



## CONTINUING EDUCATION CENTRE CALL FOR APPLICATIONS

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 6 January, 2024 as follows:

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.	Advanced Diploma in Project Management (ABMA)	Weekday / Weekend
11.	Advanced Diploma in Procurement and Supply Chain (ABMA)	Weekday / Weekend
12.	Certificate in Financial Accounting (ICAM)	Weekday / Weekend
13.	Technician Diploma in Accounting (ICAM)	Weekday / Weekend
14.	Chartered Accounting Level 1, 2, and 3 (CA)	Weekday / Weekend
15.	Certificate in Marketing (CIM)	Weekday / Weekend
16.	Diploma in Marketing (CIM)	Weekday / Weekend
17.	Post Graduate Diploma in Marketing (CIM)	Weekday / Weekend
18.	Certificate in Logistics and Transport (CILT)	Weekday / Weekend
19.	Diploma in Logistics and Transport (CILT)	Weekday / Weekend
20.	Advanced Diploma in Logistics and Transport (CILT)	Weekday / Weekend
21.	Certificate in Banking (IOBM)	Weekday / Weekend
22.	Diploma in Banking (IOBM)	Weekday / Weekend
23.	Advanced Diploma in Banking (IOBM)	Weekday / Weekend
24.	Certificate in Procurement and Supply (CIPS)	Weekday / Weekend
25.	Advanced Certificate in Procurement and Supply (CIPS)	Weekday / Weekend
26.	Diploma in Procurement and Supply (CIPS)	Weekday / Weekend
27.	Advanced Diploma in Procurement and Supply (CIPS)	Weekday / Weekend
28.	Professional Diploma in Procurement and Supply (CIPS)	Weekday / Weekend
29.	Level 4 Diploma in Business Management/Human Resource Management/ Marketing (ABE)	Weekday / Weekend
30.	Level 5 Diploma in Business Management/Human Resource Management/ Marketing (ABE)	Weekday / Weekend
31.	Level 6 Diploma in Business Management/Human Resource Management/ Marketing (ABE)	Weekday / Weekend

PROGRAMME	ENTRY QUALIFICATIONS	TUITION FEES	DURATION
ABMA Programmes	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 Certificate and Diploma Courses	MSCE/ GSCE	K180,000.00 per semester (Students to pay examination fees)	One year for Certificate and eighteen months for Technician Diploma
ICAM Chartered Accountant Malawi Courses	Technician Diploma Any Bachelor's Degree and other professional qualifications	K50,000.00 per subject (Students to pay examination fees)	Two years
<b>CIM COURSES</b> 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
<b>CILT COURSES</b> 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
<b>IOBM COURSES</b> 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
<b>CIPS COURSES</b> 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
<b>ABE COURSES</b> 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](http://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 Luwinda 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 to any of the campuses indicated above. Alternatively, you can send the application package to the following address:

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

**Applications deadline extended to Friday, 5th January, 2024.**

For further enquiries, kindly use the following contact numbers during working hours only:

BLANTYRE (+265999976502 / +265999976503); LILONGWE (+265999976501); MZUZU (+2659999766498) and SALIMA (+265998677346)

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