

RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY-RVIST/QMS/REG/F23  
RVIST ISO 9001:2008 QUALITY MANAGEMENT SYSTEM  
BUSINESS STUDIES DEPARTMENT  
DIPLOMA/CERTIFICATE IN SECRETARIAL STUDIES  
COURSE REQUIREMENTS

**TEXTBOOKS**

- 1.A NEW ERA SHORTHAND BY PITMAN(ONLY) COMPULSORY
- 2.INTRODUCTION TO COMPUTERIZED DOCUMENTS PROCESSING BY FRANCIS MBUA OR KSHS 1,000 (CASH) COMPULSARY
- 3.COMMERCE SIMPLIFIED BY ROBERT GICHIRA.
- 4.OFFICE PRACTICE AND ORGANISATION BY ROBERT GICHIRA
- 5.BUSINESS ENGLISH BY SALEEMI
- 6.DATA PROCESSING BY SALEMI
- 7.BUSINESS COMMUNICATIONAND ROBERT WRITING SIMPLIFIED (REVISED AND UPDATED BY N.A. SALEEMI

**STATIONARY**

- 1.4 spring files
- 2.1 reams printing papers
- 3..6 HB 110 pencils
- 4.6 exercise books (200 pages) A4 size
- 6.6 shorthand notebooks
- 7.Adequate pens
- 8.Pencil sharpener

**NOTE:** The above requirements are mandatory and must be filled before one can be admitted to commence. The compulsory books should be availed on admission date

