

**The National Polytechnic Institute  
of  
Papua New Guinea**

# Department of Business Studies

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## *Diploma in Business Studies Management*

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*"Enroll at National Polytechnic Institute of PNG for a brighter  
future"*

## DIPLOMA IN BUSINESS STUDIES - MANAGEMENT

### Minimum entry requirements

Grade 12 (or equivalent ) with B grade in English and Maths, and C grade in all other subjects or Grade 10 school leavers with at least 2 years industrial experience in management and other related areas.

### Course Objective:

To provide a high quality program of study to train competent managers and office supervisors with knowledge and skills honed towards employability in all sectors of society in Papua New Guinea and abroad.

### Course Structure

<b>Code</b>	<b>Subject</b>	<b>Hrs/Wk</b>	<b>Credit</b>
<b>Stage One</b>			
DBSA11001	Accounting 1	8	16
DBSA15001	Computer & Inform. Systems 1	6	12
DBSA11001	Business Communication	6	12
DBSA14001	Principles of Management	5	10
DBSA12001	Business Mathematics	5	10
	<b>Total</b>	<b>30hrs</b>	<b>60 credit</b>
Stage Two			
DBSM24003	Principles of Marketing	6	12
DBSM24006	Principles of Economics	6	12
DBSM22002	Business Statistics	6	12
DBSM24002	Resource Management	6	12
DBSM25002	Computer & Inform. Systems 2	6	12
	<b>Total</b>	<b>30hrs</b>	<b>60 credit</b>
Stage Three			
DBSM33007	Management Accounting	8	16
DBSM34008	Principles of Purchasing	6	12
DBSM34007	Organizational Behavior	7	14
DBSM34012	Business Law A	5	10
DBSM34011	Business Ethics	4	8
	<b>Total</b>	<b>30hrs</b>	<b>60 credit</b>

## Stage Four

DBSM33008	Taxation	8	16
DBSM34013	Business Law B	8	16
DBSM34010	Industrial Relations	7	14
DBSM34009	Operations Management	7	14
	<b>Total</b>	<b>30hrs</b>	<b>60 credit</b>

### *Other Fulltime Courses offered by the Department*

- Diploma in Business Studies - ACCOUNTING
- Diploma in Business Studies – OFFICE ADMINISTRATION
- Diploma in Business Studies - COMPUTING

### *Short Term Courses offered by the Department*

- Microsoft Office Package
- Computerised Accounting Systems using MYOB
- Bridging Course (Maths & Bookkeeping)
- Supervisory Management
- Accounting for Non-Accountants
- Small Business Management
- Know About Business

### *Other Courses offered by the Institution*

#### **Diploma Courses:**

- Mechanical Engineering
- Building
- Architectural Drafting
- Civil Engineering
- Tourism & Hospitality Management
- Electrical Engineering
- Applied Science

#### **TTC Courses:**

- Metal Trades (MFM & MFW)
- Science Technology
- Tourism & Hospitality
- Drafting

#### **Certificate Courses:**

- Meat Processing

# A BRIEF HISTORY OF THE FIRST POLYTECHNIC INSTITUTE IN PAPUA NEW GUINEA

**T**HE National Polytechnic Institute of Papua New Guinea (*NPIPNG* or *Polytec PNG* for short) was officially launched on 2<sup>nd</sup> December 2009 with the Governor General, Sir Paulias Matane, making the official declaration and unveiling of the commemoration plaque.

\_\_\_\_\_ The National Polytechnic Institute was legally established in 2008 by the National Education Board acting under its authority as provided by Education Act 1983. On August 2008 a fact-finding team of five was sent to New Zealand to study the organizational structure set up, operation and management, and academic programs of selected polytechnics and institutes of technology. The team consists of acting TVET assistant secretary Mr. Jayasundra J. Banda, as team leader, the late principal—Mr. Mathew Piruruho, deputy principal—Mr. Lawrence Parry, and two department heads—Mr. Joselito Marcos and Mrs. Rosa Manua,

\_\_\_\_\_ Upon its return the team presented their findings and recommendations in a comprehensive report to the governing council. The report was well received by the governing council that created the Polytechnic Committee. The committee was tasked, in 2009, to carry out year-long activities—ranging from formulation of new vision and mission statements, strategic and management plans, policies and procedures on student affairs, governance and management, finance, and human resource development to academic matters among others—culminating into the official launching of the first polytechnic institute on the day before the 55<sup>th</sup> and last graduation rite of the former Lae Technical College.

\_\_\_\_\_ The National Department of Education established the National Polytechnic Institute as the first of four polytechnics envisioned to be created in each of the four regions of the country. The conversion from being a technical and a business college to a polytechnic institute was realized through the initiative of Technical Vocational Education and Training division, and was spearheaded by the college's governing council and administration together with its six academic departments.

\_\_\_\_\_ The former Lae Technical College was established in 1953 at the location where Busu High School is presently situated. In 1954, it was relocated to its present site with initially one administration block, two workshop units, one dining hall, and one toilet block.

\_\_\_\_\_ Various changes and improvements had taken place in the school in terms of infrastructure, academic programs, and personnel. Like any organizations, the college encountered a number of difficulties and problems but with the able assistance of the governing council, school authorities, stakeholders and the community, it has survived all the odds.

\_\_\_\_\_ With strong commitment from and undying faith of all stakeholders, it is envisioned that the institute will produce useful citizens equipped with life-long skills and knowledge that they can use in their quest for personal success and contribute to the progress and prosperity of this nation.

## MISSION STATEMENT

**WE** are a government educational institution committed to develop individuals in various life skills through quality and relevant educational programs that meet business, industry and community needs for sustainable national progress.

## VISION STATEMENT

**WE** are a prime institution for growth, excellence and prosperity through quality education and training.