



Faculty
OF **Business &
Informatics**

**Port Moresby Campus
Capacity Building Training Centre**

DIPLOMA IN BUSINESS STUDIES



The Diploma in Business Studies (DipBS) is a four (4) semester program offered through flexible mode. It comprises of eight units of study. It is designed to equip students with fundamental and contemporary knowledge and upgrade their analytical and behavioural skills required in managing an organisation, whether profit or non-profit.

Program

The Diploma in Business Studies aims to equip students with the knowledge necessary to enhance their ability to manage well the organization or business companies they work with. The program endeavors to supplement the students' practical knowledge with well-founded theoretical concepts especially for those who desire to attain higher degree in management, accountancy and other business related fields. To pursue this goal, the University is committed in providing quality teaching and learning experiences for its students.

Semester One

FM211 Accounting Principles
FM228 Business Management and Law

Semester Two

FM213 Communication in Business
FM214 Ethics in Business

Semester Three

FM217 Fundamentals of Finance
FM219 Financial Accounting

Semester Three

FM227 Business Information System
FM224 Cost Accounting and Budgeting

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

Structure

Diploma in Business Studies utilises blended teaching and learning strategies. Students are required to attend an intensive two-week residential component at 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 is a non-residential campus offering excellent learning and teaching facilities in a 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

Fax (675) 325-5266

Email: pomcampus@dwu.ac.pg

Check our Website www.dwu.ac.pg

DESCRIPTION OF UNITS DIPLOMA IN BUSINESS STUDIES

Semester One

FM211 Accounting Principles

Accounting is involved with identification and classification of business transaction source documents to enable the preparation of financial statements that provide relevant information for making business and economic decisions. This unit equips students with an understanding of accounting fundamentals including the users of accounting information, assumptions and the principles underlying accounting, definitions of key terms (asset, liability, owner's equity, revenue and expense), and accounting systems for unincorporated single and multiple owner businesses. The unit enables skills development, applications and financial analysis. It allows students to examine transactions and events in more complex settings and deals with assets, liabilities and different business structures. Students will be equipped with the principles, concepts and policies underpinning accounting action and analyse the financial statements and measurement of profitability, financial and liquidity.

FM228 Business Management and Law

This unit equips students with the fundamental knowledge, principles and practices of management and the roles of a manager in the organization. It enables understanding of the basic functions of managers, including planning, organizing, leading and controlling. The unit enables students to analyse case studies using various and appropriate strategies and techniques based on relevant principles and theories. The unit provides students with the understanding of the PNG law and PNG business law as well as the legal requirements for the formation and operation of various entities carrying out business activities.

Semester Two

FM213 Communication in Business

This unit equips students with written and oral business communications. It aims to provide students with the knowledge and skills to write clear, concise, relevant and effective business correspondence, reports and memoranda. The unit comprises of composing a draft for an interview, taking dictation, use of telephone and presentation of reports. The unit emphasises reading with utmost comprehension business correspondence, reports and memoranda to be effective in business communications.

FM214 Ethics in Business

This unit equips students with the Christian ethical values and moral practices in a business environment. It explores the ethical behaviors and social responsibilities of business enterprises towards their employees, customers, suppliers and the community as a whole. It enables understanding of policies, decision and work procedures related to human resource management, production and marketing of goods

and services as well as social desirability of investments to the community. The unit enables students to compare and contrast different ethical theories and identify the moral principles that will guide the behavior of decision-makers of business enterprises.

Semester Three

FM217 Fundamentals of Finance

This unit equips students with the core concepts of finance and the tools of financial decisions making in the context of PNG and integration environments. These concepts include time value of money, risk and return and capital structures. The unit equips students with an understanding of the basic practices of finance management from the standpoint of the firm

FM219 Financial Accounting

This unit equips students with a set of inter-related concepts defining the nature, purpose and fundamentals of financial reporting. It enables understanding on the development and communication of financial information for the external users primarily through general-purpose financial statements. It also explores the design and implementation of accounting information systems as a data model for resource allocation and management of an organisation. It discusses current trends in information management and the changing regulatory requirements. The unit enables understanding of the financial accounting sequence of investing, common accounting disclosures of a business and the other dimensions of corporate financial accounting and reporting. Students also explore accounting issues in accordance with International Financial Reporting System on corporate reporting.

Semester Four

FM227 Business Information System

This unit equips students with the use of spreadsheet software and other computer applications. It also explores the use and safe work practices and enables students to produce spreadsheets that are necessary and essential for those entering the business world. With a commonly used software application, this unit equips students with the fundamental principles and practical skills required to produce accurate calculations in worksheets with a professional appearance. The unit explores application of accounting software package with practice set spreadsheet links.

FM224 Cost Accounting and Budgeting

This unit prepares students with the various cost concepts and explore the different cost accumulation procedures. The students explore and apply job order and process costing on business concerns, service organizations such as health care organizations and hotel services. The unit discusses the costs, its concepts and objectives, and its role in management planning, organizing and control. It also discusses the cost elements and its accumulation under job order costing and inventory valuation, and how capital budgeting concepts are applied to costing.



Divine Word University
Port Moresby Campus
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 Tel: (675) 3255668 / 7091 5741; Fax: (675) 3255266
 Email: pomcampus@dwu.ac.pg



DWU Receipt #:

(Official use only)

Diploma in Business Studies 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: _____

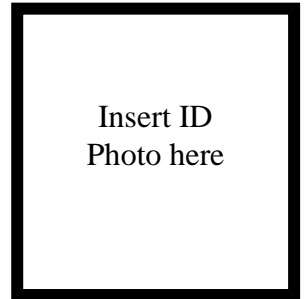
Telephone: _____ Mobile: _____ Email: _____

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



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: _____