

MEMO

To: All Employees
From: Tyrik DeLarge
Date: 9/2/15
Subject: Training Courses

In response to many requests, here are the names of the instructors who will be teaching the courses next week.

Course Name	Instructor Name
Word for Beginners	Marilyn Pak
Introduction to the Internet	Suni Patel
Advanced Excel	Ben Thompson

Following is the schedule and location of courses:

Couse Name	Location	Time	Days
Advanced Word	Conference Room A	8:30 – 11:45	Monday, Wednesday
Excel for Beginners	Conference Room B	1:30 – 3:30	Tuesday, Wednesday
Advanced Excel	Conference Room B	8:30 – 11:45	Monday, Thursday
Introduction to the Internet	Media Lab	1:30 – 3:30	Friday