

# GRAFFINS COLLEGE

## ADVANCED DIPLOMA IN INFORMATION TECHNOLOGY

+254 705 169 674 | INFO@GRAFFINSCOLLEGE.COM | 08 WESTLANDS ROAD

**INTAKE ONGOING | NEW CLASS STARTS EVERY WEEK!**

- **Unit 1 – Computer & Digital Foundations**
- Computer Applications
- File Management & Digital Literacy
- Adobe InDesign
- Fundamentals of Programming (HTML /C)
- **Unit 2 – PC Support & Maintenance**
- Hardware Components
- A+ Diagnostics & Repair
- Device Drivers & Peripherals
- **Unit 3 – Operating Systems & Security**
- Windows Installation & Management
- Linux Basics
- Security Basics: User Accounts & Access Control
- **Unit 4 – Networks & Troubleshooting**
- Basic Networking
- System Recovery
- Preventive Maintenance



Over 50 Years  
of  
Academic  
Excellence!

**DURATION:  
6 MONTHS**

**COURSE FEE  
KINDLY  
CONTACT US  
FOR MORE  
INFORMATION**

### **FREE CAREER READINESS SKILLS CLASSES FOR ALL STUDENTS:**

1. Career Management
2. Delegating
3. Goal Setting
4. Leveraging Your Networks
5. Managing Your Boss
6. Meeting Management
7. Presentation Skills
8. Stress Management
9. Time Management
10. Writing Skills
11. Resume Building
12. Interview Warmup
13. Change Management
14. Coaching
15. Developing Employees
16. Difficult Interactions
17. Feedback Essentials
18. Global Collaboration
19. Leading People
20. Performance Appraisals

**Students are strongly  
encouraged to bring their own  
laptop with:**

- Intel Core i5 processor
- 8 GB RAM
- 250 GB storage or higher
- 512 MB video memory or higher
- USB flash drive recommended for saving projects and assignments
- **Office 365 and required learning software will be provided free to all students.**

**HOW TO  
PAY:**

**MPESA PAYBILL:  
982800**

**ACCOUNT NO:  
3000017028**

**Cash & Cheque  
Deposit: Prime Bank**