

Vacation Project

Objectives:

The student will:

- use problem-solving and research techniques to obtain information needed.
- use the Internet as a research tool.
- create a word processing document with correct formatting.
- use tabs with leaders to create a Table of Contents.
- create an appropriate spreadsheet using Excel.

Introduction:

Vacation time has arrived! You are going on a vacation to: _____ for _____ weeks. You have a maximum of **\$3,000** to spend. Select a vacation location (**large theme parks such as Disney World, Six Flags, Cedar Point, etc. are excluded**). You can choose anywhere in the world except for the above. You cannot spend more than the \$3000. This includes spending money.

Directions:

1. **Research** the following: (use a minimum of two different sources such as: Internet, travel agents, CD-ROMs, encyclopedias, etc.).

expenses for:

- transportation
 - lodging
 - food (breakfast, lunch and dinner for each day at a variety of different restaurants)
 - entertainment (minimum of one activity per day)
 - misc. (snacks, souvenirs, phone, etc.)
2. **Create** the following documents:
 - **Vacation and Activity Letter**– Create a generic letter that briefly introduces the vacation and the activities to the customer. Use appropriate letter format.
 - **Information Flyer** – Create an appropriate flyer that gives a brief overview of the vacation spot that you chose.
 - **Itinerary** – Itinerary should be in chronological order from departure to return. It should include times, hotels, activities, locations, mode of transportation, etc. Format the itinerary appropriately. A table may be used and appropriate margins (1”), font style and size should be addressed. Use auto-formatting, draw, or graphics to enhance the document. Using the books

on the bookshelf, i.e. Resource manual, Office Skills for the 1990's etc.
research the appropriate format for an itinerary.

- **Activity List** – List each major activity and provide a brief description, the location and the price of each activity. Include a minimum of one graphic on this document. Format the document as follows: 1” margins, appropriate font style and size. Paragraph formatting, table insertion, or a spreadsheet may be used to complete this document.
- **Cost Sheet** – (Excel) Include the following on your cost sheet: transportation costs, lodging costs, meal cost per day, entertainment and activity costs and miscellaneous costs. Format these costs in appropriate sections. Include formulas to figure section cost and total cost. Print two copies, one with formulas, one without formulas. Center and format the cost sheet appropriately.
- **Reference/Bibliography Page** – Using the correct format create an appropriate reference page that lists all sources.
- **Table of Contents** – Use an appropriate format with leaders to create a table of contents.
- **Title Page** – Use an appropriate format to create the title page. Include the name of the project, your name, and the date.

3. Staple in the following order:

- Title Page
- Table of Contents
- Letter
- Flyer
- Itinerary
- Activity List
- Cost Sheet
- Reference Page

Vacation Project Rubric

Assignment	5	3	0
Stapled in the correct order			
Title Page			
Appropriate format			
Table of Contents			
Appropriate format			
Letter			
Letter format			
Correct information provided			
Flyer			
Attractive formatting			
Information provided			
Itinerary			
Includes information needed			
Format			
Activity List			
Appropriate format			
Description of each activity			
Location of activity			
Price of activity			
Graphic			
Cost Sheet			
Appropriate format			
Transportation/Housing Costs			
Meals/Activities/Entertainment Cost			
Misc. Costs			
Totals/ within budget			
Reference/Bibliography Page			
Appropriate format			
Appropriate sources			
Totals (105 pts possible)			

Technology Bench marks: 2HS1, 2HS2, 2HS3, 2HS4, 3HS1, 3HS2, 3HS3, 3HS4, 5HS1, 5HS2

Teacher notes:

Recommended Materials, Software

- Internet
- Library
- Travel Agent
- Scanner
- Graphic CDs
- Software
- Integrated Office (WP, SS)
- Presentation software (PowerPoint, Claris SlideShow, Hyperstudio, Corel Presentation)

Skills needed

- research
- word processing
- spreadsheet (opt.)
- desktop publishing (opt.)