



# INTERNATIONAL TRAINING INSTITUTE

ITI POM and LAE Campus are accredited by Department of Higher Education, Research, Science and Technology as Higher Education Institution



## "DHERST DIPLOMA COURSES"

### - COURSE INFORMATION -

SEMESTER INTAKES: FEBRUARY  JULY

#### 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 03

Code	Unit Name
12213	Financial Accounting 1
12333	Small Business Management
12223	Auditing
12233	Taxation

##### YEAR 2

###### SEMESTER 04

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 03

Code	Unit Name
12213	Financial Accounting 1
12333	Small Business Management
12413	Marketing Management
12513	Human Resource Management

##### YEAR 2

###### SEMESTER 04

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

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**YEAR 2****SEMESTER 03**

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

**YEAR 2****SEMESTER 04**

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 03**

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

**YEAR 2****SEMESTER 04**

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 03**

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

**YEAR 2****SEMESTER 04**

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

**ITI ENTRY REQUIREMENTS**

"Grade 12 Successfully completed with GPA of 2.0 and or above achievement of 'C' or better in English and Mathematics.

**COURSE DURATIONS**

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

**COURSE FEES**

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

**Career Pathways for DHERST 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)



"After successful completion of DHERST Diploma Courses from ITI students can further study at Australian Universities through ITI's Career Pathways Program with subjects exemption".

**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.

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

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# APPLICATION FORM

## DHERST Diploma Courses

Offered in Port Moresby and Lae Campuses



Please write in Block Letters

COMPLETE ALL SECTIONS TO AVOID DELAYS IN PROCESSING THE 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: 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 (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 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: Please attach the certified copies of all the credentials.
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5. Employment
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Company: \_\_\_\_\_ Position: \_\_\_\_\_  
 If you believe you have relevant employment experience, please attach relevant details.

6. Campus Locations (Choose the campus you prefer to study)
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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 fill the exemption form. The application will be accepted once ITI receives all the required certified educational qualifications from the candidates.

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<b>9. Are you applying for Evening Classes (5-9pm)?</b>	<b>10. 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 anything 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 separate 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>	

<b>11. Sponsorship</b>	<b>12. Other information</b>
<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.*

<b>13. Disclaimer</b>	<b>14. Application checklist</b>
I hereby declare that ITI can provide all my study progress reports to my parents, guardians or sponsors.  <input type="checkbox"/> Yes <input type="checkbox"/> No	Check that you have: <input type="checkbox"/> Completed all the given sections <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

<b>15. Fee Refund Policy “(A Must Read Clause)”</b>
<p>Reimbursement of the Course fee 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;</p> <p>15.1 All correspondence regarding refund / excess payment must be in writing.</p> <p>15.2 Before commencement date of course, full refund less K200.00 for administration costs will be paid.</p> <p>15.3 After commencement date of course;</p> <p>15.3.1 Withdrawals during the first week, 90% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 10% of the total Course fee.</p> <p>15.3.2 Withdrawals during the 2nd week, 80% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 20% of the total Course fee.</p> <p>15.3.3 Withdrawals during the third week, 70% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 30% of the total Course fee.</p> <p>15.3.4 After third week of the commencement date of the course, NO REFUND will be made.</p> <p>15.3.5 Once Transport fees are paid and used NO MORE REFUNDS will be applicable.</p> <p>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.</p> <p>15.4.1 Excess Payments: any excess payments of specified course fees will be reimbursed after realization of the deposit made.</p> <p>15.4.2 Reimbursement will be processed upon return of all course materials and original receipts of payment.</p> <p>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</p> <p>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.</p> <p>15.7 All withdrawals &amp; excess payments will be made payable to the sponsor.</p>

<b>16. 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. ITI has its own discretion to take action on a matter that violates this declaration.

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

<b>ADMINISTRATION USE ONLY</b>	
Ensure that the applicant has successfully completed the application requirements below. Please, CROSS CHECK THE ORIGINALS.	
<b>ITI Admin, Application checklist</b> <input type="checkbox"/> Complete all sections of the Application form <input type="checkbox"/> Agreed 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)           _____  <b>GPA:-</b> </div>	

**“NO FEES Charged on this ITI Form”**