



## **ITP101 Introduction to Business Information Technologies**

**Units: 2**

**Semester: Spring 2018**

*Syllabus v. 180815b*

**Lecture:** MW 5:00-5:50 in GFS101

**Lab:** three 1-hour sessions, Fridays:

10:00 in OHE542

12:00 in OHE542

2:00 in OHE542

***Students may attend any lab session***

**Instructor:** Tom Sloper

**Office:** OHE412

**Office Hours:** see <http://sloperama.com/office.html>

**Contact:** sloper@usc.edu - always include "ITP101" in subject line.

### **Teaching Assistants:**

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- *Please always cc instructor when emailing TA*

**IT Help:** engrhelp@usc.edu or phone 213-740-0517 from 8AM-9PM.

### **Course 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.

### **Learning Objectives**

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

**Prerequisite(s):** none

**Co-Requisite(s):** none

**Concurrent Enrollment:** none

**Recommended Preparation:** Students should be familiar with the use of computers, email, and web browsers.

### **Course Notes**

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 and by businesses and organizations.

### **Technological Proficiency and Hardware/Software Required**

Students should be familiar with the use of email and web browsers. Students should bring laptops to class. Microsoft Office should be installed on the laptop (and is available for free from <http://software.usc.edu>). Mac users will need to use Windows for some assignments. Windows is available virtually from Viterbi IT at <https://mydesktop.vlab.usc.edu/> - Instructions for Viterbi IT's virtual desktop interface may be found at <https://viterbiit.usc.edu/wp-content/uploads/2018/01/MyDesktop-Logon-Instructions-08212017.pdf>

### **Required Readings and Supplementary Materials**

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 online articles (links on Blackboard) that will be assigned reading based upon current topics and industry trends in business technologies.

### **Description and Assessment of Assignments**

You will create PowerPoint presentations, Excel spreadsheets, Access databases, websites in DreamWeaver, and blogs. Graders will use a rubric to assess grade.

The lab assignments will be posted on Blackboard under the "Assignments" section. Each lab will include instructions, a due date, and a link for electronic submission. There will be at least 5 labs assigned, some in multiple parts.

Lab attendance is not mandatory, but there are some software packages that may not be available in non-ITP labs. 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.

You must keep a backup copy of all lab work, including assignments you submit on Blackboard. You are required to save your labs on your laptop, in an email to yourself, or on a website such as <http://www.dropbox.com>. You will not be able to save your work on the lab computers, but you can save your work on the virtual desktop available from Viterbi at <https://mydesktop.vlab.usc.edu/>

## Grading Breakdown

The following percentage breakdown will be used in determining the grade for the course. **Note that labs 4 and 5 may be changed in order to cover newer business information technologies. Assignments and rubrics are under consideration at the time of this writing.**

Assignment	Points	% of Grade
Lab assignments		
Lab0: Email (Word)	5	2%
Lab1: PowerPoint1	6	3%
Lab1: PowerPoint2	9	4%
Lab2: Excel1	11	5%
Lab2: Excel2	11	5%
Lab2: Excel3	18	8%
Lab2: Excel4	5	2%
Lab3: Access A	12.5	5%
Lab3: Access B	5.5	2%
Lab3: Access C	12	5%
Lab4: Dreamweaver1	6	3%
Lab4: Dreamweaver2	9	4%
Lab5: Blog1	5	2%
Lab5: Blog2	5	2%
<b>Lab total</b>	<b>120</b>	<b>50%</b>
Midterm exam		<b>20%</b>
Final exam		<b>20%</b>
Participation	28	<b>10%</b>
<b>TOTAL</b>		<b>100%</b>

## Grading Scale

Course final grades will be determined using the following scale

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

### **Assignment Submission Policy**

Labs must be submitted on Blackboard. Do not email them to the instructor.

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.

### **Grading Timeline**

Standard timeline is one week. Notify instructor if grades are not posted within 10 days of assignment due date.

### **Additional Policies**

Attendance is recorded during each lecture. Class attendance is mandatory (lab attendance is not; see above). If you are going to be absent from lecture, email valid excuse to instructor more than one hour prior to class to be counted as present. Only proper businesslike emails accepted.

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.

## ITP101 Course Schedule: A Weekly Breakdown

Precise schedule of class lectures and assignments may vary due to holidays, guest speaker availability, or other unforeseen circumstances.

	Topics/Daily Activities	Readings and Homework	Deliverable/ Due Dates
<b>Week 1 Monday</b>	Course introduction. - Course overview - Information Systems - How to write a proper businesslike email.	Lab0 Email assignment; write two proper businesslike emails in Microsoft Word (do not send any actual email).	Lab 0: Emails, due Friday. Instructions on Blackboard.
<b>Week 1 Wednesday</b>	Electronic communication - Email - Instant Messaging - VOIP - When to use which one	Lab0: Emails	Lab 0: Emails, due Friday. Instructions on Blackboard.
<b>Week 2 Monday</b>	PowerPoint tutorial 1	Lab1: PowerPoint1 (instructions on Blackboard)	PowerPoint1 due Friday by 11:59 PM
<b>Week 2 Wednesday</b>	Hardware - Components of a computer - Chips and manufacturers - I/O peripherals	Lab1: PowerPoint1 Readings on the Web: "Triumph of the Nerds" and "History of Computers" - links on Blackboard/Web Links	PowerPoint1 due Friday by 11:59 PM.
<b>Week 3 Monday</b>	HOLIDAY	Lab1: PowerPoint2	PowerPoint2 due Friday by 11:59 PM.
<b>Week 3 Wednesday</b>	PowerPoint tutorial 2	Lab1: PowerPoint2	PowerPoint2 due Friday by 11:59 PM.
<b>Week 4 Monday</b>	Excel tutorial 1	Lab2: Excel1 (instructions on Blackboard)	Excel1 due Friday
<b>Week 4 Wednesday</b>	Data Storage - Hard Disks - Optical Media - Flash memory - Cloud storage	Lab2: Excel1 Readings: "Storage Devices" and "Forensic Files: 'Shear Luck'" - links on Blackboard/Web Links	Excel1 due Friday
<b>Week 5 Monday</b>	Excel tutorial 2	Lab2: Excel2	Excel2 due Friday
<b>Week 5 Wednesday</b>	Operating Systems - Functions of Operating Systems - CP/M, DOS - GUIs - Windows, Mac, Linux	Lab2: Excel2 Readings: "CP/M," "MS-DOS," and "Operating Systems" - links on Blackboard/Web Links	Excel2 due Friday
<b>Week 6 Monday</b>	Excel tutorial 3	Lab2: Excel3	Excel3 due Friday
<b>Week 6 Wednesday</b>	Application Software - Software vs. Hardware	Lab2: Excel3	Excel3 due Friday

	<ul style="list-style-type: none"> <li>- Word Processors and Spreadsheets</li> <li>- Killer Apps</li> <li>- Microsoft Office Suite</li> <li>- GUIs, mobile vs. PC</li> </ul>	Reading: "Killer Apps" - link on Blackboard/Web Links	
<b>Week 7 Monday</b>	TBD (spillover lecture or guest speaker TBD)	Lab2: Excel4 (no tutorial)	Excel4 due Friday
<b>Week 7 Wednesday</b>	<ul style="list-style-type: none"> <li>Programming</li> <li>- Software Production Cycle</li> <li>- Software Production Methodologies</li> <li>- Programming Languages</li> </ul>	Lab2: Excel4 (no tutorial; instructions on Blackboard)	Excel4 due Friday
<b>Week 8 Monday</b>	Access tutorial 1	Lab3: Access-A; instructions on Blackboard	Access-A due Friday
<b>Week 8 Wednesday</b>	<ul style="list-style-type: none"> <li>Databases</li> <li>- History of Databases</li> <li>- Database Management Systems</li> <li>- SQL</li> <li>- SQL commands</li> </ul>	Lab3: Access-A	Access-A due Friday
<b>Week 9 Monday</b>	Midterm exam prep in class	To prepare for midterm, review lectures, readings, and lab assignments	No lab; study for midterm
<b>Week 9 Wednesday</b>	MIDTERM EXAM	Note: NO MAKE-UP EXAM	No lab; breathe!
<b>Week 10 Monday</b>	Access tutorial 2	Lab3: Access-B	Access-B due Friday
<b>Week 10 Wednesday</b>	<ul style="list-style-type: none"> <li>Enterprise Resource Planning Systems (ERP)</li> <li>- Why ERP</li> <li>- SAP</li> <li>- Analytics</li> </ul>	Lab3: Access-B	Access-B due Friday
<b>Week 11 Monday</b>	Access tutorial 3	Lab3: Access-C	Access-C due Friday
<b>Week 11 Wednesday</b>	<ul style="list-style-type: none"> <li>Networks</li> <li>- Network Hardware</li> <li>- Protocols</li> <li>- Topologies</li> <li>- Client / Server</li> </ul>	Lab3: Access-C Reading: "Computer Networks" - link on Blackboard/Web Links	Access-C due Friday
<b>Week 12 Monday</b>	Lab tutorial if necessary	Lab4A: TBD <b>Possibly Dreamweaver</b>	Lab4A due Friday
<b>Week 12 Wednesday</b>	<ul style="list-style-type: none"> <li>Internet and Worldwide Web</li> <li>- Internet – definition and history</li> <li>- Worldwide Web</li> <li>- URLs, IP addresses</li> </ul>	Lab4A: TBD <b>At time of writing, newer business information technologies are under consideration for labs 4 and 5</b>	Lab4A due Friday

<b>Week 13 Monday</b>	Lab tutorial if necessary	Lab 4B TBD <b>Possibly Google Drive</b>	Lab 4B due Friday
<b>Week 13 Wednesday</b>	Security and Hackers - Famous hacks - Importance of Privacy and Security - Hackers - Computer Crimes - Computer Forensics - Information and Computer Policy in an Organization	Lab4B TBD	Lab 4B Due Friday
<b>Week 14 Monday</b>	Security and Hackers lecture, continued	Lab5A TBD <b>Possibly Mailmerge</b>	Lab5A due Friday
<b>Week 14 Wednesday</b>	Social Media, part 1 - Social Websites - How Social Sites Make Money - Businesses Use Social Sites For Marketing	Lab5A TBD Reading: watch "Socialnomics 2017" - link on Blackboard/Web Links	Lab5A due Friday
<b>Week 15 Monday</b>	Social Media, part 2 - Controversies in Social Media - Recent developments in Social Media - Crowdfunding - Crowdsourcing	Lab5B TBD <b>Possibly Blog</b>	Lab5B due Friday
<b>Week 15 Wednesday</b>	Final exam prep in class	Lab5B TBD Study for final - Review all lectures, readings, lab assignments	Lab5B due Friday
<b>FINAL EXAM</b> in usual classroom	Wednesday, <b>December 5, 4:30-6:30 PM</b>	Note: NO EXCEPTIONS (except for the exceptions noted in lecture slides on Blackboard)	See <a href="https://classes.usc.edu/term-20183/finals/">https://classes.usc.edu/term-20183/finals/</a>

## 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 Part B, Section 11, “Behavior Violating University Standards” <https://policy.usc.edu/scampus-part-b/>. 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>.

### Support Systems:

*Student Counseling Services (SCS)* - (213) 740-7711 – 24/7 on call

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention. <https://engemannshc.usc.edu/counseling/>

*National Suicide Prevention Lifeline* - 1-800-273-8255

Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. <http://www.suicidepreventionlifeline.org>

*Relationship and Sexual Violence Prevention Services (RSVP)* - (213) 740-4900 - 24/7 on call

Free and confidential therapy services, workshops, and training for situations related to gender-based harm. <https://engemannshc.usc.edu/rsvp/>

*Sexual Assault Resource Center*

For more information about how to get help or help a survivor, rights, reporting options, and additional resources, visit the website: <http://sarc.usc.edu/>

*Office of Equity and Diversity (OED)/Title IX Compliance* – (213) 740-5086

Works with faculty, staff, visitors, applicants, and students around issues of protected class. <https://equity.usc.edu/>

*Bias Assessment Response and Support*

Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response. <https://studentaffairs.usc.edu/bias-assessment-response-support/>

*The Office of Disability Services and Programs*

Provides certification for students with disabilities and helps arrange relevant accommodations. <http://dsp.usc.edu>

*Student Support and Advocacy* – (213) 821-4710

Assists students and families in resolving complex issues adversely affecting their success as a student EX: personal, financial, and academic. <https://studentaffairs.usc.edu/ssa/>

*Diversity at USC*

Information on events, programs and training, the Diversity Task Force (including representatives for each school), chronology, participation, and various resources for students. <https://diversity.usc.edu/>

*USC Emergency Information*

Provides safety and other updates, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible, <http://emergency.usc.edu>

*USC Department of Public Safety* – 213-740-4321 (UPC) and 323-442-1000 (HSC) for 24-hour emergency assistance or to report a crime.

Provides overall safety to USC community. <http://dps.usc.edu>