



# INTERNATIONAL TRAINING INSTITUTE

Registered with DHERST as a private higher education provider for the past 10 years

## DIPLOMA for Grade 12 Students Only

Only offered in PORT MORESBY and LAE Campuses

### COURSE INFORMATION

SEMESTER:  FEBRUARY INTAKE  JULY INTAKE



#### Diploma in Business Accounting (DBAC)

##### 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.

##### YEAR 1

###### SEMESTER 01

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

##### YEAR 2

###### SEMESTER 03

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

##### YEAR 1

###### SEMESTER 02

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

##### YEAR 2

###### SEMESTER 04

Code	Unit Name
151517	Business Law
151540	Auditing
151541	Corporate Tax
151542	Professional Ethics

#### Diploma in Business Management (DBMGT)

##### 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 work place.

##### YEAR 1

###### SEMESTER 01

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

##### YEAR 2

###### SEMESTER 03

Code	Unit Name
151250	Business Statistics
151503	Human Resource Management
151521	Marketing Management
151538	Financial Accounting

##### YEAR 1

###### SEMESTER 02

Code	Unit Name
151516	Organizational Behaviour
151507	Principles of Management
151518	Business Economics
151519	Operational Management

##### YEAR 2

###### SEMESTER 04

Code	Unit Name
151517	Business Law
151522	International Business
151523	Entrepreneurship Management
151524	Strategic Management

#### Diploma in Human Capital Management (DHCM)

##### Program Structure

This diploma program in human capital management is specialized management program focusing on human resource as an important function of an organization. Subjects of study include recruitment and selection, performance evaluation, compensation and benefits employment law, and occupational safety and health.

##### YEAR 1

###### SEMESTER 01

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

##### YEAR 1

###### SEMESTER 02

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

**YEAR 2****SEMESTER 03**

<i>Code</i>	<i>Unit Name</i>
151508	International HR Management
151509	Compensation Management
151510	Human Resource Development
151511	Industrial Relations

**YEAR 2****SEMESTER 04**

<i>Code</i>	<i>Unit Name</i>
151505	Employment Law and Payroll
151512	Occupational Health and Safety
151513	Strategic HR Management
151515	Leadership

**Diploma in Marketing Management (DMKM)****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

**YEAR 1****SEMESTER 01**

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

**YEAR 1****SEMESTER 02**

<i>Code</i>	<i>Unit Name</i>
151516	Organizational Behaviour
151507	Principles of Management
151518	Business Economics
151521	Marketing Management

**YEAR 2****SEMESTER 03**

<i>Code</i>	<i>Unit Name</i>
151526	Retail Marketing
151503	Human Resource Management
151527	Consumer Behavior
151528	Market Research

**YEAR 2****SEMESTER 04**

<i>Code</i>	<i>Unit Name</i>
151529	International Marketing
151517	Business Law
151522	International Business
151531	E-Marketing

**Diploma in Information and Communication Technology (DICT)**

The Diploma in Information and Communication Technology (ICT) 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.

**YEAR 1****SEMESTER 01**

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

**YEAR 1****SEMESTER 02**

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

**YEAR 2****SEMESTER 03**

<i>Code</i>	<i>Unit Name</i>
251508	Computer Networks
251509	System Analysis & Design
251510	Object Oriented Programming using Java
251511	Modern Operating System

**YEAR 2****SEMESTER 04**

<i>Code</i>	<i>Unit Name</i>
251512	Components Based Technology (C#.Net)
251513	Network Security
251514	Web Programming Essentials
251515	Internet of Things[IoT]

**Diploma in Small and Medium Business Management (DSMBM)**

The aim of this program is to provide better education in the field of small and medium business management focussing on entrepreneurship. Papua New Guinea is a naturally developed country with its rich natural resource, human and other resources, enhanced entrepreneurship education has the potential for increasing employment opportunities in the field of small and medium business management. Upon successfully completing 16 subjects you will be offered to undergo internship to explore the industry expectations and ethics.

**YEAR 1****SEMESTER 01**

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

**YEAR 1****SEMESTER 02**

<i>Code</i>	<i>Unit Name</i>
151516	Organizational Behaviour
151507	Principles of Management
151518	Business Economics
151549	Entrepreneurship & Small Business Management

**YEAR 2****SEMESTER 03**

<i>Code</i>	<i>Unit Name</i>
151519	Operational Management
151503	Human Resource Management
151521	Marketing Management
151538	Financial Accounting

**YEAR 2****SEMESTER 04**

<i>Code</i>	<i>Unit Name</i>
151517	Business Law
151560	Sustainable Business Strategy
151562	Social Entrepreneurship
151564	Professional Ethics

3000IP Internship

# Diploma in Tourism and Hospitality Management (DTHM)

## Program Structure

DTHM is specially designed by International Training Institute in response to the countries tourism and hospitality need and demand. The country is rich in tourism products. PNG is one of the emerging tourism countries in the South Pacific islands. This program will create more employment opportunities and you can be an social entrepreneur to create more jobs. Upon successfully completing 16 subjects you will be offered to undergo internship to explore the industry expectations and ethics.

### YEAR 1

#### SEMESTER 01

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

### YEAR 2

#### SEMESTER 03

Code	Unit Name
151548	Customer Relations and Service
151503	Human Resource Management
151563	Hospitality and Tourism Marketing
151561	Hotel Housekeeping Management

### YEAR 1

#### SEMESTER 02

Code	Unit Name
151516	Organizational Behavior
151507	Principles of Management
151546	Tourism Management
151547	Sustainable Tourism Operation

### YEAR 2

#### SEMESTER 04

Code	Unit Name
151550	Service Marketing
151551	Hospitality Management
151560	Sustainable Business Strategy
151564	Professional Ethics
3000IP	Internship

## ITI ENTRY REQUIREMENTS:

- > Successful completion of Grade 12 with a GPA of 2 or above and a "C" in English and D or above in General and Advanced Mathematics for all Business Program.
- > Successful Completion of Grade 12 with GPA of 2 or above; achievement of "C" or above in English and Mathematics are eligible for DICT course..

\* *Note: Students must present original Grade 12 Certificate for proof (sighting) when registering.*

## COURSE FEES:

> K11,700 per year

## UPFRONT FEE

K2,000 > Remaining balance of K9,300 can be settled in installments.



## Career Pathway for ITI Diploma Holders

- > James Cook University (JCU ) Brisbane, Australia
- > Griffith University - Brisbane, Australia
- > University of Sunshine Coast (USC) Queensland, Australia
- > University of Southern Queensland (USQ)



After successful completion of 2 year Diploma Course from ITI, students can further study at Australian Universities through ITI's Career Pathways Program with subjects exemptions.

## Student Membership with PNGHRI and CPA PNG

- > After graduating with DBAC student can apply for membership with Certified Practising Accountants of Papua New Guinea (CPA PNG).
- > Graduated DHCM student can apply for membership with Papua New Guinea Human Resource Institute (PNGHRI).

## WHY SHOULD YOU STUDY AT ITI

- Fully maintained higher learning facilities with multi media equipment for lectures and seminars.
- Fibre optic Internet access for student learning and research.
- Library holds volumes of study books specific for research on Courses and subjects offered.
- On-Job Training (OJT) and Employment Opportunities for graduating students arranged through Learning and Development department.
- Reputable Training Institution operating 25 years with total of 7 Campuses in Papua New Guinea.

### ENQUIRES POM CAMPUS

Scratchley Road, Badili  
P. O. Box 6322, BOROKO, NCD  
Telephone: 320 2800  
Mobile: 7685 0523 / 7050 6997  
WhatsApp: 7685 0523  
Email: enquires@iti.ac.pg  
marketing3@iti.ac.pg  
marketing5@iti.ac.pg  
marketing6@iti.ac.pg  
FB: Internationaltraininginstitutepom

### ENQUIRES LAE CAMPUS

Steamships Property, Sletjford St.  
Building 03/ Sect: 30 Lot: 01,  
Unit# 2  
P. O. Box 618, LAE, Morobe Prov.  
Telephone: 472 2790  
Mobile: 7342 8032, 7577 8757 or  
7118 5837  
WhatsApp #: 7342 8032  
Email: enquires.lae@iti.ac.pg  
FB pg: @ITILaeampus

Website:  
[www.iti.ac.pg](http://www.iti.ac.pg)







# APPLICATION FORM

## DIPLOMA for Gr.12 Students

Only offered in PORT MORESBY 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

Title:  Mr  Mrs  Miss  Other

Given Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Preferred Name in full: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Gender:  Male  Female

Place of Birth: \_\_\_\_\_

Home Province: \_\_\_\_\_

District: \_\_\_\_\_ LLG: \_\_\_\_\_

Nationality: \_\_\_\_\_

### 2. Contact Details

Address in PNG or Overseas (if known) \_\_\_\_\_

Place you reside: \_\_\_\_\_

Home / Work Telephone: \_\_\_\_\_

Mobile Numbers: \_\_\_\_\_

WhatsApp#: \_\_\_\_\_

Email: \_\_\_\_\_

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

Name of qualification (Year 12 or Above) \_\_\_\_\_

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: \_\_\_\_\_

Please attach the certified copies of all the credentials.

### 5. Employment

Company: \_\_\_\_\_ Position: \_\_\_\_\_

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

### 6. Campus Locations (Choose the campus you prefer to study)

- Port Moresby Campus (Scratchley Road Badili, Opposite SnS and Ruswin)
- Lae Campus (Steamships Property, Sletjford Street Building 03, Sect 30 Lot 01, Unit #01)

### 7. Program / Course selection

Program / Course selection	Course commencement Date		
<input type="radio"/> Diploma in Business Accounting	Year: 20__	<input type="radio"/> February	<input type="radio"/> July
<input type="radio"/> Diploma in Business Management	Year: 20__	<input type="radio"/> February	<input type="radio"/> July
<input type="radio"/> Diploma in Human Capital Management	Year: 20__	<input type="radio"/> February	<input type="radio"/> July
<input type="radio"/> Diploma in Marketing Management	Year: 20__	<input type="radio"/> February	<input type="radio"/> July
<input type="radio"/> Diploma in Information and Communication Technology	Year: 20__	<input type="radio"/> February	<input type="radio"/> July
<input type="radio"/> Diploma in Small and Medium Business Management	Year: 20__	<input type="radio"/> February	<input type="radio"/> July
<input type="radio"/> Diploma in Tourism and Hospitality Management	Year: 20__	<input type="radio"/> February	<input type="radio"/> July

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	If No, skip and go to 9.	
If Yes, do you require transportation for drop off?			
<input type="radio"/> Yes	<input type="radio"/> No	If No, skip and go to 9.	
If Yes, where is your exact location?			

11. Sponsorship		12. 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 Web page	<input type="radio"/> ITI FB page
		<input type="radio"/> Newspaper / Magazine / Poster	<input type="radio"/> Television
		<input type="radio"/> Exhibition / Seminar	<input type="radio"/> Corporate visit
<input type="radio"/> Other, (please specify):		<input type="radio"/> Recommended by ITI student / staff	
		<input type="radio"/> ITI visit to your Secondary school	
		<input type="radio"/> Secondary Schools Expo	

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.

13. Disclaimer		14. Application checklist	
I hereby declare that ITI can provide all my study progress reports to my parents, guardians or sponsors.		<b>Check that you have:</b>	
<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Completed all the given sections	<input type="radio"/> Read Conditions of Enrollment, Deferral and fee Refund Policy
		<input type="radio"/> Declared and signed the Application form	
		<b>Check that you have:</b>	
		<input type="radio"/> Certified copies of your academic qualification	<input type="radio"/> Any relevant employment documentation
		<input type="radio"/> Recommendation letter from sponsor	

15. 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;	
15.1 All correspondence regarding refund / excess payment must be in writing.	
15.2 Before commencement date of course, full refund less K200.00 for administration costs will be paid.	
15.3 After commencement date of course;	
15.3.1 Withdrawals during the first week, 90% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 10% of the total Course fee.	
15.3.2 Withdrawals during the 2nd week, 80% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 20% of the total Course fee.	
15.3.3 Withdrawals during the third week, 70% of THE TOTAL COURSE FEES will be refunded. ITI will withhold 30% of the total Course fee.	
15.3.4 After third week of the commencement date of the course, NO REFUND will be made.	
15.3.5 Once Transport fees are paid and used NO MORE REFUNDS will be applicable.	
15.3.6 Student not formally registered but deposited funds into ITI Account and want to withdraw from studies, a fee of K100.00 will apply.	
15.4.1 Excess Payments: any excess payments of specified course fees will be reimbursed after realization of the deposit made.	
15.4.2 Reimbursement will be processed upon return of all course materials and original receipts of payment.	
15.5 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	
15.6 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.	
15.7 All withdrawals & excess payments will be made payable to the sponsor.	

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. 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.		
<b>ITI Admin, Application checklist</b>	<b>* Check that the applicant had attached;</b>	<b>Sighted or Authorized by:</b> (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"/> Agreed 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	
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		<b>"NO FEES Charged on this ITI Form"</b>