



Karen Andrews
Instructor of Office Technology

Office: Business Technology Building, Room BT 115

Phone: 903-434-8224

Email: kandrews@ntcc.edu

"Northeast Texas Community College exists to provide responsible, exemplary learning opportunities."

Education:

Institution	Major/Areas	Degree	Year(s)
LeTourneau University	Business	MBA	2006
LeTourneau University	Business	BBA	2004
Northeast Texas Community College	Office Technology	AAS	1998

Teaching Experience:

Institution	Year(s)
Northeast Texas Community College	11

Courses Taught at NTCC (last 3 years):

Legal Office Procedures POFL 1303	Medical Transcription I MRMT 1307
Legal Terminology POFL 1305	Medical Transcription II MRMT 2333
Legal Transcription POFL 1359	Medical Office Practicum POFM 2364
Law Office Practicum POFL 2364	Business English POFT 1301
Beginning Keyboarding POFT 1329	Records and Information Management POFT 1319
Medical Insurance POFM 1327	Business Math and Machine Applications POFT 1325
Medical Administrative Support POFM 1317	Cooperative Education Administrative Assistant POFT 2380
Integrated Software Aps I ITSC 1309	Integrated Software Aps II ITSC 2321
Integrated Software Aps III ITSC 2331	Legal Terminology POFL 1305

Significant Professional Publications/Presentations (last 3 years):

None.
