

Professor Calle

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[MUM 2703](#)

ASSIGNMENTS

1. Resume
2. Completing a job application
3. Your interview
4. One-page bio
5. Headshots – color, black & white
6. Company Logo
7. Domain Name
8. Create HTML files from Microsoft Word
9. Create PDF files from MIDI files
10. Create a web-mail database
11. Stage plot (Word/PDF)
12. Input list (Excel/PDF)
13. Technical rider (Word/PDF)
14. Budget spreadsheet (PDF)
15. Three-month marketing plan for artist CD
16. Importing and converting MP3, AAC, JPG, REX, AIFF, WAV and SDII files
17. Database of all local radio stations
18. Database of all local venues, festivals and promoters
19. Identify all reporting charts and publications
20. Using Fetch
21. Create a CD cover
22. Retail terms
23. Downloading and using loops
24. Importing and creating movies