Texas A&M University – Commerce  
Department of Music  

Music Technology  
MUS 310.001 / 310.002  
Spring 2013 Course Orientation  

Allan F. Goodwin, instructor  
Meeting Time: 9:00 – 9:50 AM (001 - vocal)  
10:00 – 10:50 AM (002 - band)  
Office: Music Building 191  
Phone: (903) 886-5292  
E-Mail: allan.goodwin@tamuc.edu  
Location: Music Bldg. 209 (Tech Lab)  
GTA: Ali Jenson  
E-Mail: ali.jesnon@yahoo.com  

Office Hours: By appointment  

Course Description and Objectives  

• Understand multiple uses for technology in the contemporary music classroom  
• Understand the basic functions of a computer/music workstation  
• Become proficient utilizing the Apple Mac OS operating system  
• Demonstrate the use of:  
  o Word processing software for the creation of resumes, letterhead, concert programs etc  
  o Spreadsheet/Database software for use in managing inventory, music library, accounting, student information, recruitment, mass communication, etc  
  o Multimedia software for creating presentations  
  o Digital video editing software for creating advance multimedia presentations, audio/visual portfolios, etc  
  o Music editing software for processing sound in a digital environment  
  o Music notation software for composition, arranging and preparing classroom lessons  
  o Interactive accompaniment software for music practice, performance and improvisation  
  o Basic web-development software for the creation of a general web presence  
• Become acquainted with:  
  o Portable device apps with specific applications to a variety of individual, classroom, small and large ensemble settings  

Course Materials  

• 16 GB USB Flash Drive  
• Headphones/earbuds with 1/8” adaptor  
• Access to an Apple Macintosh computer  
• No textbook. Save your money.  

Lab Hours  

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<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Mon</td>
<td>5:00 – 7:00 PM</td>
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<tr>
<td>Tue</td>
<td>3:00 – 5:00 PM</td>
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<tr>
<td>Wed</td>
<td>8:00 – 9:00 AM</td>
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<tr>
<td>Fri</td>
<td>8:00 – 9:00 AM</td>
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<tr>
<td>Sun</td>
<td>7:00 – 9:00 PM</td>
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*Additional lab hour may be available, contact the GTA to inquire.*
**Attendance**

Any and each absence after 3, excused or unexcused, will result in the lowering of one letter grade. Tardiness is considered 1/3 of an absence.

**Academic Integrity**

All student work must be completed entirely by the student turning it in. Under no circumstances are you to share files with other students or use another student’s work. Doing so, whole or in part, will be considered academic fraud.

**Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (Student’s Guide Handbook, Policies and Procedures, Conduct).

In order to maintain a focused learning environment it is required that all pagers and cellular phone be turned off or made inaudible during class.

**Grading**

- Grades will be determined on the basis of:
  - Daily Participation / Preparation  10%
  - Assignments and Projects  90%

**Grading Scale**

- 90 – 100%  A
- 80 – 89%  B
- 70 – 79%  C
- 60 – 69%  D
- 00 – 59%  F

**Grading Detail**

1. Microsoft Word  Templates, resume, cover letter, concert program lesson plan  5%
2. Microsoft Excel  Inventory, music library, roster, budget  10%
3. Charms Office Assistant  Templates, uploading, creating reports, PROJECT  20%
4. Audacity / Audio Hijack  Audio editing  5%
5. iMovie / Handbrake  Video importing, editing, exporting, portfolio, PROJECT  20%
6. Sibelius  Part creation, lesson creation, Part reduction, Doubling, PROJECT  40%

**Guest Clinics**

Charms, Smart Music, Web Design, Fun with apps