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To: M269 Student Group 2019J

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Welcome to M269. I am your tutor for the year — I share the tutorials with several other tutors — you are encouraged to attend as many tutorials as you can, whichever group you are in. Each Unit or revision session has several tutorials arranged at different times of the week and we hope that one will be convenient for you — please feel free to contact me in advance of any tutorial if you wish to have any particular areas covered.

Please note the cut-off dates for TMAs — these are the dates when the TMAs should be with me. Do let me know in advance if you find you have problems that may make it difficult to make a cut-off date. The cut-off dates for iCMAs are fixed and cannot be changed.

I attach some listings of the tutorials and assignment dates — these dates are also available on the course Web site. **Good luck**

Contact & Other Details 2019J

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- **Email** This is the best way to contact me. I would prefer that you use my OU email address and it would be useful if you put [\[M269\]](#) in the subject header — I am now getting so much spam that there is a risk that I delete some mail I should read.
- **Phone** Try my mobile before my home phone — if I don't answer my mobile, leave a text message not voice mail — a text message is less likely to be overlooked and my voice mail service tends to lose messages or not work as it should
- **First Name** *If your preferred first name is not the first name in your student record, please let me know — it can be disconcerting to be referred to by something you don't regard as your name.*

- **Electronic Submission of TMAs** — All TMAs should be submitted via the eTMA system, as the M269 *Module Guide* states. I currently use Microsoft Office 2011 for Mac OS X (possibly moving to Office 2016 or Office 2019 for Mac) — there are odd incompatibilities between the various versions of Microsoft Office. Whichever version of Word (or other word processor) you use, it is possible to use fonts that I do not have — this may lead to problems with some of the maths symbols.

If you are using Microsoft Office 2007, 2010 or 2011 (for Mac) or later you should submit in .docx format not .doc format since saving .docx files as .doc may affect the maths in your document and make the files huge. As the Microsoft documentation states:

The new Equations functionality is not available in Compatibility Mode; therefore, equations within documents that are opened in previous versions of Word or saved in the Word 97–2003 file format will be converted to images (page 562, Microsoft Word 2010 Inside Out)

This means that equations produced in .docx format may get turned into bitmaps in .doc compatibility mode and the size of the file is drastically increased.

If you convert other file formats to Microsoft Word, please check with me that I see what you see. In particular you should also send me the original file and a PDF version of your file since we will then both see exactly the same images and symbols. Please get in touch if you have any queries about this.

In all cases, could you send me a PDF version of your file since we will then both see exactly the same images and symbols.

- **Word Processors** can make your TMAs easier to read but remember that you will have to be able to reproduce the various symbols by hand in the exam. You may also have a problem producing various symbols and appropriate spacing in equations in a maths font in most common word processors such as MS-Word. For example, some courses use Blackboard Bold $\mathbb{N}, \mathbb{Z}, \mathbb{Q}, \mathbb{R}, \mathbb{C}, \mathbb{S}, \mathbb{H}, \mathbb{O}$ for the sets of natural numbers, integers, rationals, real numbers, characters (or complex numbers), strings and other sets; various courses also use the maplet symbol $\mapsto$ in the syntax of function definitions and many others. I use $\rightsquigarrow$ and $\rightsquigarrow$ for the *determines* symbol of relational database expressions.

In MS Word, the fonts *Lucida Sans Unicode*, *Arial Unicode MS* seem to have most of the mathematics characters and the fonts are available and installed on most versions and platforms (MS Windows and Apple Mac).

In any event, the course is not too fussy on the notation — as long as your intent is clear, that is OK.

- **Python code in Word** — please make sure you include your code in your Word document and the original Python files — screen snaps of the program output are also useful.

To include your Python code in Word with syntax highlighting, look for a text editor that allows you to *Copy as RTF* (sometimes called *Copy as Styled Text*) — I use the following text editors that provide this feature:

- **TextMate** macromates.com (Mac only)
 - * built-in to the TextMate bundle
 - * Bundles > TextMate > Copy Document/Selection as RTF
 - * Control Bar > Automation menu > TextMate > Copy Document/Selection as RTF
 - *  +  +  + C
- **Sublime Text** www.sublimetext.com (Mac, Windows, Linux)
 - * install the *Highlight* package
 - * Edit > Highlight > View as RTF
 - * and copy/paste to Word
- **Atom** atom.io (Mac, Windows, Linux)
 - * install the *copy-as-rtf* package
 - * Packages > Copy as RTF
 - *  +  + R
- **BBEdit** www.barebones.com (Mac only)
 - * Edit > Copy as Styled Text
- **Xcode** developer.apple.com/xcode/ (Mac only)
 - * Edit > Copy or  + C
 - * Paste in Word with  + V
- **Aquamacs Emacs** aquamacs.org/ (Mac only)
 - * Edit > Copy Formatted
 - * Paste in Word with  + V
- **Notepad++** notepad-plus-plus.org (Windows only)
 - * See [Copy Notepad++ text with formatting?](#)
 - * Plugins > NppExport > Export to RTF

OU M269 Phil Combined Tutorial & Assessment Dates

M269 Tutorial & Assessment Dates 2019/2020						R01/R13
	<i>Date</i>		<i>Day & Time</i>	<i>Where</i>	<i>Who</i>	<i>Topic</i>
	October 5					Unit 1
1.	October 13	Sunday	10:00–11:30	Online	PM	Overview
2.	October 20	Sunday	10:00–11:30	Online	PM	Overview
	October 26					Unit 2
	October 30	Wednesday				iCMA41
	November 23					Unit 3
	November 27	Wednesday				iCMA42
3.	November 30	Saturday	10:00–12:00	LSE Aldwych	PM	Unit 2, Python
	December 4	Wednesday				TMA01
	December 25	Wednesday				Xmas
	January 4					Unit 4
	January 8	Wednesday				iCMA43
	February 1					Unit 5
	February 5	Wednesday				iCMA44
4.	March 1	Sunday	10:00–11:00	Online	PM	Python
	March 7					Unit 6
	March 11	Wednesday				iCMA45
5.	March 14	Saturday	10:00–13:00	LSE Aldwych	PM	Unit 3,4,5
	March 25	Wednesday				TMA02
6.	April 5	Sunday	10:00–11:00	Online	PM	Unit 6
	April 11					Unit 7
	April 12	Sunday				Easter Sunday
	April 29	Wednesday				iCMA46
7.	May 3	Sunday	10:00–11:00	Online	PM	Unit 7, Exam
8.	May 17	Sunday	10:00–12:00	Online	PM	Revision
9.	May 23	Saturday	10:00–15:00	LSE Aldwych	PM	Exam
	May 24	Sunday				Eid al-Fitr
	May 27	Wednesday				iCMA47
	June 5/6	Fri/Sat				ALSD South
	June ??	8–12 June				Exam