



IT Job Training enter

Training that Works!

Website: <http://www.itjtc.com>. Email: itjtcmail@itjtc.com



NTC Reg No: 157

**Enrolment
for 2019
Intake is
OPEN for
Registration**

**Hurry & Apply
Now @ ITJTC
with Affordable
Fee's**

*Our Goal is to make
Education
Affordable for
everyone in PNG*

Certificate & Diploma Course

COURSE	Course Fee	Duration
Certificate III in Office IT	K1,900.00	3 months
Certificate III in Sales & Marketing	K1,900.00	3 months
Certificate IV in Business Management	K2,900.00	6 months
Certificate IV in Business Accounting	K2,900.00	6 months
Certificate IV in Office Administration	K2,900.00	6 months
Certificate IV in HR Management	K2,900.00	6 months
Certificate IV in Information Technology	K2,900.00	6 months
Diploma in Information Technology	K4,900.00	12 months (K6,900.00 - 2yrs)
Diploma in Business Management	K4,900.00	12 months (K6,900.00 - 2yrs)
Diploma in Business Accounting	K4,900.00	12 months (K6,900.00 - 2yrs)
Diploma in Office Administration	K4,900.00	12 months (K6,900.00 - 2yrs)
Diploma in HR Management	K4,900.00	12 months (K6,900.00 - 2yrs)
Diploma in Sales & Marketing	K4,900.00	12 months (K6,900.00 - 2yrs)
Inventory Management <i>(Specialized Course)</i>	K2,500.00	4 months
Project Management <i>(Specialized Course)</i>	K2,500.00	4 months
Event & Conference Management <i>(Specialized Course)</i>	K2,500.00	4 months
Certificate in Automotive Mechanic	K6,000.00	4 months

Entry Requirements

ENTRY Requirements for CERTIFICATE Course

- Grade 10 & above with Pass in Mathematics & English
- Relevant work experience is essential
- Other pre-requisite qualification

ENTRY Requirements for DIPLOMA Course

- Grade 12 and above with Credit in Math's & English
- Relevant work experience is essential
- Successful completion of certificate with ITJTC gain 1 year work experience
- Other pre-requisite & qualification

ITJTC offers various range of attendance mode to suit your needs and requirement

- ◆ **FULL TIME IN CLASS**
- ◆ **HOME BASED STUDY**
- ◆ **PROFESSIONAL CORPORATE SHORT**



WE OFFER MONTHLY INTAKES FROM JANUARY TO DECEMBER



Registration / Enrolments can be done @ our two locations

1. (Head Office) 6 Mile, Kanage St. (Former Arch Diocese of Bereina) 3. (Kimbe Branch) P.O Box 116 Kimbe, WNBPh: 983 5700 Fax: 983 4948 Mobile: 71141982
P. O Box 616 Gordon National Capital District. Tel: 3233073/3259705/71817266 Fax: 3259049 Website: <http://www.itjtc.com>. Email: itjtcmail@itjtc.com

CERTIFICATE COURSES

157C01 Certificate In Office IT

157C011: Develop Keyboarding Skills in speed & Accuracy
157C012: Design & Produce text documents using MS Word 2010(Basic)
157C013: Designing Business Spreadsheet MS Excel 2010 (Basic)
157C014: Basic IT
157C015: Internet & Email Usage
157C016: Interviewing Skills
157C017: Time Management
157C018: Business Communication (Effective Communication & Report Writing Skills)

157C012 Certificate in Sales and Marketing

157C012: Design & Produce text documents using MS Word 2010(Basic)
157C013: Designing Business Spreadsheet MS Excel 2010 (Basic)
157C061: Develop & Create Electronic Presentation using MS PowerPoint 2010 (Basic)
157C0121: Sales Training
157C0122: Dynamite Sales Presentation and Telemarketing
157C0123: Building Relationship for Success in Sales
157C0126: Negotiation Skills
157C0024: Managing Customer Service

157C06 Certificate in Information Technology

157C011: Develop Keyboarding Skills in speed & Accuracy
157C012: Design & Produce text documents using MS Word 2010(Basic)
157C013: Designing Business Spreadsheet MS Excel 2007 (Basic)
157C014: Basic IT
157C015: Internet & Email Usage
157C061: Develop & Create Electronic Presentation using MS PowerPoint 2010 (Basic)
157C063: Computer Repairs & Troubleshooting
157C064: Networking 1

157C02 Certificate in Business Management

157C012: Design & Produce text documents using MS Word 2010(Basic)
157C013: Designing Business Spreadsheet MS Excel 2010 (Basic)
157C018: Business Communication (Effective Communication & Report Writing Skills)
157C021: Budgeting & Managing Money
157C022: Fundamentals of Project Management
157C023: Inventory Management
157C024: Managing Customer Service
157C025: Human Resource Planning, Recruitment & Hiring Strategies

157C03 Certificate in Business Accounting

157C012: Design & Produce text documents using MS Word 2010(Basic)
157C013: Designing Business Spreadsheet MS Excel 2007 (Basic)
157C031: Business Mathematics
157C032: Accounting 1
157C033: Business Ethics
157C034: Principle of Economics
157C035: Business Principles
157C024: Managing Customer Service

157C04 Certificate in Office Administration

157C011: Develop Keyboarding Skills in Speed and Accuracy
157C012: Design & Produce text documents using Word Processing (Basic)
157C015: Internet & Email Usage
157C018: Business Communication (Effective Communication & Report Writing Skills)
157C013: Designing Business Spreadsheet MS Excel 2010 (Basic)
157C041: Office Management Procedure & Skills
157C042: Skills for Administrative Assistance
157C021: Budgeting & Managing Money

157C05 Certificate in HR Management

157C012: Design & Produce text documents using MS Word 2010(Basic)
157C013: Designing Business Spreadsheet MS Excel 2010 (Basic)
157C016: Interview Skills
157C033: Business Ethics
157C018: Business Communication (Effective Communication & Report Writing Skills)
157C024: Managing Customer Service
157C025: Human Resource Planning, Recruitment & Hiring Strategies
157C0127: Developing Training Programs

DIPLOMA COURSES

157D07 Diploma in Information Technology

SEMESTER ONE: Certificate in IT> SEMESTER TWO
157D071: Design & Produce text documents using MS Word 2010 (Intermediate level)
157D072: Designing Business Spreadsheet MS Excel 2010 (Intermediate Level)
157D074: Networking II
157D075: Access Database Management
157D076: Electronic File Management
157D077: Intro to Programming
157C022: Fundamentals of Project Management
157D078: MS PowerPoint 2010 - Intermediate

157D08 Diploma in Business Management

SEMESTER ONE: Certificate in Business Management >SEMESTER TWO
157D081: Problem Solving & Decision Making
157D082: Intermediate Project Management
157D083: Introduction to Operations Management
157D084: Business Administration
157D086: Business Finance
157D087: Conflict Resolution
157D088: Business Law A
157D089: Business Ethics

157D09 Diploma in Business Accounting

SEMESTER ONE: Certificate in Business Accounting >SEMESTER TWO
157D088: Business Law A
157D096: Accounting 2
157D095: Taxation
157D092: Cost Accounting and Budgeting
157D094: Auditing
157D091: Financial Accounting I
157D097: Computerized Accounting using MYOB
157D078: MS Excel 2010 - Intermediate

157D010 Diploma in Office Administration

SEMESTER ONE: Certificate in Office Administration >SEMESTER TWO
157D071: Design & Produce text documents using MS Word 2010 (Intermediate level)
157D072: Designing Business Spreadsheet MS Excel 2010 (Intermediate Level)
157D081: Problem Solving & Decision Making
157D023: Inventory Management
157D0102: Bookkeeping
157D087: Conflict Resolution
157C033: Business Ethics
157D078: Business Administration

157D011 Diploma in HR Management

SEMESTER ONE: Certificate in HR Management >SEMESTER TWO
157D095: Taxation
157D0111: Managing Employee Performance
157D0112: Advance Practical trainer
157D0114: Building Better team—Team Management
157D0115: Orientation Handbook: Getting employees Off to a Good Start
157D096: Motivation Management
157D097: Safety in Workplace
157D087: Conflict Resolution

157D012 Diploma in Sales & Marketing

SEMESTER ONE (1) Pre-requisite all certificate level course >SEMESTER TWO
157C018: Business Communication (Effective Communication & Report Writing Skills)
157C031: Business Mathematics
157D087: Conflict Resolution
157C033: Business Ethics
157C015: Internet & Email Usage
157C017: Time Management
157D095: Taxation
157D023: Inventory Management

Certificate in Automotive Mechanic POM ONLY

K6,000.00

- ◆ Certificate Level 1 & Level II
- ◆ 4 months duration

SPECIALISED COURSES

Inventory Management (Certificate IV) 4 months

1. Inventory Management - Nuts & Bolts
2. Business Succession Plan
3. Effective Planning and Scheduling
4. Managing People and Performance
5. Microsoft Word 2010
6. Microsoft Excel 2010
7. Purchasing & Procurement Basic
8. Managing Work Performance

Project Management (Certificate IV) 4 months

1. Fundamentals of Project Management
2. Intermediate of Project Management
3. Writing Proposal
4. Effective Planning and Scheduling
5. Purchasing & Procurement Basic
6. Microsoft Word 2010
7. Basic Microsoft Project 2010
8. Goal Settings

Event & Conference Management (Certificate IV) 4 months

1. Conference and Event Management
2. Effective Planning and Scheduling
3. Delegation - The Art of Delegating Effectively
4. Developing your Executive Presence
5. Microsoft Word 2010
6. Microsoft Excel 2010
7. Ensure Team Effectiveness
8. Skills for Administrative Assistant

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