

CMPSCI 105 Quick Reference Sheet, Spring 2015

Mail: Professor William T. Verts
School of Computer Science
Computer Science Building
University of Massachusetts
Amherst, MA 01003

My Office: LGRC A356 or A357 (Lederle GRC Low Rise, not the tower)
My Hours: Tu/Th 2:00-3:30, and by appointment.
My Email: verts@cs.umass.edu
TA Office: LGRC A304.5 (Lederle GRC Low Rise)
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>

Books: *Computer Literacy Workbook*, 2014-2015 printing, 21ST edition (three volumes, red cover), ISBN 978-1-4652-6048-2, ~\$76, and *Computer Science Companion*, 2014, 1ST edition (cyan cover), ISBN 978-1-4652-6047-5, ~\$22, both by me. Available in Textbook Annex or directly from Kendall/Hunt (new only; all older editions with different cover colors are out of date).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 (CMPSCI 119, 120, 145) I *strongly recommend* that you hang onto the Workbook, and the Companion *will be required* for those courses as well.

Work: 20% Midterm, probably **Thursday March 5TH, 7pm-9pm**. Open book, open notes, no calculators or electronic aids.
20% Final Exam, 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, **due by last day of class**.
Extra An **extra credit** term paper (chapter 23, volume 3), **draft due by email April 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 XP/Vista/7/8, 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 February 2. 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 A304.5.
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 A304.5.
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				
JANUARY	1	January 20 – Intro to class, a little history of science & computing	January 22 – 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 27 – Base conversions, accuracy vs. precision	January 29 – QUIZ – Gates and truth tables, binary addition	No lab assignment this week	HW2: General Knowledge	Chapters 3, 4, 5	
FEBRUARY	3	February 3 – Intro to the Net & Web, servers, Basic HTML	February 5 – 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 10 – QUIZ – Intro to UNIX, telnet. UNIX base conversions	February 12 – 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 17 – MONDAY SCHEDULE	February 19 – 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 24 – QUIZ – SVG files vs. bitmapped images	February 26 – 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 3 – Fonts and typefaces, kerning, .PDF and .RTF files	March 5 – 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 10 – Intro to spreadsheets, relative vs. absolute addressing	March 12 – 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 17 – SPRING BREAK	March 19 – SPRING BREAK				
	10	March 24 – Example (Bat Poop). Spreadsheet graphics	March 26 – 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.
	11	March 31 – Units conversion with spreadsheets	April 2 – Multimedia, reasoning about audio & video	LAB #7 CONTINUED Lab #6 late (-3 out of 10) all this week, cutoff 5PM Friday	HW10: Units Conversions		
APRIL	12	April 7 – QUIZ – Spreadsheet wrap-up, alternative sheet designs	April 9 – 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 14 – Database tables, queries, forms, reports	April 16 – 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 21 – QBE, joins, relationships between tables. Database wrap-up.	April 23 – 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 28 – Continuation of programming. Course wrap-up.	April 30 – 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. Any extra credit homework and/or the extra credit term paper are due at the final exam.			

RTFM!