



DIPLOMA IN MANAGEMENT



The Diploma in Management (DipM) is designed to prepare students to be managers and leaders. It equips students with the essential knowledge and skills to manage people and organizational resources and to achieve personal and professional goals. The program offers units relevant to developing creative and analytical skills to manage their roles in the ever-changing work environment. With the growing trend towards globalization, public sector reform and government incentives to boost SME development, it is essential for employees to acquire management skills to take a greater leadership role within their employer organizations or even take initiative to start-up SME.

PROGRAM STRUCTURE

The DipM is a 2 year (4 semesters) program comprising eight units of study. It is offered in flexible learning mode in a variety of locations at different times throughout the year where there are cohorts of students to be taught. Students take two units in a semester and complete the program in two years. Students are required to participate in a two-week residential component each semester. They are expected to have a laptop for their study throughout the program.

Semester One

FM231 Ethical Issues in Management
FM259 Computer Applications

Semester Two

FM233 Management Fundamentals
FM250 Introduction to Taxation

Semester Three

FM260 Finance and Resource Management
FM261 Managing Customer Service

Semester Four

FM235 Introduction to Organizational Behavior
FM251 Managing Projects

Each of the 8 units has a fifteen credit point value and students are required to gain 120 credit points to be eligible to graduate with the award.



UNIT DESCRIPTIONS

FM231 Ethical Issues in Management

Students gain an understanding of the importance of ethics and analyze ethical issues in the context of leadership and management of organizations. They explore principles of Christian Ethics and compare and contrast them to Melanesian ethical principles, with some insight into the Big Man style of leadership in Papua New Guinea.

FM259 Computer Applications

This unit develops students' competencies in computer applications such as word processing, excel and PowerPoint. Word processing and PowerPoint presentations are essential skills for report writing and academic presentations or presentations in workplace settings. Students engage with hands-on practical exercises to learn and gain competitive skills in the said computer applications.

FM233 Management Fundamentals

This unit equips students with the essential knowledge, principles and practices of management and the roles of a manager in an organization. Students explore the essential functions of management, specifically planning, organizing, leading and controlling. Apart from providing the students with the essentials of management principles, case studies are analysed using various appropriate strategies and techniques based on relevant principles and theories.

FM250 Introduction to Taxation

Students gain insight into the provisions of income tax laws for individuals, resident and non-resident, employees. Other taxes imposed by GoPNG will be analyzed for understanding business legal requirements and compliance. Students engage in practical exercises on the tax issues and problems commonly encountered by individuals, SMEs and corporations.

FM260 Finance and Resource Management

This unit equips students with the essentials of finance and resource management. Students develop an understanding of budgeting approaches including basic accounting, performance and cost analysis, and the application of appropriate methods of controlling costs to improve efficiency. They engage in analysis and interpret financial performance reports. They also examine their relevance and effectiveness to determine future actions and recommendations for improved financial and resource management and accountability.

FM261 Managing Customer Service

This unit equips students with essential concepts of efficient and effective management of customer services, which are critical to the success of any business. Students demonstrate an understanding of the concept of quality service management in the workplace, the significance of quality customer service and how it contributes to organizational success, and the steps and techniques that organizations can employ to manage customer services for their long-term competitiveness and sustainability.

FM235 Introduction to Organizational Behavior

This unit equips students with an understanding of organizational behaviour theories and concepts and their practical application to designing organizations and managing individuals and teams in the context of a fast-changing environment. Students approach learning through three learning frames: structure or systems frame, human resource frame and the leadership or political frame.

FM251 Managing Projects

In this unit, student view all undertakings in their lives, which require resources that exist in limited quantities for their completion as a project. Participants identify various components of a project, analyze project scope, determine critical tasks, and the critical path to complete the project within resources constraints. Practical project concepts include project initiating, planning, executing, monitoring, updating, completing and closing.

MODE OF DELIVERY

The program is delivered through flexible, blended learning strategies using well-established principles of adult learning applied to the Papua New Guinean context. Students are required to attend an intensive two-week residential component at Wewak Campus each semester. Directed and practical assignments relating to workplace applications must then be completed in the student's own time and submitted before the due dates.

PROGRESSION OF STUDIES

Students who graduate with a DBS are eligible to apply for the Bachelor of Management (flexible mode) or the Bachelor of Business (Accountancy) or Bachelor of Business (Management) - full-time programs at the main campus in Madang.

FACILITIES

Divine Word University – Wewak Campus offers excellent, modern, learning and teaching facilities in a beautiful, friendly and conducive learning environment.

ADMISSION REQUIREMENTS

- Grade 12 Certificate with C or better grades in the core subjects or the equivalent of matriculation to tertiary studies;
- At least 3 years of work experience or self-employment;
- Must be computer/internet literate.

COSTS

- K100 non-refundable Application fee.
- Compulsory K3000 fee per semester (K1500 per unit)
- A K100 deferral fee is charged if a student is unable to attend a residential at the scheduled time

ACCOUNT DETAILS FOR FEE PAYMENTS

Bank	BSP Madang
Branch No.	960
Account No.	1000 433 578
Account name	TDEC/DWU

FOR APPLICATION FORMS AND FURTHER INFORMATION

CONTACT:

The Assistant Registrar
Wewak Campus
Divine Word University
P.O. Box 542
Wewak, East Sepik Province
Papua New Guinea

Phone: (675) 456 2327

Email: psuaki@dwu.ac.pg

Website: <https://www.dwu.ac.pg/en/index.php/study-dwu/faculty-of-business-infomatics/dep-of-finance-and-management#programs>