



PAPER OUTLINE

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| Paper Code and Title: | NZSM 003 Computing Skills | | |
| CRN: | 15132 | Campus: | Mt Cook |
| Year: | 2008 | Trimester: | 2 |
| Points Value: | 6 | | |
| Pre-requisites (P) | none | Co-requisites (C) | none |
| Restrictions (R) | none | None | <input type="checkbox"/> |
| Paper Co-ordinator: | Nick van Dijk | | |
| Contact phone: | 8012794 x 6535 | Email: | Nick.vandijk@nzsm.ac.nz |
| Office located at: | Room 1C24, Block 1, Mt Cook Campus | | |
| Office hours: | Tuesday 9-11am and at other times by appointment | | |
| Class times: | 9:00 – 11:00 Wednesday | Venue: | 1D02 |

PAPER PRESCRIPTION

Computing Skills provides Basic computer skills which are relevant to the music industry. Students are introduced to three types of music software and revise word processing skills.

LEARNING OUTCOMES

By the end of the paper the student should be able to:

1. Accurately and safely store, copy and retrieve information using appropriate files and directories
2. Use a MAC for the production of documents, lead sheets and scores
3. Use a MAC to perform sequencing and sound editing
4. Implement and utilise an efficient filing and back-up system for the material produced

EXPECTED WORKLOAD

A 6-point 18-week paper should require around 50 hours work. This means that in term time, the midterm break and study week you should be prepared to spend on average 3 hours per week attending classes, reading, listening to recommended recordings and preparing assignments

PAPER CONTENT

- Introduction to the Mac operating system
- Basic operation and data storage/retrieval
- Basic word processing skills
- Sibelius notation software
- Introduction to Auralia ear training software
- Garageband sequencing and recording software

MATERIALS

Recommended Reading:

Stephens, Margret. (1997). *Computers For Beginners*. London: Usborne

ASSESSMENT REQUIREMENTS

This course is 100% internally assessed.

Three assignments 100% (Learning Outcomes 1-4)

In Order To Pass This Paper: the assignments must be passed

Dates assignments are due/ dates of in-class tests

These will be distributed to students on the first day of the semester.

Deadlines for written work:

Written work must be handed in by the due dates. In fairness to other students, unless a medical certificate is produced, work handed in after 5pm on the due date will be subject to a 5% demerit on your grade, increasing by 5% each further working day it is overdue.

Students, who for exceptional reasons can justify an extension for the essay, must apply to the Paper Co-ordinator before the due date. Please note that NO extensions can be granted for tutorial assignments.

Bibliographic Style:

Assignments must be presented according to the guidelines set down in the **NZSM Handbook 2007**. A fuller version entitled **NZSM Guidelines for Academic Work**, can be downloaded as a pdf file from the NZSM Website [http://www.nzsm.ac.nz/Study/Programmes of Study](http://www.nzsm.ac.nz/Study/Programmes%20of%20Study) page. Five percent (5%) will be deducted for written work that does not conform.

MANDATORY PAPER REQUIREMENTS

Attending at least 80% of classes is a mandatory requirement for this paper

A roll will be kept. If for health reasons you are unable to complete all the work required for assessment purposes by the given date you may, on presentation of a medical certificate, have the date for submission extended by the Director of the New Zealand School of Music. The last possible date that all work needs to be handed in by is 7 November.

COMMUNICATION OF ADDITIONAL INFORMATION, OR INFORMATION ON CHANGES

Official notices issued after the paper has commenced will be posted on the board outside the NZSM office on the Mt Cook campus. Notices concerning a number of papers will also be posted on Blackboard. The Paper Co-ordinator will specify if Blackboard will be used.

ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times. Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words. However, it is perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Acknowledging the use of musical materials produced by other people poses a special challenge for music students who are engaged in creative work. Your course co-ordinator will provide advice on how to avoid plagiarism in this circumstance.

Plagiarism is prohibited at the NZSM and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning,
- cancellation of your mark for an assessment or a fail grade for the course,
- suspension from the course or the University.

For more about plagiarism, and how to avoid it, see the NZSM website:

<http://www.nzsm.ac.nz/about/statutes> and policies/plagiarism.

See also <http://www.victoria.ac.nz/home/studying/plagiarism.html>

GENERAL NZSM POLICIES AND STATUTES

Students should familiarise themselves with the NZSM's policies and statutes, especially those regarding Personal Courses of Study, Academic Grievances, and Student Conduct. Please see Statutes and Policies on the NZSM website (<http://www.nzsm.ac.nz/About/Statutes> and Policies).

Information about Student Services, including Academic Mentoring for Maori and Pacific Students, and support for Students with Disabilities, is to be found in the *NZSM Student Handbook 2007* (available from the NZSM offices on each campus).

COMMUNICATION OF ADDITIONAL INFORMATION, OR INFORMATION ON CHANGES

Official notices issued after the paper has commenced will be posted on the board outside the NZSM office on the Kelburn/Mt Cook/campus. Notices concerning a number of papers will also be posted on Blackboard. The Paper Co-ordinator will specify if Blackboard will be used.

Events

Regular events are held during trimesters one and two at both the Kelburn and Mt Cook campuses. These events are for the benefit of all students, and include performances, masterclasses, special lectures and workshops given by staff, students and visiting artists.

All students are expected to obtain a copy of the current event brochure (published twice yearly) and keep time free to attend the weekly lunchtime concert on Friday at 1.10pm, along with other events as required.

Event manager Debbie Rawnsley. Phone: (04) 463-6050 Email: debbie.rawnsley@nzsm.ac.nz
website: <http://www.nzsm.ac.nz/events/>