

Navy Advancement Center

Web site: <http://www.advancement.cnet.navy.mil/>

Advancement Handbook for Information Systems Technician (IT)

The April 2000 Handbook was reviewed during June 2002. This review resulted in numerous changes to the technical content. Discard previous versions and use this copy only

PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navy-wide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Information Systems Technician rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references required to perform each skill, and the types of subject areas that may be covered on the examination. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the *"Exam Expectations"* section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

Prepared by

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Part 1

Advancement Handbook for IT3

Advancement Handbook for IT3

General IT <i>Skill Area</i>	SYSTEMS MANAGEMENT
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform conversions and calculations of numbering systems; read and interpret alphanumeric coding schemes
<i>Knowledge</i> you should have to perform this skill:	• Convert numbering systems (Binary, Hexadecimal, and Octal) • Read and interpret coding schemes • Examine contents of memory address
<i>References</i> you should study to gain the knowledge you need to perform this skill:	• Navy Electricity and Electronics Training Series, Module 22, Ch. 4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about data representation and conversions, reading and interpreting coding schemes, flowcharts, and memory addresses.

Advancement Handbook for IT3

General IT <i>Skill Area</i>	SYSTEMS MANAGEMENT
A <i>skill</i> you are expected to perform from the General Skill Area above:	Setup, install, and configure all types of computers and peripheral equipment
<i>Knowledge</i> you should have to perform this skill:	• Perform System Administrator functions • Set computer time clocks and date calendars • Setup and install peripheral devices • Install and configure extended or expanded memory • Perform equipment configuration changes • Set parameters for computer and peripheral operation • Install serial/parallel devices • Install mass media storage devices • Install communication devices • Install, configure, and setup boards, chips, cables and other devices • Install, configure, and setup operating systems, office suite applications, communication programs, utility programs and other end-user programs • Make CMOS/BIOS configuration changes • Calculate storage requirements for computer systems and data • Calculate memory requirements for computer systems and data • Prepare computer systems for movement and shipment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	• Upgrading and Repairing PC's, areas covering "Overview," "System Tear Down and Inspection," "Motherboards," "Bus Slots and I/O cards," "Microprocessors," "Memory," "Input Devices," "Video," "Communications and Networking,"