

CENTRE FOR EDUCATIONAL SERVICES (CES)
UNIVERSITY OF CALABAR – CALABAR
CALL FOR APPLICATION FOR ADMISSION 2026/2027 SESSION

GENERAL INFORMATION

Applications are invited from qualified candidates for admission into the CES short certificate programmes as listed below. All applications are online. Candidates are advised to follow the online procedure given in this advertisement.

S/NO	PROGRAMME
<i>CENTRE FOR FRENCH LANGUAGE AND DIGITAL TECHNOLOGY</i>	
1	<u>FRENCH FOR SPECIFIC PURPOSES</u> Duration: 3 months & 6 months Eligibility: Any person interested in learning French for whatever reason Admission Requirements: (a) Minimum French level (A0 or no French at all). (b) Age 16 and above. (c) Language of instruction skills (d) Specific purpose relevance (e) Attendance commitment The program is split into two distinct tiers tailored to different career depths: • 3-Month Intensive Track (Certificate): Focuses entirely on functional oral communication, key industry terminology, and routine workplace documentation. • 6-Month Intensive Track (Certificate): Focuses entirely on Intermediate functional oral communication, key industry terminology, and routine workplace documentation. Modes of Study and Duration Full-Time Intensive - Hybrid (Physical / Online) ➤ For a 3-month certificate programme in any of the available fields, we have a total of 150 lessons for Beginners, Intermediate and Advanced learners (8-10 hrs/week - 30 Credit Units). ➤ For a 6-month certificate in any of the available fields, we have a total of 300 hours of lessons for Beginners, Intermediate and Advanced learners (8-12 hrs/week - 60 Credit Units). Executive Part-Time - Hybrid (Physical / Online) • 15 hours of face-to-face/hybrid instruction per week over 12 weeks (3 Months) or 24 weeks (6 Months). • Flexible weekend physical classes coupled with synchronous weekday evening modules.

BASSEY ANDAH INSTITUTE FOR ASIAN AND AFRICAN STUDIES

2

PROFESSIONAL CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

Duration: 3 months

Admission Requirements:

- Applicants must possess the ability to read and write English Language.
- Must have acquired Secondary School Education.
- Working professionals without formal academic qualifications but with relevant industry experience will be considered.

ADVANCED CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

Duration: 6 months

Admission Requirements:

- SSCE/WAEC/NECO with at least three (3) credits.
- National Certificate in Education (NCE) or Ordinary National Diploma (OND).
- Any equivalent qualification recognized by the University Senate.

STRUCTURE AND MODES OF STUDY

The pedagogical framework of the programme is highly interactive and industry-aligned, consisting of:

- Classroom lectures
- Practical HR simulations
- Case studies
- Group projects
- Seminars and workshops
- Industrial exposure
- Internship attachment (where applicable)
- Continuous assessment and examinations

Programme Duration Summary

Programme	Duration
Professional Certificate	3 Months
Advanced Certificate	6 Months

--	--	--	--

INSTITUTE OF PUBLIC POLICIES AND ADMINISTRATION			
3	1. <u>CERTIFICATE IN PEACE STUDIES AND CONFLICT RESOLUTION</u> Duration: 6 months Admission Requirements: Admission into the Certificate Programme in Peace Studies and Conflict Resolution shall be open to candidates who satisfy any of the following requirements: - A minimum of five (5) credits at the Senior Secondary School Certificate Examination (SSCE), GCE, NECO, NABTEB, or their equivalents, including English Language. - Holders of National Certificate in Education (NCE), National Diploma (ND), Higher National Diploma (HND), Bachelor's degree, or equivalent qualifications. - Public servants, military personnel, paramilitary officers, traditional rulers, religious leaders, community leaders, NGO personnel, and practitioners with relevant professional experience may also be considered. - Mature candidates with demonstrable work experience and interest in peacebuilding and conflict management may be admitted. STRUCTURE OF THE PROGRAMME The programme's curriculum shall consist of core courses, practical exercises, seminars, workshops, and project assignments. The proposed course contents include: <i>Certificate course</i> • Introduction to Peace Studies • Theories of Peace and Conflict Studies • Principles of Conflict Management • Conflict Analysis • Case Studies in Peace and Conflict Management • Human Rights and Social Justice • Nigerian Security Environment • Research Methods in Peace and Conflict Studies MODES OF STUDY The Programmes in Peace Studies and Conflict Resolution shall operate under flexible modes of study to accommodate diverse categories of learners.		
	2. <u>CERTIFICATE IN OFFICE TECHNOLOGY AND MANAGEMENT</u> Duration: 6 months		

Admission Requirements:

- All prospective students must possess a minimum of **four (4)** credit passes in SSCE/GCE O'Level, which must include English Language and Mathematics. All prospective students shall be required to present a statement of results or certificate before admission.
- Applicants may be new entrants to the profession with little or no experience, or existing staff looking for a more comprehensive refresher course. Candidates with relevant work experience may be given preference after an interview/screening process

Programme Structure

The six-month Certificate Programme is structured to adopt the course-credit unit system and is designed to combine theoretical knowledge with practical, hands-on training in modern office administration and ICT.

The curriculum is organized into core modules, each focusing on a key competency area. These modules or competency areas are:

1. **Office Administration & Secretarial Duties:** This module is intended to help develop knowledge and skills in office management, secretarial practice, records management, and executive support.
2. **Keyboarding and Document Processing:** Provides progressive training in touch typing and the use of word processing applications.
3. **Business Communications:** Equips students with effective communication skills for business correspondence, interpersonal communication, and professional office interactions.
4. **Practical Computing (ICT Concepts):** Introduces students to modern ICT tools, including computer applications, document processing, spreadsheets, presentations, and internet skills.