

TRAVEL SPECIALIST, CERTIFICATE OF ACHIEVEMENT

Financial Aid Eligible

Banner Code: 1_CT_TRAV

Control Number: 17711

These courses have been recommended by industry to provide essential preparation to sell, operate, supervise and manage within a travel agency or as an independent contractor of travel or home based agent. Courses have been organized to provide an understanding of techniques and knowledge necessary to develop effective leadership, decision-making skills, and successful communication among all departments contributing to positive, guest sales, and travel experiences.

Program Outcome

1. The outcome of this certificate of achievement is to prepare students for employment with a retail or home-based agency, independent contractor, tour operator, cruise line, adventure company, receptive operator, or tourism/convention bureau.

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		
HTT A127	Destination Eastern Europe	3
HTT A130	Cultural Tourism	3

Course	Title	Units
HTT A150	Travel and Tourism Career Development	3
HTT A156	Cruising and Vacation Packages	3
	Units	12
Spring		
HTT A128	Destination Africa/Pacific	3
HTT A131	Computer Reservation Systems - SABRE	3
HTT A135	Homeland Security	3
HTT A185	Interviewing and Professional Development	3
	Units	12
Year 2		
Fall		
HTT A105	Passport to Success	3
HTT A138	Sharing the Travel Experience	3
HTT A240	Hospitality and Tourism Marketing	3
HTT A284	Leadership and Strategic Management	3
HTT A299	Certified Travel Associate	3
	Units	15
Spring		
HTT A125	Destination the Americas	3
HTT A157	Tour Escorting and Group Travel	3
HTT A158	Luxury, Incentive, and Corporate Travel	3
HTT A225	Travel and Tourism Internship	4
	Units	13
	Total Units	52

Travel Specialist Suggested Electives

Course	Title	Units
HTT A199	Current Issues in Hospitality, Travel and Tourism	0.5-1.5