

Study Guide for Information Technology

1. Problem Solving and Program Design

- **Algorithms:** Step-by-step procedures for solving a problem. Can be expressed in natural language, pseudocode, or flowcharts.
- **Flowcharts:** Diagrams that represent the sequence of steps in a process. Use standardized symbols like ovals (start/end), rectangles (process), diamonds (decision), and arrows (flow direction).
- **Pseudocode:** Simplified, informal, high-level description of a program's logic that uses plain language and resembles actual programming code.
- **Debugging:** The process of finding and fixing errors in a program. Techniques include code reviews, testing, and using debugging tools.

2. Programming

- **Basic Programming Concepts:**
 - **Variables:** Storage locations with a name and a value.
 - **Data Types:** Categories of data (e.g., integers, floats, strings).
 - **Operators:** Symbols that perform operations on variables and values (e.g., +, -, *, /).
- **Control Structures:**
 - **Loops:** Repeat a block of code (e.g., `for`, `while` loops).
 - **Conditionals:** Execute code based on a condition (e.g., `if`, `else` statements).
- **Functions and Procedures:** Reusable blocks of code that perform a specific task. Functions return a value, while procedures do not.
- **Arrays and Lists:** Collections of elements, usually of the same type, accessed by an index.

3. Database Management

- **Database Concepts:**
 - **Tables:** Collections of related data organized in rows and columns.
 - **Fields:** Columns in a table, representing different attributes.
 - **Records:** Rows in a table, representing individual entries.
- **SQL:** Standard language for managing databases. Basic operations include:
 - **SELECT:** Retrieve data from a database.
 - **INSERT:** Add new data.
 - **UPDATE:** Modify existing data.
 - **DELETE:** Remove data.
- **Relationships:**
 - **One-to-Many:** One record in a table relates to multiple records in another table.

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Kim Heldman, William Heldman



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Information Technology Specialist III National Learning Corporation, 2014 Duties IT specialist 3 programming activities can include technical and agency program network and system design configuration maintenance and network information security mainframe client server and n tier web or browser based applications systems dynamic transactional or interactive websites IT specialist 3 Database design installation of agency databases IT specialist 3 Communications data communications network design IT specialist 3 Systems Programming systems programming managing hardware and software environment **Computing and Information Technology DANTES/DSST Test Study Guide**

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