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## Pearson IT102

# IT102: Intro to Computer Information Systems

CUSTOM PROGRAM FOR JONES INTERNATIONAL UNIVERSITY, SPECIAL EDITION

## Introduction

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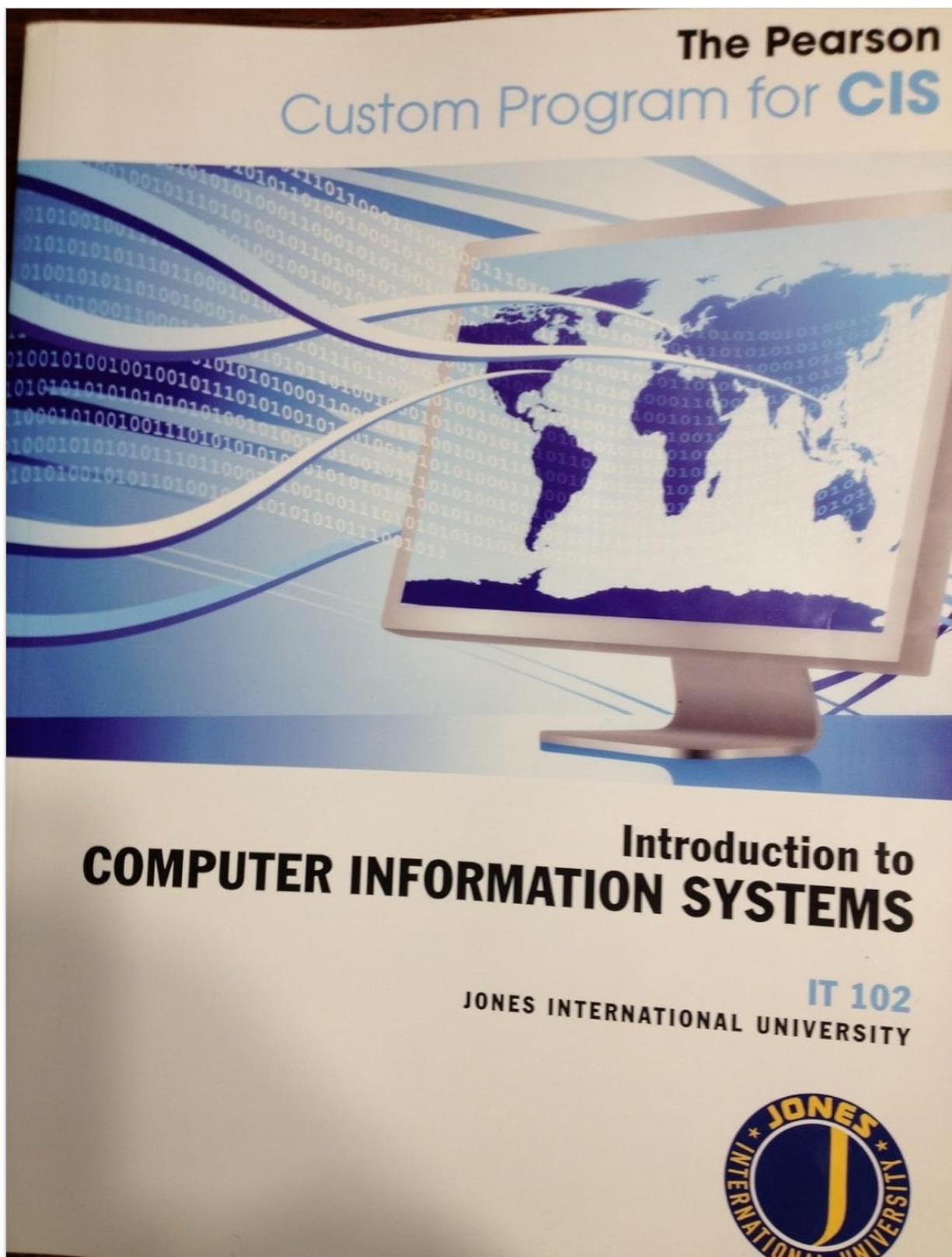
This instruction manual provides guidance for effectively utilizing the *IT102: Intro to Computer Information Systems* textbook. Designed as a custom program for Jones International University, this special edition serves as a foundational resource for understanding key concepts in computer information systems. This manual aims to enhance your learning experience by outlining the book's structure, suggesting study methods, and providing information on its physical characteristics.

## Getting Started

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To begin your study with the IT102 textbook, consider the following steps:

- **Familiarize Yourself:** Review the table of contents and chapter overviews to understand the scope and flow of topics.
- **Prerequisites:** Ensure you have a basic understanding of general computer usage, though the book is designed to introduce fundamental concepts.
- **Study Environment:** Prepare a conducive study environment free from distractions.



*This image displays the front cover of the IT102 textbook. The cover features a blue and white design with binary code patterns and a stylized world map on a computer monitor, indicating the book's focus on computer information systems. The title 'Introduction to Computer Information Systems' is prominently displayed, along with 'IT 102' and 'Jones International University'.*

## Using the Book

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The IT102 textbook is structured to facilitate progressive learning. Follow these guidelines for optimal use:

1. **Chapter Progression:** Read chapters sequentially as concepts often build upon previous ones.
2. **Active Reading:** Engage with the text by highlighting key terms, taking notes, and summarizing

sections in your own words.

3. **Exercises and Activities:** Complete all provided exercises, case studies, and review questions to reinforce understanding. These are crucial for applying theoretical knowledge.
4. **Glossary and Index:** Utilize the glossary for definitions of technical terms and the index to quickly locate specific topics.

## Care and Handling

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To ensure the longevity and usability of your textbook, please observe the following care instructions:

- **Storage:** Store the book in a dry place, away from direct sunlight and extreme temperatures, to prevent warping or fading.
- **Handling:** Handle the book with clean hands to avoid transferring oils or dirt to the pages and cover.
- **Protection:** Avoid bending the cover or pages excessively, which can damage the binding. Consider using a book cover for added protection.
- **Markings:** Use pencils for notes if you intend to erase them, or non-bleeding highlighters for emphasis.

## Support Resources

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For questions regarding the course content, assignments, or specific topics within the IT102 curriculum, please refer to your Jones International University course materials or contact your instructor directly. For issues related to the physical book (e.g., printing errors, missing pages), you may contact the publisher, Pearson, through their official support channels.

## Specifications

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### Book Details

<b>Publisher</b>	Pearson
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## Publisher Information

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This textbook is published by **Pearson**, a leading educational publisher. It was custom-developed for **Jones International University** to support their IT102 curriculum. For official publisher contact details or information regarding errata, please visit the Pearson official website or consult the initial course materials provided by Jones International University.

