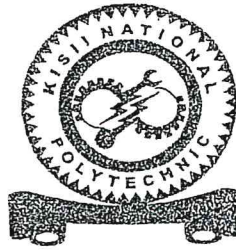


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LIST OF SECRETARIAL BOOKS

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

FIRST COURSE KEYBOARDING AND DOCUMENT PROCESSING *BY DRUMMOND AND COLES MOGFORD (1996) 6TH EDITION.*

INFORMATION COMMUNICATION TECHNOLOGY FORM 2 & 3 *BY GICHIRA OR SALEEMI.*

OFFICE ORGANIZATION AND PRACTICE *BY GICHIRA AND SALEEMI.*

ESSENTIALS OF COMMERCE *BY SALEEMI*

