COMPSCI 105 Quick Reference Sheet, Fall 2016

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.

Computer Science Building
University of Massachusetts
Amherst, MA 01003

My Email: verts@cs.umass.edu

TA Office: LGRT 222 (Lederle GRT tower)
TA Hours: Will be on class Web site, September through December 14

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 Available from Amazon (new only; all older editions with different cover colors are out of date).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 Thursday October 20TH, 7pm-9pm. Open book, open notes, no calculators or electronic aids.
20% Final Exam: Friday, December 16, 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 work 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 November 18, 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 September 19. 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.
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>READING</th>
<th>NOTES</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>TUESDAY</strong></td>
<td><strong>THURSDAY</strong></td>
<td><strong>(Boldface indicates week when lab should be started)</strong></td>
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<td>1</td>
<td>September 6 – Intro to class, a little history of science &amp; computing</td>
<td>September 8 – Numbers and the computer. Bits, bytes, disks, and files</td>
<td>No lab assignment this week Go buy your books and flash drive!</td>
<td>HW0: Companion HW1: Syllabus</td>
<td>Chapters 1, 2</td>
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<td>2</td>
<td>September 13 – Base conversions, accuracy vs. precision</td>
<td>September 15 – 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>September 20 – Intro to the Net &amp; Web, servers, Basic HTML</td>
<td>September 22 – RGB color model, HTML &amp; CSS, graphics file formats</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>September 27 – QUIZ – Intro to UNIX, telnet. UNIX base conversions</td>
<td>September 29 – More UNIX, ftp (Fugu &amp; WinSCP)</td>
<td>LAB #2 (Mac OK) Web Design: UNIX 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>October 4 – Advanced HTML &amp; CSS</td>
<td>October 6 – QUIZ – SVG files vs. bitmapped images</td>
<td>LAB #3 (Mac OK) Web Design: Graphics 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>October 11 – MONDAY SCHEDULE</td>
<td>October 13 – Word processing, styles and style sheets</td>
<td>LAB #4 (Mac OK) Word Processing: Words &amp; 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</td>
<td>HW6: Scientific Notation</td>
<td>Chapter 13</td>
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<td>7</td>
<td>October 18 – Fonts and typefaces, kerning, PDF and RTF files</td>
<td>October 20 – Review for midterm (probably tonight)</td>
<td>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</td>
<td>HW8: Fonts and Typefaces</td>
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<td>8</td>
<td>October 25 – Intro to spreadsheets, relative vs. absolute addressing</td>
<td>October 27 – Sheet layout techniques, simple functions, dates</td>
<td>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</td>
<td>HW7: MS-DOS (Extra Credit)</td>
<td>Chapter 14 (read chapter 9 if you do HW7)</td>
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<td>9</td>
<td>November 1 – Example (Bat Poop). Spreadsheet graphics</td>
<td>November 3 – QUIZ – Accuracy vs. precision, trusting your answers</td>
<td>LAB #7 (Mac: &gt;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</td>
<td>HW9: Spreadsheet Formulas</td>
<td>Excel 2008 for Mac does not support macros.</td>
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<td>10</td>
<td>November 8 – Units conversion with spreadsheets</td>
<td>November 10 – Multimedia, reasoning about audio &amp; video</td>
<td>LAB #7 CONTINUED (TWO-WEEK ASSIGNMENT) 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>11</td>
<td>November 15 – QUIZ – Spreadsheet wrap-up, alternative sheet designs</td>
<td>November 17 – Intro to databases, tables and data types</td>
<td>LAB #8 (Mac OK) Spreadsheets: Road Trip Lab #7 turn in anytime this week, due by 5PM Friday</td>
<td>HW11: Databases</td>
<td>Chapter 15 Drafts of Extra-Credit Term Papers due this week via email</td>
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<td>12</td>
<td>November 22</td>
<td>November 24</td>
<td>THANKSGIVING HOLIDAY</td>
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<td>13</td>
<td>November 29 – Database tables, queries, forms, reports</td>
<td>December 1 – QUIZ – Sorting &amp; indexing, logarithms and Big-O notation</td>
<td>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. Lab #7 late (-3 out of 10) all this week, cutoff 5PM Friday</td>
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<td>No Microsoft Access for the Mac. Use a Windows PC.</td>
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<td>14</td>
<td>December 6 – QBE, joins, relationships between tables. Database wrap-up</td>
<td>December 8 – QUIZ – Intro to programming &amp; writing programs for the Web</td>
<td>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</td>
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<td>Chapter 18 I suggest doing labs 9 &amp; 10 at the same time, as 10 depends on 9</td>
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<td>15</td>
<td>December 13 – Continuation of programming. Course wrap-up.</td>
<td>December 15 – READING DAY</td>
<td>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.</td>
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**SYLLABUS BY DAY (Tentative)**

**FRIDAY DECEMBER 16 1:00PM-3:00PM TOTMAN GYM**

**RTFM!**