



## MALAWI COLLEGE OF ACCOUNTANCY TRAINING WORKSHOPS

Malawi College of Accountancy (MCA), Malawi's premier accountancy and business management training institution, is pleased to invite applications to the following **Short Courses** which will be conducted in the period **January to April 2018**:

<b>JANUARY 2018</b>	<b>Description</b>	<b>Target Group</b>	<b>Dates</b>	<b>Duration</b>	<b>Venue</b>	<b>Fee</b>
MCA/TCD/FM/18/01	Finance for Non-Finance Managers	Directors and Managers in Non-Financial positions both in Public and Private sectors	24 <sup>th</sup> – 26 <sup>th</sup> January	3 Days	Blantyre Campus	K80, 000 per participant
MCA/TCD/FM/18/02	Budgeting and Budgetary Control	Directors and Managers in Non-Financial positions both in Public and Private sectors	24 <sup>th</sup> – 26 <sup>th</sup> January	3 Days	Lilongwe Campus	K80, 000 per participant

<b>FEBRUARY 2018</b>	<b>Description</b>	<b>Target Group</b>	<b>Dates</b>	<b>Duration</b>	<b>Venue</b>	<b>Fee</b>
MCA/TCD/BM/18/03	Entrepreneurship and Small Business Management	Small Business Owners, Managers requiring Entrepreneurial Skills	6 <sup>th</sup> – 9 <sup>th</sup> February	4 Days	Blantyre Campus	K80,000 per participant
MCA/TCD/FM/18/04	Computerized Bookkeeping	Accounts Clerks, Accounts Assistants, Assistant Accountants and all staff handling Bookkeeping duties in both Public and Private Sectors	20 <sup>th</sup> – 23 <sup>rd</sup> February	4 Days	Blantyre Campus	K80, 000 per participant
MCA/TCD/HRM/18/05	The Effective Manager	Senior and Middle Managers both in Public and Private Sectors with	20 <sup>th</sup> – 23 <sup>rd</sup> February	4 Days	Lilongwe Campus	K80, 000 per participant

<b>MARCH 2018</b>	<b>Description</b>	<b>Target Group</b>	<b>Dates</b>	<b>Duration</b>	<b>Venue</b>	<b>Fee</b>
MCA/TCD/BM/18/6	Entrepreneurship and Small Business Management	Small Business Owners, Managers requiring Entrepreneurial Skills	6 <sup>th</sup> – 9 <sup>th</sup> March	4 Days	Lilongwe Campus	K80, 000 per participant
MCA/TCD/BM/18/7	Effective Sales Management	Senior and Middle Managers in the Marketing and Selling Functions in various business	7 <sup>th</sup> – 9 <sup>th</sup> March	3 Days	Blantyre Campus	K80, 000 per participant
MCA/TCD/ICT/18/8	Database Management Systems	ICT Officers and Network Administrators in both the Public and Private Sectors	14 <sup>th</sup> – 16 <sup>th</sup> March	3 Days	Lilongwe Campus	K80, 000 per participant

<b>APRIL 2018</b>	<b>Description</b>	<b>Target Group</b>	<b>Dates</b>	<b>Duration</b>	<b>Venue</b>	<b>Fee</b>
MCA/TCD/BM/18/9	Entrepreneurship and Small Business Management	Small Business Owners, Managers requiring Entrepreneurial Skills	10 <sup>th</sup> to 13 <sup>th</sup> April	4 Days	Mzuzu Campus	K80, 000 per participant
MCA/TCD/EPM/18/10	Project Management	Personnel responsible for initiating projects, Directors and Senior Executives both in Public and Private sectors	18 <sup>th</sup> – 20 <sup>th</sup> April	3 Days	Blantyre Campus	K80, 000 per participant
MCA/TCD/BM/18/11	Public Relations Management	Public Relations Officers and Spokespersons in both the Public and Private Sectors	18 <sup>th</sup> – 20 <sup>th</sup> April	3 Days	Lilongwe Campus	K80, 000 per participant

### **Workshop Fees**

The Fee is inclusive of Tuition, Course materials, Certificates, Lunch, Morning and Afternoon Refreshments.

### **Methods of Application**

Confirm your booking by calling The Head of Marketing on: Landline **01 871 411**, Cell: **0888 432119** or Email.: [fmoto@mca.ac.mw](mailto:fmoto@mca.ac.mw) or The Business Development Officer on: **01 788 315**, Cell: **0995 613019**