FEE STRUCTURE

	Fulltime, Evening & Weekends	Distance Learning
Tuition Fees Per Semester	Kshs.	Kshs.
Tuition Fees (6 Courses)	25,000	22,000 (Inclusive of study materials)
Administrative Charges Per Semester	Kshs.	Kshs.
Student Activity	1,500	1,500
Medical Fee	2,500	-
Library	2,000	2,000
ICT	2,000	2,000
Students Association (GUSA)	500	500
Exam Fee	3,000	3,000
One-Time Administrative Charges	Kshs.	Kshs.
Student ID Card	500	500
Facilities Maintenance Fee	2,000	2,000
Caution Money (Refundable)	2,000	2,000
Other Charges	Kshs.	Kshs.
Field Attachment Assessment	5,000	5,000

Total Fees Per Semester in Ksh (Exclusive of Accommodation Food)

Semester I		Semester II		Semester III	
Fulltime, Evening & Weekends (Ksh.)	Distance & Virtual Learning (Ksh.)	Fulltime, Evening & Weekends (Ksh.)	Distance & Virtual Learning (Ksh.)	Fulltime, Evening & Weekends (Ksh.)	Distance & Virtual Learning (Ksh.)
40,500	35,500	36, 000	31,000	36,000	31,000

Semester IV		Semester V	
Fulltime, Evening & Weekends (Ksh.)	Distance & Virtual Learning (Ksh.)	Fulltime, Evening & Weekends (Ksh.)	Distance & Virtual Learning (Ksh.)
36,000	31,000	5,000	5,000

NB:

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.

ACCOMODATION & MEALS

- Self Contained Rooms (4 Students Sharing) Inclusive of Breakfast Lunch and Supper = Ksh 30,000 per Semester
- Self Contained Rooms (6 Students Sharing) Inclusive of Breakfast Lunch and Supper = Ksh 28,000 per Semester
- General rooms (Washroom facilities outside the rooms) inclusive of break, lunch and supper = Ksh 26000 per Semester.

FOR MORE INFORMATION PLEASE CONTACT

The Students 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

info@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

Join us on *Gretsa University - Thika*

Follow us on *@GretsaUni_Thika*

GRETSA UNIVERSITY
Quality Education for the Real World

DEPARTMENT OF LIBRARY
&
INFORMATION SCIENCE

DIPLOMA IN LIBRARY AND INFORMATION SCIENCE

Gretsa University Library Vision
To be a world-class modern information resource centre that supports, learning research and innovation.

Gretsa University Library Mission
To establish and sustain creative and innovative information service in support of the university mission of teaching, learning, research, outreach and partnership in a globally dynamic learning environment.

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

Effective Date : 1 MAY 2023

OVERALL GOAL OF THE PROGRAMME

The Diploma course in library and information science is an entry level qualification for prospective middle level information managers; it is suitable for people with no prior experience in information industry as well as those seeking to upgrade their professional skills. The rationale for the programme is anchored in the recognition that we live in information driven society and information is a key national resource in the development of any nation just like water, mineral deposits, land etc.

The provision of timely quality and accurate information has been recognized as one of the key elements in management, governance, decision making and economic growth. The role of information in the above aspects has been recognized and cited by various development policies including vision 2030 and UNESCO'S poverty and education strategy among others. Faced with this reality, there is a need for trained personnel with skills to collect information, evaluate, organize and disseminate it to appropriate users in timely manner.

CORE PROGRAMME LEARNING OUTCOMES

On completion of the course, students will be able to:

- Apply theoretical and functional knowledge in the field of information science.

- Collect, analyze , evaluate and preserve relevant information sources that meet user's information needs.

- Conduct fruitful search and locate relevant information.

- Apply emerging technologies to appropriately keep users abreast of new information in their field of interest and present required information in a timely manner.

- Apply innovative professional techniques such as CAS and SDI in delivery of quality library Services.

- Skillfully use emerging technologies to develop and deliver digital library services.

CLASSIFICATION OF THE DIPLOMA
The Diploma shall be classified as follows, based on the Cumulative Average Marks

CAREER PROSPECTS.
Holder of Diploma in Library Information may pursue course in:

- **Academic Libraries**: found in Colleges and Universities, with the expansion of higher education, academic libraries continue to open up opportunities for Library and Information science graduates.

- Public Libraries: public libraries under Kenya National Library Services and others under County Governments, Local communities, Religious organizations and NGO's create opportunities for Library and Information Science graduates.

- **Government ministries and departments**: most of Government's ministries and departments have an operational library e.g Parliament, Central bank KRA etc which create opportunities for Library and Information science graduates.

- **Media and Cultural centers**: media houses and cultural centers such as Museums usually have a library which offers opportunities to Library and Information Science graduates.

- **Research organizations**: research organizations such as KARI, employ Library and Information Science graduates to help collect data, evaluate information, organize and preserve research findings and also disseminate research findings to the public or donors

- **Private sector**: organizations such as banks, law farms, insurance firms, NGO's etc, mostly have operational libraries to cater for information needs of their organization.

PROGRAMME DURATION

The duration of the programme is 5 semesters.

ADMISSION REQUIREMENTS
A candidate must satisfy any of the following minimum requirements:

KCSE Mean Grade of C- (Minus) or equivalent certificate in Information Science from Gretsa University or any other recognized institution.

GRADING OF COURSES
Each unit is graded out of 100 marks as follows:

CLASSIFICATION OF THE DIPLOMA
The diploma shall be classified as follows, based on the cumulative average marks

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	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	Introduction to Computer application skills
GUCC	011	Effective Communication Skills
DILS	010	Dissemination of Information
DILS	011	Information and Society
DILS	012	Introduction to Library and Information Science
DILS	013	Information Needs and Analysis

Semester II

Course	Code	Course Title
DIRM	011	Knowledge Management and Organization
DILS	014	Electronic Library Systems and Services
DILS	015	Information Collection Development and Management
DILS	016	Information Cataloguing and Classification
DILS	017	Repackaging of information
DILS	018	Information Services for Users with Special Needs

Semester III

Course	Code	Course Title
DILS	019	Marketing of information services
DILS	020	Practices of Cataloguing and Classification
DIRM	020	Database Management
DILS	021	Conservation and Restoration of Information Resources
DBCC	017	Essentials of Entrepreneurship
DILS	022	Information Science Research Methods

Semester IV

Course	Code	Course Title
DILS	023	Strategic Planning for Library & Information Centres
DILS	024	Quality Assurance and Library Services
DILS	025	Information Science Research Project
DILS	026	Information Retrieval and Reference Work
DILS	027	Publishing and Book Trade
DILS	028	Information Literacy & Ethics

Semester V

Course	Code	Course Title
DILS	035	Field Attachment