1. FEE 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 packs)
Administrative Charges Per Semester	Kshs.	Kshs.
Student Activity	1,500	1,500
Medical Fee	2,000	-
Library	2,500	2,000
ICT	2,000	2,000
Students Association (GUSA) Fee	700	700
Exam Fee(6 Courses)	3,000	3,000
One-Off Administrative Charges (Payable Once on Entry)		
Facilities Maintenance Fee	2,000	2,000
Student ID Card	500	500
Registration Fee	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
41,200	35,700	36,570	31,200	36, 700	31,200

Semester 1V		Semester V		Semester VI	
Fulltime, Evening & Weekends	Distance Learning	Fulltime, Evening & Weekends	Distance Learning	Fulltime, Evening & Weekends	Distance Learning
36,700	31,200	36,700	31,700	5,200	5,200

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

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.

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

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
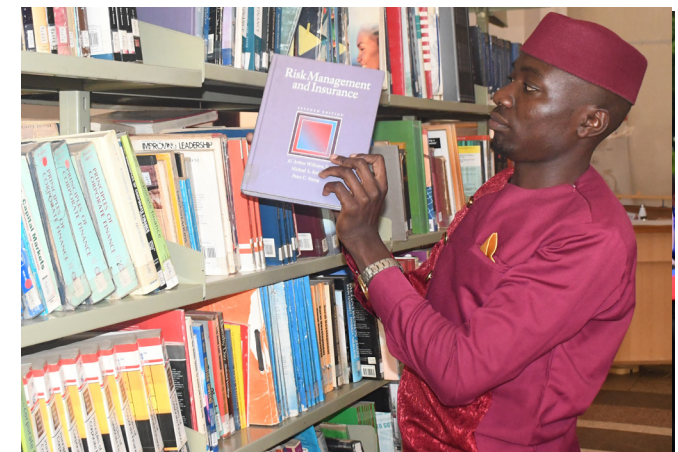
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GRETSA UNIVERSITY

Quality Education for the Real World

SCHOOL OF HUMANITIES

AND

SOCIAL SCIENCES

DIPLOMA IN PUBLIC ADMINISTRATION AND GOVERNANCE

The School's Vision
To be the leading centre in the provision of quality and experiential learning

The School's Mission
To equip learners with knowledge, skills and professional integrity that will enable them to be innovative and creative in facing the challenges of the dynamic world of Humanities and Social sciences.

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

Effective Date : January 2024

OVERALL GOAL OF THE PROGRAMME

To equip the trainees with relevant knowledge, skills and values in order to improve the living standards and social functioning of communities and societies and to successfully manage development programs while promoting sustainable development. The learner will understand how societies function, social problems, dynamics of community organization, social and resource mobilization, social work methods and capacity building. The course prepares student to work with NGOs, CBOs, government and other development agencies.

CORE PROGRAMME LEARNING OUTCOMES

A graduate should be able to:

- Analyze and address the various socio-economic, political and cultural challenges affecting the modern society.
- Apply Social work knowledge and methods in improving social functioning and problem solving of the community members.
- Enhance capacities of the youth and women through participatory leadership, community organizing and training.
- To contribute positively to the social welfare while improving the living standards of the communities.
- To successfully manage various community development programs and projects for the benefit of larger community.
- To develop skills which will be responsive and relevant to the country's human resource required at the middle level and within counties.
- Integrate and analyze global trends and issues such as technology, environmental conservation, human rights and globalization into the community development process.
- To prepare the trainees so that they can enter into the world of work with confidence for either salaried employment or self-employment.

ADMISSION REQUIREMENTS

A candidate must satisfy any of the following minimum requirements:

- Be a holder of KCSE mean Grade C - or KCE Division II OR
- Certificate from a recognized institution

CAREER PROSPECTS

- Social Workers
- Upon advancement in same area can be tutors, instructors and teachers of social work and community development
- Specialists in social work and community development upon advancement

PROGRAMME DURATION

The duration of the programme will be 5 semesters (4 semesters' course work and 1 semester for field attachment).

GRADING OF COURSES

The Course 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%	F

CLASSIFICATION OF THE DIPLOMA

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

Diploma Classification	Overall Average Mark
Distinction	70% and Above
Credit	50% to Below 70%
Pass	40% to Below 50%

PROGRAMME STRUCTURE

Semester I

Course Code	Course Title
DSWC 010	Essentials of Sociology
DSOS 011	Essentials of Behavioral Science
DSWC 011	Fundamentals of Community Development
GUCC 010	Computer Application Skills
GUCC 011	Effective Communication Skills
DSWC 012	Social Work Theory and Practice

Semester II

Course Code	Course Title
DBCC 017	Essentials of Entrepreneurship
DSOS 021	Basic Statistics for social Sciences
DSOS 022	Introduction to Research Methods for Social Sciences
DSWC 013	Project Planning and Management
DSWC 014	Introduction to Medical Social Work
DSWC 015	Community Capacity Building and Empowerment

Semester III

Course Code	Course Title
DIPH 060	Disaster Management and First Aid
DSWC 016	Social Policy and Administration
DSWC 017	Legal Aspects in Social Work and Community Development
DSWC 018	Gender and Development
DSWC 019	Introduction to Environment and Development
DSWC 020	Social Work Research Project

Semester IV

Course Code	Course Title
DSWC 021	Field Attachment