

GRAFFINS COLLEGE

COMPUTER PACKAGES

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

INTAKE ONGOING | NEW CLASS STARTS EVERY WEEK!

UNIT

- Word
- Excel
- PowerPoint
- Outlook
- CorelDraw



Over 50 Years
of
Academic
Excellence!

**DURATION:
2 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**