

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

RVIST ISO 9001:2008 QUALITY MANAGEMENT SYSTEM

BUSINESS STUDIES DEPARTMENT

DIPLOMA IN BUSINESS MANAGEMENT

MODULE I COURSE REQUIREMENTS

TEXT BOOKS

- 1.GENERAL PRINCIPAL PRINCIPLES OF LAW BY: N.A SALEEMI
- 2.BUSINESS ACCOUNTING LATEST EDITION BY WOOD AND ALAN SANGTOR
- 3.BUSINESS FINANCE BY SALEEMI
- 4.ECONOMICS SIMPLIFIED BY: SALEEMI
- 5.DATA RPOCESSING BY SAMEEMI
- 6.COMMUNICATION AND REPORT WRITING BY N.A SALEEMI

STATIONERY

- 1.10 Exercise books of 200 pages (A4size)
- 2.1 ream of foolscaps
- 3.1 scientific calculator (Casio)
- 4.4 spring files (plastic)
- 5.Adequate pens

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