a career.

**Alabama Virtual Library ▪ *www.avl.lib.al.us***
This Alabama Legislature–funded site provides all students, teachers, and citizens of the State of Alabama with online access to essential library and information resources.

**America's Career InfoNet ▪ *www.acinet.org/acinet***
Use this site to search for occupational information, industry information, and state-specific labor market information.

**Career Voyages ▪ *www.careervoyages.gov***
This career planning resource helps students, parents, career changers, and career advisors.

**O*NET** (Occupational Information Network)
***www.online.onetcenter.org***
O*NET provides full information on occupations, including state-by-state salary data, employment prospects, and skill matching for students.

**U.S. Department of Labor Occupational Outlook Handbook**
***www.bls.gov/oco***
A valuable resource for both counselors and students, this federal website offers updated information on careers, job responsibilities and working conditions, salaries, and what jobs will be available in the future.

# Alabama Career Clusters and Pathways

**Contact Information**

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**Non-discrimination Statement**

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, sex, race, national origin, color, or age. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973; Sec. 504; Age Discrimination in Employment Act; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972; Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334)242-8444.



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