Aspen Falls Community College

*1 College Drive*

*Aspen Falls, CA 93464*

May 18, 2014

Evelyn Stone

Aspen Falls Human Resources

500 S Aspen St

Aspen Falls, CA 93463

Dear Mrs. Stone:

Subject: Intern Trainers

Thank you for your description of internship positions at City Hall. We have several students who are ready to start training sessions at the community centers.

The students can teach classes around the following topics:

* Introduction to Computers
* Using the Internet
* Microsoft Word®
* Microsoft Excel®
* Microsoft PowerPoint®

Based on informal discussions, I understand that the centers will host weekend sessions—Saturday mornings for youths and Saturday afternoons for adults—as well as Tuesday afternoons for seniors only. Is that correct?

Sincerely,

Dr. George Gato, Information Systems Department