



MINISTRY OF EDUCATION  
STATE DEPARTMENT FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING  
**MASINGA TECHNICAL AND VOCATIONAL COLLEGE**  
EXCEL IN TECHNOLOGY



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KENYA

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**REQUIREMENTS: BUSINESS STUDIES DEPARTMENT**

To be used by trainees in the following courses:

1. Secretarial Studies
2. Single and Group

General Requirements:

Item	Quantity
Ream of Printing Papers	2
Spring File	1

We wish to emphasize that, in light of the revised curriculum and online learning, it is recommended that each trainee have a laptop (processor core i3/i5/i7 with 4GB RAM minimum), tablet PC, or an internet-enabled smartphone. This provision is strongly recommended to ensure an enriched and seamless academic journey.

Course Requirements

Item	Quantity
A4 Exercise Books	10
CR R/W	5
HB Pencil	5
Ruler	1
Short Hand Note Pads	3

Books

1. Type Writing Textbook by First Course
2. Pitman Shorthand New Era or Anniversary Edition

*The institution can assist in procuring these textbooks at a cost of KSH 1000 each.*

Trainees are kindly requested to provide their own stationery (pens and writing books) for the duration of the program.

Boarding Requirements:

1. Please ensure you have items such as a mattress (3\*6), buckets, blankets, bedsheets, towels, pillows, bags, curtains, and toiletries (including soap, shampoo, toothbrush, toothpaste, etc.) for domestic use.
2. Our institution collaborates with esteemed private hostels to facilitate accommodation for our trainees. It is essential to acknowledge that your stay will be governed by the specific regulations established by each hostel provider.
3. The option for self-prepared meals is available to trainees. You are free to provide utensils and a means of cooking for yourself. A gas cylinder is recommended.
4. The boarding requirements presented are intended as general recommendations. It is advisable to ensure your personal domestic comfort aligns with these suggestions.