



# Kenya Coast National Polytechnic

Kisauni Road, PO Box 81220, Mombasa, Telephone 0712725554, 0710389727

Email: [info@kenyacoastpoly.ac.ke](mailto:info@kenyacoastpoly.ac.ke)

Website: [www.kenyacoastpoly.ac.ke](http://www.kenyacoastpoly.ac.ke)



## FOOD AND BEVERAGE SECTION

### DIPLOMA IN FOOD & BEVERAGE MANAGEMENT

#### MODULE I

1. A pair of cotton gloves
2. One butchers knife
3. Four cleaning clothes
4. Two glass clothes
5. One fruit knife
6. One palette knife
7. One potato peeler
8. One vegetable knife
9. Writing materials
10. A scientific calculator
11. Two waiters clothes
12. Two hand towels
13. One wood tray& tray cloth
14. Flower vase
15. An opener
16. Ten tea spoons
17. Ten desert spoon
18. Ten soup spoons.
19. Two cleaning clothes

#### BOOK LIST

1. Food and Beverages Service Lilicrap and Caserian
2. Food and Beverages Control Kotler
3. Food Science and Nutrition Anitta
4. Practical Cookery Kinton and Caserani
5. The Theory of Catering Kinton and Caserani
6. Cooking Explained Barbara 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 @ KES 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.



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## 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.



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## FOOD AND BEVERAGE SECTION

### CRAFT IN FOOD AND BEVERAGE – (MODULE II)

1. Two waiters' clothes
2. An opener
3. Writing materials
4. One tray with tray clothe (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 @ KES 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
3. Two tea towel
4. One palette knife
5. One vegetable knife
6. One large waiters tray (wooden)
7. Writing materials
8. Flower vase
9. Icing set
10. One potato peeler
11. One butchers' knife
12. One fruit knife

### 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 @ KES 8,000
2. Students will be advised on any other reference material required in the course of training.



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## **HOSPITALITY AND TOURISM DEPARTMENT**

FOOD AND BEVERAGE SECTION

CAKE MAKING AND DECORATION

Fees: KES11000 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



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## 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 Industry | Berger Florence |
| 9. Contemporary Tourism                                 | Cooper Chris    |

### **NB:**

The Trainers will guide the Trainee on other references of books when need arises.



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## INFORMATION COMMUNICATION TECHNOLOGY DEPARTMENT

- DIPLOMA IN INFORMATION COMMUNICATION TECHNOLOGY
- CERTIFICATE IN INFORMATION COMMUNICATION TECHNOLOGY
- CISCO CERTIFIED NETWORK ASSOCIATE (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 @ KES 1,100



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## MECHANICAL/AUTOMOTIVE/BUILDING & CIVIL ENGINEERING (DIPLOMA & 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°, 30°, 60°]
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 @ KES 1,100





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## ENGINEERING REQUIREMENTS

Short Course in Electrical and Electronics 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

**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 @ KES 1,100



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## ENGINEERING REQUIREMENTS

### 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 REQUIREMENTS

### Short Course in Mechanical & Automotive Department

#### Materials

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

#### 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 @KES 1,100



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## **BUSINESS AND MEDIA STUDIES 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.



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## 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

### NB.

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 @ KES 900



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## ELECTRICAL & ELECTRONICS ENGINEERING DEPARTMENT

### GENERAL COURSE REQUIREMENTS

Materials (Diploma & Craft Programs)

1. T – squire [600mm long]
  2. Set squares [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
- 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 @ KES 1,100.



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## CLOTHING AND FASHION REQUIREMENTS FOR DIPLOMA AND CRAFT

- |   |   |
|---|---|
| 1. Metric pattern for ladies wear.....by<br>Wilfred Aldrich | 13. 1 ream of plain paper   |
| 2. Metric Patterns for Gents wear...by<br>Wilfred Aldrich   | 14. Dress maker's pins  |
| 3. Metric pattern for children .....by<br>Winfred Aldrich   | 15. Quota scale ruler   |
| 4. Basic needlework.....by Winfred bull                     | 16. Colored pencils   |
| 5. Tracing wheel  | 17. Drawing book  |
| 6. French curves  | 18. Square  |
| 7. Tape measure   | 19. HB and H pencils  |
| 8. Paper scissors   | 20. 8 exercise books A4   |
| 9. Fabric shears  | 21. Big curves  |
| 10. Tailors chalk   | 22. 2mts plain white fabric (poplin)  |
| 11. Dressmaker's carbon paper                               | 23. Bobbin & case (jukin industrial)  |
|   | 24. Stick glue (prit)   |
|   | <b>25. Apron. Will be bought at Kenya Coast<br/>National Polytechnic @ KES 500.00</b> |



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## SECRETARIAL AND LIBERAL STUDIES DEPARTMENT

### 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)\*

\*Absolutely essential for beginners. Student will not be allowed into class without them.

#### SUBJECTS TO BE COVERED

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

\* Students proceed on attachment upon completion of module two.





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## SECRETARIAL AND LIBERAL STUDIES DEPARTMENT

### 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\*
3. SECRETARIAL DUTIES by John Harrison - latest edition
4. BUSINESS COMMUNICATION by Peter Little
5. 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)\*

\*Absolutely essential for beginners. Student will not be allowed into class without them.

#### SUBJECTS TO BE COVERED

MODULE I	MODULE II	MODULE III
Computerized Document Processing I	Computerized Document Processing II	Computerized Document 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 Administrative Law	Information Communication Technology III
Information Communication Technology I	Information Communication Technology II	Statistics
Secretarial Duties	Accounting	Trade Project
Entrepreneurship Education (Business Plan)	Industrial Attachment*	

\* Students proceed on attachment upon completion of Module II.



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## SECRETARIAL AND LIBERAL STUDIES DEPARTMENT

### 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.

#### SUBJECTS TO BE COVERED

STAGE I	STAGE II	STAGE III
Computerized Document Processing I	Computerized Document Processing II	Computerized Document 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 Communication Technology	Secretarial Duties*	
* Taught at Stage III	Office Administration & Management*	



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## SECRETARIAL AND LIBERAL STUDIES DEPARTMENT

### 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.

#### SUBJECTS TO BE COVERED

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

\* Students proceed on attachment upon completion of Module II



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## **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.
- Scientific calculator.
- Laptop will be an added advantage

## **NB**

Laboratory Coat (white) KES 900

White shirt (long sleeved) @ KES 550

Trouser (Black) @ KES 700

Dress (sky blue) kneel length @ KES 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)
4. A pair of Oven gloves
5. One Hand towel
6. A Pastry cutter
7. One Icing set
8. Kitchen uniform

#### 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.....)
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

#### 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
5. Sheep skin / Chamois leather
6. One head scarf or white cap
7. Black low heeled shoes
8. Nose musk (sensitive to dust)

#### 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

#### 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 @ KES 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.



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## CLOTHING AND FASHION DESIGN

### 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 @ KES 500
17. Needles
18. Stitch ripper
19. Needle clamp/screw
20. \*Individual project materials to be bought as required.



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## EVENTS AND INTERIOR DÉCOR SHORT COURSE (6 MONTHS).

### FEE STRUCTURE

	<b>TERM 1</b>	<b>TERM 2</b>
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
<b>TOTAL</b>	<b>21,300</b>	<b>17,500</b>