



**FRIENDS COLLEGE KAIMOSI**  
**(Kaimosi College of Research & Technology)**

P.O. Box 150 – 50309, Kaimosi.

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**ADMISSION REQUIREMENTS SECRETARIAL DEPARTMENT**

Courses: All Courses under Secretarial Department

**Requirements:**

1. Flash Disk 2GB and above -1 Pc
2. Photocopy Paper - 1 Ream
3. Shorthand Note Book 2 Pcs
4. Pencils (Hb) - 3 Pcs
5. Exercise Books/Writing Material
6. Shorthand Dictionary By Pitman
7. Rewritable Compact Disks (CD-R/W) – 2pcs

**Recommended Books:**

1. Shorthand Anniversary By Pitman
2. First Course By Drummond
3. Key By Pitman
4. Applied Typing By Drummond
5. Office Practice By Gichuru
6. Commerce By Saleemi
7. Secretarial Studies By J. Harrison
8. Office Management By Denyer

**Head of Department**

**Secretarial Department**