**Busn 216 Team**

C:\Users\mgirvin\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\Z2VJ9HCB\MC900030677[1].wmf Building 29, Room 308, Highline Community College, 206-878-3710 x 3300

Tuesday, January 11, 2011

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 topic such as these:

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| --- | --- |
| Topics | Description |
| Windows Explorer | File Management |
| Word | Document Creation |
| PowerPoint | Presentation |
| Excel | Store Data, Calculations, Data Analysis, Charts |
| Access | Store Raw Data, Data Analysis, Create Reports |

Sincerely,

Busn 216