

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

RVIST ISO 9001:2008 QUALITY MANAGEMENT SYSTEM

BUSINESS STUDIES DEPARTMENT

DIPLOMA IN HUMAN RESOURCE MANAGEMENT

COURSE REQUIREMENTS

▪ **TEXT BOOKS**

- 1.HUMAN RESOUSE MANAGEMENT 7 INDUSTRIAL RELATIONSHIP IN KENYA BY Nzuve
- 2.BUSINESS ACCOUNTING VOLUME 1 LATEST EDITION BY F. WOOD AND ALAN SANSTOR
- 3.GENERAL PRINCIPLES OF LAW BY N.A Saleemi
- 4.PERSONNEL MANAGEMENT BY G.A Cole
- 5.OFFICE ADMINSTRATION BY N.A Saleemi
- 6.FIVE LABOUR LAWS 2007

▪ **STATIONARY**

- 1.13 exercise books of 200pages (A4size)
- 2.1 ream of fulscaps
- 3.1 scientific calculator
- 4.4 spring files (plastic)
- 5.Adequate pens

OTHERS

- 1.Original and a photocopy of a result slip or certificate
- 2.Original and a photocopy of National ID card both sides
- 3.2 passport size photos (coloured)

NOTE

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

