



INTERNATIONAL TRAINING INSTITUTE

"Investing in Quality and Affordable Education for your Future"

GOROKA CAMPUS

Registered with the DHERST as a private higher education provider



Full-Time Course Information

ITI was established in 1999

SEMESTER: March Intake August Intake

CERTIFICATE COURSES IN BUSINESS AND COMPUTING

Certificate in Accounting (CIA)	Certificate in Human Resource Management (CHRM)	Certificate in Computing (CIC)
<p>Program Structure Certificate in Accounting requires completion of 5 units successfully.</p> <p>Code Unit Name 1002 Business Communication 1003 Microsoft Office Training 1009 Business Administration 1012 Basic Accounting 1014 Business Maths</p> <p>After successful completion of CIA, students can enroll for Diploma in Accounting</p>	<p>Program Structure Certificate in HRM requires completion of 5 units successfully.</p> <p>Code Unit Name 1002 Business Communication 1003 Microsoft Office Training 1011 Organizational Behaviour 1012 Basic Accounting 1015 Principles of HR Management</p> <p>After successful completion of CHRM students can enroll for Diploma in Human Resource Management.</p>	<p>Program Structure Certificate in Computing requires completion of 5 units successfully.</p> <p>Code Unit Name 1008 Introduction to Programming 1005 Database Development 1004 Introduction to Computing 1003 Microsoft Office Training 1002 Business Communication</p> <p>After successful completion of CIC, students can articulate to Diploma in Information Technology.</p>
<p>Certificate Level 4 in IT (ICTIT401)</p> <p>Competent practical course that will develop your technical skills & knowledge to virtualize, configure desktops, servers, networking, client support and preparing you for a career in IT.</p> <p>Students will be trained in a range of information and communication technology (ICT) disciplines to meet the needs of industry. With the 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 surely prepare you to be engaged in important roles to meet the needs of the computing and technology industry.</p>	<p>UNIT OF COMPETENCY</p> <ol style="list-style-type: none"> 1. Work effectively in an information technology environment 2. Apply occupational health and safety procedures 3. Operate word processing/ Database applications (W/ Processing) 4. Operate word processing/ Database applications (spreadsheets) 5. Operate word processing/ Database applications (Database) 6. Operate word processing/ Database applications (Presentation) 7. Operate computer hardware 8. Determine client computing problems and actions 9. Maintain equipment/ Software inventory 10. Work hardware peripherals 	<p>CODE</p> <p>ICTITENV4011 ICTITENV4012 ICTITWP4013 ICTITSS4014 ICTITDBS4015 ICTITPPS4016 ICTITHDW4017 ICTITENV4018 ICTITENV4019 ICTITHP4010</p>
<p>Cert. Level 4 in HRM (ITI-HRM40A)</p> <p>Practical course that will acquire you up skill knowledge to supervise in HR Management functions addressing social and industry sectors in using a wide range of general HRM tools, policies and regulations, systems and procedures.</p> <p>The effective 42 units will broaden your intellect to specialize in HR Management support function.</p> <p>You will begin to apply the skills in vital areas such as planning, recruitment, induction and orientation, organizational and development, wages and salaries, reward system, incentive pay systems and employee benefits, staff performance appraisal and development and training.</p>	<p>UNIT OF COMPETENCY</p> <ol style="list-style-type: none"> 1. Managing human resource 2. Job analysis and design 3. Human resource planning 4. Recruiting employees 5. Selecting employees 6. Orientation and employee training 7. Management & organisational development 8. Performance appraisal systems 9. Career planning 10. Organisational reward systems 11. Wages and salary systems 12. Incentive payment systems 13. Employee benefits 14. Introduction to business 15. Introduction to accounting 16. Accounting terminologies 17. Accounting concepts 18. Source documents 19. Accounting for petty cash 20. Accounting entries 21. Organisational behaviour 	<p>CODE</p> <p>ITI-HRMNG401A ITI-HRMJAD402A ITI-HRMPLAN403A ITI-HRMSEL404A ITI-HRMSEL405A ITI-HRMMOD406A ITI-HRMMOD407A ITI-HRMPMT408A ITI-HRMP409A ITI-HRMORS4010A ITI-HRMWSS4011A ITI-HRMPAS4012A ITI-HRMEMB4013A ITI-HRMBUS4014A ITI-HRMACC4015A ITI-HRMEMB4016A ITI-HRMACT4017A ITI-HRMACT4018A ITI-HRMACP4019A ITI-HRMACE4020A ITI-HRMGB4021A</p>
		<ol style="list-style-type: none"> 11. Install software applications 12. Integrate commercial computing packaging 13. Maintain System integrity 14. Install Computer Systems and Networks 15. Configure Computer Systems and Networks 16. Diagnose and Troubleshoot Computer Systems 17. Maintain Computer Systems and Networks 18. Advance object-oriented language skills (Computer Programming) <p>ICTITSAP4011 ICTITENV4012 ICTITENV4013 ICTITCSN4014 ICTITENV4015 ICTITENV4016 ICTITENV4017 ICTITPRD4018</p>
		<ol style="list-style-type: none"> 22. Foundation of individual behaviour 23. Personality in an organisation 24. Motivation concepts 25. Organisational culture 26. Organisational change and development 27. Concept and application of motivation 28. Emotions and moods 29. Fundamental of communication 30. Clear thinking and argument 31. Inter-cultural communication 32. Oral presentation 33. Public relations and customer relations 34. Seminars, symposia and formal meetings 35. Job interview 36. Organisational communication 37. Leadership 38. Committees in meeting and decision making 39. Microsoft Office 2010 40. Microsoft Office Word 2010 41. Microsoft Office Excel 2010 42. Microsoft Office PowerPoint 2010 <p>ITI-HRMBR4022A ITI-HRMPSN4023A ITI-HRMMC4024A ITI-HRMOCU4025A ITI-HRMOCG4026A ITI-HRMOGC4027A ITI-HRMEAM4028A ITI-HRMFCM4029A ITI-HRMLIT4030A ITI-HRMLCO4031A ITI-HRMOPR4032A ITI-HRMPRC4033A ITI-HRMBJ4035A ITI-HRMRORC4036A ITI-HRMLSP4037A ITI-HRMLCDM4038A ITI-HRMMSO4039A ITI-HRMMWD4040A ITI-HRMMSE4041A ITI-HRMMPP4042A</p>

DIPLOMA COURSES IN BUSINESS AND ACCOUNTING

Diploma in Accounting (DACC)	Diploma in Human Resource Management (DHRM)	Advanced Diploma in Accounting (ADACC)
<p>Program Structure The Diploma in Accounting requires completion of 10 units successfully.</p> <p>SEMESTER ONE</p> <p>Code Unit Name 2041 Business Writing 2042 Office Application 2011 Business Law 1001 Accounting 1 2012 Cost and Budgeting 1</p> <p>SEMESTER TWO</p> <p>Code Unit Name 2013 Auditing 2014 Taxation 2048 Cost and Budgeting 2 2010 Accounting 2 2049 Financial Reporting</p>	<p>Program Structure The Diploma in HRM requires completion of 10 units successfully.</p> <p>SEMESTER ONE</p> <p>Code Unit Name 2041 Business Writing 2042 Office Application 2034 Human Resource Law in PNG 1001 Accounting I 2027 Introduction to Psychology</p> <p>SEMESTER TWO</p> <p>Code Unit Name 2032 Leading and Managing People 2033 Strategic Human Resource Mgmt 2035 Contemporary Issues in HRM 2036 International Human Resource Mgmt 2037 Human Resource Development</p>	<p>Program Structure Advanced Dip. in Accounting requires completion of 10 units successfully.</p> <p>SEMESTER ONE</p> <p>Code Unit Name 3009 Financial Accounting 3010 Management Accounting 3011 Intermediate Audit 3015 Introduction of Economics 3016 Elements of Information System</p> <p>SEMESTER TWO</p> <p>Code Unit Name 3012 Specialised Accounting Practice 3013 Corporate Tax 3014 Professional Ethics 3017 Quantitative Methods of Business 3018 Principles of Management and Marketing</p>

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 & Algorithm

SEMESTER TWO

Code	Unit Name
2051	Object Oriented Programming
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 Gr.12 with “C” or above in English and “D” grade or above in Maths eligible for Business Courses.
- > Successful completion of Grade 12 with achievement of “C” or above in English and Mathematics are eligible for DIT Courses.
- > “D” in Mathematics and must pass ITI entry test to qualify for DIT Course only.
- > “D” in English and must pass ITI entry test to qualify for any Diploma Courses.
- > 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)

K4,300
K1,200 on registration followed by approved installments.

DIPLOMA COURSES (34 weeks)

K10,000
K1,500 on registration followed by approved installments.

ADVANCED DIPLOMA IN ACCOUNTING (34 weeks)

K10,000
K1,500 on registration followed by approved installments.

DEFERRAL OF COURSES

K200 Additional fee applied to students who already paid their course fees but to defer studies to following semester.

UPGRADE FEE (Certificate/Diploma)

A Compulsory Fee that applies to upgrade Failed unit (Subject).
K750 - Per Subject

CAREER PATHWAYS for ITI Diploma Graduates (OVERSEAS CORRESPONDENCE)

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

- > James Cook University - Brisbane, 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 design 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 Management.

ITI GOROKA CAMPUS

PO Box 534, GOROKA, EHP
Okuk Highway, Opp. Mt. Sion

- ☎ 532 2887
- ☎ 7487 0657 | 7619 7939 | 7080 8070
- ☎ 7810 2636
- ✉ enquires.goroka@iti.ac.pg
- 📍 @itigoroka



www.iti.ac.pg



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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="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:	
Birth date: ___/___/___ Place of birth:	Place you reside:
Gender: <input type="radio"/> Male <input type="radio"/> 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="radio"/> Yes <input type="radio"/> No	Institute attended:
Year Completed:	
Country / Province / City / Town:	Country / Province / City / Town:
5. Employment	Completed: <input type="radio"/> Yes <input type="radio"/> No Year Completed:
Company: Position:	<i>Please attach certified copies of all certificates and academic transcripts or mark sheets (originals will only be used for sighting).</i>
<i>If you believe you have relevant employment experience, please attach relevant details.</i>	

6. Campus Location / Course Selection / Semester

Location: Goroka Campus (Okuk Highway, opposite Mt.Sion, GOROKA, Eastern Highlands Province)

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

BUSINESS AND IT COURSES	Commencement Year / Semester Preferred			
<input type="radio"/> Certificate in Accounting	Year: 20_____	Month: <input type="radio"/> March	<input type="radio"/> August	
<input type="radio"/> Certificate in Computing	Year: 20_____	Month: <input type="radio"/> March	<input type="radio"/> August	
<input type="radio"/> Certificate in Human Resource Management	Year: 20_____	Month: <input type="radio"/> March	<input type="radio"/> August	
<input type="radio"/> Certificate Level 4 in HR Management	Year: 20_____	Month: <input type="radio"/> March	<input type="radio"/> August	
<input type="radio"/> Certificate Level 4 in Information Technology	Year: 20_____	Month: <input type="radio"/> March	<input type="radio"/> August	
<input type="radio"/> Diploma in Accounting	Year: 20_____	Month: <input type="radio"/> March	<input type="radio"/> August	
<input type="radio"/> Diploma in Information Technology	Year: 20_____	Month: <input type="radio"/> March	<input type="radio"/> August	
<input type="radio"/> Diploma in Human Resource Management	Year: 20_____	Month: <input type="radio"/> March	<input type="radio"/> August	
<input type="radio"/> Advanced Diploma in Accounting	Year: 20_____	Month: <input type="radio"/> March	<input type="radio"/> August	

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

If yes, please refer to separate 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)?	9. Request for learning support
<input type="radio"/> Yes <input type="radio"/> 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="radio"/> Yes <input type="radio"/> No
<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>	If yes, please indicate your needs on a separate sheet of paper and attach to this application.

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

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.**

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

13. Application checklist

Check that you have:

Completed all sections of the Application form

Read Conditions of Enrolment, Deferral and fee Refund Policy

Declared and signed the Application form

Certified copies of your academic qualification

Any relevant employment documentation

Recommendation letter from sponsor

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 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. Declaration

I declare that the information supplied by me in this form and all relevant attachments is true and correct at the time of lodgment. I accept full liability for all fees payable for the specified course. I agree to abide by the policies regarding Refunds and Deferrals, and any regulations that may apply upon registration. I give authorization for my photos taken by ITI in the future to be used for publicity purposes to promote the education sector in PNG. ITI reserves the right to take appropriate action on any 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)
<input type="radio"/> Complete all sections of the Application form	<input type="radio"/> Certified copies of the academic qualification	
<input type="radio"/> Read and understood the refund Policy	<input type="radio"/> Any relevant employment documentation	
<input type="radio"/> Declare and signed the Application form	<input type="radio"/> Recommendation letter from the sponsor	

“NO FEES Charged on this ITI Form”