



Faculty  
OF **Business &  
Informatics**

**Port Moresby Campus  
Capacity Building Training Centre**

## **BACHELOR OF MANAGEMENT DEGREE PROGRAM**



The Bachelor of Management program is designed to be offered through flexible mode and targeting the working class who wish to upgrade their qualifications. The program comprises eight units to be covered over four (4) semesters. The program builds upon the successful completion of a Diploma in Management, a Diploma in Human Resource Management, a Diploma in Business Studies or related. The program aims to equip managers or aspiring managers the knowledge and skill-set required to be competent, ethical in their approaches on issues and decisions, and increased awareness of their corporate social responsibilities.

### **Program**

The program structure comprises eight units. They are essential workplace related units which is a contrast to the standardized theoretical mainstream units normally offered in most other universities in PNG. And this is what makes this program more compatible to the workplace and working professional.

### **Semester One**

FM404 Strategic Planning and Implementation  
FM418 Christian Ethics for Business Professionals

### **Semester Two**

FM405 Human Resource Development  
FM417 Business Research

### **Semester Three**

FM406 Managing Finance  
FM422 Marketing Management and Research

### **Semester Four**

FM420 Operations and Quality Management  
FM421 Entrepreneurship and SME Development

### **Structure**

The Bachelor of Management is an 80 credit point (cp) program. Students are required to attend a compulsory intensive two-week residential component at the Port Moresby Campus where programs are conducted during each semester. Directed and practical assignments relating to workplace applications are then completed in the student's own time. Programs are offered at various times throughout the year.

Students are required to gain 80 credit points (cp) to be eligible for the award.

Ongoing student feedback sets the program as a benchmark to reflect current Papua New Guinea organisational management trends. Learning provisions in the program suit demands of modern Papua New Guinea workplaces.

### **Facilities**

Divine Word University – Port Moresby Campus is a non-residential campus offering excellent learning and teaching facilities in a conducive learning environment.

### **Admission Requirements**

- Hold a diploma in management or a related field
- Have a minimum of three years' work experience or self-employment.
- Applicant must be computer/internet literate.

### **Costs**

K100 non-refundable **Application Fee**

K3,000.00 tuition per semester inclusive of all program costs

### **Account details for fee payments:**

**Bank:** BSP Commercial Centre

**Branch No:** 951

**Account No:** 1001129000

**Account name:** Divine Word University – Capacity Building Training Centre

### **For Application Forms and further information 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)

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

## DESCRIPTION OF UNITS IN THE BACHELOR OF MANAGEMENT PROGRAM

### Semester One

#### **FM404 Strategic Planning and Implementation**

In this unit, students develop strategic management thinking and skills. Basic concepts and principles in strategic management are discussed as they apply in work place environment - business, government or non-profit organisation. Emphasis is also placed on the role of a manager as decision maker, strategist, leader, visionary and implementer.

#### **FM418 Christian Ethics for Business Professionals**

This unit equips students with a comprehensive understanding of the ethical issues, dilemmas and challenges faced by managers and employees in their organisations. The nature of Christian ethics and ethical behavior in business organisations is important to build business relationships within and with peer organisations. The unit explores discussion of ethics and philosophy of human acts as foundations of business and management thought and action. It explores the different forms and definitions in the academic literature. It discusses how individuals respond when faced with unethical behavior in organizations. Students will study the importance of ethics and analyze ethical issues in the context of business, leadership and management of organizations. They will also explore principles of Christian Ethics. The unit will assist students to think ethically in making good business decisions and explore different ethical theories and applications in a business context.

### Semester Two

#### **FM405 Human Resource Development**

This unit explores the issues and choices confronting organizations in regard to the management of people. A central focus is the relationship of human resource management, equity and workplace performance. The unit identifies and analyses a range of factors which influence attitudes toward the management of people and experience at work. It examines, amongst other things, recruitment and selection, performance management, and training.

#### **FM417 Business Research**

This unit prepares students to undertake a small research project in business and management. The theoretical component introduces the philosophies and approaches underpinning qualitative and quantitative types of research, and familiarizes students with elements of research project leading to the development of a research proposal. The practical component of the unit develops skills for defining the research problem, critical reading and writing a literature review, and developing data collection instruments. The unit emphasizes basic business research methods, culminating with a small research proposal, data collection and analysis and write-up as a non-residential activity.

### Semester Three

#### **FM406 Managing Finance**

This unit equips students with an understanding of fundamental concepts necessary to use accounting effectively. Starting with a macro view of accounting information, the unit presents real financial statements. Students are able to establish how a financial statement communicates the financing, investing, operating activities and decision making of a business to managers who are users of accounting information. The unit motivates students by grounding the discussion in the real world, showing them the relevance of the topics covered to their future career. Finally, the unit develops students' managerial capacity by exploring financial information for decisions making.

#### **FM422 Marketing Management and Research**

This unit equips students with the theories and concepts on Marketing Management and Research. Marketing management focuses on how business create value for customers and capture value from customers in return. The unit helps students examine the process by which marketing builds on thorough understanding of buyer behavior to create value. Students learn the major elements of the marketing mix - product policy, channels of distribution, communication, and pricing - and see how they fit within different analytical frameworks that are useful to managers. This enhances students' understanding of how marketing works in the business world. Research component equips the students with the knowledge and techniques required to determine the potential market for a specific product.

### Semester Four

#### **FM420 Operations and Quality Management**

This unit is important as an organizations' sustainable competitive advantage depends on the effectiveness and efficiency of its operations and quality management systems. This unit enables student to examine operations aspects from idea generation and development to research and design, to product/service creation, to delivery and after sales service. The unit equips students with contemporary best-practice operations strategy, techniques and tools in manufacturing and service industries. It enables students to explore continuous improvement techniques and initiatives in product and service quality. It explores techniques that organizations can employ to better manage quality aspects of their operations, quality inputs and outputs for long-term sustainability. Students acquire knowledge, techniques and tools that enable them to manage organizational processes for cost-effectiveness, gaining competitive advantage.

#### **FM421 Entrepreneurship and SME Development**

Entrepreneurship is about taking risks in starting a small business usually between a single ownership to a number of owners and anyway below 20 employees would be categorized as small business in PNG. This unit equips students with the knowledge to start and manage a small business. The unit will equip students with an understanding of business management skills such as building competitive advantages, calculated risks, developing intellectual property of its employees, risks of business failures, knowledge of initial start and business growth to maturity and harvest. The units enable understanding of preparation of business ownership, advantages and disadvantages, sole traders, partnerships, Joint Ventures, and other types of small to medium enterprise business and the Governments vision to promote citizens involved in SME business to create employment opportunities rather than seek employment opportunities. The unit enables application of the global context of entrepreneurship and small business practices into PNG context.



# Divine Word University

## Port Moresby Campus

### Capacity Building Training Centre

PO Box 582, Konedobu, NCD, Papua New Guinea  
Tel: (675) 325 5668 / 7091 5741; Fax: (675) 325 5266  
Email: [pomcampus@dwu.ac.pg](mailto:pomcampus@dwu.ac.pg)



DWU Receipt #:

(Official use only)

## Bachelor of Management Application Form

(Please print neatly and clearly)

Please ensure that you have paid your K100 Non-refundable Application Fee and adhere the receipt:  
Bank: BSP Commercial Centre Branch No.: 951 Account No.: 1001129000 Account name: DWU-CBTC

Full Name: \_\_\_\_\_  
(Title) (Given Name) (Surname)

Province: \_\_\_\_\_ Sex: Male  Female

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Marital Status:  Married  Single  
(Day) (Month) (Year)

Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_  
Office Home/ Mobile

Email: \_\_\_\_\_

Can you use Microsoft Word? Yes  No

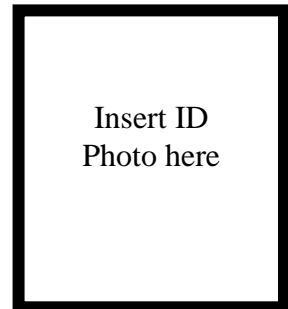
Can you use Microsoft Excel? Yes  No

Can you use Microsoft Power point? Yes  No

Can we give your name & phone number to other students? Yes  No

### Section 1: Academic Attainment (Most recent first):

Educational Institution Issuing authority	Academic Qualifications	Year Awarded



**Note:** Attach copies of certificates and transcripts you have listed above.

**Section 2: Employment record** (Current employment first):

Employer	Address	Position	Period

**Note:** Attach two (2) recent references from employers listed above.

Please briefly describe the duties of your current occupation:

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How will you be sponsored?    Employer     or    Private

I declare on behalf of (*name of Sponsor*) \_\_\_\_\_ that I am committed to sponsoring the applicant for the duration of this Program.

**Note:** If you are being sponsored by your employer or other sponsors ensure they write their name or adhere their official stamp on the space provided and their signatures must also be included.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Checklist of relevant attachments needed on application (Tick the boxes to confirm you have attached the REQUIRED documents)**

- Deposit Receipt of Application Fee
- Recent Passport Sized Photograph
- Diploma Certificate with Academic Transcripts
- Letter of Confirmation from your Employer
- Grade 10 and 12 Certificates
- Detailed CV
- 2 Character References

<input type="checkbox"/>
<input type="checkbox"/>
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<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

*Please sign to confirm you have all these documents attached*

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note: If you have changed your name since your previous years of study, please provide a Statutory Declaration to confirm that you are the same person. Additionally, if you have lost or misplaced your certificates and have referenced them in the application (section 1) please provide confirmation from the Department of Education's Measurement Services Division to support your application.**

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**Mail or hand deliver to:** Capacity Building Training Centre, Divine Word University – Port Moresby Campus, PO Box 582, Konedobu, National Capital District, Papua New Guinea or hand deliver to: DWU Port Moresby Campus, Sec: 34, Lot: 5/9 Croton Street along Waigani Drive. **(Do not fax or email applications).**

*Remember to consult the checklist before submitting your application.*

**Refund Policy: All claims for refund must be in writing to the Campus Administrator stating the reasons for the claim. Each case will be considered on its own merit.**

**All semester fee refund claims are charged an administrative fee of 10%. This means that the charge applies prior and after the commencement of any semester.**

**Refund cheques are made payable only to the original owner of the funds.**

**Upon signing this enrolment form, you agree to comply with DWU policies.**

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For office use only:

Application Received: Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_

Received by: \_\_\_\_\_

Data Entered by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_

Application Scanned by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_\_