

# COMPSCI 105 Quick Reference Sheet, Spring 2016

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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:** LGRC A345 (Lederle GRC Low Rise, not the tower)  
**TA Hours:** See class Web site: January 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, 22<sup>ND</sup> edition (three volumes, orange cover), ISBN 978-1-4652-8405-1, ~\$76, and *Computer Science Companion*, 2015, 2<sup>ND</sup> 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 Available from Amazon or directly from Kendall/Hunt (new only; all older editions with different cover colors are out of date).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 March 3<sup>ND</sup>, 7pm-9pm**. Open book, open notes, no calculators or electronic aids.  
20% Final Exam: Thursday, May 5, 1:00pm, in Mahar 108. 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 8, 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**, 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 February 1. 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/](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 ( <b>Boldface indicates week when lab should be started</b> )	ON-LINE HOMEWORK	READING	NOTES	
	TUESDAY	THURSDAY					
JANUARY	1	<b>January 19</b> – Intro to class, a little history of science & computing	<b>January 21</b> – 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	<b>January 26</b> – Base conversions, accuracy vs. precision	<b>January 28 – QUIZ</b> – Gates and truth tables, binary addition	No lab assignment this week	HW3: Numbers	Chapters 3, 4, 5	
FEBRUARY	3	<b>February 2</b> – Intro to the Net & Web, servers, Basic HTML	<b>February 4</b> – RGB color model, HTML & CSS, graphics file formats	<b>LAB #1 (Mac OK) Web Design: The Personal Computer</b>	HW4: Base Conversions and Binary Addition	Chapters 6, 7, 8, (9 optional), 16, 17	
	4	<b>February 9 – QUIZ</b> – Intro to UNIX, telnet. UNIX base conversions	<b>February 11</b> – 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	HW5: Gates, Patterns, Memory & Kilo	Chapters 10, 11, 12	HW12: See page 889 after you complete lab #2.
	5	<b>February 16</b> – <b>MONDAY SCHEDULE</b>	<b>February 18</b> – Advanced HTML & CSS	<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	HW2: General Knowledge (sequence is out of order)		
	6	<b>February 23 – QUIZ</b> – SVG files vs. bitmapped images	<b>February 25</b> – Word processing, styles and 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	Chapter 13	
MARCH	7	<b>March 1</b> – Fonts and typefaces, kerning, .PDF and .RTF files	<b>March 3</b> – Review for midterm (probably tonight)	<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	HW8: Fonts and Typefaces		
	8	<b>March 8</b> – Intro to spreadsheets, relative vs. absolute addressing	<b>March 10</b> – 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	HW7: MS-DOS (Extra Credit)	Chapter 14 (read chapter 9 if you do HW7)	
	9	<b>March 15</b> – <b>SPRING BREAK</b>	<b>March 17</b> – <b>SPRING BREAK</b>				
	10	<b>March 22</b> – Example (Bat Poop). Spreadsheet graphics	<b>March 24 – QUIZ</b> – 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		Excel 2008 for Mac does not support macros.
	11	<b>March 29</b> – Units conversion with spreadsheets	<b>March 31</b> – 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 Conversions		Neither does the Excel 2010 Starter Edition
APRIL	12	<b>April 5 – QUIZ</b> – Spreadsheet wrap-up, alternative sheet designs	<b>April 7</b> – Intro to databases, tables and data types	<b>LAB #8 (Mac OK) Spreadsheets: Road Trip</b> Lab #7 turn in anytime this week, due by 5PM Friday		Chapter 15	<b>Drafts of Extra-Credit Term Papers due this week via email</b>
	13	<b>April 12</b> – Database tables, queries, forms, reports	<b>April 14 – QUIZ</b> – Sorting & indexing, logarithms and Big-O notation	<b>LAB #8 CONTINUED</b> Lab #7 late (-3 out of 10) all this week, cutoff 5PM Friday	HW11: Databases		
	14	<b>April 19</b> – QBE, joins, relationships between tables. Database wrap-up.	<b>April 21 – QUIZ</b> – Intro to programming & writing programs for the Web	<b>LAB #9 (NO MACS) Databases: Handedness Statistics</b> 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.
	15	<b>April 26</b> – Continuation of programming. Course wrap-up.	<b>April 28</b> – <b>READING DAY</b>	<b>LAB #10 (NO MACS) Databases: Joining Tables</b> 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	<b>May 3</b> – <b>FINALS WEEK</b>	<b>May 5</b> – <b>FINAL EXAM 1:00PM MAHAR 108</b>	Turn in Lab #10, and Lab #9 for late credit, up to the time of the final exam but <b>NO work will be accepted after that</b> . Any extra credit homework and/or the extra credit term paper are due <b>at the final exam</b> .	<b>COMMENCEMENT FRIDAY MAY 6</b> <b>GRADES DUE IN SPIRE BY MIDNIGHT TUESDAY MAY 10</b>		

**RTFM!**