**Final Project Instructions**

This project will be completed throughout the term in 7 parts. **NOTE: In order to pass the class, all 7 parts of the final project will be graded and at least 6 of the 7 parts need to be completed.**

In this project, you will act as a travel agent that is preparing a proposal to submit to your supervisor (instructor) for a fictitious group trip to a foreign country/location/city that you will try to convince others to sign up for. You will use the internet to do research about activities, flights/travel, hotels, restaurants, etc. You will use Microsoft Word to design flyers promoting your trip and write a memo summarizing the itinerary for your trip. You will use Microsoft PowerPoint to build a presentation for an interest meeting about your group trip. You will use Microsoft Excel to make a budget for your trip. These pieces of the project will all be completed throughout the term. At the end of the term, you will make corrections to what you have turned in throughout the term and integrate everything into a final package to submit to your supervisor for approval of the trip.

**Starting Guidelines:**
You will use a $6,000 maximum per person budget to plan a trip. The trip you plan will be a minimum of seven days and a maximum of ten days. You will need to find activities and sites to visit (a minimum of 4 must be included) which will entertain or educate those traveling with you. You will need to find travel arrangements (air to and from your destination and land travel in country), hotel lodging, food, etc.

**Part 1 – Turn in your topic/location (5 points)**
You will find 3 different locations that might work for this project. You will need to do some research to make sure you can make the locations you are thinking about using fit within the timeframe and budget guidelines. Once you have 3 locations that will work, submit the list to your instructor. Everyone in the class will need to use a different location, so your instructor will assign you one of the 3 choices from your list. Topics will be assigned first come, first serve. If you don’t get your first choice, don’t worry about it. There is no shortage of countries/cities that will work for this project.

**Part 2 – Prepare an Annotated Bibliography (20 points)**
For the location you are assigned, you will research websites that you can go back to later to get:
- Flight details
- Other travel details in country
- Hotel Accommodations
- Time Difference/Money Exchange
- Events or Activities/Sites to visit
- Food/Restaurants
- Pictures

As you find sources that will work, you will correctly cite them in a bibliography list in Microsoft Word and annotate them with notes about what the websites include or what you will use the websites for later. The notes are for you to be able to quickly get back to the information you need as you continue...
working on the project throughout the remainder of the term, so make sure the notes you make are worthwhile for you as you work through the project. For example, in the annotated notes, you might want to include prices of hotels and flights and dates.

**Part 3 – Prepare a Memo Summarizing the Itinerary for Your Trip (20 points)**
Use Microsoft Word to type a Memo summarizing the day by day itinerary for your group trip. You can either use a template or design your own memo.

The memo should include:
- A brief sentence or two explaining what the memo is about
- A day-by-day listing of events for that day (including travel, meals, activities/events/site visits, hotel locations). You need to include a minimum of 4 activities/events/site visits.
- Estimated price of the trip per person

**Part 4 – Design a Flyer Advertising Your Group Trip (20 points)**
Use Microsoft Word to design a flyer that you could use to advertise your group trip to people who might be interested.

Your flyer needs to include at least:
- One Word Art
- Two Shapes
- Two Pictures
- Two different Font Styles
- A Page Border

Also, make sure that all relevant information to advertise your trip is included, such as dates, cost, locations, etc.

**Part 5 – Design a PowerPoint to About your Trip to Present at an Interest Meeting (20 points)**
Use Microsoft PowerPoint to prepare a presentation with 8-10 slides to advertise your trip and encourage people to sign up. Think about what you would want to cover if you held a meeting for people who were interested in going but had not signed up yet.

Minimum to Include:
- A title slide with the destination and dates of your trip
- Slides that tell the reader how you plan to spend the majority of your time in the country
- Photos, images, graphs etc. that enhance your presentation without distracting from the content
- Cost of the trip and details on how and when to sign up to join the trip group
- A Works Cited slide
- Adhere to PowerPoint Best Practices that you learned about in the PowerPoint units.
Part 6 – Prepare a Budget Detailing all Costs of your Trip (20 points)
Use Microsoft Excel to record the expenses for the trip you are planning.

Include:
- Format your spreadsheet so it fits on one page, if possible
- Use bolding, shading, and colors to differentiate your spreadsheet title and column titles from other information
- All expenses must be included and itemized for each day
  - (i.e. Day 1: flight, hotel, meals, activity costs, ground transportation)
  - (i.e. to / from the airport; Day 2: flight, hotel, meals, activity costs, ground transportation; etc.)
  - A good way to do this might be list the Days (Day 1, Day 2, etc. as the column headings) and itemized costs as the row headings
- Use formulas to total the costs for each day and find the average cost per day (REMINDER THAT THE MAXIMUM BUDGET PER PERSON IS $6,000)
- Create a chart which shows the total cost of each category (flight, hotel, meals, activity costs, souvenirs, ground transportation, etc.) and move the chart to its own sheet within your workbook.
- Rename your worksheet(s) so the reader can easily see what information is on each worksheet

Part 7 – Explain the Possible Use of a Database or Dashboard for your Trip (20 points)
Use Microsoft Word to type a paragraph explaining how you might be able to use a dashboard or a database to help you with your planning or advertising or management of your trip.

Upload all your documents under the appropriate submission areas in the MyHills Learning Units by the due dates.
# Grading Rubric

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unsatisfactory</th>
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<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<td><strong>Part 1 – Turn in your location (5 points total)</strong></td>
<td>3 foreign locations</td>
<td>3 locations Not all foreign</td>
<td>2 locations</td>
<td>1 location</td>
<td>No list</td>
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<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unsatisfactory</th>
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</thead>
<tbody>
<tr>
<td><strong>Point Range</strong></td>
<td>20-19</td>
<td>18-16</td>
<td>15-13</td>
<td>12-8</td>
<td>7-0</td>
</tr>
<tr>
<td><strong>Part 2 – Annotated Bibliography (20 points)</strong></td>
<td>-At least 5 websites -Thorough annotations for every website -Correct formatting on citations -Completed in Microsoft Word</td>
<td>-At least 4 websites -Annotations for at least 3 websites -Correct formatting on citations -Completed in Microsoft Word</td>
<td>-At least 3 websites -Basic Annotations for at least 2 websites -Minimal errors in formatting of citations -Completed in Microsoft Word</td>
<td>-At least 3 websites -Basic Annotations for at least 2 websites -Several errors in formatting of citations -Completed in Microsoft Word</td>
<td>-Less than 3 websites -No annotations -Several errors in formatting of citations -Not completed in Microsoft Word</td>
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<tr>
<td>Point Range</td>
<td>Excellent</td>
<td>Above Average</td>
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<td>Part 3 – Prepare a Memo Summarizing Trip (20 points)</td>
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<td></td>
<td>-Completed in Microsoft Word</td>
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<td>-Formatted as a memo</td>
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<td>-Incorrect memo formatting</td>
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<td>-Minimal spelling and grammar errors</td>
<td>-Minimal spelling and grammar errors</td>
<td>-Few spelling and grammar errors</td>
<td>-Few spelling and grammar errors</td>
<td>-Many spelling and grammar errors</td>
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<td></td>
<td>-Includes brief intro of purpose of memo</td>
<td>-Includes brief intro of purpose of memo</td>
<td>-Missing no more than one of the following:</td>
<td>-Missing 1 -2 of the following:</td>
<td>-Missing more than 2 of the following:</td>
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<td>-A Detailed day by day listing of events for each day</td>
<td>-A day by day listing of events for each day</td>
<td>a. Includes brief intro of purpose of memo</td>
<td>a. A listing of events</td>
<td>a. A listing of events</td>
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<td></td>
<td>-At least 4 events/activities/site visits</td>
<td>-At least 3 events/activities/site visits</td>
<td>b. A day by day itinerary</td>
<td>b. At least 3 events/activities/site visits</td>
<td>b. At least 3 events/activities/site visits</td>
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<td>-Estimated price per person</td>
<td>-Estimated price per person</td>
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</table>
| Part 4 – Design a Flyer (20 points) | -Flyer includes a minimum of:  
a. One word art  
b. Two shapes  
c. Two pictures  
d. Two different font styles  
e. A page border  
- Includes all details advertising trip:  
a. Dates  
b. Cost  
c. Location  
- Flyer is attractive  
- One page is filled | -Flyer includes a minimum of:  
a. One word art  
b. Two shapes  
c. Two pictures  
d. Two different font styles  
e. A page border  
- Includes all details advertising trip:  
a. Dates  
b. Cost  
c. Location  
- Flyer missing no more than 1 of the following:  
a. One word art  
b. Two shapes  
c. Two pictures  
d. Two different font styles  
e. A page border  
- Missing 1 of the trip details:  
a. Dates  
b. Cost  
c. Location  
- Flyer missing 1-2 of the following:  
a. One word art  
b. Two shapes  
c. Two pictures  
d. Two different font styles  
e. A page border  
- Missing 1 of the trip details:  
a. Dates  
b. Cost  
c. Location  
- Flyer missing more than 2 of the following:  
a. One word art  
b. Two shapes  
c. Two pictures  
d. Two different font styles  
e. A page border  
- Missing 2 or more of the trip details:  
a. Dates  
b. Cost  
c. Location |
### Part 5 – Design a PowerPoint about the trip (20 points)

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<th>Point Range</th>
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<th>Average</th>
<th>Below Average</th>
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<tbody>
<tr>
<td>20-19</td>
<td>Completed in PowerPoint -8 to 10 slides -Slide show is attractive and engaging -Covers all relevant information about trip -Adheres to PowerPoint Best Practices -Includes all of the following: a. Title slide with location and dates b. Itinerary with at least 4 Activities highlighted c. Photos/images/Graphs that enhance d. Cost of trip and details regarding joining trip e. Works cited slide -Works cited properly formatted with at least 3 sources</td>
<td>Completed in PowerPoint -8 to 10 slides -Slides not attractive or engaging -Covers relevant information about trip -Mostly adheres to PowerPoint Best Practices -Includes all of the following: a. Title slide with location and dates b. Itinerary with at least 3 Activities highlighted c. Photos/images/Graphs that enhance d. Cost of trip and details regarding joining trip e. Works cited slide -Works cited properly formatted with at least 2 sources</td>
<td>Completed in PowerPoint -6-7 slides -Slides not attractive or engaging -Covers relevant information about trip -Mostly adheres to PowerPoint Best Practices -Includes at least 4 of the following: a. Title slide with location and dates b. Itinerary/Activities c. Photos/images/Graphs that enhance d. Cost of trip and details regarding joining trip e. Works cited slide</td>
<td>Completed in PowerPoint -4-5 slides -Missing relevant information about the trip -Doesn’t adhere to PowerPoint Best Practices -Missing more than 1 of the following: a. Title slide with location and dates b. Itinerary/Activities c. Photos/images/Graphs that enhance d. Cost of trip and details regarding joining trip e. Works cited slide</td>
<td>-Less than 4 slides -Does not adhere to PowerPoint Best Practices -Does not adhere to topic -Missing 2 or more of the following items: a. Title slide with location and dates b. Itinerary/Activities c. Photos/images/Graphs that enhance d. Cost of trip and details regarding joining trip e. Works cited slide</td>
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<td>Point Range</td>
<td>Excellent (20-19)</td>
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<td><strong>Part 6 – Prepare a Budget (20 points)</strong></td>
<td>- Completed in Microsoft Excel</td>
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<td>- Missing chart or chart doesn’t make sense</td>
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<td>- Expenses itemized for each day</td>
<td>- Differentiates title and column headings with bolding and/or shading</td>
<td>- Expenses itemized for each day</td>
<td>- Expenses itemized for each day</td>
<td>- Missing itemized expenses for each day</td>
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<td>- Formula used to calculate total daily cost and average cost per day</td>
<td>- Expenses itemized for each day</td>
<td>- Formula used to calculate the total daily cost and average cost per day</td>
<td>- Formula used to calculate the total daily cost and average cost per day</td>
<td>- Missing or Incorrect formula used to calculate the total daily cost and average cost per day</td>
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<td>- Costs formatted as currency or accounting</td>
<td>- Chart showing total daily cost that makes sense and is moved to its own sheet</td>
<td>- Chart showing total daily cost that makes sense and is moved to its own sheet</td>
<td>- Chart showing total daily cost and moved to its own sheet</td>
<td>- Chart showing total daily cost and moved to its own sheet</td>
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<td></td>
<td>- Chart is labeled for clarity</td>
<td>- Worksheets renamed</td>
<td>- Worksheets Renamed</td>
<td>- Worksheets Renamed</td>
<td>- Spreadsheet not easy to understand</td>
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<td>- Columns and row headings are clear so that spreadsheet is easy to understand</td>
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<td>- Spreadsheet incomplete</td>
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<td>Part 7 – Explain the possible use of a Database or Dashboard for your trip (20 points total)</td>
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<td>- Completed in Microsoft Word</td>
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<td>- Completed in Microsoft Word</td>
<td>- Completed in Microsoft Word</td>
<td>- Incorrect explanation of how a database or dashboard may be used for planning, advertising, or managing trip</td>
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<td><strong>4</strong></td>
<td>- At least a half page or 12 point font</td>
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<td><strong>3</strong></td>
<td>- Clear and accurate explanation of how a database or dashboard could be used for planning, advertising or managing trip including at least 3 valid points</td>
<td>- Clear and accurate explanation of how a database or dashboard could be used for planning, advertising or managing trip including at least 3 valid points</td>
<td>- Accurate explanation of how a database or dashboard could be used for planning, advertising or managing trip including at least 2 valid points</td>
<td>- At least a half page or 12 point font</td>
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<td><strong>2</strong></td>
<td>- At least one source cited with correct formatting</td>
<td>- No spelling errors</td>
<td>- Minor spelling/grammar errors</td>
<td>- Incorrect explanation of how a database or dashboard could be used for planning, advertising or managing trip including at least 1 valid point</td>
<td>- Incomplete explanation of how a database or dashboard may be used for planning, advertising, or managing trip</td>
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