**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:

|  |  |
| --- | --- |
| 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