



### 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 July 2018. The Continuing Education Centre believes in gender equality and female candidates are encouraged to apply.

1. Diploma in Graphics and Media Studies  
**Admission Requirements: MSCE, those with work experience in printing will have an added advantage.**  
**Tuition Fees: K400, 000.00 per year**  
**Duration : Two years**
2. Diploma in Secretarial Administration  
**Admission Requirements: MSCE, 50 words per minute typing speed and shorthand Knowledge**  
**Tuition Fees: K400, 000.00 per year**  
**Duration: One year**
3. Diploma in Business Management Levels 4,5 & 6 (ABMA)  
**Admission Requirements: MSCE**  
**Tuition Fees: K125, 000.00 per semester. Students to pay Examination fees**
4. Diploma in Journalism & Media Studies Levels 4 (ABMA)  
**Admission Requirements: MSCE**  
**Tuition Fees: K125, 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: K125, 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: K125, 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: K125, 000.00 per semester. Students to pay Examination fees**

### The following Programmes are on offer in Blantyre

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

### 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 & Media Studies-mode of delivery is Weekend/weekday
4. Human Resource Management –mode of delivery is weekday/weekend

These programmes are scheduled to commence on:

- 21 July 2018 for Weekend classes
- 23 July 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 Luwingu next to Mzuzu International Academy.

Applicants should pay a non refundable application fee of **K10, 000.00** into the following bank account:

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

Apply before Friday 29<sup>th</sup> June 2018 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 following contact numbers during working hours only**

**TEL: 01 871 863 /01 870 411**

**FAX: 01 871 863**

**E-MAIL: [cec@poly.ac.mw](mailto:cec@poly.ac.mw)**