



PAPER OUTLINE 2011

Paper Code & Title:	NZSM 003 Computing Skills		
Year:	2011	Points:	6
CRN:	13910	Trimester:	1/3
Campus:	NZSM - Massey Mt Cook		
Key dates:	Teaching dates:	14 February – 1 July 2011	
	Mid-trimester break:	18 April–1 May 2011	
	Exam/Assessment period:	20 June – 1 July 2011	
	(where applicable)	<i>NB: For courses with exams, students must be available to attend the exam at any time during this period.</i>	
	Withdrawal dates:	Information on withdrawals and refunds may be found at: http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx	
Prerequisites:	None		
Corequisites:	None		
Restrictions:	None		

Paper Co-ordinator:	Nick van Dijk		
Contact phone:	(04) 8015799 x 6935	Contact email:	n.p.vandijk@massey.ac.nz
Office located at:	1C24 Mt Cook		
Office hours:	Tuesdays 10-12 & by appointment		

Class times/rooms: Wednesday 9-10am / 10-11am in 1D02
Groups will be posted on the Foundation notice board in week 1

PAPER PRESCRIPTION

This paper provides basic computing skills that are relevant to the music industry. In addition to word processing and spreadsheet management, students are introduced to music software.

LEARNING OUTCOMES

Students who have successfully completed this paper will:

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 first-trimester paper should require at least 60 hours work (including class time). This means that in term time, the midterm break and study week you should be prepared to spend on average 4 hours per week involved in activities such as attending classes, reading, listening to recommended recordings and preparing assignments.

COURSE CONTENT & DELIVERY

This course comprises a one -hour lecture per week.

READINGS, MATERIALS & EQUIPMENT

STEPHENS, MARGRET. (1997). *COMPUTERS FOR BEGINNERS*. LONDON: USBORNE

ASSESSMENT REQUIREMENTS

Approved assessment regime

The following assessment regime for this paper has been approved by the NZSM Academic Committee:

Assignment 1 (33%)

Assignment 2 (33%)

Assignment 3 (34%)

<i>Assessment name</i>	<i>Word length / approx. duration</i>	<i>Learning outcome(s)</i>	<i>Due date</i>	<i>% of final grade</i>
Assignment 1	500 words	1,4	Last week of march	33%
Assignment 2	32 bars in Sibelius	2	Second week of April	33%
Assignment 3	5min sound file	3	Last week of June	34%

Deposit and collection of written work

Assignments should be deposited in 1C24

Marked assignments will be returned to Music office

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.

SCALING OF GRADES

To obtain a fair distribution of marks relative to assignment difficulty, scaling may be employed on some or all assessment items in accordance with guidelines set out in the VUW Assessment Handbook:

http://www.victoria.ac.nz/home/about_victoria/avcacademic/publications/assessment-handbook.pdf

ASSIGNMENT PRESENTATION

Written work should be presented according to the guidelines set out in the **NZSM Guidelines for Academic Work**, which can be downloaded as a PDF document from the NZSM Website <http://www.nzsm.ac.nz/study/programmes.aspx> (in the right-hand column). Five percent (5%) will be deducted for written work that does not conform to these standards.

Notated work must be presented according to the guidelines set down in the **NZSM Composition and Orchestration Style Guide**, available as a PDF document from the NZSM Website: <http://www.nzsm.ac.nz/study/composition.aspx> (in the right-hand column). Five percent (5%) will be deducted for notated work that clearly does not conform to these standards.

MANDATORY PAPER REQUIREMENTS

To gain a pass in this course each student must:

- a) Submit each piece of work or item of assessment specified for this course, on or by the specified dates (subject to such provisions as are stated for late submission of work).
- b) Attend at least 80% of lectures, tutorials and workshops related to this course.

If for health reasons you are unable to complete all the work required for assessment purposes for this paper by 2 July, you may, on presentation of a medical certificate, have the date for submission extended by the Director, NZSM.

COMMUNICATION OF ADDITIONAL INFORMATION/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.

STUDENT REPRESENTATIVES

Student representatives for the NZSM are elected in the first week of the trimester, and their names and contact details will be available to VUWSA and/or MAWSA, the Course Coordinator and to each class.

ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity means that university staff and students, in their teaching and learning, are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. The NZSM's reputation for academic integrity adds value to your qualification.

The NZSM defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the NZSM website: <http://www.nzsm.ac.nz/about/statutes-policies.aspx#plagiarism>

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, Staff and Student Conduct. Please see <http://www.nzsm.ac.nz/about/statutes-policies.aspx>

For any statutes relating to the particular qualifications being studied, see either the *Massey University Calendar* or the *Victoria University Calendar*.

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* (available from the NZSM offices on each campus).

EVENTS

Regular events are held during trimesters 1 & 2 at all NZSM 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 read the NZSM website for the latest events listings and keep time free to attend the weekly lunchtime concert on Friday at 12.10pm, along with other events as required.

Events & Marketing Coordinator: Stephen Gibbs
Phone: (04) 801 5799 ext 62119 **Email:** stephen.gibbs@nzsm.ac.nz
Website: <http://www.nzsm.ac.nz/events/>