

# IN150

## Foundations for Success in IT Careers

Seminar 2

# AGENDA

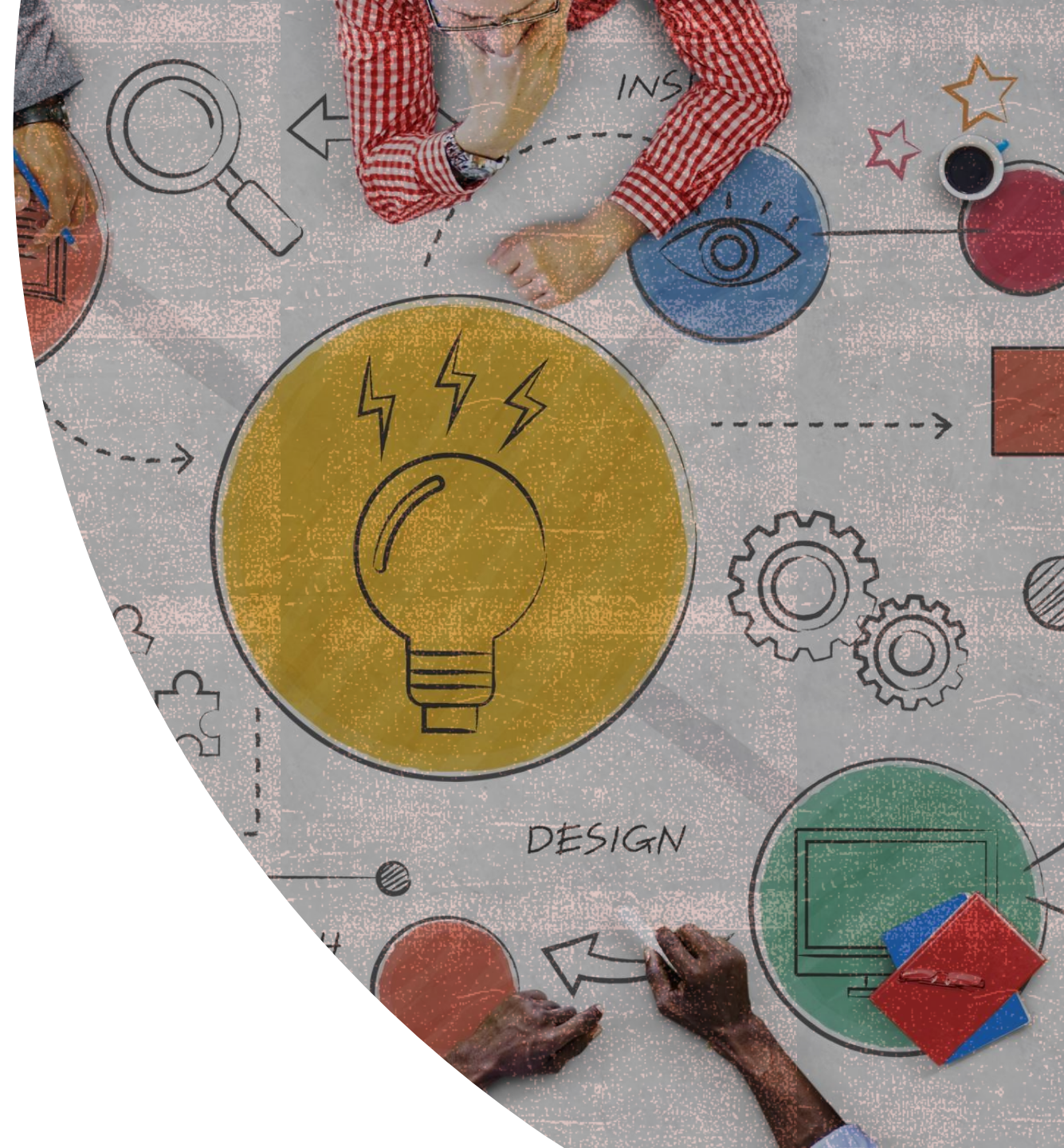
## IN150 - Seminar 2

1. Learning Activity
2. BLS Data - Things to Look For
3. Assignment Prep
4. Looking Ahead



## Unit 2 Learning Activities

# TRANSFERABLE SKILLS



# TRANSFERABLE SKILLS

Your skills



In the chat, write your initial response to the following question:



**How has a previous interest or hobby of yours influenced and enhanced the skill set you use in your current job?**



Skills are often **job-agnostic**  
(meaning not tied to a specific  
job); rather, are **strengths** you  
pick up and can apply elsewhere



# **CHECK YOUR UNDERSTANDING OF TRANSFERABLE CAREER SKILLS**





## SCENARIO

Manuel has 5 years of experience as a warehouse worker. His responsibilities included checking the manifest for deliveries received the previous night and coordinating other warehouse receivers and transporters.

During the pandemic he had to increasingly step in for his boss, including reporting on the deliveries and returns to the shipping director, and conducting the weekly warehouse meetings.

He is now applying for a job as an inventory control supervisor.

Which skills might Miguel have that would be transferable to the new position of inventory control manager? (Select all that apply.)

- Training Others
- Delegating
- Taking Inventory
- Coordinating Groups
- Organizing Others
- Evaluating Performance
- Problem Solving
- Works well with others
- Decision Making
- Presentation Skills
- Handling Difficult Situations
- Running Meetings
- Empowering Others
- Programming
- Budgeting



## SCENARIO

Manuel has 5 years of experience as a warehouse worker. His responsibilities included **checking the manifest** for deliveries received the previous night and **coordinating other warehouse receivers** and transporters.

During the pandemic he had to increasingly step in for his boss, including **reporting on the deliveries and returns** to the shipping director, and conducting the **weekly warehouse meetings.**

He is now applying for a job as an inventory control supervisor.

Which skills might Miguel have that would be transferable to the new position of inventory control manager? (Select all that apply.)

### Transferable:

- Delegating
- Taking Inventory
- Coordinating Groups
- Organizing Others
- Problem Solving
- Works well with others
- Decision Making
- Presentation Skills
- Handling Difficult Situations
- Running Meetings
- Empowering Others
- Programming

### Non-Transferable:

- Training Others
- Evaluating Performance
- Budgeting





## SCENARIO

Manuel has 5 years of experience as a warehouse worker. His responsibilities included checking the manifest for deliveries received the previous night and coordinating other warehouse receivers and transporters.

During the pandemic he had to increasingly step in for his boss, including reporting on the deliveries and returns to the shipping director, and conducting the weekly warehouse meetings.

He is now applying for a job as an inventory control supervisor.

When applying for the new job, Manuel wants to include the fact that he took over for his boss, who was unexpectedly out of the office for a few weeks, and was commended for his performance. Where should he ideally mention this? (Select all that apply.)

- a) LinkedIn Profile
- b) Initial Interview
- c) In his cover letter
- d) In his resume
- e) Initial Phone Conversation with a Recruiter



## SCENARIO

Manuel has 5 years of experience as a warehouse worker. His responsibilities included checking the manifest for deliveries received the previous night and coordinating other warehouse receivers and transporters.

During the pandemic he had to increasingly step in for his boss, including reporting on the deliveries and returns to the shipping director, and conducting the weekly warehouse meetings.

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When applying for the new job, Manuel wants to include the fact that he took over for his boss, who was unexpectedly out of the office for a few weeks, and was commended for his performance. Where should he ideally mention this? (Select all that apply.)

- a) LinkedIn Profile
- b) Initial Interview ✓
- c) In his cover letter ✓
- d) In his resume ✓
- e) Initial Phone Conversation with a Recruiter

Note: This can be sensitive as to why your boss is out, so try to maintain confidentiality, while also claiming the work you did do

## Unit 2 Assignment

---

# BLS DATA - THINGS TO LOOK FOR



# BLS DATA

Your dream job

**Write**

In the chat, write your initial response to the following question:

**Take**

Take a few moments to write down your dream job, which may include salary, minimum education required, job growth, etc.

**Focus on**

You do not need to have a title if you are unsure right now; rather, you can focus on the tasks you want to do in the future.



# Assignment Prep



## Unit 2 Assignment




# BLS DATA


## U.S. Bureau of Labor Statistics


Go to: <https://www.bls.gov/>








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**Announcement**

» The 2023 Consumer Expenditures news release scheduled to be released on September 10, 2024, was rescheduled to Wednesday, September 25, 2024, at 10:00 AM ET to correct an error found prior to publication. We apologize for the inconvenience.

**SEP**  
**20**

**August jobless rates up in 6 states, down in 1; payroll jobs up in 4 states, down in 1**

In August, unemployment rates were higher in 6 states and the District of Columbia, lower in 1 state, and stable in 43 states. Nonfarm payroll employment increased in 4 states, decreased in 1 state, and was essentially unchanged in 45 states and the District.

[HTML](#) | [PDF](#) | [RSS](#) | [Charts](#)

09/19/2024 **Medical benefits are available to 72% of private industry workers in March 2024**


09/17/2024 **July job openings rates down in 4 states, up in 1; total separations rates up in 11 states**

09/13/2024 **U.S. import prices decrease 0.3% in August; export prices drop 0.7%**

09/12/2024 **PPI for final demand rises 0.2% in August; services increase 0.4%, goods unchanged**

[All Releases >>](#)



**SPOTLIGHT ON STATISTICS**




**Scanning grocery store productivity statistics**



Since the pandemic, grocery store services expanded to include curbside pickup, online ordering, self-checkouts, and more.

[read more >>](#)

 1 2 3 4 5 

**LATEST NUMBERS**  [RSS](#)

**Consumer Price Index (CPI):**  
+0.2% in Aug 2024

Northeast	Mid-Atlantic	Southeast	Midwest
Southwest	Mountain-Plains	West	

**Geographic Information**



# BLS DATA

## U.S. Bureau of Labor Statistics

Click on Publications > Occupational Outlook Handbook

The screenshot shows the U.S. Bureau of Labor Statistics website. The top navigation bar includes 'HOME', 'SUBJECTS', 'DATA TOOLS', 'PUBLICATIONS' (highlighted with an orange circle), 'ECONOMIC RELEASES', 'CLASSROOM', and 'BETA'. A dropdown menu for 'PUBLICATIONS' is open, listing various resources, with 'Occupational Outlook Handbook' highlighted by an orange circle. Other items in the menu include 'The Economics Daily', 'Geographic Profile', 'Monthly Labor Review', 'Handbook of Methods', 'Beyond the Numbers', 'Research Papers', 'Spotlight on Statistics', 'Copyright Information', 'Reports', 'Contact & Help', 'Commissioner's Corner', 'Weekly Update', 'Videos', and 'Career Outlook'. The main content area features a 'Latest Publications' section with several news items, a 'SPOTLIGHT ON STATISTICS' section with an article titled 'Scanning grocery store productivity statistics', and a 'LATEST NUMBERS' section showing the Consumer Price Index (CPI) at +0.2% in Aug 2024. A 'Geographic Information' section is visible at the bottom left.

United States Department of Labor

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**Latest Publications >>**

- Occupational Outlook Handbook
- Geographic Profile
- The Economics Daily
- Handbook of Methods
- Monthly Labor Review
- Research Papers
- Beyond the Numbers
- Copyright Information
- Spotlight on Statistics
- Contact & Help
- Reports
- Weekly Update
- Commissioner's Corner
- Videos
- Career Outlook

**Announce**

>> The 2023 rescheduled We apologize

SEP 20

09/19/2024 **Medical benefits are available to 72% of private industry workers in March 2024**

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[All Releases >>](#)

**SPOTLIGHT ON STATISTICS**

**Scanning grocery store productivity statistics**

Since the pandemic, grocery store services expanded to include curbside pickup, online ordering, self-checkouts, and more.

[read more >>](#)

**LATEST NUMBERS**

Consumer Price Index (CPI): +0.2% in Aug 2024

**Geographic Information**

Northeast	Mid-Atlantic	Southeast	Midwest
Southwest	Mountain-Plains	West	



# BLS DATA

## Occupational Outlook Handbook

Here are some key points you can use for a slide on why someone would use the BLS Occupational Outlook Handbook:

- **Comprehensive Career Information:** Provides detailed information on hundreds of occupations, including job duties, work environment, and required education and training.
- **Job Outlook Predictions:** Offers reliable projections on employment growth or decline for the next 10 years, helping users understand future job demand.
- **Salary Data:** Includes up-to-date salary ranges for various professions, enabling comparison across industries and regions.
- **Career Planning:** Assists individuals in making informed decisions about their career path, educational investment, and long-term goals.
- **Insight for Educators & Advisors:** Useful for career counselors, educators, and academic advisors when guiding students or clients on career options.
- **Regional Job Market Trends:** Provides insight into employment opportunities and wages across different geographic areas.
- **Industry Comparisons:** Allows users to compare job prospects and requirements between different fields and industries.

These points emphasize the handbook's value in career research and planning.





# BLS DATA

## Occupational Outlook Handbook

The CareerInfo app is available for [iOS](#) and [Android](#) devices. To learn more about the app, click [here](#).

For a video guide to using the OOH, click [here](#).

### OCCUPATION GROUPS

- Architecture and Engineering
- Arts and Design
- Building and Grounds Cleaning
- Business and Financial
- Community and Social Service
- Computer and Information Technology
- Construction and Extraction
- Education, Training, and Library
- Entertainment and Sports
- Farming, Fishing, and Forestry
- Food Preparation and Serving
- Healthcare
- Installation, Maintenance, and Repair
- Legal
- Life, Physical, and Social Science
- Management
- Math
- Media and Communication

### SELECT OCCUPATIONS BY

2023 Median Pay    Entry-Level Education    On-the-job Training

Number of New Jobs (Projecter)    Growth Rate (Projected)    **GO**

### FEATURED OCCUPATION



### Sales Managers

Sales managers plan, direct, or coordinate the delivery of a product or service to the customer.

[view profile »](#)

### A-Z INDEX

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

### BROWSE OCCUPATIONS

Highest Paying

Fastest Growing  
(Projected)

Most New Jobs  
(Projected)

Field of Degree


Additional  
Filters




# BLS DATA


## Searching

Using your mouse,  
hover over the  
search field

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Bureau of Labor Statistics > Publications > Occupational Outlook Handbook



OOH HOME | OCCUPATION FINDER | OOH FAQ | HOW TO FIND A JOB | A-Z INDEX | OOH SITE MAP

**OCCUPATIONAL OUTLOOK HANDBOOK**

### Home

Get the CareerInfo app for the Occupational Outlook Handbook (OOH).

Scan with your device

 iOS  Android

The CareerInfo app is available for [iOS](#) and [Android](#) devices. To learn more about the app, click [here](#).

For a video guide to using the OOH, click [here](#).

**OCCUPATION GROUPS**

- Architecture and Engineering
- Arts and Design
- Building and Grounds Cleaning

**SELECT OCCUPATIONS BY**


2023 Median Pay ▾ Entry-Level Education ▾ On-the-job Training ▾

Number of New Jobs (Projected) ▾ Growth Rate (Projected) ▾





# BLS DATA

## Searching

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# OCCUPATIONAL OUTLOOK HANDBOOK

disc jockey

## Home

Get the CareerInfo app for the Occupational Outlook Handbook (OOH).

Scan with your device

iOS Android

The CareerInfo app is available for [iOS](#) and [Android](#) devices. To learn more about the app, click [here](#).

For a video guide to using the OOH, click [here](#).

### OCCUPATION GROUPS

- Architecture and Engineering
- Arts and Design
- Building and Grounds Cleaning

### SELECT OCCUPATIONS BY

2023 Median Pay ▾ Entry-Level Education ▾ On-the-job Training ▾

Number of New Jobs (Projected) ▾ Growth Rate (Projected) ▾

If you have an idea of your dream career title place it in the search bar



# BLS DATA

## Searching

Using your mouse,  
hover over the most  
relevant occupation.

Using the pen tool,  
highlight two more  
occupations you see  
from the search results  
page.

The screenshot shows the BLS website search interface. At the top, there is a navigation bar with links for HOME, SUBJECTS, DATA TOOLS, PUBLICATIONS, ECONOMIC RELEASES, CLASSROOM, and BETA. A search bar is located in the top right corner. The search results page displays the search query 'disc jockey inurl:bls.gov/ooh/' and shows about 9 results. The first result is 'Announcers and DJs : Occupational Outlook Handbook: : U.S. ...' with a URL 'https://www.bls.gov/ooh/media-and-communication/announcers.htm'. The second result is 'Media and Communication Occupations : Occupational Outlook ...' with a URL 'https://www.bls.gov/ooh/media-and-communication/'. The third result is 'Home : Occupational Outlook Handbook: : U.S. Bureau of Labor ...' with a URL 'https://www.bls.gov/ooh/'. The fourth result is 'Broadcast, Sound, and Video Technicians : Occupational Outlook ...' with a URL 'https://www.bls.gov/ooh/.../broadcast-and-sound-engineering-technicians.ht...'. Each result includes a brief description of the occupation.



# BLS DATA


## Searching


### SUMMARY Tab:

Using your mouse, hover over the median pay.

What was the number of jobs in 2023?

Are jobs expected to increase, decrease, or remain the same over the next decade?

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Bureau of Labor Statistics > Publications > Occupational Outlook Handbook > Media and Communication

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## OCCUPATIONAL OUTLOOK HANDBOOK


### Announcers and DJs

[PRINTER-FRIENDLY](#)

[Summary](#) | [What They Do](#) | [Work Environment](#) | [How to Become One](#) | [Pay](#) | [Job Outlook](#) | [State & Area Data](#) | [Similar Occupations](#) | [More Info](#)

#### Summary

Quick Facts: Announcers and DJs	
2023 Median Pay	\$20.94 per hour
Typical Entry-Level Education	<a href="#">See How to Become One</a>
Work Experience in a Related Occupation	None
On-the-job Training	<a href="#">See How to Become One</a>
Number of Jobs, 2023	47,500
Job Outlook, 2023-33	0% (Little or no change)
Employment Change, 2023-33	0



#### [What Announcers and DJs Do](#)

Announcers present news and sports or may interview guests on media such as radio and television. Disc jockeys (DJs) act as masters of ceremonies (emcees) or play recorded music at weddings, parties, or clubs.

#### [Work Environment](#)

Many announcers and DJs work in radio and television studios or are self-employed. Some work part time, and schedules might include early mornings, nights, weekends, and holidays.

#### [How to Become an Announcer or DJ](#)

Entry requirements for announcers and DJs vary. Broadcast announcers and radio DJs typically need a bachelor's degree in journalism, broadcasting, or communications; experience gained from internships or working at a school radio or television station is helpful. Other types of DJs typically need a high school diploma and some on-the-job training.



# BLS DATA

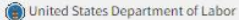
## Searching


### WHAT THEY DO Tab:

What are all tasks that a DJ may do?

### Assignment Application:

You will need to justify why you chose the job titles you selected.

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**OCCUPATIONAL OUTLOOK HANDBOOK**

Announcers and DJs PRINTER-FRIENDLY 

Summary **What They Do** Work Environment How to Become One Pay Job Outlook State & Area Data Similar Occupations More Info


### What Announcers and DJs Do About this section

Announcers present news and sports or may interview guests on media such as radio and television. Disc jockeys (DJs) act as masters of ceremonies (emcees) or play recorded music at weddings, parties, or clubs.

#### Duties

Announcers and DJs typically do the following:

- Present music and information on radio or television shows or at venues
- Interview guests on their shows
- Research topics for comment and discussion during shows
- Read prepared scripts on radio or television shows or at venues
- Provide commentary for the audience during events
- Select program content
- Introduce upcoming acts and guide the audience through the entertainment
- Make promotional appearances at public or private events



Radio and television announcers present news and opinions and take calls from listeners.

**Broadcast announcers and radio DJs** present music or the news, sports, traffic, and weather. Announcers are expected to be up to date with current events or a specific field, such as politics or sports, so that they can comment on these issues during their programs. In addition, they schedule guests on their shows and work with producers to develop other creative content. Radio DJs typically specialize in one kind of music genre and announce selections as they air them. They may take requests from listeners, manage radio contests, or announce traffic conditions.

Broadcast announcers and radio DJs also may be responsible for other aspects of television or radio programming. They may operate studio equipment, sell commercial time to advertisers, or develop advertisements and other recorded material. At many radio stations, they do much of the work traditionally done by [editors](#) and [broadcast technicians](#), such as broadcasting program schedules, commercials, and public service announcements.



# BLS DATA

## Searching

**WORK ENVIRONMENT Tab:**  
Using your mouse, hover the  
correct answer:

Do DJs typically work a 9a-  
5p work schedule Monday-  
Friday?

Assignment Application:  
You will need to justify why  
you want to work as a  
specific role and this may  
help your justification.

HOME ▾ SUBJECTS ▾ DATA TOOLS ▾ PUBLICATIONS ▾ ECONOMIC RELEASES ▾ CLASSROOM ▾ BETA ▾

Bureau of Labor Statistics > Publications > Occupational Outlook Handbook > Media and Communication

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## OCCUPATIONAL OUTLOOK HANDBOOK

### Announcers and DJs

PRINTER-FRIENDLY


Summary | What They Do | **Work Environment** | How to Become One | Pay | Job Outlook | State & Area Data | Similar Occupations | More Info

#### Work Environment

About this section

Broadcast announcers and radio disc jockeys held about 26,500 jobs in 2023. The largest employers of broadcast announcers and radio disc jockeys were as follows:

Radio broadcasting stations	55%
Media streaming distribution services, social networks, and other media networks and content providers	22
Performing arts, spectator sports, and related industries	7
Self-employed workers	4
Motion picture and video industries	1



Radio and television announcers work with a variety of studio equipment.

Disc jockeys, except radio held about 21,000 jobs in 2023. The largest employers of disc jockeys, except radio were as follows:

Self-employed workers	66%
Performing arts, spectator sports, and related industries	14
Food services and drinking places	12
Amusement, gambling, and recreation industries	4
Radio broadcasting stations	1

Broadcast announcers and radio DJs usually work in well-lit, temperature-controlled, soundproof studios. Some radio DJs produce and record their shows while working from home.

DJs, except radio work in a variety of settings, either indoors or outdoors or both. They travel to the location of the event they are hosting.

The pressure of deadlines and tight work schedules may be stressful.

#### Work Schedules

Work schedules for announcers and DJs vary and may include early mornings, late nights, weekends, or holidays. Part-time work also may be common.



# BLS DATA

## Searching

**HOW TO BECOME ONE Tab:**  
Using your mouse, hover the skills needed to be a DJ.

**Assignment Application:**  
You will need to identify 3 for your assignment.

OOH HOME | OCCUPATION FINDER | OOH FAQ | HOW TO FIND A JOB | A-Z INDEX | OOH SITE MAP

## OCCUPATIONAL OUTLOOK HANDBOOK

Search Handbook Go

Announcers and DJs PRINTER-FRIENDLY

Summary | What They Do | Work Environment | **How to Become One** | Pay | Job Outlook | State & Area Data | Similar Occupations | More Info

### How to Become an Announcer or DJ

About this section

Entry requirements for announcers and DJs vary. Broadcast announcers and radio DJs typically need a bachelor's degree in journalism, broadcasting, or communications; experience gained from internships or working at a school radio or television station is helpful. Other types of DJs typically need a high school diploma and some on-the-job training.

#### Education

Broadcast announcers and radio DJs typically need a bachelor's [degree in communications](#), broadcasting, or journalism. However, some jobs may be available for workers who have a high school diploma or equivalent. DJs, except radio typically need a high school diploma and some on-the-job training.

Employers may prefer to hire candidates who have hands-on skills or knowledge. High school and college students interested in a career as an announcer or DJ may benefit from taking speech classes and participating in opportunities to practice public speaking. These may include making announcements on their school's public address system, working at their school's radio or television station, or serving as an emcee at events. Internships also may be available, although they are often limited to college students.

#### Training

Radio and television announcers whose highest level of education is a high school diploma or equivalent also may need some short-term on-the-job training to learn how to operate audio and production equipment.

#### Advancement

Because radio and television stations in small markets have limited staff, advancement within the same small-market station is unlikely. Rather, many broadcast announcers and radio DJs advance by relocating to a large-market station. These larger markets often offer higher pay and more responsibility and challenges than do small markets.

When making hiring decisions, large-market stations rely on workers' personalities and past performance. Broadcast announcers and radio DJs need to have proven that they can attract, engage, and keep the attention of a sizeable audience.


#### Important Qualities

**Business skills.** DJs, except radio who are self-employed must be able to market themselves and identify clients. They also need to manage the details of their business, including billing, budgeting, and other financial matters.

**Computer skills.** Announcers and DJs, especially those seeking careers in radio or television, should be comfortable using editing software and other broadcast-related devices.

**Interpersonal skills.** Broadcast announcers and radio DJs interview guests, answer phone calls on air, and may interact with listeners on social media. Party DJs and emcees should be comfortable working with clients to plan entertainment options.

**Persistence.** Entry into this occupation is very competitive, and candidates may need to audition many times for an opportunity to work on the air. Entry-level broadcast announcers and radio DJs must be willing to work for a small station to secure their first job.







# BLS DATA

## Searching

Using your mouse, hover over a similar job that has a median pay of \$82k.

Assignment Application: You will need to find similar jobs for your paper.

The screenshot shows the BLS Occupational Outlook Handbook website. The page is titled "Announcers and DJs" and features a "Similar Occupations" section. The table below lists six occupations with their respective job duties, entry-level education requirements, and 2023 median pay.

OCCUPATION	JOB DUTIES	ENTRY-LEVEL EDUCATION	2023 MEDIAN PAY
<a href="#">Actors</a>	Actors express ideas and portray characters in theater, film, television, and other performing arts media.	Some college, no degree	The annual wage is not available.
<a href="#">Broadcast, Sound, and Video Technicians</a>	Broadcast, sound, and video technicians set up, operate, and maintain the electrical equipment for media programs.	<a href="#">See How to Become One</a>	\$54,160
<a href="#">Musicians and Singers</a>	Musicians and singers play instruments or sing for live audiences and in recording studios.	No formal educational credential	The annual wage is not available.
<a href="#">News Analysts, Reporters, and Journalists</a>	News analysts, reporters, and journalists keep the public updated about current events and noteworthy information.	Bachelor's degree	\$57,500
<a href="#">Producers and Directors</a>	Producers and directors make business and creative decisions about film, television, stage, and other productions.	Bachelor's degree	\$82,510
<a href="#">Writers and Authors</a>	Writers and authors develop written content for various types of media.	Bachelor's degree	\$73,690



Reminder:

**You are required to cite the BLS site (both in-text and as a reference) to receive full credit on this assignment. Be sure to review the [Academic Writer](#) for APA formatting.**





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**For next  
seminar**

# LOOKING AHEAD

## Seminar 3

Click on the **Testout/LabSim** module in the course and ensure you can access “0.1 - How to Use the Course” material:

The screenshot displays a Blackboard course interface for IN150 Foundations for Success in Informatics. The breadcrumb trail is highlighted: [Table of Contents](#) > [Testout/LabSim](#) > [0.1 - How to Use the Course](#). The main heading is "0.1 - How to Use the Course". Below this, there is an "External Resource" card with a link icon, the title "0.1 - How to Use the Course", and an "Open in New Window" button. A "Reflect in ePortfolio" button is also present. The "Activity Details" tab is active, showing a "Visible" toggle (checked), "Required: Automatic", and a note "View this topic to complete the activity". There is also a section for "Options" with "Reflecting in ePortfolio is enabled". The page footer indicates "Last Modified 6/3/2024 4:31 PM".



# THANK YOU

- Questions? Please contact me:
- [betsy.mccall@purdueglobal.edu](mailto:betsy.mccall@purdueglobal.edu)

