



Extended Studies & Workforce Education Division
Norwalk Community College
Travel Careers
Certificate Program

The Travel Careers Certificate program is designed to ensure that students receive the most intensive, up-to-date and practical preparation for careers in today's travel industry. This program is designed for the new travel consultant, a brush-up for the experienced, and a stepping stone for those eager to learn. A Certificate of Completion will be issued upon successful completion of the required courses.

Required Courses:

<u>Course</u>	<u>Total Hours</u>	<u>Total Sessions</u>	<u>Tuition*</u>	<u>Textbook</u>
1. Beginning Travel	15	6	\$209	Additional Fee
2. Advanced Travel	15	6	\$209	Additional Fee
3. Travel Agency Computers and Practicum	15	6	\$209	Additional Fee
4. Cruises	12.5	5	\$209	Additional Fee
5. World Travel Geography	15	5	\$209	Additional Fee

*Tuition subject to change.

Course Descriptions

Beginning Travel

This intensive course is designed for students interested in a career in the travel industry. Students will learn the basics of domestic travel, including geography, how to use the Official Airlines Guide and the Travel Planner, ticketing, car reservations, hotel reservations, making reservations, introduction to selling and interviewing, conjunction ticketing, prepaids, and fare ladders.

Advanced Travel

This course builds on the basic knowledge of the travel industry and is designed for those who have completed Beginning Travel or who are considering returning to the travel field after an absence and would like a refresher course. Instruction will concentrate on developing and building skills in the areas of customer satisfaction, selling, reading, and understanding tour brochures, international geography and ticketing.

Prerequisite: Beginning Travel

Travel Agency Computers and Practicum

This course is for those who have completed Beginning Travel and will focus on providing hands-on knowledge of one of the airline computer reservations systems used by travel agencies and airlines. +

Prerequisite: Beginning Travel

Cruises

This course will cover understanding why people cruise, the travel agent's approach, selling, booking, group sales, and the future of the cruising industry.

World Travel Geography

This course is designed to orient the potential travel professional to global geography and culture, and will cover the makeup of the three IATA geographical regions, including capitals, major gateways (Pacific, Atlantic, and Polar), as well as time zones, points of interest, religions, products/socioeconomic character, geographical features, currency, and seasons.

Please refer to the Extended Studies & Workforce Education current catalog for course specifics (tuition, start date, class time slot and location).

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