

FEE STRUCTURE

	Fulltime, Evening & Weekends	Distance Learning
Tuition Fees Per Semester	Kshs.	Kshs.
Tuition Fees (6 Courses)	18,500	15,500 (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)	700	700
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	5,700	5,700

Total Fees Per Semester (Exclusive of Accommodation and Food)					
YEAR 1				YEAR 2	
Semester I		Semester II		Semester III, IV & V	
Fulltime, Evening & Weekend (Kshs)	Distance Learning (Kshs)	Fulltime, Evening & Weekend (Kshs)	Distance Learning (Kshs)	Fulltime, Evening & Weekend (Kshs)	Distance Learning (Kshs)
34,700	29,200	30,200	24,700	30,200	24,700
YEAR 3					
Semester VI					
Fulltime, Evening & Weekend (Kshs)	Distance Learning (Kshs)				
5,700	5,700				

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

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



gretsa_uni



Gretsa Thika



Gretsa_Uni



DEPARTMENT OF LIBRARY
&
INFORMATION SCIENCE

DIPLOMA IN RECORDS AND INFORMATION TECHNOLOGY



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: January 2026

OVERALL GOAL OF THE PROGRAMME

Effective management of records and information flows is essential to the operational efficiency, accountability, and decision-making of any organization. The **Diploma in Records and Information Technology** is designed to equip learners with practical, industry-aligned competencies in modern records and information management. The programme integrates best practices and emerging trends delivered by experienced professionals, covering key areas such as electronic content management, information and records security, and registry management. This programme is ideal for both practicing professionals seeking to enhance their skills and individuals aspiring to build a career in Records and Information Technology. Graduates will be well-prepared to support organizations in implementing efficient, secure, and technology-driven information management systems

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 organ

CAREER PROSPECTS.

Holder of Diploma in Records and Information Technology 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 Technology graduates
- **Private sector:** almost all organizations such as Banks, Law firms, 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

PROGRAMME DURATION

The duration of the programme is 6 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 Gretsua University or any other recognized institution.

GRADING OF COURSES

Each unit is graded out of 100 marks as follows:

CLASSIFICATION OF THE DIPLOMA

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

The diploma shall be classified as follows, based on the cumulative

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

average marks

PROGRAMME STRUCTURE

Semester I

Course	Code	Course Title
GUCC	010	Introduction to Computer application skills
GUCC	011	Effective Communication Skills
DIRM	010	Records Management Process
DPCC	012	Operating Systems
DILS	013	Introduction to Information Literacy
DPCC	013	Structured Programming

Semester II

Course	Code	Course Title
DIRM	012	Knowledge Management and Organization
DIRM	013	Principles of Indexing
DIRM	014	Preservation of Information Material
DPIT	023	Essentials of Analysis and Design
DPIT	025	Computer Network Essentials
DPCC	022	Introduction to Database Management Systems

Semester III

Course	Code	Course Title
DIRM	018	Registry Management
DIRM	019	Records Systems and Services
DBCC	020	Essentials of Entrepreneurship
DPCC	031	Event Driven Programming
DPCC	032	Introduction to Web Design
DPIT	034	Fundamentals of Multimedia Systems & Applications

Semester IV

Course	Code	Course Title
DPIT	041	Management Information Systems
DIRM	023	Health Records Management
DIRM	024	Archives Management
DPIT	043	Fundamentals of System Security & Audit
DPCC	042	Cloud Computing
DIRM	027	Information Science Research Methods

Semester V

Course	Code	Course Title
DPIT	051	Introduction to Decision Support Systems
DPIT	053	IT Project Management
DIRM	029	Management of Museums and Archeological Information
DIRM	031	Quality Assurance in Records Management
DIRM	032	Building Records Appraisal Systems
DILS	033	Information Science Research Project

Semester VI

Course	Code	Course Title
DILS	035	Field Attachment