



INTERNATIONAL TRAINING INSTITUTE

Full-Time course information

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 P.O. Box 47, Warangoi. ENB
 Ph : 940 1966 Fax: c/- 320 0513
 Contact: Oliver P. Stanley on
 Mobile 72950131
 Email: itirabaul@gmail.com

SEMESTER INTAKES:
 ● JANUARY
 ● JUNE
 ● OCTOBER



Website : www.iti.ac.pg / E-mail : enquires@iti.ac.pg

Effective January 2012

"Investing in Quality & Affordable Education for your Future"

CERTIFICATE PROGRAMS - FACULTY OF BUSINESS STUDIES

Certificate in Business (CIB)	Certificate in Sales (CIS)	Certificate in HR Management (CHRM)	Certificate in Accounting (CIA)
<p>Program Structure The Certificate in Business requires the completion of 5 units successfully.</p> <hr/> <p>Code Unit Name</p> <p>1002 Business Communication 1003 Microsoft Office Training 1012 Basic Accounting 1013 Principles of Management 1014 Business Maths</p> <hr/> <p><i>After successful completion of CIB, students can articulate into Diploma in Management.</i></p>	<p>Program Structure The Certificate in Sales requires the completion of 5 units successfully.</p> <hr/> <p>Code Unit Name.</p> <p>1002 Business Communication 1003 Microsoft Office Training 1012 Basic Accounting 1006 Fundamentals of Marketing 1007 Salesmanship</p> <hr/> <p><i>After successful completion of CIS, students can articulate into Diploma in Marketing.</i></p>	<p>Program Structure The Certificate in Human Resource Management requires the completion of 5 units successfully.</p> <hr/> <p>Code Unit Name</p> <p>1002 Business Communication 1003 Microsoft Office Training 1012 Basic Accounting 1015 Principles of HR Management 1011 Organizational Behaviour & Management</p> <hr/> <p><i>After successful completion of CHRM, students can articulate into Diploma in Human Resource Management.</i></p>	<p>Program Structure The Certificate in Accounting requires the completion of 5 units successfully.</p> <hr/> <p>Code Unit Name</p> <p>1002 Business Communication 1003 Microsoft Office Training 1012 Basic Accounting 1014 Business Maths 1009 Business Administration</p> <hr/> <p><i>After successful completion of CIA, students can articulate into Diploma in Accounting program.</i></p>

DIPLOMA PROGRAMS - FACULTY OF BUSINESS STUDIES

Diploma in Management (DIP. MGT)	Diploma in Marketing (DIP. MKT)	Diploma in Human Resource Management (DIP. HRM)	Diploma in Accounting (DIP. ACC)
<p>Program Structure The Dip.in Management requires the completion of 10 units successfully.</p> <hr/> <p>Code Unit Name</p> <p>SEMESTER ONE 2041 Business Writing 2042 Office Application 2011 Business Law 1001 Accounting I 2017 Introduction to Economics</p> <p>SEMESTER TWO 2043 Marketing Management 2044 Entrepreneur & Small Business 2045 Business Organisation & Management 2046 Strategic Management 2018 HR Management</p>	<p>Program Structure The Dip.in Marketing requires the completion of 10 units successfully.</p> <hr/> <p>Code Unit Name</p> <p>SEMESTER ONE 2041 Business Writing 2042 Office Application 2011 Business Law 1001 Accounting I 2017 Introduction to Economics</p> <p>SEMESTER TWO 2043 Marketing Management 2044 Entrepreneur & Small Business 2016 Consumer Behaviour 2015 Retail Marketing 2047 E - Marketing</p>	<p>Program Structure The Dip.in Human Resource Management requires the completion of 10 units successfully.</p> <hr/> <p>Code Unit Name</p> <p>SEMESTER ONE 2041 Business Writing 2042 Office Application 1001 Accounting I 2034 HR Law in PNG 2027 Introduction to Psychology</p> <p>SEMESTER TWO 2032 Leading & Managing People 2033 Strategic HR Management 2035 Contemporary Issues in HRM 2036 International HRM 2037 HR Development</p>	<p>Program Structure The Dip.in Accounting requires the completion of 10 units successfully.</p> <hr/> <p>Code Unit Name</p> <p>SEMESTER ONE 2041 Business Writing 2042 Office Application 2011 Business Law 1001 Accounting I 2012 Cost and Budgeting I</p> <p>SEMESTER TWO 2013 Auditing 2014 Taxation 2048 Cost and Budgeting II 2010 Accounting II 2049 Financial Reporting</p> <p><i>After successful completion of Diploma in Accounting students can articulate into Advanced Diploma in Accounting.</i></p>

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FACULTY OF INFORMATION TECHNOLOGY

Advanced Diploma in Accounting (ADIP. ACC)

Program Structure

The Advanced Diploma in Accounting requires the completion of 6 units successfully.

Code	Unit Name
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SEMESTER ONE (March)

3009	Financial Accounting
3010	Management Accounting
3011	Intermediate Audit

SEMESTER TWO (August)

3012	Specialised Accounting Practice
3013	Corporate Tax
3014	Professional Ethics

Certificate in Computing (CIC)

Program Structure

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

Code	Unit Name
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1008	Introduction to Programming
1005	Database Development
1004	Introduction to Computing
1003	Microsoft Office Training
1002	Business Communication

After successful completion of CIC, students can articulate into a variety of computing diplomas

Diploma in Networking (DIP. NW)

Program Structure

The Dip.in Networking requires the completion of 10 units successfully.

Unit No.	Unit Name
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SEMESTER ONE

2041	Business Writing
2042	Office Application
2003	Systems Analysis & Design
2004	Programming (VB)
2050	Data Management (MySQL)

SEMESTER TWO

2051	Object Oriented Programming
2052	Computer Hardware Interfacing
2025	Project Management
2053	Computer Communication
2054	Network Interfacing

Diploma in Internet Technology (DIP. INTECH)

Program Structure

The Dip.in Internet Technology requires the completion of 10 units successfully.

Unit No.	Unit Name
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SEMESTER ONE

2041	Business Writing
2042	Office Application
2003	Systems Analysis & Design
2004	Programming (VB)
2050	Data Management (MySQL)

SEMESTER TWO

2051	Object Oriented Programming
2052	Computer Hardware Interfacing
2025	Project Management
2006	E-Commerce
2007	Web Design

Diploma in Information Systems (DIP. IS)

Program Structure

The Dip.in Information Systems requires the completion of 10 units successfully.

Unit No.	Unit Name
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SEMESTER ONE

2041	Business Writing
2042	Office Application
2003	Systems Analysis & Design
2004	Programming (VB)
2050	Data Management (MySQL)

SEMESTER TWO

2051	Object Oriented Programming
2052	Computer Hardware Interfacing
2025	Project Management
2055	Information Systems Management
2056	Database Application Development

Diploma in Information Technology (DIT - ACS)

Program Structure

The Diploma in IT requires the completion of 8 units successfully. The Program has two intakes per year. Students are eligible to sit for Australian Computer Society's (ACS) Dip.of Information Technology Exams.

Units offered

SEMESTER ONE (February)

4001	Systems Analysis & Design
4002	Data Management
4003	Professional Practice
4004	Object Oriented Systems Development

SEMESTER TWO (July)

4005	Programming
4006	Computer Communications
4007	Computer Organisation
4008	System Principal

COURSE FEES

◆ **CERTIFICATE COURSES**

K2,300.00 (K1000.00 on registration followed by approved installments)

◆ **DIPLOMA COURSES**

K5,700.00 (K1000.00 on registration followed by approved installments)

◆ **ADVANCED DIPLOMA IN ACCOUNTING**

K900.00 per unit

◆ **DIP. IN INFORMATION TECHNOLOGY - ACS**

K950.00 per unit

ENTRY REQUIREMENTS

◆ **CERTIFICATE COURSES**

Successful completion of Grade 10 with Passes in English & Mathematics

◆ **DIPLOMA COURSES**

> Successful completion of Grade 12 with Passes in English & Mathematics
> Successful completion of ITI Certificate course
> Institutions recognised by ITI

◆ **ADVANCED DIPLOMA IN ACCOUNTING**

> Successful completion of ITI Diploma in Accounting course
> Institutions recognised by ITI

DURATIONS

◆ **CERTIFICATE COURSES (17 weeks)**

> 17 weeks (Standard semester - Jan & June)
> 12 weeks (October)

◆ **DIPLOMA COURSES (34 weeks)**

> 17 weeks (Standard semester - Jan & June)
> 12 weeks (October)

◆ **ADVANCED DIPLOMA IN ACCOUNTING (34 weeks)**

Two Intakes per year March & August

◆ **DIPLOMA IN INFORMATION TECHNOLOGY - ACS (28 weeks)**

Two Intakes per year February & July

WHY STUDY AT ITI

- ◆ Fully maintained and well designed computer laboratories
- ◆ Air conditioned seminar rooms
- ◆ Evening classes available with affordable transport fees.
- ◆ 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 courses in IT, Business and Management
- ◆ Special Corporate Training Facilities
- ◆ A member of the International Federation of Training & Development Organization (IFTDO)

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 at Toowoomba, Queensland Australia or distance mode
 - ◆ Association of Accounting Technicians (AAT- Australia)
 - ◆ Certified Practising Accountants of Papua New Guinea (CPA PNG)
 - ◆ Australia Computer Society (ACS)

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