

## LANSING COMMUNITY COLLEGE

### CURRICULUM GUIDE

Travel Agency Operations  
Certificate of Completion

Curriculum Code: 0919 (Effective Fall 2009 – Summer 2014)

This curriculum is designed to give individuals with travel experience the basic skills and knowledge necessary for an entry level position in a travel agency.

#### PREREQUISITES

Students should see *Course Descriptions* or *Course Offerings* for course prerequisite information. See the *Assessment and Placement Testing* section for skills assessment and advising information.

#### INFORMATION

Contact the Business Department, Gannon Building, Room 190, telephone number (517) 483-1522 (Website: [www.lcc.edu/business/](http://www.lcc.edu/business/)) or Counseling and Advising Centers, Gannon Building, Room 204, telephone number (517) 483-1904.

#### REQUIREMENTS

CODE	TITLE	TOTAL: 18 CREDITS CREDIT HOURS
CITA 110	Intro to Microsoft Office	3
TRVL 100	Travel Industry Operations	3
TRVL 140	Airline Computer Reservation I	3
TRVL 200	Sales/Mktg for Travel/Tourism	3
TRVL 250	Airline Comptr Reservation II	3
TRVL 265	Fund of Business Travel	3
<b>CHOICE 1: Travel Related</b>		<b>3 Credits</b>
TRVL 125	Destinations I	3
TRVL 130	Destinations II	3
TRVL 131	Destinations III	3
	<b>MINIMUM TOTAL</b>	<b>21</b>

#### NOTE:

1. This certificate can be completed entirely online.

#### SUGGESTED COURSE SEQUENCE

Students should see course descriptions to find out when departments plan to offer courses. Students who for any reason are unable to follow the course sequence suggested below (for example, those who are part-time, have transferred in courses from another school, or have prerequisites to fulfill) should contact an academic advisor or counselor for help with adjustments.

I	II	III
CITA 110	TRVL 250	TRVL 200
TRVL 100	Lim.Ch.	TRVL 265
TRVL 140		