FOCUS 2
ONLINE CAREER AND COLLEGE MAJOR PLANNING
NCC CAREER COUNSELING CENTER
A high priority for college students today: Choosing a Major, Thinking about a Career & Getting an Education
Using Focus2 can help you make informed career decisions and plan for your future.

Use FOCUS 2.
What is FOCUS 2?

FOCUS 2 is an online, interactive, self guided career and education planning system.
FOCUS 2 Can Help You:

- Select a major at your college based on your interests and aspirations
- Discover occupations matching your personal preferences and attributes
- Map out your career plans, present and future
- Make informed career decisions
Who should use FOCUS 2?

- Are you unsure of which careers best suit you?
- Are you unsure of your major?
- Are you aware of the majors offered at your college and the occupations the majors could lead to?
- Would you like to develop a career plan that works for you?
- Are you wondering what to do with your major?
- Are you ready to make informed career decisions?
Use FOCUS 2,
To self manage your career.

**You** are responsible for making your education and career decisions, managing your career and controlling your destiny.

**Your career** will affect your future lifestyle and feelings of self fulfillment as well as where & how you live, your financial security, your leisure time activities, etc.
FOCUS 2 Meets Varying Levels of Career Planning Needs

“I am completely unsure about my major and career and not sure how to begin the career planning process.”

“I have some ideas about my major and career but I need to learn more about the tools and resources.”

“I am ready to make informed decisions about my education and career.”
What is Career & Education Planning?

Orientation, Self Knowledge Discovery, Exploration, Decision Making, Adaptation

A lifelong process of exploration and planning of your career and educational goals compatible with your interests, values, talents, personality and aspirations.
Getting Started with FOCUS 2

Create your FOCUS 2 account.

Self register right from the NCC career counseling website. www.ncc.edu/careercounseling

Use the access code “career counseling”

Sample self-registration page

LOG IN For New USERS

CREATE A NEW USER ACCOUNT

All fields are required

Enter the access code
Group
Enter your e-mail address
Name
Create a user name:
Create a password:
Confirm your password:

Submit  Reset  Cancel
Use FOCUS 2 anytime, anywhere. Online, Available 24/7 on any PC or Mac, Ipad

FOCUS 2 saves all your results.

Log back into your account from the NCC career counseling website anytime, as often as you wish.

The user name and password are CaSe sEnsiTive!!!

If you forget your username or password, FOCUS 2 will email it back to you.
THE FOCUS 2 Main Menu

The Main Menu is divided into 6 sections which mirror the career planning process.
The FOCUS 2 Main Menu

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

**Self Assessment:**
- Work Interest Assessment
- Leisure Interest Assessment
- Skills Assessment
- Personality Assessment
- Values Assessment

**Combine Your Results:** See Your Top Career Choices

**Explore the Possibilities**
- Search by Name
- Search by Industry
- What can I do with a major in...?
- Compare Two Occupations Side by Side

**Create a Plan to Achieve Your Objectives**
- Your Action Plan
- Review and Print Your Action Plan

**Your Personal Portfolio**
- Review & Update Your Saved Careers
- Review & Update Your Saved Majors
- Review & Print Your Portfolio

**Recommended Tools and Websites**
- Upcoming Events, Job Board and Internship Opportunities Links

FOCUS 2 is user friendly and will guide you through the career & education planning process.
The following slides will introduce you to the FOCUS 2 Main Menu and the functions of each section of the menu.
Your Career Planning Status highlights activities that support informed decision making.

A Great Starting Point: Assess your involvement in and learn about activities that support career and education decision making.

CAREER READINESS
Career and Educational Goals
Academic Strengths
Your Accomplishments
Your Career Planning Status
Your Personal Development Needs
Complete the Self Assessments to find out which occupations & majors / programs at your college match your personal attributes and aspirations.

**SELF ASSESSMENT:**
Work Interest Assessment  
Leisure Interest Assessment  
Skills Assessment  
Personality Assessment  
Values Assessment

**Narrow and Refine Your Results:**  
See Your Top Career Choices
Self Assessment

“See your Top Career Choices” displays the top occupations and majors at your college that match your combined assessment results.

Click on **See Your Top Career Choices** to narrow your results.

**SELF ASSESSMENT:**
- Work Interest Assessment
- Leisure Interest Assessment
- Skills Assessment
- Personality Assessment
- Values Assessment

**Narrow and Refine Your Results:**
- **See Your Top Career Choices**
YOUR SELF-ASSESSMENT RESULTS ARE MATCHED TO:
1. OCCUPATIONS
2. SUPPORTING MAJORS AT YOUR COLLEGE

Save your favorite occupations and majors.
Your Assessment Results

Explore Occupations & Supporting Majors at Your College that match your Assessment Results

Vary the education level to play the “What if?” game.

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Network Engineer</td>
<td>$76,560.00</td>
</tr>
<tr>
<td>Computer Programmer</td>
<td>$74,690.00</td>
</tr>
<tr>
<td>Computer Software Technician</td>
<td>$74,690.00</td>
</tr>
<tr>
<td>Environmental Compliance Inspector</td>
<td>$55,100.00</td>
</tr>
<tr>
<td>Environmental Technician</td>
<td>$45,730.00</td>
</tr>
<tr>
<td>Fish Hatchery Specialist</td>
<td>$60,670.00</td>
</tr>
<tr>
<td>Forest and Conservation Technician</td>
<td>$36,370.00</td>
</tr>
<tr>
<td>Hazardous Waste Management Analyst</td>
<td>$57,350.00</td>
</tr>
<tr>
<td>Industrial Air Pollution Analyst</td>
<td>$45,730.00</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Majors at a Sample College</td>
<td></td>
</tr>
<tr>
<td>Computer Science</td>
<td></td>
</tr>
<tr>
<td>Computer Engineering</td>
<td></td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td></td>
</tr>
<tr>
<td>Computer Science</td>
<td></td>
</tr>
<tr>
<td>Geology/Earth Science</td>
<td></td>
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<tr>
<td>Biology</td>
<td></td>
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<tr>
<td>Biochemistry</td>
<td></td>
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<tr>
<td>Chemistry</td>
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<tr>
<td>Geology/Earth Science</td>
<td></td>
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<tr>
<td>Physical</td>
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<tr>
<td>Biology</td>
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<td></td>
</tr>
<tr>
<td>Physical</td>
<td></td>
</tr>
</tbody>
</table>
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 usually the minimum requirement for most teaching positions in 4-year colleges. Training in statistics is essential for those who wish to find research positions in government agencies or in social science research institutes.
“What can I do with a major in...?” displays the majors offered at this college and occupations a major can lead to.

**Explore the Possibilities**

Search by Name

Search by Industry

What can I do with a major in...?

Compare Two Occupations Side by Side

Use FOCUS 2 as an ongoing resource

Explore and compare occupations by name or by industry

Use *What Can I Do with a Major In...?* to identify majors at your college that match your interests and learn about the work associated with those majors.
What Can I Do with a Major In...?

Interests → Majors

Suggests majors at your college that match your interests

Areas of Study at A Sample College

Saved Areas of Study
Suggested Areas of Study

Key to Abbreviations

BACH Bachelor's Degree
MASTER Master's Degree
DOC Doctoral Degree
m = Offered as a Minor

Sort Majors by Degree

Saved | Suggested | Programs of Study
--- | --- | ---
⭐ | Accounting (BACH, MASTER) | ⭐
💡 | Aerospace, Aeronautical and Astronautical Engineering (BACH, MASTER, DOC) | ❗
⭐ | African Studies (BACH, m) | ⭐
💡 | American Studies (BACH, m) | ⚫
💡 | Anthropology (BACH, m) | ⚫
💡 | Arabic Language and Literature (BACH) | ⚫
💡 | Architecture (BACH, MASTER) | ⚫
💡 | Art History, Criticism and Conservation (BACH, MASTER, m) | ⚫
Create an Action Plan

Build Your Action Plan

Review & Print Your Action Plan
FOCUS 2
saves all
your results,
questions &
preferences
in “Your
Career Portfolio”.

YOUR CAREER PORTFOLIO
Review & Update Your Saved Careers
Review & Update Your Saved Majors
Review & Print Your Portfolio
Explore job postings nationally, by state, by employer type, by specialty - green jobs, international, etc.

RECOMMENDED TOOLS AND WEBSITES
Upcoming Events
Job Boards and Internship Opportunities
Links to Helpful Websites

Explore job postings for occupations of interest to you by clicking on **Job Boards and Internship Opportunities**
USE FOCUS 2 AS AN ONGOING RESOURCE

MAKE INFORMED DECISIONS
In what stage of your education should you use FOCUS 2?

FOCUS 2 can be used in different ways throughout all stages of your education according to your personal needs.

1st or 2nd year student:
- Explore majors at your college that support your assessment results
- Explore career options
- Make decisions

Graduating or Alumni:
- Explore career options
- Plan for additional education and training
- Make Career Plans
**FAQ**

Where and when can you use FOCUS 2?

Anywhere, anytime, 24/7.
Just go to the NCC Career Counseling Center web site, [www.ncc.edu/careercounseling](http://www.ncc.edu/careercounseling) and select Focus2 and use the access code “career counseling to self register.

Where do I start and can I use FOCUS 2 more than once?

Start with any feature on the Main Menu.
Repeat any feature.
Will FOCUS 2 save your Self-Assessment profile results and are your results confidential?

Yes, FOCUS 2 will save all your results under your confidential user name and password. Only you and your career counseling center has access to your results.
Are printouts of your results available?
Yes, you can print your results by selecting Review and Print My Portfolio on the Main Menu.

Can you change your account details such as your password, email address etc.?
Yes, go to the FOCUS 2 Main Menu and click on “Update My Account” located on the upper right side of the page and make your changes.
Remember, career planning involves thinking about which educational and occupational paths will provide you with satisfaction and self-fulfillment in all aspects of your life, not only in the present, but in the future.