

RIFT VALLEY INSTITUTE OF SCIENCE AND TECHNOLOGY

RVIST/QMS/REG F24

ISO 9001:2015 QUANTITY MANAGEMENT SYSTEM

INFORMATION COMMUNICATION TECHNOLOGY DEPARTMENT

CERTIFICATE IN INFORMATION STUDIES

(CIS)

25 FEB 2021

COURSE REQUIREMENTS

TEXTBOOKS

1. Cataloguing 4th Edition by Kumar and /or Cataloging and Classification 5th Edition by K.kumar
2. Indexing Methods and theory by Cutter Anne
3. Library structures and staffers system by Tunley Mlcoln
4. Studies in Management with Reference to Libraries by Wambugu CK and /or the Library Management and functions of Library System by Wambugu C.K
5. References services by Kumar Krishina and/or References services by Ragana Than
6. Library Organization by Sharman J.S

STATIONERY

1. One ream of full scarps (ruled) for questions and assignments
2. 10 Exercise books of 200 pages each (A4 size)
3. KNEC Exams fee for **Module 1 ksh.9,150** (NINE THOUSAND ONE HUNDRED AND FIFTY ONLY)
4. 1 Flash disk / 1 Re-writable CD
5. Scientific calculator

The Above course requirements are mandatory to commence your course