



Over 50 years of Academic Excellence.

GRAFFINS COLLEGE

DIPLOMA IN OFFICE ADMINISTRATION & MANAGEMENT

About This course:



A Diploma in Office Administration & Management is a program designed to provide students with the skills and knowledge needed to effectively manage and oversee office operations and administrative tasks within various organizations.

- Office Operations
- Administrative Skills
- Communication
- Management Principles
- Ethics and Professionalism

Benefit:



- Leadership
- Time Management
- Problem Solving
- Decision-Making
- Strategic Thinking
- Team Building
- Ethical Judgement

Skills Learned



4 months

Duration



**Start Date:
Learning Option:**



New Classes Start Every Month.

Learning Mode - In class and Online.

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