

PROGRAMME DURATION AND COURSE STRUCTURE

The Certificate programme for those admitted shall extend for a period of three months.

Students admitted for the Certificate course shall be required to take six (6) compulsory units.

The certificate course shall terminate at the end of semester I.

All regulations for the Institute's Certificate programmes shall apply.

Admission

Admission into the certificate course is done in the months of January, May and September each year for full-time and part-time students.

EXAMINATIONS

ORDINARY EXAMINATIONS

The examinations shall be moderated and approved by the University Senate.

Examinations shall be conducted at the end of each semester either at the University or at an approved Centre and in both cases shall be supervised by the University.

Examinations shall consist of end of semester exams, continuous assessment and practical work.

The continuous assessment shall contribute 40% of the total marks while the end of semester exams shall contribute 60% of the total marks.

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The project shall be graded out of a maximum of 100% by continuous assessment and pass mark shall be 40%.

Each unit shall be graded out of 100% and the pass mark shall be 40%.

The marks shall be translated into letter grades as follows:-

- i) 70% and above A
- ii) 60% and below 70% B
- iii) 50% and below 60% C
- iv) 40% and below 50% D
- v) Below 40% E

PROGRESSION

ICSIT-DIT-5

A CIT candidate who does not get a credit pass or a distinction after semester I shall not be allowed to proceed to the next semester.

CLASSIFICATION

The classification for the certificate shall be graded as follows:

- i) Distinction 70% and above
- ii) Credit 60% and below 70%
- iii) Pass 40% and below 60%

AWARDS

1. A candidate who successfully completes all the prescribed units in the certificate course shall be awarded "Certificate in Purchasing and Supplies Management" by Jomo Kenyatta University of Agriculture and Technology.
2. A candidate who repeats the certificate course shall be awarded a certificate with a Pass.

CIT COURSE STRUCTURE

Unit Code	Unit Name	Course Hours
1.DIT 0101	Introduction to Computers	45
2. DIT 0102	Introduction to Computer Applications	45
3. DIT 0103	Computer Operating Systems	45
4. DIT 0104	Desktop Publishing	45
5. DIT 0105	Communication Skills	45
6. DIT 0106	Basic Mathematics for Information Technology	45
7. TDH 1100	Introduction to HIV/AIDS	45