



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 Monday, 6th January, 2025 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 Journalism (MUBAS) | Weekday / Weekend |
| 4. | Diploma in Secretarial Administration (MUBAS) | Weekday / Weekend |
| 5. | Certificate in Secretarial Studies (MUBAS) | Weekday / Weekend |
| 6. | Diploma in Journalism and Media Studies (ABMA)- Level 4, 5 and 6 | Weekday / Weekend |
| 7. | Diploma in Business Management (ABMA)- Level 4, 5 and 6 | Weekday / Weekend |
| 8. | Diploma in Human Resource Management (ABMA)- Level 4, 5 and 6 | Weekday / Weekend |
| 9. | Diploma in Community Development (ABMA)- Level 4, 5 and 6 | Weekday / Weekend |
| 10. | Diploma in Computing and Information Systems (ABMA)- Level 4, 5 and 6 | Weekday / Weekend |
| 11. | Diploma in Public Health Management (ABMA)- Level 4, 5 and 6 | Weekday / Weekend |
| 12. | Diploma in Project Management (ABMA)- Level 4, 5 and 6 | Weekday / Weekend |
| 13. | Diploma in Purchasing and Supply Chain (ABMA)- Level 4, 5 and 6 | Weekday / Weekend |
| 14. | Certificate in Financial Accounting; Technician Diploma in Accounting (ICAM) | Weekday / Weekend |
| 15. | Chartered Accounting Level 1, 2, and 3 (CA) | Weekday / Weekend |
| 16. | Certificate; Diploma; Post Graduate Diploma in Marketing (CIM) | Weekday / Weekend |
| 17. | Certificate; Diploma; Advanced Diploma in Logistics and Transport (CILT) | Weekday / Weekend |
| 18. | Certificate; Diploma; Advanced Diploma in Banking (IOBM) | Weekday / Weekend |
| 19. | Certificate; Advanced Certificate; Diploma; Advanced Diploma; Professional Diploma in Procurement and Supply (CIPS) | Weekday / Weekend |

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| 20. | Diploma in Business Management (ABE)- Level 4, 5 and 6 | Weekday / Weekend |
| 21. | Diploma in Human Resource Management (ABE)- Level 4, 5 and 6 | Weekday / Weekend |
| 22. | Diploma in Marketing (ABE)- Level 4, 5 and 6 | 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 | K400, 000.00 per semester K800, 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 Journalism (MUBAS) (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 | K200, 000.00 per Semester (Students to Pay Examination Fees) | Six months each Level (Thus, 18 Months for 3 Levels) |
| ICAM Courses | MSCE/ GSCE | K200,000.00 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 | K200,000.00 per semester K200,000.00 per semester K200,000.00 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 | K180,000.00 per semester K200,000.00 per semester K400,000.00 per year (Students to Pay Examination Fees) | Six months Six months One year |
| IOBM COURSES Certificate Diploma Advanced Diploma | MSCE/GSCE Relevant Diploma/Degree Banking Diploma | K180,000.00 per semester K200,000.00 per semester K200,000.00 per semester (Students to Pay Examination Fees) | One year One year One year |

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| CIPS COURSES Certificate Advanced Certificate Diploma Advanced Diploma Professional Diploma | MSCE/GSCE CIPS Certificate Relevant Degree CIPS Diploma CIPS Advanced Diploma | K200,000.00 per semester K200,000.00 per semester K180,000.00 per semester K180,000.00 per semester K200,000.00 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 | K180,000.00 per semester K200,000.00 per semester K200,000.00 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 Luwingu 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 **Tuesday, 31 December, 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.