

Competencies for MUS107

All Students should know how to do the following prior to beginning MUS 107:

1. Insert and eject disks and jump drives (also known as flash drives or thumb drives)
2. Name/rename files, folders, disks, and drives
3. Create and name files, disks, folders, and drives
4. Open and work with files, folders, disks, and drives
5. Save to a jump drive, file or folder or disk
6. Copy files to files, folders, disks, and drives
7. Copy graphic images from websites
8. Copy and paste with text documents
9. Send e-mail messages with your work attached
10. Print document files

Students who are better prepared will be able to do the following:

1. Keep your computer updated with current versions of software
2. Download and install virus protection
3. Set firewall protection
4. Have virus protection updated regularly
5. Run disk utility applications regularly (this keeps the computer healthy)

Categories of software all students should be familiar with:

1. E-mail programs
2. Web browsers
3. Google
4. Word processing programs such as Microsoft Word

More advanced students may be familiar with:

1. Excel
2. Powerpoint
3. Dreamweaver
4. Fireworks
5. Flash
6. Photoshop
7. Garage Band
8. Music notation software such as Finale, Sibelius, Notion, or NoteAbility Pro
9. Scanning graphic images and saving media files.
10. Video editing using iMovie, Premiere, or Final Cut

*** Please note: being familiar with these software programs and skills does not mean you are automatically eligible to place out of the course. However, familiarity will help you get through the courses faster and more easily.