

## ISYS 11203 – Business Application Knowledge

- ISYS 11203 is an introduction to computer literacy using information business application software; email/Internet; word processing; spreadsheets; presentation; database; collaborative/groupware; and integration of computer applications. It introduces the student to computer concepts and Microsoft Office (Word, Excel, Windows, and PowerPoint) to manage finances, work with formulas, charts and graphics, and the development of professional worksheets and presentations. Students learn business computing through appropriate self-paced, computer-based instruction. This course places a **heavy emphasis on the use of Microsoft Excel**.
- Completion of ISYS 11203 is part of the pre-business core and requires a grade of “C” or better. It is also a pre-requisite for enrollment in ACCT 20103 Accounting I, ISYS 10303 Data Analysis and Interpretation and ISYS 21003 Business Information Systems.
- ISYS 11203 is a full semester course available either online or face to face. For both formats, students will be expected to interact with the instructor team **weekly** to address any issues and meet course requirements. **Students are also expected to read all Blackboard Announcements to stay informed. There will be something due every Friday!**
- While **most students find the online class to be a good fit for the first semester**, some students find that weekly meetings in labs with an instructor are best for their learning style. This is especially true for students who have very limited experience with Microsoft Excel. Please be aware that seats in face-to-face sections of this course are limited. Requests for these seats may be made by the student during his or her New Student Orientation academic advising appointment and will be granted on a space-available basis.
- **Students with MACs will be required to use a PC Version of Office for some projects as the Windows OS is used by the majority of our recruiting companies.** A complete list of resources, including University Computer labs and Virtual Desktop Applications (that can be used online) will be provided for those who have MAC Operating Systems.
- **Students will be able to download Office 365 onto their devices during the first week of class through a campus wide license that is provided to all students for FREE.**
  - If you would like to download the free software early, go to <https://its.uark.edu/communication-collaboration/office365/index.php> and follow the steps below to install and login with your UARK credentials.



- All additional material needed for the course will be provided to you in Blackboard during the first week of class. **You do NOT need to buy any course material at this time!**

### Questions and Contact Information

If you have any questions, please feel free to contact  
Lisa Pierce, ISYS Department Instructor, at [lpierce@walton.uark.edu](mailto:lpierce@walton.uark.edu).