



**MINISTRY OF EDUCATION**



# **BUNYALA TECHNICAL AND VOCATIONAL COLLEGE**

---

## **SECRETARIAL STUDIES**

### **SINGLE AND GROUP REQUIREMENTS**

#### **Stationary**

- i) One (1) Ream of Ruled Paper
- ii) Four 3 Quire Books
- iii) Three Spring Files
- iv) Enough Pens to last a term
- v) One Ream of Typing Papers
- vi) White Rubber (Steadler)
- vii) Typing eraser
- viii) Excel ribbons (3)
- ix) Two HB Pencils (Steadler)
- x) Scientific Calculator

#### **Reference Books**

- i).Typing First Course key Boarding & Document processing 6<sup>th</sup> Edition – Archie D & Mogford (Mandatory)
- ii). Office Management by T. Denyar
- iii).Pocket dictionary Pitman New Era Shorthand Edition (must)
- iv).Shorthand notebook (4) (must)
- v).Pitman New Era Shorthand (Anniversary Edition) by Audrey O’Dea, Joan Sykes, Julie Watson & Pamela Williams. (Must)
- vi).Oxford Dictionary (must)
- vii).Secretarial Duties 10<sup>th</sup> Edition – J. Harrison
- viii).Office Practice Revised Edition – By Robbert Gichira
- ix).Office organization & Practice Simplified by N.A. Saleemi