



# MAWEGO TECHNICAL TRAINING INSTITUTE

P.O BOX 289 - 40222 OYUGIS - KENYA.

Cell: Tel: 0734 - 156 640 Tel: 020 - 353092

email: mawegotechnical@gmail.com, mawegoinstitute@yahoo.com

## MAWEGO TECHNICAL TRAINING INSTITUTE SHORT COURSES

### INSTITUTIONAL MANAGEMENT DEPARTMENT

COURSE NAME	DESCRIPTION	DURATION
1. PASTRY	<ul style="list-style-type: none"><li>➤ This is a baked food made with a dough of flour, water and shortening that may be savory or sweetened.</li></ul>	
2. MEAL PLANNING	<ul style="list-style-type: none"><li>➤ This is the action of deciding meals in advance using your schedule, preference, foods on hand, seasonal produce, and sales item.</li></ul>	
3. HOUSEKEEPING OPERATIONS	<ul style="list-style-type: none"><li>➤ It refers to the management of duties and chores involved in the running of household such as cleanliness, maintenance, aesthetic upkeep of rooms, public areas, back areas and surroundings.</li></ul>	
4. FOOD PRODUCTION	<ul style="list-style-type: none"><li>➤ Food production is the process of transforming raw ingredients into edible food products.</li><li>➤ Food production have got several forms. Others can be practiced by cooks at home, while others need specialized industrial equipment.</li><li>➤ Food production is a part of hospitality industry.</li></ul>	



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## BUSINESS DEPARTMENT

COURSE NAME	DESCRIPTION	DURATION
CERTIFICATE IN ETHICS AND COUNTY GOVERNANCE	This educates students on the various functions of the county government and explain the importance of observing ethical practices in the discharge of county administration duties	10 days
CERTIFICATE IN PUBLIC PROCUREMENT	This aims to educate students on how the governments and the state-owned enterprises purchases goods, services, and works. The public procurement process is the sequence of activities starting with the assessment of needs through awards to contract management and final payment.	10 days
CERTIFICATE IN BOOKKEEPING	This is the process of recording your company's financial transactions into organized accounts on a daily basis.	10 days
CERTIFICATE IN PSYCHOLOGY	This is the scientific study of mind and behavior, it includes the study of conscious and unconscious phenomena, including feelings and thoughts. It's an academic discipline of immense scope, crossing the boundaries between the natural and social sciences.	10 days
CERTIFICATE IN DRUG ABUSE AND REHABILITATION	This is the process of medical or psychotherapeutic treatment for dependency on psychoactive substances such as alcohol, prescription	



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	drugs, and street drugs. The general intent is to enable the patient to confront substance dependence, if present, and stop substance misuse to avoid the psychological, legal, financial, social, and physical consequence that can be caused.	10 days
CERTIFICATE IN DISASTER MANAGEMENT	This is the process of effectively preparing for and responding to disasters. It involves strategically organizing resources to lessen the harm that disasters cause. It also involves a systematic approach to managing the responsibilities of disaster prevention, preparedness, response, and recovery.	10 days
CERTIFICATE IN ADVOCACY AND LOBBYING	This is the art of persuasion and influence underpinned by the science of robust, evidence-based policy positions. Advocating for a business environment conducive to enterprises creation and development is the core function of <b>EBMO</b> .	10 days
CERTIFICATE IN MANAGEMENT	This is the administration of organizations, whether they are a business, a nonprofit organization, or a government body. It is the art and science of managing resources of the business.	10 days
CERTIFICATE IN CUSTOMER CARE AND FRONT OFFICE MANAGEMENT	This is a department in a company that directly faces customers or clients. It ensures that standards that directly influence customer experience are set and enforced.	10 days
CERTIFICATE IN PROJECT MANAGEMENT	This is the application of processes, methods, skills,	



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	<p>knowledge, and experience to achieve specific project objectives according to the project acceptance criteria within agreed parameters. Project management has final deliverables that are constrained to a finite timescale and budget.</p>	10 days
CERTIFICATE IN INVESTMENT	<p>This is an asset acquired or invested to build wealth and save money from the hard-earned income or appreciation.</p>	10 days
CERTIFICATE IN LEADERSHIP SKILLS	<p>Leadership, both as a research area and as a practical skill, encompasses the ability of an individual, group or organization to lead, influence or guide other individuals, teams, or entire organizations.</p>	10 days
CERTIFICATE IN SALES AND MARKETING	<p>This is the building of awareness about a brand and organization, sales turn that viewership into profits by converting the potential customers into actual customers.</p>	10 days
CERTIFICATE IN AGILE COMMUNICATION SKILLS	<p>This is the process of reducing the steps required to get the information across. Such as minimal approach to documentation.</p>	10 days
CERTIFICATE IN ADVANCED LOGISTICS AND QAULITY MANAGEMENT	<p>This is the supply chain process that plans, implements, and controls the efficient, effective flow and storage of goods, services, and related information from the point of origin to the point of consumption in order to meet customers' requirements.</p>	10 days
CERTIFICATE IN FIRST AID AT WORK	<p>This is to provide the initial treatment and life support for</p>	10 days



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	the people suffering an injury or illness at work.	
CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY	Deals with all aspects of health and safety in the workplace and has a strong focus on primary prevention of hazards.	10 days
CERTIFICATE IN FIRE SAFETY	These are set of practices intended to reduce the destruction caused by fire.	10 days
CERTIFICATE IN ENVIRONMENTAL AUDIT AND ENVIRONMENTAL IMPACT ASSESSMENT	This is the process of assessing the significant effects of a project or development proposal on the environment	10 days
CERTIFICATE IN MANAGEMENT OF MEETINGS AND MINUTE WRITING	This is the process of managing the stages and components of the entire meeting process.	10 days

## ICT DEPARTMENT

COURSE NAME	DESCRIPTION	DURATION
CYBER SECURITY	This is the practice of protecting critical systems and sensitive information from digital attacks.	60 hours
CERTIFICATE IN COMPUTER APPLICATIONS	This is the study of software that performs specific functions for the end user by interacting directly with it.	60 hours
CERTIFICATE IN WEB DESIGN	This refers to the design of websites that are displayed on the internet.	60 hours
STATISTICAL PACKAGE FOR THE SOCIAL SCIENCES (SPSS)	This provides data analysis for descriptive and bivariate statistics, numeral outcome predictions and predictions for identifying groups. It also provides data transformation, graphing and direct marketing features.	60 hours
MOBILE APPS DEVELOPMENT	This is the process of making software for smartphones, tablets and digital assistants,	60 hours



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	most commonly for the android and IOS operating systems.	
COMPUTER REPAIR AND MAINTANANCE	This is the keeping of computers and laptops in good condition through regular cleanings, hard drive updates, and virus prevention.	60 hours
FINANCIAL APPLICATION (QuickBooks)	This allows to keep track of financial functions like income and expense, employee expenses and inventory in real-time and fulfill tax obligations hassle-free.	60 hours
ARCHICAD	This is an architectural BIM CAD software for mac and windows developed to offer computer aided solutions for handling al common aspects of aesthetics and engineering during the whole design process of the built environment.	60 hours
AUTOCAD	This is used to create precise 2D and 3D drawings and models, as well as electrical diagrams, construction drawings.	60 hours
BINDING SKILLS	This means a person has wholly or mainly employed in sewing, collator or gathering, guillotine and any other automated binding machine and includes personnel in the art of hand.	5 days
AUTOMATED REFERENCING & PLAGIARISM DETECTION	This is a software powered alternative to traditional reference checking. This modern solution use technology to automate repetitive aspects.	5 days
ELECTRONIC RESOURCES MANAGEMENT	These are practices and techniques used by librarians to track the selection, acquisition, licensing, access, maintenance, usage, evaluation, retention, and de-selection of a library's electronic information resources.	5 days
RECORDS MANAGEMENT TRAINING COURSE	It involves the electronic storage of organization documents,	



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	physical storage of paper documents, retention and disposition procedures of organization's information. The course targets secretaries, records/registry officers, librarians, and all individuals involved in records management systems.	5 days
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## BUILDING AND CIVIL ENGINEERING DEPARTMENT

COURSE NAME	DESCRIPTION	DURATION
PLUMBING AND PIPE FITTING SKILLS UPGRADE	these are skills that helps a person to connect pipe lengths, change directions, and provide access to pipes or drains.	
MASONRY SKILLS WITH IT	This is a type of construction that piles separate parts on top of one other to create one block.	
CARPENTRY & JOINERY SKILLS UPGRADE	This involves carrying out advanced skilled work, primarily using timber products, either on construction site, or in a workshop, creating and installing building components.	
BUILDING AND CIVIL ENGINEERING MATHS TESTING	This is the application of physical and scientific principles for the design, development and maintenance of both the constructed and natural environment.	
LAND SURVEYING SKILLS UPGRADE	These are skills required to measure distance and angles between points on above, and below the earth's surface.	
SURVEYS USING TOTAL STATION – 2 DAYS SURVEYS USING DNSS RECEIVERS – 2 DAYS	These are primarily survey instruments used in mining survey. They are used to record absolute location of the tunnel walls, ceilings, and floors as the drift of an underground mine are driven	5 DAYS
GIS CONCEPT THEORY	This is a method of data collection that provides spatial information. It connects data to	



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	map to show either location data or descriptive information.	
CATOGRAPHY	These are symbolic representation of selected characteristics of a place usually drawn on flat surface.	6 MONTHS

## APPLIED SCIENCE DEPARTMENT

COURSE NAME	DESCRIPTION	DURATION
LABORATORY MANAGEMENT (LAB ASSISTANTS)	This is the act of supervising scientists and technologists, which may include chemists, physicists, and biologists. They coordinate production, quality control, analysis, and testing and set the direction for research and development.	
GLASS BLOWING (LAB ASSISTANTS)	This is a glass forming technique that involves inflating molten glass into bubble or parison with the aid of a blow pipe.	
WATER ANALYSIS (TECHNICIANS)	This is a method of analyzing water to estimate the numbers of bacteria present and to allow for the recovery of microorganisms in order to identify them.	
FEEDS & PROXIMATE ANALYSIS (TECHNICIANS)	This is the process of making legitimate comparisons of feed son the basis of specific nutrients.	
PREPARATION OF SOAP DETERGENTS	This is the process by which hydrocarbons are first transformed to alcohol before reacting with ethylene oxide.	

## ELECRICAL DEPARTMENT

COURSE NAME	DESCRIPTION	DURATION
SERCURITY ALARM SYSTEM	These are burglar alarms, holdup alarms, or cameras used	





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	to detect intrusion, concealment of theft to safeguard and protect persons and property.	
MOBILE PHONE REPAIR	These are teste run to assess the mobile phones functionality, install and update phone software.	
RADIO AND TELEVISION REPAIR	This is the process of tracing defects and repair radios and television sets which may be defective for various reasons.	
MOTOR REWINDING	This is the process that can help in the repair of shorted, grounded or damaged coils in a motor.	
PLC BASED INDUSTRIAL AUTOMATION	These are industrial computers used to control different electro-mechanical processes for use in manufacturing, plants, or other automation environments.	