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LIBERAL STUDIES DEPARTMENT

DIPLOMA/CERTIFICATE IN LIBRARY AND INFORMATION STUDIES MODULE 1 BOOKS

1. Acquisition go global; an Introduction to Library Collection Management in the 21st Century by Jim Agree, Oxford publishers.
2. Guide to review of Library Collection Reservation Storage and Withdrawal by Dennis K.Lambert
3. Record Management by Smith Read Judith
4. Quantitative Techniques by N.A Saleemi

DIPLOMA / CERTIFICATE IN SECRETARIAL STUDIES BOOKS

1. Keyboarding and document processing
2. Pitman's shorthand dictionary (New Era Edition)
3. New Era Shorthand or Pitman's New Era Shorthand.
4. Secretarial duties by John Harrison.

OTHERS

- Writing materials
- A Scientific Calculator FX82MS
- 1 Packet Re-writable CDs
- Foolscaps.
- 1 ream of printing papers for secretarial courses

MRS MACHARIA
HOD LIBERAL STUDIES

DATE