



INTERNATIONAL TRAINING INSTITUTE

Distance Education Course Information

Effective January 2010

Port Moresby:
 Distance Education Division ,
 Allotment 2 & 3, Section 140, Scratchley Road Badili
 P.O.Box 6322, BOROKO. NCD.
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Distance education is a popular way for people in many different situations to continue education and improve their professional skills. It allows students to study no matter where they are and is ideal for students who wish to work full-time and study part-time.

The International Training Institute is providing you a great opportunity to attain a Certificate or a Diploma in Business through its Distance Education Program. All the courses have been upgraded to be user friendly and can suite anybody.

CERTIFICATE COURSES

Certificate in Business (CIB)

Program Structure

The Certificate in Business requires the successful completion of 5 units .

Units offered

Unit No.	Unit Name
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1002	Business Communication
1004	Introduction to Computing
1009	Business Administration.
1010	Numeracy.
1001	Accounting 1

Certificate in Sales (CIS)

Program Structure

The Certificate in Computing requires the successful completion of 5 units .

Units offered

Unit No.	Unit Name
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1002	Business Communication
1004	Introduction to Computing
1006	Fundamentals of Marketing
1007	Salesmanship.
1001	Accounting 1

Certificate in Human Resources Management (CHRM)

Program Structure

The Certificate in Human Resource Management requires the successful completion of 5 units .

Units offered

Unit No.	Unit Name
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1002	Business Communication
1004	Introduction to Computing
2018	Human Resource Management
1011	Organizational Behaviour
1001	Accounting 1

DIPLOMA COURSES

SUCCESSFUL COMPLETION OF CIB
 GUARANTEES ENTRY INTO DIB-MACC OR DIB-MGT

SUCCESSFUL COMPLETION OF CIS
 GUARANTEES ENTRY INTO DIB-MKT

Diploma in Business - majoring Accounting (DIB-MACC)

Program Structure

The Diploma in Business majoring Accounting requires the successful completion of 10 units . The first 5 units are same as those covered in Certificate program..

Courses

SEMESTER ONE

Unit No.	Unit Name
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1002	Business Communication
1004	Introduction to Computing
1009	Business Administration.
1010	Numeracy.
1001	Accounting 1

SEMESTER TWO

2010	Accounting II
2011	Introduction to Business Law
2012	Cost and Budgeting
2013	Auditing
2014	Taxation

Diploma in Business - majoring Marketing (DIB-MKT)

Program Structure

The Diploma in Business majoring Marketing requires the successful completion of 10 units . The first 5 units are same as those covered in Certificate program.

SEMESTER ONE

Unit No.	Unit Name
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1002	Business Communication
1004	Introduction to Computing
1006	Fundamentals of Marketing.
1007	Salesmanship
1001	Accounting 1

SEMESTER TWO

2015	Retail Marketing
2011	Introduction to Business Law
2012	Cost and Budgeting
2016	Consumer Behaviour
2017	Introduction to Economics

Diploma in Business - majoring Management (DIB-MGT)

Program Structure

The Diploma in Business majoring Management requires the successful completion of 10 units . The first 5 units are same as those covered in Certificate program.

SEMESTER ONE

Unit No.	Unit Name
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1002	Business Communication
1004	Introduction to Computing
1009	Business Administration.
1010	Numeracy.
1001	Accounting 1

SEMESTER TWO

2018	Human Resources Management
2011	Introduction to Business Law
2012	Cost and Budgeting
2019	Financial & Strategic Management
2017	Introduction to Economics

Why study by distance at ITI?

- ◆ Study at your own pace for a maximum period of 8 months for a course.
- ◆ You can take one or two subjects at a time.
- ◆ Open to all students and workers all over PNG and abroad.
- ◆ Courses are designed in a user friendly manner.
- ◆ Course materials, workbooks, assignments, study guides will be mailed.
- ◆ Do exams in your home town.
- ◆ You can switch mode of study from distance to on-campus.
- ◆ After successful completion of certificate courses you are eligible to articulate into DIBMACC or DIBMKT.
- ◆ Completion of the DIBMACC or DIBMKT will allow students to apply for degree programs offered by universities that ITI is associated to.
- ◆ Approved by National Training Council(NTC Reg. No# 009)
- ◆ Approved by Internal Revenue Commission (IRC) for Training Levy Purpose
- ◆ Associated to University of Southern Queensland.(USQ))

CAREER PATH OF ITI DIPLOMA HOLDERS

- * Direct entry into 1st year degree programs at the University of Southern Queensland(USQ) in study areas of Business, IT and Commerce. The mode of study can be either on-campus in Toowoomba, Queensland Australia or Distance mode.

(* Various conditions apply)

CERTIFICATE LEVEL

ENTRY REQUIREMENTS

- Successful completion of Grade 10 with passes in English & Maths or
- Relevant work experience or
- Recommendation from organizations.

COURSE FEES

- Full Payment K2,250.00 (For 5 subjects)
- Per subject K450.00



DIPLOMA LEVEL

ENTRY REQUIREMENTS

- Successful completion of Grade 12 with passes in English & Maths or
- Successful completion of CIB OR CIS or
- Relevant work experience or
- Recommendation from organizations.

COURSE FEES

1 (DIB - MAJOR IN MANAGEMENT & MAJOR IN MARKETING

- Full Payment K4,500.00 (For 10 units)
- Per unit K450.00

2) DIPLOMA IN BUSINESS MAJORING IN ACCOUNTING ONLY

- Full Payment K4,500.00 (For 10 units) PLUS **K50.00** FOR AAT STUDENT MEMBERSHIP
- Per unit K450.00

STUDENTS AUTOMATICALLY BECOME STUDENT MEMBERSHIP FOR ASSOCIATION OF ACCOUNTING TECHNICIANS (AAT), AUSTRALIA.