BUSA 1900
Surfing the Internet for Success
Expanded Course Outline
Junemester, 2016

Instructor: Dr. Bruce M. Bird  Office Hrs: On-Line
Office: Adamson Hall 203  E-mail: Through D2L (a/k/a Course Den)

Class Time: On-Line  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)
- Options for selecting an Internet Service Provider (LO2)
- Multimedia resources available over the Internet (LO3)
- How to use the Internet to find consumer and e-commerce resources (LO2)
- Basic webpage information (LO3)
- Using the Internet for consumer decision-making purposes (LO2)
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.

Please also note that you will be assessed upon your ability to identify, evaluate and use information, language, or technology appropriate to a specific purpose.

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>Assignment</th>
<th>18%</th>
<th>36 points</th>
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</thead>
<tbody>
<tr>
<td>On-Line Quizzes (top 6)</td>
<td>36%</td>
<td>72 points</td>
</tr>
<tr>
<td>Final Exam on Beth Kobliner book (open book/open note)</td>
<td>46%</td>
<td>92 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 time 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 Junemester 2016 Tentative Schedule** (Please note that this is a 100% on-line class).

<table>
<thead>
<tr>
<th>Class #1 (M) (6/6)</th>
<th>Syllabus; Folder #1—Introduction; Folder #2 – Electronic E-mail</th>
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</thead>
<tbody>
<tr>
<td>Class #2 (T)</td>
<td>Folder # 3 – The World Wide Web</td>
</tr>
<tr>
<td>Class #3 (W)</td>
<td>Folder #4 – Internet File Types and Downloading Folder #5 – Basic Search Strategies</td>
</tr>
<tr>
<td>Class #4 (R)</td>
<td>Folder #6 – Library and Academic Related Research</td>
</tr>
<tr>
<td>Class #5 (F)</td>
<td>Folder #7 -- Consumer Decision-Making: Transportation</td>
</tr>
<tr>
<td>Class #6 (M) (6/13)</td>
<td>Folder #8 – Consumer Decision-Making – Housing &amp; Traveling Folder #9--Web Page Creation.</td>
</tr>
<tr>
<td>Class #7 (T)</td>
<td>Folder #10— Consumer Decision-Making: Taxes, Banking, and Insurance.</td>
</tr>
<tr>
<td>Class #8 (W)</td>
<td>Folder # 11 – Consumer Decision Making – Buying &amp; Selling on the Web Folder #12—On-Line Investing.</td>
</tr>
<tr>
<td>Class #9 (R)</td>
<td>Folder #13 – Career Planning. Last day to withdraw with a &quot;W&quot; grade ends at midnight. Students withdrawing after midnight will receive a grade of WF. Note: a WF grade calculates as a F in the gpa.</td>
</tr>
<tr>
<td>Class #10 (F)</td>
<td>“Get a Financial Life” Chapter 1 &amp; 2</td>
</tr>
<tr>
<td>Class #11 (M) (6/20)</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>Class #12 (T)</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>Class #13 (W)</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>Class #14 (R)</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>Class #15 (F)</td>
<td>Chapter 7</td>
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</tbody>
</table>
Class #16 (M) (6/27) Course Den material on tax planning.

Class #17 (T) Any remaining course material.

Day #18 (W) No classes or exams can be formally held on this day.

Day #19 (R) Re: Final Exam. Please see News/Announcements in Course Den.