



Short Courses

No.	Course	Duration	Fee
1	Purchasing and Inventory Management	3 Days	K800
2	Accounting for Non-Accountants	3 Days	K800
3	Accounting for Payroll	1 Day	K750
4	Business Valuation and Analysis	2 Days	K1,500
5	Studying and Interpreting Financial Reports by Non-Financial/Accounting professionals	3 Days	K1,000
6	Managing Intangible Resources (Intellectual Capital & Knowledge Management)	3 Days	K900
7	Electronic Markets	3 Days	K900
8	E-commerce in PNG: Identifying and Strengthening the Enablers of Ecommerce	3 Days	K750
9	MARKETING MANAGEMENT SKILLS FOR MARKETING PROFESSIONALS	4 Days	K1,300
10	Logistics and Supply Chain Management	3 Days	K1,200
11	Operations and Production Management	4 Days	K1,500
12	Developing and Managing a Small Business	3 Days	K750
13	Quality Customer Service	3 Days	K650
14	Customer Relationship Management	3 Days	K750
15	Change Management Skills for Managers	5 Days	K1,400
16	Contract Law	5 Days	K1,500
17	Office/Productivity Applications	5 Days	K1,500
18	Book Keeping using Microsoft Excel	3 Days	K900
19	Digital Literacy	4 Days	K1,000
20	Database Design using Microsoft Access	5 Days	K1,500
21	Project Management Fundamentals using various Project Management Software	5 Days	K1,800
22	Microsoft Excel Intermediate Level	3 Days	K900
23	Microsoft Excel Advance Level	3 Days	K900

Capacity Building for Small Medium Enterprises (SMEs)

We also have various customized courses for Small Medium Enterprises (for New, Existing and Mature SMEs) in Financial Literacy, Small Business Management, Digital Literacy, etc. We are mobile and can deliver courses in any location within PNG.

For State Agencies and Donors who may look at providing courses to a larger audience, we have the capacity and we can offer online courses for SMEs in the country.

For more information on application form and course information:

contact us on Telephone: 473 4401 or email: paul.pinjik@pnguot.ac.pg or alita.sari@pnguot.ac.pg

The Schedule for 2023 are:

- 1. 3rd April 2023 – 7th April 2023**
- 2. 4th June – 8th July 2023**
- 3. 28th August – 1st September 2023**
- 4. 29th October 2023 – 9th February 2024**