

OSTC Business and Tourism (Level 3)

OSTC courses are for students who are enrolled in secondary school. If you wish to apply, please see your school's career advisor, or contact Liz Gilmore, OSTC Liaison Officer – Elizabeth.Gilmore@op.ac.nz | Ph: 03 479 6092



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**Services
Industries**

Location Dunedin
Delivery Every Friday during the school year

Want to explore what a career in Business or Tourism would be like?

This OSTC course will introduce you to these exciting industries.

For more information about OSTC, visit www.op.ac.nz/ostc

What will I do?

- Visit a range of industry workplaces, go on tourism excursions and interact with our lecturers who teach on a variety of subjects.
- Participate in interactive sessions to develop a solid understanding of the operations of business and tourism organisations.
- Create and develop a business idea, understand marketing and the role of social media for marketing a business or brand and other key management concepts.
- Learn how to create the ultimate tourism experience through customer

service or an event and how to attract tourists through destination marketing.

What could I do next?

You could study Otago Polytechnic's:

- [Bridging to Business Certificate](#)
- [New Zealand Certificate in Business Administration and Technology \(Level 4\)](#)
- [New Zealand Diploma in Tourism \(Level 4\) \(Operations\)](#)
- [New Zealand Diploma in Tourism and Travel \(Level 5\)](#)
- [New Zealand Diploma in Business \(Level 5\) \(Leadership and Management\) or \(Accounting\)](#)
- [Bachelor of Applied Management](#)

Where could this take me?

- Tourism Business Operator
- Tour Guide
- Travel Consultant
- Tourism Marketer
- Gain employment in a range of management environments at operational and strategic levels.

Unit standards covered in this course

Unit standard	Title	Level	Credits
32004	Organise travel arrangements for business travel	3	3
9246	Process information needed by visitors	3	3
122	Provide safe and secure customer - focussed reception services	3	5
32106	Use business administration tools and systems	3	5
29769	Use the main features and functions of a word processing application for a purpose	2	3
29771	Use the main features and functions of a presentation application for a purpose	2	2
21414	Plan and run a recreation activity	3	4

We are doing our best to ensure that this information is accurate. However, there may be some content changes to our programmes, and all our programmes will run subject to demand and capacity.

