

# Introduction to Business Information Technologies

## ITP 101x (2 Units, 15 weeks)

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Fall 2016

### Catalogue Description

Introduction to computer hardware, operating systems, networks, programming. Survey of application software in business and industry. Computer issues in the work place and society.

### Objective

Upon completing this course, students will:

- Understand the fundamentals of information technology
- Understand how businesses use information technology
- Learn core concepts of computing and modern systems
- Understand modern software programs and packages
- Learn about upcoming IT technologies

### Concepts

This course is designed to be an introductory course in information technology. The course focuses on key concepts for understanding modern computer systems. Students will also learn about the capabilities and limitations of information technology systems. The focus of the course is on how technology is used in businesses and organizations for productivity.

### Prerequisites

None

### Instructor

Lance Winkel

### Contacting the Instructor

winkel@usc.edu; email from your USC email account only;  
include "ITP101" in subject line.

### Office Hours

See Blackboard/Contacts

### Lab Assistants

See Blackboard/Contacts

### Lecture

KAP 267 (Mon, Wed 11-11:50am) 2 hours/week

### Lab

See Schedule of Classes

## Required Textbooks and Readings

There is no required textbook to purchase for this class. All lecture PowerPoint slides will be posted to blackboard and will be required reading for the exams. In addition, there will be posted articles that will be assigned reading based upon current topics and industry trends in business technologies.

## Website

All course material will be on Blackboard (<http://blackboard.usc.edu>).

## Grading

The following percentage breakdown will be used in determining the grade for the course.

Lab assignments	50%
Midterm Exam	20%
Final Exam	20%
Participation	10%

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Total	100%
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## Grading Scale

The following shows the grading scale to be used to determine the letter grade.

93% and above	A
90% - 92%	A-
87% - 89%	B+
83% - 86%	B
80% - 82%	B-
77% - 79%	C+
73% - 76%	C
70% - 72%	C-
67% - 69%	D+
64% - 66%	D
63% and below	F

## Policies

No make-up exams (except for documented medical or family emergencies) will be offered nor will there be any changes made to the Final Exam schedule.

Attendance is recorded during each lecture. Class attendance is mandatory. If you are going to be absent, email valid excuse to instructor more than one hour prior to class to be counted as present. Only proper businesslike emails accepted.

Lab attendance is not mandatory in fall and spring sessions, but there are some software packages that may not be available in non-ITP labs. The labs are designed to be completed by attending all of your lab sections before the lab due date. If you have questions about any of

the lab assignments, attend a lab session. Do not send any email to the instructor regarding lab instructions. You are also invited and encouraged to attend the instructor's office hours for lab-related questions.

The labs will be posted on Blackboard under the "Assignments" section. Each lab will include instructions, a due date, and a link for electronic submission. Labs must be submitted on Blackboard. Do not email them to the lecturer. There will be at least 5 labs assigned.

It is your responsibility to submit your assignments on or before the due date. Assignments turned in one day late will have 20% of the total points deducted from the graded score. Assignments turned in two days late will have 50% of the total points deducted from the graded score. After two days, submissions will not be accepted and you will receive a 0.

You must keep a backup copy of all lab work, including assignments you submit on Blackboard. You are required to save your labs using a USB flash drive or a website such as <http://www.dropbox.com>. You may not be able to save your work on the lab computers. If available, you will be given one USB flash drive from ITP.

Last day to drop without tuition obligation or a grade of "W:" September 11, 2015

Last day to drop with a grade of "W": November 13, 2015

## Incomplete and Missing Grades

Excerpts for this section have been taken from the University Grading Handbook, located at <http://www.usc.edu/dept/ARR/grades/gradinghandbook/index.html>. Please see the link for more details on this and any other grading concerns.

A grade of Missing Grade (MG) "should only be assigned in unique or unusual situations... for those cases in which a student does not complete work for the course before the semester ends. All missing grades must be resolved by the instructor through the Correction of Grade Process. One calendar year is allowed to resolve a MG. If an MG is not resolved [within] one year the grade is changed to [Unofficial Withdrawal] UW and will be calculated into the grade point average a zero grade points.

A grade of Incomplete (IN) "is assigned when work is not completed because of documented illness or other 'emergency' **occurring after the twelfth week** of the semester (or 12<sup>th</sup> week equivalency for any course scheduled for less than 15 weeks)."

## Statement on Academic Conduct and Support Systems

### Academic Conduct

Plagiarism – presenting someone else's ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Section 11, *Behavior Violating University Standards* <https://scampus.usc.edu/1100-behavior-violating-university-standards-and-appropriate-sanctions>. Other forms of academic dishonesty are equally

unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, <http://policy.usc.edu/scientific-misconduct>.

Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to the *Office of Equity and Diversity* <http://equity.usc.edu> or to the *Department of Public Safety* <http://capsnet.usc.edu/department/department-public-safety/online-forms/contact-us>. This is important for the safety of the whole USC community. Another member of the university community – such as a friend, classmate, advisor, or faculty member – can help initiate the report, or can initiate the report on behalf of another person. *The Center for Women and Men* <http://www.usc.edu/student-affairs/cwm/> provides 24/7 confidential support, and the sexual assault resource center webpage <http://sarc.usc.edu> describes reporting options and other resources.

### **Support Systems**

A number of USC's schools provide support for students who need help with scholarly writing. Check with your advisor or program staff to find out more. Students whose primary language is not English should check with the *American Language Institute* <http://dornsife.usc.edu/ali>, which sponsors courses and workshops specifically for international graduate students. *The Office of Disability Services and Programs* [http://sait.usc.edu/academicsupport/centerprograms/dsp/home\\_index.html](http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html) provides certification for students with disabilities and helps arrange the relevant accommodations. If an officially declared emergency makes travel to campus infeasible, *USC Emergency Information* <http://emergency.usc.edu> will provide safety and other updates, including ways in which instruction will be continued by means of blackboard, teleconferencing, and other technology.

# Introduction to Business Information Technologies

## ITP 101x (Fall 2015: 2 Units, 15 Weeks)

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### Course Outline

	Topics/Daily Activities	Readings and Homework	Deliverable/ Due Dates
<b>Week 1</b> Aug. 24	Course introduction. <ul style="list-style-type: none"> <li>- Course overview</li> <li>- Information Systems</li> <li>- How to write a proper businesslike email.</li> </ul>	Email assignment; write two proper businesslike emails in Microsoft Word (do not send any actual email). See instructions.	Lab0: Emails due Friday 8/28
<b>Week 1</b> Aug. 26	Electronic communication <ul style="list-style-type: none"> <li>- Email</li> <li>- Instant Messaging</li> <li>- VOIP</li> <li>- When to use which one</li> </ul>	Email, cont'd.	Emails due Friday 8/28
<b>Week 2</b> Aug. 31	Hardware <ul style="list-style-type: none"> <li>- Components of a computer</li> <li>- Chips and manufacturers</li> <li>- I/O peripherals</li> </ul>	Microsoft Powerpoint (2-wk lab); instructions on Blackboard. Readings: <ul style="list-style-type: none"> <li>- <a href="http://explainingcomputers.com/hardware.html">http://explainingcomputers.com/hardware.html</a></li> <li>- <a href="http://www.computer sciencelab.com/ComputerHistory/History.htm">http://www.computer sciencelab.com/ComputerHistory/History.htm</a></li> <li>- <a href="http://www.pbs.org/n erds/timeline/">http://www.pbs.org/n erds/timeline/</a></li> </ul>	Lab1: PowerPoint due Friday 9/11 (2-wk lab)
<b>Week 2</b> Sept. 2	Powerpoint demo 1	Powerpoint	PowerPoint due Friday 9/11 (2-wk lab)
<b>Week 3</b> Sept. 7	HOLIDAY	Powerpoint	PowerPoint due Friday 9/11 (2-wk lab)
<b>Week 3</b> Sept. 9	Powerpoint demo 2	Powerpoint	Powerpoint due Friday 9/11

<b>Week 4</b> Sept. 14	Data Storage <ul style="list-style-type: none"> <li>- Hard Disks</li> <li>- Optical Media</li> <li>- Flash memory</li> <li>- Cloud storage</li> </ul>	Microsoft Excel (4-wk lab); instructions on Blackboard <a href="http://www.itnewb.com/tutorial/Introduction-to-Computer-Storage-and-Memory">http://www.itnewb.com/tutorial/Introduction-to-Computer-Storage-and-Memory</a>	Lab2 Excel due Friday 10/9 (4-wk lab)
<b>Week 4</b> Sept. 16	Excel demo 1	Excel	Excel due Friday 10/9 (4-wk lab)
<b>Week 5</b> Sept. 21	Operating Systems <ul style="list-style-type: none"> <li>- Functions of Operating Systems</li> <li>- CP/M, DOS</li> <li>- GUIs</li> <li>- Windows, Mac, Linux</li> </ul>	Excel <ul style="list-style-type: none"> <li>- <a href="http://en.wikipedia.org/wiki/CP/M">http://en.wikipedia.org/wiki/CP/M</a></li> <li>- <a href="http://en.wikipedia.org/wiki/MS-DOS">http://en.wikipedia.org/wiki/MS-DOS</a></li> <li>- <a href="http://courses.cs.vt.edu/csonline/OS/Lessons/Introduction/index.html">http://courses.cs.vt.edu/csonline/OS/Lessons/Introduction/index.html</a></li> <li>- <a href="http://openbookproject.net/courses/intro2ict/system/os_intro.html">http://openbookproject.net/courses/intro2ict/system/os_intro.html</a></li> </ul>	Excel due Friday 10/9 (4-wk lab)
<b>Week 5</b> Sept. 23	Excel demo 2	Excel	Excel due Friday 10/9 (4-wk lab)
<b>Week 6</b> Sept. 28	Application Software <ul style="list-style-type: none"> <li>- Software vs. Hardware</li> <li>- Word Processors and Spreadsheets</li> <li>- Killer Apps</li> <li>- Microsoft Office Suite</li> </ul>	Excel Readings: <a href="http://www.pc-history.org/apps.htm">http://www.pc-history.org/apps.htm</a>	Excel due Friday 10/9
<b>Week 6</b> Sept. 30	Excel demo 3	Excel	Excel due Friday 10/9
<b>Week 7</b> Oct. 5	Numerical Systems <ul style="list-style-type: none"> <li>- Colors as related to numeral systems</li> <li>- Decimal</li> <li>- Binary</li> <li>- Hexadecimal</li> </ul>	Excel Readings: <a href="http://www.helpwithpcs.com/hardware/binary-numbers.php">http://www.helpwithpcs.com/hardware/binary-numbers.php</a>	Excel due Friday 10/9
<b>Week 7</b> Oct. 7	Programming <ul style="list-style-type: none"> <li>- Software Production Cycle</li> <li>- Software Production Methodologies</li> <li>- Programming Languages</li> </ul>	Excel	Excel due Friday 10/9
<b>Week 8</b> Oct. 12	Midterm review	Study for midterm	Study

<b>Week 8</b> Oct. 14	MIDTERM EXAM	Note: NO MAKE-UP EXAM (see syllabus)	Breathe (exam is behind you)
<b>Week 9</b> Oct. 19	Databases <ul style="list-style-type: none"> <li>- History of Databases</li> <li>- Database Management Systems</li> <li>- SQL</li> <li>- SQL commands</li> </ul>	Microsoft Access (3-wk lab) <ul style="list-style-type: none"> <li>- <a href="http://docs.oracle.com/javase/tutorial/jdbc/overview/database.html">http://docs.oracle.com/javase/tutorial/jdbc/overview/database.html</a></li> <li>- <a href="http://www.thoughtworks.com/insights/blog/nosql-databases-overview">http://www.thoughtworks.com/insights/blog/nosql-databases-overview</a></li> </ul>	Lab3 Access due Friday 11/6 (3-wk lab)
<b>Week 9</b> Oct. 21	Access demo 1	Access	Access due Friday 11/6 (3-wk lab)
<b>Week 10</b> Oct. 26	Networks <ul style="list-style-type: none"> <li>- Network Hardware</li> <li>- Protocols</li> <li>- Topologies</li> <li>- Client / Server</li> </ul>	Access <ul style="list-style-type: none"> <li>- <a href="http://helpdesk.princeton.edu/kb/display.plx?ID=9622">http://helpdesk.princeton.edu/kb/display.plx?ID=9622</a></li> <li>- <a href="http://vfubg/en/e-Learning/Computer-Networks--Introduction_Computer_Networking.pdf">http://vfubg/en/e-Learning/Computer-Networks--Introduction_Computer_Networking.pdf</a></li> </ul>	Access due Friday 11/6
<b>Week 10</b> Oct. 28	Access demo 2	Access	Access due Friday 11/6
<b>Week 11</b> Nov. 2	Internet and Worldwide Web <ul style="list-style-type: none"> <li>- Internet – definition and history</li> <li>- Client / Server</li> <li>- Worldwide Web</li> <li>- Web Browsers</li> <li>- Web Hosting</li> </ul>	Access <ul style="list-style-type: none"> <li>- <a href="http://www.isoc.org/internet/history/brief.shtml">http://www.isoc.org/internet/history/brief.shtml</a></li> <li>- <a href="http://www.zakon.org/robert/internet/timeline">http://www.zakon.org/robert/internet/timeline</a></li> <li>- <a href="http://www.pbs.org/oppb/nerds2.0.1/timeline">http://www.pbs.org/oppb/nerds2.0.1/timeline</a></li> <li>- <a href="http://mappa.mundinet/maps/maps_001/">http://mappa.mundinet/maps/maps_001/</a></li> </ul>	Access due Friday 11/6
<b>Week 11</b> Nov. 4	Access demo 3	Access	Access due Fri 11/6
<b>Week 12</b> Nov. 9	Enterprise Resource Planning Systems (ERP) <ul style="list-style-type: none"> <li>- Why ERP</li> <li>- SAP</li> <li>- Analytics</li> </ul>	Microsoft Word (2-wk lab) <ul style="list-style-type: none"> <li>- <a href="http://faculty.ist.psu.edu/yen/421/erp.pdf">http://faculty.ist.psu.edu/yen/421/erp.pdf</a></li> <li>- <a href="http://www.sap.com/p/c/bp/erp/software/overview.html">http://www.sap.com/p/c/bp/erp/software/overview.html</a></li> </ul>	Due Friday 11/20 (2-wk lab)

<b>Week 12</b> Nov. 11	Word demo 1 (includes Photoshop demo)	Word	Lab4 Word due Friday 11/20 (2-wk lab)
<b>Week 13</b> Nov. 16	Security and Hackers <ul style="list-style-type: none"> <li>- Famous hacks</li> <li>- Importance of Privacy and Security</li> <li>- Hackers</li> <li>- Computer Crimes</li> <li>- Computer Forensics</li> <li>- Information and Computer Policy</li> <li>- Role of Policies in an Organization</li> </ul>	Word Readings: <a href="https://www.us-cert.gov/sites/default/files/publications/infosecurity_basics.pdf">https://www.us-cert.gov/sites/default/files/publications/infosecurity_basics.pdf</a>	Word due Friday 11/20
<b>Week 13</b> Nov. 18	Word demo 2	Word	Word due Friday 11/20
<b>Week 14</b> Nov. 23	Social Media, part 1 <ul style="list-style-type: none"> <li>- Social Websites</li> <li>- Blogs</li> <li>- How Social Sites Make Money</li> <li>- Using Social Sites For Marketing</li> </ul>	Blog (2-wk lab); instructions on Blackboard.	Lab5 Blog due Friday 12/4 (2-wk lab)
<b>Week 14</b> Nov. 25	HOLIDAY	Blog	Blog due Friday 12/4
<b>Week 15</b> Nov. 30	Social Media, part 2 <ul style="list-style-type: none"> <li>- Controversies in Social Media</li> <li>- Recent developments in Social Media</li> <li>- Crowdfunding</li> <li>- Crowdsourcing</li> </ul>	Blog	Blog due Friday 12/4
<b>Week 15</b> Dec. 2	Final review	Study for final: <ul style="list-style-type: none"> <li>- Review all lectures</li> <li>- Review all readings</li> </ul>	Blog due Friday 12/4
<b>Final</b>	Friday, Dec. 11, 2-4pm (see <a href="https://classes.usc.edu/term-20153/finals/">https://classes.usc.edu/term-20153/finals/</a> )	Note: NO EXCEPTIONS (except for the exceptions given in lecture)	Note: NO MAKE-UP EXAM