Final Project Instructions

Point value: 75

Desired learning outcome: You will effectively use Internet research, Microsoft Word, Power Point, and Excel to plan a fictitious trip for you and one other person. The reader of your project will be able to clearly understand the choices you made, and you will plan your trip within the required budget.

You will use a $3,000 total budget to plan a trip to anywhere in the world that is a minimum of 1,000 miles from your home. Your trip must include airline flights to and from your destination.

Project requirements:

Internet research (15 points): You will incorporate your research findings throughout your project. You must include links to all websites used as the last page of your Word document. If you use images from a website in your Power Point, you must include those links as the last slide of your presentation. A minimum of 5 websites must be used.

Project summary using Microsoft Word (20 points): Prepare a summary of your trip. Include all required elements as described below. Use a readable font and double space your paper. In addition to the quality of information, you will be graded on grammar, punctuation, word usage, spelling, and formatting for readability.

Required elements for Word summary:

1. Cover page. Include country name, your name, date, and name of the course

2. 1 -2 pages, double spaced, summarizing your trip. Summary must include:

   a. Destination. Include your reasons for your choice and the main goals for the trip, i.e. sightseeing, relaxation, specific events, visiting friends or relatives, etc.)

   b. Flight information:

   - Airport (use the full name AND the airport code)

   - Airline and flight #

   - Departure date and time (both ways)

   - Connecting flights (city and departure time)

   - Final airport destination and time of arrival (use the correct time for the time zone you are entering)

   - Total time in the air

   c. Car rental information – if you choose to rent a car.
d. Hotel/motel information

- Name, phone number, and website
- Room type
- Room rate
- Hotel amenities that were most attractive to you and that influenced you to choose that particular hotel (location, restaurant/bar on premises, pool, workout area, price, view, etc.

e. Minimum of 4 activities you plan to do while on your trip. Include:

- Activity type (shopping, cultural, athletic event, geographical, etc.)
- Name of activity
- Any other pertinent information such as appropriate attire, equipment needed, specific skills or physical abilities needed, etc.

f. Items (other than clothes and toiletries) you will need to gather before your trip, such as a passport, sporting equipment, luggage, luggage tags, etc. Be sure to include any costs of these in your budget spreadsheet.

3. Works Cited page

**Power Point presentation (20 points):** Use Power Point best practices as discussed in Learning Unit 5. Use the information from your Word and Excel documents to prepare an 8-slide presentation that will give the reader a snapshot of your trip. Include:

- an introductory slide
- slides that tell the reader how you plan to spend the majority of your time in the country
- an Excel chart of budget expenditures
- a Works Cited slide if you used information or images not included in your Word document
- Photos, images, graphs etc. that enhance your presentation without distracting from the content

**Excel spreadsheet (20 points):** Use Excel to record your $3,000 budget expenditures.

- Format your spreadsheet so it fits on one page if possible
- Use bolding, shading, and colors to differentiate your spreadsheet title, column titles from other information.
- All expenses (actual and estimated) must be included, such as: flight, hotel, meals, activity costs, souvenirs, driving costs (to and from the airport; and if you rent a car), specific items needed (passport, etc.), airport parking.

- If you are visiting a different country, you should convert the monetary system used in the country you are visiting into U.S. Dollars. ($1 USD = ________).

  - Use formulas to efficiently calculate data

  - Create a minimum of one meaningful, easy to read chart. Include the chart on a separate worksheet. Choose a graph style appropriate for your information

  - Rename your worksheets so the reader can easily see what information is on each worksheet.

Upload your final documents under the specific location in the Assignments area in the left hand menu. Please attach all three documents in the same assignment space.

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