**Busn 216 Team**

C:\Documents and Settings\Gel\Local Settings\Temporary Internet Files\Content.IE5\EY7ZHGF3\MCj04137100000[1].wmf Building 29, Room 308, Fall Quarter 2007, Highline Community College

Dr. Jack Birmingham

President, Highline Community College

Highline Community College

2400 S. 240th St.  
Des Moines, WA 98198

Dear Dr. Birmingham

The students in Busn 216 are working hard and having fun. We are learning about file management, how to create business documents, and how to utilize Excel to make calculations and data analysis efficiently.

Sincerely,

Busn 216 Team