


WOMEN'S INSTITUTE OF MANAGEMENT (264164-k)

INTRODUCING FOR 2019

A NEW BASIC ICT TRAINING SERIES

CONDUCTED BY MISS JOSEPHINE WONG JOY LIN

- January 16 Facebook and Instagram (Part 1):
Creating a Gmail Account, Set up an FB Account, FB Chat, Group Chat, FB Page and Group, etc.
- February 27 Facebook and Instagram (Part II):
Online Business Marketing
- March 6 Biz Writing Skills (Part I):
Language of Biz Writing, Writing a Biz Letter, etc
- April 24 Biz Writing Skills (Part II)
Writing Emails, Covering Letters, Resume, etc.
- May 15 Online Shopping: Lazada, 11 Street, Bookurve, Bookxcess online, etc.
- July 3 Designing on Online Resume and Discover Prospects in LinkedIn, Slideshare and Google Drive
- August 28 Cloud Sharing and Syncing:
Box (Personal Dropbox, MS OneDrive)
- September 11 Social Media Courses (Part I):
Youtube, Google+
- October 16 Social Media Courses (Part II):
FB Live, Youtube Live, Instagram Live

Time:	10am - Registration & Morning Refreshments 10.30am- Morning Session 1pm - Lunch 2pm - Afternoon Session 3.30pm- End of Session & Afternoon Refreshments	
Fee:	RM50 per course per registrant (Non Refundable)	
Minimum:	10 Participants (First-Come-First Serve)	
Maximum:	20 Participants (First-Come-First Serve)	
Additional Fee:	RM10 each if WIM Certificate of Attendance for each course if required.	
Requirement:	Basic knowledge of computer use	

ABOUT THE TRAINER

Miss Josephine Wong holds a Diploma in IT, a Bachelor of Multimedia Technology (Hons), a Master of Instructional Design and Technology and is currently pursuing a Master of English Studies degree. She is Senior IT Officer of J. Berakan Jurutera Perunding and a parttime Tutor at Open University Malaysia, Seremban. She also holds a UK Grade 8 Certificate in Pianoforte as well as Singing. She is a Member of the WIM Millennials Support Group and serves on the Organising Committee of the WIM Conference on Artificial Intelligence (AI) for the Millennials.

THOSE INTERESTED TO REGISTER FOR THE NEW COURSES ON BASIC ICT IN 2019, PLEASE CONTACT:

WIM Senior Manager: Ms. Cecilia Chin

Tel: 03-77250268 / 77250288; email: csk@wimnet.org.my or admin@wimnet.org.my.

Fill up registration form and your remittance for the course fee and whether you wish to receive a Certificate of Attendance. Bring own smart phone with data plan. Thank you.





Women's Institute of Management
264164-K

REGISTRATION FORM

Date of Course:.....

Name of Course:.....

Name:.....

IC No:..... HP No:.....

Address:.....

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Email:.....

Certificate of Attendance: YES / NO (additional charge of RM10 each)

Are you a WIM Member: YES /NO

Payment Details:

Bank : **CIMB Bank Berhad** Account No.: **8000694925**

By Cheque / Cash : I enclose cash/cheque no. _____ RM _____
(Payable to : **Women's Institute of Management**)

For Online Payment: fax or email the bank-in slip/statement as the proof of payment.

By Credit Card: Please charge RM _____ to

Name of Cardholder: _____

Card No: _____ (V/M)

Expiry Date: _____ Issuing Bank: _____

Signature: _____ Date: _____

REGISTRATION

Registration Form must be completed and submitted together with the FULL payment before commencement of the seminar. Otherwise, we will treat your registration as unconfirmed. All payments are non-refundable. Fees are inclusive of morning & afternoon coffee breaks, lunch, course materials.

First come, first served basis.

SUBSTITUTION OR CANCELLATION

Substitution of participant is allowed provided WIM is notified in writing. WIM reserves the right to reschedule or cancel the seminar due to unforeseen circumstances. Every effort will be made to notify the registered participants.