

# Introduction to Information Technology

## ITP 101 (4 Units)

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**Fall 2013**

### Objective

Upon completing this course, students will:

- Understand the fundamentals of 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.

### Prerequisites

None

### Instructor

Joseph Greenfield

### Contacting the Instructor

joseph.greenfield@usc.edu  
OHE 412

### Office Hours

Listed on Blackboard under Contacts

### Lab Assistants

Listed on Blackboard under Contacts

### Lecture

1.5 hours, twice a week, for a total of 3 hours;  
12:30 – 1:50 pm, Tuesday and Thursday

### Lab

1 hour, twice a week, for a total of 2 hours; OHE 542  
One of the following:  
12:00 – 12:50 pm, Monday and Wednesday  
1:00 – 1:50 pm, Monday and Wednesday  
2:00 – 2:50 pm, Tuesday and Thursday  
3:00 – 3:50 pm, Tuesday and Thursday  
4:00 – 4:50 pm, Tuesday and Thursday

### Required Textbooks

Instructor lectures and on-line resources listed on Blackboard.

### Optional Textbooks

None

### 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	25%
Blog Project	5%
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Total	100%

## 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.

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 using this link. Do not email them to the lecturer or lab assistant. There will be at least 5 labs assigned. The instructor will demonstrate the labs during lecture sessions.

It is your responsibility to submit your assignments on or before the due date. Assignments turned in one day late will have 10% of the total points deducted from the graded score. Assignments turned in two days late will have 20% of the total points deducted from the graded score. Assignments turned in three days late will have 50% of the total points deducted from the graded score. After three days, submissions will not be accepted and you will receive a 0.

Students are free to attend any of the lab times offered. However, in the case of lab overcrowding, students assigned to that lab session have priority.

Lab attendance is not mandatory. However, there are some software packages that may not be available in non-ITP labs, or that may be different versions of the software detailed in the lab manual. 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 or send an email to the lab assistant/s assigned to the lab session in which you are registered. Do not send any email to the instructor regarding labs or ask specific lab questions during the lecture sessions. You are encouraged to attend the instructor's office hours for lab-related questions.

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

ITP will have open lab hours starting the second week of the semester. The open labs will not have a 101 lab assistant to assist with labs. These lab times are there in case you need extra time to complete a lab.

A roster will be passed around the room during each lecture session. Please initial by your name for the appropriate week.

## **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 no 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)."

## **Academic Integrity**

USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles. *Scampus*, the Student Guidebook, contains the Student Conduct Code in Section 11.00, while the recommended sanctions are located in Appendix A: <http://www.usc.edu/dept/publications/SCAMPUS/gov/>. Students will be referred to the Office of Student Judicial Affairs and Community Standards (SJACS) for further review, should there be any suspicion of academic dishonesty. The Review process can be found at: <http://www.usc.edu/student-affairs/SJACS/>.

If the instructor, a grader, or a lab assistant suspects you of academic dishonesty, it has to be reported to SJACS. Do not share lab assignments with another student. Do not submit another student's work as your own. Do not look at other students' papers during exams. Do not leave the room during an exam. Do not cheat! As Trojans, we are faithful, scholarly, skillful, courageous, and ambitious.

## **Students with Disabilities**

Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to your course instructor (or TA) as early in the semester as possible. If you need accommodations for an exam, the form needs to be given to the instructor at least two weeks before the exam.

DSP is located in STU 301 and is open from 8:30am to 5:00pm, Monday through Friday. Contact info: 213-740-0776 (Phone), 213-740-6948 (TDD only), 213-740-8216 (FAX), [ability@usc.edu](mailto:ability@usc.edu), [http://sait.usc.edu/academicsupport/centerprograms/dsp/home\\_index.html](http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html).

## **Emergency Preparedness/Course Continuity in a Crisis**

In case of emergency, when travel to campus is difficult, if not impossible, USC executive leadership will announce a digital way for instructors to teach students in their residence halls or homes using a combination of the Blackboard LMS (Learning Management System), teleconferencing, and other technologies. Instructors should be prepared to assign students a "Plan B" project that can be completed 'at a distance.' For additional information about maintaining your classes in an emergency, please access: <http://cst.usc.edu/services/emergencyprep.html>

# Introduction to Information Technology

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### Course Outline

Note: Schedule subject to change

#### Week 1 – Introduction to Information Technology

- Course overview
- Information Systems
- Software vs. Hardware
- Past, present, and future of IT

##### Assignment/Lab

No lab during Week 1

#### Week 2 – Application Software

- GUIs
- Word Processors and Spreadsheets
- Killer App
- Microsoft Office Suite

##### Assignment/Lab

Microsoft Office PowerPoint assignment

#### Week 3 – Numeral Systems and Graphics

- Decimal, Binary, and Hexadecimal
- Computer Graphics
- 3D Graphics
- Virtual Reality
- Image file types

##### Assignment/Lab

Adobe Photoshop assignment

#### Week 4 – Internet and World Wide Web

- Internet – definition and history
- Client / Server
- Web Browsers
- Web Hosting

##### Assignment/Lab

Adobe Photoshop assignment

#### Week 5 – Web Publishing

- HTML and CSS
- Tags, Links, Images, Fonts, Colors

- WYSIWYG HTML Editor

### **Assignment/Lab**

Adobe Dreamweaver assignment

## **Week 6 – Networks**

- Network Hardware
- Protocols
- Topologies

### **Assignment/Lab**

Adobe Dreamweaver assignment

## **Week 7 – Hardware**

- Computer vs. Components
- Key computer components

### **Assignment/Lab**

Microsoft Excel assignment

## **Week 8 – Operating Systems**

- Functions of Operating Systems
- Windows, Mac, and Linux

### **Assignment/Lab**

Microsoft Excel assignment

## **Week 9 – Midterm**

### **Assignment/Lab**

Microsoft Excel assignment

## **Week 10 – Secondary Storage**

- Hard Disks
- Optical Media
- Next Generation Media

### **Assignment/Lab**

Microsoft Excel assignment

## **Week 11 – Databases**

- Types of Databases
- History of Databases
- Database Management Systems

### **Assignment/Lab**

Microsoft Access assignment

## **Week 12 – Security and Forensics**

- Privacy
- Hackers
- Computer Crimes
- Computer Forensics

**Assignment/Lab**

Microsoft Access assignment

**Week 13 – Programming and ERP Systems**

- Software Design Cycle
- Programming Languages
- Enterprise Resource Planning (ERP) Systems
- SAP

**Assignment/Lab**

Microsoft Word Assignment

**Week 14 – Social Media**

- Major Types of Websites
- Wikis
- Social Networking
- Marketing

**Assignment/Lab**

Blog Project

**Week 15 – Video Games and Conclusion**

- Video Games
- New Trends in IT
- Review for Final Exam

**Assignment/Lab**

Study for Final Exam

**Final Exam****Date, Time, and Place**

According to the final exam schedule on the Schedule of Classes