ITP 101: Introduction to Business Information Technologies
Units: 2
Spring 2023 – Tues – 4:00pm - 5:50pm

Location: SOS B46

Instructor: Annabelle Lau
Office Hours: By appointment
Contact Info: lauannab@usc.edu

IT Help: Provided by Viterbi IT
Hours of Service: 8am - 5pm, Mon - Fri
Walk-in: DRB 205
Contact Info: (213) 740 - 0517
Email: engrhelp@usc.edu

Course Description

For students who may work in the world of business, health, education, or any other field after graduation. Students will develop an appreciation for the technology that enables businesses, organizations, and enterprises to function, operate, and succeed.

This course is designed to be an introductory course in information technology. The focus of the course is on how technology is used in and by businesses and organizations and the society in which they operate in a variety of aspects including design, project management, and data management.

Learning Objectives

Upon completing this course, students should be able to:
1. Understand ways that businesses utilize information technologies,
2. Demonstrate facility with Excel and other tools,
3. Develop professional writing, presentation, and communication skills

Prerequisite(s): none

Co-Requisite(s): none

Concurrent Enrollment: none

Recommended Preparation: none

Technological Proficiency and Hardware/Software Required

Students should have access to their own computers running either Windows, MacOS, or Linux, and should be familiar with the basic operation of their computers.

Required Readings and Supplementary Materials

There is no required textbook to purchase for this class. All lecture 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

Graders will use a rubric to assess grade.

The assignments will be posted on Blackboard under the "Assignments" section. Each assignment will include instructions, a due date, and a link for electronic submission. Assignments are due on Mondays the following week.

Grading Breakdown

Attendance & Participation	5%
Assignments	50%
Midterm Exam	20%
Final Project	25%
Total	100%

Grading Scale

Course final grades will be determined using the following scale:

A	93% or up
A-	90% - 92%
B+	87% - 89%
B	83% - 86%
B-	80% - 82%
C+	77% - 79%
C	73% - 76%
C-	70% - 72%
D+	67% - 69%
D	63% - 66%
F	62% or below

Exams

No make-up exams will be offered. Failure to submit an exam on time or submitting blank work will result in a 0% for the exam grade.

Attendance

Lecture attendance is mandatory; each student can miss one (1) lecture without losing attendance credit.

Grading Policies

The teaching assistants, graders, and instructors will do their best to return assignments graded to students within one week of the submission. Certain assignments that are longer in length, including assignments, exams, and the final project, may require more time.

The instructor is the ultimate authority over any grade.

University policy states that no extra credit may be offered to individual students without the same opportunity made available to everyone in the class. Should there be extra credit in the class, it will be made available to the entire class. Do not ask the instructor for additional extra credit.

Grades will be posted on Blackboard and students are responsible to ensure that the grades online are accurate.

Assignment Submission Policy

All homework assignments will be submitted via Blackboard. Assignments submitted via email will not be accepted.

Late Assignments

A 10% per day penalty is applied to late assignments. No submissions are accepted after five (5) days beyond the due date. To receive a grade, students must notify the grader once the late assignment is submitted.

Grade Corrections

Any questions or concerns regarding grades must be addressed within seven (7) days after grades are posted on Blackboard. No changes to any grades will be made after seven (7) days.

Academic Integrity

All coursework is expected to represent each student's individual effort.

Course Material

All lectures will be recorded and made available to students enrolled in the course. These class recordings are made available only for access by students in this class for educational purposes only and shall not be disclosed to any other party for any purpose.

Students may not reproduce, distribute, or post any course material, including notes, assignments, labs, and tests, without the instructor's written consent. Refer to *SCampus* in Part B, Section 11.12 for more information https://policy.usc.edu/scampus/.

Course Schedule

Note: Subject to change throughout the semester

Week	Lecture	Assignment	Assignment Due Date
1 (01/10)	Course Overview		
2 (01/17)	Writing & Presenting	A1: Emails & Cover Letter	Monday, 01/23 at 11:59pm
3 (01/24)	Web Development	A2: Web Resume	Monday, 01/30 at 11:59pm
4 (01/31)	Canva - Designing, Photo & Video Editing	A3: Poster Design	Monday, 02/06 at 11:59pm
5 (02/07)	Excel - Formulas and Charts	A4: Excel Part 1	Monday, 02/13 at 11:59pm
6 (02/14)	Excel - Lookups	A5: Excel Part 2	Tuesday, 02/21 at 11:59pm
7 (02/21)	Excel - Pivot Tables	A6: Excel Part 3	Monday, 02/27 at 11:59pm
8 (02/28)	Midterm Review		
9 (03/07)	**Midterm Exam**		
10 (03/14)	**Spring Recess**		
11 (03/21)	Project Management	A7: Final Project Proposal	Monday, 03/27 at 11:59pm
12 (03/28)	Product Design - Wireframes and Prototypes		
13 (04/04)	TBA Guest Lecture: AI Technologies	A8: Final Project Check-In	Monday, 04/10 at 11:59pm
14 (04/11)	TBA Guest Lecture: Cybersecurity		
15 (04/18)	TBA Guest Lecture: Enterprise Information Systems		
16 (04/25)	TBA: How to Get a Job	Final Project	Friday, 04/28 at 11:59pm

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, https://policy.usc.edu/research-and-scholarship-misconduct/.

Support Systems

Student Counseling Services (SCS) – (213) 740-9355 – 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://studenthealth.usc.edu/counseling/

988 Suicide & Crisis 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. https://988lifeline.org/

Relationship and Sexual Violence Prevention Services (RSVP) – (213) 740-9355 – 24/7 on call
Free and confidential therapy services, workshops, and training for situations related to gender-based harm. https://studenthealth.usc.edu/sexual-assault/

Office of Equity and Diversity (OED) – (213) 740-5086; Title IX Compliance – (213) 821-8298
Works with faculty, staff, visitors, applicants, and students around issues of protected class. https://equity.usc.edu/, https://eeotix.usc.edu/

Bias Assessment Response and Support – (213) 740-5086 or (213) 821-8298
Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response. https://usc-advocate.symplicity.com/care_report/

The Office of Disability Services and Programs – (213) 740-0776
Provides certification for students with disabilities and helps arrange relevant accommodations. http://dsp.usc.edu

USC Campus Support and Intervention – (213) 821-4710
Assists students and families in resolving complex issues adversely affecting their success as a student EX: personal, financial, and academic. https://campussupport.usc.edu/

Diversity at USC – (213) 740-2101
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 – (*213)740-4321 (UPC) or (323) 442-1000 (HSC) – 24/7 on call*
Provides safety and other updates, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible. https://emergency.usc.edu/

*USC Department of Public Safety – (*213)740-6000 (UPC) or (323) 442-1200 (HSC) – 24/7 on call*
Provides overall safety to USC community. https://dps.usc.edu/

Office of Ombuds – (213) 821-9556 (UPC) or (323) 442-0382 (HSC)
A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern. https://ombuds.usc.edu/