



**Faculty of Business and Informatics  
Port Moresby Campus – Capacity Building  
Training Centre**

**Master of Business Administration**



## 1. ENTRY REQUIREMENTS

Thank you for choosing Divine Word University (DWU) to offer you a world class Master of Business Administration (MBA) program. The DWU MBA program is a program of the Faculty of Business and Informatics offered in collaboration with Macquarie Graduate School of Management of Macquarie University, Australian Catholic University and University of Western Sydney.

Divine Word University is renowned for the high quality of its graduates. To maintain these quality standards, the following requirements for entry in to the MBA program are:

Program	Entry Requirement
Master of Business Administration	1. A Bachelor's degree (or equivalent) from a recognized university and 5 years or more of relevant work experience.
	2. A Bachelor's degree (or equivalent) from a recognized university with a Grade Point Average (GPA) of 3 out of 4 and 3 years or more of relevant managerial experience.
Post Graduate Certificate in Management or Post Graduate Certificate in Professional Accounting	A Master's Degree in a business related field, from a recognized university.

## Calculating your GPA

### Grade Points

High Distinction	4
Distinction	3
Credit	2.5
Upper Pass	2
Pass	1
Fail	0

To calculate GPA, add up the total number of grade points earned, multiply the result by 10 and divide the total number of credit points attempted.

In order to register for the MBA program, the applicant needs to provide:

- Completed Application Form
- Detailed CV
- Two completed Referee's Reports
- Certified copy of Degree Certificate
- Two passport sized ID photographs
- Non-refundable application fee of PGK200 (deposit to Bank South Pacific Account No. 1001129000; attach original of deposit slip to the application form; retain a copy for your records)

The application package needs to be submitted to the Assistant-to-the-Registrar at the Divine Word University campus in Port Moresby.

**Please note:** Incomplete or unpaid applications will not be processed.

### Intake date:

For the 2021 intake, the application period opens on the 01<sup>st</sup> of October and closes on 06<sup>th</sup> November 2020.

Successful candidates will be informed in December 2020. Candidates are only eligible to attend classes after having paid for units in advance.

### 1.1 PROGRAM STREAMING

Applicants have the choice of either applying in to the MBA (Management) stream, the MBA (Accounting and Finance) stream or the MBA (Entrepreneurship) stream. The MBA program's 12 units consists of 8 compulsory units and 4 elective units which are dependent on the stream enrolled for.

Applicants with an existing Master's Degree in a business related field can also apply for direct entry in to the Post Graduate Certificate in Management, the Post Graduate Certificate in Professional Accounting and Post Graduate Certificate in Entrepreneurship.

The Post Graduate Certificate Programs consist for the 4 elective units, dependent on the stream enrolled for.

## 2. DELIVERY MODE

Weekend 1		
Friday	Saturday	Sunday
8:00am-12noon; 1:00pm-4:00pm	8:00am-12noon; 1:00pm-4:00pm	8:00am - 12noon
Weekend 2		
Friday	Saturday	Sunday
8:00am-12noon; 1:00pm-4:00pm	8:00am-12noon; 1:00pm-4:00pm	8:00am - 12noon
<b>Total = 40 Hours</b>		

The units are taught in a 'block' mode. Blocks consist of two weekend periods of fulltime face-to-face lectures followed by 3 – 4 weeks of assignments and exam preparation. The face-to-face lectures will be offered from Friday to Sunday with 20 contact hours per weekend. Attendance during all face-to-face lectures are compulsory. Each unit will be offered once only in a single year. For units in which a final exam is prescribed, the final exam will be held on the third Saturday following the end of lectures. The MBA coordinator and Assistant-to-the-Registrar maintain open communication with lecturers and students as well as the Dean of the Faculty and University Registrar to provide the best teaching and learning support for the program.

### 2.1 COMMENCEMENT DATE

Each year is divided into two semesters. A student is expected to take three units per semester. Each unit is delivered over two weekends. Students may commence the program at the start date of any unit except MB614 for which MB607 and MB610 are pre-requisites. A student who wishes to take more than three units per semester is advised to discuss their plan with the MBA coordinator and obtain approval of the Dean of the Faculty. All 12 units must be completed in order to qualify for the award of MBA.

## 3. PROGRAM UNITS

MBA PROGRAM MAP	
Unit	Credit points
<b>Year 1</b>	
MB639 Ethical Leadership	15
MB607 Accounting Foundations	15
MB618 Business Economics	15
MB610 Management Accounting	15
MB615 Organisational Behaviour	15
MB614 Financial Management	15
<b>Year 2</b>	
Elective Unit 1	15
MB617 Business Law	15
Elective Unit 2	15
MB620 Cross Cultural Management	15
Elective Unit 3	15
Elective Unit 4	15

### 3.1 MBA Elective Units

Management Stream	Accounting and Finance Stream	Entrepreneurship Stream
MB649 Quantitative Analysis for Management	MB629 Corporate Accounting	Theory and Practice of Entrepreneurship
MB613 Marketing Management	MB630 Accounting Theory	Small Business Management
MB619 Human Resource Management	MB631 PNG Taxation and Practice	Creativity & Innovation and Designation Thinking for Entrepreneurs
MB621 Strategic Management	MB637 Investment Management	Project Management and Feasibility Analysis

### LOCATION:

The program is offered at the Port Moresby Campus, Corner of Croton Street, Waigani Drive and (Entrance via Croton Street).

### For further information, contact:

#### The MBA Program Coordinator

Ph: (+675) 325 5668/7091 5741

Email: [pomcampus@dwu.ac.pg](mailto:pomcampus@dwu.ac.pg)

Website: [www.dwu.ac.pg](http://www.dwu.ac.pg)

### For Enrolment, contact:

#### Assistant-to-the-Registrar

Capacity Building Training Centre  
Divine Word University – Port Moresby Campus  
P.O. Box 582.  
Konedobu,  
National Capital District.  
Papua New Guinea

Ph: (+675) 325-5668 / 7091 5741

Fax (+675) 325-5266

Email: [pomcampus@dwu.ac.pg](mailto:pomcampus@dwu.ac.pg)

**Visit our Website:** [www.dwu.ac.pg](http://www.dwu.ac.pg)

Updated: September 2020

## Unit Descriptions

### Accounting Foundations – MB607

This unit provides the student with the necessary skills to understand the nature and application of the basic accounting framework and system. All accounting transactions conform to this framework and system. Students are introduced to the concepts and rules governing the identification, measurement, recording and reporting of accounting events and transactions. The application of these transactions in the context of different ownership structures is also examined. On completion of this unit, students will be able to analyse economic events and be able to prepare financial records and reports based on these events. Students will also gain an understanding of the conventions and assumptions associated with the production and use of accounting numbers.

### Management Accounting – MB610

The fundamentals of any management accounting system in organisation are to provide appropriate information for the costing of products and services: Support functions – planning, controlling, evaluation, continuous improvement, and decision-making; Competitive support – focuses on the provision of both financial and non-financial services to the management team to enhance the firm's competitiveness. This unit is designed to provide an understanding of these provisions.

### Marketing Management – MB613 (Management Stream Elective)

Marketing as a business discipline involves amongst other things an understanding of the choices of the 'products' and 'markets' within which the firm will operate. Consequently, marketing performs a critical function in the management of modern organisations and in shaping their strategic directions and ultimate profitability. The unit is designed to give a broad overview of the field of marketing. It is intended to provide students with a working knowledge of the various aspects, functions, tools and terminology used by marketers and marketing related stakeholders.

### Financial Management – MB614

The fundamentals of financial management are introduced from the perspective of the finance manager in a firm, namely those making investment, financing and dividend decisions. Finance theory is applied with the aim of providing a coherent framework and insights to assist in forming reasoned judgements. Topics include financial decision making – capital budgeting and investment evaluation, valuation of assets, projects and businesses, risk and return, an overview of the local debt and equity markets, capital structure decisions, management of equity and financial risk

management. Case studies and financial planning models are used to provide context. The unit covers methods used in evaluating investment projects, and an introduction is given to the local debt and equity markets.

### Organisation Behaviour – MB615

This unit seeks to engage students with multiple perspectives for understanding and managing their own and others' behaviour within organisations, with a view to developing organisational capability through strengthened internal dynamics. Among the approaches taken are the macro perspectives important in leadership and change, particularly the relationship between behaviour and organisational structure, and psych-social, political and cultural/symbolic aspects of organisations. Other topics covered include individual differences, groups and teams, power, learning, interpersonal communication, perception and ethics.

### Business Law – MB617

This unit covers principles or requirements of business law that will guide a person who serves in a leadership or managerial role to make decisions that will better serve the interest of his or her organisation. Knowing those principles or requirement include: contract law, company law, trust arrangements, banking law, land related law, tax (including stamp duty) and statutory certifications and approvals. Related topics such as basic anatomy of a commercial transactions and issues involved in transacting with the State and its agencies and instrumentalities will also be covered.

### Business Economics – MB618

This unit covers basic concepts in economics: demand, supply, elasticity, opportunity costs, comparative advantage, marginal cost and benefit analysis; applications of these concepts to how markets work (and don't work) and how economic forces are transmitted, especially across borders (forex markets, share markets, property and bond markets etc.); aggregate demand and supply analysis, using basic Keynesian cross, and IS LM models to understand the forces shaping the direction an economy will move in; getting and interpreting current economic statistics; understanding policy issues and the options for dealing with them by, for example, fiscal and monetary tools; and building and using scenarios of the economy for strategic and tactical management purposes at a firm level.

### Human Resource Management – MB619 (Management Stream Elective)

Human Resource Management (HRM) explores the policies, practices and processes that are used to manage people in the workplace. It focuses on the way HRM can contribute to increased competitive

advantage and to improved short-term performance outcomes, long term sustainability outcomes and to legal compliance outcomes. The unit explores the impact of the changing context in which organisation operate on the way work is organised and managed. It examines a variety of theoretical approaches to managing people and develops in detail the strategic approach to human resources management. Policies involved in attracting and retaining people, improving employee performance, motivating and rewarding job performance and fostering learning and development are examined. Three of the themes running through the unit are that there are things that can be done to improve the way people are managed; that policies and practises need to be consistent; and that the process of policy implementation could result in practice being different to the intention of the policy.

### **Cross Cultural Management – MB620**

The objective of this unit is to equip students with the knowledge and skills which are necessary for them to interact effectively with members of cultures other than their own, specifically in the context of international business relations. Essentially the unit is concerned with considering the issues and problems of managing in different cultures, in particular, the 'people problems' that invariably arise in international business relationships.

### **Strategic Management – MB621 (Management Stream Elective)**

The purpose of this course is to help you develop your own point of view on the formulation and implementation of corporate strategy and on the roles and tasks of corporate leaders such as general managers. The basic aim is to teach you how to think and act like a business leader responsible for the strategic health of the total enterprise. It should help you work more effectively with or for, or as an advisor to, other leaders within the organisation. This course has a strong focus on case-studies and discourse between theory and practice. This derives from the text, readings, your research, class discussion. In summary, strategic management is designed to help you prepare to become an effective corporate leader. You will be exposed to program definition, situation analysis, priority setting, and action. You will learn more basic guidelines that will lead to outstanding performance. And you will have an opportunity to develop your own views on what style; approaches, attitudes and behaviour (in you and your staff) are likely to lead to success.

### **Corporate Accounting – MB629 (Accounting & Finance Stream Elective)**

The goal of this unit is to understand the

accounting issues that arise from the various forms of corporate organization and how these translate into disclosure issues for financial reporting purposes. The unit includes company formation and liquidation; accounting for a group of related companies and other associated entities; and modern disclosure practices. The prescriptions for accounting policies under IFRS are examined. It builds on accounting knowledge and business contexts of PNG. It emphasises the critical role of accurate, reliable financial disclosures for advancing the economic prospect of business and government. Corporate governance and audit provisions are also examined.

### **Accounting Theory – MB630 (Accounting & Finance Stream Elective)**

This unit focuses on the methodologies employed in developing accounting policies both in PNG and abroad. It concentrates on how decision makers use accounting information and are involved in its development. Various theoretical and professional approaches which underpin practice are considered. This unit discusses the frameworks which could be applied to financial reporting and assesses the impact such models have had, or could have, on our understanding about the measurement and disclosure issues in financial reporting. This unit focuses on accounting development, historic and prospective. It ties together issues confronting disclosure and reporting practices as well as examining problems emerging regarding governance, accountability and sustaining business entities.

### **PNG Taxation and Practice – MB631 (Accounting & Finance Stream Elective)**

Taxation law is complex and varied. This unit introduces the various types of PNG taxes and the overall scheme for the application of taxes and then focuses on the key provisions of Income Tax Law including the interrelationship of income tax and business operations. Conditions for applying and complying are reviewed as well as the consequences of taxation policy. Tax and its consequences pervade commercial life and impact most business activity and decision-making. Knowledge of tax effects is critical for all professionals working in PNG.

### **Investment Management – MB637 (Accounting & Finance Stream Elective)**

This unit critically examines the academic and professional literature pertaining to the investment setting, market efficiency, investment objectives, portfolio strategies and risk pricing, valuation of equity, debt and property investments, managed funds, and alternative investments. A value biased

view of investing is taken which challenges conventional valuation techniques and approaches. The unit also considers investing from the viewpoint of the individual, as well as from the standard institutional perspective.

### **Ethical Leadership – MB639**

The unit explores ethics and philosophy of human acts as foundations of management thought and action. In today's business many CEOs need to know what the signs are that an organization is getting it right and addressing the most important dimensions of managing ethics, creating ethical culture and an ethical organization. This unit is designed to assist students to think ethically. Making good business decisions requires a trained sensitivity to ethical issues and a practiced method for exploring the ethical aspects of a decision and weighing the considerations that should impact on the choice of a course of action in any organization. Having a method for ethical decision-making in any organization is absolutely essential in today's business world. This unit will assist students to create a framework for ethical decision making as a useful process for exploring ethical dilemmas and identifying ethical courses of action in PNG's complex culturally diverse context. This unit will examine theories of what an ethical community, an ethical business, an ethical government, or an ethical society should be. It will make inquiries into different levels of humans acting ethically as individuals, creating ethical culture and organizations or governments, and making PNG society as a whole ethical in the way it does business and treats everyone.

### **Quantitative Analysis for Management – MB649 (Management Stream Elective)**

This unit introduces a number of quantitative techniques and models of analysis applicable in any decision-making situation. The range of techniques and models includes statistical analysis techniques and mathematical models. Students develop competencies in articulating a situation that requires a decision to be taken by identifying the parameters involved and defining its mathematical equivalent in the form of a system model. Before a system model can be solved, it will require data input. Students develop competencies in statistical methods of data collection, organisation and analysis as well as interpretation and reporting of the findings from the analysis. The relationship between the data input to a model and information output from the model and how these connect to the decision-making situation under consideration form the core of the unit.

### **Creativity & Innovation and design thinking for entrepreneurs (Entrepreneurship Stream Elective)**

This unit enhances students understanding of the concept of innovation, its components and its importance. Develop a practical framework for the design and implementation of a systematic innovation strategy, incorporate adequate tools for formulation of a business model and a business plan.

### **Project Management and Feasibility Analysis (Entrepreneurship Stream Elective)**

This unit provides students with the knowledge and skills necessary to conduct project-planning activities that accurately forecast project costs, timelines, and quality. Implement processes for successful resource, communication, risk and change management resulting in successful projects.

### **Theory and Practice of Entrepreneurship (Entrepreneurship Stream Elective)**

This unit provides the student with the necessary skills to understand the nature and application of Entrepreneurship. The unit enables students through different business models to identify challenges of starting new ventures, investigate, understand and internalize the process of setting up a business and understand the driving forces necessary to be a success.

### **Small Business Management (Entrepreneurship Stream Elective)**

This unit equips the student with the knowledge and skills to have a broader understanding of the application of management principles; the selection, establishment, and operation; involved in moving from the initial planning stages to the establishment of the business. This unit emphasizes the critical role of the entrepreneur to sustainability operate and manage the business.