



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: FEBRUARY 17 Weeks JULY 17 Weeks

CERTIFICATE COURSES

Certificate in Accounting (CIA)	Certificate in Business (CIB)	Certificate in Sales (CIS)	Certificate in Human Resource Management (CHRM)																																																
Program Structure	Program Structure	Program Structure	Program Structure																																																
<i>The Certificate in Accounting requires completion of 5 units successfully.</i>	<i>The Certificate in Business requires completion of 5 units successfully.</i>	<i>The Certificate in Sales requires completion of 5 units successfully.</i>	<i>The Certificate in HR Management requires completion of 5 units successfully.</i>																																																
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<i>After successful completion of CIA, students can enrol for Diploma in Accounting programs.</i>	<i>After successful completion of CIB, students can enrol for Diploma in Management.</i>	<i>After successful completion of CIS, students can enrol for Diploma in Management.</i>	<i>After successful completion of CHRM, students can enrol for Diploma in Human Resource Management.</i>																																																

DIPLOMA COURSES

Diploma in Accounting (DACC)	Diploma in Management (DMGT)	Diploma in Human Resource Management (DHRM)	ADVANCED DIPLOMA in ACCOUNTING (ADAC)																																																																																																
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ITI CONTACT DETAILS

<p>ITI PORT MORESBY CAMPUS</p> <p>Scratchley Road, Badili PO Box 6322, BOROKO, NCD Ph: 320 2800 Fax: 320 0513 Mob: 7685 0523 7138 1615 Email: enquires@iti.ac.pg</p>	<p>ITI LAE CAMPUS</p> <p>Steamships Property, Sletjford Street Building 03, Sect 30, Lot #01, Unit #01 P O Box 618, LAE, MOROBE PROVINCE Phone: 472 2790 Fax: 472 0199 Mobile: 7342 8032 7577 8757 Email: enquires.lae@iti.ac.pg</p>	<p>ITI KIMBE CAMPUS</p> <p>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>ITI KAVIENG CAMPUS</p> <p>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>ITI BUKA CAMPUS</p> <p>Seville House, North Bougainville Autonomous Region of Bougainville PO Box 704, BUKA Island, AROB Mob: 7913 2976 7162 5486 Email: enquires.kokopau@iti.ac.pg</p>	<p>ITI ALOTAU CAMPUS</p> <p>Education Milne Bay, Wanigili Centre PO Box 142, ALOTAU Milne Bay Province Phone: 641 1223 Mob: 7079 0821 7613 7253 Email: enquires.alotau@iti.ac.pg</p>	<p>ITI GOROKA CAMPUS</p> <p>Okuk Highway, Opp. Mt. Sion PO Box 534, Goroka Eastern Highlands Province Phone: 532 2887 Fax: 532 2853 Mob: 74448105 76197939 74870657 Email: enquires.goroka@iti.ac.pg</p>	<p>ITI HAGEN CAMPUS</p> <p>Corner Pena & Moka Place, Hagen town Next to Susu Mama office PO Box 377, Mt. HAGEN, Western Highlands Province Phone: 542 1276 Mobile: 7389 0468 7591 9111 Email: enquires.hagen@iti.ac.pg</p>
<p>ITI MANUS CAMPUS</p> <p>PO Box 39, LORENGAU Manus Province Phone: 970 9416 Mobile: 7199 8576 7935 2388 Email: enquires.manus@iti.ac.pg</p>	<p>ITI KIUNGA CAMPUS</p> <p>Town Centre, Council Chamber PO Box 148, KIUNGA Western Province Ph: 6492965 Mb: 79517982 73406163 Email: enquires.kiunga@iti.ac.pg</p>	<p>ITI Warangoi Distance Centre</p> <p>PO Box 47, Warangoi RABAUL, East New Britain Facsimile: 320 0513 Mob: 7295 0131 7314 5613 Email: enquires.warangoi@iti.ac.pg</p>	<p>Follow us on</p> <p> facebook</p> <p>Website: www.iti.ac.pg Email: enquires@iti.ac.pg</p>

IT & COMPUTING COURSES

Certificate in Computing (CIC)	Diploma in Computing (DIC)	Diploma in Information Technology (DIT)
<p>Program Structure The Certificate in Computing requires completion of 5 units successfully.</p> <p>Code Unit Name</p> <p>1008 Introduction to Programming</p> <p>1005 Database Development</p> <p>1004 Introduction to Computing</p> <p>1003 Microsoft Office Training</p> <p>1002 Business Communication</p> <p>After successful completion of CIC, students can articulate into a variety of Computing Diplomas.</p>	<p>Program Structure The Diploma in Computing requires completion of 10 units successfully.</p> <p>SEMESTER ONE</p> <p>Code Unit Name</p> <p>2041 Business Writing</p> <p>2042 Office Application</p> <p>2003 System Analysis & Design</p> <p>2004 Programming (VB)</p> <p>2050 Data Management (MySQL)</p> <p>SEMESTER TWO</p> <p>Code Unit Name</p> <p>2051 Object Oriented Programming</p> <p>2053 Computer Communication</p> <p>2054 Networking Interfacing</p> <p>2055 Information System Management</p> <p>2056 Database Application Development</p>	<p>Program Structure The Diploma in Information Technology requires completion of 10 units successfully.</p> <p>JANUARY SEMESTER</p> <p>Code Unit Name</p> <p>4001 System Analysis & Design</p> <p>4002 Data Management</p> <p>4003 Professional Practice</p> <p>4004 Object Oriented Systems Development</p> <p>4009 Data Structures & Algorithm</p> <p>JUNE SEMESTER</p> <p>Code Unit Name</p> <p>2005 Programming</p> <p>4006 Computer Communications</p> <p>4007 Computer Organisation</p> <p>4008 System Principle</p> <p>4010 Webpage Design</p>

ENTRY REQUIREMENTS	FEES	DURATIONS
<p>CERTIFICATE COURSES</p> <p>* Successful completion of Grade 10 with PASS in English & Mathematics.</p> <p>DIPLOMA COURSES</p> <p>* Completion of Certificate courses from ITI or from recognized Private and Government Institutions.</p> <p>* Successful completion of Grade 12 with C or above in English & Mathematics from recognized Schools or Institutions including Matriculation centres.</p> <p>* D Grade plus ITI Entry Test</p> <p>* Adults with relevant work experience of 5 years and over</p> <p>ADVANCED DIPLOMA IN ACCOUNTING</p> <p>* Successful completion of Diploma in Accounting course from ITI or from recognized Private & Government Institutions</p>	<p>CERTIFICATE COURSES K3,100 K1,200 on registration followed by approved installments.</p> <p>DIPLOMA COURSES K8,500 K1,500 on registration followed by approved installments.</p> <p>ADVANCED DIPLOMA IN ACCOUNTING K8,500 K1,500 on registration followed by approved installments.</p> <p>DEFERRAL OF COURSES K200 This fee is additional if a student has already paid his or her course fees and wish to defer studies to following semester.</p>	<p>CERTIFICATE COURSE 17 weeks</p> <p>DIPLOMA COURSE 34 weeks</p> <p>ADVANCED DIPLOMA IN ACCOUNTING 34 weeks</p> <p>EVENING CLASS DROP OFFS For students taking up evening classes from 5pm to 7 or 9pm, enquire with our marketing department on PH: 320 2800, MB: 7685 0523 or 7138 1615 for further information.</p>

AFFILIATIONS & ASSOCIATION

- > James Cook University - Brisbane, Australia
- > Griffith University - Brisbane Australia
- > University of Sunshine Coast - Australia
- > Student member with PNG Human Resource Institute (PNGHRI)

> career opportunities <

> career opportunities <

> career opportunities <

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
- > Air conditioned seminar rooms and Computer Laboratory
- > A member of the International Federation of Training & Development Organization (IFTDO)





APPLICATION FORM

Full-Time on Campus



Please write clearly in bold letters

COMPLETE ALL SECTIONS TO AVOID DELAYS IN PROCESSING OF OFFER LETTERS

(Put a Tick in the appropriate boxes)

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: Birth Date: / / (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 (if available):
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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 10 / 12, 'A' Levels): 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:
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Please attach certify copies of all certificates and acadamic transcripts or mark sheets.

5. Employment
Company: _____ **Position:** _____
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: 20_____	Month: <input type="checkbox"/> February	<input type="checkbox"/> July	
<input type="checkbox"/> Certificate in Accounting	Year: 20_____	Month: <input type="checkbox"/> February	<input type="checkbox"/> July	
<input type="checkbox"/> Certificate in Business	Year: 20_____	Month: <input type="checkbox"/> February	<input type="checkbox"/> July	
<input type="checkbox"/> Certificate in Sales	Year: 20_____	Month: <input type="checkbox"/> February	<input type="checkbox"/> July	
<input type="checkbox"/> Certificate in Human Resource Management	Year: 20_____	Month: <input type="checkbox"/> February	<input type="checkbox"/> July	
<input type="checkbox"/> Diploma in Accounting	Year: 20_____	Month: <input type="checkbox"/> February	<input type="checkbox"/> July	
<input type="checkbox"/> Diploma in Computing	Year: 20_____	Month: <input type="checkbox"/> February	<input type="checkbox"/> July	
<input type="checkbox"/> Diploma in Information Technology	Year: 20_____	Month: <input type="checkbox"/> February	<input type="checkbox"/> July	
<input type="checkbox"/> Diploma in Management	Year: 20_____	Month: <input type="checkbox"/> February	<input type="checkbox"/> July	
<input type="checkbox"/> Diploma in Human Resource Management	Year: 20_____	Month: <input type="checkbox"/> February	<input type="checkbox"/> July	
<input type="checkbox"/> Advanced Diploma in Accounting	Year: 20_____	Month: <input type="checkbox"/> February	<input type="checkbox"/> July	

7. 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.

8. Are you applying for Evening Classes (5-9pm)?	9. 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>	

10. Sponsorship	11. 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.

12. Disclaimer	13. 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

14. Fee Refund Policy
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; 14.1 All correspondence regarding refund / excess payment must be in writing. 14.2 Before commencement date of course, full refund less K150.00 for administration costs will be paid. 14.3 After commencement date of course; 14.4(a) Withdrawals during the first week, 80% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 20% of the total cost fee. 14.4(b) Withdrawals during the Second week, 70% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 30% of the total cost fee. 14.4(c) Withdrawals during the third week, 60% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 40% of the total cost fee. 14.4(d) After third week of the commencement date of the course, NO REFUND will be made. 14.4(e) Once Transport fees are paid and used NO MORE REFUNDS applicable. 14.5(a) Excess Payments: any excess payments of specified course fees will be reimbursed after realization of the deposit made. 14.5(b) Reimbursement will be processed upon return of all course materials and original receipts of payment. 14.6 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. 14.7 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. 14.8 All withdrawals & excess payments will be made payable to the sponsor.

15. 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 the discretion to take action on a matter that violate 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="background-color: #333; color: white; padding: 5px; border: 1px solid black;"> Sighted or Authorized by: (Write full name & sign/ Put official stamp here) </div> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></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.