CMPSCI 105 Quick Reference Sheet, Spring 2014

Mail: Professor William T. Verts   **My Office:** LGRC A357 (Lederle GRC Low Rise, not the tower)
School of Computer Science   **My Hours:** Tu/Th 2:00-3:30, and by appointment.
Computer Science Building   **My Email:** `verts@cs.umass.edu`
University of Massachusetts   **TA Office:** LGRC A355 (Next door to my office), 1-413-545-1734
Amherst, MA 01003   **TA Hours:** See class Web site: February 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`

Book: Computer Literacy Workbook, 2013-2014 printing, 20TH edition (three volumes, magenta cover), by me. Available in Textbook Annex for around $90, ISBN: 978-1-4652-2706-5, or directly from Kendall/Hunt (new only; all older editions with different cover colors are obsolete and out of date). You <u>must</u> get a copy of this book before the first lab assignment is due. If you take *any* of the other IT courses I teach (CMPSCI 119, 120, 145) I *strongly recommend* that you hang onto this book.

Work: 20%   Midterm, probably **Thursday March 6TH, 7pm-9pm**. Open book, open notes, no calculators or electronic aids.
20%   Final Exam, during final's week in May. 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, <u>**due by last day of class**</u>.
Extra   An **extra credit** term paper (chapter 23, volume 3), **draft due by <u>email</u> April 18**, **<u>paper version due at final exam</u>**. You must complete all assigned work **<u>by the given due dates</u>** to avoid substantial late penalties.

Final Course Grading (<u>no curves</u> on either exams or final grades):

A $\geq$ 90%, A- $\geq$ 88%, B+ $\geq$ 86%, B $\geq$ 80%, B- $\geq$ 78%, C+ $\geq$ 76%, C $\geq$ 64%, C- $\geq$ 62%, D+ $\geq$ 60%, D $\geq$ 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 XP/Vista/7/8. Mac allowed but NOT preferred (some labs <u>can't</u> use the Mac).
MS Office: Microsoft Office 2007/**<u>2010 on Windows</u>**, or **2011 on Mac** (Mac 2008, OpenOffice <u>not</u> recommended).
Web: Fast link with Mozilla Firefox, Google Chrome, Opera. (Microsoft IE & Mac Safari <u>not</u> 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) `http://winscp.net/eng/download.php` (installation package)
Fugu (secure Mac FTP)   `http://rsug.itd.umich.edu/software/fugu/`
PuTTY (secure PC Telnet)`http://www.chiark.greenend.org.uk/~sgtatham/putty/`
Acrobat Reader   `http://get.adobe.com/reader/otherversions/`

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 February 3. 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 A355.
Lab assignments are due the week <u>after</u> 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.
<u>*Never*</u> email any assignment to me as an attachment. **All attachments will be deleted.**
<u>*Never*</u> 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 A355.
Cell phones are NOT WELCOME. Please turn them off or set them to vibrate-only when you come to class.
Laptop computers are <u>welcomed and encouraged</u> in class for taking notes and on quiz days. (Not at exams, though!)

<u>DO YOUR OWN WORK, INCLUDING HOMEWORK AND LAB WORK.</u> You may <u>discuss</u> homework and lab assignments with other students, but you <u>may not share files or disks</u>. 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.

<u>DO NOT</u> ask for extra work after the end of the semester to boost an undesirable grade. I **<u>never</u>** grant such requests.

RTFM!

SYLLABUS BY DAY (Tentative)

	WEEK	LECTURES		LAB ASSIGNMENTS (Boldface indicates week when lab should be started)	ON-LINE HOMEWORK	READING	NOTES
		TUESDAY	**THURSDAY**				
JANUARY	1	**January 21** – Intro to class, a little history of science & computing	**January 23** – 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	**January 28** – Base conversions, accuracy vs. precision	**January 30 – QUIZ** – Gates and truth tables, binary addition	No lab assignment this week	HW2: General Knowledge	Chapters 3, 4, 5	
FEBRUARY	3	**February 4** – Intro to the Net & Web, servers, Basic HTML	**February 6** – RGB color model, HTML & CSS, graphics file formats	**LAB #1 (Mac OK) Web Design: The Personal Computer**	HW3: Numbers	Chapters 6, 7, 8, (9 optional), 16, 17	
	4	**February 11 – QUIZ** – Intro to UNIX, telnet. UNIX base conversions	**February 13** – More UNIX, ftp (Fugu & WinSCP)	**LAB #2 (Mac OK) Web Design: UNIX** Lab #1 turn in anytime this week, due by 5PM Friday	HW4: Base Conversions and Binary Addition	Chapters 10, 11, 12	HW12: See page 889 after you complete lab #2.
	5	**February 18 – MONDAY SCHEDULE**	**February 20** – Advanced HTML & CSS	**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	HW5: Gates, Patterns, Memory & Kilo		
	6	**February 25 – QUIZ** – SVG files vs. bitmapped images	**February 27** – 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	
MARCH	7	**March 4** – Fonts and typefaces, kerning, .PDF and .RTF files	**March 6** – 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	**March 11** – Intro to spreadsheets, relative vs. absolute addressing	**March 13** – 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)	
	9	**March 18 – SPRING BREAK**	**March 20 – SPRING BREAK**	**SPRING BREAK**			
	10	**March 25** – Example (Bat Poop). Spreadsheet graphics	**March 27 – 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.
APRIL	11	**April 1** – Units conversion with spreadsheets	**April 3** – Multimedia, reasoning about audio & video	**LAB #7 CONTINUED** Lab #6 late (-3 out of 10) all this week, cutoff 5PM Friday	HW10: Units Conversions		
	12	**April 8 – QUIZ** – Spreadsheet wrap-up, alternative sheet designs	**April 10** – 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	
	13	**April 15** – Database tables, queries, forms, reports	**April 17 – QUIZ** – Sorting & indexing, logarithms and Big-O notation	**LAB #8 CONTINUED** Lab #7 late (-3 out of 10) all this week, cutoff 5PM Friday	HW11: Databases		**Drafts of Extra-Credit Term Papers due this week via email**
	14	**April 22** – QBE, joins, relationships between tables. Database wrap-up.	**April 24 – QUIZ** – Intro to programming & writing programs for the Web	**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 PC.
	15	**April 29** – Continuation of programming. Course wrap-up.	**May 1 – READING DAY**	**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.
MAY	16	**FINAL'S WEEK**		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.		**FINAL'S WEEK**	

RTFM!