**The South Carolina Professional Skills Credential equips job seekers with the interpersonal and digital skills needed in the modern workplace.**

professional skills credential
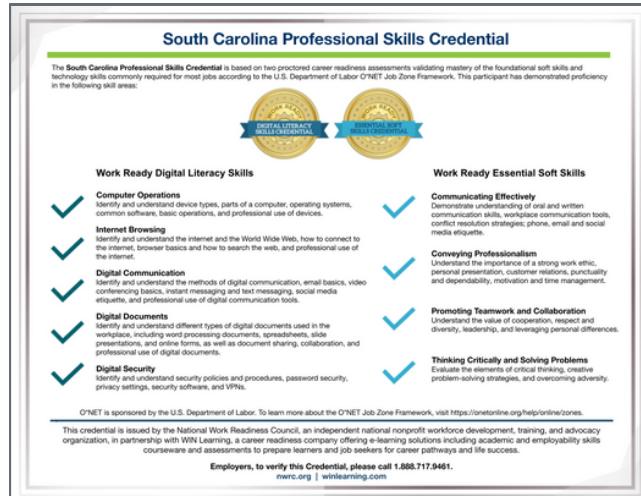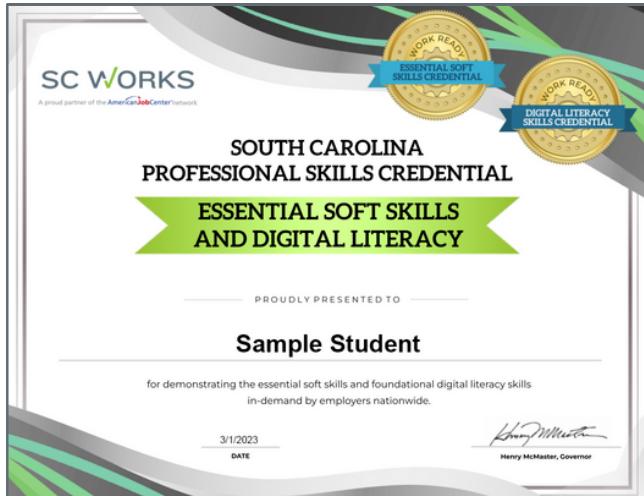
The South Carolina Professional Skills Credential is earned by passing both the Essential Soft Skills Assessment and the Digital Literacy Assessment. Passing these assessments and earning the credential allows job seekers to show future employers that they have mastered the workplace skills needed across all industries.

The assessments measure job seekers' mastery of the following skill areas:

Computer Operations measures ability to identify different types of devices, parts of a computer, software applications, and operate computers in a professional setting.

Internet Browsing measures ability to connect to the Internet, navigate the World Wide Web, and identify and use different browsers.

Digital Communications measures ability to identify and use digital communication tools such as email, video conferencing, instant messaging, and social media in a professional setting.

Digital Documents measures ability to use and create common workplace digital documents, such as word processing documents, spreadsheets, slide presentations, online forms, and shared documents.

Digital Security measures understanding of security policies and procedures, password security, privacy settings, security software, and VPNs, and their importance in the workplace.

Communicating Effectively measures students' communication and listening skills, and their ability to resolve conflicts in a respectful manner.

Conveying Professionalism measures students' understanding of the importance of a strong work ethic and a positive attitude, as well as the value of dependability and motivation in the workplace.

Promoting Teamwork and Collaboration measures students' ability to work with others to achieve goals and their understanding of the positive impact of diversity in the workplace and the importance of sensitivity to individual differences.

Thinking Critically and Solving Problems measures students' critical thinking, reasoning, and problem solving skills.