



ASIA PACIFIC INTERNATIONAL COLLEGE

**A Leading Australian  
Higher Education Institution**

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**STUDENT SUPPORT  
WORKSHOPS**

## Workshop Timetable

Workshop	Monday	Tuesday	Wednesday	Thursday	Friday	Location	Delivery Mode
<b>Hospitality</b>				3.30pm-4.30pm	3.30pm-4.30pm	Level 2, 545 Kent Street	Group Session
<b>IELTS Practice Test</b>		1:00pm-2:00pm		1:30pm-2:30pm		Level 2, 545 Kent Street	One on One
<b>Basic to Advanced Microsoft Project 2010</b> Prerequisite - Working knowledge of Windows	Week 7-10					TBA	Group Session
<b>Basic, Intermediate and Advanced Excel 2010</b>	Week 3-5					TBA	Group Session
<b>PRINCE2 Training Basic Workshop</b>	Week 4					TBA	Group Session
<b>Microsoft Office 365 Training</b>	Available to current students, students must be using their college email address to be given the full access and benefits of the software					Online Exam fee Applies	Online
<b>Job Readiness Skills</b>	Week 12					TBA	Face to Face

APIC offers FREE additional support services to all students enrolled. APIC Workshops assist students in developing their knowledge that is best suited in their fields of study.

- Registration is essential online via the APIC Website
- Workshops are FREE
- Workshops on the above table will be available from 06<sup>th</sup> March to 16<sup>th</sup> June 2017
- Some workshops will provide an additional certificate on completion (Conditions Apply)

For more information on the APIC workshops available see one of our APIC Staff.

*Happy Studies!*

### Hospitality

Learn tray service, wine service, plate carrying, function workflow, table setting, taking orders, hospitality and a lot more – A certificate of achievement on completion of the 2 day Thursday and Friday Workshop. This is valuable to add to your resume.

### IELTS Practice Testing

A great opportunity to practice one on one IELTS listening and reading under examination conditions. Excellent preparation for students who are intending on doing their IELTS test. You can register as many times as you want, a small library of English easy reading text books is available FREE!

### Basic to Advanced Microsoft Project 2010 - Microsoft Project 2010

It is an essential tool for business/project management students to create and track project schedules by monitoring tasks and analysing the assignment of resources to tasks.

During these two workshop a great emphasis will be placed on solving scheduling problems by using a case study approach to allow the attendees to work through typical scenarios faced in the real world. A real-life construction project as an assignment will be also provided to the attendees.

N.B. Participants are required to bring their Laptop with the freely available 2 months' trial version of Microsoft Project 2010 software being installed.

It is expected that these two practical Microsoft Project 2010 workshops will provide the attendees with the essential knowledge and skills for planning, scheduling, tracking, controlling and reporting on their projects in Microsoft Project 2010.

### Basic, Intermediate and Advanced Excel 2010

After completing the Basic and Intermediate Excel Workshops, participants will be prepared to attend this workshop. The workshop aims at equipping the participants with the ability to perform complex financial/accounting, statistical, and research tasks using excel, which could substitute sophisticated expensive specialised software.

### PRINCE2 Training Basic Workshop

The PRINCE2 manual for the Project Manager is an excellent reference manual, but can be rather difficult to comprehend by the project management practitioners. So this workshop is meant to be an easy introduction to PRINCE2. The workshops will contain the following modules:

Starting up a project; Initiating a project; Planning, Directing a project; Controlling a stage; Managing product delivery; Managing stage boundaries; Closing a project.

### Microsoft Office 365 Training – For more information refer to login access at the time of when you enrolled

Employers know that certified staffers can be more valuable. So tech companies actively look to hire and promote candidates with certifications.

A Microsoft Certification is like a badge that lets your employer know immediately how professional and competent you are. Certification can help you pull ahead of the pack when applying for your next promotion, project, or opportunity.

### Job Readiness Skills

Finding the job that is right for you can take some time and effort, if this is your first time looking for a professional job, or if you are looking to change jobs, re-enter the workforce, you may want to examine your goals and skills.

This workshop is designed to provide APIC student with the essential knowledge and skills for conducting the job search, preparing CV/Resume, preparation for interviews, getting hired, enjoying the work and being successful in their chosen career