

# COMPSCI 105 Quick Reference Sheet, Fall 2017

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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](mailto:verts@cs.umass.edu)  
**TA Office:** LGRT 222 (Lederle GRT tower)  
**TA Hours:** Will be on class Web site, September through December 12

**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 Laboratory Manual*, 2017-2018 printing, (red cover), ISBN 9781524946524, ~\$26, and *Computer Science Companion*, 2017, **REVISED** 3<sup>RD</sup> edition (green cover), ISBN 9781524943998, ~\$28, both by me. Available from Amazon (it is acceptable if you have the unrevised 3<sup>RD</sup> edition of the Companion, although the new version has corrected many errors, added new material, and is now in color). You must get these books before the first assignment are due. If you take *any* of my other IT courses (COMPSCI 119, 120, 145) the Companion *will be required* for those courses as well.

**Work:** 20% Midterm: **Thursday, October 19<sup>TH</sup>, 7pm-9pm**. Open book, open notes, no calculators or electronic aids.  
20% Final Exam: **Wednesday, December 20, 1:00pm**, Totman Gym. Open book, open notes, no calculators/electronics.  
40% 10 Lab Assignments, in the Computer Literacy Laboratory Manual. 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 the Lab Manual, **due by final exam**.  
Extra An **extra credit** term paper assignment is in the Lab Manual, **draft due by email November 17, 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 **2010/2013/2016 on Windows, 2011/2016 on Mac, or later** (do not use earlier versions).  
**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 18. No paper 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, LGRT 222.  
Lab assignments are due the week after they are assigned (except that lab #7 takes two weeks).  
Lab assignments are 10 points each; 3 point late penalty for between one day late and one week late, no credit thereafter.  
Email questions to me with **COMPSCI 105** in the **Subject** : line, and your name as part of the message body.  
**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, LGRT 222.  
**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/academic\\_policy/](http://www.umass.edu/dean_students/academic_policy/)) 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!**

### COMPSI 105 FALL 2017 SYLLABUS BY DAY (Tentative)

WEEK	LECTURES		LAB ASSIGNMENTS	ON-LINE HOMEWORK	NOTES	
	TUESDAY	THURSDAY	(Boldface indicated week when lab should be started)			
<b>SEPTEMBER</b>	1	September 5 - Intro to class, a little history of science & computing.	September 7 - Numbers and the computer. Bits, bytes, disks, and files.	No lab assignment this week. Go buy your books and flash drive.	HW0: Companion HW1: Syllabus	
	2	September 12 - Base conversions, accuracy vs. precision.	September 14 - Gates and truth tables, binary addition.	No lab assignment this week.	HW2: Numbers	
	3	September 19 - Intro to the Net & Web, servers, basic HTML.	September 21 - RGB color model, HTML, CSS, graphics file formats.	<b>LAB #1 (MAC OK) Web Design: The Personal Computer</b>	HW3: Base Conversions and Binary Addition	
	4	September 26 - Intro to UNIX, telnet, UNIX base conversions.	September 28 - More UNIX, ftp (Fugu & WinSCP).	<b>LAB #2 (MAC OK) Web Design: UNIX</b> Lab #1 turn in anytime this week, due by 5PM Friday	HW4: Gates, Patterns, Memory, & Kilo	HW12: See page 13 in the Laboratory Manual after you complete Lab #2.
<b>OCTOBER</b>	5	October 3 - Advanced HTML & CSS.	October 5 - SVG files vs. bitmapped graphics.	<b>Lab #3 (MAC OK) Web Design: Graphics</b> Lab #2 turn in anytime this week, due by 5PM Friday Lab #1 late (-3 out of 10) all this week, cutoff 5PM Friday	HW5: General Knowledge and the Internet	
	6	<b>October 10 - MONDAY SCHEDULE</b>	October 12 - Intro to word processing, styles & style sheets.	<b>Lab #4 (MAC OK) Word Processing: Words &amp; Graphics</b> 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	
	7	October 17 - Fonts & typefaces, kerning, .PDF & .RTF files.	October 19 - REVIEW FOR MIDTERM EXAM (EXAM TONIGHT 7PM)	<b>Lab #5 (MAC OK) Word Processing: Mail Merge</b> Lab #4 turn in anytime this week, due by 5PM Friday Lab #3 late (-3 out of 10) all this week, cutoff 5PM Friday	HW7: Fonts and Typefaces	
	8	October 24 - Intro to spreadsheets, relative vs. absolute addressing.	October 26 - Sheet layout techniques, simple functions, dates.	<b>Lab #6 (MAC OK) Spreadsheets: Algonquins in Manhattan</b> Lab #5 turn in anytime this week, due by 5PM Friday Lab #4 late (-3 out of 10) all this week, cutoff 5PM Friday	HW8: MS-DOS (EXTRA CREDIT)	
	9	October 31 - Example from real life (Bat Poop). Spreadsheet graphics.	November 2 - Accuracy vs. Precision, trusting your answers.	<b>LAB #7 (MAC ≥ OFFICE 2011) Spreadsheets: Design and Query</b> 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	Neither Excel 2008 for Macs nor the <u>Starter Edition</u> of Excel 2010 for Windows support macros.
<b>NOVEMBER</b>	10	November 7 - Units conversion with spreadsheets.	November 9 - Excel & multimedia, reasoning about audio & video.	<b>LAB #7 CONTINUED (TWO WEEK ASSIGNMENT)</b> Lab #6 late (-3 out of 10) all this week, cutoff 5PM Friday	HW10: Units Conversion	
	11	November 14 - Wrap-up of spreadsheets, other spreadsheet designs.	November 16 - Intro to databases, tables & data types.	<b>LAB #8 (MAC OK) Spreadsheets: Road Trip</b> Lab #7 turn in anytime this week, due by 5PM Friday	HW11: Databases	Drafts of Extra Credit Term Papers due by Friday of this week <u>via email</u> . No exceptions.
	12	<b>November 21</b>	<b>November 23</b>	<b>THANKSGIVING BREAK</b>		
	13	November 28 - Database tables, queries, forms, and reports.	November 30 - Sorting & Indexing, logarithms & Big-O notation.	<b>Lab #9 (NO MACS) Databases: Handedness Statistics</b> Lab #8 turn in anytime this week, due by 5PM Friday Lab #7 late (-3 out of 10) all this week, cutoff 5PM Friday		There is no Microsoft Access for the Mac. Use a Windows PC in any lab run by OIT (such as DuBois).
<b>DECEMBER</b>	14	December 5 - QBE, joins, relationships between tables, DB wrap-up.	December 7 - Intro to programming & writing programs for the Web.	<b>Lab #10 (NO MACS) Databases: Joining Tables</b> Lab #9 turn in anytime this week, sdue by 5PM Friday Lab #8 late (-3 out of 10) all this week, cutoff 5PM Friday		I suggest doing both labs 9 & 10 at the same time, as they are both quick and lab 10 depends on lab 9.
	15	December 12 - More programming. Course wrap-up.	<b>Turn in Lab #10, and Lab #9 for late credit, up to 5PM Friday, December 15.</b> <b>Turn in Lab #10 for late credit, and any extra credit homework or term papers, up to the time of the final exam. NO WORK ACCEPTED AFTER THESE DEADLINES!</b>		<b>FINAL EXAM: WEDNESDAY, DECEMBER 20, 1:00PM-3:00PM IN TOTMAN GYM</b>	

**RTFM!**