



First Select

## Travel and E-Ticketing Skills

Date	Venues	(\$)Fees	Book your seat
07 Dec -11 Dec 2025	Kuala Lumpur	3300	<a href="#">Register Now</a>

### Description:

Planning worldwide travel, the e-ticketing procedures including rules, regulations, tariffs, fare construction and currency regulations. Includes the use of the Official Airline Guide, Worldwide Edition and reference materials by the travel industry.

### Course Objectives:

To develop knowledge and skills necessary for employment in the Tourism and Travel industry in general and e-ticketing in specific.

### Who should attend?

Administration Staff who is involved in Travel & Ticketing and Travel clerks.

### Course Outline:

To learn how to use the Official Airline Guide, Worldwide Edition, and other reference materials for worldwide travel.

- City codes
- Airlines
- Time zones
- Scheduling
- Choosing flights
- E-ticketing
- Fares, taxes, rules, and regulations
- Changes, refunds

Classify and compare procedures for international applications, mileage formula, stopovers, add-ons, excursion fares, higher intermediate point, currency conversation, children's fares, charters and other international air procedures.

Classify and compare procedures for first class differentials, documents, custom regulations, sources of health information for international travelers, and travel advisories.

Recognize and apply principles of above by role-playing opportunities to review learning.

### WORKSHOP STYLE:

A mixture of short presentations, interactive discussion, individual exercises and group work. The emphasis throughout is on a practical approach using case material and examples.



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