




Take Your Business to the **NEXT LEVEL!!**

Unlock Microsoft Office Skills in **Just 1 DAY !!**

IN-HOUSE TRAINING - RM8000 (Max 8pax)

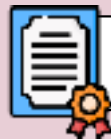
-  Flexible Scheduling | We come to your office
-  SBL Khas Claimable
-  Microsoft Certified Trainer



What you get:



**"Computers Provided
for the course"**



**Hands-on training with
certified Microsoft trainer**



**Includes meals, handouts
& certificate**

SUDU EMAS ACADEMY is pleased to offer a 1-Day In-House Microsoft Office Workplace Skills Training, tailored for administrative teams, officers, executives, and support staff. Whether it's formatting reports, analyzing data, or creating stunning presentations

— We'll help your staff go from basics to beyond, all in a single day.

Please find our brochure attached for full details including the course outline, objectives, and registration process. Slots are limited, so we recommend early booking.

Feel free to reach out via email or WhatsApp if you need a customized proposal or wish to secure a date.

Thank you and best regards,
SUDU EMAS ACADEMY (MALAYSIA) SDN. BHD