



WOMEN'S INSTITUTE OF MANAGEMENT (264164-k)

**INTRODUCING FOR 2019
A NEW BASIC ICT TRAINING SERIES**



BUSINESS WRITING SKILLS

Part 1

Date: 6th March 2019 (Wednesday)

Time: 10am - 3.30pm

Venue: Computer Lab, Wisma WIM

7, Jalan Abang Haji Openg,

Taman Tun Dr. Ismail, 60000 KL

Fee: RM50 per participant (Non Refundable)

Additional Fee: RM10

(if WIM Certificate of Attendance is required)

**Requirement: Basic knowledge of computer use
& bring own smart phone with data plan.**

What you will learn:

- ⇒ Language of Business Writing Skills
- ⇒ Writing a Business Letter *
- ⇒ Etc....

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 partime Tutor at Open University Malaysia, Seremban. She also holds a UK Grade 8 Certificate in Piano-forte 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.

Thank you



WOMEN'S INSTITUTE OF MANAGEMENT
(Co. No. 264164-K)

REGISTRATION FORM

Date of Course: 6th March 2019

Name of Course: Business Writing Skills (Part 1)

Name:.....

IC No:.....

HP No:.....

Address:.....

.....

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)

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 3 days before the class. WIM reserves the right to reschedule or cancel the seminar due to unforeseen circumstances. Every effort will be made to notify the registered participants.