

Mohd Amirul Kasyful Nur bin Zulkifli

From: Unit Latihan Jabatan Pendaftar -PEND
Sent: Tuesday, 7 March, 2017 8:25 AM
To: UUM - All Staff
Subject: KURSUS BULAN MAC 2017



Jabatan Pendaftar

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Universiti Utara Malaysia

07 MAC 2017 / 08 JAMADILAKHIR 1438H

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"UUM : UNIVERSITI PENGURUSAN TERKEMUKA"
(THE EMINENT MANAGEMENT UNIVERSITY)

Assalamualaikum dan salam sejahtera

Sukacita dimaklumkan bahawa Bahagian Pembangunan Sumber Manusia (Unit Latihan) Jabatan Pendaftar dengan kerjasama Uniutama Education Consultancy Sdn. Bhd. akan menganjurkan kursus seperti butiran berikut :

1. Tajuk : Kursus Akta Rahsia Rasmi Kerajaan

Tarikh : 15 Mac 2017 (Rabu)

Masa : 8.00 pagi – 5.00 petang

Tempat : EDC – UUM

Gred : 1 hingga 18

Yuran : RM 150.00

(TARIKH TUTUP : 9 MAC 2017)

2. Tajuk : Kursus Pengurusan Fail dan Rekod

Tarikh : 27 Mac 2017 (Isnin)

Masa : 8.00 pagi – 5.00 petang

Tempat : EDC – UUM

Gred : 19 hingga 40

Yuran : RM 150.00

(PENUH)

3. Tajuk : Kursus Penulisan Laporan dan Kertas Cadangan Berkualiti

Tarikh : 29 Mac 2017 (Rabu)

Masa : 8.00 pagi – 5.00 petang

Tempat : EDC- UUM

Gred : 41 ke atas

Yuran : 150.00

(TARIKH TUTUP : 19 MAC 2017)

Tuan/puan yang berminat untuk menyertai kursus ini boleh menghubungi Amirul Faizh/Yusni (ext : 3188).

Sekian.



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