

BUSINESS & ICT DEPARTMENT

COURSE REQUIREMENTS

1. SECRETARIAL - Diploma, Craft and Single & Group Certificates

TEXT BOOKS

- i) First Course – Sixth Edition
Keyboarding and Document Processing by
Archie Drummond &
Anne Coles – Mogford
- ii) Pitman New Era Shorthand - Anniversary Edition
- iii) Pitman Shorthand Dictionary
- iv) Office Procedures by Gichira

2. Stationery

- i) One ream of Printing Papers
- ii) 3 Sony Rewritable DVDs
- iii) 6 Shorthand Notebooks/pads
- iv) One Ream of Foolscaps
- v) 3 Springs Files
- vi) 6 HB Pencils
- vii) 7 Ruled A 4 size Exercise Books (200 pages)
- viii) Ruler
- ix) Enough Pens: Blue, Black and Red