



**Center of Excellence Visual Performing Arts  
Audio Recording Technology**

<https://www.hccs.edu/programs/areas-of-study/art--design/audio-recording-technology/>

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**MUSC 1335: Commercial Music Software | Lecture | #12041**

Spring 2020 | 16 Weeks (2.19.2020-5.17.2020)

Hybrid | Spring Branch PAC 417 | Mon/Wed 12 p.m.-3:50 p.m.

3 Credit Hours | 96 hours per semester

**Instructor Contact Information**

Instructor:	Melvin Mays	Office Phone:	713-718-5441
Office:	PAC, Room 413	Office Hours:	Tue/Thur 10:00-11:50 a.m.
HCC Email:	<a href="mailto:melvin.mays@hccs.edu">melvin.mays@hccs.edu</a>	Office Location:	Performing Arts Center

Learning Web Page: <http://learning.hccs.edu/faculty/melvin.mays>

Canvas: <https://eagleonline.hccs.edu/login/ldap>

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

**Instructor's Preferred Method of Contact**

You can contact me by email at: [melvin.mays@hccs.edu](mailto:melvin.mays@hccs.edu)

I will respond to emails within 48 hours Monday through Friday; I will reply to weekend messages when I return to the office on Mondays.

**What's Exciting About This Course**

This course will introduce students to the principals of digital audio and video in media. Students will be challenged with various hands on lab assignments, audio mixes and in class skills quizzes.

**My Personal Welcome**

Welcome to MUSC 1335, I'm delighted that you have chosen this course. This course will provide you the fundamentals required to start your journey as an audio engineer. I will try to make the class entertaining but one major rule is "Do Not Be Late To Class!"

The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle any questions you might have. So, please contact me whenever you have a question.

### **Prerequisites and/or Co-Requisites**

There are no prerequisites for this course. This course requires no previous knowledge or skills in audio recording, music, sound reinforcement or computers.

### **Canvas Learning Management System**

This section of MUSC 1335 will use [Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement some in-class assignments, exams, and activities. You will find group lab assignments documents and class handouts in Canvas.

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.**

### **HCC Online Information and Policies**

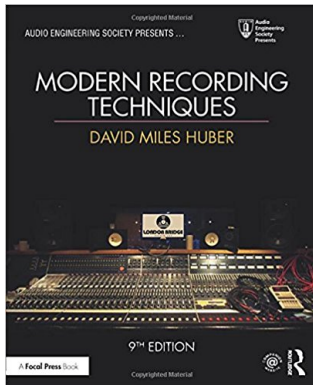
Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

### **Scoring Rubrics, Sample Assignments, etc.**

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

## Instructional Materials

### Textbook Information



The textbook listed below is required for this course.

**“Modern Recording Techniques”** 9<sup>th</sup> Edition by Huber & Rubstein. ISBN: 13: 978-1138954373

Additional tools required:

8GB USB Drive

Headphones with 1/8” adapter (if needed).

### Other Instructional Resources

#### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

#### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries’ resources and services is the HCCS library web page at <http://library.hccs.edu>.

#### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

MUSC 1335 is designed to introduce students to the fundamental skills required to become an audio engineer. Students will learn DAW's, microphones, effect processors, acoustics and mixing.

### Core Curriculum Objectives (CCOs)

HCC offers specified courses that satisfy the following core objectives:

- Critical Thinking
- Communication Skills
- Quantitative and Empirical Literacy
- Teamwork
- Social Responsibility
- Personal Responsibility

To learn more go to: <https://www.hccs.edu/programs/catalog/academic-information/>

This course integrates the following workplace competencies and foundation skills:

- Managing Resources: Time, Materials, Space
- Exhibiting Interpersonal Skills: Work in team, Lead work teams, Negotiate with others
- Working with Information: Acquire and evaluate data, Organize and maintain information, Interpret and communicate data, Process information
- Applying Systems Knowledge: Understand systems
- Using Technology: Apply technology to specific tasks
- Demonstrating Basic Skills: Reading, Writing, Listening
- Demonstrating Thinking Skills: Creative thinking, Problem solving, Seeing with the mind's eye
- Exhibiting Personal Qualities: Individual responsibility Sociability, Self-management, Integrity

### Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/art--design/audio-recording-technology/>

### Course Student Learning Outcomes (CSLOs)

Upon completion of MUSC 1335, the student will be able to:

- 1. Understand the basics of Apple and PC computer systems**
  - a. Describe typical file management and data backup strategies
  - b. Understand commonalities between Mac OS and Windows operating system
  - c. Describe basic troubleshooting and recovery features of each system
- 2. Describe the basic components of a computer**
  - a. Understand the basic parameters of components such as hard drives, processors, sound cards, and RAM
  - b. Describe how these parameters affect the quality and speed of a computer system

- c. Describe typical system requirements for various professional software packages in order to determine compatibility

**3. Describe waveform properties**

- a. Demonstrate how to graph various properties of a sound wave including frequency, amplitude, phase, and harmonic content.
- b. Describe the basic characteristics of sound waves: frequency, amplitude, harmonic content, velocity, wavelength, phase, and envelope.
- c. Understand various amplitude-related concepts such as dynamic range, noise floor, signal-to-noise-ratio, and headroom.

**4. DAWs**

- a. Describe the basic characteristics of major DAW packages such as ProTools, Digital Performer, Reaper and Logic Pro
- b. Demonstrate Basic editing processes such as cutting, pasting, cross-fading and arranging of audio files
- c. Understand how to integrate plug-ins, virtual instruments, and sample libraries into DAW systems

**5. Discuss various career paths open in digital audio**

- a. Describe the various careers available in digital audio and audio engineering in markets such as music production, radio and television broadcast, live event production, animation, film, and video game development.
- b. Discuss the relative job markets and pay scales of various audio engineering career paths.

**6. Understand basic factors of digital audio and video codecs**

- a. Understand the impact of data compression on a file
- b. Describe basic attributes of an A/D circuit such as sample rate and bit depth
- c. Know the basic audio and video file formats used professionally and commercially
- d. Explain how files are rendered and transcoded between codecs

**7. Describe various types of digital media used in audio-visual applications**

- a. Describe technical aspects of optical, magnetic, and solid state media
- b. Understand typical consumer formats for audio and video media delivery
- c. Describe the various standard transfer protocols used to physically transmit digital data in a system such as USB, Firewire, SPDIF, and MIDI

## Student Success

You are expected to spend time outside of class hours studying the course content. Additional time will be required for lab assignments. Successful completion of this course requires a combination of the following:

- Taking notes
- Attending class in person
- Completing assignments
- Completing labs assignments
- Participating in class activities

### Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams
- Complete: quizzes, test, and hands on requirements
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

# **Assignments, Exams, and Activities**

## **Assignments**

Assignments have been developed that will enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in your career as an audio engineer.

## **Exams**

Quizzes will be comprised of multiple choice, true/false, short answer questions and attendance. Students arriving after the quiz has been completed will not be allowed to make-up the quiz for that day.

The Midterm Exam will be comprised of multiple choice, true/false short answer questions and hands on demonstration skills. The Midterm hands on demonstration exam will be timed and required students to complete specific task that will be graded.

The Midterm exam is worth 25% of the final grade. Students who are absent from the Midterm exam without discussing their absence with the instructor in advance will receive a zero grade.

## **In-Class Activities**

The class will be comprised of a variety of instructional methods including lectures, class discussions, and hands on demonstrations. Students will be assigned hands on lab assignments that will be completed outside of class time. The labs are worth 30% of the final grade.

## **Audio Orientation**

You must attend and complete the mandatory audio orientation to be allowed to enter Live Sound lab times. If you do not attend and complete the mandatory audio orientation you will receive a 0 for all labs assigned. The 0 will be calculated into your final grade.

## **Final Exam**

All students will be required to take a comprehensive final exam consisting of 50 multiple-choice questions. Students must provide their own Scantron forms.

All students will also be required to take a comprehensive hands on demonstration final exam. This exam will be timed and required students to complete specific task that will be graded.

The final exam is worth 25% of the final grade. Students who are absent for the final exam without discussing their absence with the instructor in advance will receive a zero grade for the final.

## Grading Formula

Total points for all assignments is 100%. The breakdown of assignments are.

Attendance	10%
Midterm Exam / Hands On	25%
Skills / Quizzes	10%
Labs	30%
Final Exam / Hands On	25%

<b>Grade</b>	<b>Total Percentage</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>



## Course Calendar

Week	Dates	Topic/What's due
1		Class Overview / DAW's & Careers
2		Basic Sound waves & Editing / Critical Listening
3		Music Production / Time & Frequency
4		EQ & Mixing / Dynamics Processing
5		Vocal Compiling / Radio Careers & Spot
6		Radio Spot Lab
7		Hearing & ADR / Microphones
8		Midterm /& Hands On Midterm Exam
9		Kung Fu Lab
10		Basic Acoustics
11		Home Studio Setup
12		Telefunken in class Mix
13		Visual Mixing / Lab
14		2 <sup>nd</sup> Telefunken in class mix
15		Video Game Lab
16		Final Hands on Exam and Final Written Exam

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Instructor's Practices and Procedures

### Missed Assignments

Students have 7 days to complete lab assignments assigned. No lab assignment will be accepted late.

Students will not be able to make-up the midterm or final exams without a written medical excuse from a license physician.

### Academic Integrity

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

### **Attendance Procedures**

Students must arrive to class on time. Attendance is worth 10% of the students grade. A student will be marked absent if they are not in the class when roll is taken. The absence will stand even if the students arrives after roll is taken.

### **Student Conduct**

Students are expected to behave in accordance with the Student Code of Conduct and other College policies.

Refrain from disrupting the ability of fellow students to learn or the instructor's ability to teach.

Examples of disruption include:

- Cell phone, pager, or computer use that significantly or repeatedly distracts others
- Coming to class late, leaving early, or excessively physically relocating oneself in the classroom
- Speaking frequently without being called on
- Yelling, cursing, or engaging in aggressive behavior

You are expected to raise your hand to be recognized when participating in class discussions. Yelling and Blurting out answers is not acceptable.

### **Instructor's Course-Specific Information (As Needed)**

Assigned labs are due 7 days after being assigned. The instructor will inform students of the exact due date. No labs will be accepted late.

### **Electronic Devices**

Student electronic devices should be placed on vibrate or turned off during class. If a student needs to take a phone call they must quickly & quietly leave the classroom if choosing to answer the call. Texting during class is not prohibited unless its an emergency. The student must step outside of class to complete their text message. Computers shall make no audible sounds, nor shall they present a distraction to any other student in any fashion whatsoever.

## HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

### EGLS<sup>3</sup>

The ECLS<sup>3</sup> (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. ECLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -ECLS<sup>3</sup> surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

### Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

### HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

## **Housing and Food Assistance for Students**

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## **Office of Institutional Equity**

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### **disAbility Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

### **Title IX**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### **Office of the Dean of Students**

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

**Department Chair Contact Information**

Michael Cohn, [michael.cohn@hccs.edu](mailto:michael.cohn@hccs.edu), Office: 713.718.6523