INTERNATIONAL TRAINING INSTITUTE

"Investing in Quality & Affordable Education for your Future"

ALOTAU CAMPUS

Full-Time Course Information

SEMESTER: ☐ March Intake (17 weeks)   ☐ August Intake (17 weeks)

CERTIFICATE COURSES IN BUSINESS AND COMPUTING

Certificate in Accounting (CIA)

Program Structure

The Certificate in Accounting requires completion of 5 units successfully.

Code	Unit Name
1002	Business Communication
1003	Microsoft Office Training
1009	Business Administration
1012	Basic Accounting
1014	Business Maths

After successful completion of CIA, students can enrol for Diploma in Accounting.

Certificate in Human Resource Management (CHRM)

Program Structure

The Certificate in HRM requires completion of 5 units successfully.

Code	Unit Name
1002	Business Communication
1003	Microsoft Office Training
1011	Organizational Behaviour
1012	Basic Accounting
1015	Principles of HR Management

After successful completion of CHRM, students can enrol for Diploma in HR Management.

Certificate in Computing (CIC)

Program Structure

The Certificate in Computing requires completion of 5 units successfully.

Code	Unit Name
1008	Introduction to Programming
1005	Database Development
1004	Introduction to Computing
1003	Microsoft Office Training
1002	Business Communication

After successful completion of CIC, students can articulate into a variety of Computing Diploma.

Certificate Level 4 in Information Technology (ICTIT401)

Competent practical course that will develop your technical skills and knowledge to virtualize, configure desktops, servers, networking, client support, preparing you for a career in IT.

Students will be trained in range of information and communication technology (ICT) disciplines to meet the needs of industry.

With rapid growing population and emerging businesses, IT professionals are a demand in PNG and across the globe to ensure that our communities and cities stay connected.

This course will truly prepare you to be engaged in important roles in meeting the needs of the computing and technology industry.

UNITS OF COMPETENCY	CODE
1. Work effectively in an information technology environment	ICTITENV4011
2. Apply occupational health and safety procedures	ICTITENV4012
3. Operate a word processing and Database applications (Word Processing)	ICTITWP4013
4. Operate a word processing and Database applications (spreadsheets)	ICTITSST4014
5. Operate a word processing and Database applications (Database)	ICTITDBS4015
6. Operate a word processing and Database applications (Presentation)	ICTITPPS4016
7. Operate computer hardware	ICTITHDW4017
8. Determine client computing problems and actions	ICTITENV4018
9. Maintain equipment/Software inventory	ICTITENV4019
10. Work hardware peripherals	ICTITHWP40110
11. Install software applications	ICTITSAP40111
12. Integrate commercial computing packaging	ICTITENV40112
13. Maintain System integrity	ICTITENV40113
14. Install Computer Systems and Networks	ICTITCSN40114
15. Configure Computer Systems and Networks	ICTITENV40115
16. Diagnose and Troubleshoot Computer Systems	ICTITENV40116
17. Maintain Computer Systems and Networks	ICTITENV40117
18. Apply advance object-oriented language skills – Computer Programming	ICTITPRO40118

DIPLOMA COURSES IN BUSINESS AND ACCOUNTING

Diploma in Accounting (DACC)

Program Structure
Diploma in Accounting requires completion of 10 units successfully.

SEMESTER ONE

Code	Unit Name
2041	Business Writing
2042	Office Application
2011	Business Law
1001	Accounting 1
2012	Cost & Budgeting 1

SEMESTER TWO

Code	Unit Name
2013	Auditing
2014	Taxation
2048	Cost & Budgeting 2
2010	Accounting 2
2049	Financial Reporting

Diploma in Human Resource Management (DHRM)

Program Structure
Diploma in HRManagement requires completion of 10 units successfully.

SEMESTER ONE

Code	Unit Name
2041	Business Writing
2042	Office Application
2034	Human Resource Law in PNG
1001	Accounting I
2027	Introduction to Psychology

SEMESTER TWO

Code	Unit Name
2032	Leading & Managing People
2033	Strategic Human Resource Mngt
2035	Contemporary Issues in HRM
2036	International H/ Resource Mngt
2037	Human Resource Development

ADVANCED DIPLOMA IN ACCOUNTING (ADACC)

Program Structure
Advanced Dip. in Accounting requires completion of 10 units successfully.

SEMESTER ONE

Code	Unit Name
3009	Financial Accounting
3010	Management Accounting
3011	Intermediate Audit
3015	Introduction of Economics
3016	Elements of Information System

SEMESTER TWO

Code	Unit Name
3012	Specialised Accounting Practice
3013	Corporate Tax
3014	Professional Ethics
3017	Quantitative Methods of Business
3018	Principles of Mngmt and Marketing

Diploma in Information Technology (DIT)

Program Structure

Diploma in Information Technology requires completion of 10 units successfully.

SEMESTER ONE

Code	Unit Name
2003	**System Analysis & Design**
2050	**Data Management (MySQL)**
4003	**Professional Practice**
4004	**Object Oriented Systems Development**
4009	**Data Structures and Algorithm**

SEMESTER TWO

Code	Unit Name
2051	**Object Oriented Progamming**
2053	**Computer Communications**
4007	**Computer Organisation**
4008	**System Principle**
4010	**Webpage Design**

ENTRY REQUIREMENTS

CERTIFICATE COURSES
> Successful completion of Grade 10 with PASSES in English and Mathematics.

DIPLOMA COURSES
> Successful completion of Certificate courses from ITI or recognized Institutions.

> Successful completion of Grade 12 with achievement of "<u>C</u>" or above in English and "<u>D</u>" grade in Maths eligible for Business Courses.

> Successful completion of Grade 12 with achievement of "<u>C</u>" or above in English and Mathematics are eligible for DIT Course only.

> "<u>D</u>" in Mathematics and must pass ITI entry test to qualify for DIT Course only.

> "<u>D</u>" in English and must pass ITI entry test to qualify for any Diploma Course.

> Adults with relevant work experience over 5 years with reference letter from the employer is required.

ADVANCED DIPLOMA IN ACCOUNTING
> Successful completion of Diploma in Accounting course from ITI or recognized Institutions.

COURSE FEES

CERTIFICATE COURSES (17 weeks)
K4,100
K1,200 on registration followed by approved installments.

DIPLOMA COURSES (34 weeks)
K9,800
K1,500 on registration followed by approved installments.

ADVANCED DIPLOMA IN ACCOUNTING (34 weeks)
K9,800
K1,500 on registration followed by approved installments.

DEFERRAL OF COURSES
K200 Additional fee applied to students who already paid their course fees and wish to defer studies to following semester.

UPGRADE FEE (Certificate/Diploma)
K750 - Per Subject
A Compulsory Fee that applies to upgrade <u>Failed</u> unit (Subject).

CAREER PATHWAYS for ITI Diploma Graduates

THROUGH ITI's OVERSEAS CORRESPONDENCE

After successfully obtaining ITI Diploma, students can apply to study Undergraduated Courses at Australian Universities with subjects exemption.

➤ James Cook University - Brisbane, Australia
➤ University of Southern Queensland - Australia

 JAMES COOK UNIVERSITY Australia

 UNIVERSITY OF SOUTHERN QUEENSLAND AUSTRALIA

ITI MEMBERSHIP ASSOCIATIONS

■ **PNG Human Resource Institute (PNGHRI)**

ITI has arrangement with PNGHRI under which ITI students graduating in Diploma in Human Resource automatically become student members of Papua New Guinea Human Resource Institute.

■ **Certified Practising Accountants of Papua New Guinea (CPA PNG)**

ITI has established the pathway arrangement with CPA PNG. After completing Advanced Diploma in Accounting, students from ITI will be qualified for Certified Accounting Technician member of the CPA PNG.

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.
➤ 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.

➤ Special Corporate Training Facilities.
➤ Special Corporate Training Courses in Business, IT and HR Management.

CONTACT DETAILS

ITI ALOTAU CAMPUS

PO Box 142, ALOTAU
Education Milne Bay, Wanigili Centre
Milne Bay Province
Phone: 641 1223
Mobile: 7181 4731 | 7613 7253 | 7079 0821
Email: enquires.alotau@iti.ac.pg
FB page: @itialotau   WhatsApp: 7613 7253

Likeus on

facebook

Website: www.iti.ac.pg
EMAIL: enquires.alotau@iti.ac.pg

"NO FEES Charged on this ITI Form"

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)

INTERNATIONAL TRAINING INSTITUTE

1. Personal Details

Title: ◯ Mr   ◯ Mrs   ◯ Miss   ◯ Other

Given Name:

Surname:

Preferred Name in full:

Birth date: ____/____/____   Place of birth:

Gender: ◯ Male   ◯ Female

Home Province: Village:

District: Ward: LLG:

Nationality:

2. Contact Details

Address in PNG or Overseas (if known)

Place you reside:

Home/ Work Phone:

Mobile:

WhatsApp#:

Email (if available):

3. Education Detail (Secondary Education-highest level achieved)

Name of qualification (Year 10 / 12, 'A' Levels):

School Attended:

Completed: ◯ Yes   ◯ No

Year Completed:

Country / Province / City / Town:

4. Tertiary and further Education (Institution)

Name of qualification:

Institute attended:

Country / Province / City / Town:

Completed: ◯ Yes   ◯ No   Year Completed:

5. Employment

Company: _____ **Position:** _____

If you believe you have relevant employment experience, please attach relevant details.

Please attach certified copies of all certificates and acadamic transcripts or mark sheets (originals will only be used for sighting).

6. Campus Location / Course Selection / Semester

Location: ⊘ Alotau Campus *(Education Milne Bay, Wanigili Centre, Milne Bay Province)*

Please complete the relevant section for each program / course and the semester of commencement.

BUSINESS AND IT COURSES	Commencement Year / Semester Preferred		
◯ Certificate in Business	Year: 20_____	Month: ◯ March	◯ August
◯ Certificate in Accounting	Year: 20_____	Month: ◯ March	◯ August
◯ Certificate in Computing	Year: 20_____	Month: ◯ March	◯ August
◯ Certificate in Human Resource Management	Year: 20_____	Month: ◯ March	◯ August
◯ National Cert. Level 4 in Information Technology	Year: 20_____	Month: ◯ March	◯ August
◯ Diploma in Accounting	Year: 20_____	Month: ◯ March	◯ August
◯ Diploma in Information Technology	Year: 20_____	Month: ◯ March	◯ August
◯ Diploma in Human Resource Management	Year: 20_____	Month: ◯ March	◯ August
◯ Advanced Diploma in Accounting	Year: 20_____	Month: ◯ March	◯ August

7. Do you wish to apply for Exemption / Credits?   ◯ Yes   ◯ No

If yes, please refer to seperate 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.

"NO FEES Charged on this ITI Form"

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

◯ Yes ◯ No *If No, skip and go to 9.*

If Yes, do you require transportation for drop off?

◯ Yes ◯ No *If No, skip and go to 9.*

If Yes, where is your exact location?

9. Request for learning support

Is there any thing that may affect your learning (for example impairments to your mobility, sight, hearing, reading or writing?)

◯ Yes ◯ No

If yes, please indicate your needs on a seperate sheet of paper and attach to this application.

10. Sponsorship

◯ Parents ◯ Self-sponsor

◯ Name of Employer/Address:

◯ Other, (please specify):

To ensure your application is processed without delay, attach certified copies of academic certificate and transcript signed by a laywer, commissionor of oath, district, court house, ITI administration/ITIlocalrepresentative. PLEASE PROVIDE ORIGINAL CERTIFICATE & TRANSCRIPT FOR SIGHTING BY THE ADMINISTATION. Failure to comply with the following may result in delaying the processing of your application. DO NOT SEND OR POST YOUR ORIGINAL DOCUMENTS.

11. Other information

How did you first learn about ITI? you may tick more than one.

◯ ITI Web page ◯ ITI FB page

◯ Newspaper / Magazine / Poster ◯ Television/Radio

◯ Exhibition / Seminar ◯ Corporate visit

◯ Recommended by ITI student / staff

◯ ITI visit to your Secondary school

◯ Secondary Schools Expo

13. Application checklist

Check that you have:

☐ Completed all sections of the Application form

☐ Read Conditions of Enrollment, Deferral and fee Refund Policy

☐ Declared and signed the Application form

Check that you have:

☐ Certified copies of your academic qualification

☐ Any relevant employment documentation

☐ Recommendation letter from sponsor

12. Disclaimer

I grant ITI permission to provide my parent(s), Guardian(s) or Sponsors when requested, with any information, to study, progress, results and attendances.

◯ Yes ◯ No

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, **90% of THE TOTAL COURSE FEES** will be refunded. ITI will withhold 10% of the total cost fee.

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.

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.

14.3.4 After third week of the commencement date of the course, **NO REFUND** will be made.

14.3.5 Once Transport fees are paid and used **NO MORE REFUNDS** 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.

14.3.7 If the applicant student subsequently withdraws, the refund policy will apply at the date the Institute was advised in writing. A notice of FOUR (4) weeks will be allowed for administrative clearance.

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 untill 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, **CROSS CHECK THE ORIGINALS.**

ITI Admin, Application checklist

◯ Complete all sections of the Application form

◯ Read and undrstood the refund Policy

◯ Declare and signed the Application form

*** Check that the applicant had attached;**

◯ Certified copies of the academic qualification

◯ Any relevant employment documentation

◯ Recommendation letter from the sponsor

Sighted or Authorized by:
(Write full name & sign/ Put official stamp here)

_____

"NO FEES Charged on this ITI Form"

Application received through: ☐ Facebook ☐ WhatsApp ☐ Email ☐ ITI Reception ☐ Street Promo ☐ School Visit