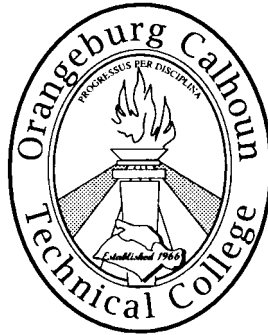


**COMPUTER TECHNOLOGY**  
*Electives in Information Technology*  
**COMPETENCY PROFILE**



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8-31-05

## *Electives in Information Technology*

### COMPETENCY PROFILE

*Graduate may enter the work world as an entry level computer operations programmer.*

<b>A. GAIN KNOW LEDGE OF NETWORK ADMINSTRATION</b>	A-1 EVALUATE NETWORK NEEDS	A-2 FIND COST EFFECTIVE SOLUTION	A-3 DEVELOP TECHNICAL SOLUTIONS	A-4 INSTALL NETWORK PERIPHERALS	A-5 DEVEVELOP NETWORK MANAGEMENT SKILLS
	A-6 INSTALL & TEST NETWORK SOFTWARE	A-7 EXPLAIN PERFORMANCE TUNING	A 8 DESIGN SYSTEMS STRUCTURE <i>e.g. Directory, Rights</i>	A-9 CROSS TRAIN TECHNICAL PEOPLE	A 10 CHECK HARDWARE/ SOFTWARE CONFIGURATION FOR COMPATIBILITY
	A-11 MANAGE NETWORK	A-12 STAY CURRENT WITH EMERGING TECHNOLOGIES	A 13 PREPARE NETWORK DOCUMENTATION	A 14 DESIGN LOCAL AREA NETWORK/WIDE AREA NETWORK	A 15 MAINTAIN SOFTWARE LICENSES, COPYRIGHTS
<b>B. DEMONSTRATE SERVER FUNCTIONS</b>	B-1 ISTALL/CONFIGURE NETWORK OPERATING SYSTEM	B-2 INSTALL/CONFIGURE NETWORK PRINTING	B-3 DESIGN/IMPLEMENT SECURITY POLICIES/PROCEDURES	B-4 SET UP USER ACCOUNTS	B-5 DESIGN BACKUP/RECOVERY PROCEDURES
	B-6 INSTALL SERVER APPLICATIONS SOFTWARE	B-7 ESTABLISH COMMON PROTOCOLS	B-8 DESIGN/IMPLEMENT DISASTER RECOVERY POLICY	B-9 DESIGN INTRANET	B-10 DESIGN/INSTALL LAN ARCHITECTURE
	B-11 INSTALL/DISTRIBUTE UPDATES				

<b>C. UNDERSTAND WORK STATION FUNCTIONS</b>	C-1 PERFORM FILE MANAGEMENT OPERATIONS	C-2 DEVELOP PROFICIENCY IN MICROSOFT OFFICE SUITE	C-3 INSTALL & TEST SOFTWARE	C-4 DETERMINE WHICH HARDWARE/SOFTWARE BEST MEETS USER NEEDS	C-5 INTERFACE COMPONENTS (Ensure Compatibility)
	C-6 USE DATA COMMUNICATIONS <i>e.g. Interconnectivity, Networking</i>	C-7 RECOGNIZE HARDWARE/SOFTWARE CONFIGURATION	C-8 INSTALL/CONFIGURE COMPONENTS	C-9 CHECK/INSTALL CABLES FOR CONNECTIVITY	C-10 DEVELOP TROUBLESHOOTING TECHNIQUES
	C-11 CONFIGURE NETWORK ACCESS				
<b>D. UTILIZE COMMUNICATION FUNCTIONS</b>	D-1 READ & INTERPRET DOCUMENTATION	D-2 ACQUIRE ASSISTANCE FROM VENDORS/OTHER EXPERTS	D-3 PREPARE TECHNICAL USER DOCUMENTATION	D-4 DEMONSTRATE FUNCTIONS OF PROGRAMS TO USER	D-5 HELP USERS CLARIFY NEEDS AND/OR PROBLEMS
	D-6 ASSIST OTHERS WITH SOFTWARE PACKAGES	D-7 PREPARE JUSTIFICATION TO SUPPORT PROJECTS	D-8 MAKE REPRESENTATIONS (DEMOS, LECTURES) TO INDIVIDUALS (Management, Users, etc)	D-9 PREPARE CORRESPONDENCE AND REPORTS	
<b>E. EXHIBIT DESIRABLE CHARACTERISTICS</b>	E-1 THINK LOGICALLY	E-2 EXERCISE PATIENCE	E-3 EXPRESS CREATIVITY	E-4 BE ADAPTABLE	E-5 DEMONSTRATE PERSEVERANCE
	E-6 ACCEPT CRITICISM	E-7 TAKE INITIATIVE	E-8 DEMONSTRATE ACTIVE LISTENING SKILLS	E-9 WORK INDEPENDENTLY	E-10 BE GOAL ORIENTED (Meet Deadlines)
	E-11 WORK IN TEAMS	E-12 WORK UNDER PRESSURE	E-13 PRACTICE TIME MANAGEMENT & MULTIPLE PROJECTS MANAGEMENT	E-14 UTILIZE GOOD COMMUNICATION SKILLS	E-15 OBSERVE HOUSEKEEPING & SAFETY PROCEDURES
	E-16 DEVELOP OPEN COMMUNICATIONS WITH PEERS & SUPERVISORS	E-17 DEVELOP PROBLEM SOLVING SKILLS	E-18 PRACTICE GOOD WORK ETHICS		

**THIS DACUM WAS CONDUCTED ON AUGUST 31, 2005, AT ORANGEBURG-CALHOUN TECHNICAL COLLEGE**

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