

# Work Processes Schedule

## COMPUTER PROGRAMMER (PROFESSIONAL & KINDRED)

RAPIDS: 0811N

O\*NET/SOC: 15-1131.00

REVISION DATE: 12/2014

Convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. Develop and write computer programs to store, locate, and retrieve specific documents, data, and information. May also program web sites.

### Applicable Ratings/MOS

USMC MOS 0651, 0689, 4067, 6046, 6049

USCG IT

USN AZ, CTM, CTN, ET, ETN, ETR, ETV, FC, FT, IT, ITS

### Related Instruction

Any trade related schools/courses totaling 288 hours

### Additional Requirement

AZ MUST HOLD NEC 6303/6304 Optimized NALCOMIS System Administrator/Analyst OMA USMC MOS 6046 must have completed Optimized NALCOMIS System Administrator/Analyst OMA

Total Hours: **4000**

Skill	Description	Hours
A	<p><b>PROJECT PREPARATIONS</b></p> <p>Plan, schedule, and direct preparation of programs to process data and solve problems by use of computers. Convert data from project specification and statement of problems and procedures to create or modify computer programs. Prepare or receive detailed workflow charts and diagrams to illustrate sequence of steps that program must follow and to describe input, output, and logical operations involved. Confer with supervisors and representative of departments concerned with program to resolve questions of programming intent, data input, output requirements, and inclusion of internal controls.</p>	500
B	<p><b>SOFTWARE DEVELOPMENT</b></p> <p>Develop programs from workflow charts or diagrams, considering factors such as; computer storage capacity and speed, extent of peripheral equipment, and intended use of output data. Convert detailed logical flow chart to language processable by computer. Enter program codes into a computer system. Enter software program into the computer.</p>	500
C	<p><b>SOFTWARE TESTING</b></p> <p>Input test data into a computer. Observe monitor screen to interpret program operating codes. Analyze test runs on the computer to correct or direct correction of coded program and input data.</p>	500
D	<p><b>PROGRAM ERROR CORRECTION</b></p> <p>Correct program errors using methods such as; modifying program or altering sequence of program steps. Write instructions to guide operating personnel during production runs.</p>	500

E	<p><b>PROGRAM REVISION</b></p> <p>Consult with managerial and systems analysis personnel to clarify program intent, identify problems, suggest changes and determine extent of programming and coding required. Analyze, review, and re-write programs to increase efficiency or to adapt program to new requirements. Collaborate with computer manufacturers and other users to develop new programming methods.</p>	500
F	<p><b>DOCUMENTATION DEVELOPMENT AND REVISION</b></p> <p>Compile and write documentation of program development and subsequent revisions. Prescribe standards for terms and symbols used to simplify interpretation of programs. Prepare reports and records.</p>	500
G	<p><b>TRAINING</b></p> <p>Train workers to use program. Assign, coordinate, and review work of programming personnel. Training subordinates in programming and program coding.</p>	500
H	<p><b>SAFETY PRECAUTIONS AND PROCEDURES</b></p> <p>Perform unique safety requirements applicable to this trade. Conform to prescribed safety factors to include the proper use of and methods of handling chemicals, hand or power tools, ladders, air or hydraulic lines, or other materials to perform the task. Utilize, store, and dispose of hazardous or flammable materials in accordance with company standards and established safety procedures. Perform routine safety inspections in spaces or work areas looking for proper safety control devices such as; warning signs such as; high voltage locations or other electrical hazards, radiation hazards, wet floors, ear and eye protection, hot machines or rotation equipment; fall or trip hazards, flags, ropes, first aid kits, or other items. Maintain safety inspection records. Report and/or correct all safety discrepancies identified.</p>	500