There will be an optional orientation on Monday, June 2, from 3:00-5:15pm in Adamson 227 and an optional review session on Monday, June 23, from 3:00-5:15pm in Adamson 217.

Quizzes #1-5 must be completed by Tuesday, June 24th.

Your Final Exam (in person) will be given on Thursday, June 26, from 3:00-5:15 pm 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.

This course is between 50-94% online - see notes above or instructor for more info.

Instructor: Dr. Bruce M. Bird
Office: Adamson 203
Class Time: On-Line
Office Hrs: On-Line
E-mail: Through D2L (a/k/a Course Den)
Office: 678-839-4813
Cell: 404-713-9160

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>Evaluation Tool</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Line Quizzes (5)</td>
<td>30%</td>
<td>60</td>
</tr>
<tr>
<td>Assignment #1</td>
<td>15%</td>
<td>30</td>
</tr>
<tr>
<td>Assignment #2</td>
<td>15%</td>
<td>30</td>
</tr>
<tr>
<td>Final Exam on “Get a Financial Life” (open book/open note)</td>
<td>40%</td>
<td>80</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  Junemester, 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) As mentioned earlier, there will be an optional orientation on Monday, June 2, from 3:00-5:15pm in Adamson 227 and an optional review session on Monday, June 23, from 3:00-5:15pm in Adamson 217.

2) We will be using “paper” course evaluations in BUSA 1900. 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%.