



## Norwalk Community College Continuing Education & Workforce Development Travel Associate Certificate

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The Travel Associate 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 (travel agency, cruise lines, hospitality field). This program is designed for the new travel consultant, a brush-up for the experienced, and non-agency travel staff. Students will earn a Certificate of Completion upon successfully meeting program requirements.

Required Courses:

<u>Course</u>	<u>Total Hours</u>	<u>Total Sessions</u>	<u>Tuition*</u>	<u>Textbook</u>
1. Beginning Travel	15	5	\$249	Additional Fee
2. Advanced Travel	15	5	\$249	Additional Fee
3. Cruises	12.5	5	\$149	Additional Fee

\*Tuition subject to change.

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### Course Descriptions

#### Beginning Travel

This intensive course is designed for students interested in a career in the travel industry. Students will explore the world of travel and build a foundation of the basic concepts of travel: an overview of travel and tourism, domestic and international air travel, accommodations, cruises and tour packages.

#### Advanced Travel

This course builds on the basic knowledge of the travel industry and is designed for individuals who have completed Beginning Travel or those considering returning to the travel field after an absence and would like to refresh their knowledge. Instruction will concentrate on developing and building skills in marketing, sales, customer satisfaction, communications, agency accounting, home based businesses, and building a travel career.

Prerequisite: Beginning Travel

## Cruises

This course will cover understanding why people cruise, the travel agent's approach, selling, booking, group sales, riverboat, small ship sailing, and mega ships all with a strong emphasis on customer service in the hospitality industry.

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

Date Created: 11/16/16

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