



ASIA PACIFIC INTERNATIONAL COLLEGE

**A Leading Australian
Higher Education Institution**

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APIC Melbourne Academic Workshops - Semester 1, 2018 Timetable

Workshop	Date	Time	Room
Academic Integrity – PG	Wed 14/2	4.00 – 5.00 pm	6.05
Academic Integrity - UG	Fri 23/2	10.30 am - 12.30 pm	6.06
Basic Business Mathematics	Fri 2/3	12.30 - 2.00 pm	6.02
Microsoft Office	Fri 9/3	10.30 am - 12.30 pm	6.06
Writing Assignments	Wed 14/3	1.30 - 2.30 pm	6.02
	Fri 16/3	12.30 - 2.00 pm	6.02
Searching for Information Online	Mon 19/3	1.30 - 2.30 pm	6.02
	Fri 23/3	12.30 - 2.00 pm	6.02
Oral Presentations	Mon 26/3	1.30 - 2.30 pm	6.02
	Fri 30/3	10.30 am - 12.30 pm	6.06
Using Excel in Data Analysis	Wed 4/4	1.30 - 3.30 pm	6.13
	Fri 6/4	1.30 - 3.30 pm	6.13
SPSS	Fri 13/4	1.30 - 3.30 pm	6.13
Resume Writing and Interviews	Mon 16/4	1.30 - 2.30 pm	6.02
	Fri 20/4	10.30 am - 12.30 pm	6.06
Exam Preparation	Mon 23/4	1.30 - 2.30pm	6.02
	Fri 27/4	12.30 - 2.00 pm	6.02

Academic Integrity

This workshop is essential to educate all students on APIC academic integrity standards. On successful completion of this module, students will be able to:

- 1) Understand their academic integrity responsibilities;
- 2) Understand the importance of proper academic acknowledgement and referencing; and
- 3) Avoid plagiarism and other academic misconduct.

Basic Business Mathematics

This workshop provides students with basic mathematics skills used commonly in business and industry practices, including basic calculations and measurements in business analysis.

Microsoft Office

In this workshop, students will be trained to effectively use the three most popular applications of Microsoft Office: Microsoft Word, Excel and PowerPoint.

Writing Assignments

This workshop has been designed to support students in developing their skills in writing business assignments. It provides 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.

Searching for Information Online

This workshop coaches students on searching for information online using available resources at APIC, particularly PROQUEST/EBSCO HOST. Students are encouraged to bring their research and/or assignment topics to receive practical advice and coaching.

Oral Presentations

Oral presentations include not only speeches with visuals (usually PowerPoint slides) but also other forms of verbal public addresses such as debates. During the course, students are required to deliver oral presentations in different formats as part of their assessments. This workshop will assist students to become more skilled and confident presenters and communicators.

Using Excel in Data Analysis

This hands-on workshop will guide students through the practice of analysing and presenting data using Excel.

SPSS

SPSS (Statistical Package for the Social Sciences) is one of the most popular statistical packages that can perform highly complex data manipulation and analysis with simple instructions. This workshop will introduce students to SPSS and its uses in data analysis.

Resume Writing and Interviews

The three components in a job application are a cover letter, a CV/Resume and an interview. This workshop will provide students with suitable techniques to get one step closer to their chosen jobs. Students are strongly encouraged to bring their existing cover letter and CV/resume to work on during the workshop.

Exam Preparation

Exams form a big part of students' academic assessment. In this workshop, students will find guidance on the different types of exams they may encounter as well as tips on how to study for them, manage exam pressure and how to interpret clue words in questions.

ACADEMIC HELP DESK

Academic Help Desk is specifically dedicated to face-to-face individual consultations to students by APIC Teaching and Learning Support on any specific study-related problem or issue. It is located in the APIC Library (room 6.02) at 11am-12pm, 3-4pm, Mondays to Fridays. Students may drop-in for a 15-minute session or book in advance to ensure the meeting availability.

For further information, contact Teaching & Learning Support - Room 6.05A, APIC Melbourne

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