



IT Job Training Center

Training that Works!

Website: <http://www.itjtc.com>. Email: itjtcmail@itjtc.com. Facebook: [IT Job Training Center](#)



NTC Reg No: 157

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STUDY MODE: * FULL TIME IN CLASS * HOME BASED STUDY * PROFESSIONAL CORPORATE SHORT COURSE * ONLINE TRAINING

We offer Accredited Courses

CERTIFICATE COURSE

COURSE	FEE	DURATOIN
Certificate in Office IT	K1,900.00	3 months
Certificate in Sales & Marketing	K1,900.00	3 months
Certificate in Business Management	K2,900.00	6 months
Certificate in Business Accounting	K2,900.00	6 months
Certificate in Office Administration	K2,900.00	6 months
Certificate in HR Management	K2,900.00	6 months
Certificate in Information Technology	K2,900.00	6 months
Certificate in Automotive Mechanic	K4,000.00	4 months

Inventory Management (Certificate)	K2,500.00	4 months
Project Management	K2,500.00	4 months
Event & Conference Management	K2,500.00	4 months

DIPLOMA COURSE

COURSE	FEE	DURATOIN
Diploma in Sales & Marketing	K4,900.00	12 months
Diploma in Business Management	K4,900.00	12 months
Diploma in Business Accounting	K4,900.00	12 months
Diploma in Office Administration	K4,900.00	12 months
Diploma in HR Management	K4,900.00	12 months
Diploma in Information Technology	K4,900.00	12 months

ONLINE-TRAINING: To meet the ever-growing needs of our high quality training, ITJTC has developed an Online Training platform, which contains all the programs that we are offering. Studying with ITJTC Online by entering your V-class, gives you access to ITJTC huge range of resources and the freedom to study anywhere, any time. <http://etraininginpng.net>

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Apply & Register Now with Affordable Fee



Enrollment for 2022 is NOW OPEN

Our Goal is to make Education Affordable and accessible For Everyone in PNG

ITJTC Care for your safety:

- We provide pick-up drop-off at 4 mile bustop to minimize student's risk.
- We provide foot patrol and escort at junction by professional guards, for student who need walk between campus to 6 mile bus stop.



Affiliated with SQT
Southern Queensland
 Institute of TAFE
 Find a course
 + read more

Registration / Enrolments can be done @ our location: (Head Office) 6 Mile, Kanage St. (Former Arch Diocese of Bereina) Sec: 445

P. O Box 616 Gordon NCD. Tel: 3233073 / 71817266 Fax: 3258639 Website: <http://www.itjtc.com>. Email: itjtcmail@itjtc.com

CERTIFICATE COURSE UNITS

IS7C01	CERTIFICATE IN OFFICE IT - 3 months
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)
157CN14	Basic Computing
157C015	Internet & Email Usage
157C016	Interviewing Skills (Mastering the Interview)
157C017	Time Management
157C018	Business Communication (Communication Strategy)

IS7C012	CERTIFICATE IN SALES & MARKETING - 3 months
157C012	Design & Produce text documents using MS Word 2010(Basic)
157C013	Designing Business Spreadsheet MS Excel 2010 (Basic)
157CN61	Presenting & Creation Presentation Using MS PowerPoint 2010 (Basic)
157C0121	Selling Smarter
157C0122	Dynamite Sales Presentation and Telemarketing
157C0123	Building Relationship for Success in Sales
157C0126	Negotiation Skills
157C0024	Managing Customer Service

IS7C012	CERTIFICATE IN INFORMATION TECHNOLOGY - 6 months
157C011	Develop Keyboarding Skills in speed & Accuracy
157C012	MS Word 2010(Basic)
157C013	MS Excel 2010 (Basic)
157C014	Basic IT
157C015	Internet & Email Usage
157C061	MS PowerPoint 2010 (Basic)
157C063	Computer Repairs & Troubleshooting
157C064	Networking 1

IS7C012	CERTIFICATE IN BUSINESS MANAGEMENT - 6 months
157C012	MS Word 2010(Basic)
157C013	MS Excel 2010 (Basic)
157C018	Business Communication (Effective Communication & Report Writing Skills)
157C021	Budgeting & Managing Money
157C022	Fundamentals of Project Management
157C023	Inventory Management
157CN24	Business Leadership - Becoming Management Materials
157C025	Human Resource Planning, Recruitment & Hiring Strategies

IS7C03	CERTIFICATE IN BUSINESS ACCOUNTING - 6 months
157C012	MS Word 2010(Basic)
157C013	MS Excel 2010 (Basic)
157C031	Business Mathematics
157C032	Accounting 1
157C033	Business Ethics
157C034	Principle of Economics
157C035	Business Principles
157C024	Managing Customer Service

IS7C03	CERTIFICATE IN OFFICE ADMINISTRATION - 6 months
157C011	Develop Keyboarding Skills in Speed and Accuracy
157C012	Design & Produce text documents using Word Processing (Basic)
157CN15	Computer Internet Usage - Office Computer Safety
157C018	Business Communication (Effective Communication & Report Writing Skills)
157C013	Designing Business Spreadsheet MS Excel 2010 (Basic)
157CN41	Writing Skills for Office - Business Writing That Works
157C042	Skills for Administrative Assistance
157C021	Budgeting & Managing Money

IS7C03	CERTIFICATE IN HUMAN RESOURCE MANAGEMENT - 6 months
157C012	MS Word 2010(Basic)
157C013	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
157C127	Developing Training Programs

IS7D010	CERTIFICATE IN AUTOMOTIVE MECHANIC - 4 months duration
SEMESTER	Certificate Level I & Level II

ENTRY REQUIREMENT - Certificate Level

There is **NO** Pre-requisites requirement to enter the certificate level course. However, it is preferred that student;

- Grade 10 or above
- Have sound language and literacy skills
- Below Grade 10, undertake a Language, literacy and Numeracy Evaluation.

DIPLOMA COURSE UNITS

IS7D07	DIPLOMA IN INFORMATION TECHNOLOGY - 12 months
SEMESTER	SEMESTER ONE (1) Pre-requisite all certificate level course >SEMESTER TWO
157D071	MS Word 2010 (Intermediate level)
157D072	MS Excel 2010 (Intermediate Level)
157D074	Networking II
157D075	Access Database Management
157D076	Electronic File Management
157D077	Intro to Programming
157D078	MS PowerPoint 2010 - Intermediate
157DN90	Computer Basic— Advanced (Computer File Management)

IS7D08	DIPLOMA IN BUSINESS MANAGEMENT - 12 months
SEMESTER	SEMESTER ONE (1) Pre-requisite all certificate level course >SEMESTER TWO
157DN70	Basic Business Management
157DN50	Business Proposal Management
157D081	Intermediate Project Management
157D082	Problem Solving & Decision Making
157DN40	Accounting Skills for New Supervisor
157D087	Conflict Resolution
157DN60	Entrepreneurship 101 - Skills Become to a Business Owner
157C033	Business Ethics

IS7D09	DIPLOMA IN BUSINESS ACCOUNTING - 12 months
SEMESTER	SEMESTER ONE (1) Pre-requisite all certificate level course >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

IS7D010	DIPLOMA IN OFFICE ADMINISTRATION - 12 months
SEMESTER	SEMESTER ONE (1) Pre-requisite all certificate level course >SEMESTER TWO
157D071	MS Word 2010 (Intermediate level)
157D072	MS Excel 2010 (Intermediate Level)
157D081	Problem Solving & Decision Making
157D023	Inventory Management
157DN40	Accounting Skills for New Supervisor
157D087	Conflict Resolution
157C033	Business Ethics
157DN78	Customer Service Training Critical Elements of Customer Services

IS7D011	DIPLOMA IN HUMAN RESOURCE MANAGEMENT - 12 months
SEMESTER	SEMESTER ONE (1) Pre-requisite all certificate level course >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

IS7D012	DIPLOMA IN SALES AND MARKETING - 12 months
SEMESTER	SEMESTER ONE (1) Pre-requisite all certificate level course >SEMESTER TWO
157DN18	Business Writing That Works
157C031	Business Mathematics
157D078	Conflict Resolution
157DN20	Marketing and Sales
157DN10	Marketing for Small Business
157DN30	Marketing with Social Media
157C017	Time Management
157C023	Inventory Management



ENTRY REQUIREMENT - Diploma Level

There is **NO** Pre-requisites requirement to enter the Diploma level course. However, it is preferred that student;

- Grade 12 or above
- Grade 10 with relevant work experiences
- Completion of Certificate course with ITJTC