

Hi! My name is Karen Andrews, and I will be your professor for this Summer 2019 ITSC 1309 Integrated Software Applications I course.

Please pay careful attention to the due dates. This course is very fast paced; therefore, I will not be accepting any late work. Also, please note that this class is now using Microsoft Office 2016 application programs. Do not attempt to complete assignments using an earlier version of these programs, as you will have many difficulties. Also, please do not use a Mac computer for these assignments.

Please ask questions, when you are unsure about something. My cell phone number is posted on the Home Page, and is 903-951-2180. I respond quicker to text messages due to receiving numerous solicitation calls daily. Do not submit the assignment and ask your questions then. My policy is to grade what is submitted, and I rarely allow assignment resubmissions. The time to ask is BEFORE you submit your assignment.