

RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY-RVIST/QMS/REG/F23
RVIST ISO 9001:2008 QUALITY MANAGEMENT SYSTEM

BUSINESS STUDIES DEPARTMENT

CERTIFICATE IN COOPARATIVE MANAGEMENT

COURSE REQUIREMENTS

EXTBOOKS

- ACCOUNTING
- 3. BUSINESS ACCOUNTING LATEST EDITION BY Frank WOOD and Alan Sangster
- 4. COOPERATIVE ACCOUNTING MANUALS (Manuals 1-10) By Cooperative College of Kenya

- LAW
- 1.COOPARATIVE SOCIETIES ACT CAP 490 Revised Edition, Government Printer.
- 2.COOPERATIVE SOCIETIES BY -LAW, Government Printers
- 3.GENERAL PRINCIPLES AND COMMERCIAL LAW IN KENYA BY Ashiq Hussein.

- MANAGEMENT
- 1.COOPERATIVE MANAGEMENT IN DEVELOPING COUNTRIES BY David Thadeus &Murungi
- 2.DEVELOPMENT I KENYA THROUGH COOPERATIVES BY S.JOuma
- 3.COOPERATIVE BANKING MANUAL BY Cooperative College of Kenya

NB: You must have at least one book from each group above

- STATIONERY
- 1.13 Exercise books of 200 pages (a4Size)
- 2.1 ream of foolscaps
- 3.1 scientific calculator(Casio)
- 4.4 spring files (Plastic)
- 5.Adequate pens

- OTHERS
- 1.Original and A photocopy of result slip or certificate
- 2.Original and A photocopy of National ID cards both sides
- 3.2 passport size photos (Coloured)

NOTE

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

