

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) Bureau of Apprenticeship and Training Washington, D.C. 20210	<u>Distribution:</u>  A-541 All Tech. Headquarters A-544 All Field Techs. A-547 SD +RD+SAC + Lab Com.	<u>Subject:</u> New Apprenticeable Occupation: Computer Operator  <u>Code:</u> 200
Symbols: NPCTG:BAJ	Action: Immediate	

**PURPOSE:** To inform Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training Bureau (BAT) Staff of a new apprenticeable occupation:

Computer Operator  
 O\*NET Code: 43-9011.00  
 RAIS Code: 0676  
 Training Term: 36 months (3 years)  
 Type of Training: Time - based

**BACKGROUND:** The request for apprenticeability consideration for this occupation was submitted by Regional Director Swain.

A suggested work process schedule and an outline of related instruction are attached. The training term submitted is 36 months (6000 hours).

Sponsors are encouraged to use the performance based method of training in lieu of time based. A minimum and a maximum number of hours could be allotted for completion of each work process. The term, however, should be not less than 2000 hours.

**Computer Operator** will be added to the Bureau's list of recognized apprenticeable occupations when it is reissued.

For further information contact Bonita Jefferson, ATR, DNIP.

Attachments

## WORK PROCESS SCHEDULE

### Computer Operator

O\*NET Code: 43-9011.00 AIMS Code: 0676

**Description:** Operates a computer, tape drives, printers, and plotters to process data according to operating instructions and procedure manual. Performs restoration of same upon request. Performs periodic system backups. Perform data archiving and restoration on request. Maintains databases of information pertaining to archiving and restoration on request. Maintains databases of information pertaining to archives, backups, and vendor documentation. Performs importation and exportation of data from/to entities outside the local site via modem and/or a variety of magnetic media.

### On-The-Job Training

### APPROXIMATE MONTHS

#### DATA MANAGEMENT PROCESSES AND PROCEDURES 9

1. Basic training in data management; backup and restore procedures, importing and exporting data, data requirements for outside entities, processing daily data management requests.

#### ARCHIVING AND DATA FLOW 2

1. Exploration of how data moves through the department and what systems and procedures are in place to manage data flow.
2. Mastering the archiving and retrieval procedures.

#### HARDWARE MAINTENANCE AND OPERATION 1

1. Learning the hardware components of the system, general hardware classifications, and necessary cleaning and preventive maintenance techniques.

#### TROUBLE-SHOOTING AND PROBLEM RESOLUTION 2

1. Basic techniques and approaches to solving problems in the computer systems environment with emphasis on learning sound principles and practices of de-bugging.

#### TEXT EDITORS 1

1. Learning to use and becoming proficient in the use of the editor(s) integral too the operating system(s).
2. Introduction to other text and line editors.

#### APPLICATION SOFTWARE 1

1. How to initiate, use, and properly exit the application software commonly used on the system.
2. Familiarity with application software command syntax.

<b><u>FOR ENGINEERING OFFICES ONLY:</u></b>	
<b><u>DATA TRANSLATORS</u></b>	<b>2</b>
1. The use of IGES, DXF, STL and other commonly used data translators for sending and receiving electronic engineering data; components and contents of translated files; pre-and post-processing options available through application interface software.	
<b><u>DOCUMENTATION</u></b>	<b>3</b>
1. The fundamentals of hardware and software documentation.	
2. Building a searchable database of documentation.	
3. How to read and reference vendor information in the problem solving process.	
<b><u>OPERATING SYSTEM COMMAND REFERENCE</u></b>	<b>9</b>
1. Building familiarity with the operating system commands and command reference documentation, basics of syntax, command structure, flags, arguments, and options.	
<b><u>MODIFYING PROGRAMS</u></b>	<b>3</b>
1. Introduction to the interpreted and compiled languages used in the system environment; gaining proficiency in reading code and making minor modifications to processes.	
<b><u>WRITING INTERPRETED LANGUAGE PROCESSES</u></b>	<b>3</b>
1. Writing processes using the interpreted language native to the operating system environment.	
<b>TOTAL</b>	<b>36</b>

### **Related Instruction**

Not less than 144 hours of related instruction per year is required.

1. Introduction to small computers
2. Introduction to Information systems
3. Small computer operating systems
4. Introduction to computer networking
5. Introduction to telecommunications
6. Operating system commands
7. System administration
8. Programming
9. Local area networking
10. Systems Analysis