

## 1. FEE STRUCTURE

	Fulltime, Evening & Weekends	Distance Learning
<b>Tuition Fees Per Semester</b>	<b>Kshs.</b>	<b>Kshs.</b>
Tuition Fees (6 Courses)	25,000	22,000 (Inclusive of study packs)
<b>Administrative Charges Per Semester</b>	<b>Kshs.</b>	<b>Kshs.</b>
Student Activity	1,500	1,500
Medical Fee	2,500	-
Library	2,000	2,000
ICT	2,000	2,000
Students Association (GUSA) Fee	500	500
Exam Fee(6 Courses)	3,000	3,000
<b>Practical Courses Food Production Costs</b>		
Semester I (1 Course at Ksh.5,000)	5,000	5,000
Semester II (2 Courses at Ksh.5,000 each)	10,000	10,000
Semester III (2 Courses at Ksh.5,000 each)	10,000	10,000
<b>Hotel In-Service Practice Course</b>		
Semesters IV (1 Course at Ksh.5,000)	5,000	5,000
<b>One-Off Administrative Charges (Payable once on entry)</b>	<b>Kshs.</b>	<b>Kshs.</b>
Facilities Maintenance Fee	2,000	2,000
Student ID Card	500	500
Registration Fee	2,000	2,000
<b>Other Charges</b>	<b>Kshs.</b>	<b>Kshs.</b>
Internship Assessment (Sem V)	5,000	5,000

Total Fees Per Semester (Exclusive of Accommodation and Food)					
Semester I		Semester II		Semester III	
Fulltime, Evening & Weekend (Ksh.)	Distance Learning (Ksh.)	Fulltime, Evening & Weekend (Ksh.)	Distance Learning (Ksh.)	Fulltime, Evening & Weekend (Ksh.)	Distance Learning (Ksh.)
46,000	40,500	46,500	41,000	46,500	41,000

Semester IV		Semester V	
Fulltime, Evening & Weekend (Ksh.)	Distance Learning (Ksh.)	Fulltime, Evening & Weekend (Ksh.)	Distance Learning (Ksh.)
41,500	36,000	5,000	5,000

**Note:** All applicable fees should be paid within one month of the start of the registered semester failure to which a late payment surcharge of Ksh. 2,000 will automatically be debited to the student fee account.

## 2. ACCOMMODATION & MEALS [OPTIONAL]

- Self Contained Rooms (4 students sharing) inclusive of breakfast, Lunch & Supper = **Ksh. 30,000** per semester per student
- Self Contained Rooms (6 students sharing) inclusive of breakfast, Lunch & Supper = **Ksh. 28,000** per semester per student
- General Rooms (Washroom facilities outside the rooms) inclusive of breakfast, Lunch & Supper = **Ksh. 26,000** per semester per student



### FOR MORE INFORMATION PLEASE CONTACT

The Student Recruitment & Admissions Office  
Gretsa University  
P.O Box 3-01000  
Thika, Kenya.

Tel : +254 711 949006, + 254 712 959293  
020 2308997/8

E-Mail: [admission@gretsauniversity.ac.ke](mailto:admission@gretsauniversity.ac.ke)  
[info@gretsauniversity.ac.ke](mailto:info@gretsauniversity.ac.ke)

Website: [www.gretsauniversity.ac.ke](http://www.gretsauniversity.ac.ke)

or

SMS the word GRE TSA to 20133 free of charge

or

Visit our Main Campus Offices located at Thika Town Along  
Thika Garissa Road

Join us on  **Gretsa University - Thika**

Follow us on  **@GretsaUni\_Thika**



**SCHOOL OF HOSPITALITY, TOURISM AND  
LEISURE STUDIES**

## **DIPLOMA IN HOTEL AND RESTAURANT MANAGEMENT**



### *The School's Vision*

To be a leader in provision of knowledge and skills relevant to the Hospitality and Tourism industry

### *The School's Mission*

To provide knowledge and skills relevant to the dynamic Hospitality Industry. The School is committed to offer courses that will enable the student to be competitive and to advance the Hospitality and Tourism sector in Kenya and the World

Please Visit our website at: [www.gretsauniversity.ac.ke](http://www.gretsauniversity.ac.ke)

Effective Date : April, 2023

## OVERALL GOAL OF THE PROGRAMME

To equip students with a broad base of skills and knowledge in order to enable them enter the world of Hospitality. The program Endeavors to develop student's analytical skills, creative and decision making abilities through broad based common courses in addition to professional courses.

## CORE PROGRAMME LEARNING OUTCOMES

A graduate should be able to:

- Demonstrate knowledge and competence in operations in the provision of hospitality services
- Demonstrate social, technical and vocational skills in the Hospitality Industry.
- Communicate effectively
- Produce safe food in a clean environment
- Design and analyze menus for food service operations
- Produce and present quality food and beverage products professionally

## ADMISSION REQUIREMENTS

A candidate must satisfy any of the following minimum requirements:

- Be a holder of KCSE mean Grade C- (Minus) in KCSE, or
- Certificate in the Hospitality training from a recognized Institution.
- Food Handler's Certificate from a public health facility

## PROGRAMME DURATION

The duration of the programme will be 5 semesters or 21/2 Academic Years

## CAREER PROSPECTS

Food and Beverage Management graduates are highly employable, applying skills and knowledge in their careers as:

- Restaurant managers/supervisors
- Chefs
- Waiters/bar attendants
- Cellar/store clerks
- Housekeepers/guest room attendants
- Hotel and Restaurant Receptionists

## UNIFORMS AND RESTAURANT SERVICE EQUIPMENT

The candidate will also be required to buy a complete set of chef's and waiter's uniforms for practical sessions, which will include the following:

1. Black skirt for ladies (knee length– Jeans not accepted)
2. Black trousers for men (Jeans not accepted)
3. Chef's scarf (red)
4. Chef's jacket (white, cotton, double breasted)
5. Chef's cap/hat (white)
6. Chef's apron (white)
7. Black leather shoes (closed, flat)
8. White, long sleeved shirt/blouse
9. 1 kitchen clothe, 1 glass cloth and 1 waiter's clothe
10. 1 professional corkscrew/opener
11. A name tag

Seek clarification and further advice from the University before purchasing the above items.

## GRADING OF COURSES

Each unit will be graded as follows:

Overall Average Mark	Grade
70% and above	A
60% to below 70%	B
50% to below 60%	C
40% to Below 50%	D
Below 40%	Fail

## CLASSIFICATION OF THE DIPLOMA

The Diploma shall be classified as follows, based on the Overall Average Mark.

Classification	Cumulative Average Mark
Distinction	70% and above
Credit	50% to below 70%
Pass	40% to below 50%

## PROGRAMME STRUCTURE

### Semester I

Course Code	Course Title
GUCC 010	Computer Applications
GUCC 011	Effective Communication Skills
DIHM 010	Introduction to Hospitality Industry
DIHM 011	Food and Beverage Service Theory
DIHM 012	Culinary Theory
DIHM 013	Culinary Techniques (Practical Course)

### Semester II

Course Code	Course Title
DIHM 014	Basic Front Office Operations
DIHM 015	Kitchen Organization
DIHM 016	Food Production I (Practical Course)
DIHM 017	Food and Beverage Service Practice I (Practical Course)
DIHM 018	House-keeping and Laundry Operations
DIHM 019	Professional Etiquette in Hospitality and Tourism

### Semester III

Course Code	Course Title
DBAC 010	Principles of Financial Accounting
DIHM 020	Banqueting Management
DIHM 021	Food Production II (Practical Course)
DIHM 022	Food and Beverage Service Practice II (Practical Course)
DIHM 023	Research Methods
DIHM 024	Wine and Bar Knowledge

### Semester III electives

FRNH 010	Basic French
DIEH 024	Occupational Health and Safety

### Semester IV

Course Code	Course Title
DBCC 017	Essentials of Entrepreneurship
DIHM 025	Basic Statistical Methods in Hospitality & Tourism
DIHM 026	Human Resource Management in Hospitality and Tourism
DIHM 027	Principles of Hospitality and Tourism Marketing
DIHM 028	Hospitality Research Project
DIHM 029	Hotel In-Service Practice

### Semester IV electives

FRNH 011	Advanced French
DECO 010	Principles of Micro Economics

### Semester V

Course Code	Course Title
DIHM 030	Hospitality Internship