



# INTERNATIONAL TRAINING INSTITUTE

“Investing in Quality & Affordable Education for your Future”

ITI is an ACCREDITED by Ministry for Higher Education Research, Science & Technology as a higher education provider



## Distance Education Course Information

### CERTIFICATE PROGRAMS

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 Business requires the completion of 5 units successfully.</p> <p><b>Code Unit Name</b></p> <p>1002 Business Communication 1004 Introduction to Computing 1012 Basic Accounting 1014 Business Maths 1009 Business Administration</p> <p>..... <i>After successful completion of CIA, students can articulate into Diploma in Accounting Program.</i></p>	<p><b>Program Structure</b> The Certificate in Business requires the completion of 5 units successfully.</p> <p><b>Code Unit Name</b></p> <p>1002 Business Communication 1004 Introduction to Computing 1012 Basic Accounting 1013 Principles of Management 1014 Business Maths</p> <p>..... <i>After successful completion of CIB, students can articulate into Diploma in Management.</i></p>	<p><b>Program Structure</b> The Certificate in Sales requires the completion of 5 units successfully.</p> <p><b>Code Unit Name</b></p> <p>1002 Business Communication 1004 Introduction to Computing 1012 Basic Accounting 1006 Fundamentals of Marketing 1007 Salesmanship</p> <p>..... <i>After successful completion of CIS, students can articulate into Diploma in Marketing.</i></p>	<p><b>Program Structure</b> The Certificate in Human Resource Management requires the completion of 5 units successfully.</p> <p><b>Code Unit Name</b></p> <p>1002 Business Communication 1004 Introduction to Computing 1012 Basic Accounting 1015 Principles of HR Management</p> <p>..... <i>After successful completion of CHRM, students can articulate into Diploma in Human Resource Management.</i></p>

### DIPLOMA PROGRAMS

Diploma in Management (DIP.MGT)	Diploma in Marketing (Dip.MKT)	Diploma in Human Resource Management (Dip.HRM)	Diploma in Accounting (Dip.Acc)
<p><b>Program Structure</b> The Diploma in Management requires the completion of 10 units successfully.</p> <p><b>SEMESTER ONE</b></p> <p><b>Code Unit Name</b></p> <p>2041 Business Writing 2057 Introduction to IT 2011 Business Law 1001 Accounting I 2017 Introduction to Economics</p> <p><b>SEMESTER TWO</b></p> <p><b>Code Unit Name</b></p> <p>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 Marketing requires the completion of 10 units successfully.</p> <p><b>SEMESTER ONE</b></p> <p><b>Code Unit Name</b></p> <p>2041 Business Writing 2057 Introduction to IT 2011 Business Law 1001 Accounting I 2017 Introduction to Economics</p> <p><b>SEMESTER TWO</b></p> <p><b>Code Unit Name</b></p> <p>2043 Marketing Management 2044 Entrepreneur &amp; Small Business 2016 Consumer Behaviour 2015 Retail Marketing 2047 E-Marketing</p>	<p><b>Program Structure</b> The Diploma in Human Resource Management requires the completion of 10 units successfully.</p> <p><b>SEMESTER ONE</b></p> <p><b>Code Unit Name</b></p> <p>2041 Business Writing 2057 Introduction to IT 1001 Accounting I 2034 HR Law in PNG 2027 Introduction to Psychology</p> <p><b>SEMESTER TWO</b></p> <p><b>Code Unit Name</b></p> <p>2032 Leading &amp; Managing People 2033 Strategic HR Management 2035 Contemporary Issues in HRM 2036 International HRM 2037 HR Development</p>	<p><b>Program Structure</b> The Diploma in Accounting requires the completion of 10 units successfully.</p> <p><b>SEMESTER ONE</b></p> <p><b>Code Unit Name</b></p> <p>2041 Business Writing 2057 Introduction to IT 2011 Business Law 1001 Accounting I 2012 Cost &amp; Budgeting I</p> <p><b>SEMESTER TWO</b></p> <p><b>Code Unit Name</b></p> <p>2013 Auditing 2014 Taxation 2048 Cost &amp; 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>

## COURSE FEES

### ◆ CERTIFICATE COURSES

- ▶ Full Payment K3,000.00 (For 5 subjects)
- ▶ Per subject K600.00

### ◆ DIPLOMA COURSES

- ▶ Full Payment K7,000.00 (For 10 subjects)
- ▶ Per subject K700.00

## ENTRY REQUIREMENTS

### CERTIFICATE COURSES

- Successful completion of Grade 10 with **PASSES** in English & Mathematics

### DIPLOMA COURSES

- Successful completion of Grade 12 with “C” or **above** in English & Mathematics from recognized schools/institutions including matriculation centers
- “D” Grade plus ITI Entry Test  
Adults with relevant work experience of 5 years and over
- Completion of Certificate courses from recognized Private and Government Institutions with **Pass Grades**.

## WHY STUDY AT ITI

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 suit anybody.

- ◆ Study at your 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 posted.
- ◆ Do exams in your home town.
- ◆ You can also personally attend a graduation either in Port Moresby or Lae campus respectively or get your Certificates posted through registered mail.
- ◆ You can switch mode of study from distance to on-campus.
- ◆ After successful completion of certificate courses you are eligible to articulate into Diploma programs.
- ◆ Completion of the Diploma program student can apply for Degree programs offered by Universities that ITI is associated with.
- ◆ A member of the International Federation of Training & Development Organization (IFTDO)
- ◆ Accredited by the OHE as one of the leading Private Institutions in the country.

**Various conditions apply for entry into the above Universities**

The information contained here 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

## CAREER PATH OF DEPLOMA HOLDERS

**Students who complete the ITI Diploma are eligible to access Degree 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 Toowooba, Queensland Australia or Distance mode.  
Association of Accounting Technicians (AAT-Australia).
- ▶ Certificate Practising Accountants of PNG (CPA PNG).
- ▶ Ancharya Bangalore B School (ABBS - India) - A world class University and obtain a degree course.
- ▶ Griffith University - Study in Brisbane Australia with 5 locations to choose from.
- ▶ Student member with PNG HRI.

## DURATION

- ◆ **TAKE NOTE THAT YOU CAN START ANYTIME DURING THE YEAR AT YOUR OWN PACE. A MAXIMUM PERIOD OF 8 MONTHS PER COURSE.**

**\*Note:**

*The new fees are effective as from January 1, 2017*

## ITI CENTRES CONTACT DETAILS

### ITI POM Campus:

Scratchley Rd , Badili  
PO Box 6322, Boroko, NCD  
Ph: 320 2800 Fax: 320 0513  
Mobile: 76850523/ 72975233  
Email: enquires@iti.ac.pg

### ITI LAE Campus:

Cnr Frigate & Butibum St. Voco Point  
PO Box 618, Lae  
Morobe Province  
Ph: 472 2790 Fax: 472 0199  
Mobile: 7342 8032  
Email: enquires.lae@iti.ac.pg

### ITI Kimbe Campus:

PO Box 694, Morokea Town  
Kimbe, WNB  
Ph: 983 4922 Fax: 983 5873  
Mobile: 7003 9849  
Email: enquires.kimbe@iti.ac.pg

### ITI Alotau Campus:

Education Milne Bay, Wanigili  
PO Box 142 , Alotau  
Milne Bay Province  
Ph: 6411223 Mob: 70790821  
71814731 / 7613 7253  
Email: enquires.alotau@iti.ac.pg

### ITI Kokopau Campus:

Autonomous Region of Bougainville  
PO Box 704, Buka Island, AROB  
Mobile: 7913 2976  
Email: enquires.kokopau@iti.ac.pg

### ITI Goroka Campus

Okuk Highway, Oppst. Mt. Sion  
P.O Box 543, Goroka  
Eastern Highlands Province  
Mobile: 7619 7939 / 7263 6996  
Email: enquires.goroka@iti.ac.pg

### ITI Kavieng Campus

Ligga Bible College  
P.O Box 356, KAVIENG  
Buluminski Highway  
New Ireland Province  
Ph: 984 2703 Mobile: 7077 7099  
Email: enquires.kavieng@iti.ac.pg

### ITI Hagen Campus

P.O Box 377, Mt. Hagen  
Pena Corner & Moka Place, Hagen  
Ph: 542 1276 Mobile: 7389 0468  
Email: enquires.hagen@iti.ac.pg

### Kiunga Distance Centre

P.O Box 148, KIUNGA  
Western Province  
Mobile: 71921329 / 7208 694  
Email: enquires.kiunga@iti.ac.pg

### ITI Manus Campus

PO Box 39, LORENGAU  
Manus Province  
Phone: 970 9416  
Mobile: 7386 4824  
Email: enquires.manus@iti.ac.pg

### ITI Warangoi Distance Centre:

PO Box 47, Warangoi  
Rabaul, ENB  
Mobile: 7295 0131  
Fax: C/3200513  
Mobile: 7293 3476  
Email: enquires.warangoi@iti.ac.pg

**Website:**  
[www.iti.ac.pg](http://www.iti.ac.pg)



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