



INTERNATIONAL TRAINING INSTITUTE

"Investing in Quality & Affordable Education for your Future"

ITI POM and LAE Campuses are Accredited by
DHERST as Higher Education Institution

20th
Anniversary
1999-2019

Full-Time Course Information

SEMESTER INTAKES: FEBRUARY 17 Weeks JULY 17 Weeks

*ITI POM & LAE Campus Forms

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 7050 6997 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 Ph: 983 4922 Fax: 983 5873 Mobile: 7484 8828 Email: enquires.kimbe@iti.ac.pg</p>	<p>ITI KAVIENG CAMPUS</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>ITI BUKA CAMPUS</p> <p>Seville House, North Bougainville Autonomous Region of Bougainville PO Box 704, BUKA Island, AROB Mobile: 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 Mobile: 7487 0657 7619 7939 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 7527 2549 Email: enquires.hagen@iti.ac.pg</p>
<p>ITI MANUS DISTANCE CENTRE</p> <p>PO Box 39, LORENGAU Manus Province Phone: 970 9416 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 East New Britain Distance Centre</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> <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 style="text-align: center;">Program Structure</p> <p><i>The Certificate in Computing requires completion of 5 units successfully.</i></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">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><i>After successful completion of CIC, students can articulate into a variety of Computing Diplomas.</i></p>	Code	Unit Name	1008	Introduction to Programming	1005	Database Development	1004	Introduction to Computing	1003	Microsoft Office Training	1002	Business Communication	<p style="text-align: center;">Program Structure</p> <p><i>The Diploma in Computing requires completion of 10 units successfully.</i></p> <p>SEMESTER ONE</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">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 & 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>SEMESTER TWO</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">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 style="text-align: center;">Program Structure</p> <p><i>The Diploma in Information Technology requires completion of 10 units successfully.</i></p> <p>SEMESTER ONE</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">Unit Name</th> </tr> </thead> <tbody> <tr><td>4001</td><td>System Analysis & 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 & Algorithm</td></tr> </tbody> </table> <p>SEMESTER TWO</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">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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<p>ENTRY REQUIREMENTS</p> <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 Gr.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>FEES</p> <p>CERTIFICATE COURSES K3,400 K1,200 on registration followed by approved installments.</p> <p>DIPLOMA COURSES K8,800 K1,500 on registration followed by approved installments.</p> <p>ADVANCED DIPLOMA IN ACCOUNTING K8,800 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>UPGRADE FEE PER SUBJECT K600 A Compulsory Fee that applies to Upgrade Failed Subject</p>	<p>DURATIONS</p> <p>CERTIFICATE COURSE 17 weeks</p> <p>DIPLOMA COURSE 34 weeks</p> <p>ADVANCED DIPLOMA IN ACCOUNTING 34 weeks</p>
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CAREER PATHWAYS (ITI Diploma Graduates) THROUGH ITI's OVERSEAS CORRESPONDENCE

After successful graduation with ITI Diploma, students can further study at Australian Universities with subjects exemption.

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



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.
- Students have access to Online Library (E-Library)
- Air conditioned seminar rooms and Computer Laboratory



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		Address in PNG or Overseas (if known)	
Given Name:			
Surname:			
Preferred Name in full:			
Birth date: ___/___/___ Place of birth:		Place you reside:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Home / Work Telephone:	
Home Province: _____ Village: _____		Facsimile:	
District: _____ Ward: _____ LLG: _____		Mobile:	
Nationality:		Email (if available):	
3. Education Detail (Secondary Education-highest level achieved)		4. Tertiary and further Education (Institution)	
Name of qualification (Year 10 / 12, 'A' Levels):		Name of qualification:	
School Attended:			
Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Institute attended:	
Year Completed:			
Country / Province / City / Town:		Country / Province / City / Town:	
5. Employment		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: <input type="checkbox"/> Port Moresby Campus (Scratchley Road Badili, Opposite SnS and Ruswin)			
<input type="checkbox"/> Lae Campus (Steamships Property, Sletjford Street Building 03, Sect 30 Lot 01, Unit #01)			
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	
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<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

"NO FEES Charged on this ITI Form"

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>	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.
<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>	

10. Sponsorship	11. Other information
<input type="checkbox"/> Parents <input type="checkbox"/> Self-sponsor	How did you first learn about ITI? you may tick more than one.
<input type="checkbox"/> Name of Employer/Address:	
<input type="checkbox"/> Other, (please specify):	
	<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 “(A Must Read Clause)”
<p>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;</p> <p>14.1 All correspondence regarding refund / excess payment must be in writing.</p> <p>14.2 Before commencement date of course, full refund less K200.00 for administration costs will be paid.</p> <p>14.3 After commencement date of course;</p> <p>14.3.1 Withdrawals during the first week, 90% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 10% of the total cost fee.</p> <p>14.3.2 Withdrawals during the Second week, 80% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 20% of the total cost fee.</p> <p>14.3.3 Withdrawals during the third week, 70% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 30% of the total cost fee.</p> <p>14.3.4 After third week of the commencement date of the course, NO REFUND will be made.</p> <p>14.3.5 Once Transport fees are paid and used NO MORE REFUNDS applicable</p> <p>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.</p> <p>14.4.1 Excess Payments: any excess payments of specified course fees will be reimbursed after realization of the deposit made.</p> <p>14.4.2 Reimbursement will be processed upon return of all course materials and original receipts of payment.</p> <p>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</p> <p>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.</p> <p>14.7 All withdrawals & excess payments will be made payable to the sponsor.</p>

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, CROSS CHECK THE ORIGINALS.		
ITI Admin, Application checklist	* Check that the applicant had attached;	Sighted or Authorized by: (Write full name & sign/ Put official stamp here) <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
<input type="checkbox"/> Complete all sections of the Application form	<input type="checkbox"/> Certified copies of the academic qualification	
<input type="checkbox"/> Read and understood the refund Policy	<input type="checkbox"/> Any relevant employment documentation	
<input type="checkbox"/> Declare and signed the Application form	<input type="checkbox"/> Recommendation letter from the sponsor	
“NO FEES Charged on this ITI Form”		