

## Practical Notes Week 2: Personal Productivity

### Welcome to the first weekly Lab session for BUS800!

The class this week will introduce a number of tools assisting effective use of the web and point you to web pages with further information.

### Class work to complete today

- View Unit Home Page under Netscape or IE.
- Browse and study all web sites on the [Electronic Commerce Links](#)
- Make the e-com links file your own bookmark file
- View Tips on Searching the Web on
  - [Netscape Search](#)
  - [Web Searching Tips](#)
  - [Google Help](#)
  - [Alta Vista Help](#)
- Search for top web pages, best web pages and worst web pages
- Search for web design tips
- Search for top web design mistakes
- Form a project group of 2 classmates and aim to make money:

Choose your group's project area (together), ie, some products or services to sell online, eg, books, CDs, fashion, auctions, finance/shares, gambling or sports, etc.;

Identify the problems which may arise in electronic commerce and suggest some solutions;

Use the E-Commerce links and/or search the web, and study your E-Business competitors;

Identify good and bad points of your competitors' web pages, and discuss issues related to web searching and web design between members in your project group;

Start to plan your group Business Web Page(s) to market the products or services that you chosen for your group project.

(Next week we will create simple web pages using HTML and Netscape Composer.)

- Write up a short proposal of a page or two, describing what and why you are going to work on for your group project. In the proposal, you should identify problems which may arise in Electronic Commerce and important issues in web design, and suggest some solutions. Please remember to write down the names and student IDs of the group members. This forms a small part of your internet project assessment, and is due for submission at your next lab session in Week 3.

Reference Text:

**Teach Yourself the Internet and World Wide Web**

by Maran Graphics.

Chapter 6: Creating Web Pages;

Chapter 7: Download information;

Chapter 8: Electronic Mail;

Chapter 13: Intranets;

Chapter 14: Interesting Web Sites