



The Polytechnic

The Continuing Education Centre invites applications from suitably qualified candidates to enroll into non-residential diploma programmes which are scheduled to commence in Blantyre, Lilongwe and Mzuzu in January 2018. The Continuing Education Centre believes in gender equality and female candidates are encouraged to apply.

1. Diploma in Journalism
Admission Requirements: MSCE with four credits including English
Tuition Fees: K350, 000.00 per year
Duration : Two years
2. Diploma in Graphics and Media Studies
Admission Requirements: MSCE, Those with work experience in printing will have an added advantage.
Tuition Fees: K350, 000.00 per year
Duration : Two years
3. Diploma in Secretarial Administration
Admission Requirements: MSCE, 50 words per minute typing speed and shorthand of 90-120 words per minute
Tuition Fees: K350, 000.00 per year
Duration: Two years, 1year for those with experience
4. Diploma in Business Management Levels 4,5 & 6 (ABMA)
Admission Requirements: MSCE
Tuition Fees: K100, 000.00 per semester. Students to pay Examination fees
5. Diploma in Community and Rural Development Levels 4,5 & 6 (ABMA)
Admission Requirements: MSCE
Tuition Fees: K100, 000.00 per semester. Students to pay Examination fees
6. Diploma in Human Resource Management Levels 4,5,& 6 (ABMA)
Admission Requirements: MSCE
Tuition Fees: K100, 000.00 per semester. Students to pay Examination fees
7. Diploma in Computing and Information Systems Levels 4 & 5 (ABMA)
Admission Requirements: MSCE
Tuition Fees: K100, 000.00 per semester. Students to pay Examination fees

The following Programmes are on offer in Blantyre at Chichiri Campus

1. Journalism - mode of delivery is both week day and weekend
2. Secretarial Administration - mode of delivery is weekend
3. Graphics and media studies - mode delivery is weekend
4. Business Management - mode of delivery is week day
5. Human Resource Management - mode of delivery is weekend
6. Community development - mode of delivery is weekend
7. Computing & Information Systems – mode of delivery is weekday

The following Programmes are on offer in Lilongwe at Falls Estate Campus:

1. Journalism - mode of delivery is both weekday and weekend
2. Secretarial Administration - mode of delivery is weekend
3. Business Management - mode of delivery is both week day and weekend
4. Community Development - mode of delivery is and weekend
5. Computing and Information Systems - mode of delivery is weekday
6. Human Resource Management - mode of delivery is weekday/weekend

The following Programmes are on offer in Mzuzu at New Polytechnic Campus formerly Trust Academy

1. Business Management Level 4 - mode of delivery is weekend /weekday
2. Community Development Level 4 -mode of delivery is Weekend/ weekday
3. Journalism – mode of delivery - weekend/weekday

These programmes are scheduled to commence on:

- 20 January 2018 for Weekend classes
- 22 January 2018 for Weekday classes

Application forms can be downloaded from the polytechnic website or collected from Polytechnic Main campus and Polytechnic Chichiri Campus in Blantyre, Polytechnic Campus Falls Estate in Lilongwe and in Polytechnic Campus at Luwina next to Mzuzu Academy.

Applicants should pay a non refundable application fee of **K8, 000** into the following bank account:

Account Name: Continuing Education Centre
Account Number: 9100002714695
Branch: Ginnery Corner
Bank Name: Standard Bank

Apply before Friday 29th December 2017 enclosing copies of relevant certificates and bank deposit slip to:

The Director,
Continuing Education Centre,
Private Bag 303,
Chichiri,
BLANTYRE 3

For enquiries use the folowing contact numbers during working hours only

TEL: 01 876 210/01 871 863 /01 870 411

FAX: 01 871 863

E-MAIL: cec@poly.ac.mw