

MEMO

To: All Employees
From: Rebekah Diaz
Date: December 11, 2007
Subject: Training Schedule

Here is the schedule of courses being offered next week. If you haven't signed up, see me immediately.

<i>Course Name</i>	<i>Location</i>	<i>Time</i>
Word 1	Conference Room A	8:30-1:45
Word 2	Conference Room A	1:30-3:30
Excel 3	Conference Room B	8:30-11:45
Intro to the Internet	Media Lab	1:30-3:30