



Higher Education Diploma Course Information

SEMESTER INTAKES: FEBRUARY JULY

> THE 2 YEAR HIGHER EDUCATION DIPLOMA COURSES ARE OFFERED IN POM & LAE CAMPUSES <

HIGHER EDUCATION DIPLOMA PROGRAMS (2 Years)

Diploma in Business Accounting (DBAC)

Program Structure

Gain the specialist knowledge & skills that will prepare you for a career in the world of professional accounting. You will develop a strong foundation in conceptual knowledge of accounting procedures and practices. This foundation is complemented by current skills development focusing on critical thinking, problem solving and creativity.

YEAR 1

SEMESTER 01

Code	Unit Name
11113	Microsoft Office
11123	Business Writing
11133	Business Communication
11143	Mathematics and Statistics

YEAR 1

SEMESTER 02

Code	Unit Name
11153	Economics
11213	Accounting
11313	Principles of Management
11413	Salesmanship

YEAR 2

SEMESTER 01

Code	Unit Name
12213	Financial Accounting I
12333	Small Business Management
12223	Auditing
12233	Taxation

YEAR 2

SEMESTER 02

Code	Unit Name
12313	Business Ethics
12323	Business Law
12243	Cost Accounting
12253	Computerized Accounting

Diploma in Business Management (DBMN)

Program Structure

This program is designed for students who wish to acquire knowledge and skills to commence and progress through a management career in business. The program focuses on skills needed by managers and provide students with the ability to understand their organization's business needs and develop strategies and action plans to meet those needs. The program prepares students to further studies in the area of business management or for direct entry into the work place.

YEAR 1

SEMESTER 01

Code	Unit Name
11113	Microsoft Office
11123	Business Writing
11133	Business Communication
11143	Mathematics and Statistics

YEAR 1

SEMESTER 02

Code	Unit Name
11153	Economics
11213	Accounting
11313	Principles of Management
11413	Salesmanship

YEAR 2

SEMESTER 01

Code	Unit Name
12213	Financial Accounting I
12333	Small Business Management
12413	Marketing Management
12513	Human Resource Management

YEAR 2

SEMESTER 02

Code	Unit Name
12313	Business Ethics
12323	Business Law
12343	Strategic Management
12113	Advanced Economics

Diploma in Human Capital Management (DHCM)

Program Structure

This diploma program in human capital management is specialized management program focusing on human resource as an important function of an organization. Your subjects of study include recruitment and selection, performance evaluation, compensation and benefits employment law, and occupational safety and health.

YEAR 1

SEMESTER 01

Code	Unit Name
11113	Microsoft Office
11123	Business Writing
11133	Business Communication
11143	Mathematics and Statistics

YEAR 1

SEMESTER 02

Code	Unit Name
11153	Economics
11213	Accounting
11313	Principles of Management
11413	Salesmanship

YEAR 2**SEMESTER 01**

Code	Unit Name
12213	Financial Accounting 1
12333	Small Business Management
12513	Human Resource Management
12523	HR Law in PNG

YEAR 2**SEMESTER 02**

Code	Unit Name
12313	Business Ethics
12323	Business Law
12533	Organizational Psychology
12543	Leadership

Diploma in Marketing Management (DMKM)**Program Structure**

With this programme you will be equipped to conduct research, evaluate product demand, establish pricing strategies, identify a target audience and determine the best way to reach that audience. You will also be geared to participate in package design, brand building, develop advertising campaigns and choose the correct advertising mediums to promote a company's products. This versatile qualification is the ideal tool to help diversify your competencies and career opportunities in the corporate area.

YEAR 1**SEMESTER 01**

Code	Unit Name
11113	Microsoft Office
11123	Business Writing
11133	Business Communication
11143	Mathematics and Statistics

YEAR 1**SEMESTER 02**

Code	Unit Name
11153	Economics
11213	Accounting
11313	Principles of Management
11413	Salesmanship

YEAR 2**SEMESTER 01**

Code	Unit Name
12213	Financial Accounting 1
12333	Small Business Management
12413	Marketing Management
12423	Retail Marketing

YEAR 2**SEMESTER 02**

Code	Unit Name
12313	Business Ethics
12323	Business Law
12433	Market Research
12443	Consumer Behaviour

Diploma in Information & Communication Technology (DICT)

The Diploma in Information and Communication Technology (ICT) programme deals with designing innovative methodologies and sophisticated tools for developing software systems. Students are exposed to various techniques of analyzing user requirements and specifications, as well as design and implementation of software systems. Some of the core courses include object-oriented programming, database systems, software engineering and introduction to multimedia.

YEAR 1**SEMESTER 01**

Code	Unit Name
21113	Foundation of ICT
21123	Practical ICT Skills
21133	ICT in Business
21143	Programming Fundamentals

YEAR 1**SEMESTER 02**

Code	Unit Name
21153	Modern Media and Professional Communication
21163	Principles of Information Management
21173	Introduction to Networking and Internet
21183	Ethics and Innovation in ICT

YEAR 2**SEMESTER 01**

Code	Unit Name
22113	Modern Systems Architecture
22123	Database Design and Management
22133	Programming language
22143	Web Development

YEAR 2**SEMESTER 02**

Code	Unit Name
22153	Network Technologies and Management
22163	Cyber Security
22173	Project Management
22183	ICT in Society

ITI ENTRY REQUIREMENTS

> Successful completion of Grade 12 with a GPA of 1.75 and "C" or above in English & Mathematics.

COURSE FEES

K10,000 per year > Upfront payment of K2,000.00

> Successful completion of first year of study qualifies a student to receive a Higher Education Certificate.

COURSE DURATIONS

2 YEARS (4 Semesters)
- 18 Weeks/Per Semester including weeks of study break

Career Pathways for 2yr Diploma Holders

- > James Cook University (JCU) Brisbane, Australia
- > Griffith University - Brisbane, Australia
- > University of Sunshine Coast (USC) Queensland, Australia
- > University of Southern Queensland (USQ)
- > Certified Practising Accountants of Papua New Guinea (CPAPNG)
- > Student member with Papua New Guinea Human Resource Institute (PNGHRI)

**WHY SHOULD YOU STUDY AT ITI**

- Fully maintained and designed air conditioned computer laboratories with network access.
- Fully maintained and designed air conditioned lecture and seminar rooms.
- Library that has volumes of study books specific for research on Courses and subjects offered.
- Students have access to Online Library (E-Library).
- Reputable Training Institution operating over 20 years with total of 10 Campuses in PNG.

For Enquires**ITI POM CAMPUS**

Strathcly Road, Badili
P. O. Box 6322, BOROKO
National Capital District
Telephone : 320 2800 Fax: 320 0513
Mobile #: 7685 0523 / 7050 6997
Email : enquires@iti.ac.pg

ITI LAE CAMPUS

Steamships Property, Sletjford Street
P. O. Box 618, LAE, Morobe Province
Telephone : 472 2790 Fax: 472 0199
Mobile #: 73428032 / 7577 8757
Email : enquires.lae@iti.ac.pg

"NO FEES Charged on this ITI Form"



APPLICATION FORM

Higher Education Diploma Courses

Offered in Port Moresby and Lae Campuses



Please write in Block Letters

COMPLETE ALL SECTIONS TO AVOID DELAYS IN PROCESSING OF OFFER LETTERS

(Put a Tick in the appropriate boxes)

If emailing your filled application please send to POM and LAE campus emails on page 2 of the Course Information

1. Personal Details	2. Contact Details
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Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other Given Name: Surname: Preferred Name in full: Date of Birth: / / (day / month / year) Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Place of Birth: Home Province: District: LLG: Nationality:	Address in PNG or Overseas (if known) Place you reside: Home / Work Telephone: Fax: Mobile: Email <i>(if available)</i> :
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3. Education Detail (Secondary Education-highest level achieved)	4. Tertiary and further Education (Institution)
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Name of qualification (Year 12 or Above) School Attended: Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No Year Completed: Country / Province / City / Town:	Name of qualification: Institute attended: Country / Province / City / Town: Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No Year Completed: <i>Please attach certify copies of all certificates and academic transcripts or mark sheets.</i>
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5. Employment

Company: _____ Position: _____ <i>If you believe you have relevant employment experience, please attach relevant details.</i>	
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6. Campus Locations (Please tick in box the campus you prefer for studies)
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- Port Moresby Campus (Scratchley Road Badili, Opposite SnS and Ruswin)
- Lae Campus (Steamships Property, Sletjford Street Building 03, Sect 30 Lot 01, Unit #01)

7. Program / Course selection	Course commencement Date
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<input type="checkbox"/> Diploma in Business Accounting	Year: 20__	<input type="checkbox"/> February	<input type="checkbox"/> July
<input type="checkbox"/> Diploma in Business Management	Year: 20__	<input type="checkbox"/> February	<input type="checkbox"/> July
<input type="checkbox"/> Diploma in Human Capital Management	Year: 20__	<input type="checkbox"/> February	<input type="checkbox"/> July
<input type="checkbox"/> Diploma in Marketing Management	Year: 20__	<input type="checkbox"/> February	<input type="checkbox"/> July
<input type="checkbox"/> Diploma in Information & Communication Technology	Year: 20__	<input type="checkbox"/> February	<input type="checkbox"/> July

8. Do you wish to apply for Exemption / Credits? Yes No

If yes, please refer to separate exemption application form. Application for exemption is only considered once you have provided certified official subject outlines transcripts or results for the subject you are intending to apply.

"NO FEES Charged on this ITI Form"

9. Are you applying for Evening Classes (5-9pm)?	10. Request for learning support
<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, skip and go to 9.</i> <i>If Yes, do you require transportation for drop off?</i>	Is there any thing that may affect your learning (for example impairments to your mobility, sight, hearing, reading or writing?) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate your needs on a seperate sheet of paper and attach to this application.
<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, skip and go to 9.</i> <i>If Yes, where is your exact location?</i>	

11. Sponsorship	12. Other information
<input type="checkbox"/> Parents <input type="checkbox"/> Self-sponsor <input type="checkbox"/> Name of Employer/Address: <input type="checkbox"/> Other, (please specify):	How did you first learn about ITI? you may tick more than one. <input type="checkbox"/> Internet <input type="checkbox"/> Exhibition / Seminar <input type="checkbox"/> Newspaper / Magazine / Poster <input type="checkbox"/> Television <input type="checkbox"/> Corporate visit <input type="checkbox"/> Recommended by ITI student / staff

To ensure your application is processed without delay, attach certified copies of academic certificate and transcript signed by a lawyer, commissioner of oath, district, court house, ITI administration / ITI local representative. PLEASE PROVIDE ORIGINAL CERTIFICATE & TRANSCRIPT FOR SIGHTING BY THE ADMINISTRATION. Failure to comply with the following may result in delaying the processing of your application. DO NOT SEND OR POST YOUR ORIGINAL DOCUMENTS.

13. Disclaimer	14. Application checklist
I grant ITI permission to provide my parent(s), Guardian(s) or Sponsors when requested, with any information, to study, progress, results and attendances. <input type="checkbox"/> Yes <input type="checkbox"/> No	Check that you have: <input type="checkbox"/> Completed all sections of the Application form <input type="checkbox"/> Read Conditions of Enrollment, Deferral and fee Refund Policy <input type="checkbox"/> Declared and signed the Application form Check that you have: <input type="checkbox"/> Certified copies of your academic qualification <input type="checkbox"/> Any relevant employment documentation <input type="checkbox"/> Recommendation letter from sponsor

15. Fee Refund Policy “(A Must Read Clause)”
Reimbursement of funds is strictly administered by the Registrar and the Management. In any event of cancellation or withdrawal, the refunds of any paid fees will only be considered under the following conditions; 15.1 All correspondence regarding refund / excess payment must be in writing. 15.2 Before commencement date of course, full refund less K200.00 for administration costs will be paid. 15.3 After commencement date of course; 15.3.1 Withdrawals during the first week, 90% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 10% of the total cost fee. 15.3.2 Withdrawals during the Second week, 80% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 20% of the total cost fee. 15.3.3 Withdrawals during the third week, 70% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 30% of the total cost fee. 15.3.4 After third week of the commencement date of the course, NO REFUND will be made. 15.3.5 Once Transport fees are paid and used NO MORE REFUNDS applicable 15.3.6 Student not formally registered but deposited funds into ITI Account and want to withdraw from studies, a fee of K100.00 will apply. 15.4.1 Excess Payments: any excess payments of specified course fees will be reimbursed after realization of the deposit made. 15.4.2 Reimbursement will be processed upon return of all course materials and original receipts of payment. 15.5 If a student wishes to defer his/her course to a later semester(s), ITI will hold the fees until the commencement of the new semester 15.6 If the student subsequently withdraws, the refund policy will apply at the date the Institute was advised in writing. Four (4) weeks notice will be allowed for administrative clearance. 15.7 All withdrawals & excess payments will be made payable to the sponsor.

16. Declaration
I declare that the information supplied by me in this form and relevant attachments is true and correct at the time of lodgement. I accept all liabilities for all fees payable for the specific course. I agree to abide by the above policies relating to Refund, Deferral and any regulations that may apply on registration. ITI has its own discretion to take action on a matter that violates this declaration.

Applicant’s Signature: _____ **Date: (dd / mm / yy)** _____

ADMINISTRATION USE ONLY	
Ensure that the applicant has successfully completed the application requirements below. Please, CROSS CHECK THE ORIGINALS.	
ITI Admin, Application checklist <input type="checkbox"/> Complete all sections of the Application form <input type="checkbox"/> Read and understood the refund Policy <input type="checkbox"/> Declare and signed the Application form	* Check that the applicant had attached; <input type="checkbox"/> Certified copies of the academic qualification <input type="checkbox"/> Any relevant employment documentation <input type="checkbox"/> Recommendation letter from the sponsor
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Sighted or Authorized by: (Write full name & sign/ Put official stamp here) _____ GPA:- </div>	
“NO FEES Charged on this ITI Form”	