



### Full-Time Course Information

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

## CERTIFICATE COURSES IN BUSINESS AND COMPUTING

### Certificate in Business (CIB)

Program Structure

The Certificate in Business requires completion of 5 units successfully.

Code	Unit Name
1002	Business Communication
1003	Microsoft Office Training
1012	Basic Accounting
1013	Principles of Management
1014	Business Maths

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

### Certificate in Sales (CIS)

Program Structure

The Certificate in Sales requires completion of 5 units successfully.

Code	Unit Name
1002	Business Communication
1003	Microsoft Office Training
1012	Basic Accounting
1006	Fundamentals of Marketing
1007	Salesmanship

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

### Successful Ex-ITI Student Testimony



*"Diploma in Accounting subjects sharpened my knowledge and automatically enabled me into the workforce".*

Allan Yambui - Diploma in Accounting (2017)  
Still in employment with BSP since 2018

### Certificate in Accounting (CIA)

Program Structure

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.

### Diploma in Management (DMGT)

Program Structure

Diploma in Management requires completion of 10 units successfully.

**SEMESTER ONE**

Code	Unit Name
2041	Business Writing
2042	Office Application
2011	Business Law
1001	Accounting 1
2017	Introduction to Economics

**SEMESTER TWO**

Code	Unit Name
2043	Marketing Management
2044	Entrepreneur and Small Business
2045	Business Organisation and Management
2046	Strategic Management
2018	Human Resource Management

### 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 and Budgeting 1

**SEMESTER TWO**

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

### Certificate in Human Resource Management (CHRM)

Program Structure

The Certificate in HR Management 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 Human Resource Management.

### Diploma in Human Resource Management (DHRM)

Program Structure

The Diploma in Human Resource Management 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 and Managing People
2033	Strategic Human Resource Mngt
2035	Contemporary Issues in HRM
2036	International Human Resource Management
2037	Human Resource Development

### Diploma in Information Marketing (DIT)

Program Structure

The Diploma in Marketing requires completion of 10 units successfully.

**SEMESTER ONE**

Code	Unit Name
2041	Business Writing
2057	Introduction to IT
2011	Business Law
1001	Accounting I
2017	Introduction to Economics

**SEMESTER TWO**

Code	Unit Name
2043	Marketing Management
2044	Entrepreneur & Small Business
2016	Consumer Behaviour
2015	Retail Marketing
2047	E-Marketing

## 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 Mathematics from recognized Schools.

\* "D" Grade in Advanced Maths is eligible for Diploma in Business programs.

\* Diploma Applicants for ICT-related courses with "D" in Advanced Maths should pass ITI entry test.

\* "D" in General Maths and/or English must pass ITI entry test.

\* Adults with relevant work experience over 5 years (reference letter from employer is required).

## COURSE FEES

### CERTIFICATE COURSES (17 Weeks)

K3,900

K1,200 on registration followed by approved installments.

### DIPLOMA COURSES (34 Weeks)

K9,400

K1,500 on registration followed by approved installments.

### DEFERRAL OF COURSES

K200

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

### UPGRADE FEE (Certificate/Diploma)

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

K600 - Per 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



## **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.
- 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.

## **CONTACT DETAILS**

### **ITI KOKOPO CAMPUS**

PO Box 1200, KOKOPO, E.N.B.  
Room 5, 2nd Level, Nenelam Commercial Cntr  
Lot: 2, Sect: 99, Gumur along Williams Rd.  
Kokopo Town, East New Britain  
Phone: 982 5142      Mobile: 7295 0131  
Email: [itirabaul@gmail.com](mailto:itirabaul@gmail.com) OR  
[enquires.kokopo@iti.ac.pg](mailto:enquires.kokopo@iti.ac.pg)

**Website: [www.iti.ac.pg](http://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:
<b>5. Employment</b>	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:** Room 5, 2nd level, Nenelam Commercial Cntr, Lot: 2, Sect: 99, Gumur along Williams Rd.

**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 Business	Year: 20_____	Month: <input type="radio"/> March	<input type="radio"/> August	
<input type="radio"/> Certificate in Accounting	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 in Sales	Year: 20_____	Month: <input type="radio"/> March	<input type="radio"/> August	
<input type="radio"/> Diploma in Management	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"/> Diploma in Accounting	Year: 20_____	Month: <input type="radio"/> March	<input type="radio"/> August	
<input type="radio"/> Diploma in Marketing	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"**

<b>8. Are you applying for Evening Classes (5-9pm)?</b>	<b>9. Request for learning support</b>
<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>	If yes, please indicate your needs on a seperate sheet of paper and attach to this application.
<i>If Yes, where is your exact location?</i>	

<b>10. Sponsorship</b>	<b>11. Other information</b>
<input type="radio"/> Parents <input type="radio"/> Self-sponsor	<b>How did you first learn about ITI? you may tick more than one.</b>
<input type="radio"/> Name of Employer/Address:	<input type="radio"/> Internet
	<input type="radio"/> Exhibition / Seminar
	<input type="radio"/> Newspaper / Magazine / Poster
<input type="radio"/> Other, (please specify):	<input type="radio"/> Television
	<input type="radio"/> Corporate visit
	<input type="radio"/> 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.*

<b>12. Disclaimer</b>	<b>13. Application checklist</b>
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="radio"/> Yes <input type="radio"/> No	<b>Check that you have:</b> <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
	<b>Check that you have:</b> <input type="checkbox"/> Certified copies of your academic qualification <input type="checkbox"/> Any relevant employment documentation <input type="checkbox"/> Recommendation letter from sponsor

<b>14. Fee Refund Policy “(A Must Read Clause)”</b>
<b>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;</b>
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, <b>90% of THE TOTAL COURSE FEES</b> will be refunded. ITI will withhold 10% of the total cost fee.
14.3.2 Withdrawals during the Second week, <b>80% of THE TOTAL COURSE FEES</b> will be refunded. ITI will withhold 20% of the total cost fee.
14.3.3 Withdrawals during the third week, <b>70% of THE TOTAL COURSE FEES</b> 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, <b>NO REFUND</b> will be made.
14.3.5 Once Transport fees are paid and used <b>NO MORE REFUNDS</b> 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 & excess payments will be made payable to the sponsor.

<b>15. Declaration</b>
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)** \_\_\_\_\_

<b>ADMINISTRATION USE ONLY</b>	
Ensure that the applicant has successfully completed the application requirements below. Please, <b>CROSS CHECK THE ORIGINALS.</b>	
<b>ITI Admin, Application checklist</b>	<b>* Check that the applicant had attached;</b>
<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
	<b>Sighted or Authorized by:</b> (Write full name & sign/ Put official stamp here)
	<b>“NO FEES Charged on this ITI Form”</b>