

REQUIREMENTS FOR SECRETARIAL STUDIES

COURSE REQUIREMENT

Shorthand

- a) Pitman new era short hand(Anniversary Edition)
- b) Shorthand dictionary
- c) 700 common words

Typewriting

- a) First course 6th edition – by archic drummond and ann coles- mog ford

Business English

- a) English for business studies by: 1. Gartside (third edition)

Stationery

- a) One ream 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 files
- h) 2 pieces CD-Rewritable (CD RW)
- i) 6 shorthand pads
- j) Scientific Calculator