This programme guide (PG2) provides you with specific information and course summaries for the 16 compulsory courses required for the MIT Diploma in Pacific Rim Tourism. The guide (PG2) and latest version of the timetable (T2) are available online http://www.manukau.ac.nz/fobitguide

For this programme we recommend you bring your own laptop. Please see page 4 for the recommended minimum specifications.

If you require information about the progress of your enrolment contact:
Parizad Dumasia  Programme Administrator  975 4617  parizad.dumasia@manukau.ac.nz

If you require information about the progress of your enrolment contact:
Karthi Naidu  Programme Co-ordinator  975 4645  karthika.naidu@manukau.ac.nz
Owen Ormsby  Programme Leader  975 4648  owen.ormsby@manukau.ac.nz

Some programmes require you to refer to this information during the academic year. We recommend that you file this document for safe keeping.
FOR NEW STUDENTS ONLY

If you are using the online process to enrol, you would have already clicked on “Accept” to accept the offer to study (example shown below).

This will take you back to the “Application Dashboard” where you will be informed that “your offer is confirmed” (example shown below).

(Please note - if you are a re-enrolling student please use the Re-enrolment form E2 – please visit us at the Faculty Reception).
About the programme

This comprehensive, two-year applied MIT Diploma is a unique integrated qualification and is awarded when students have completed 240 credits. The qualification provides graduates with important business and management skills, with a strong cultural focus that supports ethnic diversity, arts and events, as required within the global tourism industry. All courses in this programme are compulsory.

Entry requirements

Applicants must meet the following entry requirements:

- A minimum of 50 NCEA credits at Level 2 or higher with at least 12 credits in each of three subjects including a minimum of 8 literacy credits at Level 2 or higher in English or Te Reo Maori, 4 credits must be in reading and 4 credits must be in writing or equivalent.
- A minimum of 14 numeracy credits at Level 1 or higher in mathematics on the NQF or equivalent or
- A qualification of at least 60 credits at Level 4 or above or
- Demonstrate equivalent practical, professional or educational experiences which indicate the ability to study at diploma level. This will be assessed at the interview and

Have English Language competence to undertake this programme which is taught and assessed in English. Any applicant whose first language is not English may be asked to provide evidence of an overall IELTS Academic band score of 6 with no band less than 5.5 and

Through an interview applicants must be able to demonstrate the following attributes:

- A strong motivation to work in the tourism industry
- The ability to work as a team
- The ability to communicate in groups and one on one
- A mature approach to study

Students who have attained the age of 20 years and do not hold the minimum entry requirements for a programme will be eligible to be enrolled as a student where their previous educational, work or life experience indicates they have a reasonable likelihood of success.

Students who have not attained the age of 20 years and do not hold the required minimum entry requirements for a programme may also be eligible to enrol in exceptional circumstances. Such decisions will be made by the Faculty Dean.

Applicants who meet the entry criteria will be accepted in order of application.

Year one 2015

Semester one 2015

Compulsory core courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>442.412</td>
<td>eCommunication and Integrated Tour Design</td>
</tr>
<tr>
<td>673.406</td>
<td>Marae Tikanga Tourism</td>
</tr>
<tr>
<td>185.401</td>
<td>Written Communication</td>
</tr>
<tr>
<td>442.507</td>
<td>Pacific Rim Studies</td>
</tr>
</tbody>
</table>

Semester two 2015

Compulsory core courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>181.421</td>
<td>Specialist Functions within an Organisation: Business</td>
</tr>
<tr>
<td>561.589</td>
<td>Business Computing*</td>
</tr>
<tr>
<td>442.508</td>
<td>The Impact of Tourism on Indigenous Cultures</td>
</tr>
</tbody>
</table>

One of the courses below

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>443.342</td>
<td>Computer Travel Reservations</td>
</tr>
<tr>
<td>442.413</td>
<td>Frontline Services</td>
</tr>
</tbody>
</table>

Year two 2015

Semester one 2015

Compulsory core courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>351.515</td>
<td>Introduction to Marketing</td>
</tr>
<tr>
<td>181.519</td>
<td>Professional Communication</td>
</tr>
<tr>
<td>442.509</td>
<td>Planning a Tourism Product</td>
</tr>
<tr>
<td>441.502</td>
<td>Co-op Education Placement with Industry</td>
</tr>
</tbody>
</table>

Semester two 2015

Compulsory core courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>341.510</td>
<td>Commercial Law</td>
</tr>
<tr>
<td>341.576</td>
<td>Management</td>
</tr>
<tr>
<td>442.609</td>
<td>Cultural Tourism Environment</td>
</tr>
<tr>
<td>442.610</td>
<td>Tikanga Rangahau: Research Methods in Tourism</td>
</tr>
</tbody>
</table>

*Business Computing to be replaced by 342.531 Workplace Leadership pending approval.
COURSE SUMMARIES

LEVEL 3

443.342 Computer Travel Reservations
Learn to operate a computer reservation system as an information and business tool including the costing, completion and amendment of air, car rental and hotel travel arrangements.

LEVEL 4

185.401 Written Communication
Gain an understanding of the principles of effective writing. Develop writing skills in a variety of business contexts including emails, letters and report writing.

181.421 Specialist Functions within an Organisation: Business
Develop an understanding of and learn the skills required in business, including accounting statements, functions and budget systems. Examine and apply the role of accounting in internal and external reporting and the role of management within contemporary tourism organisations.

442.412 eCommunication and Integrated Tour Design
Apply communication theory and processes in the context of technology (particularly electronic media) and communication competencies within the tourism industry.

442.413 Frontline Services
Develop an understanding of the practical application of the role of frontline personnel within the New Zealand and international tourism related industries, in terms of customer service practice, front desk procedures, communication technologies and professional conduct in office and management styles.

673.406 Marae Tikanga Tourism
Develop an understanding of protocol and its application for New Zealand tourism with inbound tourists experiencing a marae setting for Maori art and culture. North Island and South Island tourism experiences are explored.

LEVEL 5

181.519 Professional Communications
Study oral and written communication skills and interpersonal communication skills in the New Zealand business context.

323.510 Commercial Law
Learn the fundamentals of the legal system as it relates to business, including liability, contract law, and consumer rights.

341.576 Management
Learn techniques for effective management, including organisational analysis, problem solving, motivation and leadership, ethics and social responsibility.

342.531 Workplace Leadership
The purpose of this course is to enable students to understand the principles of leadership, develop strategies to build great teams, and develop strategies to prevent and resolve conflict in the workplace.

351.515 Introduction to Marketing
Gain a basic understanding of the theory and practice of marketing, including market analysis, segmentation and consumer behaviour.

441.502 Co-op Education Placement with Industry
Develop an awareness of tourism industry management techniques, and establish links between theory and practice within a work environment.

442.507 Pacific Rim Studies
Develop an appreciation of cultural diversity which will foster their own tolerance and understanding of cross cultural issues affecting contemporary New Zealand society. Examine methods of research applicable to Polynesia and Pacific Rim tourism and international connections to New Zealand.

442.508 The Impact of Tourism on Indigenous Cultures
Develop an understanding of the impacts of tourism on traditional values and the way tourism potentially conflicts with and compromises indigenous values.

442.509 Planning a Tourism Product
Develop an awareness of research methods which can be applied to assessing land use and the environmental areas applicable to setting up a tourism venture or product.

561.589 Business Computing
Understanding the various ways in which information technology can be used to meet business requirements, including ethical issues and practical application skills.

LEVEL 6

442.609 Cultural Tourism Environment
Develop key methods of cultural tourism research which can be applied by social and indigenous researchers in the field of heritage and identity. Research will also cover environmental issues and the positioning of cultural identity within a region.

442.610 Tikanga Rangahau Research Methods in Tourism
Develop qualitative and quantitative research skills for the Tourism industry applicable to industry and government policies for domestic and international tourism. National and global events are incorporated in the research applications.

COMMON TESTS

Some courses run common tests, usually held on a Friday afternoon. To find out whether your courses run a common test, check in the course outline you will receive in the first week of your course. It is essential that you are available.
**BRING YOUR OWN DEVICE**

If you currently own a laptop that has the minimum specs or above, you can use it at MIT Manukau.

The minimum specs are:

- Laptop
  - A 10 inch screen or larger
  - 4GB RAM
  - 50GB free space minimum
  - Windows v7.0 or higher (XP will not work)
  - Apple Mac 10.6 (Leopard) or higher
  - Wireless capable
  - CPU meets vendor OS minimum requirements.

If you do not currently own a device or are thinking of buying a new device, we recommend a laptop with the following specifications, or better, to future proof your needs and ensure a great experience:

- Windows 7 or 8, Android v3 or above or an equivalent 32/64 bit operating system
- i3 dual core or equivalent processor (i5 or equivalent if you are an IT student)
- 4GB RAM
- 320GB or greater hard drive
- Wi-fi capable
- At least a 13 inch screen
- Up-to-date antivirus software

---

**GRADE TABLE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PASS GRADES</strong></td>
<td></td>
</tr>
<tr>
<td>A+</td>
<td>90 – 100</td>
</tr>
<tr>
<td>A</td>
<td>85 – 89</td>
</tr>
<tr>
<td>A-</td>
<td>80 – 84</td>
</tr>
<tr>
<td>B+</td>
<td>75 – 79</td>
</tr>
<tr>
<td>B</td>
<td>70 – 74</td>
</tr>
<tr>
<td>B-</td>
<td>65 – 69</td>
</tr>
<tr>
<td>C+</td>
<td>60 – 64</td>
</tr>
<tr>
<td>C</td>
<td>55 – 59</td>
</tr>
<tr>
<td>C-</td>
<td>50 – 54</td>
</tr>
<tr>
<td>AP</td>
<td>Aegrotat Pass</td>
</tr>
<tr>
<td>CP</td>
<td>Conceded Pass</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FAIL GRADES</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>40 – 49</td>
</tr>
<tr>
<td>E</td>
<td>Below 40</td>
</tr>
<tr>
<td>F</td>
<td>Failed Compulsory Assessment</td>
</tr>
<tr>
<td>NC</td>
<td>Did not complete the course</td>
</tr>
<tr>
<td>FCW</td>
<td>Failed Course Work</td>
</tr>
</tbody>
</table>
STUDYLINK - EFTS IN RELATION TO YOUR STUDENT LOAN

As a guideline:

To be considered as a full time student by Studylink a student enrolled into the programme in this enrolment guide requires:

- A minimum of 4 courses in one semester or
- A minimum of 7 courses (enrolled in both semesters in one calendar year)

To be considered as a part time student by Studylink a student enrolled into the programme in this enrolment guide requires:

- A minimum of 1 course in each semester (enrolled in both semesters in one calendar year) or
- A minimum of 2 courses in one semester

To be considered for a student loan by Studylink (subject to any other Studylink eligibility requirements) a student must be enrolled in at least enough courses to satisfy the part-time eligibility requirements above.

Studylink require you to be enrolled in a certain value of EFTS. EFTS stands for Equivalent Full-time Student. It measures the amount of study or workload involved in a course and is used to calculate if you are studying full-time or part-time. Please refer to T2 timetable to calculate the total number of EFTS you are enrolled in.

To confirm your eligibility for Student Loan and Allowances we recommend that you consult Studylink, visit www.studylink.govt.nz or call them on 0800 88 99 00.

NOTE: Every effort is made to ensure that this Programme Guide is correct at the time of printing. However the Faculty of Business and Information Technology reserves the right to make any changes that may be necessary.