1. FEES STRUCTURE

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

Total Fees Per Semester (Exclusive of Accommodation and Food)					
Semester I		**Semester II**		**Semester III**	
Fulltime, Evening & Weekends	Distance Learning	Fulltime, Evening & Weekends	Distance Learning	Fulltime, Evening & Weekends	Distance Learning
40,500	35,500	36,000	31,000	36,000	31,000

Total Fees Per Semester (Exclusive of Accommoda-			
Semester IV		**Semester VI**	
Fulltime, Evening & Weekends	Distance Learning	Fulltime, Evening & Weekends	Distance Learning
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

2. ACCOMODATION & MEALS

- Self Contained Rooms (4 Students Sharing) Inclusive of Breakfast Lunch and Supper = Ksh 30,000 per Semester per student
- Self Contained Rooms (6 Students Sharing) Inclusive of Breakfast Lunch and Supper = Ksh 28,000 per Semester per student
- General rooms (Washroom facilities outside the rooms) inclusive of break, lunch and supper = Ksh 26000 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 , + 254 712 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 in Thika Town Along Thika -Garissa Road

Join us on **f** *Gretsa University - Thika*

Follow us on **t** *@GretsaUni_Thika*

DEPARTMENT OF LIBRARY
&
INFORMATION SCIENCE

DIPLOMA IN RECORDS AND AECHIVES MANAGEMENT

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

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

Managing records and information flow is central to any organization's overall efficiency. The diploma course in Records and Information Management is designed to equip learners with skills on the best practices of information and records management from the industry professionals which will include: electronic content management, information and records security, registry management etc. The programme is ideal for industry professionals upgrading their skills as well as individuals interested in starting a career in the field of Records and Information Management

CORE PROGRAMME LEARNING OUTCOMES

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

- Apply theoretical and functional knowledge of concepts and value of records management.
- Conduct records and information assessment of an organization.
- Develop and implement strategic plan for effective retention, protection and archiving of organizational records meeting legal requirements and using best storage media options.
- Strike a balance between organization's paper and electronic records.
- Organize and control records using standard terminology and classification systems.
- Establish guidelines for developing, photocopying, accessing and preserving vital organizational records.

CAREER PROSPECTS

Holder of Diploma in Records and Information Management may pursue careers in:

- **Archives**: Institutions established by government and corporate organizations for preserving records with permanent value.
- **Government ministries and departments**: most of Government's Ministries and Departments have an operational registry e.g parliament, Judiciary, KRA, etc which create opportunities for Records and Information management graduates
- **Private sector**: almost all organizations such as Banks, Law farms, Insurance firms, NGO's etc. Have an operational registry where organizational records are stored and managed from
- **Learning institutions**: learning institutions especially Colleges and Universities usually engage the services of qualified records and information managers to help manage students and staff records among other institutional records.

ADMISSION REQUIREMENTS

A candidate must satisfy any of the following minimum requirements:

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

PROGRAMME DURATION

The duration of the programme is 6 Semesters.

GRADING OF COURSES

Each unit is graded out of 100 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 Cumulative Average Marks

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
DIRM	010	Registry Management
DIRM	011	Knowledge Management and Organization
DIRM	012	Arrangement and Description of Archives
DILS	013	Business Information Needs & Analysis

Semester II

Course	Code	Course Title
DIRM	013	Business Analysis
DIRM	014	Principles of Indexing
DIRM	015	Preservation of Information Materials
DIRM	016	Digitization of Records and Archival Materials
DIRM	017	Building Records Appraisal Systems
DIRM	018	Marketing of Records and Archival Services

Semester III

Course	Code	Course Title
DILS	022	Information Science Research Methods
DIRM	019	Records Systems and Services
DBCC	020	Essentials of Entrepreneurship
DIRM	020	Database Management
DIRM	021	Record Control and Security
DIRM	022	Disaster and Risk Management in Information Centres

Semester IV

Course	Code	Course Title
DIRM	023	Quality Assurance in Records and Achieves Management
DIRM	024	Health Records Management
DIRM	025	Archives Management
DIRM	026	Electronic Records Management & Systems
DILS	028	Introduction to information literacy and Ethics
DIRM	027	Information Science Research Project

Semester V

Course	Code	Course Title
DIRM	028	Field Attachment