



PAPER OUTLINE

Paper Code and Title:	NZSM 003 Computing Skills		
CRN:	13910	Campus:	Mt Cook
Year:	2009	Trimester:	1
Points Value:	6		
Pre-requisites	none	Co-requisites	NZSM 001, 002, 004, 005, 006.
Restrictions	none		
Paper Co-ordinator:	Nick van Dijk		
Contact phone:	8012794 x 6914	Email:	Jazz@nzsm.ac.nz
Office located at:	Block 1, Mt Cook Campus		
Office hours:	by appointment		
Class times:	9:00 – 11:00 Wednesday	Venue:	1D02

Paper Prescription

Provides basic computer skills which are relevant to the music industry. Students are introduced to music software.

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
- A lecture schedule/syllabus will be handed out in class.

MATERIALS

Recommended Reading:

STEPHENS, MARGRET. (1997). *COMPUTERS FOR BEGINNERS*. LONDON: USBORNE
Students whose first language is not English may be permitted to use a foreign language/English translation dictionary (but not an English-only dictionary) in any examination or test.

ASSESSMENT REQUIREMENTS

This course is 100% internally assessed.

Two assignments 33% each (Learning Outcomes 1-4)

One assignment 34% (Learning Outcomes 1-4)

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 2009**. 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.aspx>. Five percent (5%) will be deducted for written work that does not conform.

MANDATORY PAPER REQUIREMENTS

Completing all the assessment items and attending at least 80% of your lectures and tutorials are mandatory requirements for this paper. If for health reasons you are unable to complete all the work required for assessment purposes for this Paper by *26 June* you may, on presentation of a medical certificate, have the date for submission extended by the Director, NZSM.

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, and will also be posted on the class's Blackboard site.

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. Victoria University's reputation for academic integrity adds value to your qualification.

The University 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 2009* (available from the NZSM offices on each campus).

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 12.10pm, 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/>