

# TRAVEL AND TOURISM

## Is Travel and Tourism for me?

*The field is for you if you ...*

- Like to travel.
- Enjoy working with people.
- Enjoy working in an office setting.
- Enjoy the challenge of a fast-paced, ever changing work environment.
- Enjoy using state-of-the-art computer technology.
- Desire a job with a good salary.
- Enjoy being in charge and showing leadership skills.
- Possess good written and verbal interpersonal communication skills.
- Are able to focus on several tasks simultaneously with speed and accuracy.
- Can effectively follow instructions.
- Have a pleasant, friendly personality with a good sense of humor.
- Can work under deadlines and respond quickly to unexpected circumstances.
- Can maintain composure in stressful situations.
- Are willing to keep current in the industry.
- Want a career with excellent travel benefits and good potential for advancement within the industry
- Operate your own business out of your own home with minimal investment

## What skills will I need for this field?

*You will need to have ...*

- The ability to communicate clearly, both verbally and in writing (second languages are a plus).
- A basic understanding of business and management.
- Knowledge of computer applications, automation systems and procedures.
- An ability to maintain a positive attitude and display a high standard of work ethics.
- An aptitude for accurate details.
- Knowledge and ability to use standard office procedures and equipment.
- The ability to use math functions.
- The ability to follow directions and work effectively with others.

## What is the work atmosphere like?

The work atmosphere in the different areas of the Travel and Tourism industry varies according to specific job assignments. Positions in travel agencies, tourist boards and as tour operators generally consist of 40-hour work weeks in office settings. Full- or part-time positions are available with some evenings/weekends. Much of the time is spent interacting with people performing a variety of tasks, actively processing information, working independently on computer terminals and occasionally referring to resource manuals. Airline/hotel/car reservationist positions may have more varied work schedules including weekends, evenings or holidays. Airport work positions would include around-the clock schedules. Many of the positions could eventually include extensive travel requirements/opportunities.

## What are my degree options?

### **Certificates**

Airline Computer  
Airport Passenger Service  
General Travel and Tourism  
Meeting and Convention  
Tour Escort

### **Associate's Degree**

Associate in Applied Science

### **Bachelor's Degree**

Bachelor's degrees are available by transferring to four-year colleges and universities. For example: DePaul, National-Louis University, Roosevelt University, Niagara University and Governor 's State.

## What are my career opportunities?

With a combination of education and work experience the advancement outlook is favorable. Each avenue of the industry has different requirements and qualifications regarding promotion/advancement. Future outlook depends on economic conditions and expansion of the travel and tourism industry. The demand for employment is strongest in populated areas and recreational centers which attract tourists and commercial travelers. Previous management-related or public relations work, community involvement experience, and college degrees in business management and marketing are helpful.

## What can I do with these degrees?

*If you have completed ...*

### **High School Diploma**

Airline File Clerk, Clerical Post, Researcher, Support Staff, Ticket Agent

### **Certificate**

Meeting and Convention Planner, Outside Sales Agent, Production Coordinator, Receptionist, Ticket Agent, Tour Organizer

## How can I prepare now?

*Recommended courses ...*

### **Math**

Business Math, Accounting

### **Science**

Computer

### **Communications**

English Composition, Business Writing, Speech

### **Occupational Electives**

Geography

### **Recommended Supporting Electives**

Keyboarding, Sociology, Psychology, Desktop Publishing

## What about my articulated credit?

Check with your high school coordinator to see if you are eligible for articulated credit at College of DuPage.

### **Associate in Applied Science Degree**

Incentive Travel Specialist, Meeting and Convention Planner, Reservationist, Sales Representative, Tour Guide/Escort, Travel counselor

### **Bachelor's Degree**

Corporate Travel Manager, Director of Operations, District Sales Manager, Meeting and Convention Manager, Tour Operator Manager, Travel Agency Manager

## What should I take in my first semester at C.O.D.?

T&T 1121: Introduction to the Travel, Tourism and Meetings Industries

T&T 1122: Introduction to World Destinations

T&T 1126: North American Destinations

ENG 1101: Composition I

CIS 1150: Introduction to Computer Information Systems

## Whom can I talk to for more information?

Business and Technology Division  
(630) 942-2592

For more information on the Associate in Applied Science Degree curriculum, see your program coordinator or go to [www.cod.edu](http://www.cod.edu).