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| Introduction to Business Information TechnologiesITP 101x (2 Units, 15 weeks) | | E:\Dropbox\USC\viterbiengineering\Viterbi _ Engineering\Vertical\Vertical_Formal_JPEG\Vert_Formal_Viterbi_CardOnTrans.jpg |
| Spring, 2017 Syllabus v.161025a  Class session runs from 1/9 to 4/28 (not including final exam) 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 | Tom Sloper | |
| Contacting the Instructor | sloper@usc.edu; email from your USC email account only; include "ITP101" in subject line. | |
| Office Location | OHE 412 | |
| Office Hours | See http://itp.usc.edu/faculty-staff/Tom-Sloper/ | |
| Lab Assistants | See Blackboard/Contacts | |
| Lecture | OHE 540, 2 hours/week | |
| Lab | See Schedule of Classes | |

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| 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 Participation | 20%  10% |
| 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.  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:” Fri. Sept. 9, 2016  Last day to drop with a grade of “W”: Fri. Nov. 11, 2016 | |
| 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 12th 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](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](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> 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*](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. | |

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| Introduction to Business Information TechnologiesITP 101x (Spring 2017: 2 Units, 15 Weeks)Course Outline |

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|  | **Topics/Daily Activities** | **Readings and Homework** | **Deliverable/**  **Due Dates** |
| **Week 1**  Monday  Jan. 9 | Course introduction.   * Course overview * Information Systems * How to write a proper businesslike email. | Email assignment; write two proper businesslike emails in Microsoft Word (do not send any actual email). See instructions. | Lab0: Emails, due Friday 1/13 by 11:59 PM. See instructions on Blackboard |
| **Week 1**  Wed.  Jan. 11 | Electronic communication   * Email * Instant Messaging * VOIP * When to use which one | Email, cont'd. | Lab0: Emails, due Friday 1/13 by 11:59 PM. |
| **Week 2**  Jan. 16 | HOLIDAY | Lab1: Powerpoint1 | PowerPoint1 due Friday 1/20 |
| **Week 2**  Wed.  Jan. 18 | Powerpoint tutorial 1 | Lab1: Powerpoint1 (instructions on Blackboard) | PowerPoint1 due Friday 1/20 by 11:59 PM |
| **Week 3**  Mon.  Jan. 23 | Powerpoint tutorial 2 | Lab1: Powerpoint2 | Powerpoint2 due Friday 1/27 by 11:59 PM |
| **Week 3**  Wednesday  Jan. 25 | Hardware   * Components of a computer * Chips and manufacturers * I/O peripherals | Lab1: Powerpoint2   * <http://explainingcomputers.com/hardware.html> * <http://www.computersciencelab.com/ComputerHistory/History.htm> * <http://www.pbs.org/nerds/timeline/> | PowerPoint2 due Friday 1/27 by 11:59 PM |

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| **Week 4**  Monday Jan. 30 | Excel tutorial 1 | Lab2: Excel1  Instructions on Blackboard | Excel1 due Friday Feb. 3 |
| **Week 4**  Wednesday Feb. 1 | Data Storage   * Hard Disks * Optical Media * Flash memory * Cloud storage | Lab2: Excel1  <http://www.itnewb.com/tutorial/Introduction-to-Computer-Storage-and-Memory> | Excel part1, due Friday 2/3 by 11:59 PM |
| **Week 5**  Monday Feb. 6 | Excel tutorial 2 | Lab2: Excel2 | Excel2 due Friday 2/10 |
| **Week 5**  Wednesday Feb. 8 | Operating Systems   * Functions of Operating Systems * CP/M, DOS * GUIs * Windows, Mac, Linux | Lab2: Excel2   * <http://en.wikipedia.org/wiki/CP/M> * <http://en.wikipedia.org/wiki/MS-DOS> * <http://courses.cs.vt.edu/csonline/OS/Lessons/Introduction/index.html> * <http://openbookproject.net/courses/intro2ict/system/os_intro.html> | Excel2 due Friday 2/10 by 11:59 PM |
| **Week 6**  Feb. 13 | Excel tutorial 3 | Lab2: Excel3 | Excel3 due Friday 2/17 |
| **Week 6**  Monday Feb. | Application Software   * Software vs. Hardware * Word Processors and Spreadsheets * Killer Apps * Microsoft Office Suite | Lab2: Excel3  <http://www.pc-history.org/apps.htm> | Excel3 due Friday 2/17 by 11:59 PM |
| **Week 7**  Mon. 2/20 | Holiday | Lab2: Excel4; instructions on Blackboard | Excel4 due Friday 2/24 |
| **Week 7**  Wednesday 2/22 | Numeral Systems   * Decimal * Binary * Hexadecimal * Scientific Notation in Excel | Lab2: Excel4  <http://www.helpwithpcs.com/hardware/binary-numbers.php> | Excel4 due Friday 2/24 by 11:59 PM |
| **Week 8**  Mon. 2/27 | Access tutorial 1 | Lab3: Access-A; instructions on Blackboard | Access-A due Friday 3/3 |

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| **Week 8**  Wed. 3/1 | Programming   * Software Production Cycle * Software Production Methodologies * Programming Languages | Lab3: Access-A | Access-A due Friday 3/3 by 11:59 PM |
| **Week 9**  Mon. 3/6 | Midterm exam review in class | Study for midterm. Review lectures, assignments | Study |
| **Week 9**  Wed. 3/8 | MIDTERM EXAM in usual classroom | Note: NO MAKE-UP EXAM (see syllabus) | Breathe (exam is behind you) |
|  | **SPRING BREAK** |  |  |
| **Week 10**  Mon. 3/20 | Access tutorial 2 | Lab 3: Access-B | Access-B due Friday 3/24 |
| **Week 10**  Wednesday 3/22 | Databases   * History of Databases * Database Management Systems * SQL * SQL commands | Lab 3: Access-B   * <http://docs.oracle.com/javase/tutorial/jdbc/overview/database.html> * <http://www.thoughtworks.com/insights/blog/nosql-databases-overview> | Access-B due Friday 3/24 by 11:59 PM |
| **Week 11**  Mon. 3/27 | Access tutorial 3 | Lab 3: Access-C | Access-C due Friday 3/31 |
| **Week 11**  Wednesday 3/29 | Networks   * Network Hardware * Protocols * Topologies * Client / Server | Lab 3: Access-C   * <http://helpdesk.princeton.edu/kb/display.plx?ID=9622> * <http://vfu.bg/en/e-Learning/Computer-Networks--Introduction_Computer_Networking.pdf> | Access-C due Friday 3/31 by 11:59 PM |
| **Week 12**  Mon. 3/3 | Microsoft Word Mailmerge tutorial | Lab 4: Word; instructions on Blackboard | Lab4 Word due Friday 4/7 |
| **Week 12**  Wednesday Mar. 5 | Internet and Worldwide Web   * Internet – definition and history * Client / Server * Worldwide Web * Web Browsers * Web Hosting | Lab 4: Word   * <http://www.isoc.org/internet/history/brief.shtml> * <http://www.zakon.org/robert/internet/timeline> * <http://www.pbs.org/opb/nerds2.0.1/timeline> | Lab4 Word due Friday 4/7 by 11:59 PM |
| **Week 13**  Monday  Nov. 7 | Enterprise Resource Planning Systems (ERP)   * Why ERP * SAP * Analytics | Lab5: Blog1   * <http://faculty.ist.psu.edu/yen/421/erp.pdf> * <http://www.sap.com/pc/bp/erp/software/overview.html> | Blog1 due Friday 4/14 |
| **Week 13**  Monday  Nov. 14 | Security and Hackers   * Famous hacks * Importance of Privacy and Security * Hackers * Computer Crimes * Computer Forensics * Information and Computer Policy * Role of Policies in an Organization | Lab5: Blog1   * <https://www.us-cert.gov/sites/default/files/publications/infosecuritybasics.pdf> | Blog1 due Friday 4/14 by 11:59 PM |
| **Week 14**  Nov. 16 | Security and Hackers lecture, continued | Lab5: Blog2 | Blog2 due Friday 4/21 |
| **Week 14**  Monday  Nov. 21 | Social Media, part 1   * Social Websites * Blogs * How Social Sites Make Money * Using Social Sites For Marketing | Lab5: Blog2 | Blog2 due Friday 4/21 by 11:59 PM |
| **Week 15**  Monday Nov. 28 | Social Media, part 2   * Controversies in Social Media * Recent developments in Social Media * Crowdfunding * Crowdsourcing | Forensic Files, "Shear Luck" - <https://www.youtube.com/watch?v=3JT0xhK5Cjo>  Forensic Files, "Hack Attack" - <https://www.youtube.com/watch?v=PsmGE8i3jRs> |  |
| **Week 15**  Wed.  Nov. 30 | Final exam review in class | Study for final:  - Review all lectures, readings, assignments | Study up good |
| **Final** | Final exam in usual classroom, Wed. May 3, 2:00-4:00 PM  See [https://classes.usc.edu/](https://classes.usc.edu/term-20171/finals/)  [term-20171/finals/](https://classes.usc.edu/term-20171/finals/) | Note: NO EXCEPTIONS (except for the exceptions noted in lecture and in lecture slides on Blackboard) | Note: NO MAKE-UP EXAM |