BUSA 1900 – Surfing the Internet for Success  
Expanded Course Outline  
May - 2014

There will be an optional orientation on Monday, May 5, from 1:00-3:15pm in Adamson 227; and an optional review session on Friday, May 9, from 1:00-3:15pm in Adamson 227;

Quizzes #1-5 must be completed by May 21st.

Your Final Exam (in person) will be given on Wednesday, May 21st from 1:00-3:00 in Adamson 227. If you do not take the Final Exam on this date, you must take a Make-Up Exam (in person). Please see the News section on CourseDen for scheduled dates and times. Please also note that you will have up until Tuesday, July 8th in which to complete Assignments 1 & 2 and take your Make-Up Exam.

Instructor: Dr. Bruce M. Bird  
Office: Adamson 203  
Class Time: On-Line

Office Hrs: On-Line  
E-mail: Through D2L (a/k/a CourseDen)

I: Catalog Description:

An introduction to Internet basics such as using e-mail, participating in electronic discussion groups, and exploring the World Wide Web (WWW). Emphasis will be on using the Internet as a useful source of information for the social sciences, business education, consumer decision making, and career planning. This course satisfies the two-hour institutional priority listed under Area B.

II: Required Background or Experience:

Prerequisites: None

III: Expected Outcomes:

The overall objective for this course is for you to learn about a number of topics related to the Internet. Upon successful completion of the course, students will have acquired the following knowledge:

- Basic and advanced features of using e-mail (LO1,LO3)
- Other forms of communication such as chat, bulletin boards and mailing lists (LO1, LO3)
- Basic and advanced features of searching the Internet for information (LO2, LO3)
- How to conduct library research over the Internet (LO2)
- How to use the Internet to help in the job search process (LO2)
- The various options for selecting an Internet Service Provider (LO2)
- The variety of multimedia resources available over the Internet (LO3)
• How to use the Internet to find consumer and e-commerce resources (LO2)
• Basic webpage information (LO3)

Note: A complete list of expected learning outcomes (LO) for the Department of Accounting and Finance can be found at the department web site at http://www.westga.edu/~accfin/index.htm. Students will complete the written assignments and be tested on the course material. Completion of these tasks will assist students in meeting the course learning objectives.

IV. Text and References:

Paperback book: “Get a Financial Life: Personal Finance in Your Twenties & Thirties” by Beth Kobliner (Chapters 1-7.) Additional course material is available on Course Den d2l.

V. Special or Unique Student Materials:

None.

VI. Special or Unique University Facilities

None.

VII. Expanded Description of the Course and Instructional Methods:

A. The emphasis of BUSA 1900 is on using the Internet as a useful source of information to help make better decisions. We hope that this course meets your educational needs, engenders accurate perceptions of the broad role of the Internet in helping reshape the world as we know it and assists you in making well-informed economic, financial, career, and other decisions.

B. Instructional Methods:

Self-Directed Learning: The material in this course will be made available on-line.

VIII Methods of Evaluating Outcomes:

A. Evaluation Tools:

<table>
<thead>
<tr>
<th>On-Line Quizzes (5)</th>
<th>30%</th>
<th>60 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment #1</td>
<td>15%</td>
<td>30 points</td>
</tr>
<tr>
<td>Assignment #2</td>
<td>15%</td>
<td>30 points</td>
</tr>
<tr>
<td>Final Exam on “Get a Financial Life” (open book/open note)</td>
<td>40%</td>
<td>80 points</td>
</tr>
</tbody>
</table>

Total 100% 200 points

A=90% or above; B=80%--90%; C=70%--80%; D=60%--70%; F= below60%

B. Learning Domains:
Cognitive (Knowledge, comprehension, analysis, and evaluation).
Affective (Receiving, responding, and characterization).
Psychomotor (Perception, guided response, and origination).

IX. Other Information:

Schedule Changes: The schedule provided should be considered a general guideline. At various times during the semester, we may vary from the printed schedule.

X. Addendum to Course Syllabii

MY.WESTGA.EDU The policy of the University of West Georgia is that each student is responsible for checking his/her www.my.westga.edu e-mail account on a regular basis.

EXTRA CREDIT There is no extra credit in this course beyond that explicitly stated in the course Syllabus.

WORK FROM OTHER COURSES Work submitted for credit in other courses will not be accepted for credit in this course.
XI. BUSA 1900 Tentative Schedule Maymester, 2014 (Please note that this is a mostly online class).

Class #1 Syllabus; Folder #1—Introduction; Folder #2 – Electronic E-mail
Folder #3 – The World Wide Web

Class #2 Folder #4 – Internet File Types and Downloading
Folder #5 – Basic Search Strategies

Class #3 Folder #6 – Library and Academic Related Research
Folder #6, cont’d.

Class #4 Folder #7 -- Consumer Decision-Making: Transportation

Class #5 Folder #8 – Consumer Decision-Making – Housing & Traveling
Folder #9--Web Page Creation.

Class #6 Folder #10— Consumer Decision-Making: Taxes, Banking, and Insurance.

Class #7 Folder # 11 – Consumer Decision Making – Buying & Selling on the Web Folder #12—On-Line Investing; Folder #13 – Career Planning.

Class #8 “Get a Financial Life” Chapter 1 & 2

Class #9 Chapters 3 & 4

Class #10 Chapters 5 & 6

Class #11 Chapter 7

Notes:

1) Quizzes #1-5 must be completed by May 21st.

2) We will be using “paper” course evaluations in BUSA 1900. After you finish taking this course, please feel free to drop by Becky Cole’s office in Adamson Hall and pick up a course evaluation to fill out. Becky will cross off your name when you turn it in. Please note that each evaluation is anonymous. After the course is over, if you have turned in your evaluation, I will add an extra percentage point to your Final Grade. So, if you have an 89% average in this course and fill out a paper evaluation, you will earn a 90%.