

Course Unit	Operations in Tourism Distribution		Field of study	Tourism	
Bachelor in	Tourism		School	School of Public Management, Communication and Tourism	
Academic Year	2023/2024	Year of study	2	Level	1-2
Type	Semestral	Semester	1	ECTS credits	6.0
Code	9254-532-2104-00-23				
Workload (hours)	162	Contact hours	T -	TP 60	PL -
			TC -	S -	E -
			OT -	O -	

T - Lectures; TP - Lectures and problem-solving; PL - Problem-solving, project or laboratory; TC - Fieldwork; S - Seminar; E - Placement; OT - Tutorial; O - Other

Name(s) of lecturer(s) **Catarina Antónia Martins**

### Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:

1. Dominate terms and procedures of the Global distribution system Galileo through Computer Based Training
2. Recognize not only Galileo environment and its functionalities but also the normal activity of a travel agency in what concerns selling through new technologies
3. Dominate the different functionalities of using the real system SmartPoint Galileo using Travelport's Global Desktop Remote access.

### Prerequisites

Before the course unit the learner is expected to be able to:

1. Dominate Elementary knowledge about tourism distribution
2. Demonstrate Elementary knowledge of written English

### Course contents

Introduction. The Global Distribution System Galileo using Smartpoint Galileo: Supplementary data; Modifying the itinerary; Modifying booking files; Fare displays; Fare quotations; Ticket production; Advanced seat assignments; Client files; Queues; Reference information; Travelscreen; Timatic.

### Course contents (extended version)

1. Introduction
2. The Global Distribution System Galileo
  - Supplementary data
  - Modifying the itinerary and Modifying booking files
  - Fare displays and Fare quotations
  - Ticket production
  - Advanced seat assignments
  - Client files
  - Queues
  - Reference information
  - Travelscreen
  - Timatic

### Recommended reading

1. Dennis, L. Foster (2012). Galileo, First Class Galileo student manual. Galileo Training.
2. Software Galileo, First Class Galileo. Galileo training (Versão 2018)
3. Abranja, N. , & Magalhães, C. (2018). Gestão de agências de viagens e turismo (2ªed. ). Lisboa: LIDEL. ISBN: 978-972-757-855-9
4. Travelport. Manual do aluno, Galileo reservas, tarifas e emissões (Versão 2018/2019)

### Teaching and learning methods

Tutorial classes with resource to expositive method associated with active techniques. Software Galileo – Computer based Training First Class Galileo and Global Desktop Remote accessing Smartpoint Galileo. Audiovisuals.

### Assessment methods

1. Continuous evaluation I -incoming students also - (Regular) (Final)
  - Intermediate Written Test - 30% (Practical and theoretical (minimum mark 7) exam)
  - Practical Work - 40% (Practical exercises during classes)
  - Intermediate Written Test - 30% (Practical and theoretical (minimum mark 7) exam)
2. Final Exam Evaluation - (Regular, Student Worker) (Supplementary, Special)
  - Final Written Exam - 100% (Practical and theoretical (minimum mark 7) exam)
3. Continuous evaluation II - (Student Worker) (Final)
  - Intermediate Written Test - 50% (Practical and theoretical (minimum mark 7) exam)
  - Intermediate Written Test - 50% (Practical and theoretical (minimum mark 7) exam)

### Language of instruction

1. Portuguese
2. English

### Electronic validation

Catarina Antónia Martins	Márcio Domingos Alves Ribeiro Martins	Catarina Alexandra Alves Fernandes	Luisa Margarida Barata Lopes
01-10-2023	02-10-2023	05-10-2023	09-10-2023