

Work Processes Schedule

COMPUTER OPERATOR

RAPIDS: 0817N

O*NET/SOC: 43-9011.00

REVISION DATE: 12/2014

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.

Applicable Ratings/MOS

USMC MOS 0111, 0171, 0211, 0231, 0241, 0291, 0411, 0431, 0481, 0491, 0511, 0651, 0652, 0656, 0658, 0659, 0681, 0689, 0699, 2611, 2621, 2631, 2649, 2651, 2847, 3051, 3052, 3112, 3432, 3451, 4068, 4821, 6042, 6046, 6049, 6672, 6694, 7011, 7041, ALL

USCG ALL, BM, IS, IT, OS, YN

USN ALL, AWO, AWR, AWS, AZ, CT, ET, FC, FT, IS, IT, ITS, LN, LS, MA, NC, OS, PR, PS, RP, SH, ST, YN

Related Instruction

Any trade related schools/courses totaling 144 hours. Occupations appropriately trained and assigned where primary duties are accomplished through computer operation. Listed ratings and MOS school qualify.

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. 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.</p>	600
B	<p>COMMUNICATION</p> <p>Communicating with supervisors, peers, or subordinates. Providing 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.</p>	400
C	<p>ANALYZING DATA OR INFORMATION</p> <p>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.</p>	350

D	<p>USE INTERNET AND INTRANET OR NETWORKING</p> <p>Navigate or research or execute or copy or print information on associated networks. Locate required information to complete various aspects of assigned tasks.</p>	250
E	<p>PERIPHERAL EQUIPMENT</p> <p>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.</p>	100
F	<p>MEDIA ASSISTANCE</p> <p>Assist workers in classifying, cataloging, and making back-ups of files or drives. Maintain back-up of computer systems utilizing external sources.</p>	100
G	<p>ERROR MONITORING</p> <p>Operate and observe computer and peripheral equipment for errors. Take corrective actions.</p>	100
H	<p>MAINTENANCE AND INSTRUCTIONS</p> <p>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.</p>	100