**Cypress College Aviation & Travel Careers**

###### **Cruise Line Sales & Operations Basic Certificate**

###### **Basic Cruise Line Sales & Operations Certificate**

Goals and Objectives of the Certificate:

The Basic Cruise Line Sales & Operations Certificate prepares students with a career path for attaining the communication skills, practical knowledge, and technical training necessary for pursuing a career in cruise line sales and operations. Students completing this certificate will develop a basic understanding of the cruise line operations and the sales, security, and service requirements necessary to work in the cruise industry. To earn this certificate, complete the required courses as listed with a minimum grade of “C." At least 50% of all major course work must be completed at Cypress College.

###### Basic Cruise Line Sales & Operations Certificate: **18 Units**

###### *(Courses are 3 units except as noted. F=Fall S=Spring Su=Summer)*

# Core Course Requirements: (6 courses)

\_\_\_\_\_\_\_ATC 101 Intro to Travel Careers (F, S)

\_\_\_\_\_\_\_ATC 102 Career Communication/Portfolio (F, S)

\_\_\_\_\_\_\_ATC 123 Travel Sales & Tour Operations (F)

\_\_\_\_\_\_\_ATC 174 Destinations: Americas/Europe (F, S)

\_\_\_\_\_\_\_ o*r* ATC 175 Destinations: Africa/ Pacific (F, S)

\_\_\_\_\_\_\_ATC 182 Cultural Tourism (F, S)

\_\_\_\_\_\_\_ *or* ATC 183 Customer Care (F, S)

\_\_\_\_\_\_\_ATC 223 Cruise Line Sales & Operations (F)

*\_\_\_\_\_\_\_***18 Total Units Required for Basic Certificate**

**Key Tips:** You may opt to “**dual major”** by applying some of these courses to other ATC Degree/Certificate Programs. Remember to apply for certificates/degrees/graduation at the **beginning** of your last semester.

**Tourism & Conference Management Basic Certificate**

**Tourism & Conference Management Basic Certificate**

Goals and Objectives of the Certificate:

The Basic Tourism & Conference Management Certificate prepares students to work as professional meeting and event coordinators. The basic certificate will prepare the students for entry-level employment in the industry as an apprentice meeting and event coordinator. To earn this certificate, complete the required courses as listed with a minimum grade of “C." At least 50% of all major course work must be completed at Cypress College.

Basic Tourism & Conference Management Certificate: **18 Units**

*(Courses are 3 units except as noted. F=Fall S=Spring Su=Summer)*

**Core Course Requirements:**  (6 courses)

\_\_\_\_\_\_\_ATC 101 Intro to Travel Careers (F, S)

\_\_\_\_\_\_\_ATC 102 Career Communication/Portfolio (F, S)

\_\_\_\_\_\_\_ATC 123 Travel Sales & Tour Operations (F)

\_\_\_\_\_\_\_ATC 174 Destinations: Americas/Europe (F, S)

\_\_\_\_\_\_\_ or ATC 175 Destinations: Africa/ Pacific (F, S)

\_\_\_\_\_\_\_ATC 180 Tourism & Conference Management (varies)

\_\_\_\_\_\_\_ATC 182 Cultural Tourism (F, S)

*\_\_\_\_\_\_\_***18 Total Units Required for Basic Certificate**

**Key Tips:** You may opt to “**dual major”** by applying some of these courses to other ATC Degree/Certificate Programs. Remember to apply for certificates/degrees/graduation at the **beginning** of your last semester.

***Effective: Fall 2017***

Student Educational Planner (Sample)

**Cruise Line Sales and Operations Basic Certificate**

|  |  |  |
| --- | --- | --- |
| **►Fall 20**\_\_­\_ | **►Spring 20**\_\_­\_ | **►Summer 20**\_\_\_ |
| **Course** | **Units** | **Course** | **Units** | **Course** | **Units** |
| **ATC 101** | **3** | **ATC 182** | **3** |  |  |
| **ATC 102**  | **3** |  |  |  |  |
| **ATC 123** | **3** |  |  |  |  |
| **ATC 174 (or 175)** | **3** |  |  |  |  |
| **ATC 223** | **3** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** | **15** | **Total** | **3** | **Total** |  |

**Dual Majors:** You may opt to “dual major” by applying some of these courses to other degrees and certificates in the Aviation & Travel Careers Program. Remember to apply for certificates/degrees/graduation at the **beginning** of your last semester.

Please note: This student education plan (SEP) is offered as a suggestion only. Students may modify it by taking more or fewer classes as needed. Students wishing to exceed 18 units per semester will need to meet with a counselor.  Students wishing to complete an AS Degree and/or transfer should meet with a counselor to modify their course plan to include general education courses.

Student Educational Planner (Sample)

**Tourism and Conference Management – Basic Certificate**

|  |  |  |
| --- | --- | --- |
| **►Fall 20**\_\_­\_ | **►Spring 20**\_\_­\_ | **►Summer 20**\_\_\_ |
| **Course** | **Units** | **Course** | **Units** | **Course** | **Units** |
| **ATC 101** | **3** | **ATC 180** | **3** |  |  |
| **ATC 102** | **3** |  |  |  |  |
| **ATC 123** | **3** |  |  |  |  |
| **ATC 174 (or 175)** | **3** |  |  |  |  |
| **ATC 182** | **3** |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** | **15** | **Total** | **3** | **Total** |  |

**Dual Majors:** You may opt to “dual major” by applying some of these courses to other degrees and certificates in the Aviation & Travel Careers Program. Remember to apply for certificates/degrees/graduation at the **beginning** of your last semester.

Please note: This student education plan (SEP) is offered as a suggestion only. Students may modify it by taking more or fewer classes as needed. Students wishing to exceed 18 units per semester will need to meet with a counselor.  Students wishing to complete an AS Degree and/or transfer should meet with a counselor to modify their course plan to include general education courses.