USC Viterbi

School of Engineering

TAC 101 Introduction to Business Information Technologies

Units: 2
Term: Fall 2025
Tuesday
Location: See schedule of classes

Instructor: Gregg Ibbotson
Office: RRB 221
Office Hours:
　　　　By Appointment
Contact Info:
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IT Help: Viterbi IT
Hours of Service:
　　　　Monday – Friday, 8:30 a.m. – 5:00 p.m.
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　　　　DRB 205
　　　　(213) 740-0517
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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 and present 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 Brightspace page. Course announcements will be posted as an announcement to Brightspace 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://studentBrightspacehelp.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 Brightspace and will be required reading for the exams. In addition, there will be online articles (links on Brightspace) 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 Brightspace 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	
Email (Word) and Cover Letter	5%
PowerPoint	10%
Excel1 Finance Lab	5%
Excel2 Pie Charts	5%
Excel3 VLOOKUP's	10%
Excel4 Pivot Tables	5%
Case study Development	5%
Introduction to ERP / CRM DBMS / AI Systems	5%
Case study Business Pitch	5%
Case study Business presentation	5%
Lab total	**60%**
Midterm exam	**20%**
Final exam	**20%**

Grading Scale

Course final grades will be determined using the following scale

A	93-100
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
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 Brightspace 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
The Assignments will be posted on Brightspace under the "Assignments" section. Each Assignment will include instructions, a due date, and a link for electronic submission. Assignments must be submitted using this link. Do not email your assignments to the instructor, Learning Assistants, or graders. Turnitin may be utilized for some assignments.

Unless otherwise noted, all Assignment assignments are due the following Friday after they are released, by 11:59:59 PM. The Final will be during the USC Finals period on the day and time specified by the university.

Course-Specific Policies
It is your responsibility to submit your assignments on or before the due date and verify that they have been successfully submitted. Assignments turned in up to 24 hours late will have 25% of the total points deducted from the graded score. Assignments turned in between 24 and 48 hours 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 no credit for the assignment.

The Learning Assistants and graders are not authorized to grant an extension on any assignment. Any extensions must be requested of the instructor in writing and confirmed in writing.

Attendance
You are expected to be in class, on time, and distraction free.

Academic Integrity
Unless otherwise noted, this course will follow the expectations for academic integrity as stated in the USC Student Handbook. The general USC guidelines on Academic Integrity and Course Content Distribution are provided in the subsequent "Statement on Academic Conduct and Support Systems" section.

For this class, you are expected to submit work that demonstrates your individual mastery of the course concepts. Assignment 7 will require group work and you will be expected to work cooperatively on your presentation delivery.

If found responsible for an academic violation, students may be assigned university outcomes, such as suspension or expulsion from the university, and grade penalties, such as an "F" grade on the assignment, exam, and/or in the course.

Please ask the instructor if you are unsure about what constitutes unauthorized assistance on an exam or assignment, or what information requires citation and/or attribution.

You may not record this class without the express permission of the instructor and all other students in the class. Distribution of any notes, recordings, exams, or other materials from a university class or lectures — other than for individual or class group study — is prohibited without the express permission of the instructor.

Use of Generative AI in this Course

Generative AI is not permitted: Since creative, analytical, and critical thinking skills are part of the learning outcomes of this course, all assignments should be prepared by the student working individually or in groups as described on each assignment. Students may not have another person or entity complete any portion of the assignment. Developing strong competencies in these areas will prepare you for a competitive workplace. Therefore, using AI-generated tools is prohibited in this course, will be identified as plagiarism, and will be reported to the Office of Academic Integrity.

TAC 101 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	Assignments and Readings	Deliverable/ Due Dates
Week 1	Course introduction. - Course Overview - IT core principles		
Week 2	Information Technology Systems - Files Management - Backup Strategies - Emails and Cover Letters	Email assignment; write two businesslike emails in Microsoft Word and a cover letter https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/cover-letters	Lab due by end of week 3
Week 3	- Website protection/cookies - Structures in computing devices	PowerPoint https://support.microsoft.com/en-us/office/basic-tasks-for-creating-a-powerpoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36 https://www.geeksforgeeks.org/understanding-cookies-in-web-browsers/	Lab due by end of week 4
Week 4	Enterprise Resource Planning Systems (ERP)	Excel 1 Financial lab https://support.microsoft.com/en-us/office/excel-functions-by-category-5f91f4e9-7b42-46d2-9bd1-63f26a86c0eb	Lab due by end of week 5
Week 5	Hardware - Components of a computer - CPUs - I/O peripherals -Storage	Excel 2 Pie Charts https://www.geeksforgeeks.org/difference-between-random-access-memory-ram-and-hard-disk-drive-hdd/	Lab due by end of week 6
Week 6	The Internet and Operating systems - From Command Line UI to Graphical UI - MacOS, Windows, Linux	Excel 3 VLOOKUP's https://developer.mozilla.org/en-US/docs/Learn_web_developm	Lab due by end of week 7

		ent/Howto/Web_mechanics/How_does_the_Internet_work	
Week 7	Cloud Technologies Computer Networks	Excel 4 Pivot Tables https://www.forbes.com/advisor/business/what-is-cloud-computing/	Lab due by end of week 8
Week 8	Application Software - Software vs. Hardware - Word Processors and Spreadsheets - Microsoft Office Suite and alternatives		Lab due by end of week 9
Week 9	MIDTERM		
Week 10	Programming and Databases	Lab 7: Case study development https://www.w3schools.in/sql/database-concepts	End of Week 12
Week 11	Guest Lecture - web development	Lab 8 : CRM / ERP / DBMS report	End of Week 13
Week 12	Project Management	Lab 9 case study business pitch	Start of Week 14
Week 13	Business Risk and Cyber-threats	Lab 9 case study business pitch - continued https://www.nist.gov/cyberframework	Start of Week 14
Week 14	Guest Lecture / CRM		
Week 15	Final Presentations		
Finals	Final exam	**See usc exam schedule**	

Academic Integrity:
The University of Southern California is a learning community committed to developing successful scholars and researchers dedicated to the pursuit of knowledge and the dissemination of ideas. Academic misconduct, which includes any act of dishonesty in the production or submission of academic work, comprises the integrity of the person who commits the act and can impugn the perceived integrity of the entire university community. It stands in opposition to the university's mission to research, educate, and contribute productively to our community and the world.

All students are expected to submit assignments that represent their own original work, and that have been prepared specifically for the course or section for which they have been submitted. You may not submit work written by others or "recycle" work prepared for other courses without obtaining written permission from the instructor(s).

Other violations of academic integrity include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), collusion, knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university. All incidences of academic misconduct will be reported to the Office of Academic Integrity and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

For more information about academic integrity see the student handbook or the Office of Academic Integrity's website, and university policies on Research and Scholarship Misconduct.

Please ask your instructor if you are unsure what constitutes unauthorized assistance on an exam or assignment, or what information requires citation and/or attribution.

Course Content Distribution and Synchronous Session Recordings Policies
USC has policies that prohibit recording and distribution of any synchronous and asynchronous course content outside of the learning environment.

Recording a university class without the express permission of the instructor and announcement to the class, or unless conducted pursuant to an Office of Student Accessibility Services (OSAS) accommodation. Recording can inhibit free discussion in the future, and thus infringe on the academic freedom of other students as well as the instructor. (Living our Unifying Values: The USC Student Handbook, page 13).

Distribution or use of notes, recordings, exams, or other intellectual property, based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study. This includes but is not limited to providing materials for distribution by services publishing course materials. This restriction on unauthorized use also applies to all information, which had been distributed to students or in any way had been displayed for use in relationship to the class, whether obtained in class, via email, on the internet, or via any other media. (Living our Unifying Values: The USC Student Handbook, page 13).

Students and Disability Accommodations:

USC welcomes students with disabilities into all of the University's educational programs. [The Office of Student Accessibility Services](#) (OSAS) is responsible for the determination of appropriate accommodations for students who encounter disability-related barriers. Once a student has completed the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined to be reasonable and appropriate, a Letter of Accommodation (LOA) will be available to generate for each course. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early in the semester as possible as accommodations are not retroactive. More information can be found at osas.usc.edu. You may contact OSAS at (213) 740-0776 or via email at osasfrontdesk@usc.edu.

Support Systems:

Counseling and Mental Health - *(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.

988 Suicide and Crisis Lifeline - *988 for both calls and text messages – 24/7 on call*
The 988 Suicide and Crisis Lifeline (formerly known as the National Suicide Prevention Lifeline) provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week, across the United States. The Lifeline is comprised of a national network of over 200 local crisis centers, combining custom local care and resources with national standards and best practices. The new, shorter phone number makes it easier for people to remember and access mental health crisis services (though the previous 1 (800) 273-8255 number will continue to function indefinitely) and represents a continued commitment to those in crisis.

Relationship and Sexual Violence Prevention Services (RSVP) - *(213) 740-9355(WELL) – 24/7 on call*
Free and confidential therapy services, workshops, and training for situations related to gender- and power-based harm (including sexual assault, intimate partner violence, and stalking).

Office for Equity, Equal Opportunity, and Title IX (EEO-TIX) - *(213) 740-5086*
Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

Reporting Incidents of Bias or Harassment - *(213) 740-5086 or (213) 821-8298*
Avenue to report incidents of bias, hate crimes, and microaggressions to the Office for Equity, Equal Opportunity, and Title for appropriate investigation, supportive measures, and response.

The Office of Student Accessibility Services (OSAS) - *(213) 740-0776*
OSAS ensures equal access for students with disabilities through providing academic accommodations and auxiliary aids in accordance with federal laws and university policy.

USC Campus Support and Intervention - *(213) 740-0411*
Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity, Equity and Inclusion - *(213) 740-2101*
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*
Emergency assistance and avenue to report 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) 442-1200 – 24/7 on call*
Non-emergency assistance or information.

[Office of the Ombuds](#) - *(213) 821-9556 (UPC) / (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.

[Occupational Therapy Faculty Practice](#) - *(323) 442-2850 or* otfp@med.usc.edu
Confidential Lifestyle Redesign services for USC students to support health promoting habits and routines that enhance quality of life and academic performance.