

AUT | KEYS

FREE PAPERS TO HELP YOU SUCCEED
IN YOUR 2007 STUDY



SEMESTER 1

Keep Enhancing Your Success



AT A TIME WHEN A STUDENT NEEDS INSPIRATION, GUIDANCE AND MOTIVATION... THINK KEYS. KEYS PAPERS ARE A GREAT WAY TO EQUIP YOURSELF WITH ESSENTIAL SKILLS, AND IN THE PROCESS HAVE THE OPPORTUNITY TO MEET GREAT PEOPLE.

TAYYABA KHAN, BACHELOR OF HEALTH SCIENCE – APPLIED MENTAL HEALTH

WELCOME TO THE KEYS PAPERS FOR SEMESTER 1, 2007

These papers have been put together to help you develop skills to succeed in your programme of study and for your future. They cater to all AUT University students enrolled in certificate, diploma, undergraduate and postgraduate programmes. The courses are free of charge to AUT students.

AUT offers a wide range of student services to assist you while you study at AUT.

If you are a new or returning student and need advice or information, our team can provide assistance with any aspect of student life and help you make the most of your time at AUT.

Please visit the Student Information Centres located at the North Shore and City campuses or telephone our Helpline 921 9779.

Good luck with your 2007 studies!

TO ENROL FOR KEYS PAPERS, PHONE: (09) 921 9779 OR EMAIL: STUDENTINFO@AUT.AC.NZ
OR ENROL ON-LINE: WWW.AUT.AC.NZ/SCHOOLS/EDUCATION/KEYS_PROGRAMME/

AUT

CONTENTS

KEYS TO

MANAGING ON A STUDENT INCOME PG 2

ACADEMIC SUCCESS

• Academic Writing Success PG 3

• Study Success PG 4

• Library Success PG 5

• Postgraduate Writing Success PG 5

• Effective Groupwork Success PG 6

• Computing Basics PG 6

• Oral Presentation Success PG 7

• Transition Success PG 7

• Numerical and Calculator Success PG 8

• Statistics Success PG 9

• Algebra Success PG 9

LEADERSHIP SUCCESS

• Part 1 – Understanding Leadership PG 10

• Part 2 – Personal Leadership Effectiveness PG 11

• Part 3 – Achieving Goals with Others PG 11

CAREER SUCCESS

• Enhancing Work-Life Integration PG 12

• Enhancing Your Employability PG 12

• Clarifying Your Career Path PG 14

• Innovation PG 15

TE TARI ĀWHINA WORKSHOPS PG 16

The information contained in this brochure is correct at the time of going to press. AUT reserves the right to make alterations to the information without prior notice if necessary. Any alterations and amendments to the publication will be reflected on the web available by visiting www.aut.ac.nz/schools/education/KEYS_programme/

KEYS TO MANAGING ON A STUDENT INCOME

Trying to make ends meet at University? First time flatting away from home?

KEYS to Managing on a Student Income covers:

- Budgeting
- Nutritional Advice
- Consumer and Tenancy Rights
- Banking

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
One Day Workshop Wednesday, 14 February, 8.30am – 4.30pm	WB132	295003/01
One Day Workshop Tuesday, 17 April, 8.30am – 4.30pm	WB132	295003/02

NORTH SHORE CAMPUS – AKORANGA 2007	ROOM	REFERENCE CODE
One Day Workshop Thursday, 19 April, 8.30am – 4.30pm	AF108	295003/03

ALANA BEST

Bachelor of Applied Science
(Environmental Studies)



“By attending this program, I have learnt a lot more about landowners’ rights, tenancy rights, flatting, budgets, and banking. Plus, I have tried out some interesting recipes and saved more money.”

Please note that class details may change. For updates refer to the KEYS website.
www.aut.ac.nz/schools/education/keys_programme/

KEYS TO ACADEMIC SUCCESS

KEYS to Academic Writing Success

Analyse your own strengths and weaknesses as a writer. Design a personal action plan to develop your writing skills. Topics covered include:

- Understanding the academic writing context
- Editing and proof reading skills
- Reading and researching for academic writing
- Planning assignments
- Academic honesty
- Critical thinking about writing

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
Two Day Session: Attend both days Monday 12 February, Tuesday 13 February 9am – 1.30pm	WB306	295001/02
Two Day Session: Attend both days Thursday 15 February, Friday 16 February 9am – 1.30pm	WB306	295001/03
Two Day Session: Attend both days Tuesday 17 April, Wednesday 18 April 9am – 2.30pm	WB315	295001/07
Weekend Session: Attend both days Friday 11 May, 2pm – 5.30pm Saturday 12 May, 9am – 4pm	WB306	295001/08

NORTH SHORE CAMPUS – AKORANGA 2007	ROOM	REFERENCE
Two Day Session: Attend both days Wednesday 14 February, 9am – 1.30pm Thursday 15 February, 9am – 1.30pm	AF319	295001/09
Weekend Session: Attend both days Friday 2 March, 2pm – 5.30pm Saturday 3 March, 9am – 4pm	AE104	295001/04
Weekend Session: Attend both days Friday 30 March, 2pm – 5.30pm Saturday 31 March, 9am – 4pm	AF309	295001/06

KEYS to Study Success

Do you need to develop better study habits or to improve your memory, reading and writing skills? KEYS to Study Success covers these topics plus:

- Critical thinking
- Reading academic texts
- Taking and making useful notes
- Memory techniques and effective time management
- Writing assignments
- Plagiarism and referencing
- Test and exam skills

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
Weekend Session: Attend both days Friday, 16 February, 2pm-5.30pm Saturday, 17 February, 9am – 4pm	WB327	295010/05
Weekend Session: Attend both days Friday, 23 February, 2pm-5.30pm Saturday, 24 February, 9am-4pm	WB306	295010/06
Weekly Session (2 hours x 5 weeks) Commences: Wednesday 7 March, 2pm – 4pm	WB302	295010/08
Weekly Session (2 hours x 5 weeks) Commences: Thursday, 8 March, 10am – 12pm	WB302	295010/09
Weekend Session: Attend both days Thursday, 19 April, 10am – 3.30pm Friday, 20 April, 10am – 3.30pm	WF314	295010/10
Weekend Session: Attend both days Friday, 18 May, 2pm – 5.30pm Saturday, 19 May, 9am – 4pm	WF210	295010/12
NORTH SHORE CAMPUS – AKORANGA 2007	ROOM	REFERENCE CODE
Two Day Session: Attend both days Monday, 12 February, 9am – 2pm Tuesday, 13 February, 9am – 2pm	AB220	295010/03
Weekly Session (2 hours x 5 weeks) Commences: Tuesday, 6 March, 2pm – 4pm	AB218	295010/07
Weekend Session: Attend both days Friday, 4 May, 2pm – 5.30pm Saturday, 5 May, 9am – 4pm	AB220	295010/11
ONLINE 2005		REFERENCE CODE
Starts Monday 12 March – finishes Friday 13 April		295010/40
Starts Monday 7 May – finishes Friday 8 June		295010/41

KEYS to Library Success

This paper is designed to teach you how to access the Library's resources, both the print resources and the electronic resources. You will be taught how to locate, manage, evaluate and use information ethically and legally. Topics covered include: nature of information, library catalogue, topic analysis, database search strategies, evaluating web sites and Endnote.

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
Thursday, 8 March, 2pm – 5pm Friday, 9 March, 2pm – 5pm Saturday, 10 March, 10am – 4pm	Information Literacy Lab, Library WA Level 3	295024/01

KEYS to Postgraduate Writing Success

This workshop will introduce you to the critical research and writing skills required to complete a research degree or diploma. Topics covered include:

- Theoretical paradigms
- Reading and reviewing the literature
- Writing the first draft
- Introductions and conclusions
- Revising and editing
- Time management

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
Two Day Session: Attend both days Thursday, 8 February, 9am – 2pm Friday, 9 February, 9am – 2pm	WB407	297134/00
Weekly Session (2 hours x 5 weeks) Commences: Tuesday, 6 March, 2pm-4pm	WB429	297134/02
Two Day Session: Attend both days Saturday, 5 May, 9am – 2pm Saturday, 12 May, 9am – 2pm	WB302	297134/03
NORTH SHORE CAMPUS – AKORANGA 2007	ROOM	REFERENCE CODE
Weekly Session (2 hours x 5 weeks) Commences: Wednesday, 7 March, 2pm-4pm	AF309	297134/01

KEYS to Effective Groupwork Success

Enhance your intercultural awareness and communication skills. This interactive KEYS course introduces the culture of AUT, discusses techniques for effective communication and highlights how to work effectively in groups, providing you with the opportunity to be part of a group presentation. You will also enhance your communication skills by engaging in reflective writing.

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
Weekend Session: Attend both days Friday, 23 February, 2pm – 5.30pm Saturday, 24 February, 9am – 4pm	WB305	295002/01
Weekly Session (2 hours x 5 weeks) Commences: Tuesday, 6 March, 10am-12pm	WE328	295002/02
Weekend Session: Attend both days Friday, 4 May, 2pm – 5.30pm Saturday, 5 May, 9am – 4pm	WB305	295002/04
NORTH SHORE CAMPUS – AKORANGA 2007	ROOM	REFERENCE CODE
Weekly Session (2 hours x 5 weeks) Commences: Tuesday, 6 March, 2pm-4pm	AF309	295002/03

KEYS to Computing Basics

This paper is designed to introduce students to some of the computing tools available to enhance study and learning, and to familiarise them with the AUT network. It is intended for students who have little or no knowledge of computing.

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
Two Day Session: Attend both days Thursday, 15 February, 9am – 2pm Friday, 16 February, 9am – 2pm	WB324	295016/01
NORTH SHORE CAMPUS – AKORANGA 2007	ROOM	REFERENCE CODE
Two Day Session: Attend both days Friday, 23 February, 9am – 2pm Friday, 2 March, 9am – 2pm	AF415	295016/02

KEYS to Oral Presentation Success

Enhance and develop your oral presentation confidence and ability. Topics include:

- Planning a short oral presentation
- Group presentations
- Providing constructive feedback on peers' presentations

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
Weekend Session: Attend both days Friday, 23 February, 2pm – 5.30pm Saturday, 24 February, 9am – 4pm	WA608	295004/01
Weekend Session: Attend both days Friday, 16 March, 2pm – 5.30pm Saturday, 17 March, 9am – 4pm	WA608	295004/02
Two Day Session: Attend both days Wednesday, 11 April, 10.30am – 2.30pm Thursday, 12 April, 10.30am – 2.30pm	WA608	295004/04
Two Day Session: Attend both days Tuesday, 17 April, 10.30am – 2.30pm Wednesday, 18 April, 10.30am – 2.30pm	WF202	295004/05
NORTH SHORE CAMPUS – AKORANGA 2007	ROOM	REFERENCE CODE
Weekend Session: Attend both days Friday, 30 March, 2pm – 5.30pm Saturday, 31 March, 9am – 4pm	AF308	295004/03

KEYS to Transition Success

This workshop is for any disabled student enrolling at AUT and is aimed at maximising your chance of success. The main components include:

- Time and stress management
- Reading and writing skills
- Referencing
- Using the library and e-library
- The nature of exam and academic accommodations
- Empowerment skills
- Adaptive technology
- Self advocacy and self determination skills

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
Weekend Session: Attend both days Wednesday, 31 January, 9am – 3.45pm Thursday, 1 February, 9am – 3.45pm Friday, 2 February, 9am – 3.45pm	WB327	295013/01

KEYS to Numerical and Calculator Success

Do you need help to do calculations? Learn the fundamentals of mathematics tailor-made to your individual needs. KEYS to Numerical & Calculator Success covers:

- Introduction to the scientific calculator and calculator skills
- Estimation and checking solutions
- Lowest common multiple and highest common factor
- Fractions, percentages and decimals

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
Three Day Session: Attend all days Friday, 9 March, 2pm – 5.30pm Saturday, 10 March, 9am – 4pm Friday, 16 March, 2pm – 5.30pm	WS311	295012/01
Three Day Session: Attend all days Wednesday, 18 April, 10am – 3.30pm Thursday, 19 April, 10am – 3.30pm Friday, 20 April, 10am – 2.30pm	WS311	295012/02
Two Day Session: Attend both days Friday, 27 April, 9am – 4.30pm Saturday, 28 April, 9am – 4.30pm	WS313	295012/03

IAN WILCOCK

Master of Health Science
Director – Enhance Sports Science



"It had been twelve years since I was last at school. I was unsure about what was expected at university level so decided to try the KEYS papers to prepare myself for study. For anyone returning to study after a long break I would highly recommend taking KEYS papers."

Please note that class details may change. For updates refer to the KEYS website.
www.aut.ac.nz/schools/education/keys_programme/

KEYS to Statistics Success

This paper is designed to develop the statistical skills of students and will enhance their success in their university programmes of study. Topics covered:

- Planning and conducting statistical investigations of variables associated with different categories of data.
- Choosing and constructing quality data displays to communicate significant features in the measurement of data.
- Find, and authenticate by reference to appropriate displays, data measures such as mean, median, mode, inter-quartile range, and range.
- Calculate sample statistics, including: mean and standard deviation, and verify these by reference to a data distribution.
- Identify long-term and short-term features in time-series data.
- Use a spreadsheet to display and analyse the data.

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
Three Day Session: Attend all days Friday, 23 February, 2pm – 5.30pm Saturday, 24 February, 9am – 4pm Friday, 2 March, 2pm – 5.30pm	WS311	295011/01
Three Day Session: Attend all days Friday, 23 March, 2pm – 5.30pm Saturday, 24 March, 9am – 4pm Friday, 30 March, 2pm – 5.30pm	WS311	295011/02
Three Day Session: Attend all days Friday, 11 May, 2pm – 5.30pm Saturday, 12 May, 9am – 4pm Friday, 18 May, 2pm – 5.30pm	WS311	295011/03

KEYS to Algebra Success

Do you lack confidence in doing simple arithmetic and algebraic equations? KEYS to Algebra Success will help equip you with the skills to understand terms and formulae and solve maths problems. Topics covered include:

- Expanding brackets and simplifying algebraic expressions
- Addition and subtraction of algebraic fractions
- Solving linear equations
- Transposition of algebraic formulae

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
Three Day Session: Attend all days Wednesday, 11 April, 10am – 3.30pm Thursday, 12 April, 10am – 3.30pm Friday, 13 April, 10am – 2.30pm	WS311	295007/01

KEYS TO LEADERSHIP SUCCESS

Realise your leadership potential! AUT believes everyone has the potential to be a successful leader. The three KEYS to Leadership Success papers will enable you to understand leadership in today's contexts, evaluate your own leadership potential and learn how to guide teams towards achieving a set goal. The three core papers are sequential and should be completed in order. Each paper is credited to your academic record.

Part 1 – Understanding Leadership

- Understanding leadership styles, paradigms and contexts
- Leadership as service
- Personal leadership evaluation
- Developing personal leadership goals

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
Weekly Session (2 hours x 4 weeks) Commences: Tuesday, 6 March, 10am – 12pm	WB132	295020/02
Weekly Session (2 hours x 4 weeks) Commences: Thursday, 8 March, 12pm – 2pm	WB132	295020/03
One Day Workshop Saturday, 31 March, 9am – 5pm	WB132	295020/04
One Day Workshop Saturday, 28 April, 9am – 5pm	WB132	295020/05
One Day Workshop Saturday, 5 May, 9am – 5pm	WB132	295020/06
One Day Workshop Monday, 25 June, 9am – 5pm	WB132	295020/07

MARGARET (MAX)

FĀ'AMAUSILI

Bachelor of Communication Studies



"I liked how the Leadership papers were structured, they were made to be fun. The tutors gave you different perspectives to think about and I became more confident in trying to achieve my goals. The course really makes you want to improve yourself, and it looks good on your CV as well!"

Part 2 – Personal Leadership Effectiveness

- Self-knowledge and perception
- Giving and receiving feedback
- Speaking and listening to others
- Self-management strategies and skills

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
Weekly Session (2 hours x 4 weeks) Commences: Tuesday, 1 May, 12pm – 2pm	WB132	295021/02
One Day Workshop Friday, 11 May, 9am – 5pm	WB132	295021/03
One Day Workshop Saturday, 19 May, 9am – 5pm	WB132	295021/04
One Day Workshop Wednesday, 27 June, 9am – 5pm	WB132	295021/05

Part 3 – Achieving Goals with Others

- Networking – building and maintaining relationships
- Building effective teams
- Group decision making
- Supporting others

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
One Day Workshop Friday, 18 May, 9am – 5pm	WB132	295022/02
One Day Workshop Saturday, 26 May, 9am – 5pm	WB132	295022/03
One Day Workshop Saturday, 16 June, 9am – 5pm	WB302	295022/04
One Day Workshop Thursday, 28 June, 9am – 5pm	WB132	295022/05

KEYS TO CAREER SUCCESS

NEW PAPER FOR 2007!

KEYS to Enhancing Work-Life Integration

This paper is designed to enhance the ability of participants who have already had exposure to life and employment experience, to achieve their preferred work and life integration and to assist their movement through career transitions. Participants will draw on their previous experience to raise awareness of their own employability and the current state of the world of work.

NORTH SHORE CAMPUS – AKORANGA 2007	ROOM	REFERENCE CODE
One Day Workshop Friday, 27 April, 9am – 5pm	AF126	295023/02
AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
One Day Workshop Wednesday, 13 June, 9am – 5pm	WB327	295023/03

KEYS to Enhancing Your Employability

Unsure how to take that next step towards getting the right job? Explore your career options, learn how to find work that suits you, and effectively present your capabilities to employers. Topics include:

- Effective Job Searching
- CV and Letter of Application
- Your Career and You
- Interview Techniques

KEYS to Career Success: Enhancing Your Employability is now available online:

ONLINE 2007	REFERENCE CODE	
Ongoing enrolments throughout the year starting Monday 26 February	295017/00	
AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
Two Day Session: Attend both days Wednesday, 14 February, 9am – 1pm Thursday, 15 February, 9am – 1pm	WB305	295017/01
Two Day Session: Attend both days Thursday, 1 March, 9am – 1pm Friday, 2 March, 9am – 1pm	WB132	295017/02

One Day Workshop Thursday, 8 March, 8.30am - 4.30pm	WF710	295017/03
Weekend Session: Attend both days Friday, 16 March, 1pm - 5pm Saturday, 17 March, 9am - 1pm	WB305	295017/04
Two Day Session: Attend both days Monday, 2 April, 9am - 1pm Tuesday, 3 April, 9am - 1pm	WB132	295017/05
Two Day Session: Attend both days Wednesday, 18 April, 9am - 1pm Thursday, 19 April, 9am - 1pm	WB305	295017/06
One Day Workshop Saturday, 5 May, 9am - 5pm	WB306	295017/07
One Day Workshop Friday, 1 June, 9am - 5pm	WB305	295017/08
Two Day Session: Attend both days Wednesday, 13 June, 9am - 1pm Thursday, 14 June, 9am - 1pm	WB132	295017/09
One Day Workshop Saturday, 23 June, 9am - 5pm	WB305	295017/10
Two Day Session: Attend both days Wednesday, 27 June, 9am - 1pm Thursday, 28 June, 9am - 1pm	WB305	295017/11

"I found the KEYS to Enhancing Your Employability paper helpful in recognizing my key strengths and transferable skills. It also helped me to develop a competitive marketing strategy for catching the eye of employers".



PIATA ALLEN
Bachelor of Maori Development (Media)

KEYS to Clarifying Your Career Path

Are you on the right career path? Unsure of where you are going in your career and want to explore your options?

This course will help you:

- Clarify your career goals and explore your career pathway
- Identify actions, resources and networks for achieving your career goals
- Understand the nature of work in the 21st Century and develop strategies to maximise your chances of building a satisfying career.

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
Two Day Session: Attend both days Monday, 12 February, 9am – 1pm Tuesday, 13 February, 9am – 1pm	WB305	295018/01
Two Day Session: Attend both days Tuesday, 27 February, 9am – 1pm Wednesday, 28 February, 9am – 1pm	WB132	295018/02
Two Day Session: Attend both days Friday, 9 March, 1pm – 5pm Saturday, 10 March, 9am – 1pm	WB305	295018/03
Two Day Session: Attend both days Monday, 30 April, 9am – 1pm Tuesday, 1 May, 9am – 1pm	WF709 WF711	295018/04
One Day Workshop Friday, 18 May, 9am – 5pm	WB305	295018/05
Two Day Session: Attend both days Monday, 11 June, 9am – 1pm Tuesday, 12 June, 9am – 1pm	WB305	295018/06
One Day Workshop Friday, 22 June, 9am – 5pm	WB305	295018/07

KEYS to Innovation

Want to stand out from the crowd? Want to be more attractive to employers? Want to be always ready for the changing world of work?

Come along to this interactive class and learn about being INNOVATIVE:

- "Thinking outside the square"
- Not changing but creating what isn't
- Adding value to yourself and your employer by improving how things are done
- Being more adaptable to the changing world
- Learning to manage your own career

Furthermore, you will learn:

- To problem solve using REAL LIFE practical situations
- Innovation skills to apply in your work and job search
- About the current world of work

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM	REFERENCE CODE
Two Day Session: Attend both days Thursday, 15 February, 1pm – 5pm Friday, 16 February, 1pm – 5pm	WB305	295019/01
Two Day Session: Attend both days Wednesday, 21 February, 10am – 2pm Thursday, 22 February, 10am – 2pm	WE511	295019/02
Two Day Session: Attend both days Wednesday, 14 March, 9am – 1pm Thursday, 15 March, 9am – 1pm	WE511	295019/03
Two Day Session: Attend both days Friday, 20 April, 1pm – 5pm Saturday, 21 April, 9am – 1pm	WB305	295019/04
Two Day Session: Attend both days Friday, 18 May, 1pm – 5pm Saturday, 19 May, 9am – 1pm	WB306 WB305	295019/05

"When you are in the workforce you need to stand out from the crowd. I have truly benefited from taking the KEYS to Innovation paper because it teaches you to think critically and imaginatively about your career."



BINAIFER ASPAR
Bachelor of International Hospitality
Management and Bachelor of
Business

TE TARI ĀWHINA WORKSHOPS

MS Word

MS Word will help you to use word processing features to create business and study related documents. Learn the appropriate layout and design principles for a variety of documents. Create and manage a variety of documents.

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2007	ROOM
Three Day Session Monday, 12 February, 2pm – 5pm Tuesday, 13 February, 2pm – 5pm Thursday, 15 February, 2pm – 4pm	WB307
NORTH SHORE CAMPUS – AKORANGA 2007	ROOM
Three Day Session: Attend all days Monday, 12 February, 2pm – 5pm Tuesday, 13 February, 2pm – 5pm Wednesday, 14 February, 2pm – 4pm	AF415

MS Powerpoint

Develop your oral and written presentation skills using MS PowerPoint. Learn to apply appropriate content and design principles to a MS PowerPoint presentation. Create a presentation using a variety of MS PowerPoint features.

MS Excel

This courses aims to introduce MS Excel, which will help you to create spreadsheets and learn some basic functions and applications.

For more details of Te Tari Āwhina workshops and to register, please contact Jenny Sionepulu on ext. 9840

ENROLMENT

A student who attends a KEYS session is enrolling in a KEYS paper. A student enrolled in a KEYS paper will have one of the following results recorded on their academic transcript:

P	Pass	Attended at least 75% of the classes and successfully completed all the assessment requirements.
F	Fail	Attended at least 75% of the classes, completed the assessment tasks but did not meet the criteria for a pass.
DNC	Did Not Complete	Attended at least 75% of the classes but did not complete the assessment requirements.
W	Withdrawn	Attended more than the first two hours but withdrew before attending 75% of class.

WITHDRAWAL

The policy for withdrawal from an AUT paper is outlined in the General Academic Regulations. A student who does not attend a KEYS paper will be deemed to have withdrawn.

Note: a student who does not attend any classes or who attends the first two hours of classes and then withdraws will have their enrolment cancelled. The KEYS paper will not appear on their academic record.

TO ENROL FOR KEYS PAPERS, PHONE: (09) 921 9779 OR EMAIL: STUDENTINFO@AUT.AC.NZ
OR ENROL ON-LINE: WWW.AUT.AC.NZ/SCHOOLS/EDUCATION/KEYS_PROGRAMME/

STUDENT SERVICES

STUDENT SERVICES	PHONE
Student Information Centre	(09) 921 9779
University Postgraduate Office	(09) 921 9999 ext 8371
Te Tari Āwhina The Learning Development Centre	(09) 921 9840
Student Mentors	(09) 921 9913
Student Financial Services	(09) 921 9999 ext 8676
Student Advisors	(09) 921 9450
Scholarships Office	(09) 921 9837
Pasifika Student Support Service	(09) 921 9893
Māori Liaison Services	(09) 921 9798
International Student Support Service (ISSS)	(09) 921 9999 ext 8211
Health, Counselling and Wellbeing	(09) 921 9998
Disability Resource Service	(09) 921 9999 ext 8262
The Career Centre	(09) 921 9899
Accommodation Services	(09) 921 9662

AUT

To enrol for KEYS papers,

phone: (09) 921 9779

email: studentinfo@aut.ac.nz

or enrol on-line:

www.aut.ac.nz/schools/education/keys_programme/

