



What Is FOCUS?

FOCUS is one of the top career and educational planning systems, as recognized by the National Association of Colleges and Employers (NACE). **FOCUS** provides you with the personalized career and educational planning information needed to make well-informed decisions in these important areas, including confirmation that your choice of academic major is appropriate and that you are preparing for an appropriate career path.

FOCUS is based on proven career advising principles. It provides you with a complete picture of your interests, values, skills, and personality, using self-assessment questionnaires, interest inventories, and personality testing. After this assessment, the program uses an extensive career and occupational information database to help you identify and explore occupations and career paths that best match your personal characteristics. This information is also useful as you identify appropriate career mentors.

Why Take FOCUS?

FOCUS has already helped many students make good career and educational choices. You are strongly encouraged to take advantage of the opportunity to use **FOCUS** also. Once you have completed the program, refer to the **Occupational Outlook Handbook** (<http://www.bls.gov/ooh/>) to further research occupations of interest to you. Keep all printouts from your **FOCUS** search for future reference and any meetings you may have with Career Center staff or mentors.

Take **FOCUS** whether you know exactly what you want to do after graduation, have no idea, or have some possibilities in mind. Use **FOCUS** to help structure your plan of action so that you may:

1. Assess your career related interests, work values, skills and preferences,
2. Explore occupations, career paths and educational programs that are compatible, and
3. Map out goals, action plans, personal development and training needs.

How To Start FOCUS?

FOCUS is provided for student/alumni use by the College of Charleston Career Center. To access the system, you must be an authorized (registered) user. All students/alumni are invited to self-register by going to the Career Center website at <http://careercenter.cofc.edu> and clicking the link to **Students > Career Planning and Exploration**.

Create a User Account to take FOCUS:

1. Go to <http://careercenter.cofc.edu/students/careerplanning.php>
2. Click the **FOCUS Career Planning System**.
3. Follow the instructions: **TO CREATE A NEW ACCOUNT**. The **Access Code** is **cougars**.
4. Plan to dedicate 1 hour of uninterrupted time completing all phases of the program.
5. Print the results for your reference and any meetings you may schedule with the Career Center.
6. Return as needed.

How To Use Your FOCUS Results?

Once you have finished the program, refer to the **Occupational Outlook Handbook** (<http://www.bls.gov/ooh/>) to further research occupations of interest to you.

Meeting with a Career Center staff member to explore your results further is also recommended. Please contact the Career Center at 843-953-5692 or careercenter@cofc.edu to schedule an appointment.

Additionally, you can learn more about specific careers fields by visiting the Career Resource Library (216 Lightsey Center) or connecting with alumni through the CofC Alumni & Student Career Network group on LinkedIn (<http://careercenter.cofc.edu/students/careernetwork.php>).