

# Lesson Plan

**COURSE TITLE:** Business Technology Essentials

**LESSON LENGTH:**

**TOPIC:** Overseas is Where I Want to Be

**OVERVIEW:** Students will act as a travel agent that has a client who wishes to go on a 2 week international vacation. It is the student's responsibility to decide on a destination, develop the trip, stay within a budget, and develop the itinerary.

## **ALABAMA CONTENT STANDARD(S):**

21. Change worksheet appearance.

- Cell characteristics

Examples: font, alignment, number formatting

- Row height and column width
- Borders and shading
- Page layout

23. Utilize basic formulas.

- Addition, subtraction, multiplication, and division
- Click and drag formulas

28. Create charts and graphs.

44. Demonstrate navigational techniques.

- Direct addressing
- On-line reference services
- Search engines

Examples: keyword search, Boolean operators, phrase search

- Directories

## **NATIONAL STANDARDS:**

**LEARNING OBJECTIVES:**

Students will be able to:

Locate information from Internet research on a travel destination

Create a budget for an international trip using an excel spreadsheet

Create an itinerary for their client's international trip

**MATERIALS AND EQUIPMENT NEEDED:**

Computer

Printer

Paper

**TECHNOLOGY RESOURCES NEEDED:**

Microsoft Excel

Microsoft Word

CONTENT	INTEGRATED CONTENT CODE	LEARNING ACTIVITIES	RESOURCES	TIME ON TASK
Internet Research	R, W, C, SS, M, CL, DM	Students will be given the opportunity to act as a travel agent and research the Internet to find a travel destination for a client.	<a href="http://www.expedia.com">www.expedia.com</a>	30
Excel Budget			<a href="http://www.trafalgarcy.com">www.trafalgarcy.com</a>	30
Itinerary		With the information found the students will be given a handout explaining the specific formatting	<a href="http://www.travelocity.com">www.travelocity.com</a> <a href="http://www.orbitz.co">www.orbitz.co</a>	

		<p>requirements. With this worksheet and their prior knowledge they will develop an budget using Microsoft Excel</p> <p>Once the student has developed their budget the will create an itinerary for the client to follow listing what is included on their international vacation.</p>	<a href="http://www.cruise.com">m www.cruise.co m www.carnival.c om</a>  handout	
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## INTEGRATED CONTENT CODES

### BASIC SKILLS

R=READING SKILLS  
 W=WRITING SKILLS  
 C=COMMUNICATION SKILLS  
 SS=SOCIAL STUDIES  
 M=MATH

S=SCIENCE  
IR=INTERPERSONAL RELATIONSHIP SKILLS  
CL=COMPUTER LITERACY SKILLS

## **PROCESS SKILLS**

DM=DECISION MAKING SKILLS  
PS=PROBLEM SOLVING SKILLS  
CT=CRITICAL THINKING SKILLS

## **EMPLOYABILITY**

ES=EMPLOYABILITY SKILLS  
MS=MANAGEMENT SKILLS  
WA=WORK ATTITUDES  
TW=TEAMWORK

## **LEADERSHIP SKILLS**

IM=INTEGRATION OF LEADERSHIP  
CTSO=CAREER/TECHNICAL STUDENT ORGANIZATION  
LD=LEADERSHIP DEVELOPMENT SKILLS

**THE MORE INTEGRATION THE BETTER**

	Criteria				Points
	1-3	4-6	7-9	10	
<b>Budget Format</b>	Few formatting requirements used, and they are not correct.	Few formatting requirements used, but are still correct.	Most formatting requirements used and correct.	All formatting requirements used and correct.	—

<b>Correct Formulas</b>	No formulas were used	Formulas were used, but they are not working correctly	Formulas used, but a couple aren't working correctly	All formulas correct and working	_____
<b>Creativity</b>	Did not go out of the United States.	Not very original and did not have any excursions listed.	Original, but lacked exciting adventures.	Very original with and exciting destination and excursion.	_____
<b>Itinerary</b>	Itinerary was very poor and did not have specific information listed in handout	Only included a few pieces of information the traveler should know. Traveler would not get by without more information.	Included some information from the handout, but not all. Traveler could still get by with the information given.	Included all information included in the handout: facts, figures, and photos, an overview, map, geography, climate, population, and special attractions.	_____
<b>Bonus</b>	Tried, but not correct	The percentages are not correct, but the charting of percentages you used is charted correctly.	The percentages used are correct, but the charting of percentages is not.	The entire chart is correct, including percentages and chart.	_____
				<b>Total----&gt;</b>	____/50