



DIPLOMA IN BUSINESS STUDIES



The Diploma in Business Studies (DipBS) is designed to equip students with fundamental and contemporary knowledge in business and upgrade their analytical and behavioural skills required in managing an organisation. The program endeavours to supplement the students' practical knowledge with well-founded concepts for those who desire to attain a degree in business-related fields. With the growing trend towards globalization, public sector reform and government incentives to boost SME development, it is essential for students to acquire business skills to take a greater leadership role within their organizations or even take initiative to start-up SME.

PROGRAM STRUCTURE

The DipBS 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 per 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

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

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

FM211 Accounting Principles

This unit equips students with the essential knowledge, skills, tools and techniques of accounting including the use of accounting information, assumptions and the underlying principles, definitions of key terms (asset, liability, owner's equity, revenue and expense), and accounting systems for single and multiple owner businesses. Students examine transactions and events in complex settings and deal with assets, liabilities and different business structures. They are equipped with the principles, concepts and policies underpinning accounting action and analyse the financial statements and measurement of profitability, financial and liquidity to make business and economic decisions.

FM228 Business Management and Law

This unit equips students with the essential knowledge, principles and practices of management. Students gain an understanding of the management functions including planning, organizing, leading and controlling. Students analyse case studies using various and appropriate strategies and techniques based on relevant principles and theories. Students also gain insights into the PNG law and PNG business law as well as the legal requirements for the formation and operation of various entities that carry out business activities.

FM214 Ethics in Business

This unit equips students with Christian ethical values and moral practices in a business environment. They compare and contrast different ethical theories and identify the moral principles that guide the behaviour of decision-makers in businesses. It explores the ethical behaviours and social responsibilities of businesses towards their employees, customers, suppliers and the community. Students gain an understanding of policies 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.

FM213 Communication in Business

This unit equips students with written and oral business communications. Students gain essential knowledge and skills to write clear, concise, relevant and effective business correspondence, reports and memoranda. The unit comprises 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.

FM217 Fundamentals of Finance

This unit equips students with the key concepts of finance and the tools of financial decisions making in the context of PNG and integration environments. These concepts include the time value of money, risk and return and capital structures. Students demonstrate an understanding of the basic practices of financial management in business and other organisations.

FM219 Financial Accounting

This unit equips students with the nature, purpose and fundamentals of financial accounting. Students gain an understanding of the development and communication of financial information for external users through general-purpose financial statements. Students explore the design and implementation of accounting information systems as a data model for resource allocation and management of an organisation. Students gain an understanding of the financial accounting sequence of investing, common accounting disclosures of a business and other dimensions of corporate financial accounting and reporting. Students also explore accounting issues per the International Financial Reporting System on corporate reporting.

FM227 Business Information System

This unit equips students with the use of spreadsheet software and other computer applications to manage business information. Students explore the use and safe work practices and enable them to produce spreadsheets that are necessary and essential for those entering the business world. Students are equipped with the skills required to produce accurate calculations in worksheets with a professional appearance. They also explore the application of an accounting software package with practice set spreadsheet links.

FM224 Cost Accounting and Budgeting

This unit equips students with fundamental knowledge of cost accounting and budgeting. They explore the different cost accumulation procedures and apply job order and process costing on business concerns, service organizations such as health care organizations and hotel services. Students discuss the costs, its concepts and objectives, and its role in management planning, organizing and control. They also discuss the cost elements and its accumulation under job order costing and inventory valuation, and how capital budgeting concepts are applied to costing.

MODE OF DELIVERY

The DipBS uses flexible, blended teaching and learning strategies. 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.

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

PROGRESSION OF STUDIES

Students who graduate with a DipBS 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 K3000.00 tuition fees per semester.
- 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>