



Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Date Created: \_\_\_\_\_

Date Revised: \_\_\_\_\_

## PROGRAM PLANNING GUIDE 2018 – 2019

### Travel Counsellor Certificate

The purpose of this program-planning guide is to help students track their progress within their chosen program. The information in this planning guide is accurate at the time of printing and is subject to change without notice. It is the students' responsibility to ensure the accuracy of their program and course choice. Students should use the program-planning guide dated the year in which they began the program. This guide should be used in conjunction with the official version of the Medicine Hat College Calendar, and calendars of appropriate transfer institutions, which are the final authorities regarding program requirements.

Distance Learning is an option that provides students with a balance of structure and freedom – enough structure to keep motivated and excited about the program and enough freedom to have a job or manage a family. Students will have the option to work on the travel courses at whatever time of the day through a self-study program, with the support of an instructor who has extensive industry career experience and knowledge.

<b>Registration Sequence</b>		
<b>COURSE</b>	<b>DATE</b>	<b>GRADE</b>
<b>TRAV 103</b> <i>Destination Geography I</i>		
<b>TRAV 118</b> <i>Communication for Business</i>		
<b>TRAV 112</b> <i>Travel Industry Products</i>		
<b>TRAV 105</b> <i>Destination Geography II</i> <b>*Students are encouraged to complete TRAV 103 before registering in TRAV 105</b>		
<b>TRAV 115</b> <i>Independent and Group Travel</i> <b>*Students are encouraged to complete TRAV 112 before registering in TRAV 115</b>		
<b>TRAV 191</b> <i>The Cruise Line Industry</i>		
<b>TRAV 101</b> <i>Introduction to Global Distribution Systems (GDS)</i>		
<b>TRAV 102</b> <i>Advanced Global Distribution Systems (GDS)</i> <b>Prerequisite: Minimum C- grade in TRAV 101</b>		

For more information or assistance with your program, please contact  
Academic Advising at 403 529-3819

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<b>TRAV 129</b> <i>The Airline Industry</i> <b>Prerequisite: Minimum C- grade in TRAV 101 &amp; TRAV 102</b>		
<b>TRAV 184</b> <i>Career Experience</i> <b>*Students are encouraged to complete TRAV 101 &amp; TRAV 102 before registering in TRAV 184</b>		

**NOTES:**

**Program Requirements:**

- It is recommended that students have a computer that is equipped with the most recent operating systems, Microsoft Office Suite and a knowledge of Microsoft computer applications.
- Work Experience: Students will graduate from this certificate program with invaluable work-related experience. The equivalent of four weeks full time practical experience at a career-related company of your choice is required. You have four months to complete 140 hours of work experience. Placement and expenses are your responsibility. A career experience evaluation is completed by the employer and students are required to complete a comprehensive report.

**Course Registration Information:**

- The Travel Counsellor Certificate program has four intake dates per year: September 1, November 1, January 1, and March 1. Students may choose to start the program and their courses at any one of those dates.
- Students have up to four months to complete each course and a maximum of three years to complete the entire program.
- Students are reminded that the minimum course load to be eligible for student loan funding is 3 courses per term. Although this program emphasizes flexibility, students are encouraged to take no more than 3 courses per term.
- Students are encouraged to register online using the student portal. The portal will show two available registration terms: Fall or Winter. Each course will have a section code assigned under each semester. In the Fall semester, courses with the code **DLMA** will have a start date of September 1<sup>st</sup>, and courses with the code **DLMB** will have a start date of November 1<sup>st</sup>. In the Winter semester, courses with the code **DLMA** will have a start date of January 1<sup>st</sup>, and courses with the code **DLMB** will have a start date of March 1<sup>st</sup>. For more information regarding course registration, please refer to the Guide for New Students in the link below, or contact Registration at 403-529-3844.

<https://www.mhc.ab.ca/FutureStudents>

**GRADUATION REQUIREMENTS:**

- Completion of nine (9) specific Travel Counsellor Certificate courses
- Completion of four weeks of career experience (or equivalent time)
- Minimum cumulative GPA of 1.7
- Minimum of C- or higher in **ALL** courses