

MEMO

To: All Employees
From: Brenda Garcia-R
Date: February 22, 2008
Subject: Training Schedule

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

| Course Name | Location | Time |
|------------------------------|-------------------|--------------|
| <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 |