



# INTERNATIONAL TRAINING INSTITUTE

## Full-Time course information

**Port Moresby Campus :**  
 Allotment 2 & 3, Section 140,  
 Scratchley Road, Badili  
 P.O.Box 6322, BOROKO. NCD.  
 Papua New Guinea  
 Ph : 320 2800 Fax: 320 0513

**Lae Campus:**  
 Section 27, Lot 36, Top Floor  
 Cnr Frigate & Butibum St, Voco Point  
 P.O.Box 618, LAE, Morobe Prov. PNG  
 Ph : 472 2790 Fax: 472 0199  
 E-mail: itilae@datec.net.pg

**SEMESTER INTAKES:**  
 ♦ JANUARY  
 ♦ JUNE  
 ♦ OCTOBER

Effective January 2010

**Website : [www.iti.ac.pg](http://www.iti.ac.pg) / E-mail : [enquires@iti.ac.pg](mailto:enquires@iti.ac.pg)**

### CERTIFICATE COURSES

>> Certificate in Computing (CIC)	>> Certificate in Business (CIB)	>> Certificate in Sales (CIS)	>> Certificate in Human Resource Management (CHRM)																																																
<p><b>Program Structure</b>            The Certificate in Computing requires the completion of 5 units successfully.</p> <p><b>Units offered</b></p> <table border="1"> <thead> <tr> <th>Unit No.</th> <th>Unit Name</th> </tr> </thead> <tbody> <tr><td>1008</td><td>Introduction to Programming</td></tr> <tr><td>1005</td><td>Database Development</td></tr> <tr><td>1004</td><td>Introduction to Computing</td></tr> <tr><td>1003</td><td>Microsoft Office Training</td></tr> <tr><td>1002</td><td>Business Communication</td></tr> </tbody> </table>	Unit No.	Unit Name	1008	Introduction to Programming	1005	Database Development	1004	Introduction to Computing	1003	Microsoft Office Training	1002	Business Communication	<p><b>Program Structure</b>            The Certificate in Business requires the completion of 5 units successfully.</p> <p><b>Units offered</b></p> <table border="1"> <thead> <tr> <th>Unit No.</th> <th>Unit Name</th> </tr> </thead> <tbody> <tr><td>1010</td><td>Numeracy</td></tr> <tr><td>1009</td><td>Business Administration</td></tr> <tr><td>1003</td><td>Microsoft Office Training</td></tr> <tr><td>1002</td><td>Business Communication</td></tr> <tr><td>1001</td><td>Accounting 1</td></tr> </tbody> </table>	Unit No.	Unit Name	1010	Numeracy	1009	Business Administration	1003	Microsoft Office Training	1002	Business Communication	1001	Accounting 1	<p><b>Program Structure</b>            The Certificate in Sales requires the completion of 5 units successfully.</p> <p><b>Units offered</b></p> <table border="1"> <thead> <tr> <th>Unit No.</th> <th>Unit Name</th> </tr> </thead> <tbody> <tr><td>1007</td><td>Salesmanship</td></tr> <tr><td>1006</td><td>Fundamentals of Marketing</td></tr> <tr><td>1003</td><td>Microsoft Office Training</td></tr> <tr><td>1002</td><td>Business Communication</td></tr> <tr><td>1001</td><td>Accounting 1</td></tr> </tbody> </table>	Unit No.	Unit Name	1007	Salesmanship	1006	Fundamentals of Marketing	1003	Microsoft Office Training	1002	Business Communication	1001	Accounting 1	<p><b>Program Structure</b>            The Certificate in Human Resource Management requires the completion of 5 units successfully.</p> <p><b>Units offered</b></p> <table border="1"> <thead> <tr> <th>Unit No.</th> <th>Unit Name</th> </tr> </thead> <tbody> <tr><td>2018</td><td>Human Resource Management</td></tr> <tr><td>1011</td><td>Organizational Behaviour</td></tr> <tr><td>1003</td><td>Microsoft Office Training</td></tr> <tr><td>1002</td><td>Business Communication</td></tr> <tr><td>1001</td><td>Accounting 1</td></tr> </tbody> </table>	Unit No.	Unit Name	2018	Human Resource Management	1011	Organizational Behaviour	1003	Microsoft Office Training	1002	Business Communication	1001	Accounting 1
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### DIPLOMA COURSES

>> Diploma in Computing - majoring in Information Systems (DIC-MIS)	>> Diploma in Computing - majoring in Internet Technology (DIC-MIT)	>> Diploma in Computing - majoring in Networking (DIC-MNW)																																																																																																
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# DIPLOMA COURSES

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<p><b>Program Structure</b> This program requires the completion of 10 units successfully.</p> <p><b>Units offered</b> <b>SEMESTER ONE</b></p> <table border="1"> <thead> <tr> <th>Unit No.</th> <th>Unit Name</th> </tr> </thead> <tbody> <tr><td>1002</td><td>Business Communication</td></tr> <tr><td>1003</td><td>Microsoft Office Training</td></tr> <tr><td>1009</td><td>Business Administration</td></tr> <tr><td>1010</td><td>Numeracy</td></tr> <tr><td>1001</td><td>Accounting 1</td></tr> </tbody> </table> <p><b>SEMESTER TWO</b></p> <table border="1"> <tbody> <tr><td>2018</td><td>Human Resources Management</td></tr> <tr><td>2011</td><td>Introduction to Business Law</td></tr> <tr><td>2012</td><td>Cost and Budgeting</td></tr> <tr><td>2019</td><td>Financial &amp; Strategic Management</td></tr> <tr><td>2017</td><td>Introduction to Economics</td></tr> </tbody> </table>	Unit No.	Unit Name	1002	Business Communication	1003	Microsoft Office Training	1009	Business Administration	1010	Numeracy	1001	Accounting 1	2018	Human Resources Management	2011	Introduction to Business Law	2012	Cost and Budgeting	2019	Financial & Strategic Management	2017	Introduction to Economics	<p><b>Program Structure</b> The Advanced Diploma in Business majoring in Accounting requires the completion of 6 units successfully. This Program has two intakes (March &amp; August). A Student could take Maximum of 3 units per semester. <b>(2010 WILL BE THE LAST YEAR FOR THIS PROGRAM TO BE OFFERED)</b></p> <p><b>Units offered</b></p> <table border="1"> <thead> <tr> <th>Unit No.</th> <th>Unit Name</th> </tr> </thead> <tbody> <tr><td>3009</td><td>Financial Accounting</td></tr> <tr><td>3010</td><td>Management Accounting</td></tr> <tr><td>3011</td><td>Intermediate Audit</td></tr> <tr><td>3012</td><td>Specialised Accounting Practice</td></tr> <tr><td>3013</td><td>Corporate Tax</td></tr> <tr><td>3014</td><td>Professional Ethics</td></tr> </tbody> </table>	Unit No.	Unit Name	3009	Financial Accounting	3010	Management Accounting	3011	Intermediate Audit	3012	Specialised Accounting Practice	3013	Corporate Tax	3014	Professional Ethics	<p><b>Program Structure</b> The program requires the completion of 8 units successfully. Students are recommended to take up two (2) units per semester. This Program has two (2) intakes per year. (End of February &amp; Second week of July) Students are eligible to sit for Australian Computer Society's (ACS) Dip. of Information Technology Exams.</p> <p><b>Units offered</b></p> <ol style="list-style-type: none"> <li>1. Systems Analysis &amp; Design</li> <li>2. Programming</li> <li>3. Data Management</li> <li>4. Computer Organisation</li> <li>5. Object Oriented Systems Development</li> <li>6. Computer Communications</li> <li>7. Professional Practice</li> <li>8. System Principal</li> </ol>																														
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## COURSE FEES

- 1) ALL INITIAL DIPLOMAS. (MAJORS IN COMPUTING AND BUSINESS)**  
\* K5000.00 (K1000.00 on registration followed by approved installments)
- 2) DIPLOMA IN BUSINESS MAJORING IN ACCOUNTING**  
\* K5,050.00 (K1000.00 on registration followed by approved installments.)  
*STUDENTS AUTOMATICALLY BECOME STUDENT MEMBERSHIP FOR ASSOCIATION OF ACCOUNTING TECHNICIANS, AUSTRALIA.*
- 3) CERTIFICATE LEVEL CONVERT TO RESPECTIVE DIPLOMA**  
\* K3,050.00 or K1000.00 on registration and balance in Installments (NB: OTHER INITIAL DIPLOMAS)  
\* K3,100.00 or K1000.00 on registration and balance in Installments (NB: DIB - MAJOR IN ACCOUNTING ONLY)
- 4) ADVANCED DIPLOMA IN BUSINESS MAJORING IN ACCOUNTING**  
\* K900.00 per unit
- 5) DIPLOMA IN INFORMATION TECHNOLOGY (DIT)**  
\* K950.00 per unit

## ENTRY REQUIREMENTS

- \* Successful completion of Grade 12 with passes in English & Mathematics or
- \* Successful completion of ITI certificate course
- \* Relevant work experience

### N/B: ENTRY REQUIREMENTS FOR

#### ADVANCED DIB - MAJOR IN ACCOUNTING :

- \* Successful completion of ITI Diploma in Business majoring Accounting

#### DIPLOMA IN INFORMATION TECHNOLOGY :

- \* Successful completion of ITI Certificate in Computing /Grade 12 or ITI Diploma in Computing

## DURATIONS

- 1) ALL INITIAL DIPLOMAS. (MAJORS IN COMPUTING AND BUSINESS)**  
\* 34 Weeks (9 months)
- 2) ADVANCED DIPLOMA IN BUSINESS MAJORING IN ACCOUNTING**  
\* 34 Weeks - 2 semesters per year (9 months)
- 3) DIPLOMA IN INFORMATION TECHNOLOGY (DIT)**  
\* 14 weeks per semester - 2 semester per year ( 8 months)

## WHY STUDY AT ITI

- ◆ Fully maintained and well designed computer laboratories
- ◆ Five Air conditioned seminar rooms
- ◆ Evening classes available with affordable transport fees for students who require drop-off. (5pm - 9pm)
- ◆ Approved by National Training Council - NTC Reg. No# 009 (POM)
- ◆ Approved by National Training Council - NTC Reg. No# 074 (LAE)
- ◆ Business courses offered on distance education mode
- ◆ Special Corporate Training rooms

## CAREER PATH OF ITI DIPLOMA HOLDERS.

- Students who complete the ITI Diploma are eligible to access courses and services offered by:**
- ◆ \* 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
  - ◆ \* Monash University in Australia
  - ◆ Association of Accounting Technicians (AAT-Australia)
  - ◆ Certified Practising Accountants of Papua New Guinea (CPA PNG)
  - ◆ British Computer Society (BCS)
  - ◆ Australia Computer Society (ACS)

**\* Various conditions apply for entry into the above universities.**