



RUNYENJES TECHNICAL AND VOCATIONAL
Empowering through Skills and Technology

COURSE REQUIREMENT FOR SECRETARIAL STUDIES

Short hand

- a) Pitman new era (new course)
- b) Shorthand dictionary
- c) 700 common words

Type writing

First course 6th edition- by archic Drummond and ann coles-mog ford

Business English

English for business studies by: Gartside (third edition)

Stationery

- a) One realm of printing papers
- b) Six pencils(HB 110 pencils)
- c) One ink rubber
- d) Ruler
- e) 6 A4 200 pages exercise books
- f) Box file
- g) Spring file
- h) 2 pieces CD- Rewritable(CD RW)
- i) 6 short hand pads
- j) Scientific calculator