CAPILANO UNIVERSITY

COURSE OUTLINE			
TERM: Fall 2026		**COURSE NO:** MUS 126	
INSTRUCTOR:		**COURSE TITLE:** Introduction to Music Technology	
OFFICE: **LOCAL:** **E-MAIL:** @capilanou.ca		**SECTION NO(S):**	**CREDITS: 3**
OFFICE HOURS:			
COURSE WEBSITE:			

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the Sḵwx̱wú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səlilwətaɬ (Tsleil-Waututh), shíshálh (Sechelt), Sḵwx̱wú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

COURSE FORMAT
Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams.

COURSE PREREQUISITES/CO-REQUISITES
None

CALENDAR DESCRIPTION
This course introduces students to a range of technologies that support and enhance the work of musicians. Topics include audio and video recording and editing, podcast production, music notation software, MIDI applications, and website development. Students will gain practical skills in creating and sharing high-quality recordings of their musical performances—useful for auditions and professional portfolios—as well as tools for effective self-promotion and digital presence.

REQUIRED TEXTS AND/OR RESOURCES
Readings, books and/or custom course readings package will vary and is determined by the instructor. See syllabus for details.

COURSE STUDENT LEARNING OUTCOMES
On successful completion of this course, students will be able to do the following:
- Create and reproduce a variety of music scores using music notation and MIDI software, demonstrating familiarity with score types, MIDI systems, virtual instruments, and file formats for printing and digital sharing.

- Select, position and operate appropriate audio and video recording equipment, including microphones, cameras, webcams, and lights to effectively capture solo or small ensemble performances, interviews and webcasts.
- Edit and produce high-quality audio and video recordings using digital audio workstations, incorporating techniques such as multitrack recording, clicktracks, and sound file transfer to create polished materials suitable for professional use.
- Design and develop a professional self-promotion website, incorporating basic HTML, multimedia content, and tools such as QR codes to enhance accessibility and audience engagement.

COURSE CONTENT

Week	Content
1	Basic concepts in sound Resonance, sympathetic vibration, and enclosed spaces
2	Hearing and psychoacoustics
3	The digital audio chain Binary numbers and audio recording hardware
4	Bit depth, field recording, sound file transfer
5	Audio recording, editing, distribution
6	Podcasts
7	Audio Systems and Formats: why context matters Clicktracks, & Multitrack recording Digital Audio Workstation (DAW) software
8	Music notation – editions, notation software, and printing
9	MIDI notation, MIDI recording, editing importing, exporting MIDI systems, virtual instruments
10	Cameras and webcasting Webcams
11	HTML, Webpages and QR codes
12	Digital distribution
13	Work on projects
14 & 15	Presentations

EVALUATION PROFILE

Quizzes	20%
Assignments*	50%
Final Project	30%
Total	**100%**

* No single assignment will be worth more than 35% without permission from the Dean

Description of Assessments
Quizzes
Quizzes will be conducted in class to test students' knowledge of course concepts within specific units, i.e. foundational knowledge.

Assignments
There will be several assignments throughout the semester on topics such as podcast creation, audio recording, notation software, MIDI software, audio/video recording of a performance.

Final Project
The final project will be a culmination of prior projects in the form of a website creation. The project will include peer assessment, written evaluation, as well as a presentation.

GRADING PROFILE

A+	= 90-100	B+	= 77-79	C+	= 67-69	D	= 50-59
A	= 85-89	B	= 73-76	C	= 63-66	F	= 0-49
A-	= 80-84	B-	= 70-72	C-	= 60-62		

Incomplete Grades
Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments
Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.
Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.
*** Accommodations can be made to honour community needs and traditional practices.

Attendance
Students are expected to attend all classes and associated activities.

English Usage
Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices
Students require a laptop for this course.

On-line Communication
Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success
Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: https://www.capilanou.ca/student-services/

Capilano University Security: download the CapU Safe Alert App

Policy Statement (S2009-06)
Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)
Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:
https://www.capilanou.ca/about-capu/governance/policies/

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:
- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:
- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct
All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

> Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence Policy and B.401.1 Sexual Violence Procedure (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.