Total Fees Per Semester (Exclusive of Accommodation and Food)					
S					
SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV	SEMESTER V	SEMESTER VI
SSFTEW/ SSDL	SSFTEW/ SSDL	SSFTEW/SSDL	SSFTEW/SSDL	SSFTEW/SSDL	SSFTEW/SSDL
41,500/36,000	37,500/32,000	37,500/32,000	37,500/32,000	37,500/32, 000	5,000/5000

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. ACCOMODATION & MEALS

i). Self Contained Rooms (4 students sharing) inclusive of breakfast, Lunch & Supper = **Ksh. 30,000** per semester per student

ii). Self Contained Rooms (6 students sharing) inclusive of breakfast, Lunch & Supper = **Ksh. 28,000** per semester per student

iii). 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 Students Recruitment & Admissions Office

Gretsa University

P.O Box 3 - 01000

Thika, Kenya.

Tel : +254 711 949006, +254 703 917155, + 254 712 959293

E-Mail: admission@gretsauniversity.ac.ke

Website: www.gretsauniversity.ac.ke

or

SMS the word GRETSA to 20133 free of charge

Or

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

gretsa_uni

Gretsa Thika

Gretsa_Uni

![Gretsa University logo]

SCHOOL OF HEALTH SCIENCES

CERTIFICATE IN HEALTH RECORDS AND INFORMATION TECHNOLOGY

The School's Vision
To be a world class academic and professional centre of excellence in the provision of practical and research -based Health Sciences training.

The School's Mission
To train competent Health Professionals who will approach health issues with a holistic perspective and critically analyze problems with a view of integrating theory and practice in the assessment and provision of diagnostic, curative, preventive and promotive health care services so as to meet the dynamic health needs of the community.

Please Visit our website at: **www.gretsauniversity.ac.ke**

Revised: April, 2023

OVERALL GOAL OF THE PROGRAMME

The course intends to equip the trainee with knowledge, skills and attitude to enable them be competent health record officers who can collect, analyze and present information for utilization in planning, implementing, monitoring and evaluating health services

CORE PROGRAMME LEARNING OUTCOMES

Upon completion of the programme a graduate should be able to:

• Engage in continuing health services monitoring and evaluation

• Participate as team members in health care delivery services

• Demonstrate knowledge skills and attitude in health records information

• Organize and participate in community health programmes

• Collect data , analyse and present the information for utilization in health care planning

• Plan and implement training and educational programmes for students other health workers and community members

ADMISSION REQUIREMENTS

A candidate must satisfy the following minimum requirements:
MEAN GRADE C-, C- in English or Kiswahili, D in Biology. D- in Mathematics and D+ in any one of the following: Physics ,Chemistry, Computer Studies, Agriculture, Home Science, Geography and Business Studies

• **Bridging**: A holder of KCSE certificate or equivalent with a minimum of C -(Minus) but lacking the pass grade in the Mandatory cluster subjects may be required to undertake a bridging course in the respective courses
offered at Gretsa University to qualify for entry

PROGRAMME DURATION

The duration of the programme will be 6 semesters (5 semesters' course work and one semester for field attachment.)

GRADING OF COURSES

Each unit is graded as follows: -

Overall Average Mark	Grade
75% and above	A
65% to below 75%	B
50% to below 65%	C
Below 50%	F

COURSE REGISTRATION REQUIREMENTS

The student will not be allowed to register for new courses offered in every semester unless they have passed the relevant preliquisite courses offered the previous semester as indicated under the program structure..

CAREER PROSPECTS

Health records professionals keep health records up to date, and make sure the information is available to

medical staff when required. They can work as health records technician ,medical records clerk, microfilm

records searcher, records classifier, records clerk, records filing-system clerk, records management clerk,

technical records clerk, Information Clerks, and support services Professional in hospital wards of all types,

specialist departments or clinics, including cancer centres or accident and emergency units, GP surgeries

and health centres, the headquarters of an NHS trust, central stores, health records department. These pro-

fessions are within the state ,local governments ,private sector and Non Governmental organisations

PROGRAMME STRUCTURE

Semester I

Course	Code	Course Title	
CFIT	015	Fundamentals of Information Technology	
GUCC	006	Basic Communication Skills	
CICH	010	Introduction to Community Health	
CIPH	011	Basic Applied sciences	
CIPH	012	Basic Health Psychology	
CIHR	010	Principles of Health Records Management I	

Semester II

Course	Code	Course Title	
CIHR	020	Basic Health Records Management II	[Pre :CIHR 010]
CIHR	021	Basic Medical Terminologies	[Pre: CIHR 010]
CIHR	022	Principles of Disease Pathology	[Pre: CIHR 010]
CIPH	013	Basic Human Anatomy and Physiology	
CFIT	012	Fundamentals of Computer Applications	[Pre: CFIT 015]
CFIT	021	Fundamentals of Database Systems	[Pre: CFIT 015]

Semester III

Course	Code	Course Title	
CIHR	030	Basic Medical Data Classification I	[Pre :CIHR 020,021,022]
CIHR	031	Basic Health Information Systems I	[Pre :CIHR 020]
CIHR	032	Health Personnel and Office Management	[Pre :CIHR 020]
CIPH	020	Health Statistics	
CIPH	024	Principles of Occupation Health	[Pre :CIHR 020]
CFIT	026	Fundamentals of Networking Essentials	[Pre :CFIT 015]

Semester IV

Course	Code	Course Title	
CIHR	040	Basic Medical Data Classification II	[Pre :CIHR 030]
CIHR	041	Basic Health Information Systems II	[Pre :CIHR 031, CIPH 020]
CIHR	043	Introduction to Health Statistics II	[Pre :CIPH 020]
CIPH	025	Basic Primary Health Care	[Pre :CICH 010]
CFIT	013	Basic Concepts of Programming	[Pre :CFIT 015]
CFIT	016	Basic Concepts of Computer Operating Systems	[Pre :CFIT 015]

Semester V

Course	Code	Course Title	
CIHR	050	National Health Information Service	[Pre :CIHR 040]
CIPH	031	Basic HIV& AIDS Management	
CIPH	032	Basic Pharmacology	[Pre :CIHR 040]
CIPH	050	Basic Health Education	[Pre :CIHR 040,041,043]
CIPH	056	Basic Public Health Law	[Pre :CIHR 040,041,043]
CFIT	025	Basic concepts of computer security	[Pre :CFIT 015]

Semester VI

Course	Code	Course Title	
CIHR	060	Health Records Attachment	[Pre : All Units]

Note: 'Pre' means pre-requisite course (s) offered in previous semester (s)

1. FEE STRUCTURE

	Fulltime Certificate	ODL Certificate
Tuition Fees Per Semester	Kshs.	Ksh
Tuition Fees (6 Courses)	25,000	22,000
Administrative Charges Per Semester		
Student Activity	1,500	1,500
Medical Fee	2,500	2, 000
Library	1,000	1,000
ICT	2,000	2,000
Students Association (GUSA)	500	500
Exam Fee (6 Courses)	3,000	3,000
Practical's	2,000	2,000
One - Off Administrative Charges (Payable once on entry)		
Student ID Card	500	500
Registration Fee	1,500	1,500
Caution Money (Refundable)	2,000	2,000
Other Charges		
Field Supervision in 6th semester of Study	5,000	5,000