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

<table>
<thead>
<tr>
<th>Skill</th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>A</td>
<td>COMPUTER OPERATION</td>
<td>600</td>
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</table>
-- 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.

### 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.

### 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.

### 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.
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.

**G ERROR MONITORING**

- Operate and observe computer and peripheral equipment for errors.
- Take corrective actions.

**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.