

COMPUTER LITERACY – Mr. Sencer		Vacation Project 1
NAME:	PERIOD:	

Vacation has arrived, pick a destination that you would like to visit. The dates for the trip must be between May 1, 2011 and Dec 31, 2011. You will be gone for five days. You have a budget of \$5,000. Your total cost cannot exceed this amount.

Samples of Part I – IV are posted on the John Bowne website for this course.

Part I – Vacation Announcement – Microsoft Word

Create a poster that gives a brief overview of the vacation spot that you have chosen.

What to include in this document:

- Location of Trip
- Cost \$5,000 (we will change this once we know the exact cost)
- Picture - can be from clip art or the internet
- Dates
- Catchy phrase - optional

Part II – Activity List - Microsoft Word

The activities will be in chronological order from when you arrive to when you leave. You must have at least two activities each day. For each activity you will list the date, time, name of the activity, location, (address, phone is optional) description, cost and picture/graphic.

***Shopping, sleeping, relaxing are not valid activities for this trip.

Part III – Flight Information - Microsoft Word

Using Travelocity, Expedia or Orbitz travel sites research a flight from NYC (either JFK or LGA airports) to your destination. After finding the correct flights create a flyer with the following:

- Heading
- Picture(s)
- Cost
- Departure Info: Date, Time, Name of airline, flight number, connecting city, time, flight number, arrival time, city

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- Return Flight Info: Date, Time, Name of airline, flight number, connecting city, time, flight number, arrival time, city
- Formatting of document - font, center, table lines, easy to read

Part IV – Hotel Information - Microsoft Word

Using Travelocity, Expedia or Orbitz travel sites find a hotel at your destination. After finding a hotel, create an informational flyer with the following:

- Heading (city + Hotel)
- At least 1 picture
- Name of Hotel
- Address: street, city, state, zip, phone number
- Hotel amenities (4) Examples: fitness center, pool, etc.
- Room description
- Cost for 4 nights (include per night cost plus the total)
- Page border

Part V – Restaurants - Microsoft Word

Set up a table like the one below to organize your information. You will have one large table for all five days. Depending on your day, you may only have 1 or 2 meals. Adjust your table accordingly.

Do not forget to add a heading for your page (Restaurants).

Date	Time	Name/Address	Description	Cost	Picture
Monday, Oct. 9	Breakfast				
	Lunch				
	Dinner				

Restaurant Planning Guidelines:

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- Must eat at least two times a day for days 2, 3, & 4
 - First day:
 - if you arrive before noon, you eat two meals
 - if you arrive after noon, you must have at least one meal
 - Last day:
 - if you leave before noon, you eat one meal
 - if you leave after noon, you must have at least two meals
- Cannot eat at the same restaurant more than twice
- Cannot eat at a fast food restaurant more than three times
- One meal must be from a \$40 or greater restaurant
- Visit the following websites to assist in your search:
 - Restaurants - <http://restaurants.com/>
 - Restaurant Row - <http://restaurantrow.com/>
 - Fodors - <http://fodors.com/>

Part VI – Budget Sheet - Microsoft Excel

Create an Excel budget sheet. Include the following on your total sheet:

- flight, hotel, meals, activities, miscellaneous (\$725). Include formulas to figure cost for your daily meals and activities.
- On your budget sheet: figure your total for the trip (flight, hotel, restaurants, activities, misc).
- Format the sheets appropriately.
- Chart the total costs per item in a pie chart.
 - Include %, use appropriate titles, and place the legend at the bottom.
 - Pull the piece of the pie that has the largest % and the lowest % away from the remaining pie.

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GRADING RUBRIC

OBJECTIVE	1	2	3	4	TOTAL
Manipulate a spreadsheet: enter and format data and use formulas and functions.	Entered most data correctly, some incorrect formatting, attempted to use formulas and functions	Entered all data correctly, was able to format data, attempted to use formulas and functions	Entered all data correctly, completed required formatting, used formulas and functions correctly	Entered all data correctly, completed required formatting, used formulas and functions correctly, used advanced formatting techniques to design spreadsheet	
Required Elements	All required elements are included in the document.	Most of the required elements are included in the document.	Some of the required elements are included in the document.	A few of the required elements are included in the document.	
Summarize findings using a word processor and incorporating data and charts from spreadsheet	Able to copy chart from spreadsheet; brief summary with few details; no attempt to draw conclusions about data; did not meet requirements for length; did not use correct format	Able to copy chart from spreadsheet; brief summary with few details; some attempt to draw conclusions about data; made some attempt to meet length and format requirements	Able to copy chart from spreadsheet; summary included required details; was able to meet length and format requirements	Able to copy chart from spreadsheet; detailed summary with additional information beyond required elements; met or exceeded length and format requirements	
Grammar/Spelling	There are no grammatical or spelling errors in the document	There are one to three grammatical or spelling errors in the document.	There are four to six grammatical or spelling errors in the document.	There are six or more grammatical or spelling errors in the document.	