



**MZUZU UNIVERSITY  
CENTRE FOR OPEN AND DISTANCE LEARNING**

**TRAINING OPPORTUNITIES FOR EVENING CLASSES JANUARY TO JUNE 2011**

Mzuzu University, under its Centre for Open and Distance Learning (Continuing Education Unit), will be offering a number of short courses in line with one of its objectives which is to offer courses that lead to improvement of lives of people in their immediate communities in Malawi. There is no provision for board and lodging facilities. All programmes are modular and students are free to take one or more modules depending on their capacities. Accordingly, the public is encouraged to take advantage of these training opportunities.

NO.	PROGRAMME	EXAMINING BOARD	DURATION	TUITION FEE PER PROGRAMME	ENTRY QUALIFICATION	SUBJECTS TO BE COVERED
1	Certificate in Business Management	ABE (Association of Business Executives). Students are expected to register with ABE for membership	<b>S</b>	MK40,000.00 (MK10,000.00 per subject)	MSCE or its equivalent	4 – Statistics/Quantitative Methods, Introduction to Accounting, Introduction to Business Communication & Introduction to Business
2	Diploma in Business Management – Part 1	ABE (Association of Business Executives). Students are expected to register with ABE for membership		MK44,000.00 (MK11,000.00 per subject)	Certificate in Business Management	4 – Economics, Organization Behaviour, Accounting & Quantitative Methods
3	Diploma in Business Management – Part 2	ABE (Association of Business Executives). Students are expected to register with ABE for membership	<b>I</b>	MK60,000.00 (MK12,000.00 per subject)	Diploma in Business Management – Part 1 (ABE)	5 – Marketing & Communication, Human Resources Management, Managerial Accounting & one of the following: Principles of Business Law, and Systems Analysis
4	International Certificate in Purchasing and Supply (New and Old CIPS Qualifications)	CIPS (Chartered Institute of Purchasing and Supply). Students are expected to register with CIPS for membership	<b>X</b>	MK45,000.00 (MK9,000.00 per subject)	MSCE or its equivalent	5 - Understanding Purchasing principles Selecting the Right supplier, Effective Negotiation, Managing Inventory & Business Environment
5	International Advanced Certificate in Purchasing and Supply	CIPS (Chartered Institute of Purchasing and Supply). Students are expected to register with CIPS for membership		MK54,000.00 (MK10,800.00 per subject)	Advanced Certificate in Purchasing and Supply	5 - International Logistics, Preparing and Managing Inventory, Analysing the Supply Market, Introduction to Purchasing Strategy & Measuring Performance in Purchasing & Supply
6	Foundation Diploma in Purchasing and Supply	CIPS (Chartered Institute of Purchasing and Supply). Students are expected to register with CIPS for membership	<b>M</b>	MK60,000.00 (MK10,000.00 per subject)	International Advanced Certificate in Purchasing and Supply	6 - The Purchasing Environment, Business Organization & Processes in Purchasing & Supply, Business Analysis in Purchasing and Supply, Legal Procurement Process, Introduction to Supply & Materials Management
7	Diploma in Human Resource Management	ICM (Institute of Commercial Management) Students are expected to register with ICM for membership	<b>O</b>	MK50,000.00 (MK10,000.00 per subject)	MSCE or its equivalent with a credit in English plus work experience	4 - Human Resource Management, International Business Communication, Business Management & Administration, & Business Law

8	Advanced Diploma in Human Resource Management	ICM (Institute of Commercial Management) Students are expected to register with ICM for membership	<b>N</b>	MK50,000.00 (MK10,000.00 per subject)	Diploma in Human Resource Management from ICM or any other recognised institution plus work experience	4 - Management Theory and Practice, Employee Relations, Training & Development, & Human Resource Development	
9	Professional Certificate in Marketing	CIM (Chartered Institute of Marketing) Students are expected to register with CIM for membership		MK45,000.00 (MK11,250.00 per subject)	MSCE or its equivalent with credits in English and Mathematics	4 Marketing Essentials, Assessing the Market Environment, Market Information and Research & Marketing for stakeholders	
10	Professional Diploma in Marketing	CIM (Chartered Institute of Marketing)		MK50,000.00 (MK12,500.00 per subject)	Professional Certificate in Marketing (CIM)	4 - Marketing Research and Information, Marketing Planning, Marketing Communications & Marketing Management in Practice	
11	Certificate in Information and Communication Technology (ICT)	Mzuzu University	<b>T</b>	MK40,000.00 (MK8,000.00 per subject)	MSCE or its equivalent with 5 credits including English and Mathematics. No previous knowledge of computer needed	5 - Access, Word, Excel, Internet & PowerPoint	
12	Intermediate Certificate in Information and Communication Technology (ICT)	Mzuzu University		<b>H</b>	MK50,000.00 (MK10,000.00 per subject)	MSCE or its equivalent with credits in English and Mathematics, plus a certificate in ICT from a recognised institution	5 - Personal Computer Repair (Trouble Shooting and Upgrading) Computer Networks, Desktop Publishing (Publishing theory & Graphic Designing), Digital Video Production & Web Design
13	Certificate in Business Management	Mzuzu University	<b>S</b>		MK40,000.00 (MK8,000.00 per subject)	MSCE or its equivalent	5 – Marketing, Accounting, Business Communication, Statistics/Quantitative Methods & Introduction Business
14	Advanced Certificate in Business Management	Mzuzu University			MK40,000.00 (MK10,000.00 per subject)	Certificate in Business Management	4 – Economics, Organization Behaviour, Accounting 2 & Quantitative Methods 2

Applications should be addressed to:

**The Coordinator  
Continuing Education Programmes  
Centre for Open and Distance Learning  
Mzuzu University  
Private Bag 201  
Luwinga  
MZUZU 2**

For any inquiries, please contact the Coordinator of the Continuing Education programmes on telephone: **01 930 794**

Registration starts immediately.

**Notables**

- These are evening classes, which will run from 5:00 – 7:00 pm.
- Registration and examination fees for external examining boards are the responsibility of the student. The University will only facilitate access to the needed information.
- Registration forms can be collected in person from the Centre for Open and Distance Learning at a fee of **MK500.00** during working hours only.
- Classes will start on 10<sup>th</sup> January 2011. Tuition fees can be paid either in full or in two equal instalments (**No Fees No Registration**).
- All candidates starting classes on 10<sup>th</sup> January 2011 **must** have a **receipt** to show that full or half fees have been paid.
- Please inform us if you prefer week-end classes or evening classes.