

SCHEDULE OF PROGRAMMES AND COURSES OFFERED BY GISS

1.0 DIPLOMA IN INFECTION PREVENTION AND CONTROL (IPC)

PROGRAMME STRUCTURE

The programme has the following courses:

YEAR 1

DES	115	Basic Computer Skills
DES	135	Communication Skills
IPC	111	Infection Prevention and Control I
IPC	122	Infection Control and Prevention II
OHS	152	Environmental Management

YEAR 2

DES	245	Research Methods
IPC	211	Infection Prevention and Control III
IPC	232	Infection Control in the Community
IPC	242	Personal and Community

Duration: 2 Years

2.0 DIPLOMA IN SALES AND MARKETING MANAGEMENT (SMM)

PROGRAMME STRUCTURE

YEAR 1

The programme has the following courses:

DES	115	Basic Computer Skills
DES	135	Communication Skills
SMM	115	Marketing Management
SMM	122	Principles & Practices of Selling
SMM	135	Advertising
DES	122	Business Mathematics & Statistics

YEAR 2

DES	241	Introduction to Research
SMM	211	Selling and Sales Management
FAC	242	Business Law

Duration: 2 years

3.0 DIPLOMA IN PURCHASING AND SUPPLY (PSM)

PROGRAMME STRUCTURE

YEAR 1

DES	115	Basic Computer Skills
DES	135	Communication Skills
FAC	115	Financial Accounting
PSM	111	Purchasing and Stores Administration
PSM	122	Business Environment and the Supply Market
PSM	132	Managing International Logistics

YEAR 2

DES	245	Introduction to Research
ECO	232	Business Economics
PSM	241	Legal Aspects of Purchasing and Supply,
PSM	252	Procurement of Goods and Services

Duration: 2 Years

4.0 DIPLOMA IN RECORDS MANAGEMENT (RMA)

PROGRAMME STRUCTURE

The programme has the following courses:

YEAR 1

DES	115	Basic Computer Skills	Communication Skills
DES	135	Foundation of Records Management	
RMA	111	Methods and Techniques in Records	
RMA	122	Management Information Communication	
RMA	132	Technologies (ICTs) in Records Management	

YEAR 2

DES	245	Introduction to Research	
RMA	241	Records Management	
RMA	252	Archival Management	
RMA	262	Principles of Management in Records and Archival Institutions	

Duration: 2 Years

5.0 DIPLOMA IN PUBLIC RELATIONS (PRE)

PROGRAMME STRUCTURE

The programme has the following courses:

YEAR 1

DES	115	Basic Computer Skills
DES	135	Communication Skills

PRE	111	Introduction to Public Relations
SMM	115	Marketing Management
SMM	135	Advertising

YEAR 2

DES	245	Introduction to Research
PRE	222	Public Relations
SMM	231	Selling and Sales Management
LAW	262	Commercial Law

Duration: 2 Years

6.0 DIPLOMA IN PUBLIC MANAGEMENT (PUM)

PROGRAMME STRUCTURE

The programme has the following courses:

YEAR 1

DES	115	Basic Computer Skills
DES	135	Communication Skills
PUM	115	Introduction to Public Management
HRM	115	Introduction to Human Resource Management
HRM	122	Industrial and Employee Relations

YEAR 2

DES	245	Introduction to Research
PUM	221	Public Management
PUM	22	Local Government Administration
LAW	282	Employment and Labour Laws

Duration: 2 Years

7.0 DIPLOMA IN JOURNALISM (JON)

PROGRAMME STRUCTURE

The programme has the following courses:

YEAR 1

DES	115	Basic Computer Skills
DES	135	Communication Skills
JON	111	Basic Reporting
JON	132	Mass Communication
JON	112	Media Law and Media Ethics
JON	142	Advanced Reporting

YEAR 2

DES	240	Research Report
DES	241	Research Methods
JON	221	Specialised Reporting
JON	222	Media and Society

Duration: 2 Years

8.0 DIPLOMA IN GUIDANCE AND COUNSELING (GUC) PROGRAMME STRUCTURE

The programme has the following courses:

YEAR 1

DES	115	Basic Computer Skills
DES	135	Communication Skills
GUC	111	Introduction to Guidance and Counseling
GUC	122	Guidance and Counseling Theories

YEAR 2

DES	241	Research Methods and Practice
GUC	231	Psychology of Guidance and Counseling
GUC	241	Sociology of Guidance and Counseling
GUC	252	Methods and Techniques in Psychosocial
GUC	255	Counseling Practicum

Duration: 2 Years

9.0 DIPLOMA IN DEVELOPMENT ADMINISTRATION (DAD)

PROGRAMME STRUCTURE

The programme has the following courses:

YEAR 1

DES	115	Basic Computer Skills
DES	135	Communication Skills
DAD	115	Introduction to Development Administration
HRM	135	Organisational Behaviour
FAC	115	Financial Accounting

YEAR 2

DES	245	Introduction to Research
DAD	222	Development Administration
PAD	221	Public Administration
PAD	232	Local Government Administration

Duration: 2 Years

10.0 DIPLOMA IN ECONOMICS (ECO)

PROGRAMME STRUCTURE

The programme has the following courses:

YEAR 1

DES	115	Basic Computer Skills
DES	135	Communication Skills
ECO	115	Micro Economics
DES	122	Business Mathematics and Statistics
ECO	122	Macro Economics

YEAR 2

DES	245	Introduction to Research
ECO	232	Business Economics
ECO	241	Labour Economics
FAC	242	Business Law

Duration: 2 Years

11.0 DIPLOMA IN FINANCE AND ACCOUNTING (FAC)

PROGRAMME STRUCTURE

The programme has the following courses:

YEAR 1

DES	115	Basic Computer Skills
DES	135	Communication Skills
DES	122	Business Mathematics and Statistics
FAC	115	Financial Accounting
FAC	122	Cost and Management Accounting

YEAR 2

ECO	232	Business Economics
FAC	231	Financial Accounting
FAC	242	Business Law
FAC	251	Taxation and Company Law
FAC	265	Auditing

Duration: 2 Years

12.0 DIPLOMA IN HUMAN RESOURCE MANAGEMENT (HRM)

PROGRAMME STRUCTURE

The programme has the following courses:

YEAR 1

DES	115	Basic Computer Skills
DES	135	Communication Skills
HRM	115	Introduction to Human Resource Management
HRM	122	Industrial and Employee Relations
HRM	135	Organisational Behaviour

YEAR 2

DES	232	Introduction to Research
HRM	231	Human Resource Management
HRM	242	Human Resource Training and Development
LAW	251	Employment and Labour Laws

Duration: 2 Years

13.0 DIPLOMA IN METHODS AND TECHNIQUES IN EDUCATION AND TRAINING (MTE)

PROGRAMME STRUCTURE

The programme has the following courses:

YEAR 1

DES	115	Basic Computer Skills
DES	135	Communication Skills
MTE	111	Child Psychology
MTE	122	Adult Psychology
MTE	132	Sociology of Education

YEAR 2

DES	245	Introduction to Research
MTE	241	Teaching Methods and Techniques (Teaching Practice)
MTE	252	Educational Management
MTE	262	Adult Education

Duration: 2 Years

14.0 DIPLOMA IN LAW

PROGRAMME STRUCTURE

YEAR 1

The programme has the following courses:

DES	115	Basic Computer Skills
DES	135	Communication Skills
LAW	111	Introduction to Law
LAW	122	Criminal Law and Procedure

LAW 132 Law of Evidence

YEAR 2

DES 245 Introduction to Research
LAW 252 International and Refugee Law
LAW 262 Commercial Law
LAW 241 Constitutional Law

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LAW 272 Human Rights Law
LAW 282 Administrative Law

Duration: 2 Years

15.0 DIPLOMA IN BUSINESS ADMINISTRATION (BAD)

PROGRAMME STRUCTURE

The programme has the following courses:

YEAR 1

DES 115 Basic Computer Skills
DES 135 Communication Skills
BAD 111 Introduction to Business Organisation
DES 122 Business Mathematics and Statistics
FAC 132 Financial Accounting
FAC 122 Cost and Management Accounting

YEAR 2

DES 245 Introduction to Research
BAD 252 Decision Making Theory
FAC 262 Business Law
ECO 241 Business Economics

Duration: 2 Years

16.0 DIPLOMA IN CUSTOMS CLEARING AND FREIGHT FORWARDING (CCF)

PROGRAMME STRUCTURE

The programme has the following courses:

YEAR 1

DES 115 Basic Computer Skills
DES 135 Communication Skills
CCF 111 Office Practice
CCF 122 Clearing and Forwarding Practice
CCF 132 Customs Declaration

YEAR 2

DES	245	Introduction to Research
CCF	241	Cargo Storage and Warehousing
CCF	252	Shipping Practice
CCF	262	Economics of Sea Transport and International Trade
CCF	272	Marine Insurance and Law

Duration: 2 Years

Basic Computer Skills

17.0 DIPLOMA IN SOCIAL WORK (SWO)

PROGRAMME STRUCTURE

YEAR 1

DES	115	Basic Computer Skills
SWO	111	Introduction to Social Work and Social Welfare
SWO	121	Introduction to Psychology of Social Work
SWO	132	Introductions to Sociology of Social Work
SWO	112	Introductions to Macro Social Work Methods
SWO	135	Communication Skills

YEAR 2

SWO	251	Social Work Research Methods
SWO	252	Social Research Project
SWO	261	Development Economics
SWO	275	Social Work Practicum
SWO	282	Social Work Law
SWO	292	Social Planning and Social Policy Analysis

18.0 DIPLOMA IN PROJECT PLANNING AND MANAGEMENT (PPM)

PROGRAMME STRUCTURE

The programme has the following courses:

YEAR 1

DES	115	Basic Computer Skills
DES	135	Communication Skills
BAD	115	Introduction to Business Organisation
PPM	115	Introduction to Project Planning Management
HRM	115	Introduction to Human Resource Management

YEAR 2

DES	245	Introduction to Research
ECO	232	Business Economics
PPM	221	Project Planning and Management
PPM	232	Monitoring and Evaluation

Duration: 2 Years

19.0 INFORMATION TECHNOLOGY

PROGRAMESTRUCTURE

The programme has the following courses:

YEAR 1

ITE	111	Computer Fundamentals
ITE	121	Information Processing & Programming
ITE	131	Networking
DES	135	Communication Skills
ITE	112	Computer Architecture & Organisation
ITE	122	Systems Analysis & Design I
ITE	132	Database Technology
ITE	142	Management Information Systems

YEAR 2

ITE	211	Internet & Web Applications
ITE	221	Systems Analysis & Design II
DES	241	Introduction to Research
ITE	212	Business Application Packages
ITE	222	Software Engineering
ITE	232	Project

Duration: 2 Years

20.0 HARDWARE & SOFTWARE TECHNOLOGY

PROGRAMESTRUCTURE

The programme has the following courses:

YEAR 1

ITE	111	Computer Fundamentals
ITE	121	Information Processing Programming
ITE	131	Networking
DES	135	Communication Skills
ITE	112	Computer Architecture & Organisation
ITE	122	Systems Analysis & Design I
SHT	132	Electrical & Electronics Fundamentals

YEAR 2

SHT	211	Digital Electronics
SHT	221	Operating Systems
DES	241	Introduction to Research
SHT	212	Computer Maintenance & Repair
ITE	222	Software Engineering
SHT	232	Project

Duration: 2 Years

21.0 DIPLOMA IN EARLY CHILDHOOD EDUCATION (ECE)

PROGRAMMED STRUCTURE

YEAR 1

DES	115	Basic Computer Skills
DES	135	Communication Skills
ECE	111	Organisation & Management
ECE	121	Language Development
ECE	112	Child Psychology and Education
ECE	122	Health, Nutrition and First Aid
ECE	142	Creative Activities
ECE	131	Pre-Mathematics

YEAR 2

ECE	245	Production of Learning & Teaching
DES	232	Aid Research Work
ECE	221	Music, Games and Dances
ECE	232	Teaching Practice
ECE	222	Environmental Science

Duration: 2 Years

22.0 FRONT OFFICE CERTIFICATE

Duration: 6 Months

23.0 DIPLOMA IN HORTICULTURE AND LANDSCAPING

Duration: 2 Years

CERTIFICATE COURSES

All these courses are available at Certificate level. Candidates should indicate their choice for Certificate and learn a single subject for one semester.