

**RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY-RVIST/QMS/REG/F23**

**RVIST ISO 9001:2008 QUALITY MANAGEMENT SYSTEM**

**BUSINESS STUDIES DEPARTMENT**

**DIPLOMA IN COOPARATIVE MANAGEMENT**

**COURSE REQUIREMENTS**

**EXTBOOKS**

▪ **ACCOUNTING**

1. BUSINESS ACCOUNTING LATEST EDITION BY Frank WOOD and Alan Sangster
2. COOPERATIVE ACCOUNTING MANUALS (Manuals 1-10) By Cooperative College of Kenya

▪ **LAW**

- 1.COOPERATIVE SOCIETIES ACT CAP 490 Revised Edition, Government Printer.
- 2.COOPERATIVE SOCIETIES BY -LAW, Government Printers
- 3.GENERAL PRINCIPLES AND COMMERCIAL LAW IN KENYA BY Ashiq Hussein.

▪ **MANAGEMENT**

- 1.COOPERATIVE MANAGEMENT IN DEVELOPING COUNTRIES BY David Thadeus &Murungi
- 2.DEVELOPMENT I KENYA THROUGH COOPERATIVES BY S.JOuma
- 3.COOPERATIVE BANKING MANUAL BY Cooperative College of Kenya

**NB:** You must have at least one book from each group above

▪ **STATIONERY**

- 1.13 Exercise books of 200 pages (a4Size)
- 2.1 ream of foolscaps
- 3.1 scientific calculator(Casio)
- 4.4 spring files (Plastic)
- 5.Adequate pens

▪ **OTHERS**

- 1.Original and A photocopy of result slip or certificate
- 2.Original and A photocopy of National ID cards both sides
- 3.2 passport size photos (Coloured)

**NOTE**

The above requirements are mandatory and must be fulfilled before one can be admitted to commence the course.