



# HUMAN SERVICES



# CAREER SUCCESS GUIDE



**Kay Ivey, Governor of Alabama**

## A MESSAGE FROM THE GOVERNOR

As I've said on many occasions, our people are Alabama's greatest strength, especially our young people, who hold the state's future in their hands. As the guardians of our state's future, students deserve every possible tool to help them—and Alabama—succeed in all areas.

To achieve this, we have created the Alabama SUCCESS Guides, which are designed to assist students in identifying resources regarding

careers, postsecondary education and financial literacy. Through our students, we are positioning our state for even greater accomplishments. They will be well-equipped for careers in Alabama's workforce which will allow them to compete—and excel—in our global economy.

This Alabama SUCCESS Guide is an excellent tool in helping our students of today become our leaders of tomorrow.

# ATTENTION PARENTS!

This guide is part of a series created to help students in Alabama learn more about high-demand careers, salaries, the steps they need to take to reach their goals, and the resources that can help them get there.

The workforce has changed since you entered it. Many of the jobs that exist today were not even created when you graduated from high

school, and the pace of change is faster than ever! However, since work skills are transferable to many jobs, by helping your student connect with what they learn in the classroom to real jobs that interest them, they will graduate better equipped for life after high school.

Thank you for talking with your child about what careers interest them – and why. You can help them by

sharing your own work experiences with your child. Ask people in your community who work in jobs that interest your child to share about their careers or let your child visit their workplace. And last, but not least, go with your child to meet with their school counselor or career coach to get them moving in the right direction. Help them prepare for their future...today.





# WHAT EMPLOYERS WANT

**NEAL LAYE**  
**OWNER**  
**ALL ABOUT YOU HOME CARE**

“**PERSONAL CARE AIDES ASSIST INDIVIDUALS AND FAMILIES IN RENEWING THEIR CAPACITY TO FUNCTION AND LIVE LIFE TO THE FULLEST.** Personal care aides provide essential supports and services that enable older adults and individuals with disabilities to reside safely in their homes and participate in their communities. A personal care aide performs a variety of critical services that help their clients to reach their goals and be happier, and healthier. Personal care aides can provide services in a variety of locations including home and clinical settings. Employers are looking for people who have had the proper training to provide numerous services such as CPR, First Aid, personal care, client transfer, Alzheimer’s disease and dementia care, and stroke care. Employers seek individuals to hire who possess a positive, caring attitude, problem-solving skills, and above-average communication skills. Skills that make an individual shine in the human services industry are soft skills such as honesty, time management, initiative, and dependability.”

## WHAT’S INSIDE

Think Again	3
Career Ideas	4
Hot Jobs	5-6
Personal Bios	7-8
Four Year Plan	9
Getting Ready	10
Clusters and Pathways	11



# THINK AGAIN

The Human Services career cluster offers an ever-growing list of career opportunities, many of which you might not be aware.

**MYTH:** Human Services careers only suit “people persons.”

**FACTS:** Human services careers help individual and families meet their personal needs. You might work in a government office, hospital, nonprofit agency, nursing home, spa, hotel, or school. Or, you might work in your own home. For example, you might help students with career and education choices at a high school, cut and color hair in a salon, or manage funeral services at a funeral home.

# REALITY CHECK

**WHAT IT COSTS TO LIVE ON YOUR OWN IN ALABAMA**  
**Estimated 2017-2018 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 pages 5 and 6 to get a more accurate take-home amount.

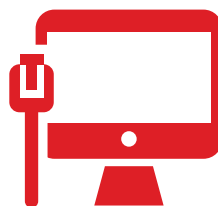
**Groceries:**  
 \$350-\$400



**Mobile Phone:**  
 \$55



**Cable and Internet:**  
 \$80



**Gasoline:**  
 \$100  
 (1,000 miles @ \$3.00 per gallon, 30 mpg)



**Rent and Utilities:**  
 \$700-\$850  
 (1 Bedroom)



**Car Payment:**  
 \$350-\$450  
 (Used 2016)



**Car Insurance:**  
 \$60-\$125  
 (6-Month Policy)



**Sources:**  
 RENT: [rentbits.com/rb/t/rental-rates/birmingham-al](http://rentbits.com/rb/t/rental-rates/birmingham-al)  
 CAR: [carsdirect.com](http://carsdirect.com)  
 MOBILE PHONE: [att.com](http://att.com), [verizon.com](http://verizon.com)  
 GROCERIES: [bestplaces.net](http://bestplaces.net)  
 CABLE AND INTERNET: [birmingham.mybriighthouse.com](http://birmingham.mybriighthouse.com)  
 CAR INSURANCE: [progressive.com](http://progressive.com)  
 GAS: [gasbuddy.com](http://gasbuddy.com)





## PERSONAL CARE AIDE

**Job Description:** Assist the elderly, convalescents, or persons with disabilities with daily living activities at the person's home or in a care facility. Duties performed at a place of residence may include keeping house (making beds, doing laundry, washing dishes) and preparing meals.

**Education:**

No formal educational credential

**Salary Range:** \$17,661 – \$19,469



## HEALTHCARE SOCIAL WORKER

**Job Description:** Provide individuals, families, and groups with the psychosocial support needed to cope with chronic, acute, or terminal illnesses. Services include advising family care givers, providing patient education and counseling, and making referrals for other services. May also provide care and case management or interventions designed to promote health, prevent disease, and address barriers to access to healthcare.

**Education:** Master's degree

**Salary Range:** \$33,357 – \$55,366



## CLINICAL, COUNSELING, OR SCHOOL PSYCHOLOGIST

**Job Description:** Diagnose and treat mental disorders; learning disabilities; and cognitive, behavioral, and emotional problems, using individual, child, family, and group therapies. May design and implement behavior modification programs.

**Education:** Doctoral or professional degree and License

**Salary Range:** \$43,690 – \$97,950



## HAIRDRESSER, HAIRSTYLIST, OR COSMETOLOGIST

**Job Description:** Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

**Education:** Postsecondary non-degree award and License

**Salary Range:** \$17,681 – \$29,999



## EDUCATIONAL, GUIDANCE, SCHOOL, OR VOCATIONAL COUNSELOR

**Job Description:** Counsel individuals and provide group educational and vocational guidance services.

**Education:**

Master's degree and License

**Salary Range:** \$37,412 – \$60,988



## SOCIAL OR HUMAN SERVICE ASSISTANT

**Job Description:** Assist in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care.

**Education:**

High school diploma or equivalent

**Salary Range:** \$17,605 – \$31,093





### **RESIDENTIAL ADVISOR**

**Job Description:** Coordinate activities in residential facilities in secondary and college dormitories, group homes, or similar establishments. Order supplies and determine need for maintenance, repairs, and furnishings. May maintain household records and assign rooms. May assist residents with problem solving or refer them to counseling resources.

**Education:** High school diploma or equivalent  
**Salary Range:** \$17,744 – \$26,216



### **MENTAL HEALTH COUNSELOR**

**Job Description:** Counsel with emphasis on prevention. Work with individuals and groups to promote optimum mental and emotional health. May help individuals deal with issues associated with addictions and substance abuse; family, parenting, and marital problems; stress management; self-esteem; and aging.

**Education:** Master's degree and License  
**Salary Range:** \$33,572 – \$55,315



### **SOCIAL OR COMMUNITY SERVICE MANAGER**

**Job Description:** Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers.

**Education:** Bachelor's degree  
**Salary Range:** \$41,963 – \$80,193



### **MENTAL HEALTH OR SUBSTANCE ABUSE SOCIAL WORKER**

**Job Description:** Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.

**Education:** Bachelor's degree  
**Salary Range:** \$26,270 – \$43,342



### **SUBSTANCE ABUSE OR BEHAVIORAL DISORDER COUNSELOR**

**Job Description:** Counsel and advise individuals with alcohol, tobacco, drug, or other problems, such as gambling and eating disorders. May counsel individuals, families, or groups or engage in prevention programs.

**Education:** Bachelor's degree  
**Salary Range:** \$28,093 – \$49,590



### **CLERGY**

**Job Description:** Conduct religious worship and perform other spiritual functions associated with beliefs and practices of religious faith or denomination. Provide spiritual and moral guidance and assistance to members.

**Education:** Bachelor's degree  
**Salary Range:** \$27,714 – \$52,027

## GLORY MCABOY SCHOOL COUNSELOR

SUMTER CENTRAL HIGH SCHOOL

Graduate of Sumter County High School  
York, AL

My role as a counselor involves working with students to encourage, motivate, and guide them toward their career interest. The main goal is ensuring students are selective in their career choices and they understand the courses needed for their career pathway. Transcript monitoring, scheduling, and credit recovery are extremely important to ensure students meet graduation requirements. I also provide available responsive services for students as needed.

Teaching is a profession I actually never had a desire to be a part of. I believe a teacher

has to possess not only knowledge of the subject matter, but a variety of skills I wasn't sure I had. However, when I completed an interest and skills inventory, it confirmed what I already knew: being a service to young people, specifically teens, has always been something near and dear to my heart. Rather than a classroom role though, I prefer to work with teens and prepare them for life after high school. Throughout my life/career experiences, I was being prepared for the position I have today. Employment in the private sector allowed me to work with diverse groups within the company and to improve

my organizational and time management skills. Experience in city government provided an opportunity for me to communicate with the general public. Finally, the youth mental health profession helped me better understand the psychological makeup of teens. I am grateful for these experiences. In the future, I hope to facilitate a group of teens that will address the whole person.

**“Being a service to young people, specifically teens, has always been something near and dear to my heart.”**

## AKINA LUCKETT CANTY SCHOOL PSYCHOMETRIST

BIRMINGHAM CITY SCHOOLS

Graduate of Alabama School of Fine Arts  
Birmingham, AL

I administer IQ, achievement, and behavior evaluations for students ages 3-21 years old that reside within the Birmingham City School system. I help with determining if these students need special education services.

Upon my entrance to college I was an undeclared major. I truly had no idea of my career path. I took an “Intro to Special Education” class as an elective, and I was immediately hooked. I enjoyed spending time coming up with alternative ways to teach educational concepts to students with varying

**“This job provides a great deal of flexibility, but you must also be very organized.”**

learning differences. As a special educator, I was able to interact with students across all grade levels on a daily basis. There was never a dull moment. I wanted to learn more about tests and procedures that determined if students need specialized instruction or special education services. My desire to learn more about my profession led me to

School Psychometry. I wasn't prepared for the amount of paperwork involved, but with experience one learns how to manage the paperwork. This job provides a great deal of flexibility, but you must also be very organized. I enjoy meeting new students every day and working with parents and teachers, which is good because this job requires teamwork (collaborating and working with parents and school staff) and the ability to adapt to new situations daily.

## SAMANTHA FRIEND REACH & RISE MENTORING PROGRAM DIRECTOR

YMCA OF GREATER MONTGOMERY, AL

Graduate of Stanhope Elmore High School  
Millbrook, AL

I recruit and train volunteers to serve as mentors to youth in need of positive adult role models. It is my responsibility to screen potential mentors, recruit youth for the program, match mentors and youth, provide services to the families with youth enrolled in the program, and promote the Reach and Rise program in the community, all while representing the YMCA.

As a teenager, I knew I wanted to have a career working with families and children. The summer prior to my tenth grade year, my

family relocated from rural West Alabama to the suburbs of Montgomery. There I gained employment with the YMCA, and my passion for helping others grew. During my years working for the YMCA, I discovered I enjoyed working with families and youth coming from diverse situations and needing help. After attending Auburn University Montgomery to obtain both a Bachelor's in Psychology and

**“Everything you do in life must be done with passion and good intentions.”**

Master's in Counseling and Education, I have held various positions working with youth and families, with various organizations. Having a passion for helping others and seeing people succeed has been my biggest attribute. Everything you do in life must be done with passion and good intentions. When working any job you have to be a team player, willing to think outside of the box, and be willing to put in the time necessary to be successful. It is my future goal to work with the YMCA and advance to a position overseeing community outreach.





## WENDY CIAMBOR

SENIOR PREVENTION EDUCATOR

FAMILY SUNSHINE CENTER

Graduate of Prattville High School  
Prattville, AL

Family Sunshine Center is a non-profit agency that serves victims of domestic violence and sexual assault. As Senior Prevention Educator, I supervise the Outreach and Prevention Department. We present programs in our community and local schools on bullying, child abuse prevention, healthy relationships, and domestic violence.

As I was preparing to graduate from high school, I had no idea what I wanted to do when I grew up. I thought I had to go to college, so I did. I floundered around for a while and finally dropped out. I took a job as a preschool teacher and loved it. After a year I was promoted to Center Director, and I learned how to lead others by example and teach others what I had learned. I then moved on to teach at a small private school where my love for working with children grew. After several years, I decided

to go back to school and finish my degree, and I majored in English and minored in Education and History. After I graduated, I was offered a position as a Prevention Educator. I had no idea what it was, but I took the position because I knew I would be working with students. I get to work with people of all ages from preschool to senior citizens. I teach many different subjects from awareness of child abuse and bullying to identifying elder abuse and domestic violence. I am now the Senior Prevention Educator, which means I supervise the other Prevention Educators and the outreach department. I am considering going back to school to get my master's degree in Social

**"I learned how to lead others by example and teach others what I had learned."**

Work so I can work directly with victims of child abuse and domestic violence.

Prevention Education is a rewarding career. Through our programs, students learn that there is a better way to relate to those around them, returning violence for violence is not the answer. Through our prevention programs, schools have reported they are seeing fewer incidents of bullying. In some schools, students have come forward to report abuse after they participated in our Think First and Stay Safe program. We are making a real difference and that is exciting. For this position, flexibility is key. We work with many different schools and organizations and plans can change quickly or equipment can fail. So, you must be able to adapt and change gears quickly.

## SARAH BETH SHEPARD

MISSION SPECIALIST FOR STUDENT LIFE

LIFEWAY CHRISTIAN SERVICES

Graduate of Cherokee High School  
Cherokee, AL

I'm an event planner for our groups who participate in Mission Camp. I communicate with community partners across the country to coordinate service projects and manage our Event Prep Center where groups get information to prepare for camp.

Throughout high school I was involved in several clubs and always found my way into planning events. I loved working on the small details to see the big picture come together. I also enjoyed studying

**"Your classroom education is incredibly important, but I found that involvement on campus gave me the chance to practice things I was learning."**

agriculture so my "life plan" was to do communications and event planning work in the agriculture industry. I chose to attend Auburn University and study Agriculture Communications. During my summer breaks from school, I worked as a Summer Staff Member for Student Life. Student Life hosts camps for church groups all across the country. After two summers, I knew that a full-time position with them would be my dream job after college instead of working in the agricultural industry. I never changed my major because I felt like I was still getting the same communication and public relations knowledge. I also had scholarships from the College of Agriculture and wanted to continue to have access to that financial support. I learned as much outside the classroom (on campus leadership positions, work experience, church community, etc.) as I did in the classroom. Your classroom education is incredibly important, but I found that

involvement on campus gave me the chance to practice things I was learning. I was fortunate enough to be offered a job to serve full-time with Student Life at the beginning of my senior year of college. I credit that to my prior summer work experience with them and my leadership experience in on-campus organizations.

There are no two days that are the same, and I'm given the space to take ownership of my work each day. I never have the same day twice! I'm able to work on a team to develop new ideas and practices for our organization. I'm able to combine my communication and public relations experience from school with my love of event planning.



# MAKE A PLAN

## SIT DOWN WITH YOUR PARENTS AND COUNSELOR AND CREATE A PLAN

Map out an Alabama Education Plan (sample below) based on your interests, strengths, and possible career goals. Your plan outlines the courses and electives you'll take in high school, plus related co-curricular organization and career preparation experiences. Your school counselor or career coach 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. Below is a sample Alabama Education Plan for you to use as a guide.

### SAMPLE EDUCATION PLAN FOR THIS CAREER CLUSTER

GRADE 9	GRADE 10	GRADE 11	GRADE 12
FRESHMAN YEAR	SOPHOMORE YEAR	JUNIOR YEAR	SENIOR YEAR
English 9 Algebra I Physical Science World History *Career Preparedness *LIFE PE **Elective	English 10 Geometry Biology United States History 10 *Health/Elective **Elective **Elective	English 11 Algebra II with Trig Environmental Science United States History 11 **Elective **Elective **Elective	English 12 Math Elective Science Elective US Government/Economics **Elective **Elective **Elective

\*Other Required Courses

\*\*Career & Technical Education and/or Foreign Language and/or Arts Education (3 Credits)

## HUMAN SERVICES CLUSTER COURSES

Art, Architecture, and Design	Dietetics	Fashion Merchandising	Life Connections
Buying and Selling Real Estate	Entrepreneurship in FACS	Food and Nutrition	Parenting
Chemistry of Food – Substitute for Chemistry	Event Planning	Food Innovations and Media	Personal Finance
Child Development	Family and Consumer Sciences	Gerontology	Professional Training and Consultation
Child Services I	Family Studies and Community Services I	Housing	Senior Career Pathway Project - Human Services
Child Services II	Family Studies and Community Services II	Infant and Toddler Development	Sports Nutrition
Consumer Services I	Family Wellness	Interior Design I	The Real Estate Brokerage Business
Consumer Services II	Fashion	Interior Design II	
Counseling and Mental Health	Fashion Design	Introduction to Real Estate	
Creative Arts	Fashion Media		

### CO-CURRICULAR

### WORK-BASED LEARNING

FCCLA

Job Shadowing  
Internship

Work Experience  
Career Day/Fair

Field Trips  
Guest Speakers

# GETTING READY

## MAPPING OUT YOUR PROGRAM

### GRADE 8

- Research your career options based on your interests, talents, and goals.
- Create an Alabama Education Plan (see page 9).

### GRADE 9 FRESHMAN YEAR

- Choose a career cluster.
- 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 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 resumé.
- 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 [studentaid.ed.gov](http://studentaid.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 October, 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. All 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. 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 college location, size, or religious affiliation). Use the college guides in your local library, school library, school counselor's or career coach's office to start making a list of colleges that interest you. Use online tools like [collegeboard.org](http://collegeboard.org) and [accs.cc](http://accs.cc) to learn more about each school and take virtual campus tours.

### 3. GET INVOLVED

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

### 4. PLAN FOR TEST

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 [collegeboard.org](http://collegeboard.org) or sample ACT tests at [actstudent.org](http://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 [accs.cc](http://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.

### 4. DO A LITTLE DIGGING

More than one million local, national, and college-specific scholarships are available each year. Ask your school counselor or career coach for help finding printed scholarship resource guides. To find and apply for scholarships online, sign up for the free college scholarship search source [achievealabama.org](http://achievealabama.org).

### 5. APPLY FOR AID

Fill out the Free Application for Federal Student Aid (FAFSA) beginning on October 1 of your Senior year. FAFSA forms and instruction booklets are available at your school counselor's office and online at [studentaid.ed.gov](http://studentaid.ed.gov). Some schools also require the CSS/Financial Aid Profile form ([profileonline.collegeboard.org](http://profileonline.collegeboard.org)), and others have their own financial aid forms. Carefully read each college's application to know what forms you need to submit and when.



	AGRICULTURE, FOOD & NATURAL RESOURCES
	ARCHITECTURE & CONSTRUCTION
	ARTS, A/V TECHNOLOGY & COMMUNICATIONS
	BUSINESS MANAGEMENT & ADMINISTRATION
	EDUCATION & TRAINING
	FINANCE
	GOVERNMENT & PUBLIC ADMINISTRATION
	HEALTH SCIENCE
	HOSPITALITY & TOURISM
	<b>HUMAN SERVICES</b>
	INFORMATION TECHNOLOGY
	LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY
	MANUFACTURING
	MARKETING
	STEM
	TRANSPORTATION, DISTRIBUTION & LOGISTICS

## CLUSTER PATHWAYS

Human Services

## POST SECONDARY LEARNING

COMMUNITY COLLEGE

4-YEAR COLLEGE/UNIVERSITY

WORK-BASED LEARNING

### CONTACT INFORMATION

Sean J. Stevens  
 Alabama State Department of Education  
 PO Box 302101  
 Montgomery, AL 36130-2101  
 334-242-9111 phone  
 334-353-8861 fax  
 sstevens@alsde.edu

### NON-DISCRIMINATION STATEMENT

The Alabama State Board of Education and the Alabama State Department of Education do not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in its programs, activities, or employment and provides equal access to the Boys Scouts and other designated youth groups. The following person is responsible for handling inquiries regarding the non-discrimination policies: Title IX Coordinator, Alabama State Department of Education, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334) 242-8165.

[ALABAMAWORKS.COM/SUCCESSGUIDES](http://ALABAMAWORKS.COM/SUCCESSGUIDES)