



# **RUNYENJES TECHNICAL AND VOCATIONAL**

## **Empowering through Skills and Technology**

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### **BUSINESS & MANAGEMENT DEPARTMENT**

#### **List of Text Books for new students required on admission**

##### **1. DIPLOMA IN BUSINESS MANAGEMENT**

- (a) Quantitative Techniques Simplified By N.A Saleemi or Quantitative Techniques 5<sup>th</sup> Edition by T. Lucey
- (b) Organizational Theory & Behaviour by Nzure
- (c) Managerial Accounting By N.A Saleemi
- (d) General Principles of Law By Ashiq Hussein

##### **2. DIPLOMA IN SOCIAL WORK & COMMUNITY DEVELOPMENT**

- a) British Association of Social Works BASW 2002, Code of Ethics by Social Work BASW
- b) Values in Social Work by Davis M, Howe and Kohli R. Assessing
- c) Competeness and values in Social Work practice Norwich Social Work Monographs
- d) Modern Social Work Theory (2<sup>nd</sup> Edition) Payne M.
- e) Development Economics (Any Publisher)
- f) Project Management Simplified. PSI Consultation Publication.
- g) Resource Mobilization Fundraising & Management. PSI Consultant Publications  
(Revised Edition 2014)

##### **5. DIPLOMA IN SUPPLY CHAIN MANAGEMENT**

- a) Supply Chain Strategy by Edward Grazelle
- b) Logistics and Supply Chain Management by Martin Christopher.
- c) Storage and Supply of Materials 6<sup>th</sup> Edition by David Jessop & Alex Morrison
- d) Quantitative Techniques 5<sup>th</sup> Edition by T. Lucey or N.A. Saleemi (Simplified)

##### **STATIONERY**

- Box file
- Spring file
- 1 realm of Ruled foolscaps
- 1 Dozen A4 200 Pages Exercise Books.
- Biro Pens