

**Technology for Musicians  
MUS 107**

**University of North Carolina at Greensboro  
Fall 2006**

**Section I: Monday and Wednesday, 9:00  
Section II: Monday and Wednesday, 10:00  
Section III: Monday and Wednesday, 11:00  
Section IV: Monday and Wednesday, 12:00  
Section V: Cancelled  
Section VI: Tuesday and Thursday, 11:00  
Section VII: Tuesday and Thursday, 4:00  
Section VIII: Tuesday and Thursday, 1:00**

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TA Office: 266 SOM  
Office Hours: Thursdays: 12:00 – 1:00, Fridays: 10:00 – 11:00,  
Also by appointment**

**COURSE DESCRIPTION**

Introduction to computer/computer applications: word processing, database, spreadsheet, music notation, Internet and online library, Web page and multimedia development. Experience using, creating, and evaluating computer media for music. (Fall)

**REQUIRED TEXTS/MATERIALS**

All reading and other materials will be provided via Blackboard online.

**EXPECTATIONS**

As this is a lab and experience based class, it is essential that you come to class prepared, having completed all pertinent reading assignments. Attendance is required.

A word of caution: academic dishonesty will not be tolerated. Make sure you properly cite your sources **at all times**. If you have questions about how to cite sources, please consult the professor.

The UNCG academic integrity policy is described in the UNCG Student Handbook and may also be referenced at:

<http://academicintegrity.uncg.edu/complete/>

Students are encouraged to familiarize themselves with this policy.

## **DISABILITY ACCOMODATION**

If you have a disability that may affect your performance in class, please notify the professor so he may accommodate your special needs.

## **CLASSROOM ETIQUETTE**

Please turn off your cell phones and put them away. Text messaging through either cell phones or and instant messenger program is not allowed. All use of classroom computers should be specific to class topics. Please do not leave the room during class time unless it is an emergency.

**ASSIGNMENTS: It is necessary that all assignments be submitted to the Digital Dropbox on Blackboard before class begins on the day that they are due.**

### **Class participation**

All students will be required to attend class and participate in discussions.

### **Reading assignments**

Reading assignments consist of articles and excerpts posted on Blackboard.

### **Final projects**

There will be a final project however; the details of this project will be given later.

## **GRADING**

### **Grade scale**

|                |    |       |    |       |    |
|----------------|----|-------|----|-------|----|
| 100-94         | A  | 93-90 | A- |       |    |
| 89-87          | B+ | 86-84 | B  | 83-80 | B- |
| 79-77          | C+ | 76-74 | C  | 73-70 | C- |
| 69-60 D        |    |       |    |       |    |
| 59 and below F |    |       |    |       |    |

## **Week 1**

### ***Introduction***

**Course Syllabus and Schedule**

**Online resources**

**Blackboard site**

**ITS documents**

**Network storage**

### ***Operating system***

**Logging in**

**Using disk storage**

**Student folder**

**Network drives**

**Flash drives**

**CDs**

**Logging off**

## **Week 2**

### ***Elements of the Macintosh graphic user interface***

Mac Help > Discovering your Mac > Menus, windows, and more

**Windows**

**Icons**

**Applications**

**Files**

**Dialog boxes**

**Radio buttons**

**Check boxes**

**Text fields**

**Pop-up menus**

### ***Workspace organization***

Mac Help > Discovering your Mac > Intelligent organization

**Hierarchical filing system**

**Creating and naming folders**

**Saving files to folders**

**Deleting files from folders**

**Deleting folders**

**Moving files between folders**

**Copying files between folders or volumes**

**Duplicating files between folders or volumes**

### ***Finding information***

Mac Help > Discovering your Mac > Find anything

## **Week 3-4**

Word Help

Discovering Microsoft Office > Creating a Document by Using Word

***Word processing***

**The Word window**

**Viewing your document**

**Entering and editing text**

**Formatting text**

**Fonts**

*Standard fonts*

*Music fonts*

**Paragraph formats**

*First line indent*

*Flush left*

*Hanging indent*

**Lists**

*Unordered lists*

*Ordered lists*

*Outline numbered*

**Changing a page layout**

**Creating tables**

**Creating outlines**

**Modifying paragraph styles**

**Weeks 5-7**

***Music notation (Finale)***

**Creating a grand staff score layout**

**Simple note entry**

**Editing notes**

**Changing pitch**

**Changing duration**

**Inserting notes**

**Deleting notes**

**Working with layers**

**SATB notation**

**Playback and proofhearing**

**Saving and exporting scores**

**Saving as a Finale file**

**Exporting as a MIDI file**

**Exporting as a digital audio file**

**Exporting all or part of a score as a graphics file**

**Importing musical examples into Word documents**

**Weeks 8-10**

***Graphics applications (Fireworks)***

- Painting vs. drawing tools**
- Creating graphic images**
- Scanning images**
- Editing images**
- Resizing the image or canvas**
- Saving image documents**
- Exporting image documents**
  - Graphics file formats**
    - for print documents*
    - for web documents*
- Inserting graphic images into a Word document**
  - Importing images**
  - Resizing images**
  - Deleting images**

### **Weeks 10-11**

#### ***Basic multimedia (QuickTime Pro)***

- Importing music**
  - MIDI files**
  - Digital audio files**
    - Ripping from a CD*
    - Exporting and compressing*
- Creating a text track**
- Importing graphic images**
- Creating slide-based animations of music**

### **Weeks 12-15**

#### ***Web site creation and management (Dreamweaver)***

- Configuring UNIX space for web access**
- Defining a new site**
  - Organizational schemes**
    - Homogeneous file structure*
    - Heterogeneous file structure*
- Creating web pages**
  - Page size**
  - Changing the background color and/or pattern**
- Entering, editing, and formatting text**
  - Paragraphs**
  - Headers**
  - Lists**
  - Tables**
- Importing graphic images**
  - Vector graphics (GIF)**
  - Bit-mapped graphic (JPEG)**

**Musical examples**  
**Importing QuickTime movies**  
**Uploading and testing the site**