





**FIT 100**  
**Fluency in Information Technology**

**Information School and Computer Science &  
 Engineering Dept.**  
**University of Washington**



**Spring 2009**

 <p>Instructor:  D.A. Clements, MLIS,  Lecturer, Information School</p>	 <p>PhD Student,  Teaching Practicum:  Yuan Lin</p>
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## Lectures

Lectures are MWF 1230-120 in MGH 389. Bring your clickers to every lecture. Attendance at all lectures is expected.




## Office Hours, Drop-In Labs, and CLUE

When	Where	What	Who
Wednesdays 130-220pm	MGH 330J	Office Hours	<b>D. A. Clements, Instructor</b>
TBA	TBA	Drop-In Labs	<b>Aakashi Kapoor, TA</b>
Mondays & Wednesdays 10am-12pm	MGH 430	Drop-In Labs	<b>Marc Dupuis, TA</b>
TBA	TBA	Office Hours/Drop-In Labs	<b>Volodymyr Lysenko, TA</b>
Tuesdays 630-800pm	MGH 430	<b>CLUE Tutoring</b>	Rick Chen, Tutor
<b>Finals Week Drop-In Labs</b>			
Tue. Jun 9, 630-8pm	MGH 430	<b>CLUE Tutoring</b>	Rick Chen, Tutor

*Students from any lab section may go to any office hours or drop-in lab.*

## Lab Sections and TAs

Attendance at all labs is expected.

Days & Times	Section	Location	Teaching Assistant
MW 130-220	AB	MGH 030 Ground floor of Mary Gates Hall	 <b>Marc Dupuis</b>
MW 230-320	AC	MGH 030 Ground floor of Mary Gates Hall	
TTh 930-1020	AD	MGH 044 Ground floor of Mary Gates Hall	 <b>Aakashi Kapoor</b>
WF 330-420	AA	MGH 030 Ground floor of Mary Gates Hall	
TTh 0130-220	AE	OUGL 101 1st floor, Odegaard Undergraduate Library	 <b>Volodymyr Lysenko</b>
TTh 0230-320	AF	OUGL 101 1st floor, Odegaard Undergraduate Library	

## Announcements

March 30, 2009—Welcome to CSE 100 / INFO 100, also known as FIT100!

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Last updated: Tuesday, 31-Mar-2009 20:59:50 PDT

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## Course Overview

### Description • Objectives • Expectations Course Evaluation • Academic Conduct

No previous experience with computers is required for this course. HOWEVER...be prepared for a steep learning curve if you truly have NO experience. Students with no experience should come to the drop-in labs for extra help.

This 5-credit class covers a wide range of material and will require a considerable amount of time. Students unable to spend up to 10 hours a week outside of class should consider taking this course during another term when they have more time.

## Course Description

The official course description states that the class:

- Introduces skills, concepts, and capabilities necessary to effectively use information technology.
- Includes logical reasoning, managing complexity, operation of computers and networks, and contemporary applications such as effective Web searching and database manipulation, ethical aspects, and social impacts of information technology.

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## Objectives

Fluency with Information Technology involves three types of knowledge, each equally important for reinforcing a deeper understanding of IT and its uses. Upon completion of this course, you will have acquired and honed these three types of knowledge—skills, concepts, and capabilities.

### Skills

Gain contemporary and immediately applicable skills. Become technically literate. Learn how to:

- Browse the Web with Internet Explorer, Safari, or Firefox
- Create and publish Web pages
- Transfer files with FTP
- Effectively use search engines
- Determine authenticity of Web sites
- Program with JavaScript
- Build a spreadsheet
- Build a database
- Understand database and online privacy issues
- Protect your computer from security threats

### Concepts

Reach an essential understanding of the foundations on which IT is built—surpassing technical literacy. Learn about critical areas of IT, such as:

- Computers
- Information systems
- Networks

- Modeling and abstraction
- Algorithmic thinking
- Digital representations, such as MP3, ASCII, and JPG
- Limitations and societal impacts of IT

## Capabilities

Learn to apply IT in complex situations and understand the consequences. Develop the capabilities to:

- Manage complexity
- Test solutions
- Anticipate changes in technology
- Think about IT abstractly

IT evolves so rapidly that current skills become obsolete over shorter and shorter time spans. Successful completion of this course will give you an understanding of IT capabilities and concepts that will allow you to keep pace with inevitable advances in IT.

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## Expectations for this Course

### Workload

Plan on 13-20 hours per week of work:

- 8-15 hrs. homework
- 3 hrs. in lecture
- 2 hrs. in lab

Attendance is expected for all lectures and labs. Daily pop quizzes (QuickClicks) and weekly pop writing exercises (QuickWrites) will be given in lecture. If you've paid attention in lecture, read the assigned chapters, and learned the vocabulary, you should do fine.

### Picture ID

***In Lecture, you must be prepared to show your Husky ID or other photo ID such as your driver's license when QuickClicks or QuickWrites are given.***

Coursework entails readings, computer labs, assignments, projects, QuickClicks, QuickWrites, and participation in lectures and lab sections.

We expect you to attend all lectures (**MWF 12:30–1:20 PM, MGH 389**) and your assigned computer lab section. For each hour of class time, plan for one 1.5 to 3 hours of work outside of class; so, roughly, 8 to 15 hours of outside work each week. Remember that this course is a five-credit class.

### QuickClicks

Pop quizzes will take place in lecture every day. Each quiz will have 3 true/false and multiple-choice questions similar to the ones in the back of each chapter in *Fluency*. If you have read the readings, paid attention in lecture, participated in labs, and learned the key terms, you should do fine. Quizzes are worth 24% of your grade.

### QuickWrites

Pop QuickWrites will take place in lecture once every week. Each QuickWrite will be no more than two paragraphs based on the readings and lectures.

### **Computer Labs**

Each computer lab section meets two times each week. Attendance is expected. The labs are integrated with the lecture material. In the labs, you will learn the hands-on computer skills that you will need to complete the projects. Important information about the projects will be discussed in lecture. Lab time is your opportunity to ask for advice from the TA and other students. The labs and the assignments that are part of them will be graded; they account for 20% of your final grade.

If you miss a lab, do not expect the TA or Instructor to provide you with an equivalent lab session during their consulting hours. Be prepared to go through the lab on your own and then, if you have specific questions not answered by your classmates, ask your TA.

### **Projects**

Three projects will be completed in this course. Each project will have two parts. Projects will use the hands-on computer skills you have learned in the labs, require some research on the Web, and take you beyond what you have learned in class. Some lab time will focus on the projects. Bring questions about your projects to lab.

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## **Course Evaluation**

End-of-quarter course evaluations will be handed out to you in lecture and your lab section. You will have opportunity to evaluate the lectures, labs, and your work in the course.

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## **Academic Conduct**

The following paragraphs discussing academic integrity, copyright and privacy outline matters governing student conduct in the iSchool and the University of Washington. They apply to *all* assignments and communications in this course.

### **Academic Integrity**

The essence of academic life revolves around respect not only for the ideas of others, but also their rights to those ideas and their promulgation. It is therefore essential that all of us engaged in the life of the mind take the utmost care that the ideas and expressions of ideas of other people always be appropriately handled, and, where necessary, cited. For writing assignments, when ideas or materials of others are used, they must be cited. The format is not that important—as long as the source material can be located and the citation verified, it's OK. What is important is that the material be cited. In any situation, if you have a question, please feel free to ask. Such attention to ideas and acknowledgment of their sources is central not only to academic life, but life in general.

Please acquaint yourself with the **University of Washington's resources on academic honesty**.

Students are encouraged to take drafts of their writing assignments to the English Department Writing Center for assistance with using citations ethically and effectively. **Information on scheduling an appointment can be found here.**

## Copyright

All of the expressions of ideas in this class that are fixed in any tangible medium such as digital and physical documents are protected by copyright law as embodied in title 17 of the United States Code. These expressions include the work product of both: (1) your student colleagues (e.g., any assignments published here in the course environment or statements committed to text in a discussion forum); and, (2) your instructors (e.g., the syllabus, assignments, reading lists, and lectures). Within the constraints of "fair use" (you should have/will have learned about that in depth in LIS 550), you may copy these copyrighted expressions for your personal intellectual use in support of your education here in the iSchool. Such fair use by you does not include further distribution by any means of copying, performance or presentation beyond the circle of your close acquaintances, student colleagues in this class and your family. If you have any questions regarding whether a use to which you wish to put one of these expressions violates the creator's copyright interests, please feel free to ask the instructor for guidance.

## Privacy

To support an academic environment of rigorous discussion and open expression of personal thoughts and feelings, we, as members of the academic community, must be committed to the inviolate right of privacy of our student and instructor colleagues. As a result, we must forego sharing personally identifiable information about any member of our community including information about the ideas they express, their families, life styles and their political and social affiliations. If you have any questions regarding whether a disclosure you wish to make regarding anyone in this course or in the iSchool community violates that person's privacy interests, please feel free to ask the instructor for guidance.

Knowing violations of these principles of academic conduct, privacy or copyright may result in University disciplinary action under the Student Code of Conduct.

## Students with Disabilities

To request academic accommodations due to a disability, please contact Disabled Student Services: 448 Schmitz, 206-543-8924 (V/TTY). If you have a letter from DSS indicating that you have a disability which requires academic accommodations, please present the letter to me so we can discuss the accommodations you might need in the class.

Academic accommodations due to disability will not be made unless the student has a letter from DSS specifying the type and nature of accommodations needed.

## Student Code of Conduct

Good student conduct is important for maintaining a healthy course environment. Please familiarize yourself with the **University of Washington's Student Code of Conduct**.

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## Grading

### Grading • Grades

## Grading

It is important for you to work on the material as we discuss it in class. Keep up with the readings, attend lectures and labs, and do the homework and the projects! If you do these things, your grade will take care of itself, and you will enjoy the class, too.

Note: You are not in competition with other students in the class for your grade. We do not grade on a curve.

### Grading for Labs and Projects with Associated WebQs

Many of the labs and projects have accompanying Catalyst WebQs quizzes. For those assignments, your grade will be divided between the score you receive on the quiz and the points the TA awards for your work on the lab or project. To do well on the assignment, you must do well on both the hands-on work and the questions.

**General grading information for the University of Washington is available [here](#).**

### 1-1-1-1 Rule for Project Parts

You may turn in one part of one project one day late *one* time during the quarter without penalty. No other late projects will be accepted. Always turn in what you have completed, partial or otherwise. Some credit is better than no credit!

### Grading Policy

Grades will follow the **University of Washington Undergraduate Grading policy**.

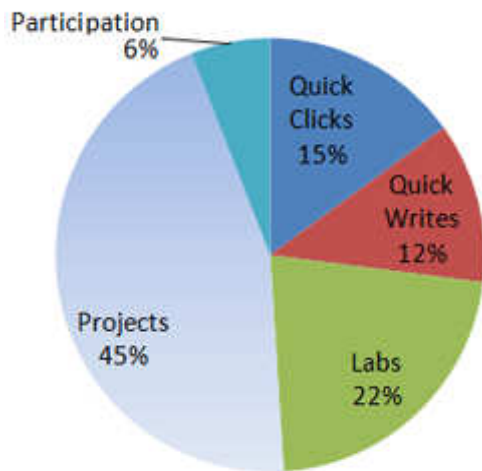
### Late/Missed Policy

Late homework, labs, QuickClicks, and QuickWrites are *not* accepted and receive a score of *zero*. Late projects will receive a score of *zero* with one exception: the 1-1-1-1 Rule (see sidebar).

This class moves fast. It's better to just move on than be constantly trying to catch up. In life, sometimes things happen. They might take the form of a medical or family emergency or simply staying up all night for a paper due the same day.

To compensate for not accepting work late, at the end of the quarter before we calculate grades, we will drop your lowest scores in each of these categories:





- Two (2) Labs and Homeworks
- Two (2) QuickWrites

The breakdown of your grade for this class is shown in the table and the pie chart.

- *Total* is the total quantity of work assigned in each category.
- *Dropped* shows how many of your lowest scores in each category are dropped at the end of the quarter before your grade is calculated.
- *Net* is the number of scores that will be used to calculate your grade.

Percentage	Deliverable	Total	Dropped	Net	Points Each	Total Points
45%	Projects	3	0	3	150 points	450 points
14%	Pop Quizzes	9	2	7	20 points	140 points
24%	Labs	14	2	12	20 points	240 points
12%	Pop QuickWrites	10	2	8	15 points	120 points
5%	Participation	n/a	n/a	n/a	n/a	50 points
100%	Total possible for class—					1000 points

### Evaluation of Student Work:

You may expect to receive comments on and evaluations of assignments and submitted work in a timely fashion. All work from the course will be returned, with comments, within two weeks of the last class of the quarter.

Your written work will be graded based on its clarity, organization, balance, amount of pertinent detail included, depth and clarity of evaluative and analytical comments, and preparation. It will also be graded on the extent to which a good understanding of the material presented in the course is shown and on the extent to which directions are followed. If evaluative or analytical comments are required, they should be supported by factual evidence, either from readings or other documents. Other aspects of individual assignments may also be included in the grading.

Written work that shows a lack of understanding of subject matter, is unclear or poorly organized, contains few or irrelevant details, does not follow directions, contains little or unsubstantiated evaluative commentary, or is poorly written, prepared (e.g. typos, grammatical errors), or documented will receive low grades.

Students are encouraged to take drafts of their writing assignments to the English Department Writing Center for assistance with using citations ethically and effectively. **Information on scheduling an appointment can be found here.**

### Scores in MyUW Gradebook

Your scores on the various graded tasks in the class will be available over the web through MyUW. Use your UWNNetID and UW password for access.

### Questions about homework and quiz scores

If you believe that we made a mistake in grading a quiz or homework, please do the following:

1. Write an email to your TA (cc to the professor) describing what you think is the problem.
2. Read the TA's response carefully. If you still think there is a problem, reply to the email and tell the TA you would like to discuss it.
3. Have a discussion with the TA.
4. If you disagree with the outcome of that discussion, tell the TA and then set up a meeting with the professor.
5. Discuss it with the professor. Presumably we can come to a resolution at that time.

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## Grades

Your grade is calculated by taking the number of points you earn, dividing by the total possible points to get the percent correct, then multiplying the percentage by 4. The resulting decimal grade between 0 and 4.0 is your grade.

Use the conversion table to convert your grade for the class to a letter grade.

Grade (4-pt Scale)	Letter Grade
3.81–4.00	A
3.60–3.80	A-
3.47–3.59	B+
3.33–3.46	B
3.20–3.32	B-
3.06–3.19	C+
2.93–3.05	C

2.80–2.92	C-
2.66–2.79	D+
2.53–2.65	D
2.40–2.52	D-
2.39 or less	E

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Last updated: Tuesday, 31-Mar-2009 21:01:30 PDT

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## Course Calendar

**Week 1 • 2 • 3 • 4 • 5 • 6 • 7 • 8 • 9 • 10 • 11 • Finals**

To print weekly schedules, click on the Weekly Schedule in the left navigation bar.

**Video Screencasts** are available approximately two hours after each lecture. Lecture slides are made available on the same day as lecture.

<b>Week 1—Getting Started</b>					
<b>Unit I: Connections—People, Technology, and Information</b>					
<b>Date</b>	<b>Day</b>	<b>Lecture Topic</b>	<b>Readings Due</b>	<b>Labs</b>	<b>Homework</b>
Mar 30	Mon	Introduction [slides] [pdf] [handouts]		Lab 1 UW Network Resources [Instructions]	HW 1 assigned [WebQ]
Mar 31	Tue				
Apr 1	Wed	Terminology [slides] [pdf] [handouts]	<i><b>Fluency, ch1</b></i> (this week only )		
Apr 2	Thu			Lab 2 Directories [Instructions] <b>Linus and UNIX</b> (optional)	Clicker Registration Survey assigned [WebQ]  HW 2 assigned [Instructions]
Apr 3	Fri	Human-Computer Interaction [slides] [pdf] [handouts]	<i>Fluency, ch 2</i>		
<b>Week 2</b>					
<b>Date</b>	<b>Day</b>	<b>Lecture Topic</b>	<b>Readings Due</b>	<b>Labs</b>	<b>Homework</b>
Apr 6	Mon	Networking [slides] [pdf] [handouts]	<i>Fluency, ch 3</i>	Lab 3 HTML Practice [Instructions]	<b>Due by 10pm: HW1</b>
Apr 7	Tue				<b>Due by 10pm: Clicker</b>

					Registration Survey [WebQ]
Apr 8	Wed	HTML [slides] [pdf] [handouts]	<i>Fluency</i> , ch 4		<b>Due by 10pm: Lab 2</b>
Apr 9	Thu	Search [slides] [pdf] [handouts]	<i>Fluency</i> , ch 5 and ch 6	Lab 4 Image Manipulation [Instructions] [Mt. St. Helens] [Red Square]	HTML Project 1A assigned [Instructions] [XHTML 1.0 file]
Apr 10	Fri				<b>Due by 10pm: Lab 3, HW2</b>
<b>Week 3</b>					
Date	Day	Lecture Topic	Readings Due	Labs	Homework
Apr 13	Mon	Validating XHTML [slides] [pdf] [handouts]	<i>Fluency</i> , ch 7	HTML Project 1A [Instructions]	<b>Due by 10pm: Lab 4</b>
Apr 14	Tue				
Apr 15	Wed	Debugging [slides] [pdf] [handouts]	<b>Common XHTML Validation Errors -- Black Widow Web Design HTML Help</b>		
Apr 16	Thu			HTML Project 1A [Instructions]	
Apr 17	Fri	Debugging and Troubleshooting [slides] [pdf] [handouts]	<i>Fluency</i> , ch 8		
<b>Week 4</b>					
Date	Day	Lecture Topic	Readings Due	Labs	Homework
Apr 20	Mon	More Digital Representation [slides] [pdf] [handouts] <b>Color: play with swatches</b>	<i>Fluency</i> , ch 9	HTML Project 1B [Instructions]	Project 1B assigned [Instructions]  <b>Due by 10pm:</b>

					<b>Project 1A</b>
Apr 21	Tue				<b>1-1-1 Rule 1A</b>
Apr 22	Wed	More Digital Representation [slides] [pdf] [handouts] <b>Color: play with swatches</b>	<i>Fluency</i> , ch 11		
Apr 23	Thu	How Computers Work & Algorithms [slides] [pdf] [handouts]	<i>Fluency</i> , ch 10	HTML Project 1B [Instructions]	
Apr 24	Fri				
<b>Week 5—Unit II: Programming Telling the Computer Exactly What To Do</b>					
<b>Date</b>	<b>Day</b>	<b>Lecture Topic</b>	<b>Readings Due</b>	<b>Labs</b>	<b>Homework</b>
Apr 27	Mon	JavaScript Programming [slides] [pdf] [handouts]	<i>Fluency</i> , ch 18	Lab 5 New Lab [Instructions] [WebQ]	<b>Due by 10pm: Project 1B</b>
Apr 28	Tue				<b>1-1-1 Rule 1B</b>
Apr 29	Wed				<b>Project 2A assigned [Instructions] [WebQ]</b>
Apr 30	Thu			Project 2A [Instructions] [WebQ]	
May 1	Fri	Iteration [video][slides] [pdf] [handouts]	<i>Fluency</i> , ch 19		<b>Due by 10pm: Lab 5 WebQ</b>
<b>Week 6</b>					
<b>Date</b>	<b>Day</b>	<b>Lecture Topic</b>	<b>Readings Due</b>	<b>Labs</b>	<b>Homework</b>
May 4	Mon	Conditionals [slides] [pdf] [handouts]	<i>Fluency</i> , ch 20	Labs 6/7 Printing Tickets with JavaScript [Instructions]	<b>Due by 10pm: Project 2A</b>

				[WebQ]	
May 5	Tue				1-1-1 Rule 2A
May 6	Wed	Indexing and Arrays [slides] [pdf] [handouts]	<i>Fluency</i> , ch 21		Project 2B assigned [Instructions] [WebQ] Rollover example
May 7	Thu			Labs 6/7 Printing Tickets with JavaScript [Instructions] [WebQ]	
May 8	Fri	Functions and Methods [slides] [pdf] [handouts]	JavaScript Phrasebook, ch 8 Forms		<b>Due by 10pm: Labs 6/7</b>
<b>Week 7</b>					
Date	Day	Lecture Topic	Readings Due	Labs	Homework
May 11	Mon	Introduction to JavaScript Storyteller Project [slides] [pdf] [handouts]	<i>JavaScript Phrasebook</i> , ch 5 DOM	Lab 8/9 Conditionals [Instructions] [WebQ]	
May 12	Tue				
May 13	Wed	Document Object Model [slides] [pdf] [handouts] [Exer. 1 & 2] <b>Essentials of the DOM and JavaScript</b> (10 min. video)			
May 14	Thu			Lab 8/9 Conditionals [Instructions] [WebQ]	
May 15	Fri	Released from lecture to attend Undergraduate Research Symposium			

<b>Week 8—Unit III: Databases Information Storage, Retrieval, and Privacy</b>					
<b>Date</b>	<b>Day</b>	<b>Lecture Topic</b>	<b>Readings Due</b>	<b>Labs</b>	<b>Homework</b>
May 18	Mon	Resources for Debugging [slides] [pdf] [handouts]		JavaScript Project 2B [Instructions] [WebQ]	<b>Due by 10pm: Labs 8/9</b>
May 19	Tue				
May 20	Wed				
May 21	Thu			JavaScript Project 2B [Instructions] [WebQ]	
May 22	Fri	Privacy [slides] [pdf] [handouts]	<i>Fluency</i> , ch 13 (first half)		
<b>Week 9</b>					
<b>Date</b>	<b>Day</b>	<b>Lecture Topic</b>	<b>Readings Due</b>	<b>Labs</b>	<b>Homework</b>
May 25	Mon	Spreadsheets & Budgeting [slides] [pdf] [handouts]	<i>Fluency</i> , ch 14 & 15	Lab 10 Gradebook [Instructions] [WebQ]	<b>Due by 10pm: Project 2B</b>
May 26	Tue				<b>1-1-1 Rule</b>
May 27	Wed	Database Basics / XML [slides] [pdf] [handouts]	<i>Fluency</i> , ch 16		
May 28	Thu			Lab 11 Databases [Instructions] [WebQ]	
May 29	Fri	Data Transfer and Storage (XML) [slides] [pdf] [handouts]	<i>Fluency</i> , ch 17		Project 3A assigned [Instructions]
<b>Week 10</b>					



Date	Day	Lecture Topic	Readings Due	Labs	Homework
Jun 1	Mon	Designing a Database [slides] [pdf] [handouts]  Design exercise [athletes database] [database design key]		Database Project 3B [Instructions] [WebQ]	<b>Due by 10pm: Lab 10</b>
Jun 2	Tue				
Jun 3	Wed	Security [slides] [pdf] [handouts]	<i>Fluency</i> , ch 13 (last half)		Project 3B assigned [Instructions] [WebQ]  <b>Due by 10pm: Lab 11, Project 3A</b>
Jun 4	Thu			TA Evaluations	<b>1-1-1 Rule</b>
Jun 5	Fri	Wrap Up [slides] [pdf] [handouts] [database design key]  Instructor Evals	<i>Fluency</i> , ch 24	Lab 12 Security [Instructions] [WebQ]	
<b>Finals Week: No final!</b>					
Date	Day	No lectures!	No readings!	No labs!	Homework
Jun 8	Mon				
Jun 9	Tue		No readings	CLUE Tutoring: 630-800pm MGH 430	<b>Due by 10pm: Lab 12, Project 3B</b>
Jun 10	Wed				<b>1-1-1 Rule</b>

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Last updated: Wednesday, 01-Apr-2009 11:58:33 PDT

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