



# Travel Agent Certificate

## Continuing Education

**Non-credit  
Online (360 hours)**

**Contact:**

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### Program Description

The Travel Agent Certificate Program consists of twelve individual courses (see course list below). Each course includes instruction, student-instructor interaction through email and message boards, assignments and a final exam. Courses require 20-30 contact hours for completion and are self paced but individual courses must be completed within 90 days of your start date and all courses must be completed within one year of the start of the first course.

Upon successful completion of this course, you will be able to demonstrate proficiency in the following areas:

1. Sabre Computer Reservation System (Air Reservations, Faring and Ticking and Hotel and Car Accommodations)
2. Travel Reservations.
3. Leisure Travel Products
4. Destination Geography
5. Faring and Ticketing

### Admission Requirements

Basic computer skills  
Access to a computer with Internet access  
Self discipline to complete the program

### Curriculum

The curriculum for the Travel Agent Certificate Program includes 20 – 30 hours of study in each of the following areas:

- Travel Sales and Trends
- Ground Transportation
- Hotels and Lodging
- The Cruise Market
- Air Reservations - U.S. or Canadian Domestic
- Air Fares - U.S. or Canadian Domestic
- ARC Documents
- Automated Air Reservations
- Automated Air Fares and Tickets
- Automated Car Rental and Hotel Accommodation
- Selling Vacation Packages and Tours
- Fares and Tickets International

### Program Fees

Tuition & Fees	\$1,268
Books	
Other fees	
<b>Total</b>	<b>\$1,268</b>

### Career Potential

Applicants for travel agent jobs should face fair opportunities depending on one’s qualifications and experience. Opportunities should be better for agents who specialize in specific destinations, luxury travel, or particular types of travelers such as ethnic groups or groups with a special interest or hobby. The demand for travel is sensitive to economic downturns and international political crises, when travel plans are likely to be deferred. Thus job opportunities for travel agents will fluctuate with changing economic and political times. Many openings, though, are expected to occur as agents leave for other occupations or retire. Median annual earnings of travel agents were \$29,210. Data from www.bls.gov