

MHL201 Mac Literacy for musicians

Arizona State University, FALL 2009
CLASS NUMBER: 83969
INSTRUCTOR: J. Richard Haefler

Questions about content or grades, EMAIL: R.Haefler@asu.edu

Technical Problems, contact: <http://herbergeronline@asu.edu>
Or submit an online Help form: <http://herbergeronline.asu.edu/services/help.php>
Course site: <http://herbergeronline.asu.edu>

ELECTRONIC CLASSROOM (MUS W225) HOURS

M: 8:00 a.m. - 9:00 p.m.	F: 8:00 a.m.– 5:00 p.m.
T: 8:00 a.m. - 9:00 p.m.	Sa: 11:00 a.m.– 6:00 p.m.
W: 8:00 a.m. - 9:00 p.m.	Su: 12:00 p.m.– 9:00 p.m.
Th: 8:00 a.m. - 9:00 p.m.	

Course Description (from the ASU General Catalog):

Instruction in basic Macintosh computer literacy, including generic applications and music-specific programs with hands-on experience.

Objectives:

As the course description states, this is a “hands-on” class designed to make the student “literate” in the use of Mac computers for general applications and music-specific applications. Students are not tested on the material in the traditional sense, but prove their understanding of the topics with the successful completion of various assignments throughout the course.

Instructional Method:

Since this is an online course, all lessons and instructions for assignments are read from the course website. If students have any questions or problems with assignments, the course website includes a **Discussion Board** where students can post questions and comments, and where the instructor and other students can post responses. The Discussion Board is therefore similar to an open discussion in a traditional classroom, where all appropriate comments and questions are welcome. Emailing the instructor directly with questions and comments is preferable if you want an answer from the instructor as I view my email daily but will only check the discussion board on occasion. The discussion board is for student interaction.

The course website also includes an **Announcements** section containing messages from the instructor. Students should check this page frequently (certainly every time they login to the class site) throughout the duration of the course.

The lessons for each assignment contain information about the application or skill being learned through text, screenshots, and examples. It is expected that students will read the assignment at the same time they are working with the discussed application.

Students taking this course have varied experience and skill levels. As such, there may be times when students feel the instructions cover material they already know. Students are still expected to complete the assignments to the best of their abilities. There will undoubtedly be information presented in the course that is new to even the most advanced student.

Outline of topics:

Unit I: Basics and General Applications 1

- Getting Started
- Using Email
- Creating a Letterhead (MS Word)
- FTP/Storage
- Creating a Letter
- Creating Programs & Posters

Unit II: Music Applications 1

- Sibelius Tour
- Basic Notation Skills
- Editing
- Creating Music Examples

Unit III: General Applications 2

- Spreadsheets (MS Excel)
- Creating a Form Chart
- Using a Scanner

Unit IV: Music Applications 2

- Advanced Notation
- Using iTunes
- Intro to GarageBand
- GarageBand and Audio
- Final Project

Evaluation:

Each assignment will be graded based on correct completion of the learned skills according to the assignment instructions. The overall course grade will consist of an average of the grades of each assignment on the scale listed below (**NOTE:** The “Advanced Notation” assignment and the “Final Project” assignment count as two grades. **A student will not pass the course if they do not submit the Final Project, regardless of their current average in the class.**) **ALSO NOTE:** I have a way of marking files that you will not be aware of to indicate the author of the file. If you submit someone else file as your own you will **BOTH** receive a failing grade for that assignment as the lender is just as guilty of Academic Dishonesty as if the borrower. **NO EXCEPTIONS.**

Grading Scale:

97-100 = A+	87-89 = B+	77-79 = C+	60-69 = D
93-96 = A	83-86 = B	70-76 = C	0-60 = E
90-92 = A-	80-82 = B-		

Plagiarism Policy:

Submitting another student’s work as your own is not acceptable. There are many ways I can tell if an assignment has been copied. *Expect to be **FULLY** penalized for plagiarism!*

Technical Requirements of the Course:

Although much of the coursework could be completed from any computer, the course is designed with the assumption that students will complete at least some of the work in the Electronic Classroom in the ASU Music Building (MUS W225).

In addition, although several assignments could be completed on a Windows computer, some applications used in the course are Mac-only applications (no substitute applications are accepted for those used in the course). Likewise, all assignment lessons and instructions are written using Mac terminology and Mac screenshots.

The following are the minimum computer and application requirements for the course (all of which are met by the computers in the Electronic Classroom):

- ✓ Mac computer with a PowerPC (G4 or G5 processor) or Intel Core processor; 733MHz or faster
- ✓ 512MB of RAM; 1GB recommended
- ✓ Mac OS X v10.4.11 or later; 10.5.6 recommended
- ✓ Internet: A 56K or better connection to the Internet; cable modem or DSL (broadband) **highly recommended**
- ✓ Email: You are required to use an email account that is registered to your name for all course correspondence (ideally, your ASU email account). Do not use a parent or friend’s email account.

NOTE the instructions for Unit 1 which elaborate on the use of email systems.

- ✓ PDF Reader: Some of the readings for the course are PDF files and require a PDF reader. Macs have a built-in PDF reader called Preview (or can be read within the Safari web browser). Adobe Reader (formally called Acrobat) can also be used.
- ✓ Applications:
 - Microsoft Office 2008 for Mac (includes Word and Excel)
 - Sibelius 5.2
 - iTunes 8.0
 - GarageBand 4.1.2

Due Dates for Assignments:

Each overall unit will have a single deadline for submitting all assignments within the unit. **Even though there is one due date for an entire unit, students are strongly encouraged to begin assignments in a timely manner.** Some assignments will not require much time, but others will require significantly more time to complete.

For every day past the due date, 10 points (a letter grade) is taken off the assignment grade (e.g., five days late = -50), in addition to any points off for errors in the assignment.

I will attempt to grade your assignments as you submit them, but if you wait until the due date and I am then swamped with a multitude of assignments to grade, it may take several weeks for you to receive a grade. It is best to “keep up” with your work on a regular basis as I will grade those who due so prior to those who wait until the last minute. I will be out of town several days each month this semester at locations where computer access is not available and grading and email communication will be suspended at those times. I will post an announcement on the course announcements section at those times. Again, PLEASE keep up with your assignments and do NOT wait until the due dates to submit everything at once.

Subsequent unit assignments are not available for viewing on the course website until the previous unit’s deadline has passed.

Assignment due dates:

August 24, 2009 – First date of classes

Unit I Deadline: Monday, September 14, 2009 (3 weeks to complete)
NOTE: Assignment A02 “Using Email” is due by the end of the first week of classes

Unit II Deadline: Friday, October 9, 2009 (4 weeks to complete)

Unit III Deadline: Friday, November 6, 2009 (3 weeks to complete)

Unit IV Deadline: Friday, December 11, 2009 (5 weeks to complete)

IMPORTANT DATES

Please make a note of these important dates during the fall 2009 semester.

Monday, August 24	Classes begin
Friday, August 28	Add/Drop Deadline – In-Person
Sunday, August 30	Add/Drop Deadline – Online
Sunday, September 6	Tuition and Fees 100% Refund Deadline
Monday, September 14	Herberger Institute Extended Add Period Ends
November 6	Course Withdrawal Deadline – In-Person
November 8	Course Withdrawal Deadline – Online

November 2-22
December 8

Spring 2010 Registration/Enrollment Appointments Begin
Complete Withdrawal Deadline/Last Day of Classes

ACADEMIC DISHONESTY:

All necessary and appropriate sanctions will be issued to all parties involved with plagiarizing any and all course work. Plagiarism and any other form of academic dishonesty that is in violation with the Student Code of Conduct will not be tolerated.

For more information, please see the ASU Student Academic Integrity Policy:

http://www.asu.edu/studentaffairs/studentlife/judicial/academic_integrity.htm

SPECIAL ACCOMMODATIONS

To request academic accommodations due to a disability, please contact the ASU Disability Resource Center (<http://www.asu.edu/studentaffairs/ed/drc/#> ; Phone: (480) 965-1234; TDD: (480) 965-9000).

This is a very important step as accommodations may be difficult to make retroactively. If you have a letter from their office indicating that you have a disability which requires academic accommodations, in order to assure that you receive your accommodations in a timely manner, please present this documentation to me no later than the end of the first week of the semester at my office (E511) so that your needs can be addressed effectively.