

COMPUTER OPERATOR

RAPIDS: 0817N

O*NET/SOC: 15-1299.00

REVISION DATE: 03/2021

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.

TRADE ELIGIBILITY REQUIREMENTS:

Service Member assigned, trained and working full time in this trade occupation;

Have a minimum of 12 months remaining on active duty when beginning this trade apprenticeship;

Agree to abide by the National Standards of Apprenticeship.

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	<p>COMPUTER OPERATION</p> <p>-- Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions.</p> <p>-- Enter commands at a computer terminal and set controls on computer and peripheral devices.</p>	600

	<ul style="list-style-type: none"> -- 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	<p>COMMUNICATION</p> <ul style="list-style-type: none"> -- 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	<p>ANALYZING DATA OR INFORMATION</p> <ul style="list-style-type: none"> -- 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	<p>USE INTERNET AND INTRANET OR NETWORKING</p> <ul style="list-style-type: none"> -- 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	<p>PERIPHERAL EQUIPMENT</p> <ul style="list-style-type: none"> -- 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. 	100
F	<p>MEDIA ASSISTANCE</p>	100

	<ul style="list-style-type: none"> -- Assist workers in classifying, cataloging, and making back-ups of files or drives. -- Maintain back-up of computer systems utilizing external sources. 	
G	<p>ERROR MONITORING</p> <ul style="list-style-type: none"> -- Operate and observe computer and peripheral equipment for errors. -- Take corrective actions. 	100
H	<p>MAINTENANCE AND INSTRUCTIONS</p> <ul style="list-style-type: none"> -- 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