

COMPSCI 105 Quick Reference Sheet, Spring 2018

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My Office: LGRC A357 (Lederle GRC Low Rise, not the tower)
My Hours: M/W/F 2:45-3:45, and by appointment.
My Email: verts@cs.umass.edu
TA Office: LGRT 222 (Lederle GRT tower)
TA Hours: Will be on class Web site, February through May 1

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 3RD** edition (green cover), ISBN 9781524943998, ~\$28, both by me. Available from Amazon (it is acceptable if you have the unrevised 3RD 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: **Wednesday, March 7TH, 7:00pm-9:00pm**. Open book, open notes, no calculators or electronic aids.
20% Final: **Thursday, May 3RD, 1:00pm-3:00pm, 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 April 13, 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 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 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/) 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!

COMPSCI 105 SPRING 2018 SYLLABUS BY DAY (Tentative)

	WEEK	LECTURES		LAB ASSIGNMENTS	ON-LINE HOMEWORK	NOTES
		TUESDAY	THURSDAY	(Boldface indicated week when lab should be started)		
JANUARY	1	January 23 - Intro to class, a little history of science & computing.	January 25 - 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	January 30 - Base conversions, accuracy vs. precision.	February 1 - Gates and truth tables, binary addition.	No lab assignment this week.	HW2: Numbers	
FEBRUARY	3	February 6 - Intro to the Net & Web, servers, basic HTML.	February 8 - RGB color model, HTML, CSS, graphics file formats.	LAB #1 (MAC OK) Web Design: The Personal Computer	HW3: Base Conversions and Binary Addition	
	4	February 13 - Intro to UNIX, telnet, UNIX base conversions.	February 15 - More UNIX, ftp (Fugu & WinSCP).	LAB #2 (MAC OK) Web Design: UNIX 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.
	5	February 20 - Advanced HTML & CSS.	February 22 - SVG files vs. bitmapped graphics.	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: General Knowledge and the Internet	
	6	February 27 - Intro to word processing, styles & style sheets.	March 1 - Fonts & typefaces, kerning, .PDF & .RTF files.	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	
MARCH	7	March 6 - REVIEW FOR MIDTERM EXAM (EXAM TOMORROW 7PM)	March 8 - Intro to spreadsheets, relative vs. absolute addressing.	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	HW7: Fonts and Typefaces	
	8	March 13	March 15	SPRING BREAK		
	9	March 20 - Sheet layout techniques, simple functions, dates.	March 22 - Example from real life (Bat Poop). Spreadsheet graphics.	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	HW8: MS-DOS (EXTRA CREDIT)	
	10	March 27 - Accuracy vs. Precision, trusting your answers.	March 29 - Units conversion with spreadsheets.	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	Neither Excel 2008 for Macs nor the <u>Starter Edition</u> of Excel 2010 for Windows support macros.
APRIL	11	April 3 - Excel & multimedia, reasoning about audio & video.	April 5 - Wrap-up of spreadsheets, other spreadsheet designs.	LAB #7 CONTINUED (TWO WEEK ASSIGNMENT) Lab #6 late (-3 out of 10) all this week, cutoff 5PM Friday	HW10: Units Conversion	
	12	April 10 - Intro to databases, tables & data types.	April 12 - Database tables, queries, forms, and reports.	LAB #8 (MAC OK) Spreadsheets: Road Trip 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.
	13	April 17 - Monday Schedule	April 19 - Sorting & Indexing, logarithms & Big-O notation.	Lab #9 (NO MACS) Databases: Handedness Statistics 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).
	14	April 24 - QBE, joins, relationships between tables, DB wrap-up.	April 26 - Intro to programming & writing programs for the Web.	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		I suggest doing both labs 9 & 10 at the same time, as they are both quick and lab 10 depends on lab 9.
MAY	15	May 1 - More programming. Course wrap-up.	Turn in Lab #10, and Lab #9 for late credit, up to 5PM Friday, MAY 4. Turn in any extra credit homework or term papers up to the time of the final exam. NO WORK ACCEPTED AFTER THESE DEADLINES!		FINAL EXAM: THURSDAY MAY 3, 1:00PM-3:00PM, TOTMAN GYM	

RTFM!