

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

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

**BUSINESS STUDIES DEPARTMENT**

**CERTIFICATE IN HUMAN RESOURCE MANAGEMENT**

**COURSE REQUIREMENTS**

▪ **TEXT BOOKS**

- 1.Data Processing by N.A Saleemi
- 2.Communication and Report Writing by N.a Salemi
- 3.Human Resource Management and Industrial Relations by Nzuve.
- 4.Commerce Simplified by N.A Saleemi.
- 5.Office Administration 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. 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 above requirements are mandatory and be fulfilled before one can be admitted to commence the course.

