

COMPSCI 105 Quick Reference Sheet, Fall 2015

- Mail:** Professor William T. Verts
College of Information and Computer Sciences
Computer Science Building
University of Massachusetts
Amherst, MA 01003
- My Office:** LGRC A357 (Lederle GRC Low Rise, not the tower)
My Hours: M/W/F 2:30-3:30, and by appointment.
My Email: verts@cs.umass.edu
TA Office: LGRC A345 (Lederle GRC Low Rise, not the tower)
TA Hours: See class Web site: September through last day of classes
- Web:** **My Home Page:** <http://people.cs.umass.edu/~verts>
Class Main Home Page: <http://people.cs.umass.edu/~verts/coins105/coins105.html>
On-Line Assignments: <http://people.cs.umass.edu/~verts/coins105/quizzes/quizzes.html>
Gen.-Ed. Statement: <http://people.cs.umass.edu/~verts/coins105/GenEdStatement.html>
- Books:** *Computer Literacy Workbook*, 2015-2016 printing, 22ND edition (three volumes, orange cover), ISBN 978-1-4652-8405-1, ~\$76, and *Computer Science Companion*, 2015, 2ND edition (blue cover), ISBN 978-1-4652-8409-9, ~\$24, both by me. Available from Amazon or directly from Kendall/Hunt (new only; all older editions with different cover colors are out of date). You must get these books before the first assignment are due. If you take *any* of my other IT courses (COMPSCI 119, 120, 145) I *strongly recommend* that you keep the Workbook, and the Companion *will be required* for those courses as well.
- Work:** 20% Midterm, probably **Thursday October 22ND, 7pm-9pm**. Open book, open notes, no calculators or electronic aids.
20% Final Exam, in December. Open book, open notes, no calculators or electronic aids.
40% 10 Lab Assignments, in chapter 21 of volume 3 of the Computer Literacy Workbook. Each is worth 4% of grade.
15% 11-12 on-line Homework Assignments, in on-line assignments web page (address listed above).
5% 7-8 in-class Quizzes, **NO MAKE-UPS EVER, FOR ANY REASON.** You may miss **two** quizzes without penalty.
Extra An **extra credit** homework is in chapter 20 of volume 3 of the Workbook, **due by last day of class.**
Extra An **extra credit** term paper (chapter 23, volume 3), **draft due by email November 20, paper version due at final exam.** You must complete all assigned work **by the given due dates** to avoid substantial late penalties.

Final Course Grading (no curves on either exams or final grades):

A ≥ 90%, A- ≥ 88%, B+ ≥ 86%, B ≥ 80%, B- ≥ 78%, C+ ≥ 76%, C ≥ 64%, C- ≥ 62%, D+ ≥ 60%, D ≥ 50%.

Missing either the midterm exam or the final exam results in an automatic “F” for the course. Fractional course scores get rounded to nearest integer. For example, 87.49999 rounds down to 87 (B+) but 87.50000 rounds up to 88 (A-).

Required Hardware/Software:

- PC / OS:** A PC running Windows Vista/7/8/10, or Mac OS/X 10.6 or later. Some assignments can't use the Mac.
MS Office: Microsoft Office 2007/**2010/2013 on Windows**, or **2011 on Mac** (other versions not recommended).
Web: Fast link with Mozilla Firefox, Google Chrome, Opera. (Microsoft IE & Mac Safari not recommended.)
USB flash drive: The cheapest available (~\$10) will have plenty enough storage for our class. I recommend SanDisk.
Other Software: WinSCP (secure PC FTP), Fugu (secure Mac FTP), PuTTY (secure PC Telnet), a .PDF reader.

Basic Rules:

- Do not call me or the TAs at home unless there is a dire emergency (asteroid impacts, nuclear war, alien invasion, etc.).
Do not “friend” me on social networking sites (Facebook, LinkedIn, etc.). I only pick relatives, classmates, & hiking buddies.
Lab assignments start the week of September 21. No assignments are due during the first two weeks of class.
Lab assignments are turned in on paper, and may be submitted during class or at the TA's office, LGRC A345.
Lab assignments are due the week after they are assigned (except that labs #7 and #8 each take two weeks).
Lab assignments are 10 points each; 3 point late penalty for between one day late and one week late, no credit thereafter.
Never email any assignment to me as an attachment. **All attachments will be deleted.**
Never send email to me for trivial questions that can be answered during class; I won't email a reply.
On-line assignments are automatically assessed late penalties of 1 point per day without human intervention.
If you must leave school on long unavoidable absences, please contact me as soon as possible to arrange accommodations.
I do NOT want your flash drives back at the end of the semester.
ALL STUDENTS pick up graded work from their own individual personal file folders in the TA's office, LGRC A345.
Cell phones are NOT WELCOME. Please turn them off or set to airplane mode/vibrate-only when you come to class.
Laptop computers are welcomed and encouraged in class for taking notes and on quiz days. (Not at exams, though!)

DO YOUR OWN WORK, INCLUDING HOMEWORK AND LAB WORK. You may discuss homework and lab assignments with other students, but you may not share files or disks. Term papers must not be plagiarized, and will be scanned using on-line software designed to detect duplication. Upon discovery of any infraction, I will contact you for a conference, as required in the guidelines set out by the University of Massachusetts Academic Honesty Policy, (see the document at: http://www.umass.edu/dean_students/codeofconduct/acadhonesty/) and we will resolve the issue according to those guidelines. **DO NOT** ask for work after the end of the semester to boost your grade.

RTFM!

SYLLABUS BY DAY (Tentative)

WEEK	LECTURES		LAB ASSIGNMENTS (Boldface indicates week when lab should be started)	ON-LINE HOMEWORK	READING	NOTES	
	TUESDAY	THURSDAY					
SEPTEMBER	1	September 8 – Intro to class, a little history of science & computing	September 10 – Numbers and the computer. Bits, bytes, disks, and files	No lab assignment this week Go buy your book and flash drive!	HW1: Syllabus	Chapters 1, 2	
	2	September 15 – Base conversions, accuracy vs. precision	September 17 – QUIZ – Gates and truth tables, binary addition	No lab assignment this week	HW3: Numbers	Chapters 3, 4, 5	
	3	September 22 – Intro to the Net & Web, servers, Basic HTML	September 24 – RGB color model, HTML & CSS, graphics file formats	LAB #1 (Mac OK) Web Design: The Personal Computer	HW4: Base Conversions and Binary Addition	Chapters 6, 7, 8, (9 optional), 16, 17	
	4	September 29 – QUIZ – Intro to UNIX, telnet. UNIX base conversions	October 1 – More UNIX, ftp (Fugu & WinSCP)	LAB #2 (Mac OK) Web Design: UNIX Lab #1 turn in anytime this week, due by 5PM Friday	HW5: Gates, Patterns, Memory & Kilo	Chapters 10, 11, 12	HW12: See page 889 after you complete lab #2.
OCTOBER	5	October 6 – Advanced HTML & CSS	October 8 – QUIZ – SVG files vs. bitmapped images	LAB #3 (Mac OK) Web Design: Graphics Lab #2 turn in anytime this week, due by 5PM Friday Lab #1 late (-3 out of 10) all this week, cutoff 5PM Friday	HW2: General Knowledge (sequence is out of order)		
	6	October 13 – MONDAY SCHEDULE	October 15 – Word processing, styles and style sheets	LAB #4 (Mac OK) Word Processing: Words & Graphics Lab #3 turn in anytime this week, due by 5PM Friday Lab #2 late (-3 out of 10) all this week, cutoff 5PM Friday	HW6: Scientific Notation	Chapter 13	
	7	October 20 – Fonts and typefaces, kerning, .PDF and .RTF files	October 22 – Review for midterm (probably tonight)	LAB #5 (Mac OK) Word Processing: Mail Merge Lab #4 turn in anytime this week, due by 5PM Friday Lab #3 late (-3 out of 10) all this week, cutoff 5PM Friday	HW8: Fonts and Typefaces		
	8	October 27 – Intro to spreadsheets, relative vs. absolute addressing	October 29 – Sheet layout techniques, simple functions, dates	LAB #6 (Mac OK) Spreadsheets: Algonquins in Manhattan Lab #5 turn in anytime this week, due by 5PM Friday Lab #4 late (-3 out of 10) all this week, cutoff 5PM Friday	HW7: MS-DOS (Extra Credit)	Chapter 14 (read chapter 9 if you do HW7)	
NOVEMBER	9	November 3 – Example (Bat Poop). Spreadsheet graphics	November 5 – QUIZ – Accuracy vs. precision, trusting your answers	LAB #7 (Mac: ≥OFFICE 2011) Spreadsheets: Design and Query Lab #6 turn in anytime this week, due by 5PM Friday Lab #5 late (-3 out of 10) all this week, cutoff 5PM Friday	HW9: Spreadsheet Formulas		Excel 2008 for Mac does not support macros.
	10	November 10 – Units conversion with spreadsheets	November 12 – Multimedia, reasoning about audio & video	LAB #7 CONTINUED Lab #6 late (-3 out of 10) all this week, cutoff 5PM Friday	HW10: Units Conversions		Neither does the Excel 2010 Starter Edition
	11	November 17 – QUIZ – Spreadsheet wrap-up, alternative sheet designs	November 19 – Intro to databases, tables and data types	LAB #8 (Mac OK) Spreadsheets: Road Trip Lab #7 turn in anytime this week, due by 5PM Friday		Chapter 15	Drafts of Extra-Credit Term Papers due this week via email
	12	November 24 – Database tables, queries, forms, reports	November 26 – THANKSGIVING HOLIDAY	LAB #8 CONTINUED Lab #7 late (-3 out of 10) all this week, cutoff 5PM <u>Wednesday</u>	HW11: Databases		
DECEMBER	13	December 1 – QUIZ – Sorting & indexing, logarithms and Big-O notation	December 3 – QBE, joins, relationships between tables. Database wrap-up.	LAB #9 (NO MACS) Databases: Handedness Statistics Lab #8 turn in anytime this week, due by 5PM Friday I recommend you do labs #9 and #10 together in one sitting.			No Microsoft Access for the Mac. Use a Windows PC.
	14	December 8 – QUIZ – Intro to programming & writing programs for the Web	December 10 – Continuation of programming. Course wrap-up.	LAB #10 (NO MACS) Databases: Joining Tables Lab #9 turn in anytime this week, due by 5PM Friday Lab #8 late (-3 out of 10) all this week, cutoff 5PM Friday		Chapter 18	I suggest doing labs 9 & 10 at the same time, as 10 depends on 9.
	15	FINAL'S WEEK	December 17 – FINAL EXAM 1:00PM BOYDEN GYM	Turn in Lab #10, and Lab #9 for late credit, up to the time of the final exam but NO work will be accepted after that . Any extra credit homework and/or the extra credit term paper are due at the final exam .			

RTFM!