



Continuing Education Centre

CALL FOR APPLICATIONS JULY – DECEMBER 2023 SEMESTER

The Continuing Education Centre (CEC) invites applications from suitably-qualified candidates to enroll into its non-residential Certificate, Diploma and Advanced Diploma programmes scheduled to commence in Blantyre, Lilongwe, Mzuzu and Salima (Msalura CDSS ODEL Centre) from **15 July, 2023** as follows:

PROGRAMMES ON OFFER IN BLANTYRE

SN	PROGRAMME	MODE OF STUDY
1.	Certificate in Secretarial Studies (MUBAS)	Weekday / Weekend
2.	Diploma in Secretarial Administration (MUBAS)	Weekday / Weekend
3.	Diploma in Graphics and Media Studies (MUBAS)	Weekday / Weekend
4.	Advanced Diploma in Journalism and Media Studies (ABMA)	Weekday / Weekend
5.	Advanced Diploma in Business Management (ABMA)	Weekday / Weekend
6.	Advanced Diploma in Human Resource Management (ABMA)	Weekday / Weekend
7.	Advanced Diploma in Community Development (ABMA)	Weekday / Weekend
8.	Advanced Diploma in Computing and Information Systems (ABMA)	Weekday / Weekend
9.	Advanced Diploma in Public Health Management (ABMA)	Weekday / Weekend
10.	Certificate in Financial Accounting (ICAM)	Weekday / Weekend
11.	Technician Diploma in Accounting (ICAM)	Weekday / Weekend
12.	Chartered Accounting Level 1, 2, and 3 (ACCA)	Weekday / Weekend

PROGRAMMES ON OFFER IN LILONGWE

SN	PROGRAMME	MODE OF STUDY
1.	Certificate in Secretarial Studies (MUBAS)	Weekday / Weekend
2.	Diploma in Secretarial Administration (MUBAS)	Weekday / Weekend
3.	Advanced Diploma in Journalism and Media Studies (ABMA)	Weekday / Weekend
4.	Advanced Diploma in Business Management (ABMA)	Weekday / Weekend
5.	Advanced Diploma in Human Resource Management (ABMA)	Weekday / Weekend
6.	Advanced Diploma in Community Development (ABMA)	Weekday / Weekend
7.	Advanced Diploma in Computing and Information Systems (ABMA)	Weekday / Weekend
8.	Advanced Diploma in Public Health Management (ABMA)	Weekday / Weekend
9.	Certificate in Financial Accounting (ICAM)	Weekday / Weekend
10.	Technician Diploma in Accounting (ICAM)	Weekday / Weekend
11.	Chartered Accounting Level 1, 2, and 3 (ACCA)	Weekday / Weekend

PROGRAMMES ON OFFER IN MZUZU

SN	PROGRAMME	MODE OF STUDY
1.	Certificate in Secretarial Studies (MUBAS)	Weekday / Weekend
2.	Diploma in Secretarial Administration (MUBAS)	Weekday / Weekend
3.	Advanced Diploma in Journalism and Media Studies (ABMA)	Weekday / Weekend
4.	Advanced Diploma in Business Management (ABMA)	Weekday / Weekend
5.	Advanced Diploma in Human Resource Management (ABMA)	Weekday / Weekend
6.	Advanced Diploma in Community Development (ABMA)	Weekday / Weekend
7.	Advanced Diploma in Computing and Information Systems (ABMA)	Weekday / Weekend
8.	Advanced Diploma in Public Health Management (ABMA)	Weekday / Weekend
9.	Certificate in Financial Accounting (ICAM)	Weekday / Weekend
10.	Technician Diploma in Accounting (ICAM)	Weekday / Weekend
11.	Chartered Accounting Level 1, 2, and 3 (ACCA)	Weekday / Weekend

PROGRAMMES ON OFFER IN SALIMA

SN	PROGRAMME	MODE OF STUDY
1.	Certificate in Secretarial Studies (MUBAS)	Weekend
2.	Diploma in Secretarial Administration (MUBAS)	Weekend
3.	Advanced Diploma in Journalism and Media Studies (ABMA)	Weekend
4.	Advanced Diploma in Business Management (ABMA)	Weekend
5.	Advanced Diploma in Human Resource Management (ABMA)	Weekend
6.	Advanced Diploma in Community Development (ABMA)	Weekend
7.	Advanced Diploma in Computing and Information Systems (ABMA)	Weekend
8.	Advanced Diploma in Public Health Management (ABMA)	Weekend
9.	Certificate in Financial Accounting (ICAM)	Weekend
10.	Technician Diploma in Accounting (ICAM)	Weekend
11.	Chartered Accounting Level 1, 2, and 3 (ACCA)	Weekend

ADMISSION REQUIREMENTS

PROGRAMME	ENTRY QUALIFICATIONS	TUITION FEES	DURATION
ABMA Courses	MSCE/GSCE	K180, 000.00 per Semester (Students to Pay Examination Fees)	Six months each Level (Thus, 18 Months for 3 Levels)
Certificate in Secretarial Studies	MSCE/GSCE	K225, 000 per semester	One and a half year
Diploma in Secretarial Administration	MSCE/GSCE plus 50 words per minute typing speed and Shorthand Knowledge	K550, 000.00 per year	One year
Diploma Graphics and Media Studies	MSCE/GSCE	K550, 000.00 per year	Two years
ICAM Courses	MSCE/ GSCE	K180,000.00 per semester (Students to pay examination fees)	One year for Certificate and two years for Technician Diploma
ACCA Courses	Technician Diploma	K50,000.00 per subject (Students to pay examination fees)	Two years

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 and Chichiri campuses in Blantyre, MUBAS Falls Estate Campus in Lilongwe, MUBAS Campus at Luwanga in Mzuzu and Msalura ODeL Centre in Salima.

The forms, together with copies of relevant certificates and bank deposit slips, should be electronically sent or physically delivered by **Friday 30th June 2023** to any of the campuses indicated above. Alternatively, you can send the application package to the following address:

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

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

MZUZU (+265 999 976 6498)

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