

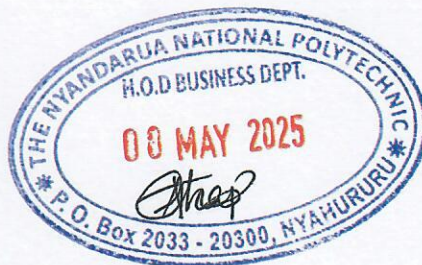
**NYANDARUA NATIONAL POLYTECHNIC**  
**BUSINESS STUDIES AND ENTREPRENEURSHIP DEPARTMENT**  
**BASIC REQUIREMENTS FOR ADMISSIONS**

**OFFICE ADMINISTRATION LEVEL 5 AND LEVEL 6**

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
5. One packet of rewritable CDs

**BASIC REQUIREMENTS FOR ALL THE COURSES**

1. One ream of foolscap
2. One ream of printing papers (A4)
3. A scientific calculator FX82MS
4. Writing materials
5. Laptop and a smartphone



**CPA NYANG'WARA BEN**  
**HOD BUSINESS STUDIES**