

ADMISSION TO COLLEGE 2023

The college is registered by the **MINISTRY OF EDUCATION** (**TVETA**) to offer a variety of courses to acquire skills to suit your future career needs.

The driving school section is under the National Transport and Safety Authority and

Kenya Police Traffic Act Cap. 403

The COVID 19 Guidelines on Health and protocols MUST strictly be adhered to.

We offer Artisan and Diploma course after which you can even proceed for a Degree Courses in our affiliate university. We offer the following courses,

DEPARTMENT	COURSE TITLE	DURATION	1 <sup>ST</sup> TERM	2 <sup>ND</sup> TERM	3 <sup>RD</sup> TERM	TOTAL
TECHNICAL/	Motor Vehicle Mechanics	2 Years	3,500.00	3,500.00	3,500.00	10,500.00
ENGINEERING	Arc welding And Fabrication	1 Year	6,000.00	5,500.00	3,000.00	14,500.00
	Motor Vehicles Electrician	1Year	6,000.00	5,500.00	3,000.00	14,500.00
	Plumber- pipe fitting	1 Year	5,500.00	5,500.00	5,500.00	16,500.00
	Carpentry/ Joinery/Masonry	1 Year	5,000.00	5,000.00	5,000.00	15,000.00
	Electrical Installation	1 Year	5,500.00	5,500.00	5,500.00	16,500.00
	Electronics (Certificate)	1 Year	5,500.00	5,500.00	5,500.00	16,500.00
	Diploma	11/2 Year	6,500,00	6,500.00	6,500.00	19,500.00
	Leather work / shoe making	1Year	6,000.00	6,000.00	6,000.00	18,000.00
BUSINESS	Secretarial	1 Year	5,000.00	5,000.00	5,000.00	15,000.00
	Computer/ Entrepreneurship	3 months	6,000.00	,	,	6,000.00
	Information Tech (IT)	1 Year	5,000.00	5,000.00	5,000.00	15,000.00
	<b>Business Administration</b>	1 Year	5,000.00	5,000.00	5,000.00	15,000.00
	Sales and Marketing	1 Year	5,000.00	5,000.00	5,000.00	15,000.00
	Human R Mngt(HRM)	1 Year	5,000.00	5,000.00	5,000.00	15,000.00
CLOTHING AND	Dressmaking and Tailoring	2 Years	3,500.00	3,300.00	3,200.00	10,000.00
TEXTILES	Fashion & Design	1 Year	5,000.00	5,000.00	5,000.00	15,000.00
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HOSPITALITY	Catering & Hotel Mngt.	1 1/ 37	4 500 00	4 500 00	4 500 00	12 500 00
	Certificate	1 <sup>1</sup> / <sub>2</sub> Years	4,500.00	4,500.00	4,500.00	13,500.00
	Diploma	1 <sup>1</sup> / <sub>2</sub> Years	5,500.00	5,500.00	5,500.00	16,500.00
	Tourism	1 Year	8,000.00	5,500.00	5,500.00	19,000.00
HAIRDRESSING/	Hairdressing	1 Years	4,500.00	4,500.00	4,500.00	13,500.00
COSMETOLOGY	Beauty Therapy	1 Years	5,000.00	5,000.00	5,000.00	15,000.00
	Salon Management	6 months	4.000.00	4,000.00	4,000.00	12,000.00
DRIVING	CATEGORY A Bodaboda,	1 month	4,800.00			4,800.00
(NEW	TukTuk,Motor Bike	1 monui	1,000.00			1,000.00
CURRICULUM)	CATEGORY B Light	2 months	6,650.00			6,650.00
connection)	Vehicle/Automatic	2 months	0,050.00			0,050.00
	<b>CATEGORY C 1</b> Light Track	3 months	7,650.00			7,650.00
	CATEGORY D 1 and D 2	3 months	8,650.00			8,650,00
	Matatu	5 months	0,050.00			0,050,00
ADVANCED	<b>GRADE II &amp; I courses</b> (Exam		9,500.00			9,500.00
COURSES	booking)		9,500.00			9,500.00
EDUCATION	Early Childhood Development	2 Years				per session
(School based)	and Education(Diploma)	holidays only				8,900
(Benoor based)	and Education(Dipionia)	nonuays only				0,700
IN-SERVICE	All courses offered during		8000.00			8,000.00
COURSES	schools holiday		0000.00			0,000.00
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### COURSES 2023

#### FURTHER DETAILS ON COURSE

# All the students will be required to meet minimum entry qualification as set by the Kenya National Qualification authority (KNQA).

You can combine some of the courses at a cheaper cost. **Driving** and Computer can be combined with any other course. Likewise **Entrepreneurship and Employability** can be combined with the other courses

Students must go for **industrial attachment** before sitting for the final examination.

**Examination fees** is **NOT** included in the fees structure as the fees varies from one course to another and depends on the examination body. Exam Fee will be charged and paid separately. Please collect details of exam booking on admission day Materials for practicals will be provided by the Parents.

Those taking secretarial will also get FREE INTRODUCTORY COMPUTER PACKAGES.

**Organised Boda Boda riders** can receive training at their nearest place of work and we shall bring trainers and examiners to their nearest centre

#### **EXAMINATIONS**

Our students are examined by Kenya national Examination Council (KNEC) City and Guilds International, Association of Business executives (ABE), National Industrial Training Authority (NITA) and National Transport and safety Authority (NTSA)

#### BOARDING.

All **Boarders** will pay boarding fees of Kshs. **5,000/= Per Term.** All boarders will be **provided with a free room, bed, mattresses, cup, plate and spoon** and are required to come with the following: - Beddings, basin, towel, bucket and any other personal amenities like Boxes etc.

#### DAY SCHOLARS

MUST take lunch in the college and will pay Kshs. 3,000 per term

#### STATIONARY.

You will be provided with **Free Exercise Books** but should come with a pen and also Pencil for drawing.

#### UNIFORM.

You will be required to have a Grey shirt / blouse Long Sleeved, Black trouser /skirt, Black Long Sleeved or Sleeveless pullover. Catering students will use White Long sleeved shirts/Blouse. All students will be required to have Black Shoes, Grey socks for Boys and White socks for Girls. Yellow T-Shirt for games and sports.

#### **ADMISSION**

All students will pay Non refundable admission fee of Kshs 1250/= a refundable caution money Kshs.1000/= and Kshs. 250/= for College ID. Card.

We can admit a student **WITHOUT** school fees if it is to be paid by Co-operative Societies (Sacco) or other Charitable organizations like NGOs Churches, NG-CDF, and County government, etc provided we get a letter from them confirming their commitment to pay fees for the student. (NGOs and Church organization with more than 5 students will be given special rates)

Students from special institution like Children Homes will get special Discount on fees. Students from needy families will be assisted partially with some bursary on tuition fees and must have a letter from their Area Chief, or Assistant Chief. In line with Government policy, we have subsidized our Fees to make it affordable. We will select three students who will get scholarships in all courses.

#### <u>ABOUT ÛS</u>.

We are also train **Life skills** and **Entrepreneurship** to prepare our students to be able to tackle day to day life challenges after training.

#### We are the leading Regional college in terms of production of skilled labour force to the market.

We are also an accredited centre for City & Guilds International Ltd ,National Industrial Training Authority (NITA), Association of Business Executive (ABE)

International Exam bodies from UK. Examination bodies have ranked our college very highly. Check results in our offices

We also have a **Church and a mosque** next to our college for spiritual nourishment of our students.

DIRECTION:

#### > MAIN BRANCH FOR BOTH BOYS AND GIRLS)

- The college is situated 1 km from Machakos Town along Machakos-Kangundo Road opposite Mumbuni Primary School, after Machakos Golf Club, before Scott Christian University.
- > (TOWN BRANCH)
  - Machakos Co-operative Union Building, Room 9 next to BATA Shop, Opposite Co-operative Bank.:

#### PHYSICAL FACILITIES

- 1. Electricity for night preps and studies
- 2. Free boarding facilities for boarders, A reasonable menu, modern and well equipped workshop, Games and Sports facilities, Television (CONNECTED TO DSTV and ZUKU) and video shows for news and entertainment.
- 3. Modern vehicles for driving practical's, and a Motor bike.
- 4. Highly competent, motivated and experienced instructors, free guidance and counseling from qualified personnel.
- 5. Borehole to provide Clean reliable and sufficient water to our students.
- I am looking forward to welcoming you when the New Term Begins.

CHOOSE YOUR CAREER BY SELECTING ONE OF OUR COURSES. Thank you,

## Dr.Collins Kaloki <u>DIRECTOR</u>