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: info@gretsauniversity.ac.ke

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

Join us on **Gretsa University - Thika**

Follow us on **@GretsaUni_Thika**

DEPARTMENT OF LIBRARY
&
INFORMATION SCIENCE

CERTIFICATE IN INFORMATION SCIENCE

The Department's Vision
To be a center of excellence in the training and research on Library and Information science.

The Department's Mission
To prepare and impact Library and Information Science professionals with knowledge and skills that will enable them effectively organize information and assist diverse information users access and utilize information.

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

Effective Date : 1 MAY 2023

OVERALL GOAL OF THE PROGRAMME

The certificate course in information science is an entry level qualification for prospective information management clerks. It is suitable for people with no prior experience in information industry. The rationale for the programme is anchored in the recognition that we live in an information driven society and information is a key national resource in the development of any nation similar to water, mineral deposits, land etc.

CORE PROGRAMME LEARNING OUTCOMES

By the end of this course the students will be able to:

- Apply theoretical and functional knowledge in the field of information science.
- Effectively collect, organize, evaluate and preserve relevant information sources that meet user's information needs.

CAREER PROSPECTS

A holder of the Certificate in Information Science may pursue careers in:

- Academic Libraries
- Public Libraries
- Government Ministries and Departments
- Media and Cultural Centers
- Research Organizations
- Private Sector

ADMISSION REQUIREMENTS

A candidate must satisfy the following minimum requirement:

- KCSE Mean Grade of D (plain)

PROGRAMME DURATION

The duration of the programme is two semesters or one Academic Year.

GRADING OF COURSES

Each unit is graded out of 100 marks 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

PROGRAMME STRUCTURE

Semester I

Course	Code	Course title
CFIT	012	Fundamentals of Computer Applications
CIIS	001	Essentials of Information Studies
CIIS	002	Basic Information Literacy
CIIS	003	Essentials of Records and Office Management
CIIS	004	Customer Relations Skills
GUCC	005	Basics in Communication Skills

Semester II

Course	Code	Course title
CIIS	005	Information and Society
CIIS	006	Collection Development
CIIS	007	Information Preservation Practices
CIIS	008	Information Needs and Analysis
CIIS	009	Application of ICTs in Information Centres
CIIS	010	Practices of Information Organization

1. FEE STRUCTURE

Fulltime, Evening & Weekends

Tuition Fees for the Semester	Kshs.
Tuition Fees	25,000

Administrative Charges per Semester	Kshs.
Student Activity	1,500
Medical Fee	2,500
Library	2,000
ICT	2,000
Students Association (GUSA)	500
Exam Fee	3,000

One-Off Administrative Charges (payable once on entry)

Student ID Card	500
Registration/Orientation Fee	1,500
Facilities Maintenance Fee	2,000

Total Fees Per Semester in Ksh (Exclusive of Accommodation Food)			
Semester I		Semester II	
Fulltime, Evening & Weekends (Ksh.)	Distance & Virtual Learning (Ksh.)	Fulltime, Evening & Weekends (Ksh.)	Distance & Virtual Learning (Ksh.)
39,500	35,000	35,000	31,000

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 (OPTIONAL)

- 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