



# THE COLLEGE OF THE BAHAMAS

SCHOOL/DEPARTMENT  
Your Reference: Administration  
Our Reference:  
COB-30-24-

ESTABLISHED 1974

February 24, 2016

Mrs. Antoinette Pinder-Darling  
Librarian  
Libraries & Instructional Media Services  
The College of The Bahamas

Dear Mrs. Pinder-Darling:

**Re: Microsoft Outlook 2013 Computer Training Session**

We wish to thank you for volunteering your services to facilitate the *Microsoft 2013 (Word & Excel) Intermediate Computer Training Workshop* for our staff. As discussed, the session will be held on *March 4 & 11, 2016 from 9:00 a.m. – 1:00 p.m. within room B30, (computer lab).*

Should you have any queries, please do not hesitate to contact us at *extensions 4358 or 4461.*

Best wishes for a success training session.

Yours sincerely,

Ms. Charliese Bevans  
Assistant Director, Training & Development

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cc. College Librarian

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