



Faculty
OF **Business &
Informatics**

**Port Moresby Campus
Capacity Building Training Centre**

DIPLOMA IN MANAGEMENT



The Diploma in Management program is a four semester program offered through flexible mode. It comprises eight units of study. It is designed to enhance knowledge and skills in professionals (students) in public and private sectors with fundamental and contemporary knowledge necessary to management and lead organisations in the 21st century.

Program

The Diploma in Management program aims to prepare students employed in different organizations with theoretical and practical management skills that are applicable to manage people and organizational resources. The program is aligned well with strategic plans of the University, PNG's National Qualification Framework and in response to PNG Vision 2050. The program is necessary for the public and private sector, non-governmental organizations (NGOs) and other institutions and can fit well into their staff development 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 Behaviour

FM251 Managing Projects

Students who graduate with a Diploma in Management are eligible to apply for the **Bachelor of Management** program (flexible mode) or Bachelor of Business (Management) – fulltime at the main campus in Madang.

Updated: January 2020

Structure

Students are required to attend an intensive two-week residential component at the Port Moresby Campus during each semester. Directed and practical assignments relating to workplace applications must then be completed in the student's own time.

The program is conducted through a distance-learning mode using well-established principles of adult learning applied to Papua New Guinean context.

Facilities

Divine Word University – Port Moresby Campus offers excellent modern residential, 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 and,
- At least 3 years of work experience or self-employment.
- Must be computer / internet literate.

Dates

The programs are offered at various times throughout the year. Refer any queries to the Administration Officer.

Costs

K100 non-refundable **Application Fee**

K3, 000.00 tuition per semester all inclusive 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

Email: pomcampus@dwu.ac.pg

Check our Website www.dwu.ac.pg

DESCRIPTION OF UNITS DIPLOMA IN MANAGEMENT

Semester One

FM231 Ethical Issues in Management

This unit equips students with a comprehensive understanding of the Christian ethical issues, dilemma and challenges faced by managers and employees in the contemporary workplace. The unit discusses the nature of unethical behaviour, including a discussion of different forms and definitions in the academic literature. The unit allows students to explore how individuals respond when they encounter unethical behaviour in organizations and understand the importance of ethics and analyse ethical issues in the context of leadership and management of organizations. The unit equips students with the principles of Christian ethics, compare and contrast it to the Melanesian ethical principles, with some insight into the Big Man style of leadership in Papua New Guinea.

FM259 Computer Applications

This unit equips with the competencies in using word processing and spreadsheet presentations software. Word processing and spreadsheet presentation are essential skills for report writing and academic presentations or presentations at workplace settings. Students will be equipped with the essentials of these applications where students engage in hands-on practical exercises to learn and gain competitive skills.

Semester Two

FM233 Management Fundamentals

This unit prepares students with the fundamental knowledge on the principles and practices of management and the roles of managers in organizations. Students develop an understanding of the basic functions of managers, especially planning, organizing, leading and controlling. The unit enables students to analyse case studies using various appropriate strategies and techniques based on relevant principles and theories.

FM250 Introduction to Taxation

This unit equips students with an understanding of the provisions on companies and other business and allowable deductions to businesses. The unit discusses other taxes imposed by PNG for understanding business legal requirement and compliance. The unit enables students to engage in practical exercises on tax issues and problems commonly encountered by individuals and companies.

Semester Three

FM260 Finance and Resource Management

Availability of resources affects the lives of every person and organization and proper management leads effective use to achieve organisational outcomes. This unit prepares students with the knowledge on how finance and other resources are managed in different organizations and effectively manage all resources to meet the targets of the organizations. The unit prepares students to manage financial and all other resources to enable businesses to operate and achieve the goals and objectives of the business.

FM261 Managing Customer Service

This unit provides students with the relevant knowledge and skills, and develops positive attitudes in managing customer service in their workplaces. The unit equips students with the key concepts of customer service management and the significance of managing customer service in the modern business environment. Students explore the key elements in delivering customer service excellence and other important components including evaluating customer feedback and instituting relevant actions for maintaining customer service for long term competitive edge.

Semester Four

FM235 Introduction to Organizational Behaviour

This unit provides students with various views of organizational behavior in management and the dynamic functions and responsibilities of different organizations. Students understand the importance of monitoring individual and group performance and the challenging role of creating a climate where employees manifest desirable behavior in the workplace. Students will also be equipped with an overview of individual and group behaviour and the three levels of organizational behavior. The unit discusses organizations as entities, the forces that shape them, and their impact on the members.

FM251 Managing Projects

This unit prepares students to view all undertakings in their lives, which require resources that exist in limited quantities for their completion as a project. Students identify various components of a project, analyze project scope, determine critical tasks, and the critical path to complete the project with the resources constraints. Practical project concepts include project initiating, planning, executing, monitoring, updating, completing and closing. Students are prepared to write project closing reports. The unit equips students with the use of project management software to manage projects.



Divine Word University
Port Moresby Campus
Capacity Building Training Centre

PO Box 582, Konedobu, NCD, Papua New Guinea
 Tel: (675) 3255668 / 7091 5741; Fax: (675) 3255266
 Email: pomcampus@dwu.ac.pg



DWU Receipt #:

Diploma in Management Application Form

(Please print neatly and clearly)

Please ensure that you have paid your K100 Non Refundable Application Fee and here show a receipt:

Bank: **BSP Commercial Centre** Branch No.: **951** Account No.: **1001129000** Account name: **DWU-CBTC**

Full Name: _____
 (Title) (Given Name) (Surname)

Province: _____ Gender: Male Female

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

Postal Address: _____

Telephone: _____ 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



Insert ID
 Photo here

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:

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
- Letter of Confirmation from your Employer
- Grade 10 and 12 Certificates
- Detailed CV
- 2 Character References

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.

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.

For office use only:

Application Received: Date: ____ / ____ / ____ Time: _____

Received by: _____

Data Entered by: _____ Date: ____ / ____ / ____ Time: _____

Application Scanned by: _____ Date: ____ / ____ / ____ Time: _____