

BACHELOR OF ACCOUNTING AND FINANCE (BAF) COURSE INFORMATION



Program Structure

Bachelor of Accounting and Finance program is among the most versatile business qualifications delves into the world of complex calculations. The students will explore the accounting concepts, professional ethics, electronic banking systems, financial market systems and extensive analysis of decision making in an uncertain situation. The course can lead to explore the real working environment. Upon successful completion of the program students are eligible to become the Registered Accounting Graduates of CPA PNG.

YEAR 1

SEMESTER I

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

YEAR 1

SEMESTER II

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

YEAR 2

SEMESTER III

Code	Unit Name
151539	Computerized Accounting
151536	Cost and Budgeting II
151520	Quantitative Methods for Business
151538	Financial Accounting

YEAR 2

SEMESTER IV

Code	Unit Name
151517	Business Law
151540	Auditing
151541	Corporate Tax
251507	Professional Ethics

YEAR 3

SEMESTER V

Code	Unit Name
161500	Contract Law
161501	Principles of Finance
161502	Financial Markets and Institutions
161503	Accounting Information System

YEAR 3

SEMESTER VI

Code	Unit Name
161504	Financial Risk Management
161505	Corporate Finance
161506	Research Methods
161507	Integrated Financial Reporting

YEAR 4

SEMESTER VII

Code	Unit Name
171501	Corporate Governance
171502	Personal Finance
171503	Business Analysis for Design Making
171504	Portfolio Management

YEAR 4

SEMESTER VIII

Code	Unit Name
171505	International Finance
171506	Business Economics
171507	Management Accounting
171508	E-Banking Management
170001	Internship

ITI ENTRY CRITERIA

Gr.12 Students: GPA of 2.2 or above in Grade 12 with **C** or above in Language & Literature and a **D** in General or Advanced Mathematics.

DACC Graduates: Graduated with an **Diploma in Accounting** (ITI) with a GPA of 2 for Gr.12, achieving a **C** or above in Language and Literature and **D** in General and Advanced Mathematics.

ADAC Graduates: Graduated with an **Advanced Diploma in Accounting** (ITI) with a GPA of 2 for Gr.12, attaining a **C** or above in Language and Literature and **D** in General and Advanced Mathematics.

DBAC Graduates: Graduated with an **Diploma in Business Accounting** (ITI) with a GPA of 2 for Gr.12, securing a **C** or above in Language and Literature and **D** in General and Advanced Mathematics.

Other Institutes Graduates can enroll in **Degree Programs** (ITI) with a GPA of 2 in Gr.12, a **C** or above in Language and Literature and **D** in General and Advanced Mathematics. Exemption will be given as per policies and a standard exemption fee applies

Duration of Bachelor of Accounting and Finance Course is 4 years:

ADVANCED STANDING FOR ITI STUDENTS AND GRADUATES FROM OTHER INSTITUTES

- Diploma in Accounting students will get 8 subjects.
- Advanced Diploma in Accounting graduates are qualified to obtain 13 subjects.
- Diploma in Business Accounting (registered in 2018 and before 31/12/23 in ITI) are eligible for 13 subjects Exemptions.
- Graduates from other recognized institutions by DHERST should meet ITI admission and academic norms and guidelines.

Fee: K12,500 Per Year

► **Registration: K2,000.00 upfront. Remaining Balance can be paid in Installments.**



APPLICATION FORM

BACHELOR OF ACCOUNTING AND FINANCE

Only offered in POM 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	
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 or Work Telephone:	
Home Province:		Mobile numbers:	
District: LLG:		WhatsApp numbers:	
Nationality:		Email:	
3. Education Detail (Secondary Education-highest level achieved)		4. Tertiary and further Education	
School Attended:		Institute attended:	
Name of qualification (Year 12 or other) <i>write in space below</i>		Highest level qualification achieved <i>(write in space below)</i>	
Year Completed: GPA:		Year Completed: GPA:	
Country / Province / City / Town		Country / Province / City / Town	
<i>Please attach certified copies of all the credentials.</i>			
5. Employment			
Employer and your position: If unemployed tick in the circle <input type="radio"/>			
6. Campus Locations (Choose the campus you prefer to study)			
<input type="radio"/> PORT MORESBY Campus (<i>Scratchley Road Badili, Opposite Stop n Shop and Ruswin</i>)			
<input type="radio"/> LAE Campus (<i>Steamships Property, Sletjford Street Building 03, Sect 30 Lot 01, Unit #01</i>)			
7. Program / Course selection		Course commencement Date	
<input type="radio"/> Bachelor of Accounting and Finance		Year: 20____ <input type="radio"/> February <input type="radio"/> July	
8. Government Tertiary Sponsorship Scheme			
Are you under HECAS? <input type="radio"/> Yes <input type="radio"/> No HECAS Course selected:			
> Attached copy of the confirmation email or reference sent by the DHERST <input type="radio"/> Yes <input type="radio"/> No			
9. Units Exemptions			
Do you wish to apply for Exemption / Credits? <input type="radio"/> Yes <input type="radio"/> No (If yes, please collect exemption form, fill in and submit)			
10. Are you applying for Evening Classes (5-9pm)?		11. Request for learning support	
<input type="radio"/> Yes <input type="radio"/> No > If No, skip 10 and go to 11		Is there anything that may affect your learning (<i>for example, impairments to your mobility, sight, hearing, reading or writing?</i>)	
If Yes, do you require transportation for drop off?		<input type="radio"/> Yes <input type="radio"/> No	
<input type="radio"/> Yes <input type="radio"/> No > If No, skip 10 and go to 11			
If Yes, where is your exact location?		If yes, please indicate your needs on a separate sheet of paper and attach to this application.	

12. Sponsorship for Tuition Fees

- ☐ Parents
☐ Self-sponsor

> If by employer, local MP or other, state the contact numbers and name of parties below;

13. Disclaimer

I hereby declare that ITI can provide all my study progress reports to my parents, guardians or sponsors. ☐ Yes ☐ No

14. Fee Refund Policy "(A Must Read Clause)"

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;

- 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 Course fee.
14.3.2 Withdrawals during the 2nd week, 80% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 20% of the total Course fee.
14.3.3 Withdrawals during the third week, 70% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 30% of the total Course fee.
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 will be 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 and excess payments will be made payable to the sponsor.

15. Other information

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

- ☐ ITI Web page / ITI FB page ☐ Television
☐ ITI flyer / ITI brochure ☐ Corporate visit
☐ Newspaper / Magazine / Poster ☐ Exhibition / Seminar
☐ ITI visit to your Secondary school ☐ Secondary Schools Expo
☐ Recommended by ITI student / staff

16. Application checklist

Check that you have:

- ☐ Completed all the given sections
☐ Read Conditions of Enrollment, Deferral and fee Refund Policy
☐ Declared and signed the Application form
☐ Certified copies of your academic qualification
☐ Any relevant employment documentation
☐ Recommendation letter /reference from sponsor

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.

17. 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 (For this section 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
☐ Agreed 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)

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

"NO FEES Charged on this ITI Form"

ENQUIRES POM CAMPUS

☎ 320 2800
☎ 7050 6997, 7685 0523
☎ 7685 0523
✉ marketing6@iti.ac.pg
marketing5@iti.ac.pg
marketing7@iti.ac.pg
marketing3@iti.ac.pg

ENQUIRES LAE CAMPUS

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