

**RVIST/QMS/REG/F23**

**RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY**

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

**BUSINESS STUDIES DEPARTMENT**

**CRAFT IN BUSINESS MANAGEMENT**

**MODULE I COURSE REQUIREMENTS**

**TEXT BOOKS**

1. **DATA PROCESSING BY : N.A. SALEEMI**
2. **THEORY AND PRACTICE OF MANAGEMENT BY : N.A SALEEMI**
3. **COMMERCE SIMPLIFIED BY : ROBERT GICHIRA**
4. **COMMUNICATION AND REPORT WRITING BY. N.A.SALEEMI**
5. **BUSINESS STATISTICS BY: ONYANGO**

**STATIONERY**

- 1 10 Exercise books of 200 pages (A 4 size)
- 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.

