



F O C U S

CAREER AND EDUCATION PLANNING SOLUTIONS

FOCUS

The Computer-Assisted Career
& Education Planning System

www.focuscareer2.com

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WHAT IF FOCUS-2?

FOCUS is an online, self guided, interactive program designed to help you select the right college major and plan your career based on your personal interests, values, skills, personality and aspirations.

Who is responsible for planning your career?

You are responsible for making the decisions, managing your career and controlling your own destiny.

How does your career affect your life?

Your career will affect your future lifestyle and feelings of self fulfillment as well as where & how you live, your friends, security, your leisure time activities, etc.

**Steps Involved in
Career Planning & Choosing Your Major Area of Study**

The Process.....

**Assessment of your
Personal Attributes, Interests & Strengths**



Results Matched to Career Fields to Explore



Identify Your Career Goals

Advantages For Students Who Have A Career Plan

(Reference: America's Career Research Network Association-US Dept Education.)

While In College:

- Fewer transfers & switching of majors
- Graduate on time
- More goal focused & motivated
- Higher academic achievement

After Graduation:

- Better entry job with higher income
- More satisfied with the career field chosen
- Less career change, faster advancement

The consequences of not planning are costly

Absence of Career Planning is a major cause of:

- Switching majors
- College transfer
- Dropout
- Extended years in school

Sizing-up the Problem ...of “Transfer/Switch/Dropout”

▶ **51 % of U.S. college students entering 4 yr colleges will transfer or “dropout “**

Of this 51 %:

- 30 % transfer to another college or change their major
- 20 % transfer 2X and require 6+ years to graduate
- 50% dropout completely

Cost of Student College Transfer, Switching Majors and Dropout

Negative Impact For Students:

- **If Student Transfers: Loss of credits** → **Extra College Semesters**
- **If Student drops out of college** → **lost potential, non fulfillment**

Costs:

Average Added costs for additional time in College

Public, in state college: \$16,400 per year

Public out-of-state college: \$26,400 per year

Private college: \$43,500 per year



HOW THE FOCUS SYSTEM WORKS

- Go to the following
<https://www.focuscareer2.com/Portal/Register.cfm?SID=310>
- Self register to create your account and begin. The access code for our school is **mavericks**
- Use FOCUS online on any PC or MAC, anywhere, anytime.
- FOCUS always saves your results. You can use and reuse FOCUS as often as you wish, change your choices, explore options by playing the “what if?” game
- Automated Portfolio builder records summary of all your results
- Use FOCUS for an hour or two to explore, think about the results, make comparisons, discuss your ideas with your counselor
- Then come back to FOCUS, pick up where you left off and refine your plans.

You need to create a FOCUS account first.
The FOCUS self registration and log-in pages can be accessed directly from the CDC webpage

If you need to create new account, click here.



LOG-IN For Returning Users
RETURNING USER LOGIN
User name <input type="text"/>
Password <input type="password"/>
<input type="button" value="Log-in"/>

**Self-register to create your
FOCUS account**

Remember:
the user
name and
password
are **CaSe**
sEnSiTive!!!

LOG-IN For New USERS	
CREATE A NEW USER ACCOUNT	
All fields are required	
Enter our access code	<input type="text"/>
Group	<input type="text"/>
Enter your e-mail address	<input type="text"/>
Name	<input type="text"/>
Create a user name:	<input type="text"/>
Create a password:	<input type="text"/>
Confirm your password:	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

You can use FOCUS anywhere, anytime, as often as you wish.

Use the form below to access your existing account.
If you need to create new account, click here.

**Create only one
account for yourself.
Reuse that account
each time you login.**

LOG-IN For Returning Users
RETURNING USER LOGIN
User name
<input type="text"/>
Password
<input type="password"/>
<input type="button" value="Log-in"/>



If you have forgotten your username or password, click here.

Don't forget: the user name and password are **CaSe sEnSiTive!!!**

FOCUS Main Menu



Career Readiness

Career and Educational Goals
Academic Strengths
Your Career Planning Status
Your Personal Development Needs



Self Assessment:

Work Interest Assessment
Leisure Interest Assessment
Skills Assessment
Personality Assessment
Values Assessment

Combine the Results of Multiple Assessments



Explore the Possibilities

Search by Name
Search by Industry
What can I do with a major in...?
Compare Two Occupations Side by Side



Your Personal Portfolio

Review and update saved occupations
Review and update your saved majors
Review and print your portfolio



RECOMMENDED Tools and Websites

Calendar of Events
Links

**Login and begin.
FOCUS is user
friendly and guides
you through the
career planning
process.**



Career Readiness

Career and Educational Goals

Academic Strengths

Your Career Planning Status

Your Personal Development Needs



Use Career Readiness to evaluate how involved you are in your career planning and to remind you of the things you should be doing as you plan your career.



Explore the
Search by Name
Search by Industry
What can I do with a major in...?
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Leisure Interest Assessment
Skills Assessment
Personality Assessment
Values Assessment

Combine the Results of Multiple Assessments

Your strengths and attributes are matched
to the career fields that you are most
likely to succeed



Self Assessment

Work Interest Assessment

FOCUS assesses your work interests and matches your results to occupations for you to explore

Leisure Interest Assessment

FOCUS assesses your leisure interests and matches your results to occupations for you to explore

Skills Assessment

FOCUS assesses your skills and matches your results to occupations for you to explore

Personality Assessment

FOCUS assesses your personality and matches your results to occupations for you to explore

Values Assessment

FOCUS assesses your values and matches your results to occupations for you to explore

Choose the RIGHT Major!
Find out which Major Areas of Study support the occupations that match your assessment results *and* appeal to you!

Combine the Results of Multiple Assessments

Combine the results from two or more of your assessments.

The “**Combine the Results**” feature allows you to **narrow down your occupation lists and explore the occupations that match all of your results.**

Sample occupation

MENU

Overview

Job Duties

Skills

Values

Outlook

Earnings

Advancement

Interest Profile

Working Conditions

Contact Info

Areas of Study

 Play Video

 Save this occupation

 Printer Friendly

Overview

Archeologist

Archeologists research the materials and records of past cultures, countries, tribes, and early prehistoric man in order to reconstruct and understand their origin and development. They excavate, analyze, classify and interpret artifacts and weapons to identify trends.



Graduates with a master's degree in archeology can qualify for a teaching position in two-year colleges, while a Ph.D. is the minimum requirement for most teaching positions in four-year colleges. Training in archeology includes courses in anthropology, history, statistics is essential for data analysis. Many archeologists work in government agencies.

Explore occupations that match your assessment results. Click on the menu to explore salaries, outlook, working conditions, etc. **Play video** to further review the occupation. Compare your interest profile to the occupation's interest profile....

Save and rate the occupations you would consider as potential goals in your portfolio.

Click on Areas of Study to find out which **Majors** support an occupation that appeals to you!

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Combine the Results of Multiple Assessments



Explore the Possibilities

Search by Name
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What can I do with a major in...?
Compare Two Occupations Side by Side



“What can I do with a major in...” will allow you research majors and can further help you to select your major.



Career Readiness

- Career and Educational Goals
- Academic Strengths
- Your Career Planning Status
- Your Personal Development Needs



Self Assessment:

These features enable you to review and consolidate your career planning ideas and to print your results in your FOCUS Portfolio. You can enhance your portfolio by selecting "Update My Account" in the upper right hand corner of the Main Menu.



Your Personal Portfolio

- Review and update saved occupations
- Review and update your saved majors
- Review and print your portfolio



FOCUS Main Menu

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Self Assessment:

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Values Assessment

These features allow you to access helpful websites right from FOCUS-2 and review upcoming events.

RECOMMENDED Tools and Websites

Calendar of Events
Links



FREQUENTLY ASKED QUESTIONS ABOUT FOCUS-2

In what stage of your education should you use FOCUS?

FOCUS can be used in different ways throughout all stages of your education, according to your personal needs.

As a freshman or sophomore

FOCUS will help you select your major and consolidate your career goals.

As a junior or senior

FOCUS will help you to plan your job search or graduate school plans.

Where and when can you use FOCUS?

Anywhere, anytime. Just register to use FOCUS and log-in. An access code is needed the first time you create your account on the self registration page. Ask your Career Services Center for your Access Code.

How long does it take to use FOCUS?

To complete all of FOCUS, the average time is 2 to 2 ½ hours. However most students prefer to use the system for shorter time periods to address their immediate needs (i.e. selecting the right major or planning for graduate school).

Can you use FOCUS more than once?

Yes, you do not have to complete FOCUS in one session. If you do not complete your use on the first session, you can return to use it again. FOCUS always saves your records so you can pickup where you left off earlier.

FREQUENTLY ASKED QUESTIONS ABOUT FOCUS-2

Can you start with any part of the FOCUS Main Menu?

Yes, you can. Each time you use FOCUS, the Main Menu will show you which sections you have completed.

Can a part of FOCUS be repeated?

Yes, all features and assessments can be repeated so that you can make changes and explore a alternative career ideas.

Will FOCUS save your Self-Assessment profile results and are your results confidential?

Yes, FOCUS will save all your information under your confidential user name and password. Only you and your career advisor have access to your results.

Can you print the details about on occupation?

Yes, while looking at an occupation you can click on the link for “printable version” and print the details of that occupation.

FREQUENTLY ASKED QUESTIONS ABOUT FOCUS-2

Are printouts of your results available?

Yes, you can print your results by selecting Review and Print My Portfolio on the Main Menu. Detailed occupational reports can also be printed.

Can you change your account details such as your password, email address etc.?

Yes, go to the FOCUS main menu and click on “Update My Account” located at the upper right side of the page and make your changes.

Can you send an e-mail to your Career Services Center while using FOCUS?

Yes, the e-mail link is located at the upper right side of the page. After you use FOCUS you are encouraged to **make a follow-up appointment.**



F O C U S

CAREER AND EDUCATION PLANNING SOLUTIONS

Remember, career exploration and planning involves thinking about which educational and occupational paths will provide you with self-fulfillment in all aspects of your life, not only in the present, but in the future.