



# MACHAKOS INSTITUTE OF TECHNOLOGY PROSPECTUS



Motto: " Master the Training and Experience the rewards".

## A. INTRODUCTION

**Machakos Institute of Technology** is a fully registered Institution by Technical Vocational Education Training Authority (TVETA) Registration No. (TVETA/PRIVATE/TVC/0008/2014). The Authority falls under the State Department for Technical and Vocational Education and Training (TVET) under Ministry of Education.

The Institute is located in Machakos town on Mbolu Malu Road, in Kinyali House. The institute is a **KNEC, KASNEB, ABMA, ICDL** and **NITA** Examination Centre. **MIT** has become a centre of excellence for middle level education, focusing on technology, academic rigor, experiential learning, and entrepreneurship.

**Vision:** To be a global leader in transformative technical education, innovation and research.

**Mission:** To train students to practice at the highest level of professional competence.

### Values:

- Agility
- Creativity
- Innovation
- Integrity
- Professionalism
- Team Work

**Philosophy:** Master the Training and Experience the rewards.

## B. GOVERNANCE

Machakos Institute of Technology is managed by a Board of Governors in accordance to Section 29 and 30 of TVET Act, 2013. The Board is headed by a Chairperson, the Principal who is Secretary to the Board runs the institution on a day to day basis assisted by a senior management team.

## C. ADMISSION PROCEDURE

A student must apply for a course of study (Application form) then the **Principal** will ascertain whether the student is qualified to pursue that course. They can do this by filling the Course application form or Download and fill the application form on our **website [www.mit.ac.ke](http://www.mit.ac.ke)** and submit via **[info@mit.ac.ke](mailto:info@mit.ac.ke)** or **visit us at Kinyali House**, Mbolu Malu Road in Machakos Town.

If qualified, one will be required to pay an Admission fee and then fill the admission form or if downloaded from our website submit it accompanied with the admission fee of KShs 2, 000 for long courses and KShs 500 for short courses. This fee is payable at the MIT bank accounts.

## D. ADMISSION REQUIREMENTS

- Copy of all academic certificates
- Copy of all result slips
- Copy of Transcripts (Diplomas & Certificates if any)

- Two (2) recent colored passports
- Copy of National ID/Passport
- Copy of Birth Certificate

## E. COURSE QUALIFICATIONS

### KNEC Courses

- Artisan Courses: one **MUST** have a D- Minus or KCPE Certificate
- Certificate courses: one **MUST** have at least D Plain and above
- Diploma courses: one **MUST** have a minimum grade of C- Minus and above

### KASNEB Courses

- **CAMS (Certificate in Accountancy Management Skills)**  
one should have D+ Plus and above.
- **ATD (Accounting Technichian Diploma)**  
minimum grade of a C- Minus and above
- **CPA (Certified Public Accountants)**  
minimum grade of a C+ Plus

### NITA Courses

- Completion of Primary School Education (KCPE) or
- Completion of NSC I & above or
- Mean Grade of E in KCSE, or
- Government Trade Test III or
- Mean Grade of D- in KCSE, or
- Government Trade Test II or
- Certificate of experiential Learning

### ABMA Courses

- Holder of “A” Level Certificate with 2 passes or
- KCSE Certificate with minimum grade of C-

### ICDL Courses

Since these are professional qualifications; there is no entry requirement. Candidates of any age and grade can join ICDL. However, for professional/specific modules, Candidates should have done basic modules for the same.

## F. MODE OF PAYMENT

### 1. EQUITY BANK

**Account Name:** Machakos Institute of Technology

**Account No.:** 0600294705830

### 2. CO-OPERATIVE BANK

**Account Name:** Machakos Institute of Technology

**Account No.:** 01136039381600

### 3. LIPA NA MPESA

**Pay Bill Business Number:** 906650

**Account Number:** Two names of the student & admission number

### 4. LIPA NA MPESA

**Pay Bill Business Number:** 247247

**Account Number:** 699887# Two names of the student & adm number

## G. MODES OF STUDY

Full time, Part time (evening or weekends), School Based and Open, Distance and E-Learning Programme (**ODEL**)

## H. ACCOMODATION

There is a variety of hostels for both male and female students to select from, a walking distance from the institution. The cost of accommodation and meals are met by the students.  
(Not included in the fees).

## I. STUDENTS WELFARE

While the institute is heavily concentrated on academic excellence, we understand that other dimensions of institute life are imperative for the integral growth of our students. This is where the Office of the Dean of Students fits in within the larger dynamics of the institute life. It provides the necessary support systems for the general students' welfare for instance guidance and counseling, extra-curricular activities, and Student Council/leadership body.

## PROGRAMMES OFFERED

### 1. SCHOOL OF SOCIAL WORK & COMMUNITY DEVELOPMENT

NO.	COURSE	DURATION	EXAM BODY
1.	Certificate in Social Work and Community Development	2 Years	KNEC
2.	Diploma in Social Work	3 Years	KNEC
3.	Diploma in Community Development	3 years	KNEC
4.	Diploma in Disaster Management	3 years	KNEC

### 2. SCHOOL OF BUSINESS EDUCATION

NO.	COURSE	DURATION	EXAM BODY
1.	Artisan Certificate in Store Keeping & Salesmanship	1 Year	KNEC
2.	Craft Certificate in Co-operative Management	1 Year	KNEC
3.	Certificate in Project Planning & Management	2 Years	KNEC
4.	Certificate in Business Management	2 Years	KNEC
5.	Certificate in Human Resource Management	2 Years	KNEC
6.	Certificate in Sales and Marketing	2 Years	KNEC
7.	Certificate in Secretarial Studies	2 Years	KNEC
8.	Certificate in Supply Chain Management	2 Years	KNEC



9.	Diploma in Project Planning & Management	3 Years	KNEC
10.	Diploma in Cooperative Management	3 Years	KNEC
11.	Diploma in Business Management	3 Years	KNEC
12.	Diploma in Human Resource Management	3 Years	KNEC
13.	Diploma in Sales and Marketing	3 Years	KNEC
14.	Diploma in Secretarial studies	3 Years	KNEC
15.	Diploma in Supply Chain Management	3 Years	KNEC
16.	Diploma in International Freight Management	3 Years	KNEC
17.	Diploma in Co-operative Management	3 Years	KNEC

### 3. SCHOOL OF APPLIED AND HEALTH SCIENCES

NO.	COURSE	DURATION	EXAM BODY
1.	Certificate in Laboratory Science	2 Years	KNEC
2.	Certificate in Nutrition & Dietetics Mgt.	2 Years	KNEC
3.	Diploma in Nutrition & Dietetics Mgt.	3 Years	KNEC
3.	Diploma in Applied Biology	3 Years	KNEC
5.	Diploma in Analytical Chemistry	3 Years	KNEC

### 4. SCHOOL OF COMPUTING AND INFORMATION COMMUNICATION TECHNOLOGY



NO.	COURSE	DURATION	EXAM BODY
1.	Computer packages	2 Months	MIT
2.	ICDL	3 Months	ICDL-Africa
3.	Computer Graphics	2 Months	MIT
4.	Certificate in Information Communication Technology	2 Years	KNEC
5.	Diploma in Information Communication Technology	3 Years	KNEC

## 5. SCHOOL OF FASHION AND DESIGN TECHNOLOGY



NO.	COURSE	DURATION	EXAM BODY
1.	Artisan in Garment Making	1 Year	KNEC
2.	Certificate in Fashion and Design & Garment Making Technology	2 Years	KNEC
3.	Diploma in Fashion and Design	3 Years	KNEC

## 6. SCHOOL OF HOSPITALITY & TOURISM MANAGEMENT



NO.	COURSE	DURATION	EXAM BODY
1.	Artisan in Food Production and Service	1 Year	KNEC
2.	Certificate in Food Production and Service	2 Years	KNEC
3.	Certificate in Catering and Accommodation	2 Years	KNEC
4.	Diploma in Food Production and Service	3 Years	KNEC
5.	Diploma in Catering and Accommodation	3 Years	KNEC
6.	Diploma in Tourism Management	3 Years	KNEC
7.	Diploma in Housekeeping Management	3 Years	KNEC



## 7. SCHOOL OF INFORMATION SCIENCE

NO.	COURSE	DURATION	EXAM BODY
1.	Certificate in Information Studies	2 Years	KNEC
2.	Diploma in Library Information Science	3 Years	KNEC

## 8. SCHOOL OF ACCOUNTS AND FINANCE

NO.	COURSE	LEVEL	DURATION	EXAM BODY
1.	Certificate in Accounting and Management Skills (CAMS)	Level 1	6 months	KASNEB
		Level 2	6 months	KASNEB
2.	Accounting Technician Diploma (ATD)	Level 1	6 months	KASNEB
		Level 2	6 months	KASNEB
		Level 3	6 months	KASNEB
3.	Certified Public Accountants (CPA)	Foundation Level	6 months	KASNEB
		Intermediate Level	6 months	KASNEB
		Advanced Level	6 months	KASNEB

## 9. SCHOOL OF ENGINEERING



NO.	COURSE	DURATION	EXAM BODY
1.	Certificate in Automotive Engineering	2 Year	KNEC
2.	Craft Certificate in Welding and Fabrication	2 Year	KNEC
3.	Artisan Certificate in Electrical Installation	1 Year	KNEC
4.	Craft Certificate in Mechanical Engineering	2 Year	KNEC
5.	Certificate in Electrical & Electronics Tech. (Power option)	2 Years	KNEC
6.	Certificate in Electrical and Electronics Technology (Telecommunications option )	2 Years	KNEC
7.	Diploma in Electrical & Electronics Engineering	3 Years	KNEC
8.	Diploma in Mechanical Engineering	3 Years	KNEC
9.	Diploma in Civil Engineering	3 Years	KNEC
10.	Diploma in Automotive Engineering	3 Years	KNEC
11.	Diploma in Agricultural Engineering	3 Years	KNEC

## 10. SCHOOL OF ARCHITECTURE AND BUILDING TECHNOLOGY



NO.	COURSE	DURATION	EXAM BODY
1.	Artisan Certificate in Plumbing	1 Year	KNEC
2.	Craft Certificate in Plumbing	2 Year	KNEC
3.	Craft Certificate in Masonry	2 Year	KNEC
4.	Craft Certificate in Land Surveying	2 Year	KNEC
5.	Craft Certificate in Road Construction	2 Year	KNEC
6.	Diploma in Quantity Surveying	3 Years	KNEC
7.	Diploma in Land Surveying	3 Years	KNEC
8.	Diploma in Architecture	3 Years	KNEC
9.	Diploma in Art and Design	3 Years	KNEC

## 11. SCHOOL OF HAIRDRESSING AND BEAUTY THERAPY





NO.	COURSE	LEVEL	DURATION	EXAM BODY
1.	Hairdressing	Grade 3	6 months	NITA
		Grade 2	6 months	NITA
		Grade 1	6 months	NITA
2.	Beauty Therapy	Grade 3	6 months	NITA
		Grade 2	6 months	NITA
		Grade 1	6 months	NITA
3.	Certificate in Hairdressing	Certificate	1 Year	KNEC
4.	Certificate in Beauty Therapy	Certificate	1 Year	KNEC
5.	Diploma in Hairdressing	Diploma	2 Year	KNEC
6.	Diploma in Beauty Therapy	Diploma	2 Year	KNEC
7.	Diploma in Cosmetology	Diploma	2 Years	CDACC/MIT

## 12. SCHOOL OF MEDIA AND JOURNALISM

NO.	COURSE	DURATION	EXAM BODY
1.	Diploma in Print Journalism	3 Years	KNEC
2.	Diploma in Broadcast Journalism	3 Years	KNEC
3.	Diploma in Digital Journalism	3 Years	KNEC

## 13. SCHOOL OF COUNSELLING AND PSYCHOLOGY

NO.	COURSE	DURATION	EXAM BODY
1.	Certificate in Counseling Psychology	2 Years	KNEC
2.	Diploma in Chemical Dependency and Addiction Counseling option	3 Years	KNEC
3.	Diploma in HIV/Testing and Counseling in Community and Clinical setting option	3 Years	KNEC
4.	Diploma in Guidance and Counseling in learning institution option	3 Years	KNEC
5.	Diploma in Child & Adolescent Counseling option	3 Years	KNEC
6.	Diploma in Disaster Management and Trauma Counseling option	3 Years	KNEC
7.	Diploma in Spiritual counseling option	3 Years	KNEC
8.	Diploma in Marriage and Family Therapy option	3 Years	KNEC

OTHER EVENTS







FOR MORE DETAILS: CONTACT OR COME PERSONALLY TO:

**MACHAKOS INSTITUTE OF TECHNOLOGY**

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