

INTERNATIONAL TRAINING INSTITUTE KOKOPO CAMPUS - ENB

HIGHER CERTIFICATE COURSES FOR GRADE 12 STUDENTS ONLY

COURSE INFORMATION

SEMESTER: ☐ MARCH INTAKE ☐ AUGUST INTAKE



Certificate in Business Accounting (CBAC)

Program Structure

Gain the specialist knowledge and 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.

SEMESTER 01

<u>Code</u>	<u>Unit Name</u>
151501	Business Communication
151502	Introduction to Business
251501	Office Application
151532	Accounting I

SEMESTER 02

<u>Code</u>	<u>Unit Name</u>
151516	Organizational Behaviour
151533	Accounting II
151534	Taxation
151535	Cost and Budgeting I

Certificate in Business Management (CBMGT)

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 workplace.

SEMESTER 01

<u>Code</u>	<u>Unit Name</u>
151501	Business Communication
151502	Introduction to Business
251501	Office Application
151532	Accounting

SEMESTER 02

<u>Code</u>	<u>Unit Name</u>
151516	Organizational Behaviour
151507	Principles of Management
151518	Business Economics
151519	Operational Management

Certificate in Human Capital Management (CHCM)

Program Structure

This certificate 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 procedures of recruitment and selection, performance evaluation and other core functions of HR Management.

SEMESTER 01

<u>Code</u>	<u>Unit Name</u>
151501	Business Communication
151502	Introduction to Business
251501	Office Application
151532	Accounting

SEMESTER 02

<u>Code</u>	<u>Unit Name</u>
151516	Organizational Behaviour
151503	Human Resource Management
151504	Industrial Psychology
151507	Principles of Management

Certificate in Marketing Management (CMKM)

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.

SEMESTER 01

Code	Unit Name
151501	Business Communication
151502	Introduction to Business
251501	Office Application
151532	Accounting

SEMESTER 02

Code	Unit Name
151516	Organizational Behaviour
151507	Principles of Management
151518	Business Economics
151521	Marketing Management

Certificate in Information and Communication Technology (CICT)

Program Structure

Certificate in Information and Communication Technology 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.

SEMESTER 01

Code	Unit Name
251501	Office Application
151501	Business Communication
251502	Applied Mathematics for Computing
251503	Professional Ethics

SEMESTER 02

Code	Unit Name
251504	Management Information System
251505	Computer Architecture and Organization
251506	Database Management System
251507	Introduction to Programming[C]

ITI ENTRY REQUIREMENTS:

- > Grade 12 successfully completed with GPA of 2 or above; achievement of "C" or better in English and General Mathematics and D or above in Advance Mathematics is eligible for Business related course.
- > Grade 12 successfully completed with GPA of 2 or above; achievement of "C" or better in English and Mathematics is eligible for Certificate in Information and Communication Technology (CICT) course.

COURSE FEES:

K10,000 (Upfront fee is K2,000) > Rest can be settled in installments.

- > Proof of student original Grade 12 certificate must be presented for sighting when registering.
- > Students with fraudulent certificates will not be accepted.

WHY SHOULD YOU STUDY AT ITI

- ▶ Reputable training institute operating over 24 years with more than 5 campuses in PNG.
- ▶ All campus libraries hold volumes of study books specific for research on Courses and subjects offered.
- ▶ Career Pathway for ITI Diploma Holders/ Student Membership with PNGHRI and CPA PNG
 - > After successfully obtaining ITI Diploma, students can apply to study Undergraduate Courses at Australian Universities (below) with subjects exemption.
 - (i) James Cook University (ii) Griffith University (iii) University of Sunshine Coast and (iv) University of Southern Queensland
 - > Eligibility to become student member of Certified Practising Accountants of Papua New Guinea (CPA PNG).
 - > Eligibility to become student member of Papua New Guinea Human Resource Institute (PNGHRI).



OJT & EMPLOYMENT OPPORTUNITIES FOR PERFORMING GRADUATING STUDENTS

ITI KOKOPO CAMPUS

PO Box 1200, KOKOPO, ENB
International Training Institute,
Takubar Industrial Area,
Section 73, Lot 8, Takubar,
East New Britain Province
Landline: 982 5208
Mobile: 7295 0131 / 7760 4272
WhatsApp: 7295 0131
Email: enquires.kokopo@iti.ac.pg
Website: www.iti.ac.pg



APPLICATION FORM

Certificate Courses for Gr.12 Students Only



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	
Title: <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Miss <input type="radio"/> Other		Address in PNG or Overseas (if known)	
Given Name:			
Surname:			
Preferred Name in full:			
Date of Birth: ___/___/___ Gender: <input type="radio"/> Male <input type="radio"/> Female		Place you reside:	
Place of Birth:		Home / Work Telephone:	
Home Province: Village:		Mobile Numbers:	
District: Ward: LLG:		WhatsApp#:	
Nationality:		Email:	

3. Education Detail (Secondary Education level achieved)		4. Tertiary and further Education (Institution)	
Name of qualification (Year 12 or Above)		Name of qualification:	
School Attended:			
Year Completed: GPA:		Institute attended:	
Country / Province / City / Town:		Country / Province / City / Town:	
5. Employment		Year Completed: GPA:	
Company: _____ Position: _____		Please attach the certified copies of all the credentials.	

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

6. ITI KOKOPO CAMPUS LOCATION - ENB

☐ Takubar Industrial Area, Section 73, Lot 8, Takubar, East New Britain Province

7. Program / Course selection	Course commencement Date		
<input type="radio"/> Certificate in Business Accounting	Year: 20__	<input type="radio"/> March	<input type="radio"/> August
<input type="radio"/> Certificate in Business Management	Year: 20__	<input type="radio"/> March	<input type="radio"/> August
<input type="radio"/> Certificate in Human Capital Management	Year: 20__	<input type="radio"/> March	<input type="radio"/> August
<input type="radio"/> Certificate in Marketing Management	Year: 20__	<input type="radio"/> March	<input type="radio"/> August
<input type="radio"/> Certificate in Information and Communication Technology	Year: 20__	<input type="radio"/> March	<input type="radio"/> August

8. Are you under HECAS? ☐ Yes ☐ No HECAS Course selected: _____
> attached copy of the confirmation email sent by DHERST _____

9. 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.



"NO FEES Charged on this ITI Form"

9. Are you applying for Evening Classes (5-9pm)?	10. Request for learning support
<input type="radio"/> Yes <input type="radio"/> No <i>If No, skip and go to 9.</i> <i>If Yes, do you require transportation for drop off?</i> <input type="radio"/> Yes <input type="radio"/> No <i>If No, skip and go to 9.</i> <i>If Yes, where is your exact location?</i>	Is there anything that may affect your learning (for example, impairments to your mobility, sight, hearing, reading or writing)? <input type="radio"/> Yes <input type="radio"/> No If yes, please indicate your needs on a separate sheet of paper and attach to this application.

11. Sponsorship	12. Other information
<input type="radio"/> Parents <input type="radio"/> Self-sponsor <input type="radio"/> Name of Employer/Address: <input type="radio"/> Other, (please specify):	How did you first learn about ITI? you may tick more than one. <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="radio"/> ITI Web page</div> <div style="width: 50%;"><input type="radio"/> ITI FB page</div> <div style="width: 50%;"><input type="radio"/> Newspaper / Magazine / Poster</div> <div style="width: 50%;"><input type="radio"/> ITI Web page</div> <div style="width: 50%;"><input type="radio"/> Secondary Schools Expo</div> <div style="width: 50%;"><input type="radio"/> Television / Radio</div> <div style="width: 50%;"><input type="radio"/> Recommended by ITI student / staff</div> <div style="width: 50%;"><input type="radio"/> Corporate visit</div> <div style="width: 50%;"><input type="radio"/> ITI visit to your Secondary school</div> <div style="width: 50%;"><input type="radio"/> Exhibition / Seminar</div> </div>

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 AND 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.

13. Disclaimer	14. Application checklist
I hereby declare that ITI can provide all my study progress reports to my parents, guardians or sponsors. <input type="radio"/> Yes <input type="radio"/> 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 <input type="checkbox"/> Certified copies of your academic qualification <input type="checkbox"/> Any relevant employment documentation <input type="checkbox"/> Recommendation letter from sponsor

15. 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>14.3.7 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.</p> <p>14.4.1 <u>Excess Payments:</u> 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 and excess payments will be made payable to the sponsor.</p>

16. 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. I give authorization for my photos taken on ITI camera in future to be used in publicity reference to promote education sector in PNG. 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 <input type="radio"/> Complete all sections of the Application form <input type="radio"/> Agreed the Refund Policy <input type="radio"/> Declare and signed the Application form	* Check that the applicant had attached; <input type="radio"/> Certified copies of the academic qualification <input type="radio"/> Any relevant employment documentation <input type="radio"/> Recommendation letter from the sponsor	<div style="background-color: #333; color: white; padding: 5px; text-align: center;"> Sighted or Authorized by: (Write full name & sign/ Put official stamp here) </div> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>
Application received through: <input type="checkbox"/> Facebook <input type="checkbox"/> WhatsApp <input type="checkbox"/> Email <input type="checkbox"/> ITI Reception <input type="checkbox"/> Street Promo <input type="checkbox"/> School Visit		
<div style="background-color: #333; color: white; padding: 2px 5px; font-weight: bold;">“NO FEES Charged on this ITI Form”</div>		