Introduction to Information Technology

ITP 101

Lec 12:30 - 1:50 p.m. TTh, KAP160

Fall 2007

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Course objectives

To make students immediately effective and launch them on the path of lifelong learning in the broad field of Information Technology.

Fluency with information technology (FIT) requires three kinds of knowledge: contemporary skills, foundational concepts, and intellectual capabilities. These three kinds of knowledge prepare a person in different ways for FITness.

- Contemporary skills, the ability to use today's computer applications, enable people to apply information technology immediately. In the present labor market, skills are an essential component of job readiness. Most importantly, skills provide a store of practical experience on which to build new competence.
- Foundational concepts, the basic principles and ideas of computers, networks, and information, underpin the technology. Concepts explain the how and why of information technology, and they give insight into its opportunities and limitations. Concepts are the raw material for understanding new information technology as it evolves.
- Intellectual capabilities, the ability to apply information technology in complex and sustained situations, encapsulate higher-level thinking in the context of information technology. Capabilities empower people to manipulate the medium to their advantage and to handle unintended and unexpected problems when they arise. The intellectual capabilities foster more abstract thinking about information and its manipulation.¹

Course Features

A variety of technology-enabled teaching and learning tools are integrated into the course to enhance student experience. The course seeks to set a lead in **blended** education where synchronous teaching (in-class) is complemented with asynchronous learning (anytime/anywhere).

Key technologies for communication and delivery featured in this initiative are -

- Podcasting for instant lecture review
- Instructor-student, student-student discussion board
- Extensive use of Blackboard for lectures, assignments, announcements etc.
- Online exams

¹ Being Fluent with Information Technology, Committee on Information Technology Literacy, National Research Council, http://www4.nationalacademies.org/news.nsf/isbn/030906399X?OpenDocument

REQUIRED MATERIALS

- 1. Fluency with Information Technology: Skills, Concepts and Capabilities, Lawrence Snyder, Second Edition, Addison Wesley ISBN 0321357825
- 2. ITP 101 Lab Schedule and Projects (available as a PDF on totale.usc.edu)
- 3. **Course Management System**: <u>https://totale.usc.edu/</u> Trojan Online Teaching and Learning Environment powered by Blackboard. Features include
 - a. Class announcements
 - b. Weekly lectures
 - c. Student discussion groups
 - d. Individual grades
 - e. Online project submission
 - f. Supporting project resources
 - g. Repository of sample projects

5. **USB Flash memory stick** – Minimum 128 MB, alternatively you may use your UNIX account for storing your course work

Lecture Schedule (subject to change)

Date	Topics	Project Due Date
T, Aug 28 th	Introduction	
Th, Aug 30 th	Chap 1	
T, Sept 4 th	Project 1	
Th, Sept 6 th	Chap 2 – Defining IT, Computer Interface	
T, Sept 11 th	Chap 3 – Networking	
Th, Sept 13 th	Project 2	Project 1 – Business proposal - Sept 14 th
T, Sept 18 th	Chap 4 - Internet and Web	
Th, Sept 20 th	Chap 5 – Searching, Chap 6 – Case study	
T, Sept 25 th	Project 3	
Th, Sept 27 th	Project 3	Project 2 – Photoshop – Sept 28 th
T, Oct 2 nd	Chap 8 – Digital information	
Th, Oct 4 th	Chap 9 – Computer operations	
T, Oct 9 th	Chap 10 - Algorithms	
Th, Oct 11 th	Chap 13 - Spreadsheets	Project 3 – Website – Oct 12 th
T, Oct 16 th	Project 4	
Th, Oct 18 th	Project 4	
T, Oct 23 rd	Midterm	
Th, Oct 25 th	Chap 14 - Databases	Project 4 – Excel – Oct 26 th
T, Oct 30 th	Chap 15, 16 - Databases	
Th, Nov 1 st	Project 5	
T, Nov 6 th	Project 5	
Th, Nov 8 th	Chap 11 - Multimedia	Project 5 – Access – Nov 9 th
T, Nov 13 th	Project 6	
Th, Nov 15 th	Project 6	
T, Nov 20 th	Chap 17 – Privacy	
Th, Nov 22 nd	Thanksgiving – No class	Project 6 – Flash – Nov 21 st
Th, Nov 27 th	Chap 17 - Security	
T, Nov 29 th	Project 7	
Th, Dec 4 th	Chap 23 – Computer futures	
T, Dec 6 th	Chap 24 – Fluency summary Final Exam Review	Project 7 – Troubleshooting – Dec 7 th
T, Dec 18 th	Final Exam, 11 - 1	Final will be held in our normal classroom

	Total	300
	Final Second Life Assignment	100 25
Grading:	Projects Midterm	100 75

POLICIES

- 1. You must be registered for one lecture section and one lab section. Lab assistants, who will help you with challenges encountered while doing a project, run labs. There are no points for attending lab.
- 2. Always keep a backup copy of your finished project.
- 3. All projects should be submitted to TotalE. Refer to each project description for details.
- 4. It is your responsibility to submit your project on or before the due date. It is not the responsibility of the lab assistant. Do not turn in anything to your lab assistant! Final grade will be based upon the total points received and the average of the class.
- Late Projects: One point per day will be deducted for late project, so please turn in your projects on time! No projects will be accepted after 1 week beyond the project's due date.
- 6. Make-up policy for exams: In order to make up for a missed exam, the student must provide a satisfactory reason along with proper documentation. Usually make-ups are allowed only under extraordinary circumstances
- Though working together is encouraged, the projects must be your own effort.
 "Duplicate" projects will all receive zero points and possible referral to the Office for Student Conduct.
- 8. All students should read, understand and abide by the University Student Conduct Code http://www.usc.edu/student-affairs/SJACS/academicreview.html