



FOOD AND BEVERAGE SECTION

<u>DIPLOMA IN FOOD & BEVERAGE MANAGEMENT</u> <u>MODULES I</u>

1. A pair of cotton Gloves 11. Two waiters clothes

2. One butchers knife 12. Two hand towels

3. Four cleaning clothes 13.One wood tray& tray cloth

4. Two glass clothes 14. Flower vase

5. One fruit knife 15. An opener

6. One palette knife 16. Ten tea spoons

7. One potato peeler 17. Ten desert spoon

8. One Vegetable knife 18. Ten soup spoons.

9. Writing materials 19. Two cleaning clothes

10. A scientific calculator

BOOK LIST

1. Food and beverages service Lilicrap and caserian

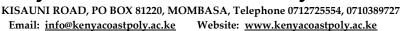
2. Food and beverages control3. Food science and nutritionAnitta

4.Practical cookery5.The Theory of catering6.Cooking explainedBarbara Hammond

NB.

- 1.The kitchen uniform i.e. Chefs jacket, chef's cap, apron and skirt/trouser and service uniform i.e. Dust Coat, White shirt, black skirt, maroon half coat, four table napkins and Table cloth and will be bought at Kenya Coast National Polytechnic @ 8,000
- 2. The student will use the uniforms during the three modules.
- 3. Students will be advised on the reference books to buy for PPM and Accounts in the course of the training.







FOOD AND BEVERAGE SECTION

CRAFT IN FOOD AND BEVERAGE – (MODULE 1)

- 1. Oven Gloves (one pair)
- 2. dish clothes (2 pieces)
- 3. Tea towel (2 pieces)
- 4. palette knife (one piece)
- 5. Vegetable knife (one piece)
- 6. Butchers' knife (one piece)
- 7. Icing set (one set)
- 8. Writing materials

BOOK LIST

1.Practical cookery

Kinton and Caserani

2. The Theory of catering

Kinton and Caserani

3. Food science and Nutrition

NB.

- 1. The kitchen uniform to be bought at Kenya Coast National Polytechnic @Kshs 3,200.
- 2. Students will be advised on any other reference material required in the course of training.







FOOD AND BEVERAGE SECTION

CRAFT IN FOOD AND BEVERAGE – (MODULE II)

- 1.Two waiters' clothes
- 2.An opener
- 3. Writing materials

 One tray with tray clothe
- 4.(wooden)
- 5. Table flower vase
- 6.Two dish clothes

BOOK LIST

1.Food and Beverage service Lilicrap and Caserani

2. The Theory of Catering Kinton and Caserani

NB.

- 1. The service uniform i.e. Dust Coat, White shirt, Navy blue skirt, four table napkins and Table cloth and will be bought at Kenya Coast National Polytechnic @Kshs 4,800
- 2. Students will be advised on any other reference material required in the course of training

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FOOD AND BEVERAGE SECTION

ARTISAN CERTIFICATE IN FOOD AND BEVERAGE PRODUCTION AND SALES

1.A pair of cotton oven Gloves

2.Two dish clothes 9. Icing set

3.Two Tea towel 10. One potato peeler

4.One palette knife 11. One Butchers' knife

5.One Vegetable knife 12. One fruit knife

6. One large waiters tray (wooden)

7. Writing materials

8. Flower vase

BOOK LIST

1. Practical cookery Kinton and Caserani

2. The Theory of catering Kinton and Caserani

3. Food and Beverage service Lilicrap and Caserani

NB.

- 1. The kitchen uniform i.e. Chefs jacket, chef's cap, apron and skirt/trouser and service uniform i.e. Dust Coat, White shirt, black skirt, four table napkins and Table cloth will be bought at Kenya Coast National Polytechnic @ 8,000
- 2. Students will be advised on any other reference material required in the course of training.







HOSPITALITY AND TOURISM DEPARTMENT

FOOD AND BEVERAGE SECTION

CAKE MAKING AND DECORATION

FEES: KSHS.11000 PER MONTH

3 TIMES A WEEK 3 HOURS SESSION

DURATION 2 MONTHS

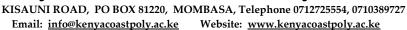
REQUIREMENTS

- 1. Protective Clothing (White dust coat/Apron)
- 2. Oven gloves (one pair) cotton
- 3. Dish cloth (two)
- 4. Cleaning cloth (two)
- 5. Palette knife (one)
- 6. Butcher's knife (one)
- 7. Icing set (one)
- 8. Wrappings (foil, cling film and greaseproof paper)
- 9. Writing material

NB:

The learner is expected to provide the necessary materials for the preparation of various items during the practical sessions







FOOD AND BEVERAGE SECTION

TOURISM MANAGENMENT AND TOUR GUIDE

A Laptop and a modem is a **MANDATORY** requirement for all students taking tourism courses.

A student can buy at least one of the following books:

1.Tourism Management	Elsevier.	
2.Travelers Atlas	Chris Jagger	
3.Strategic Management for Travel and Tourism	Evans Nigel	
4.The Business of Tourism	J. Christopher	
5.Marketing in Travel and Tourism Middleton.	Victor T.C	
6.Hospitality Law	Stephen Barth	
7.A dictionary of Travel and Tourism Terminology	Reaver Allan	
8.Organizational behavior for the Hospitality IndustryBerger Florence		
9.Contemporary Tourism	Cooper Chris	

NB:

The lecturers will guide the student of other books of references when need arises.



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INFORMATION TECHNOLOGY DEPARTMENT

- •INFORMATION COMMUNICATION TECHNOLOGY
- •INFORMATION COMMUNICATION TECHNOLOGY TECHNICIAN
- •CERTIFIED INFORMATION COMMUNICATION TECHNOLOGY
- •CCNA
- •COMPUTER MAINTENANCE & NETWORKING

COURSE REQUIREMENTS

Materials

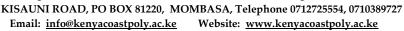
- 1. Scientific Calculator
- 2. Writing Material
- 3. Overcoat
- 4. Pc toolkit
- 5. Laptop will be an added advantage

NB.

Students shall be advised by the subject tutors on the kind of text books to buy.

Overcoat will be bought at Kenya Coast National Polytechnic @Kshs 1,100







MECHANICAL/AUTOMOTIVE /BUILDING & CIVIL ENGINEERING (dip \$ craft)

COURSE REQUIREMENTS

Materials

- 1. Dark blue overall
- 2. Safety boots
- 3. T –square (helix/clear plastic 750mm-1m)
- 4. Draftsman drawing set/mechanical drawing instruments
- 5. Engineers set squares $[45^{\circ},30^{\circ},60^{\circ}]$
- 6. Stationary (writing material)
- 7. Steadlar pencils (HB&2H) [German/Great Britain]
- 8. Good quality eraser
- 9. Pencil sharpener
- 10. Scientific calculator
- 11. Mathematical tables (s.m.p advanced)

NB.

Students shall be advised by the subject tutors on the kind of text books to buy.

Dark Blue Overall will be bought at Kenya Coast National Polytechnic @Kshs 1,100



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ENGINEERING REQUIREMANTS

Short Course in Electrical Department Materials

- 1. Overall/ Overcoat
- 2. Strong Leather Shoes
- 3. Writing Material
- 4. Phase tester
- 5. Pliers
- 6. Multimeter
- 7. Screw drivers (flat &star)
- 8. Hammer
- 9. Spirit level
- 10. Tape measure

<u>NB.</u>

Students shall be advised by the subject tutors on the kind of text books to buy.

Overall/overcoat will be bought at Kenya Coast National Polytechnic @ Kshs1, 100



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ENGINEERING REQUIREMANTS

Short Course in Building Department Materials

- 1. Overall/ Overcoat
- 2. Strong Leather Shoes
- 3. Writing Material
- 4. Pliers
- 4. Hammer
- 5. Spirit level
- 6. Tape measure
- 7. Plumb bob
- 8. Straight edge

NB.

Students shall be advised by the subject tutors on the kind of text books to buy.

Overall/overcoat will be bought at Kenya Coast National Polytechnic @ Kshs1, 100



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ENGINEERING REQUIREMANTS

Short Course in Mechanical Department Materials

- 1. Overall/ Overcoat
- 2. Strong Leather Shoes
- 3. Writing Material
- 4. T.square
- 5. Set square
- 6. Calculater

<u>NB.</u>

Students shall be advised by the subject tutors on the kind of text books to buy.

Overall/overcoat will be bought at Kenya Coast National Polytechnic @Kshs 1,100







BUSINESS DEPARTMENT

- •SUPPLIES CHAIN MANAGEMENT
- •HUMAN RESOURCE MANAGEMENT
- •BUSINESS MANAGEMENT
- •SALES & MARKETING MANAGEMENT
- •ACCOUNTANCY
- •SOCIAL WORK & COMMUNITY DEVELOPMENT
- •JOURNALISM & MEDIA

COURSE REQUIREMENTS

Materials

- 1. Scientific Calculator
- 2. Writing Material
- 3. Laptop will be an added advantage

NB.

Students shall be advised by the subject tutors on the kind of text books to buy.







APPLIED SCIENCE DEPARTMENT

- •FOOD SCIENCE TECHNOLOGY
- •SCIENCE LABORATORY TECHNOLOGY
- •ANALYTICAL CHEMISTRY TECHNOLOGY
- •APPLIED BIOLOGY TECHNOLOGY

COURSE REQUIREMENTS

Materials

- 1. T squire [600mm long]
- 2. Scientific Calculator
- 3. Laboratory coat white long sleeved
- 4. Safety shoes (closed leather shoes)
- 5. Writing Material
- 6. Laptop will be an added advantage
- 7. Geometric set

<u>NB.</u>

Students shall be advised by the subject tutors on the kind of text books to buy.

Laboratory /Dust coat (white) will be bought at Kenya Coast National Polytechnic @ Kshs900



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ELECTRICAL & ELECTRONICS

ENGINEERING DEPARTMENT GENERAL COURSE REQUIREMENTS Materials(dip&craft)

- 1. T squire [600mm long]
- 2. Set squires [30°, 45°]
- 3. Compass and Dividers
- 4. Erasers
- 5. Mechanical Pencil
- 6. Scientific Calculator
- 7. 1 mathematical table (smp) advanced
- 8. Overall/ Overcoat
- 9. Strong Leather Shoes
- 10. Writing Material
- 11. Soldering gun
- 12. Phase tester
- 13. Pliers
- 14. Multimeter
- 15. Screw drivers (flat &star)
- 16. Hammer
- 17. Spirit level
- 18. Tape measure

<u>NB.</u>

Students shall be advised by the subject tutors on the kind of text books to buy.

Overall /Overcoat will be bought at Kenya Coast National Polytechnic @ Kshs1, 100.







CLOTHING AND FASHION REQUIREMENTS FOR

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DIPLOMA AND CRAFT

- 1. Metric pattern for ladies wear.....by Wilfred Aldrich
- 2. Metric Patterns for Gents wear...by Wilfred Aldrich
- 3. Metric pattern for childrenby Winfred Aldrich
- 4. Basic needlework.....by Winfred bull
- 5. Tracing wheel
- 6. French curves
- 7. Tape measure
- 8. Paper scissors
- 9. Fabric shears
- 10. Tailors chalk
- 11. Dressmaker's carbon paper
- 12.1 ream of plain paper
- 13. Dress maker's pins
- 14.Quota scale ruler
- 15. Colored pencils
- 16. Drawing book
- 17. Square
- 18. Hb and H pencils
- 19.8 exercise books A4
- 20. Big curves
- 21.2mts plain white fabric (poplin)
- 22. Bobbin & case (jukin industrial)
- 23. Stick glue(prit)
- 24. Apron. Will be bought at Kenya Coast National Polytechnic @kshs: 500.00







SECRETARIAL AND LIBERAL STUDIES

REQUIREMENTS FOR NEW STUDENTS
CRAFT CERTIFICATE IN SECRETARIAL STUDIES
RECOMMENDED TEXTBOOKS

- 1. FIRST COURSE: Keyboarding and Document Processing 6th Edition by Archie Drummond and Anne Coles-Mogford*
- 2. PITMAN NEW ERA SHORTHAND Anniversary Edition*
- 3. INVENTOR SECONDARY BUSINESS STUDIES 1 4 Kenya Literature Bureau
- 4. SECRETARIAL DUTIES by John Harrison latest edition
- 5. BUSINESS COMMUNICATION by Peter Little
- 6. ECONOMICS SIMPLIFIED by N A Saleemi

STATIONERY

- 1. At least two shorthand pads*
- 2. At least two HB 110 Pencils for Shorthand (Staedler pencil recommended)*
- 3. Pencil sharpener
- 4. One ruler
- 5. Writing material for theory subjects (at least 5 exercise books)*

MODULE I	MODULE II
Computerized Document	Computerized Document
Processing I	Processing II
Shorthand I (60 WPM)	Shorthand II (80 WPM)
Communication Skills I	Communication Skills II
Commerce	Economics
Information Communication	Information Communication
Technology I	Technology II
Secretarial Duties	Trade Project
Entrepreneurship Education	Industrial Attachment*
(Business Plan)	

^{*} Students proceed on attachment upon completion of module two.

^{*}Absolutely essential for beginners. Student will not be allowed into class without them.



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REQUIREMENTS FOR NEW STUDENTS
DIPLOMA IN SECRETARIAL STUDIES
RECOMMENDED TEXTBOOKS

- 1. FIRST COURSE: Keyboarding and Document Processing 6th Edition by Archie Drummond and Anne Coles-Mogford*
- 2. PITMAN NEW ERA SHORTHAND Anniversary Edition*
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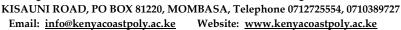
STATIONERY

- 1. At least two shorthand pads*
- 2. At least two HB 110 Pencils for Shorthand (Staedler pencil recommended)*
- 3. Pencil sharpener
- 4. One ruler
- 5. Writing material for theory subjects (at least 5 exercise books)*
- *Absolutely essential for beginners. Student will not be allowed into class without them.

MODULE I	MODULE II	MODULE III
Computerized Document	Computerized Document	Computerized Document
Processing I	Processing II	Processing III
Shorthand I (60 WPM)	Shorthand II (80 WPM)	Shorthand III (100 WPM)
Communication I	Communication II	Office Administration and
		Management
Economics	Commercial and	Information
	Administrative Law	Communication
		Technology III
Information	Information	Statistics
Communication	Communication	
Technology I	Technology II	
Secretarial Duties	Accounting	Trade Project
Entrepreneurship Education	Industrial Attachment*	
(Business Plan)		

^{*} Students proceed on attachment upon completion of module two.







SECRETARIAL AND LIBERAL STUDIES

REQUIREMENTS FOR NEW STUDENTS

CERTIFICATE IN SECRETARIAL STUDIES – SINGLE AND GROUP

RECOMMENDED TEXTBOOKS

- 1. FIRST COURSE: Keyboarding and Document Processing 6th Edition by Archie Drummond and Anne Coles-Mogford*
- 2. PITMAN NEW ERA SHORTHAND Anniversary Edition*
- 3. INVENTOR SECONDARY BUSINESS STUDIES 1 4 Kenya Literature Bureau
- 4. OFFICE PROCEDURES by John Harrison Latest Edition
- 5. SECRETARIAL DUTIES by John Harrison 10th Edition
- 6. BUSINESS COMMUNICATION by Peter Little

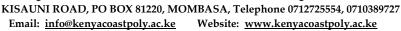
STATIONERY

- 1. At least two shorthand pads*
- 2. At least two HB 110 Pencils for Shorthand (Staedler pencil recommended)*
- 3. Pencil sharpener
- 4. One ruler
- 5. Writing material for theory subjects (at least 4 exercise books)*
- *Absolutely essential for beginners. Student will not be allowed into class without them.

STAGE I	STAGE II	STAGE III
Computerized Document	Computerized Document	Computerized Document
Processing I	Processing II	Processing III
Shorthand I	Shorthand II	Shorthand III
Office Procedures I	Office Procedures II	
Communication Skills I	Communication Skills II	
Commerce I	Commerce II	
Information	Secretarial Duties*	
Communication		
Technology		
	Office Administration &	
	Management*	

^{*} Taught at Stage III







SECRETARIAL AND LIBERAL STUDIES

REQUIREMENTS FOR NEW STUDENTS

CRAFT CERTIFICATE IN CLERICAL OPERATIONS

RECOMMENDED TEXTBOOKS

- 1. FIRST COURSE: Keyboarding and Document Processing 6th Edition by Archie Drummond and Anne Coles-Mogford*
- 2. INVENTOR SECONDARY BUSINESS STUDIES 1 4 Kenya Literature Bureau
- 3. BUSINESS COMMUNICATION by Peter Little
- 4. OFFICE ADMINISTRATION SIMPLIFIED by N A Saleemi
- 5. ECONOMICS SIMPLIFIED by N A Saleemi
- 6. COMMERCIAL LAW by Ashiq Hussain
- 7. BUSINESS ACCOUNTING 1 by Frank Wood

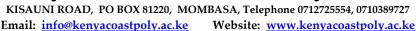
STATIONERY

- 1. One ruler
- 2. Writing materials for theory subjects (at least 7 exercise books)*
- *Absolutely essential for beginners. Student will not be allowed into class without them.

MODULE I	MODULE II
Computerized Document	Supplies Operations
Processing	
Clerical Duties I	Clerical Duties II
Business Calculations and	Financial Accounting
Statistics	
Communication Skills	Economics
Commerce	Business Law
Information Communication	Fundamentals of
Technology	Management and
	Environment
Entrepreneurship Education	Research Methods (Trade
(Business Plan)	Project)
Life Skills	Industrial Attachment*

^{*} Students proceed on attachment upon completion of module two







Dress code for medical students

- •Males- white shirts (long or short sleeved) and black trousers.
- Females- Sky blue dresses (length should be below the knee and not tight).

Practical's requirements

- White Laboratory coat (Knee length), Long sleeve.
- Closed shoes (not rubber shoes)
- British National Formulary (BNF) Only for pharmacy students.
- •Two quire hard copy writing book for practical's.
- Scientific calculator.
- •Laptop will be an added advantage

<u>NB</u>

Laboratory Coat (white) Kshs900

White shirt (**long sleeved**) @kshs550

Trouser (Black)@kshs700

Dress (sky blue) kneel length@ Kshs 1000.00

Will be bought at Kenya Coast National Polytechnic



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COURSE REQUIREMENTS FOR DIPLOMA IN CATERING ACCOMMODATION MANAGEMENT

PRODUCTION

- 1. Four Dish clothes
- 2. One Cleaning cloth
- 3. A set of kitchen knives (kitchen, vegetable, fruit, Filleting & Palette knives)

SERVICE

- 1. Two glass clothes
- 2. A Dust coat (white)
- 3. One service / waiters' cloth
- 4. One wooden tray
- 5. Two tray clothes to fit the tray(white)
- 6. One white table cloth (Size....)

HOUSE KEEPING

- 1. A pair of hand gloves (heavy duty, green/blue colour)
- 2. A blue dust coat
- 3. Four pieces yellow dusters.
- 4. Four Cleaning / wiping cloths

BOOKS

- Theory of catering
- Practical cookery
- Hostel, home and hospital
- Home management
 Food & Beverage Service
 Food & Costing and Control
 Nutrition
 By Julia Gitobu
 By Lilicrap
 By Kotas
 By Anita Tull

- 4. A pair of Oven gloves
- 5. One Hand towel
- 6. A Pastry cutter
- 7. One Icing set
- 8. Kitchen uniform
- 7. Four table napkins (Size 15" by 15")
- 8. One flower vase (medium size)
- 9. Wine opener (corkscrew)
- 10. Service uniform
- 11. Low healed black shoes
- 5. Sheep skin / Chamois leather
- 6. One head scarf or white cap
- 7. Black low heeled shoes
- 8. Nose musk (sensitive to dust)

NB.

- 1.The kitchen uniform i.e. Chefs jacket, chef's cap, apron and skirt/trouser and service uniform i.e. Dust Coat, White shirt, black skirt, maroon half coat, four table napkins and Table cloth and will be bought at Kenya Coast National Polytechnic @ 8,000
- 2. The student will use the uniforms during the three modules.
- 3. Students will be advised on the reference books to buy for PPM and Accounts in the course of the training.







CLOTHING AND FASHION REQUIREMENTS FOR

FASHION DESIGN AND INTERIOR DECO/DRESS MAKING

- 1. Tracing wheel
- 2. French curves
- 3. Tape measure
- 4. Aper scissors
- 5. Fabric shears
- 6. Tailors chalk
- 7. Dress maker's pins
- 8. Colored pencils
- 9. Drawing book
- 10. Hb and H pencils
- 11. Exercise books A4
- 12. Big curves
- 13. .2mts plain white fabric (poplin)
- 14. Bobbin & case(jukin industrial)
- 15. Stick glue (prit)
- 16. Apron. Will be bought at Kenya Coast National Polytechnic @kshs: 500.00





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REQUIREMENTS

Fabric shears

Dress makers pins

Needles

Tape measure

Tailors chalk

Stitch ripper

Industrial machine bobbin & case

Needle clamp/screw

*Individual project materials to be bought as required.



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EVENTS AND INTERIOR DÉCOR SHORT COURSE (6 MONTHS).

FEE STRUCTURE

	TERM 1	TERM 2
Tuition fee	8000	8000
Development Fund	3000	1000
Caution money	500	-
Registration	200	-
Student council	200	200
R.M.I.	1000	1000
Electricity	1000	1000
Local transport and travel	1000	1000
Contingencies	1000	1000
Personal emolument	1000	1000
Student ID card	500	-
Activity fee	500	500
KCNP Tee shirt	700	700
Equipment	1000	1000
Teaching Material	500	500
Insurance	600	-
Internet	600	600
TOTAL	21,300	17,500