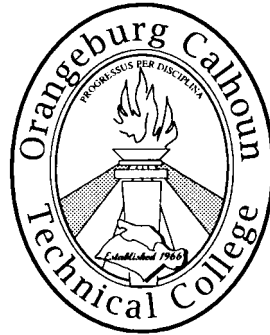


COMPUTER TECHNOLOGY

Electives in Programming

COMPETENCY PROFILE



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Electives in Programming COMPETENCY PROFILE

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

A. GAIN KNOWLEDGE OF PROGRAMMING FUNCTIONS	A-1 GATHER INFORMATION TO DETERMINE USER NEEDS	A-2 SUBMIT PLAN TO USER FOR ADJUSTMENTS/ APPROVAL	A-3 CONVERT/CREATE APPROVED PLAN TO FLOWCHARTS AND PSEUDO CODE	A-4 KEY-IN & DOCUMENT CODE USING JAVA, COBOL,SQL, ETC	A-5 REVIEW CODE
	A-6 CREATE TEST DATA WITH USER	A-7 TEST PROGRAM AGAINST ANTICIPATED PROBLEMS	A-8 DISTRIBUTE TO USER FOR TESTING IN TEST/OR PRODUCTION ENVIRONMENT	A-9 EVALUATE USER RESULTS	A-10 ADJUST AS NEEDED
	A-11 DOCUMENT THE PROJECT, <i>e.g. ISO 9000</i>				
B. DISPLAY OPERATION FUNCTIONS	B-1 DISTINGUISH BETWEEN HARDWARE & SOFTWARE PROBLEMS	B-2 DETERMINE WHEN TO ESCALATE LEVEL OF SUPPORT	B-3 RECOGNIZE HARDWARE//SOFTWARE CONFIGURATION	B-4 READ /INTERPRET TECHNICAL MANUALS	B-5 EXPLAIN THE PRICIPLES OF SYSTEMS STARTUP & SHUTDOWN
	B-6 EXPLAIN SYSTEM BACKUP & RECOVERY (DIFFERENT MEDIA: MAG TAPE, DISK, ETC)	B-7 MANAGE PERIPHERAL DEVICES	B-8 MAKE VERBAL EXPLANATION OF OPERATING PROBLEMS TO TECHNICIAN	B-9 PERFORM <u>BASIC</u> PREVENTIVE MAINTENANCE ON HARDWARE, <i>e.g. Cleaning</i>	B-10 FOLLOW COMPANY SECURITY POLICIES & PROCEDURES
	B-11 PERFORM DATA ENTRY	B-12 USE SOFTWARE OPERATING SYSTEM UTILITIES	B-13 RECOGNIZE/DESCRIBE SETUP PROCEDURES BEING USED TO RUN JOB	B-14 USE REFERENCE MATERIALS TO CLARIFY ERROR MESSAGES	B-15 USE OPERATION MANUALS TO EXECUTE & SOLVE PROBLEMS WITH JOBS

C. LEARN PC FUNCTIONS	C-1 DETERMINE WHICH HARDWARE/SOFTWARE BEST MEETS USER NEEDS	C-2 USE OPERATING SYSTEM UTILITIES	C-3 PERFORM FILE MANAGEMENT OPERATIONS	C-4 PERFORM WORD PROCESSING OPERATIONS	C-5 PERFORM SPREADSHEET OPERATIONS
	C-6 PERFORM DATABASE OPERATIONS	C-7 USE DATA COMMUNICATION (INTERCONNECTIVITY, NETWORKING)	C-8 EXPLAIN SYSTEM COMPONENTS INCLUDING METHODOLOGY OF TROUBLESHOOTING	C-9 CHANGE PC COMPONENTS	C-10 CHECK/INSTALL CABLES FOR CONNECTIVITY
	C-11 INSTALL & TEST SOFTWARE				
D. UTILIZE COMMUNICATION FUNCTIONS	D-1 READ & INTERPRET DOCUMENTATION	D-2 ACQUIRE ASSISTANCE FROM VENDORS/OTHER EXPERTS	D-3 PREPARE TECHNICAL/USER DOCUMENTATION	D-4 USE TERMINOLOGY UNDERSTANDABLE TO USER (APPROPRIATE USE OF TECHNICAL TERMINOLOGY)	D-5 DEMONSTRATE FUNCTIONS OF PROGRAMS TO USER
	D-6 HELP USERS CLARIFY PROBLEMS	D-7 PRIORITIZE NEEDS OR REQUESTS AMONG DEPARTMENTS/USERS	D-8 PREPARE DOCUMENTATION TO SUPPORT PROJECTS	D-9 MAKE PRESENTATIONS (DEMOS, LECTURES) TO INDIVIDUALS, (MANAGEMENT, USERS, ETC)	D-10 PREPARE CORRESPONDENCE & REPORTS
E. EXHIBIT DESIRABLE CHARACTERISTICS	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 RESPONSIBLE
	E-11 WORK IN TEAMS	E-12 WORK UNDER PRESSURE	E-13 ACCOUNT FOR TIME & MULTIPLE PROJECTS	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		

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