COMPSCI 105 Quick Reference Sheet, Spring 2018

Mail: Professor William T. Verts
College of Information and Computer Sciences
140 Governors Drive (CS Building)
University of Massachusetts
Amherst, MA 01003
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: verta@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

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 curvatures 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 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 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 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!
<table>
<thead>
<tr>
<th>WEEK</th>
<th>LECTURES</th>
<th>LAB ASSIGNMENTS</th>
<th>ON-LINE HOMEWORK</th>
<th>NOTES</th>
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<tbody>
<tr>
<td>1</td>
<td>January 23 - Intro to class, a little history of science &amp; computing.</td>
<td>January 25 - Numbers and the computer. Bits, bytes, disks, and files.</td>
<td>HW0: Companion week when lab should be started</td>
<td>HW1: Syllabus</td>
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<td>January 30 - Base conversions, accuracy vs. precision.</td>
<td>February 1 - Gates and truth tables, binary addition.</td>
<td>HW2: Numbers</td>
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<td>February 6 - Intro to the net &amp; Web, servers, basic HTML.</td>
<td>February 8 - RGB color model, HTML, CSS, graphics file formats.</td>
<td>LAB #1 (MAC OK) Web Design: The Personal Computer</td>
<td>HW3: Base Conversions and Binary Addition</td>
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<td>February 13 - Intro to UNIX, telnet, UNIX base conversions.</td>
<td>February 15 - More UNIX, ftp (Fugu &amp; WinSCP).</td>
<td>LAB #2 (MAC OK) Web Design: UNIX</td>
<td>HW4: Gates, Patterns, Memory, &amp; Kilo</td>
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<td>February 20 - Advanced HTML &amp; CSS.</td>
<td>February 22 - SVG files vs. bitmap graphics.</td>
<td>Lab #3 (MAC OK) Web Design: Graphics</td>
<td>HW5: General Knowledge and the Internet</td>
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<td>February 27 - Intro to word processing, styles &amp; style sheets.</td>
<td>March 1 - Fonts &amp; typefaces, kerning, .PDF &amp; .RTF files.</td>
<td>Lab #4 (MAC OK) Word Processing: Words &amp; Graphics</td>
<td>HW6: Scientific Notation</td>
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<td>March 6 - REVIEW FOR MIDTERM EXAM (EXAM TOMORROW 7PM)</td>
<td>March 8 - Intro to spreadsheets, relative vs. absolute addressing.</td>
<td>Lab #5 (MAC OK) Word Processing: Mail Merge</td>
<td>HW7: Fonts and Typefaces</td>
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<td>March 13</td>
<td>March 15</td>
<td>SPRING BREAK</td>
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<td>March 20 - Sheet layout techniques, simple functions, dates.</td>
<td>March 22 - Example from real life (Bat Poop). Spreadsheet graphics.</td>
<td>Lab #6 (MAC OK) Spreadsheets: Algonquins in Manhattan</td>
<td>HW8: MS-DOS (EXTRA CREDIT)</td>
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<td>March 27 - Accuracy vs. Precision, trusting your answers.</td>
<td>March 29 - Units conversion with spreadsheets.</td>
<td>Lab #7 (MAC ≥ OFFICE 2011) Spreadsheets: Design and Query</td>
<td>HW9: Spreadsheet Formulas</td>
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<td>April 3 - Excel &amp; multimedia, reasoning about audio &amp; video.</td>
<td>April 5 - Wrap-up of spreadsheets, other spreadsheet designs.</td>
<td>LAB #7 CONTINUED (TWO WEEK ASSIGNMENT)</td>
<td>HW10: Units Conversion</td>
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<td>April 10 - Intro to databases, tables &amp; data types.</td>
<td>April 12 - Database tables, queries, forms, and reports.</td>
<td>LAB #8 (MAC OK) Spreadsheets: Road Trip</td>
<td>HW11: Databases</td>
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<td>April 17 - Monday Schedule</td>
<td>April 19 - Sorting &amp; Indexing, logarithms &amp; Big-O notation.</td>
<td>Lab #9 (NO MACS) Databases: Handedness Statistics</td>
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<td>April 24 - QBE, joins, relationships between tables, DB wrap-up.</td>
<td>April 26 - Intro to programming &amp; writing programs for the Web.</td>
<td>Lab #10 (NO MACS) Databases: Joining Tables</td>
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<td>May 1 - More programming. Course wrap-up.</td>
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**COMPSCI 105 SPRING 2018 SYLLABUS BY DAY (Tentative)**

**LAB ASSIGNMENTS**

- **HW0:** Companion week when lab should be started
- **HW1:** Syllabus
- **HW2:** Numbers
- **HW3:** Base Conversions and Binary Addition
- **HW4:** Gates, Patterns, Memory, & Kilo
- **HW5:** General Knowledge and the Internet
- **HW6:** Scientific Notation
- **HW7:** Fonts and Typefaces
- **HW8:** MS-DOS (EXTRA CREDIT)
- **HW9:** Spreadsheet Formulas
- **HW10:** Units Conversion
- **HW11:** Databases
- **HW12:** See page 13 in the Laboratory Manual after you complete Lab #2.

**FINAL EXAM:** THURSDAY MAY 3, 1:00PM-3:00PM, TOTMAN GYM