



INSTITUTE OF CONTINUING EDUCATION CALL FOR APPLICATIONS

The Institute of Continuing Education (ICE), formerly The Continuing Education Centre (CEC), invites applications from suitably-qualified candidates to enrol into its non-residential Certificate, Diploma and Advanced Diploma programmes scheduled to commence in Blantyre, Lilongwe, Mzuzu and Salima (Msalura Centre) from 15th July, 2024 as follows:

SN.	PROGRAMME	MODE OF STUDY
1.	Diploma in Public Health (MUBAS)	Weekday / Weekend
2.	Diploma in Graphics and Media Studies (MUBAS)	Weekday / Weekend
3.	Diploma in Secretarial Administration (MUBAS)	Weekday / Weekend
4.	Certificate in Secretarial Studies (MUBAS)	Weekday / Weekend
5.	Advanced Diploma in Journalism and Media Studies (ABMA)	Weekday / Weekend
6.	Advanced Diploma in Business Management (ABMA)	Weekday / Weekend
7.	Advanced Diploma in Human Resource Management (ABMA)	Weekday / Weekend
8.	Advanced Diploma in Community Development (ABMA)	Weekday / Weekend
9.	Advanced Diploma in Computing and Information Systems (ABMA)	Weekday / Weekend
10.	Advanced Diploma in Public Health Management (ABMA)	Weekday / Weekend
11.	Advanced Diploma in Project Management (ABMA)	Weekday / Weekend
12.	Advanced Diploma in Purchasing and Supply Chain (ABMA)	Weekday / Weekend
13.	Certificate in Financial Accounting; Technician Diploma in Accounting (ICAM)	Weekday / Weekend
14.	Chartered Accounting Level 1, 2, and 3 (CA)	Weekday / Weekend
15.	Certificate; Diploma; Post Graduate Diploma in Marketing (CIM)	Weekday / Weekend
16.	Certificate; Diploma; Advanced Diploma in Logistics and Transport (CILT)	Weekday / Weekend
17.	Certificate; Diploma; Advanced Diploma in Banking (IOBM)	Weekday / Weekend
18.	Certificate; Advanced Certificate; Diploma; Advanced Diploma; Professional Diploma in Procurement and Supply (CIPS)	Weekday / Weekend

19.	Level 4, Level 5 and Level 6 Diploma in Business Management (ABE)	Weekday / Weekend
20.	Level 4, Level 5 and Level 6 Diploma in Human Resource Management (ABE)	Weekday / Weekend
21.	Level 4, Level 5 and Level 6 Diploma in Marketing (ABE)	Weekday / Weekend

PROGRAMME	ENTRY QUALIFICATIONS	TUITION FEES	DURATION
Diploma in Public Health (MUBAS) (Blantyre Campus Only)	At least four credits or its equivalent including English and any two of the following: Mathematics, Physical Science (Physics and Chemistry) and Biology	K300, 000.00 per semester K600, 000.00 per year	Three years
Diploma Graphics and Media Studies (Blantyre Campus Only)	MSCE/GSCE	K300, 000.00 per semester K600, 000.00 per year	Two years
Diploma in Secretarial Administration	MSCE/GSCE plus 50 words per minute typing speed and Shorthand Knowledge	K300, 000.00 per semester K600, 000.00 per year	One year
Certificate in Secretarial Studies	MSCE/GSCE	K300, 000.00 per semester K600, 000.00 per year	One and a half year
ABMA Programmes	MSCE/GSCE	K180, 000.00 per Semester (Students to Pay Examination Fees)	Six months each Level (Thus, 18 Months for 3 Levels)
ICAM Courses	MSCE/ GSCE	K180,000.00 per semester (Students to pay examination fees)	One year for Certificate and two years for Technician Diploma
CA Courses	Technician Diploma	K50,000.00 per subject (Students to pay examination fees)	Two years
CIM COURSES Certificate Diploma Post Graduate Diploma	MSCE/GSCE Relevant Degree CIM Diploma	K180,000.00 per semester K180,000.00 per semester K180,000.00 per semester (Students to Pay Examination Fees)	Six months Six months Six months
CILT COURSES Certificate Diploma Advanced Diploma	MSCE/GSCE Relevant Diploma/Degree CILT Diploma	K150,000.00 per semester K180,000.00 per semester K270,000.00 per semester (Students to Pay Examination Fees)	Six months Six months Six months
IOBM COURSES Certificate Diploma Advanced Diploma	MSCE/GSCE Relevant Diploma/Degree Banking Diploma	K150,000.00 per semester K180,000.00 per semester K180,000.00 per semester (Students to Pay Examination Fees)	One year One year One year

CIPS COURSES Certificate Advanced Certificate Diploma Advanced Diploma Professional Diploma	MSCE/GSCE CIPS Certificate Relevant Degree CIPS Diploma CIPS Advanced Diploma	K180,000.00 per semester K180,000.00 per semester K150,000.00 per semester K150,000.00 per semester K180,000.00 per semester (Students to Pay Examination Fees)	Six months Six months One year One year Six months
ABE COURSES Level 4 Diploma Level 5 Diploma Level 6 Diploma	MSCE/GSCE	K150,000.00 per semester K180,000.00 per semester K180,000.00 per semester (Students to Pay Examination Fees)	One year Six months Six months

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

Account Name: Continuing Education Centre
Account Number: 9100001168336
Branch: Ginnery Corner
Bank Name: Standard Bank

Application forms can be downloaded from the MUBAS website (www.mubas.ac.mw) or physically collected from MUBAS Main Campus and Chichiri Campus in Blantyre, MUBAS Area 2 Campus in Lilongwe near Winners Chapel, MUBAS Campus at Luwinga in Mzuzu and MUBAS Msalura Campus in Salima.

The forms, together with copies of relevant certificates and bank deposit slips, should be electronically sent or physically delivered by **Sunday, 30th June, 2024** to any of the campuses indicated above. Alternatively, you can send the application package to the following address:

The Institute Manager
 Institute of Continuing Education (ICE)
 Malawi University of Business and Applied Sciences (MUBAS)
 Private Bag 303 Chichiri
 BLANTYRE 3
 Email: cec@poly.ac.mw

For further enquiries, kindly use the following contact numbers during working hours only: BLANTYRE (+265 999 976 502 / +265 999 976 503); LILONGWE (+265 999 976 501); MZUZU (+265 999 976 498) and SALIMA (+265 998 677 346)

THE INSTITUTE PROMOTES GENDER EQUALITY HENCE AN ENCOURAGEMENT FOR FEMALE CANDIDATES TO APPLY.