



## Full-Time Course Information

SEMESTER INTAKES:  FEBRUARY 17 Weeks  JULY 17 Weeks

\* For LAE Campus Only

## CERTIFICATE COURSES

Certificate in Accounting (CIA)	Certificate in Business (CIB)	Certificate in Sales (CIS)	Certificate in Human Resource Management (CHRM)																																																
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<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><b>ITI PORT MORESBY CAMPUS</b></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><b>ITI LAE CAMPUS</b></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><b>ITI KIMBE CAMPUS</b></p> <p>PO Box 694, Moroeka 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 KAVIENG CAMPUS</b></p> <p>Section 44, Lot 06, Crescent Street Court Rd. KAVIENG TOWN New Ireland Province Ph: 984 2703 Mob: 7077 7099 Email: enquires.kavieng@iti.ac.pg</p>
<p><b>ITI BUKA CAMPUS</b></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><b>ITI ALOTAU CAMPUS</b></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><b>ITI GOROKA CAMPUS</b></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><b>ITI HAGEN CAMPUS</b></p> <p>Corner Pena &amp; 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><b>ITI MANUS CAMPUS</b></p> <p>PO Box 39, LORENGAU Manus Province Phone: 970 9416 Mobile: 7199 8576   7935 2388 Email: enquires.manus@iti.ac.pg</p>	<p><b>ITI KIUNGA CAMPUS</b></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><b>ITI Kokopo Distance Centre</b></p> <p>PO Box 1200, KOKOPO, E.N.B. JR Holdings Building, Gumur Service Station 2nd floor, 1st Room Mob: 7295 0131 Facsimile: 320 0513 Email: enquires.kokopo@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> <p>ITI Course Information   Pg 1</p>

# IT & COMPUTING COURSES

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

## ENTRY REQUIREMENTS

### CERTIFICATE COURSES

\* Successful completion of Grade 10 with **PASS** in English & Mathematics.

### DIPLOMA COURSES

- \* Completion of Certificate courses from ITI or from recognized Private and Government Institutions.
- \* Successful completion of Gr.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

### ADVANCED DIPLOMA IN ACCOUNTING

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

## FEES

### CERTIFICATE COURSES

**K3,400**  
K1,200 on registration followed by approved installments.

### DIPLOMA COURSES

**K8,800**  
K1,500 on registration followed by approved installments.

### ADVANCED DIPLOMA IN ACCOUNTING

**K8,800**  
K1,500 on registration followed by approved installments.

### 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.

### UPGRADE FEE PER SUBJECT

**K600**  
A Compulsory Fee that applies to Upgrade Failed Subject

## DURATIONS

### CERTIFICATE COURSE

**17 weeks**

### DIPLOMA COURSE

**34 weeks**

### ADVANCED DIPLOMA IN ACCOUNTING

**34 weeks**

## AFFILIATIONS and ASSOCIATIONS

- > James Cook University - Brisbane, Australia
- > University of Southern Queensland - Australia
- > Student member with PNG Human Resource Institute (PNGHRI)



> career opportunities <

> pathway programs <



## Why study at International Training Institute

- > 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 and Management
- > Special Corporate Training Facilities
- > Library holding reasonable volumes of higher learning material specific for research on the programs ITI offer.
- > Air conditioned seminar rooms and Computer Laboratory
- > A member of the International Federation of Training and 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
---------------------	--------------------

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: ___/___/___ Place of birth: Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Home Province: _____ Village: _____ District: _____ Ward: _____ LLG: _____ Nationality: _____	Address in PNG or Overseas (if known)  Place you reside: Home / Work Telephone: Facsimile: 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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*If you believe you have relevant employment experience, please attach relevant details.*

Please attach certify copies of all certificates and acadamic transcripts or mark sheets.

### 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 seprate 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> <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>	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.

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):	<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.*

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	<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

14. 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; 14.1 All correspondence regarding refund / excess payment must be in writing. 14.2 Before commencement date of course, full refund less K200.00 for administration costs will be paid. 14.3 After commencement date of course; 14.3.1 Withdrawals during the first week, <b>90% of THE TOTAL COURSE FEES</b> will be refunded. ITI will withhold 10% of the total cost fee. 14.3.2 Withdrawals during the Second week, <b>80% of THE TOTAL COURSE FEES</b> will be refunded. ITI will withhold 20% of the total cost fee. 14.3.3 Withdrawals during the third week, <b>70% of THE TOTAL COURSE FEES</b> will be refunded. ITI will withhold 30% of the total cost fee. 14.3.4 After third week of the commencement date of the course, <b>NO REFUND</b> will be made. 14.3.5 Once Transport fees are paid and used <b>NO MORE REFUNDS</b> applicable 14.3.6 Student not formally registered but deposited funds into ITI Account and want to withdraw from studies, a fee of K100.00 will apply. 14.4.1 Excess Payments: any excess payments of specified course fees will be reimbursed after realization of the deposit made. 14.4.2 Reimbursement will be processed upon return of all course materials and original receipts of payment. 14.5 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 14.6 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. 14.7 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 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, <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; width: fit-content;"> <b>Sighted or Authorized by:</b>  (Write full name &amp; sign/  Put official stamp here) </div>	