

CMPSCI 105 Quick Reference Sheet, Fall 2009

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My Office: LGRC A357 (Lederle GRC Low Rise, not the tower)
My Hours: Tu & Th 2:00-3:30 or so, and by appointment.
My Phone: 545-1719 (no ringer or voice mail)
TA Office: LGRC A355 (Lederle GRC Low Rise, next to my office)
TA Hours: See class Web site: mid September through last day of classes
TA Phone: 545-1734

Email: verts@cs.umass.edu

Web: **My Home Page:** <http://www.cs.umass.edu/~verts>
Class Main Home Page: <http://www.cs.umass.edu/~verts/coins105/coins105.html>
On-Line Assignments: <http://www.cs.umass.edu/~verts/coins105/quizzes/quizzes.html>

Book: Computer Literacy Workbook, 2009-2010 printing, 16TH edition (two volumes, yellow cover), William T. Verts
Available in Textbook Annex for ~\$95 (new only; all older editions with different cover colors are obsolete & out of date).
You must get a copy of this book before the first lab assignment is due.

Work: 20% Midterm, Thursday, probably October 29TH, 7pm-9pm. Open book, open notes, no calculators or electronic aids.
20% Final Exam, during final's week in December. Open book, open notes, no calculators or electronic aids.
40% 10 Laboratory Assignments, listed in chapter 19 of volume 2 of the Computer Literacy Workbook.
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 Several extra credit homeworks are in chapter 18 of volume 2 of the Workbook, **due by last day of class.**
Extra Term paper assignment in chapter 21 of volume 2 of the Workbook, **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.

Required Hardware/Software:

PC / OS: A PC running Windows XP/Vista. Mac allowed but NOT recommended (some labs can't use the Mac).
MS Office: Microsoft Office 2003/2007 Pro (Office 2008 on Mac) but **NOT** Office 95/97, MS Works, or WordPerfect.
Web: A working fast web connection; Microsoft Internet Explorer, Mozilla Firefox, Mac Safari, Opera, etc.
USB flash drive: The cheapest available (~\$10) will have plenty enough storage for our class. I recommend SanDisk.
Other Software: WinSCP (secure FTP) <http://winscp.net/eng/download.php>
PuTTY (secure Telnet) <http://www.chiark.greenend.org.uk/~sgtatham/putty/>
Acrobat Reader <http://www.adobe.com/products/acrobat/readstep2.html>

Basic Rules:

Do not call me or the TAs at home unless there is a dire emergency (asteroid impacts, nuclear war, etc.).
Do not "friend" me on Facebook or other social networking sites (I only accept relatives, classmates, and hiking buddies).
Lab assignments start the week of September 21. No 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, LGRC A355.
Lab assignments are due the week after they are assigned (except that labs #6 and #7 take two weeks).
Lab assignments are 10 points each; 3 point penalty for one day late to 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, 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.
ALL STUDENTS have access to the TAs at their office hours.
Cell phones are NOT WELCOME. Please turn them off or set them to vibrate-only when you come to class.
Laptop computers are welcomed and encouraged in class for taking notes.

Final Notes:

1. **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. Upon discovery of duplication, 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/codeofconduct/acadhonesty/) and we will resolve the issue according to those guidelines.
2. **Do not** ask for extra work after the end of the semester to boost an undesirable grade. I never grant such requests.

RTFM!

SYLLABUS BY DAY (Tentative)

Week	Tuesday Lecture	Thursday Lecture	Lab Assignment	Required On-Line Homework	Start Reading Workbook Chapter
1	September 8 Introduction to class. A little history of science and computing.	September 10 Numbers (integers, rationals, reals, complex), and the computer. Kilo-, Mega-, etc. Logarithms, "Big-O" notation. RAM, ROM, bits, bytes, disks, files, Windows Vista basics, running programs, the Accessories.	No lab assignments these first two weeks. Go get your book and flash drive. Required for everyone!	HW #1 Syllabus (may be late getting put on-line)	1: Introduction 2: Number Theory 3: Truth Tables 4: Gating 6: PC H'ware
2	September 15 Base Conversions, with accuracy vs. precision issues.	September 17 Gates & Truth Tables. Binary addition.		HW #2 General Knowledge.	7: MS-DOS (skim only) 8: Windows
3	September 22 QUIZ Introduction to the Net and the Web, client-server, browsers, URLs, introduction to HTML coding & Web page design in Notepad.	September 24 More HTML, RGB color model (with more base conversions), JavaScript, graphics file-formats, Windows Paint.	LAB #1: Introduction to the PC, file management, disk formatting, Notepad, basic HTML, web browsing, printing	HW #3 Numbers	12: Graphics 13: Telecom 14: UNIX 15: WWW 16: Program. (skim only)
4	September 29 Introduction to UNIX & emacs (UNIX text editor). Telnet and its secure counterpart PuTTY. Base conversions for UNIX.	October 1 QUIZ Continuation of UNIX techniques. FTP and its secure counterpart WinSCP. Windows tune-ups, Windows Paint, Bézier curves, photo merge.	LAB #2: UNIX, Telnet, email, emacs, advanced web page creation. Don't forget homework at end of lab 2 to send email to: literacy@cs.umass.edu (this email becomes Homework #12). LAB #1 DUE BY 5PM FRIDAY	HW #4 Base Conversions	
5	October 6 Word Processing. Basic WP Techniques. Style sheets, and NORMAL.DOT management.	October 8 Mail Merge. Font issues: Typefaces, Spacing, and Kerning.	LAB #3: Word Processing, basic document creation (character, paragraph, document formatting). LAB #2 DUE BY 5PM FRIDAY LAB #1 LATE CUTOFF 5PM FRIDAY	HW #5 Gates, Patterns, Memory & Kilo	9: Word Processing
6	October 13 MONDAY CLASS SCHEDULE	October 15 QUIZ Adobe Acrobat. PDF and RTF files. Alternative word processors. Wrap-up Word Processing.	LAB #4: Word Processing, Advanced document creation (Mail Merge). LAB #3 DUE BY 5PM FRIDAY LAB #2 LATE CUTOFF 5PM FRIDAY	HW #6 Scientific Notation	10: Spread-Sheets
7	October 20 Introduction to Spreadsheets (Relative vs. Absolute cell addressing, writing formulae)	October 22 Spreadsheet layout (diamond form vs. notebook), Functions, IF, named ranges	LAB #5: Spreadsheets. Basic spreadsheet design (Algonquins in Manhattan). LAB #4 DUE BY 5PM FRIDAY LAB #3 LATE CUTOFF 5PM FRIDAY	HW #7 Fonts and Typefaces	
8	October 27 Spreadsheet Macros, date & time functions	October 29 REVIEW FOR MIDTERM Midterm Exam tonight (?), from 7:00pm-9:00pm, rooms TBA. Makeup: 7pm Monday, Nov 2ND	LAB #6: Spreadsheets. Advanced spreadsheet layout & design, data entry, functions, macros. LAB #5 DUE BY 5PM FRIDAY LAB #4 LATE CUTOFF 5PM FRIDAY	HW #8 MS-DOS EXTRA CREDIT	7: MS-DOS (study)
9	November 3 Graphics, a sample problem: Extracting information from bat poop (importing data, sorting, etc.).	November 5 Trusting your answers; accuracy vs. precision revisited.	Continuation of Lab #6 LAB #5 LATE CUTOFF 5PM FRIDAY	HW #9 Spreadsheet Formulas	5: Scientific Notation, Units Conv.
10	November 10 QUIZ Unit conversions with spreadsheets.	November 12 Multimedia (audio and video). Reasoning about audio and video with spreadsheets.	LAB #7: Spreadsheets. Advanced spreadsheet design with graphs and unit conversions. LAB #6 DUE BY 5PM FRIDAY	HW #10 Unit Conversions	12: Graphic & Audio (review)
11	November 17 Alternative spreadsheet approaches Improv, 1-2-3, Z99, etc. Wrap-up.	November 19 QUIZ Special Topics: Viruses and Home Networking.	Continuation of Lab #7 LAB #6 LATE CUTOFF 5PM FRIDAY		17: Special Topics
12	November 24 Introduction to databases and installing Access, tables and data types.	November 26 THANKSGIVING HOLIDAY	LAB #8: Databases. Basic database design, importing data, building queries and reports. LAB #7 DUE BY 5PM MONDAY 30TH	HW #11 Databases	11: Databases
13	December 1 Creating and importing tables, simple queries, forms, and reports.	December 3 QUIZ Sorting vs. indexing, review of logarithms and order analysis ("big O" notation).	LAB #9: Databases. Building new tables, joining tables (query by example). LAB #8 DUE BY 5PM FRIDAY LAB #7 LATE CUTOFF 5PM FRIDAY		
14	December 8 Query-by-example, joins, table relationships. Databases wrap-up. When do you use a database and when do you use a spreadsheet?	December 10 QUIZ Introduction to simple programming.	LAB #10: Using OLE (Object Linking and Embedding) to put a spreadsheet into a word processing document. LAB #9 DUE BY 5PM FRIDAY LAB #8 LATE CUTOFF 5PM FRIDAY		6: PC (review) 16: Program.
15			LAB #10 AND ALL REMAINING UNSUBMITTED WORK IS DUE BY 5PM MONDAY DECEMBER 14 (FIRST DAY OF FINAL'S WEEK) ABSOLUTE DEADLINE!!!!!!!!!!!!!!!		

RTFM!