



# INTERNATIONAL TRAINING INSTITUTE

"Investing in Quality & Affordable Education for your Future"

ITI is an ACCREDITED by Department of Higher Education, Research, Science & Technology as Higher Education Provider



## Full-Time Course Information

SEMESTER INTAKES:

JANUARY  
17 weeks

JUNE  
17 weeks

OCTOBER  
12 weeks

## CERTIFICATE PROGRAMS-FACULTY OF BUSINESS STUDIES

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

## DIPLOMA PROGRAMS-FACULTY OF BUSINESS STUDIES

Diploma in Accounting (DACC)	Diploma in Management (DMGT)	Diploma in Human Resource Management (DHRM)	ADVANCED DIPLOMA in ACCOUNTING (ADV DACC)
<p><b>Program Structure</b> The Diploma in Accounting requires completion of 10 units successfully.</p> <p><b>SEMESTER ONE</b> <b>Code Unit Name</b> 2041 Business Writing 2042 Office Application 2011 Business Law 1001 Accounting 1 2012 Cost &amp; Budgeting 1</p> <p><b>SEMESTER TWO</b> <b>Code Unit Name</b> 2013 Auditing 2014 Taxation 2048 Cost &amp; Budgeting 2 2010 Accounting 2 2049 Financial Reporting</p>	<p><b>Program Structure</b> The Diploma in Management requires completion of 10 units successfully.</p> <p><b>SEMESTER ONE</b> <b>Code Unit Name</b> 2041 Business Writing 2042 Office Application 2011 Business Law 1001 Accounting 1 2017 Introduction to Economics</p> <p><b>SEMESTER TWO</b> <b>Code Unit Name</b> 2043 Marketing Management 2044 Entrepreneur &amp; Small Business 2045 Business Organisation &amp; Management 2046 Strategic Management 2018 Human Resource Management</p>	<p><b>Program Structure</b> The Diploma in H/ Resource Management requires completion of 10 units successfully.</p> <p><b>SEMESTER ONE</b> <b>Code Unit Name</b> 2041 Business Writing 2042 Office Application 2034 Human Resource Law in PNG 1001 Accounting I 2027 Introduction to Psychology</p> <p><b>SEMESTER TWO</b> <b>Code Unit Name</b> 2032 Leading &amp; Managing People 2033 Strategic Human Resource Management 2035 Contemporary Issues in HRM 2036 International H/ Resource Management 2037 Human Resource Development</p>	<p><b>Program Structure</b> The Advanced Diploma in Accounting requires completion of 10 units successfully.</p> <p><b>SEMESTER ONE</b> <b>Code Unit Name</b> 3009 Financial Accounting 3010 Management Accounting 3011 Intermediate Audit 3015 Introduction of Economics 3016 Elements of Information System</p> <p><b>SEMESTER TWO</b> <b>Code Unit Name</b> 3012 Specialised Accounting Practice 3013 Corporate Tax 3014 Professional Ethics 3017 Quantitative Methods of Business 3018 Principles of Management and Marketing</p>

## ITI CONTACT DETAILS

<p><b>ITI PORT MORESBY CAMPUS</b> Scratchley Road, Badili PO Box 6322, BOROKO, NCD Ph: 320 2800 Fax: 320 0513 Mob: 7685 0523 / 7297 5233 Email: enquires@iti.ac.pg</p>	<p><b>ITI LAE CAMPUS</b> Cnr Frigate &amp; Butibum St. Voco Point PO Box 618, LAE, Morobe Province Ph: 472 2790 Fax: 472 0199 Mob: 7342 8032 Email: enquires.lae@iti.ac.pg</p>	<p><b>ITI KIMBE CAMPUS</b> PO Box 694, Morokea Town KIMBE, West New Britain Phone: 983 4922 Fax: 983 5873 Mob: 7991 9774 / 7548 0840 Email: enquires.kimbe@iti.ac.pg</p>	<p><b>ITI HAGEN CAMPUS</b> Pena Corner &amp; Moka Place, Hagen town Next to Susu Mama office PO Box 377, Mt. HAGEN Western Highlands Province Ph: 542 1276 Mob: 7389 0468 Email: enquires.hagen@iti.ac.pg</p>
<p><b>ITI KOKOPAU CAMPUS</b> Seville House, North Bougainville Autonomous Region of Bougainville PO Box 704, BUKA Island, AROB Mob: 7913 2976 Email: enquires.kokopau@iti.ac.pg</p>	<p><b>ITI ALOTAU CAMPUS</b> Education Milne Bay, Wanigili Centre PO Box 142, ALOTAU Milne Bay Province Phone: 641 1223 Mob: 70790821 / 71814731 / 7613 7253 Email: enquires.alotau@iti.ac.pg</p>	<p><b>ITI GOROKA CAMPUS</b> Okuk Highway, Opp. Mt. Sion PO Box 534, Goroka Eastern Highlands Province Phone: 532 2887 Fax: 532 2853 Mob: 7619 7939 / 7263 6996 Email: enquires.goroka@iti.ac.pg</p>	<p><b>ITI KAVIENG CAMPUS</b> C/O- Ligga Bible College Boluminski Highway, NIP PO Box 356, KAVIENG Ph: 984 2703 Mob: 7077 7099 Email: enquires.kavieng@iti.ac.pg</p>
<p><b>ITI MANUS CAMPUS</b> PO Box 39, LORENGAU Manus Province Phone: 970 9416 Mob: 7386 4824 Email: enquires.manus@iti.ac.pg</p>	<p><b>ITI KIUNGA CAMPUS</b> Town Centre, Council Chamber PO Box 148, KIUNGA Western Province Mob: 7192 1329 / 7208 2694 Email: enquires.kiunga@iti.ac.pg</p>	<p><b>ITI Warangoi Distance Centre</b> PO Box 47, Warangoi RABAUL, East New Britain Facsimile: 320 0513 Mob: 7295 0131 Email: enquires.warangoi@iti.ac.pg</p>	<p>Follow us on</p>  <p>facebook</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Website:</b> <a href="http://www.iti.ac.pg">www.iti.ac.pg</a> <b>Email:</b> <a href="mailto:enquires@iti.ac.pg">enquires@iti.ac.pg</a></p> </div>

# FACULTY OF INFORMATION TECHNOLOGY

Certificate in Computing (CIC)	Diploma in Computing (DIC)	Diploma in Information Technology (DIT)																																																												
<p><b>Program Structure</b></p> <p>The Certificate in Computing requires completion of 5 units successfully.</p> <table border="1"> <thead> <tr> <th>Code</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> <p>After successful completion of CIC, students can articulate into a variety of Computing Diplomas.</p>	Code	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></p> <p>The Diploma in Computing requires completion of 10 units successfully.</p> <p><b>SEMESTER ONE</b></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Unit Name</th> </tr> </thead> <tbody> <tr> <td>2041</td> <td>Business Writing</td> </tr> <tr> <td>2042</td> <td>Office Application</td> </tr> <tr> <td>2003</td> <td>System Analysis &amp; Design</td> </tr> <tr> <td>2004</td> <td>Programming (VB)</td> </tr> <tr> <td>2050</td> <td>Data Management (MySQL)</td> </tr> </tbody> </table> <p><b>SEMESTER TWO</b></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Unit Name</th> </tr> </thead> <tbody> <tr> <td>2051</td> <td>Object Oriented Programming</td> </tr> <tr> <td>2053</td> <td>Computer Communication</td> </tr> <tr> <td>2054</td> <td>Networking Interfacing</td> </tr> <tr> <td>2055</td> <td>Information System Management</td> </tr> <tr> <td>2056</td> <td>Database Application Development</td> </tr> </tbody> </table>	Code	Unit Name	2041	Business Writing	2042	Office Application	2003	System Analysis & Design	2004	Programming (VB)	2050	Data Management (MySQL)	Code	Unit Name	2051	Object Oriented Programming	2053	Computer Communication	2054	Networking Interfacing	2055	Information System Management	2056	Database Application Development	<p><b>Program Structure</b></p> <p>The Diploma in Information Technology requires completion of 10 units successfully.</p> <p><b>JANUARY SEMESTER</b></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Unit Name</th> </tr> </thead> <tbody> <tr> <td>4001</td> <td>System Analysis &amp; Design</td> </tr> <tr> <td>4002</td> <td>Data Management</td> </tr> <tr> <td>4003</td> <td>Professional Practice</td> </tr> <tr> <td>4004</td> <td>Object Oriented Systems Development</td> </tr> <tr> <td>4009</td> <td>Data Structures &amp; Algorithm</td> </tr> </tbody> </table> <p><b>JUNE SEMESTER</b></p> <table border="1"> <thead> <tr> <th>Code</th> <th>Unit Name</th> </tr> </thead> <tbody> <tr> <td>2005</td> <td>Programming</td> </tr> <tr> <td>4006</td> <td>Computer Communications</td> </tr> <tr> <td>4007</td> <td>Computer Organisation</td> </tr> <tr> <td>4008</td> <td>System Principle</td> </tr> <tr> <td>4010</td> <td>Webpage Design</td> </tr> </tbody> </table>	Code	Unit Name	4001	System Analysis & Design	4002	Data Management	4003	Professional Practice	4004	Object Oriented Systems Development	4009	Data Structures & Algorithm	Code	Unit Name	2005	Programming	4006	Computer Communications	4007	Computer Organisation	4008	System Principle	4010	Webpage Design
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## CAREER PATH OF DIPLOMA HOLDERS

- Student who complete the ITI Diploma are eligible to access degree course 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 Technician (AAT - Australia)
  - Certificate of practising Accountants of Papua New Guinea (CPA PNG)
  - Ancharya Bangalore B School (ABBS - India) - A world class University and obtain a degree in 3 years.
  - Griffith University - Study in Brisbane Australia with 5 locations to choose from.
  - Student member with PNGHRI

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### COURSE FEES

#### CERTIFICATE COURSES

**K2,850** (K1,200 on registration followed by approved installments).

#### DIPLOMA COURSES

**K7,500** (K1,200 on registration followed by approved installments).

#### ADVANCED DIPLOMA IN ACCOUNTING

**K7,500** (K1,200 on registration followed by approved installments).

#### DIPLOMA IN INFORMATION TECHNOLOGY

**K7,600** (K1,200 on registration followed by approved installments).

### ENTRY REQUIREMENTS

#### CERTIFICATE COURSES

\* Successful completion of Grade 10 with **PASS** in English & Mathematics.  
ITI Entry Test for matured working class. (Conditions Apply)

#### DIPLOMA COURSES

\* Successful completion of Grade 12 with **C or above** in English & Mathematics from recognized Schools or Institutions including Matriculation centres.

#### D Grade plus ITI Entry Test

\* Adults with relevant work experience of 5 years and over  
\* Completion of Certificate courses from ITI or from recognized Private and Government Institutions with **Pass Grades**

#### ADVANCED DIPLOMA IN ACCOUNTING

\* Successful completion of Diploma in Accounting course from ITI,  
\* Or from recognized Private & Government Institutions

### DURATIONS

#### CERTIFICATE COURSE [17 wks]

**17 weeks** (Standard Semester - January & June)  
**12 weeks** (October)

#### DIPLOMA COURSE [34 weeks]

**17 weeks** (Standard Semester - January & June)  
**12 weeks** (October)

#### ADVANCED DIPLOMA IN ACCOUNTING

**34 weeks** (January / June)

#### DIPLOMA IN INFORMATION TECHNOLOGY

**34 weeks** (January / June)

### WHY STUDY AT ITI

- Fully maintained and well designed computer laboratories
- Evening classes available with affordable transport fee.
- Business Courses Offered on Distance Education mode
- Special Corporate Training courses in IT, Business & Management
- Special Corporate Training Facilities
- A member of the International Federation of Training & Development Organization (IFTDO)
- Air conditioned seminar rooms and Computer Laboratory



# APPLICATION FORM

## Full-Time



Please print in **BLOCK LETTERS**

COMPLETE ALL SECTIONS TO AVOID DELAYS IN PROCESSING OF OFFER LETTERS

(Put a **Tick** in the appropriate boxes)

### 1. Personal Details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other	Address in PNG or Overseas (if known)
Given Name:	
Surname:	
Preferred Name in full:	
Date of Birth: / / (day / month / year)	Place you reside:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Home / Work Telephone:
Place of Birth: Home Province:	Fax:
District: LLG:	Mobile:
Nationality:	Email (if available):

### 3. Education Detail (Secondary Education-highest level achieved) 4. Tertiary and further Education (Institution)

Name of qualification (eg. Year 10 / 12, 'A' Levels):	Name of qualification:
School Attended:	
Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No Year Completed:	Institute attended:
Country / Province / City / Town:	Country / Province / City / Town:
Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No Year Completed:	
Company: _____ Position: _____	Please attach certify copies of all certificates and acadamic transcripts or mark sheets.

If you believe you have relevant employment experience, please attach relevant details.

### 6. Program / Course selection

Please complete the relevant section for each program / course and the semester of commencement.

Location:  Port Moresby  Lae  Kimbe  AROB  Alotau  
 Goroka  Hagen  Kavieng  Manus  Kiunga

Program / Course	ITI Program / Course commencement			
<input type="checkbox"/> Certificate in Computing	Year: <input type="text"/>	Month: <input type="checkbox"/> January <input type="checkbox"/> June <input type="checkbox"/> October		
<input type="checkbox"/> Certificate in Accounting	Year: <input type="text"/>	Month: <input type="checkbox"/> January <input type="checkbox"/> June <input type="checkbox"/> October		
<input type="checkbox"/> Certificate in Business	Year: <input type="text"/>	Month: <input type="checkbox"/> January <input type="checkbox"/> June <input type="checkbox"/> October		
<input type="checkbox"/> Certificate in Sales	Year: <input type="text"/>	Month: <input type="checkbox"/> January <input type="checkbox"/> June <input type="checkbox"/> October		
<input type="checkbox"/> Certificate in Human Resource Management	Year: <input type="text"/>	Month: <input type="checkbox"/> January <input type="checkbox"/> June <input type="checkbox"/> October		
<input type="checkbox"/> Diploma in Accounting	Year: <input type="text"/>	Month: <input type="checkbox"/> January <input type="checkbox"/> June <input type="checkbox"/> October		
<input type="checkbox"/> Diploma in Computing	Year: <input type="text"/>	Month: <input type="checkbox"/> January <input type="checkbox"/> June <input type="checkbox"/> October		
<input type="checkbox"/> Diploma in Information Technology	Year: <input type="text"/>	Month: <input type="checkbox"/> January <input type="checkbox"/> June		
<input type="checkbox"/> Diploma in Management	Year: <input type="text"/>	Month: <input type="checkbox"/> January <input type="checkbox"/> June <input type="checkbox"/> October		
<input type="checkbox"/> Diploma in Human Resource Management	Year: <input type="text"/>	Month: <input type="checkbox"/> January <input type="checkbox"/> June <input type="checkbox"/> October		
<input type="checkbox"/> Advanced Diploma in Accounting	Year: <input type="text"/>	Month: <input type="checkbox"/> January <input type="checkbox"/> June		

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

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

<b>8. Are you applying for Evening Classes (5-9pm)?</b>	<b>9. Request for learning support</b>
<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 act location?</i>	

<b>10. Sponsorship</b>	<b>11. Other information</b>
<input type="checkbox"/> Parents <input type="checkbox"/> Self-sponsor <input type="checkbox"/> Employer, Name of Employer: <input type="checkbox"/> Other, (please specify):	<b>How did you first learn about ITI? you may tick more than one.</b> <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.**

<b>12. Disclaimer</b>	<b>13. Application checklist</b>
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	<b>Check that you have:</b> <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. <b>Check that you have:</b> <input type="checkbox"/> Certified copies of your academic qualification. <input type="checkbox"/> Any relevant employment documentation. <input type="checkbox"/> Recommendation letter from sponsor

<b>14. Fee Refund Policy</b>
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; <ul style="list-style-type: none"> <li>13.1 All correspondence regarding refund / excess payment must be in writing.</li> <li>13.2 Before commencement date of course, full refund less K150.00 for administration costs will be paid.</li> <li>13.3 After commencement date of course;             <ul style="list-style-type: none"> <li>13.3.1 Withdrawals during the first week, <b>80% of THE TOTAL COURSE FEES</b> will be refunded. ITI will withhold 20% of the total cost fee.</li> <li>13.3.2 Withdrawals during the Second week, <b>70% of THE TOTAL COURSE FEES</b> will be refunded. ITI will withhold 30% of the total cost fee.</li> <li>13.3.3 Withdrawals during the third week, <b>60% of THE TOTAL COURSE FEES</b> will be refunded. ITI will withhold 40% of the total cost fee.</li> <li>13.3.4 After third week of the commencement date of the course, <b>NO REFUND</b> will be made.</li> </ul> </li> <li>13.4 Excess Payments: any excess payments of specified course fees will be reimbursed after realization of the deposit made.</li> <li>13.5 Reimbursement will be processed upon return of all course materials and original receipts of payment.</li> <li>13.6 If a student wishes to defer his / her course until a later semester(s), ITI will hold the fees until the commencement of the new semester.</li> <li>13.7 If the student subsequently withdraws, the refund policy will apply at the date the Institute was advised in writing. Two weeks notice will be allowed for administrative clearance.</li> <li>13.8 All withdrawals &amp; excess payments will be made payable to the sponsor.</li> </ul>

<b>15. Declaration</b>
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.

**Applicant's Signature:** \_\_\_\_\_ **Date: (dd / mm / yy)** \_\_\_\_\_

<b>16. ADMINISTRATION USE ONLY</b>	
Ensure that the applicant has successfully completed the application requirements below. Please, <b>CROSS CHECK THE ORIGINALS.</b>	
<b>ITI Admin, Application checklist</b> <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.	<b>Check that the applicant had attached;</b> <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; background-color: #333; color: white; width: fit-content;"> <b>Sighted or Authorized by:</b>          (Write full name &amp; sign/          Put official stamp here)       </div>	

The information contained in this application form was correct at the time of publication. However, the International Training Institute reserves the right to alter, amend or delete details at anytime without notice.