ITP101 Introduction to Business Information Technologies

Units: 2
Term: Fall 2023
Tuesday
Location: See schedule of classes

Instructor: Gregg Ibbotson
Office: RRB 221
Office Hours:
    By Appointment
Contact Info:
    Ibbotson@usc.edu

IT Help: Viterbi IT
Hours of Service:
    Monday – Friday, 8:30 a.m. – 5:00 p.m.
Contact Info:
    DRB 205
    (213) 740-0517
    engrhelp@usc.edu

Course Description
For any student in any USC school 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. 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 and the society in which they operate.

Introduction to a wide variety of interrelated disciplines including computer hardware, operating systems, communication skills, networks and cyber security..

Learning Objectives
Upon completing this course, students should be able to:
1. List ways that businesses utilize Information Technologies;
2. Demonstrate facility with Excel, PowerPoint and project management tools,
3. Utilize risk frameworks to develop and present business pitches risk Differentiate social networks for disparate business purposes
4. Develop grounding and articulate I.T system solutions to a business audience.

Prerequisite(s): none
Co-Requisite(s): none
Concurrent Enrollment: none
Recommended Preparation: na

Course Notes
Lecture slides and course content, including homework, will be posted to the course Blackboard page. Course announcements will be posted as an announcement to Blackboard or emailed directly to your USC emails

Technological Proficiency and Hardware/Software Required
Basic familiarity with Google Slides or PowerPoint

USC Technology Support Links
https://keepteaching.usc.edu/start-learning/
https://studentblackboardhelp.usc.edu/
https://software.usc.edu/

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 use Word and Google Drive, and you will create PowerPoint presentations, Excel spreadsheets. Graders will use a rubric to assess grade.

The weekly 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. Lab assignments are due on Fridays each week.

Grading Breakdown
The following percentage breakdown will be used in determining the grade for the course.

Assignment	% of Grade
Lab assignments	
Lab1: Email (Word)	5%
Lab2: PowerPoint1	5%
Lab3: PowerPoint2	5%
Lab4: Excel1 Finance Lab	5%
Lab5: Excel2 Pie Charts	5%
Lab6: Excel3 VLOOKUP's	5%
Lab7: Excel4 Pivot Tables	5%
Lab 8: Presentation	**10%**
Lab total	**45%**
Midterm exam	**25%**
Final exam	**25%**
Participation	**5%**
TOTAL	**100%**

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

Grading Policies
The Learning 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 exams, case labs, and final projects, may require more time.

The instructor is the ultimate authority over any grade for any assignment, exam or class.

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 it is your responsibility to ensure that the grades online are accurate and to follow your progress in the class.

Assignment Rubrics
Full detailed grading schemes will be available for students to view at the start of the course

Assignment Submission Policy
All homework assignments will be submitted via Blackboard. Assignments submitted via email will not be accepted. The exception is the live interview session which will be done in class in real-time

Additional Policies
The only acceptable excuses for missing an assignment deadline or taking an incomplete in the course
are personal illness or a family emergency. Students must inform the instructors / administration staff before the assignment due date and present verifiable evidence for a deadline extension to be granted.

If you know you will be missing any classes at the beginning of the semester, please tell the instructor as soon as possible.

Synchronous session recording notice
During remote teaching situations, the Zoom courses will be recorded, and these recordings will be
shared with the class. While this will not entirely replace in-class participation, these recorded classes
will allow students to catch up on lectures they were unable to attend as well as for useful review.

ITP101 Course Schedule: A Weekly Breakdown (subject to change)
The precise schedule of class lectures and assignments may vary due to holidays, guest speaker availability, or other unforeseen circumstances.
Purple = Graded Homework's

Week	Topics/Daily Activities	Readings and Homework	Deliverable/ Due Dates
Week 1	Course introduction. - Course Overview - IT core principles	-	
Week 2	Information Technology Systems - Files, filenames, folders, and folder - Website protection/cookies - structures in computing devices	Lab1 Email assignment; write two proper businesslike emails in Microsoft Word	Lab due by end of week 3
Week 3	Emails and Cover Letters	Lab2: PowerPoint1	Lab due by end of week 4
Week 4	Hardware - Components of a computer - CPUs - I/O peripherals -Storage	Lab3: PowerPoint2	Lab due by end of week 5
Week 5	The Internet and Operating systems - From Command Line UI to Graphical UI - MacOS, Windows, Linux	Lab4: Excel 1 Financial lab	Lab due by end of week 6
Week 6	Cloud Technologies Computer Networks	Lab5: Excel 2 Pie Charts	Lab due by end of week 7
Week 7	Application Software - Software vs. Hardware - Word Processors and Spreadsheets - Microsoft Office Suite - App GUIs, mobile vs. PC	Lab6: Excel 3 VLOOKUP's	Lab due by end of week 8
Week 8	Guest Lecture - Enterprise Resource Planning Systems (ERP)	Lab7: Excel 4 Pivot Tables	Lab due by end of week 9
Week 9	MIDTERM		
Week 10	Programming and Databases	Lab 8: In class presentations	Due in class week 15
Week 11	Guest Lecture – AI Technologies		
Week 12	Project Management	Lab 8 Check-in – Email the instructor with part 1	End of Week 12
Week 13	Business Risk and Cyber-threats		
Week 14	Final Presentations		
Week 15	Final Presentations		
Finals	Final exam	**See usc exam schedule**	

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" 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, policy.usc.edu/scientific-misconduct.

Support Systems:

Counseling and Mental Health - (213) 740-9355 – 24/7 on call
studenthealth.usc.edu/counseling
Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

National Suicide Prevention Lifeline - 1 (800) 273-8255 – 24/7 on call
suicidepreventionlifeline.org
Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

Relationship and Sexual Violence Prevention Services (RSVP) - (213) 740-9355(WELL), press "0" after hours – 24/7 on call
studenthealth.usc.edu/sexual-assault
Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

Office of Equity and Diversity (OED) - (213) 740-5086 | Title IX – (213) 821-8298
equity.usc.edu, titleix.usc.edu
Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, labing options, and additional resources for students, faculty, staff, visitors, and applicants.

Labing Incidents of Bias or Harassment - (213) 740-5086 or (213) 821-8298
usc-advocate.symplicity.com/care_lab
Avenue to lab incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity |Title IX for appropriate investigation, supportive measures, and response.

The Office of Disability Services and Programs - (213) 740-0776
dsp.usc.edu
Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

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

Diversity at USC - (213) 740-2101
diversity.usc.edu
Information on events, programs and training, the Provost's Diversity and Inclusion Council,
Diversity Liaisons for each academic school, chronology, participation, and various resources for
students.

USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call
dps.usc.edu, emergency.usc.edu
Emergency assistance and avenue to lab a crime. Latest updates regarding safety, including ways
in which instruction will be continued if an officially declared emergency makes travel to campus
infeasible.

USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call
dps.usc.edu
Non-emergency assistance or information.

Office of the Ombuds - (213) 821-9556 (UPC) / (323-442-0382 (HSC)
ombuds.usc.edu
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.