

AIRLINE TRAVEL MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

Financial Aid Eligible

Banner Code: 1_CT_ATM

Control Number: 18200

This program prepares students for ground operations and airport management. Ground operations involves all aspects of aircraft handling at the airport as well as aircraft movement around the aerodrome. Managers are at the center of the airport. They are the decision-makers and policy-makers for airports. They create jobs and manage each airport department. The job is multi-faceted and vital to aviation safety. Airports are often one of the largest employers in a local area.

Corporate aviation is one of the largest growing entities within the aviation community. The corporate side of aviation has flourished, with an increased demand for larger aircraft and "Third Crew" member responsibilities and placements.

Program Outcome

1. The outcome for the Certificate of Achievement is to prepare students for employment in all levels of corporate and retail aviation including: flight attendant, ground operations, airport management, guest service agents, and other airline careers.

Certificate Requirements

Orange Coast College offers two types of certificate awards in career programs designed to prepare the graduate to enter a particular field of employment. At least 3 units in an advanced course from the certificate must be completed at OCC.

1. **Certificate of Achievement** - 8 units or more in a state-approved program. Certificates of Achievement are not automatically awarded. A petition must be filed in Enrollment Services or online at the beginning of the semester in which the student will be completing his or her final requirements. The petitioning periods are listed in the Graduation Requirements (<https://catalog.cccd.edu/orange-coast/graduation-requirements/>) section of this catalog.
2. **Certificate of Specialization** - 16 units or less in a locally approved program. Certificates of Specialization are not automatically awarded, not printed on official academic transcripts, and there is no acknowledgment of completion given at graduation. Please contact the division for details regarding the submission of petitions as procedures for each division vary. Most division offices prefer that students complete all of the required courses and then provide a copy of the transcript while some divisions allow petitions for Certificates of Specialization before finishing.

Minimum Grade Requirement

In order to be awarded a certificate, students are required to obtain a grade of "C" or better in all program-required courses. Grades of "CR" or "P" will be accepted whereas "CR" or "P" meets the equivalency of a "C" or better. A list of certificate programs can be found in the Programs A-Z (<https://catalog.cccd.edu/orange-coast/programs-study/>) section of this catalog. Check with a counselor to determine the requirements for completion.

Course	Title	Units
Year 1		
Fall		
ARLN A137	Operations, Terminology, & Safety	3
HTT A130	Cultural Tourism	3
HTT A131	Computer Reservation Systems - SABRE	3
HTT A150	Travel and Tourism Career Development	3
	Units	12
Spring		
ARLN A117	Aviation Management	3
HTT A125	Destination the Americas	3
HTT A128	Destination Africa/Pacific	3
HTT A135	Homeland Security	3
	Units	12
Year 2		
Fall		
HTT A105	Passport to Success	3
HTT A127	Destination Eastern Europe	3
HTT A180	Enhancing Guest Service	3
HTT A284	Leadership and Strategic Management	3
	Units	12
Spring		
HTT A185	Interviewing and Professional Development	3
HTT A225	Travel and Tourism Internship	4
HTT A288	Human Resource Managemt	3
HTT A286 or HTT A290	Hosp/Travel/Tour Law or California Employment Law	3
	Units	13
	Total Units	49

Airline Travel Management Suggested Electives

Course	Title	Units
CMST A100	Interpersonal Communication	3
HTT A138	Sharing the Travel Experience	3
HTT A199	Current Issues in Hospitality, Travel and Tourism	0.5-1.5
HTT A299	Certified Travel Associate	3
SPAN A180	Elementary Spanish 1	5