



PAPER OUTLINE 2014

Paper Code & Title: NZSM 003 *Computing Skills*
Trimester: 1 **Year:** 2014
CRN: 13910 **Campus:** NZSM - Massey Mt Cook
Points: 6
Prerequisites: None
Corequisites: None
Restrictions: None

Important dates: Trimester dates: 10 Feb–20 June 2014
Teaching dates: 10 Feb–20 June 2014
Mid-trimester break: 18 April–27 April 2014

Last assessment item due: 16 June 2014
Study week: 16-20 June 2014
Examination/Assessment Period: 16 June–20 June 2014
(where applicable) *NB: For courses with exams, students must be available to attend the exam at any time during this period.*

Withdrawal date: 14 March 2014
*Refer to www.victoria.ac.nz/students/study/withdrawals-refunds
If you cannot complete an assignment or sit a test or examination, refer to
www.victoria.ac.nz/students/study/exams/aegrotats*

Class times & locations: Friday, 11:00am–12:00pm (Room MUW1D02)

Tutorials commence in the second week of the trimester. Groups will be posted on Blackboard and/or on the noticeboard outside the office on the NZSM Mt Cook campus at the start of Week 2.

NAMES AND CONTACT DETAILS

Course Coordinator: Ben Wilcock
Contact phone: 04 635 233 x 35801 **Email:** ben.wilcock@nzsm.ac.nz
Office located at:
Office hours: Tues – Thursday 9:00am – 5:00pm

Tutors: Cory Champion **Email:** cory.champion@gmail.com
Programme Administrator: Berys Cuncannon **Email:** berys.cuncannon@nzsm.ac.nz

COMMUNICATION OF ADDITIONAL INFORMATION

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 Course Coordinator will specify if Blackboard will be used.

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. Course coordinator: Ben Wilcock. Email: ben.wilcock@nzsm.ac.nz.

PAPER LEARNING OBJECTIVES

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.

These learning objectives contribute to the NZSM Graduate Attributes. For a full list, please see www.nzsm.ac.nz/study-here/graduate-attributes

TEACHING FORMAT

This course comprises one 1-hour lecture per week.

See attached course syllabus for more information.

MANDATORY PAPER REQUIREMENTS

In addition to achieving an overall pass mark of 50%, students must:

- a) complete each item of assessment worth at least 10% specified for this course (subject to penalties for late submission of work)
- b) attend at least 80% of lectures and 80% of tutorials (if relevant) 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.

WORKLOAD

A 6-point one-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.

ASSESSMENT

Approved assessment regime

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

There are 3 items of assessment:

An assignment (33%)

An assignment (33%)

An assignment (34%)

Assessment details for this offering

<i>Assessment items and workload per item</i>	<i>Word length / duration</i>	<i>Learning objective(s)</i>	<i>Due date</i>	<i>%</i>
<i>Assignment 1 (19.8 hours)</i>	32 bar score	1 & 4	27 March 2014	33%
<i>Assignment 2 (19.8 hours)</i>	30 second radio advert	2	16 May 2014	33%
<i>Assignment 3 (20.4 hours)</i>	4 page program notes	3	20 June 2014	34%

SUBMISSION AND RETURN OF WORK

Assignments should be deposited in NZSM Mt Cook office..

Marked assignments will be returned to students during class..

EXTENSIONS AND PENALTIES

Assignments must be submitted by the due dates. In fairness to other students, unless a medical certificate is produced, assessment submitted 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 an item of assessment, must apply to the Course Coordinator *before* the due date. Please note that no extensions can be granted for tutorial assignments.

ASSIGNMENT PRESENTATION

Written work should be presented according to the **NZSM Guidelines for Academic Work**, which can be downloaded from www.nzsm.ac.nz/student-zone/student-guides. Five percent (5%) will be deducted for written work that does not conform to these standards.

Notated work must be presented according to the **NZSM Composition and Orchestration Style Guide**, available from www.nzsm.ac.nz/student-zone/student-guides. Five percent (5%) will be deducted for notated work that clearly does not conform to these standards.

Sonic Arts work should be submitted as a clearly labelled Audio CD, or, for multimedia works, as a DVD or as a QuickTime data file on a data CD-ROM.

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 2014: www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf

SET TEXTS

All textbooks and student notes will be sold from vicbooks' new store, Ground Floor Easterfield Building. Customers can order textbooks and student notes online at www.vicbooks.co.nz or email an order or enquiry to enquiries@vicbooks.co.nz. Books can be couriered to customers or they can be picked up from nominated collection points at each campus. Customers will be contacted when they are available. Opening hours are 8am–6pm, Monday–Friday during term time (closing at 5pm in the holidays). Phone: 463 5515

CLASS REPRESENTATIVE

Class 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. You can find out more information on Class Representatives on the VUWSA website (www.vuwsa.org.nz) or MaWSA website (www.mawsa.org.nz)

Students may like to write the Class Rep's name and details in this box:

STUDENT FEEDBACK

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php

HUMAN ETHICS GUIDELINES

Any student assessment or project at any level that involves human subjects (including the documenting, interviewing and recording of information from people) must follow ethics guidelines. For courses in Music Therapy, students must follow Massey University Ethics guidelines. For all other courses, students must follow VUW Ethics Guidelines. For information and assistance as it relates to your course, consult first with your Course Coordinator. Guidelines are given at:

- www.victoria.ac.nz/documents/policy/research-policy/human-ethics-policy.pdf
- www.massey.ac.nz/massey/research/research-ethics/human-ethics

OTHER IMPORTANT INFORMATION

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- **Academic Integrity and Plagiarism:** www.victoria.ac.nz/students/study/exams/integrity-plagiarism. Find out more about plagiarism, how to avoid it and penalties on the NZSM website: www.nzsm.ac.nz/student-zone/student-guides
- **Aegrotats:** www.victoria.ac.nz/students/study/exams/aegrotats
- **Academic Progress** (including restrictions and non-engagement): www.victoria.ac.nz/students/study/progress/academic-progress
- **Dates and deadlines:** www.victoria.ac.nz/home/study/dates
- **FHSS Student and Academic Services Office:** www.victoria.ac.nz/fhss/student-admin
- **Grades:** www.victoria.ac.nz/students/study/progress/grades
- **Resolving academic issues:** www.victoria.ac.nz/about/governance/dvc-academic/documents/grievances.pdf
- **Special passes:** www.victoria.ac.nz/about/governance/dvc-academic/publications
- **Statutes and policies including the Student Conduct Statute:** www.victoria.ac.nz/about/governance/strategy/academic-policies
- **Student support:** www.victoria.ac.nz/students/support
- **Students with disabilities:** www.victoria.ac.nz/st_services/disability OR www.massey.ac.nz/massey/student-life/services-and-resources/disability-services/disability-services_home.cfm
- **Student Charter:** www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-charter
- **Student Contract:** www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- **Subject Librarians:** library.victoria.ac.nz/library/resources/subjectcontacts.html AND www.massey.ac.nz/massey/research/library/about-us/addresses-and-staff/sections/information-research-services.cfm
- **Turnitin:** www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- **University structure:** www.victoria.ac.nz/about/governance/structure OR www.massey.ac.nz/massey/home.cfm
- **NZSM Student Handbook:** www.nzsm.ac.nz/student-zone/student-guides
- **Scholarships and prizes relevant to NZSM students:** www.nzsm.ac.nz/student-zone/scholarships-and-prizes
- **Your grades, academic profile, timetable, etc.:** my.vuw.ac.nz

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 www.nzsm.ac.nz/student-zone/student-guides

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

Information about Student Services, including Academic Mentoring for Māori and Pasifika Students, and support for Students with Disabilities, is to be found in the NZSM Student Handbook (available at www.nzsm.ac.nz/student-zone/student-guides or in hard copy 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 keep time free to attend the weekly lunchtime concert on Friday at 12.10pm, along with other events as required.

Students should sign up to the **Dawn Chorus**, the NZSM's events e-newsletter, by emailing events@nzsm.ac.nz with 'subscribe dawn chorus' in the subject line.

Events & Marketing Coordinator: Stephen Gibbs

Phone: (04) 463 4766 **Email:** stephen.gibbs@nzsm.ac.nz

Website: www.nzsm.ac.nz/events