



Over 50 years of Academic Excellence.

GRAFFINS COLLEGE

COURSE IN MS OFFICE

About This course:



To work in most businesses you'll need a good command of the universally accepted Microsoft Office software programs. They are the most commonly used suite of programs and will open the door for you to get a great job in many different industries. Our Microsoft Office Certificate is an intensive course dedicated to giving you the technology skills you need.

- Enhanced Productivity.
- Improved Communication.
- Career Advancement.
- Time Savings.
- Professional Presentations.

Benefit:



Skills Learned



- Word Processing Skills.
- Data Analysis.
- Presentation Design.
- Email Management.
- Desktop Publishing.

**1 months -
2 months**

Duration



**Start Date:
Learning Option:**



New Classes Start Every Week.

Learning Mode - In class and Online.

Email: info@graффinscollege.com

Tel/Whatsapp: 0705169674

www.graффinscollege.com



@graффins_college



@graффinscollegekenya