

KEEP ENHANCING YOUR SUCCESS

FREE PAPERS TO HELP YOU SUCCEED IN YOUR 2009 STUDY

KEEP ENHANCING YOUR SUCCESS

# KEYS

FREE PAPERS TO HELP YOU SUCCEED IN YOUR 2009 STUDY

SEMESTER ONE 2009

# AUT

To enrol for KEYS papers  
phone: (09) 921 9779  
email: [studentinfo@aut.ac.nz](mailto:studentinfo@aut.ac.nz)  
or enrol online: [www.keys.aut.ac.nz](http://www.keys.aut.ac.nz)

**AUT**  
UNIVERSITY





I AM REALLY GLAD I DID THE KEYS PAPERS. THEY WERE INCREDIBLY BENEFICIAL. I WAS ABLE TO FORM VALUABLE RELATIONSHIPS, GAIN RESPECT AND ADMIRATION FROM PEERS AND BE SUCCESSFUL IN MYSELF AND MY GOALS. I HIGHLY RECOMMEND THEM TO ANYBODY WANTING TO STAND ABOVE THE CROWD.

**SIGRID MCLISKY**  
**BACHELOR OF BUSINESS**

## WELCOME TO THE KEYS FREE PAPERS FOR SEMESTER 1, 2009

KEYS papers are designed to help develop the skills students need to succeed in their programme of study. Essentially an add-on to the student's programme, KEYS papers supports, empowers and inspires students. The courses are free of charge to students enrolled in certificate, diploma and postgraduate programmes.

### CERTIFICATE IN EDUCATION BRIDGING

The Certificate in Education Bridging is aimed at students who want to improve their tertiary study skills and is awarded upon successful

completion of three five-point KEYS papers. The certificate is designed to support existing studies. Therefore, students must also be enrolled in a qualification programme. Currently a stand alone qualification, the certificate can be obtained only once.

Please visit the Student Information Centres located at the North Shore and City campuses or telephone our Helpline (09) 921 9779

Best of luck with your 2009 studies!

TO ENROL FOR KEYS PAPERS, PHONE: (09) 921 9779 OR EMAIL: [KEYS@AUT.AC.NZ](mailto:KEYS@AUT.AC.NZ)  
OR ENROL ONLINE: [WWW.KEYS.AUT.AC.NZ](http://WWW.KEYS.AUT.AC.NZ)

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The information contained in this brochure is correct at the time of printing. AUT reserves the right to make alteration to the information without prior notice. Any alterations and amendments to the publication will be reflected on the web, available by visiting [www.keys.aut.ac.nz](http://www.keys.aut.ac.nz)

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## 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 2009	ROOM	REFERENCE CODE
Two Day Session: Attend both days Wednesday, 18 February 10am – 2.30pm Thursday, 19 February 10am – 2.30pm	WE240	295001/07
Two Day Session: Attend both days Thursday, 26 February 9pm – 3pm Friday, 27 February 9pm – 3pm	WE230	295001/01
Two Day Session: Attend both days Friday, 27 March 2pm – 5pm Saturday, 3 April 9am – 3pm	WB306	295001/03
Two Day Session: Attend both days Thursday, 23 April 2pm – 5pm Friday, 24 April 9am – 3pm	WB305	295001/05
Two Day Session: Attend both days Friday, 22 May 2pm – 5pm Saturday, 23 May 9am – 3pm	WB306	295001/06
NORTH SHORE CAMPUS – AKORANGA 2009	ROOM	REFERENCE CODE
Two Day Session: Attend both days Friday, 6 March 2pm – 5pm Saturday, 7 March 9am – 3pm	AB220	295001/02
Two Day Session: Attend both days Thursday, 16 April 9am – 2pm Friday, 17 April 9am – 2pm	AB201	295001/04

MEENA BAVA  
Certificate in Treaty of Waitangi  
Studies



"By doing KEYS to Academic Writing Success I have really learned how to develop my writing skill therefore getting better essay results than expected."

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## 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

ONLINE		
Starts, Monday 9 March Finishes, Friday 10 April		295010/01
Starts, Monday, 20 April Finishes, Friday, 22 May		295010/02
AUCKLAND CITY CAMPUS – WAI O HOROTIU 2009	ROOM	REFERENCE CODE
Two Day Session: Attend both days Friday, 27 February 1pm – 5.30pm Friday, 6 March 1pm – 5.30pm	WB305	295010/04
Weekly session: (2 hours x 5 weeks) Commences Thursday, 5 March 10am – 12pm	WB306	295010/06
Two Day Session: Attend both days Friday, 13 March 1pm – 5.30pm Friday, 20 March 1pm – 5.30pm	WB306	295010/07
Two Day Session: Attend both days Friday, 1 May 1pm – 5.30pm Friday, 8 May 1pm – 5.30pm	WS101	295010/09
NORTH SHORE CAMPUS – AKORANGA 2009	ROOM	REFERENCE CODE
Two Day Session: Attend both days Friday, 20 February 2pm – 5pm Saturday, 21 February 9am – 4pm	AE105	295010/03
Weekly session: (2 hours x 5 weeks) Commences Wednesday, 4 March 2pm – 4pm	AF229	295010/05
Two Day Session: Attend both days Friday, 17 April 1pm – 5.30pm Friday, 24 April 1pm – 5.30pm	AE103	295010/08

### TO ENROL FOR KEYS PAPERS

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## KEYS to Library Success: being information literate

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 websites and Endnote.

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2009	ROOM	REFERENCE CODE
Two Day Session: Attend both days Friday, 20 March 9am – 4pm Saturday, 21 March 10am – 4pm	WA305 Information Literacy Lab, Library, WA level 3	295024/01

  

NORTH SHORE CAMPUS – AKORANGA 2009	ROOM	REFERENCE CODE
Two Day Session: Attend both days Friday, 15 May 9am – 4pm Saturday, 16 May 10am – 4pm	AL120 Library, AL Level 1	295024/02

## 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 2009	ROOM	REFERENCE CODE
Three Day Session: Attend all days Saturday, 21 February 9am – 3pm Saturday, 28 February 9am – 3pm	WB306	297134/01

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Two Day Session: Attend both days Saturday, 2 May 9am- 3pm Saturday, 9 May 9am- 3pm	WB305	297134/03
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NORTH SHORE CAMPUS – AKORANGA 2009	ROOM	REFERENCE CODE
Two Day Session : Attend both days Monday, 23 February 9am – 3pm Tuesday, 24 February 9am – 3pm	AE103	297134/02

"Since this was my first time to study again since my graduation, I found the course very beneficial in understanding the transition from undergraduate essay writing to postgraduate writing. It put me on the right track in writing academically again."



**AMY CONLEY**  
Postgraduate Certificate in Advanced  
Nursing Practice

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## 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 2009	ROOM	REFERENCE CODE
Two Day Session: Attend both days Wednesday, 25 February 9am – 1pm Wednesday, 4 March 9am – 1pm	WB306	295002/01
Weekly session: (2 hours x 5 weeks) Commences Wednesday, 18 March 2pm – 4pm	WE305	295002/02
Two Day Session: Attend both days Friday, 1 May 1pm-5.30pm Friday, 8 May 1pm-5.30pm	WB305	295002/04
Two Day Session: Attend both days Friday, 22 May 1pm-5.30pm Friday, 29 May 1pm-5.30pm	WB305	295002/05

NORTH SHORE CAMPUS – AKORANGA 2009	ROOM	REFERENCE CODE
Weekly session: (2 hours x 5 weeks) Commences Wednesday, 19 March 2pm – 4pm	AB219	295002/03

## KEYS to Computing Basics Success

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 2009	ROOM	REFERENCE CODE
Three Day Session: Attend all days Tuesday, 17 February 2pm – 5.30pm Wednesday, 18 February 2pm – 5.30pm Thursday, 19 February 2pm – 5.30pm	WB410	295016/01
Three Day Session: Attend all days Monday, 23 February 2pm – 5.30pm Tuesday, 24 February 2pm – 5.30pm Wednesday, 25 February 2pm – 5.30pm	WB410	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' presentation

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2009	ROOM	REFERENCE CODE
Two Day Session: Attend both days Friday, 27 February 1pm – 5.30pm Friday, 6 March 1pm – 5.30pm	WB306	295004/01
Two Day Session: Attend both days Friday, 27 March 1pm – 5.30pm Friday, 3 April 1pm – 5.30pm	WB305	295004/03

NORTH SHORE CAMPUS – AKORANGA 2009	ROOM	REFERENCE CODE
Two Day Session: Attend both days Friday, 13 March 1pm – 5.30pm Friday, 20 March 1pm – 5.30pm	AB201	295004/02
Two Day Session: Attend both days Friday, 1 May 1pm – 5.30pm Friday, 8 May 1pm – 5.30pm	AH214	295004/04

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## KEYS to Transition

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 2009	ROOM	REFERENCE CODE
Three day session: Attend all days Wednesday, 11 February 9am – 3.45pm Thursday, 12 February 9am – 3.45pm	WB429	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 2009	ROOM	REFERENCE CODE
Two Day Session : Attend both days Friday, 6 March 1pm – 5.30pm Friday, 13 March 1pm – 5.30pm	WB410	295012/01
Two Day Session : Attend both days Friday, 1 May 1pm – 5.30pm Friday, 8 May 1pm – 5.30pm	WB410	295012/02

## 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 2009	ROOM	REFERENCE CODE
Three Day Session: Attend all days Tuesday, 24 February 5pm – 8.30pm Wednesday, 25 February 5pm – 8.30pm Thursday, 26 February 5pm – 8.30pm	WB410	295011/01
Two Day Session : Attend both days Friday, 20 March 2pm – 5.30pm Friday, 27 March 2pm – 5.30pm	WB410	295011/02
Two Day Session : Attend both days Friday, 22 May 2pm – 5.30pm Friday, 29 May 2pm – 5.30pm	WB410	295011/03

"KEYS to Statistics Success helped me understand the theory of statistics better and also help me to complete my assessments. I highly recommend this course for those students who do not have a solid foundation of statistics."



**CATHY ZHANG**  
Bachelor of Business

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## 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 formula

AUCKLAND CITY CAMPUS – WAI O HOROTIU 2009	ROOM	REFERENCE CODE
Two Day Session : attend both days Friday, 27 February 9am – 1pm Friday, 6 March 9am – 1pm	WB410	295007/01
Two day session: Attend both days Friday, 17 April 1pm – 5.30pm Friday, 24 April 1pm – 5.30pm	WB410	295007/50

## KEYS to Career Success

### KEYS to Job Search Success

Unsure how to get a job? Learn how to find employment that adds value to your career. This course will increase your skills for getting a part-time job, full time employment, an internship, co-op placement or volunteer position. Topics include:

- How to find jobs and apply for them
- Identifying what you have to offer employers
- CV & cover letters
- Job interview techniques

### KEYS to Planning your Future

Are you unsure about the programme majors or specialisations you want to choose?

Do you wonder if you're on the right career path? This paper will help you to:

- Clarify your career goals and assets
- Explore different career possibilities
- Identify your resources and strategies
- Develop a career action plan that is right for you

### KEYS to Innovation

Want to be ready for the changing world of work? Want to become more attractive to employers? This interactive course develops your innovative thinking skills to:

- Analyse and solve career issues
- Add value to yourself and your employer
- Work collaboratively with others
- Manage your own career

## KEYS to Leadership Success

Leadership skills are important whether or not you aspire to become the leader of a large organisation. Leadership skills help you to become an effective person by enhancing your ability to lead yourself, groups or others, even your own family. Leadership involves knowing yourself, having a clear vision and reflecting a shared purpose. 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 papers are sequential and must be completed in order. Each paper is credited to your academic record.

### Part 1 – Understanding Leadership

- Leadership styles, paradigms and contexts
- Personal leadership evaluation and goals

### Part II – Personal Leadership Effectiveness

- Self-knowledge, perception and self-management
- Communication and sharing feedback with others

You must complete Part 1 before registering for Part 2.

### Part III – Achieving Goals with Others

- Building networking relationships and effective teams
- Group decision making and supporting others

You must complete Parts 1 and 2 before registering for Part 3.

Please refer to the KEYS website for above timetables: [www.keys.aut.ac.nz](http://www.keys.aut.ac.nz)

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## 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.

## Grievance Procedure

Any grievance related to the paper should, as a rule, be addressed with the Lecturer concerned. Students may use a Student Representative or AUSM as an advocate.

When this is not possible or unsuccessful, students should contact the KEYS Programme Leader, Dale Furbish on 921 9999 ext 5557 or email [dale.furbish@aut.ac.nz](mailto:dale.furbish@aut.ac.nz)

## Cancellation of Paper

AUT reserves the right to cancel any papers that have insufficient enrolments.

Student Information Centre	(09) 921 9779
KEYS Programme Office	(09) 921 9999 ext 8517
Te Tari Āwhina The Learning Development Centre	(09) 921 9840
The Career Centre	(09) 921 9899
Student Financial Services	(09) 921 9333
Student Advisors	(09) 921 9450
Student Mentors	(09) 921 9913
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 9811
Health, Counselling and Wellbeing	(09) 921 9998
Disability Resource Service	(09) 921 9999 ext 8262
Accommodation Services	(09) 921 9779

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