

Syllabus: Spring Semester Dr. Ochoa – Instructor  
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**Computer Notation I** MUSC 1330 RT CRN # 58154  
Meeting Time: T / Th 11:30 AM – 2:00 PM Room: FAC 216  
3 Credit Hours (1 Lecture 4 Lab) 12 Weeks  
Suggested prerequisite: MUSC 1215 and basic computer skills

**Course Goal:** Survey of music notation software and applications with skill development in computer notation.

**Required Text:** Personal files left on the computer hard drives are not secure. Therefore, students are required to purchase a flash memory drive for their files and projects. These are available at the school store, as well as at office and computer supply stores. Handouts will be provided. Students seeking additional resources may purchase Finale: An Easy Guide to Music Notation by Thomas E. Randolph & Vincent A. Leonard Jr. published by Berklee Press.

**Attendance is Mandatory!** School policy states that a student who misses more than 12.5 % of class may be dropped from the class with a W or a grade of F. Students who miss more than four classes during the semester are subject to this policy. If you have a problem in regards to class attendance please inform the instructor. A grade of I is reserved students who are unable to complete the final exam or final week of studies due to extenuating circumstances, not for students who need to make up missed assignments.

**Missed Classes:** Students are responsible for material presented. There will be no make up exams unless prior arrangements are made with the instructor. The final day for students to withdraw from class is 4:30 PM, November 3. The student is responsible for withdrawing his or her name from the class rolls online. A student who does not withdraw by this date and stops attending class will be given an automatic grade of F by the computer.

**Tardiness:** Class will begin promptly at the arranged time. Late entries into class are disruptive and impolite to those who come on time. Disruptive behavior will not be tolerated in class.

**Scholastic Dishonesty:** Cheating on a test, plagiarism and collusion as defined by HCC. Penalties include but are not limited to “0” on a test or assignment and “W” or “F” in the course.

**Medical Insurance:** The Fine Arts Department at Central recommends that all HCCS students carry some form of medical insurance to cover illness and injury both on and off campus. Information regarding low cost health insurance for students is available in the Fine Arts Office. Under Texas state statute, HCCS is immune to liability in the event of an accident or injury.

**Special Needs:** Students who require reasonable accommodations for disabilities are encouraged to report to Room 102 SJAC or call (713) 718 – 6164 to make necessary arrangements. Faculty members are only authorized to provide accommodations requested by the Disability Support Services Office.

**Academic Advisement:** for Fine Arts courses and degree plans is available to Central College students during the academic semester. Please sign up for counseling in the Fine Arts Office, FAC 101.

**No Children, Food or Beverages are allowed in classrooms. No guests are allowed without the permission of the instructor.**

<b>Grading:</b>	25% Midterm Exam	<b>HCC Grading System:</b>	<b>90 – 100 = A</b>
	25% Final Exam		<b>80 – 79 = B</b>
	40% Projects		<b>70 – 79 = C</b>
	10% Class Participation		<b>60 – 69 = D</b>
			<b>0 – 59 = F</b>

**This course is project oriented. As material is covered in class, assignments will be given to ensure the mastery of the material. Late projects will not be accepted. All exams must be taken on the scheduled date. If there is a conflict with an exam date, I MUST BE NOTIFIED in ADVANCE.**

**Course Outline: The following categories are required in most projects and represent an outline of the material to be covered.**

Week 1	Simple Note Entry	
Week 2	Speedy Note Entry	<i>(Labor Day Sept. 5)</i>
Week 3	Keyboard Commands	
Week 4	Set Up Wizard	
Week 5	Layers	
Week 6	Time Signature Tool	
Week 7	Key Signature Tool	
Week 8	Measure Tool	<i>(Midterm Exam)</i>
Week 9	Score Expressions	
Week 10	Staff Expressions	<i>Nov. 3 Last Day for Administrative / Student Withdrawals</i>
Week 11	Page Layout	
Week 12	Part Extraction	
Week 13	Lyrics Tool	<i>(Thanksgiving Nov. 24 – 27)</i>
Week 14	Editing	
Week 15	Custom Scores	
Week 16	Final Exam	<i>(Tuesday Dec. 13)</i>

**Further Requirements:** All students are encouraged to sign up for the Fine Arts Newsletter :[www.centralfinearts.info](http://www.centralfinearts.info)

Extenuating circumstances may require a change in the syllabus

**Final Exam: Tuesday, December 13, 2010 – 11:00 am**