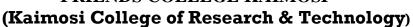
## FRIENDS COLLEGE KAIMOSI







## **COURSE REQUIREMENTS DEPARTMENT OF BUSINESS STUDIES** SECRETARIAL SECTION

Courses: All Courses under the Secretarial Section

## **Requirements:**

- 1. TEXT BOOKS
  - Pitman New Era Shorthand by Audrey O'Dea, Joan Sykes and Julie Watson and Pamella Williams.
  - First Course Keyboarding and Document Processing by Archie Drummond and Anne Coles-Mogford.
- 2. 2 reams of printing papers
- 3. HB Pencils (made in Britain)
- 4. 3 Shorthand notebooks
- 5. 8 A4 Exercise books

## **OPTIONAL REQUIREMENTS**

- Commerce made simple by Saleemi
- Office Procedures by Robert Gichira

**Head of Department**