



FRIENDS COLLEGE KAIMOSI
(Kaimosi College of Research & Technology)

P.O.Box150 –50309,Kaimosi.

Email:info@fck.ac.ke

Website:www.fck.ac.ke

ContactNumbers:0735818311

0704686363



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