

# Corporate Travel Certificates

Classes start  
October 17!

Help Your Career  
Take Flight!



**The Corporate Travel Administrator Certificate** and/or the **Corporate Travel Agent Certificate** is your ticket to a new and exciting career in travel management!

**Silicon Valley Business Travel Association (SVBTA)** and **San Jose State University (SJSU)** have collaborated to develop these two courses, with each course a time commitment of only 6 Saturdays.

This program can lead to emerging opportunities in the burgeoning corporate travel industry or add valuable credentials to advance in your current position as you provide travel planning services. Either way, these certificates provide unique options for rewarding careers that may also allow for flexible hours and work locations. In addition, this program is the right fit for those passionate about helping organizations improve communication and operations.

## What You Will Learn - 4 Continuing Education Units per class

### **Corporate Travel Administrator** - (October 17-November 21, 2015)

- Components of the corporate travel industry: career opportunities, certifications, supplier relationships, travel management companies, technologies, and associations.
- Key elements and administrative functions of a managed travel program within a corporation including end-to-end travel and expense solutions, travel policy compliance, risk management, travel analytics and reporting.

### **Corporate Travel Agent** – (January 30 – March 12, 2016)

- Business practices of a travel management company: airline ticketing rules and regulations, supplier relationships and basic accounting functions.
- Corporate travel customer service techniques: travel technologies to facilitate the travel reservation process from initial traveler contact through trip completion and follow-up.



One out of seven  
new projected jobs  
by 2020 will be in  
the travel industry.

Detailed class information, schedule and scholarship information available on the [SJSU](#) and [SVBTA](#) websites. For additional information, contact SJSU at 408-924-2670 or email [ceuprograms@sjsu.edu](mailto:ceuprograms@sjsu.edu).