COMPUTER OPERATOR

RAPIDS: 0817N	O*NET/SOC: 43-9011.00	REVISION DATE: 09/2019

TRADE DESCRIPTION: Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. May enter commands at a computer terminal and set controls on computer and peripheral devices. Monitor and respond to operating and error messages.

TASK PERFORMANCE: Demonstrate knowledge and skills for qualifying as Journeyman. Applicable Job Qualification Requirements will be used as a guide in performing tasks and demonstrating knowledge in the following skill areas. Actual work time must be recorded in the Work Experience Log; each skill area must be completed.

Applicable Ratings/MOS/NEC

USMC MOS: ALL

USCG: ALL

USN: ALL

USA MOS: ALL

Related Instruction:

Trade related On-The-Job-Training (OJT) or Any trade related schools/courses totaling 144 or more hours. Occupations appropriately trained and assigned where primary duties are accomplished through computer operation.

Additional Requirement:

None

Total Hours: **2000**

Skill	Description	Hours
A	**COMPUTER OPERATION**	600

	-- Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions. -- Enter commands at a computer terminal and set controls on computer and peripheral devices. -- Monitor and respond to operating and error messages. -- Using computers and computer systems (including hardware and software) to program, set up functions, enter data, or process information. -- Enter commands, using computer terminal, and activate controls on computer and peripheral equipment to integrate and operate equipment. -- Train users in the proper operation of computers and use of associated peripheral devices.	
B	**COMMUNICATION** -- Communicate with supervisors, peers, or subordinates. -- Provide information to supervisors, co-workers, and subordinates by e-mail, in written form, telephone or in person. -- Perform administrative and clerical procedures and systems such as e-mail, word processing, managing files and records, designing forms, and other office procedures and terminology.	**400**
C	**ANALYZING DATA OR INFORMATION** -- Operate spreadsheet programs and other types of software to load and manipulate data and to produce reports. -- Retrieve, separate and sort program output as needed, and send data to specified users. -- Observe, receive, and otherwise obtain information from all relevant sources Identify the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.	**350**
D	**USE INTERNET AND INTRANET OR NETWORKING** -- Navigate or research or execute or copy or print information on associated networks. --Locate required information to complete various aspects of assigned tasks.	**250**
E	**PERIPHERAL EQUIPMENT** -- Operate computer peripheral equipment such as; printers, scanners, CD/DVD Read Writers, external storage devices for data transfer to and from computer and to convert data from one format to another.	**100**

	-- Understand device management tools. -- Operate software to create shortcut to devices, properties settings and commands, and troubleshooting command.	
F	**MEDIA ASSISTANCE** -- Assist workers in classifying, cataloging, and making back-ups of files or drives. -- Maintain back-up of computer systems utilizing external sources.	**100**
G	**ERROR MONITORING** -- Operate and observe computer and peripheral equipment for errors. -- Take corrective actions.	**100**
H	**MAINTENANCE AND INSTRUCTIONS** -- Read instructions and follow maintenance schedules. -- Perform preventative and corrective maintenance on computers and peripheral equipment such as; Load printer paper, replenish ink cartridges, toner, imager, and transfer rollers etc.	**100**