



# KISII NATIONAL POLYTECHNIC

Tel: 0700152177 / 0752031300  
Email: [info@kisiipoly.ac.ke](mailto:info@kisiipoly.ac.ke)  
Website: [www.kisiipoly.ac.ke](http://www.kisiipoly.ac.ke)

P.O. Box 222 - 40200  
Tel: 058-20319558  
KISII - KENYA



KNP/IMS/REG/F003

## LIST OF SECRETARIAL BOOKS

PITMAN NEW ERA SHORTHAND ANNIVERSARY EDITION BY AUDREY  
O' DEA , JOAN SYKES , JOKIE WATSON AND PQMELA WILLIAMS.

FIRST COURSE KEYBOARDING AND DOCUMENT PROCESSING BY  
DRUMMOND AND COLES MOGFORD (1996) 6<sup>TH</sup> EDITION.

INFORMATION COMMUNICATION TECHNOLOGY FORM 2 & 3 BY  
GICHIRA OR SALEEM

OFFICE ORGANIZATION AND PRACTICE BY GICHIRA AND SALEEM.

ESSENTIALS OF COMMERCE BY SALEEM.

