

ACADEMIC WORKSHOPS

A Leading Australian
Higher Education Institution

Sydney Campus

55 Regent St, Chippendale NSW 2008

Melbourne Campus

Level 7, 399 Londalse St, Melbourne VIC 3000

ACADEMIC SUPPORT WORKSHOPS

Workshop	Date		Time	Room
Academic integrity (UG)	Mel	Fri 6/7	11.00 – 12.30	6.05
	Syd	Fri 29/6	12.30 – 1.30	4.3
Academic integrity (PG)	Mel	Wed 20/6	1.30 – 2.30	6.06
	Syd	Wed 20/6	12.30 – 1.30	4.3
Microsoft Office (Word, Excel, Powerpoint)	Mel	Wed 4/7	1.30 – 2.30	6.13
	Syd	Wed 4/7	12.30 – 1.30	4.3
Searching for information	Mel	Wed 11/7	1.30 – 2.30	6.13
	Syd	Mon 9/7	12.30 – 1.30	4.3
Academic reading	Mel	Wed 18/7	1.30 – 2.30	6.08
	Syd	Wed 18/7	12.30 – 1.30	LP*
Academic writing, paraphrasing & referencing	Mel	Wed 25/7	1.30 – 2.30	6.08
	Syd	Wed 25/7	12.30 – 1.30	LP*
Time management	Mel	Wed 1/8	1.30 – 2.30	6.08
	Syd	Wed 1/8	12.30 – 1.30	LP*
Teamwork	Mel	Wed 8/8	1.30 – 2.30	6.08
	Syd	Wed 8/8	12.30 – 1.30	LP*
Basic business mathematics	Mel	Wed 15/8	1.30 – 2.30	6.13
	Syd	Mon 13/8	12.30 – 1.30	4.2
MS Project	Mel	Mon 20/8	1.30 – 2.30	6.13
	Syd	Wed 22/8	12.30 – 1.30	L4**
SPSS – its use and applications	Mel	Wed 22/8	1.30 – 2.30	6.08
	Syd	Wed 29/8	12.30 – 1.30	4.2
Oral presentations	Mel	Wed 29/8	1.30 – 2.30	6.08
	Syd	Mon 27/8	12.30 – 1.30	4.3
Resume writing and job interviews	Mel	Wed 5/9	1.30 – 2.30	6.08
	Syd	Mon 3/9	12.30 – 1.30	4.3
Exam preparation	Mel	Wed 12/9	1.30 – 2.30	6.08
	Syd	Mon 10/9	12.30 – 1.30	4.2

* Learning Space

** L4 Computer Lab

WORKSHOP DESCRIPTION

Academic Integrity

This workshop is essential for you to understand APIC academic integrity standards, including academic integrity responsibilities, the importance of proper academic acknowledgement and referencing, and how to avoid plagiarism and other academic misconduct.

Microsoft Office

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

Searching for Information Online

This workshop coaches you on searching for information online using available resources at APIC, particularly PROQUEST/EBSCO HOST, and how to shortlist and select the information from the search results.

Academic Reading

This workshop teaches you how to read, interpret and extract information from academic materials.

Academic Writing

This workshop has been designed to support you in developing your writing skills at university-level, including paraphrasing and referencing.

Time Management

In this workshop, you will first identify your barriers to effective time management, then learn a range of techniques aimed at improving time management skills, taking into account your strengths and weaknesses.

Teamwork

This workshop is designed to assist teams to work more effectively together. You are strongly encouraged to attend with your team members to enhance the team effectiveness and address the challenges faced.

Basic Business Mathematics

This workshop provides you with basic mathematics skills used commonly in business and industry practice.

MS Project and SPSS

These hands-on workshops will introduce you to the softwares and their uses.

Oral Presentations

Oral presentations include both speeches (with visuals) and other forms of verbal public addresses such as debates. This workshop will assist you to become more skilled and confident presenters and communicators.

Resume Writing and Job Interviews

This workshop will prepare you for the process of job application: writing cover letter, CV/Resume and attending an interview. You are strongly encouraged to bring your existing cover letter and CV/resume to work on in the workshop.

Exam Preparation

In this workshop, you will find guidance on the different types of exams you may encounter as well as tips on how to study for them, manage exam pressure and how to interpret clue words in questions.

Register for the workshops and individual consultations at
<http://www.apiccollege.edu.au/current-students/student-learning-support/>