DEPARTMENT OF FINE ARTS

COURSE OUTLINE – WINTER 2018

DD2091 (A3): Electronic Notation – 3 (1-0-2) 45 Hours for 15 Weeks

INSTRUCTOR:	Geoffrey Whittall	**PHONE:**	780-539-2823
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OFFICE HOURS: As posted on my office door and by appointment

CALENDAR DESCRIPTION: This course will develop familiarity and skills with electronic notation software to allow students to present their works professionally in hard copy. Concepts and practices of engraving will be discussed.

PREREQUISITE(S)/COREQUISITE: MU1000 or Music Theory Placement Exam, or Grade 2 Conservatory Theory

REQUIRED TEXT/RESOURCE MATERIALS:
- **WEBSITE:**   http://people.gprc.ab.ca/gwhittall
- **MOODLE:**   You will need to access our Moodle page at https://moodle.gprc.ab.ca/
- A small flash drive (or two) for saving and transporting your files; files in the lab may be destroyed any time someone sits down at a computer. YOU are responsible for safeguarding your files; there are no acceptable excuses for data loss.
- Notebook.
- OPTIONAL: Finale 2014: A Trailblazer Guide by Mark Johnson, published by Penelope Press, ISBN 0981473172, available at Amazon.ca for $21.93 or less.

DELIVERY MODE(S): Lecture and Lab

COURSE OBJECTIVES: DD2091 is designed to give you functional skills using software (Finale 25) to create printable scores for a variety of instruments; it is not intended to be a complete explanation of Finale. The online manual prints out to two large binders full of paper; this would be impossible to cover in a single course. Nor does this course attempt to completely cover the art of music engraving; that would be an entire additional course. Rather, the goal of this course is to provide you with the skills to be able to perform many of the most common tasks necessary for copying/engraving, and to become comfortable working within the Finale environment. Lectures and assignments will introduce you to many of Finale's tools, and teach you how to use them efficiently. Part of working with electronic notation is that you will also learn about notation in a general sense, and become familiar with aspects of it that may not relate directly to instruments that you play.

LEARNING OUTCOMES: Upon successful completion of this course, students will be able to create new scores, set page setup and layout (including measurement units such as EVPUs, page turns, etc.), control transposing instruments, and utilize cross staff writing, note entry techniques (simple, speedy, and hyperscribe), guitar tab, chord symbols (including creating new symbols), and lyrics. Students will be able to import MIDI files, develop familiarity with a wide variety of articulations that may not be native to their personal instruments, and use smart shapes (dynamics, slurs, etc.), create and use meta-tools, and control score and parts preparation and editing, key and meter changes, repeats (including mid-measure repeats, multiple endings, and segnos/codas). Students will have familiarity with percussion notation, measure appearance and spacing, music spacing (beats and measures per system), score appearance (zooms, margins, portrait and landscape layouts, hiding staves, etc.), creation of expressions and shapes, graphics import and export, orchestral score considerations, staff sets and lists, application and creation of staff styles, transposition, tuplets, copying and pasting (including multiple paste and drag techniques), grace notes, and accidentals (including courtesy accidentals, hiding, spacing, and more). Students will be to work effectively and know efficient techniques to work under time constraints (including palette placement, score creation order, entry, and editing). Students will be familiar with printing to paper and PDF, tempo markings, measure numbers, using resources (including the help manual, tutorials, videos, the Finale Tips site, etc.) page numbers and other multi-page markings, clefs, arranging tools (including collapsing, piano reduction, expand, etc.), using plug ins, scanning music, Enigma files, cue notes and ossias, shots, layers, stem direction, numerous special tools (e.g. beam angle, dot spacing, etc.), font choices, human playback, and score manager. Students will be able to use and control Audio Units, smartsynth sounds, and other factors connected to playback and recording, page-scroll-studio views, template creation, and groups and brackets. Students will understand several norms of music publishing and printing, visual expectations of music readers, and more.

TRANSFERABILITY: UL (as MUSI 2XXX (3))

*Warning: Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities**. Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page http://www.transferalberta.ca or, if you do not want to navigate through few links, at http://alis.alberta.ca/ps/tsp/ta/tbi/onlinesearch.html?SearchMode=S&step=2

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Assignments	85%
Final Project	15%

Assignments will not be accepted late unless you negotiate the extension well in advance of the due date. This course is not only about being able to navigate your way through Finale, but also to use it efficiently. Copyists often work under tight deadlines. You will always have what I feel to be ample time to complete your assignments. Manage your time carefully, and ask for help if you need it, as soon as you recognize that need.

Assignments will be submitted by email; you will not need to print out your assignments.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE: Projects are assigned regularly, and **must** be submitted by the beginning of class on the date they are due. Final projects will be due by 11:30 AM on April 20.

STUDENT RESPONSIBILITIES:
- Attendance at all class sessions is highly recommended. More than 20% absenteeism may constitute a failure except for medical or extenuating circumstances in which case a doctor's letter may be required.
- Students will receive a warning 'Notice of Absenteeism' at 15% absenteeism.
- After 20% absenteeism, you may be required to withdraw from the course.
- *Refer to Student Conduct, Attendance, on page 44 of the College Calendar.* You should become familiar with pages 36-46 of the GPRC 2017-2018 Calendar, along with College policies about academics and student responsibilities.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at http://www.gprc.ab.ca/programs/calendar/ or the College Policy on Student Misconduct: Plagiarism and Cheating at https://www.gprc.ab.ca/about/administration/policies

Instructors reserve the right to use electronic plagiarism detection services on written assignments. **Instructors also reserve the right to ban the use of any form of electronics (cell phones, Blackberries, iPods, tablets, scanning pens, electronic dictionaries, etc.) during class and during exams.**

**Note: all Academic and Administrative policies are available on the same page.