

Questions 191–195 refer to the following memo and schedule.

To: Jeffrey Caldwell
From: Jose Amadeo
Re: Meeting follow-up

We agreed in our meeting that you need to improve your office skills in order to perform your job duties adequately. I have attached a schedule of classes from the Business Training Institute. A number of your co-workers have taken classes there, and it has a fine reputation. Take a look at the 105 courses. I think you should sign up for 105A. Even though you have a little experience here, it never hurts to start again from the beginning. Word Processing would also be useful, and I think you would qualify for the 101B course. Bookkeeping might be a good idea, too, but I'd prefer you sign up for just two courses now. There's no sense in overburdening yourself. So in addition to 105A, you can choose between 101B and 106A. The company will take care of the entire tuition for you, so you need have no worries there.

BUSINESS TRAINING INSTITUTE

Schedule of Classes

Course #	Course Title	Hours	Cost
101A	Word Processing—Beginning	Mon/Wed 7–9	\$450
101B	Word Processing—Advanced	Tue/Thur 7–9	\$450
105A	Introduction to Database Part I	Mon/Wed 5–7	\$450
105B	Introduction to Database Part II	Mon/Wed 7–9	\$450
105C	Advanced Database	Tue/Thur 5–7	\$450
106A	Basic Bookkeeping	Tue/Thur 7–9	\$450
106B	Intermediate Bookkeeping	Mon/Wed 7–9	\$450
110A	Introduction to Business Writing	Tue 5:30–8:00	\$425