



ASIA PACIFIC INTERNATIONAL COLLEGE

**A Leading Australian
Higher Education Institution**

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APIC Melbourne Workshop Timetable

Workshop	Date	Time	Room Allocation
How to balance your study?	Wed 15/3	1.30-2.30pm	6.04
Smart use of Microsoft Word, Excel and PowerPoint	Wed 22/3	1.30-2.30pm	6.04
Writing a Business Assignment	Wed 29/3	1.30-2.30pm	6.04
Introduction to MYOB	Sat 8/4	9.00am-5.00pm	6.13
Introduction to Xero	Thu 13/4	5.00-9.00pm	6.13
LinkedIn	Wed 19/4	9.00am-12.00pm	6.06
Introduction to MS Project	Wed 26/3	1.30-2.30pm	6.13
Time management	Wed 3/5	1.30-2.30pm	6.04
Guest speaker	Wed 10/5	1.30-2.30pm	6.04
Exam preparation	Wed 17/5	1.30-2.30pm	6.04

APIC provides consultation services and academic skills workshops to support Undergraduate and Postgraduate students. Semester 1-2017 workshops are generally delivered on Wednesdays, and in one-hour sessions, unless otherwise stated.

- Registration is essential online via the APIC Website
- Workshops are FREE
- Some workshops will provide a Certificate of Participation on completion (Conditions Apply)

Balance your study

Maintaining a balance between study and life/work can enable students to remain productive and happy. It can also help them sustain wellbeing during stressful periods of the semester. This workshop assists students in understanding the issues and acquiring the skills to balance their study and life.

Microsoft Office

This workshop provides students tips and suggestions for making their use of Microsoft Office simple and effective.

Writing a Business Assignment

This workshop has been designed to support students of the Faculty in developing their skills in writing business assignments. It provides students a guide in thinking as much as writing and, in particular, the kind of scholarly thinking and researching that is expected in university-level studies.

Introduction to MYOB

This workshop is designed to help students develop knowledge and skills in the use of MYOB Account Business Management Software. Instruction aims to develop understanding of the structure of MYOB and the processing of accounting transactions using the software through hands-on practice. Instruction includes entry of data in the cash book, accounts receivable and accounts payable ledgers, and management of the financial accounting requirements of a small-to-medium-sized business.

Introduction to Xero

Xero is a New Zealand-based software company that develops cloud-based accounting software for small and medium-sized businesses. It is now being used in over 180 different countries. This workshop provides students with the basic knowledge about Xero and how to use it in real-life scenarios.

LinkedIn

Delivered by an Independent LinkedIn Specialist, Sue Ellenson, this workshop is particularly helpful to students who would like to utilise this social media platform to seek employment and/or build up their professional profile. Students will be guided through the basics of LinkedIn, profile creating and optimisation, and how to approach possible mentors and advisers through LinkedIn for employment seeking.

Introduction to MS Project

Microsoft Project is a project management software program developed and sold by Microsoft, designed to assist a project manager in developing a schedule, assigning resources to tasks, tracking progress, managing the budget, and analysing workloads. This workshop is designed to introduce students to MS Project and its basic uses.

Time Management

In this workshop, students will first identify their barriers to effective time management, then learn a range of techniques aimed at improving time management skills to create an individualised approach to planning and deadlines, which takes into account their time management strengths and weaknesses.

Exam Preparation

Exams form a big part of students' academic assessment. As well as studying course materials, there are many ways that students can prepare for exams to increase confidence and help in taking the right approach. Here students will find guidance on the different types of exams they may encounter as well as tips on how to study for them, surviving exams and how to interpret clue words in questions. Students will also learn protocols and do's and don'ts of the examination process.

Individual Consultations

Individual Consultation sessions are conducted face-to-face between the student and the Teaching and Learning Advisor on any specific study-related problem or issue. Nominated hours for individual consultations are Monday – Friday, 11 – 12 am, 3 – 4 pm. Students may drop-in for a 15-minute session or book in advance to ensure the meeting availability.

For further information, contact Dr Kate Tran, Teaching and Learning Advisor

Room 6.05A, APIC Melbourne

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