

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)

- 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

Note:

- 1) Accommodation and meals charges are only applicable to students who choose to reside in University hostels
- 2) A student may choose to be a non-resident i.e rent a house outside the University in which case costs in item 2 are not applicable

FOR MORE INFORMATION PLEASE CONTACT

The Students Recruitment & Admissions Office

Gretsa University

P.O Box 3-01000

Thika, Kenya.

Tel : +254 711 949006 , +254 0703917155, + 254 712 959293

E-Mail: admission@gretsauniversity.ac.ke

Website: www.gretsauniversity.ac.ke

or

SMS the word GRE TSA to 20133 free of charge

or

Visit our Main Campus Offices located in Thika Town
Along Thika Garissa Road.



gretsa_uni



Gretsa Thika



Gretsa_Uni



SCHOOL OF HUMANITIES

AND

SOCIAL SCIENCES

CERTIFICATE IN PUBLIC ADMINISTRATION AND GOVERNANCE



The School's Vision

To be the leading centre in the provision of quality, innovative, creative 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: 1 April 2023

OVERALL GOAL OF THE PROGRAMME

To equip the trainees with relevant knowledge, skills and values in order to enable them to successfully carry out social development initiatives, improve social functioning and enhance sustainable development while promoting self-determination of communities and societies. The learner will understand how societies function, social problems, basic dynamics of community organization, social mobilization and social work methods in order to perform and manage development activities in society.

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.
- Understand the functioning and role of the government in promoting development in the devolved structures.
- To contribute positively to the social welfare while improving the living standards of the communities.
- Undertake successfully various community development initiatives 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,
- To prepare the trainees so that they can enter the world of work with confidence for either salaried employment or self-employment.

ADMISSION REQUIREMENTS

A candidate must satisfy the following minimum requirements

- Be a holder of KCSE Certificate mean grade D (plain)
- KCE Division III .
- Foundation Certificate or KNEC Artisan Certificate

CAREER PROSPECTS

- Social Workers
- Community Development Specialists

PROGRAMME DURATION

The duration of the program will be three semesters (**one calendar year**)

GRADING OF COURSES

Each Courses will be graded as follows:

Overall Average Mark	
70% and above	A
60% to below 70%	B
50% to below 60%	C
40% to below 50%	D
Below 40%	F

PROGRAMME STRUCTURE

Semester I

Course Code	Course Title
CIEN 001	Fundamentals of Entrepreneurship
CSWC 001	Basics of Community Development
CSWC 002	Basics of Social Work Theory and Practice
CSWC 003	Basic Sociology
CSWC 004	Human Growth and Development
GUCC 006	Basic Communication Skills

Semester II

Course Code	Course Title
CSWC 005	Basics in Counseling Psychology
CSWC 006	Social Development Work
CSWC 007	Fundamentals of Project Management
CSWC 008	Fundamentals of Social Policy and Administration
CSWC 009	Field practicum
CSWC 010	Basics in Medical Social Work

1. FEE STRUCTURE

	Fulltime , Evening & Weekends (FTEW)	Distance Learning (DL)
Tuition Fees Per Programme per Semester	Kshs.	Kshs.
Tuition Fees (6 courses)	25,000	22,000
Administrative Charges Per Programme per Semester	Kshs.	Kshs.
Student Activity	1,500	1,500
Medical Fee	2,500	-
Library	1,000	1,000
ICT	2,000	2,000
Students Association (GUSA)	700	700
Exam Fee(6 courses)	3,000	3,000
One-Off Administrative Charges (Payable once on entry)	Kshs.	Kshs.
Facilities Maintenance Fee	2,000	2,000
Student ID Card	500	500
Registration Fee	1,500	1,500

of Accommodation and Food					
Semester I		Semester II		Semester III	
Fulltime, Evening & Weekends (Ksh.)	Distance Learning (Ksh.)	Fulltime, Evening & Weekends (Ksh.)	Distance Learning (Ksh.)	Fulltime, Evening & Weekends (Ksh.)	Distance Learning (Ksh.)
39,700	34,200	35,700	30,200	5,200	5,200