

COMPSCI 105 Quick Reference Sheet, Spring 2020

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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: TBA. Will be on class Web site, January through May

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>
Academic Honesty Policy: <https://www.umass.edu/honesty/>
Disability Services Office: <https://www.umass.edu/disability/>

Books: *Computer Literacy Laboratory Manual*, 2019-2020 printing, (yellow cover), ISBN 9781524992606, ~\$28, and *Computer Science Companion*, 4TH edition (magenta cover), ISBN 9781524992613, ~\$28, both by me. Available from eCampus or directly from Kendall/Hunt. 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: *Likely Thursday, March 5TH, 7:00pm-9:00pm*. Open book & notes, no calculators or electronic aids.
20% Final: **Wednesday, May 6TH, 1pm-3pm, Hasbrouck 20**. Open book & notes, no calculators or electronic aids.
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 10, 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%.

Fractional course scores get “ceilinged” up to nearest integer. Missing either exam results in an automatic “F” for the course.

Required Hardware/Software:

PC / OS: A PC running Windows 7/8/10, or Mac OS/X 10.6 or later. Some assignments can't use the Mac.

MS Office: Microsoft Office **2016/365, or later, on Windows or Mac** (a few earlier versions work as well).

Web: Fast link with Mozilla Firefox, or Google Chrome (do not use Microsoft IE or Mac Safari).

USB flash drive: The cheapest available (~\$10) will have plenty enough storage for our class. I recommend SanDisk.

Other Software: PuTTY (secure Windows Telnet), WinSCP (secure Windows FTP), Fugu (secure Mac FTP), a .PDF reader.

Basic Rules:

Do not come to class if you are sick. Get a friend to turn in work for you if you are sick when something is due.

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 3**. 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**. I get too much email as it is.

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 (e.g., illness), contact me quickly to arrange accommodations.

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 NOT ask for work after the end of the semester to boost your grade.

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. 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 (link above).

STUDENTS WITH DISABILITIES please register soon with Disability Services to arrange accommodations (link above).

RTFM!

COMPSCI 105 SPRING 2020 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 21 - Intro to class, a little history of science & computing.	January 23 - 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 28 - Base conversions, accuracy vs. precision.	January 30 - Gates and truth tables, binary addition.	No lab assignment this week.	HW2: Numbers	
FEBRUARY	3	February 4 - Intro to the Net & Web, servers, basic HTML.	February 6 - 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 11 - Intro to UNIX, telnet, UNIX base conversions.	February 13 - 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 18 - MONDAY SCHEDULE	February 20 - Advanced HTML & CSS.	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 25 - SVG files vs. bitmapped graphics.	February 27 - Intro to word processing, styles & style sheets.	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 3 - Fonts & typefaces, kerning, .PDF & .RTF files.	March 5 - REVIEW FOR MIDTERM EXAM	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 10 - Intro to spreadsheets, relative vs. absolute addressing.	March 12 - Sheet layout techniques, simple functions, dates.	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)	
	9	March 17 - SPRING BREAK	March 19 - SPRING BREAK			
	10	March 24 - Example from real life (Bat Poop). Spreadsheet graphics.	March 26 - Accuracy vs. Precision, trusting your answers.	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.
	11	March 31 - Units conversion with spreadsheets.	April 2 - Excel & multimedia, reasoning about audio & video.	LAB #7 CONTINUED (TWO WEEK ASSIGNMENT) Lab #6 late (-3 out of 10) all this week, cutoff 5PM Friday	HW10: Units Conversion	
APRIL	12	April 7 - Wrap-up of spreadsheets, other spreadsheet designs.	April 9 - Intro to databases, tables & data types.	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 14 - Database tables, queries, forms, and reports.	April 16 - 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 21 - QBE, joins, relationships between tables, DB wrap-up.	April 23 - 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.
	15	April 28 - More programming. Course wrap-up.	Turn in Lab #10, and Lab #9 for late credit, up to 5PM Friday, May 1. 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: WEDNESDAY, MAY 6, 1:00PM-3:00PM IN HASBROUCK 20

RTFM!