

## MEMO

To: All Employees  
From: SM  
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.

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