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: Will be on class Web site, and by appointment.
My Email: verta@cs.umass.edu
TA Office: LGRT 222 (Lederle GRT tower)
TA Hours: Will be on class Web site, January through May 2

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

Books: Computer Literacy Workbook, 2016-2017 printing, 23RD edition (three volumes, yellow cover), ISBN 978-1-5249-0187-5, ~$66, and Computer Science Companion, 2016, 3RD edition (green cover), ISBN 978-1-5249-0236-0, ~$24, both by me. Available from Amazon (new only; all older editions with different cover colors are out of date).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 Tuesday March 7TH, 7pm-9pm. Open book, open notes, no calculators or electronic aids.
20% Final Exam: Tuesday, May 9, 1:00pm, Totman Gym. 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 14, 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 cannot 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 February 6. 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 infractions, I will contact you for a conference, as required by the guidelines set out by the University of Massachusetts Academic Honesty Policy, (see the document at: 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!
**SYLLABUS BY DAY (Tentative)**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>LECTURES</th>
<th>LAB ASSIGNMENTS (Boldface indicates week when lab should be started)</th>
<th>ON-LINE HOMEWORK</th>
<th>READING</th>
<th>NOTES</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>JANUARY</strong>&lt;br&gt;January 24 – Intro to class, a little history of science &amp; computing</td>
<td>No lab assignment this week&lt;br&gt;Go buy your books and flash drive!</td>
<td>HW0: Companion&lt;br&gt;HW1: Syllabus</td>
<td>Chapters 1, 2</td>
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<td>2</td>
<td>January 31 – Base conversions, accuracy vs. precision&lt;br&gt;February 2 – QUIZ – Gates and truth tables, binary addition</td>
<td>No lab assignment this week</td>
<td>HW3: Numbers</td>
<td>Chapters 3, 4, 5</td>
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<td>3</td>
<td>February 7 – Intro to the Net &amp; Web, servers, Basic HTML &amp; CSS</td>
<td>LAB #1 (Mac OK) Web Design: The Personal Computer</td>
<td>HW4: Base Conversions and Binary Addition</td>
<td>Chapters 6, 7, 8, (9) optional), 16, 17</td>
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<td>4</td>
<td>February 14 – QUIZ – Intro to UNIX, telnet. UNIX base conversions&lt;br&gt;February 16 – More UNIX, ftp (Fugu &amp; WinSCP)</td>
<td>LAB #2 (Mac OK) Web Design: UNIX&lt;br&gt;Lab #1 turn in anytime this week, due by 5PM Friday</td>
<td>HW5: Gates, Patterns, Memory &amp; Kilo</td>
<td>Chapters 10, 11, 12</td>
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<td>5</td>
<td>February 21 – Advanced HTML &amp; CSS</td>
<td>LAB #3 (Mac OK) Web Design: Graphics&lt;br&gt;Lab #2 turn in anytime this week, due by 5PM Friday</td>
<td>HW2: General Knowledge (homework out of sequence)</td>
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<td>6</td>
<td>February 28 – Word processing, styles and style sheets&lt;br&gt;March 2 – Fonts and typefaces, kerning, .PDF and .RTF files</td>
<td>LAB #4 (Mac OK) Word Processing: Words &amp; Graphics&lt;br&gt;Lab #3 turn in anytime this week, due by 5PM Friday</td>
<td>HW6: Scientific Notation</td>
<td>Chapter 13</td>
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<td>7</td>
<td>March 7 – Review for midterm (probably tonight)&lt;br&gt;March 9 – Intro to spreadsheets, relative vs. absolute addressing</td>
<td>LAB #5 (Mac OK) Word Processing: Mail Merge&lt;br&gt;Lab #4 turn in anytime this week, due by 5PM Friday&lt;br&gt;Lab #3 late (-3 out of 10) all this week, cutoff 5PM Friday</td>
<td>HW8: Fonts and Typefaces</td>
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<td>8</td>
<td>March 14</td>
<td>SPRING BREAK</td>
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<td>9</td>
<td>March 21 – Sheet layout techniques, simple functions, dates&lt;br&gt;March 23 – Example (Bat Poop). Spreadsheet graphics</td>
<td>Lab #6 (Mac OK) Spreadsheets: Algonquins in Manhattan&lt;br&gt;Lab #5 turn in anytime this week, due by 5PM Friday&lt;br&gt;Lab #4 late (-3 out of 10) all this week, cutoff 5PM Friday</td>
<td>HW7: MS-DOS (Extra Credit)</td>
<td>Chapter 14 (read chapter 9 if you do HW7)</td>
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<td>10</td>
<td>March 28 – QUIZ – Accuracy vs. precision, trusting your answers&lt;br&gt;March 30 – Units conversion with spreadsheets</td>
<td>LAB #7 (Mac: ≥OFFICE 2011) Spreadsheets: Design and Query&lt;br&gt;Lab #6 turn in anytime this week, due by 5PM Friday&lt;br&gt;Lab #5 late (-3 out of 10) all this week, cutoff 5PM Friday</td>
<td>HW9: Spreadsheet Formulas</td>
<td>Excel 2008 for Mac does not support macros.</td>
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<td>11</td>
<td>April 4 – Multimedia, reasoning about audio &amp; video&lt;br&gt;April 6 – QUIZ – Spreadsheet wrap-up, alternative sheet designs</td>
<td>LAB #7 CONTINUED (TWO-WEEK ASSIGNMENT)&lt;br&gt;Lab #6 late (-3 out of 10) all this week, cutoff 5PM Friday</td>
<td>HW10: Units Conversions</td>
<td>Neither does the Excel 2010 Starter Edition</td>
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<td>12</td>
<td>April 11 – Intro to databases, tables and data types&lt;br&gt;April 13 – Database tables, queries, forms, reports</td>
<td>LAB #8 (Mac OK) Spreadsheets: Road Trip&lt;br&gt;Lab #7 turn in anytime this week, due by 5PM Friday</td>
<td>HW11: Databases</td>
<td>Chapter 15</td>
<td> Drafts of Extra-Credit Term Papers due this week via email</td>
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<td>13</td>
<td>April 18 – Monday schedule, Tax Day&lt;br&gt;April 20 – QUIZ – Sorting &amp; indexing, logarithms and Big-O notation</td>
<td>LAB #9 (NO MACS) Databases: Handedness Statistics&lt;br&gt;Lab #8 turn in anytime this week, due by 5PM Friday&lt;br&gt;I recommend you do labs #9 and #10 together in one sitting.&lt;br&gt;Lab #7 late (-3 out of 10) all this week, cutoff 5PM Friday</td>
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<td>14</td>
<td>April 25 – QBE, joins, relationships between tables. Database wrap-up.&lt;br&gt;April 27 – QUIZ – Intro to programming &amp; writing programs for the Web</td>
<td>LAB #10 (NO MACS) Databases: Joining Tables&lt;br&gt;Lab #9 turn in anytime this week, due by 5PM Friday&lt;br&gt;Lab #8 late (-3 out of 10) all this week, cutoff 5PM Friday</td>
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<td>15</td>
<td>May 2 – Continuation of programming. Course wrap-up.</td>
<td>FINAL EXAMS</td>
<td>Final Exam: TBA</td>
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