

## CERTIFICATE OF ACHIEVEMENT

The Tourism, Convention and Event Planning Certificate of Achievement is designed to provide exciting career opportunities, and produce professionals who want to work in the Tourism, Convention and Event Planning industries.

This program is application oriented and students will learn contemporary skills and valuable techniques to enter and compete in today's fast-paced, multi-cultural, meeting planning and tourism environments.

**STUDENT LEARNING OUTCOMES - Graduates of this program will have the opportunity to:**

- Demonstrate the criteria of different types of events and how they relate to tourism in a project.
- Create a meeting/event from inception to completion using the components of tourism.
- Demonstrate good oral and written communication skills in working with clients, colleagues and vendors around the world.
- Enhance customer service and relationship skills in a multicultural and global society.

**GENERAL EDUCATION REQUIREMENTS (3 Credits):**

	CR	SEMESTER
<b>COMMUNICATIONS:</b> BUS 108, COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3-5	_____

**SPECIAL PROGRAM REQUIREMENTS (27 Credits):**

	CR	SEMESTER
<b>FAB 285</b> Catering Management	3	_____
<b>HMD 101</b> Introduction to the Hospitality Industry	3	_____
<b>TCA 110</b> Introduction to the Convention Industry	3	_____
<b>TCA 141</b> Travel and Tourism I	3	_____
<b>TCA 188</b> Special Events Planning	3	_____
<b>TCA 241</b> Travel and Tourism II	3	_____
<b>TCA 251</b> Tourism and Convention Externship	3	_____
<b>TCA 289</b> Introduction to Corporate Meetings and Events	3	_____

**Plus 3 credits from the following:**

<b>TCA 100B</b> Concierge Management - Business Operations and Customer Service	3	_____
<b>TCA 101B</b> Concierge Software Applications and Operations	3	_____
<b>TCA 183</b> Conference and Convention Planning	3	_____
<b>TCA 190</b> Introduction to Destination Marketing	3	_____
<b>TCA 200</b> Airline Reservations	3	_____
<b>TCA 222</b> Wedding Planning	3	_____
<b>TCA 225</b> Introduction to International Tourism	3	_____
<b>TCA 276</b> Introduction to Trade Show Operations	3	_____

Computation included in TCA 188

Human Relations included in TCA 141

**NOTE:** Courses with a B suffix (example - XYZ 123B) may be non-transferable for a NSHE baccalaureate degree.

TRVTCEP-CT

**30**  
Total Credits

Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.

**Guided Pathway**  
**Certificate of Achievement (CA) - Tourism, Convention and Event Planning**  
**30 - credits**

<b>First Semester</b>	<b>Requirement</b>	<b>Credit Hours</b>	<b>Term</b>
TCA 141	Travel and Tourism I; (8 week class or 16 week online)	3	
TCA 241	Travel and Tourism II; (8 week class)	3	
HMD 101	Introduction to the Hospitality Industry	3	
Communications - Elective	BUS 108, COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3	
Special Program Elective	NOTE: Below classes are all 8 weeks in person or online  TCA 100B Concierge Management – Business Operations and Customer Service TCA 101B Concierge Software, Applications and Operations TCA 183 Conference and Convention Planning TCA 190 Introduction to Destination Marketing TCA 200 Airline Reservations (this is an in-person class) TCA 222 Wedding Planning TCA 225 Introduction to International Tourism; TCA 276 Introduction to Trade Show Operations	3	
	<b>TOTAL</b>	<b>15</b>	
<b>Second Semester</b>	<b>Requirement</b>	<b>Credit Hours</b>	<b>Term</b>
FAB 285	Catering Management – 16 week class	3	
TCA 110	Introduction to the Convention Industry (8 week class)	3	
TCA 188	Special Event Planning (8 week class)	3	
TCA 289	Introduction to Corporate Meetings and Events (8 week class)	3	
TCA 251	Tourism and Convention Externship	3	
	<b>TOTAL</b>	<b>15</b>	
	<b>CERTIFICATE TOTAL</b>	<b>30</b>	

NOTE: Each 8 week Tourism, Convention and Event Planning course is designed to be stand-alone. In other words, each course is independent so courses may be combined, or taken separately in any order.