

CTIC COMMERCE

THINK OUTSIDE THE BOX

BUSINESS
ACCOUNTING
MANAGEMENT
LEADERSHIP AND MANAGEMENT
MARKETING AND COMMUNICATION

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ABOUT US

CTIC Commerce has a long standing history of providing quality education to international and local students in NSW. The College has been approved by ASQA as a CRICOS provider. CTIC offers a number of high-demand professional courses e.g. accounting, business, leadership management and marketing communication courses that comply with Australian Qualification Frameworks and VET Quality Framework

Teaching staff at CTIC are all experienced in their discipline. We place value on teachers with strong industrial backgrounds who contribute to students' learning by emphasising practical aspects of the courses that they teach. Additionally, all our trainers meet the requirements of the regulatory bodies.

WHY CTIC COMMERCE?



Fantastic campus location just minutes away from Darling Harbour and Barangaroo Reserve.



Qualified trainers with a strong industry background provide ongoing support to ensure you meet course aims and objectives.



Fantastic mix of nationalities - you can study with international students from all around the world.



Flexible timetable: choose from Morning, Evening and Weekend session options.



Take advantage of our free WIFI, in-campus laptops, library, self-study areas, student canteen, recreation area and student lounge while you are studying with us.



CTIC Commerce courses are nationally accredited by Australian Skills Quality Authority (ASQA).



OUR CAMPUS

Our campus is located in Barangaroo, a precinct right in the heart of Sydney City. Surrounded by some of the most popular tourist attractions, including Sydney Aquarium and Madame Tussauds, a minute's walking distance to many services including a medical centre, shopping centre, supermarkets and public transport. Our beautiful campus offers modern facilities where you can learn and feel at home



Student Library



Modern Campus located on ground level



A minute's walk from SEA LIFE Sydney Aquarium



Self-study Zone



1 - 2 minute walk from King Street Wharf & Barangaroo Wharf



5 minute walk from Wynyard station



LIVING IN SYDNEY

Sydney is one of the world's leading urban destinations for international students and is ranked in the Top 10 for infrastructure, security and personal safety. It is also home to an impressive number of top-tier universities and private higher education providers offering a wide range of courses and degrees. This allows you to plan for further studies in Australia after graduating from CTIC.



Great job opportunities



A variety of choice in accomodation



Great opportunities to try a new sport



Excellent shopping and services



World class beaches - get close to nature



Huge variety of popular restaurants, cafes and bars



A sunny climate for outdoor activities



Food heaven



Australia's safest city



Dynamic and multicultural environment



World class institutions



Convenient public transport





LEADERSHIP AND MANAGEMENT

Leadership and Management

Leaders are people who do the right thing; managers are people who do things right - Professor Warren Bennis

This course provides training and help to develop essential skills to successfully lead and manage teams.



CERTIFICATE IV

BSB42015 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

DIPLOMA

BSB51918 DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 098682C

This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

ADVANCED DIPLOMA

BSB61015 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in leadership and management, across a range of enterprise and industry contexts. Individuals at this level use initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

TIMETABLE - 9 weeks study + 4 weeks holiday

Courses	Morning	Evening	Weekend	Duration
Certificate IV		~	~	52 weeks 4 terms
Diploma		~	*	78 weeks 6 terms
Advanced Diploma		/	~	104 weeks 8 terms

- TIMETABLES ARE SUBJECT TO AVAILABILITY
 All Classes will have 6 Hrs of Online Self Study which must be completed.

Morning Timetable - Mon & Tue (9:00 - 17:00) Morning limetable - Mon & Tue (9:00 - 17:00)
Evening timetable - Mon to Wed (4:45 - 9: 30)
Weekend Timetable - Sat & Sun (9:00 - 17:00)
Optional Tutorial Class Friday 9:00am-1:00pm
Other Assistance /Academic Support Monday to Thursday 12:00pm-5:00pm

Cass Training Pty Ltd also trades as Cass Training International College | CRICOS Provider: 00956C| National Provider: 90309



LEADERSHIP AND MANAGEMENT

BSB42015 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT CRICOS Course Code: 093529G

BSBLDR401 Communicate effectively as a workplace leader	Core
BSBLDR402 Lead effective workplace relationships	Core
BSBLDR403 Lead team effectiveness	Core
BSBMGT402 Implement operational plan	Core
BSBWHS401 Implement and monitor WHS policies, procedures and programs	Elective
to meet legislative requirements	
BSBWOR404 Develop work priorities	Elective
BSBRSK401 Identify risk and apply risk management processes	Elective
BSBFIA412 Report on financial activity	Elective
BSBLDR404 Lead diverse workforce	Elective
BSBCMM401 Make a presentation	Elective
BSBLED401 Develop teams and individuals	Elective
BSBHRM405 Support the recruitment selection and induction of staff	Elective

BSB51918 DIPLOMA OF LEADERSHIP AND MANAGEMENT CRICOS Course Code: 098682C

BSBLDR502 Lead and manage effective workplace relationships BSBLDR511 Develop and use emotional intelligence BSBMGT517 Manage operational plan BSBWOR502 Lead and manage team effectiveness BSBADM502 Manage meetings BSBADM506 Manage business document design and development BSBCUS501 Manage quality customer service BSBSUS501 Develop workplace policy and procedures for sustainability BSBMGT502 Manage people performance BSBMKG507 Interpret market trends and developments BSBPMG522 Undertake project work	Core Core Core Elective Elective Elective Elective Elective Elective Elective
BSBPMG522 Undertake project work BSBWOR501 Manage personal work priorities and professional development	Elective Elective

SB61015 ADVANCED DIPLOMA OF LEADERSHIP AND MANAGEMENT CRICOS Course Code: 0102089

BSBFIM601 Manage finances	Core
BSBINN601 Lead and manage organisational change	Core
BSBMGT617 Develop and implement a business plan	Core
BSBMGT605 Provide leadership across the organisation	Core
BSBRSK501 Manage risk	Elective
BSBMKG609 Develop a marketing plan	Elective
BSBMGT608 Manage innovation and continuous improvement	Elective
BSBMGT616 Develop and implement strategic plans	Elective
BSBHRM602 Manage human resources strategic planning	Elective
FNSINC601 Apply economic principles to work in the financial services industry	Elective
FNSINC602 Interpret and use financial statistics and tools	Elective
FNSACC624 Monitor corporate governance activities	Elective







CAREER OUTCOMES

- Supervisor Team Leader or Assistant Coordinator Project Assistant Office Managers Sales Team Coordinator Direct Manager Human Resource Manager Office Manager

- Team Leader
 Product or Service Manager
 Business Development Manager
 Senior Executive
 Senior Manager
 Area Manager
 Business Analyst
 Department Manager
 Business Development Manager



MARKETING AND COMMUNICATION

Marketing and Communication

Take your productivity to the next level

Kotler and Kevin Lane Keller define marketing communications as "the means by which firms attempt to inform, persuade and remind their customers – directly and indirectly – of products. Marketing and Communication courses provide the range of skills and knowledge that you need to acquire if you are looking for a career in this exciting and challenging field.



CERTIFICATE IV

BSB42415 CERTIFICATE IV IN MARKETING AND COMMUNICATION

This qualification is suitable for those who use well developed marketing and communication skills and a broad knowledge base in a wide variety of contexts. Individuals in these roles apply solutions to a defined range of unpredictable problems and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others; however, they typically report to more senior practitioners.

DIPLOMA

BSB52415 DIPLOMA OF MARKETING AND COMMUNICATION

CRICOS Course Code: 093532B

This qualification applies to individuals with a sound theoretical knowledge base in marketing and communication and who demonstrate a range of managerial skills to ensure that functions are effectively conducted in an organisation or business area. Typically, they would have responsibility for the work of other staff and lead teams.

ADVANCED DIPLOMA

BSB61315 ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION

CRICOS Course Code: 0102090

This qualification reflects the role of individuals who provide leadership and strategic direction in the marketing and communications activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual and managerial competencies.Their knowledge base may be highly specialised or broad within the marketing and communications field. Typically, they are accountable for group outcomes and the overall performance of the marketing and communication, advertising or public relations functions of an organisation.

TIMETABLE - 9 weeks study + 4 weeks holiday-

Courses	Morning	Evening	Weekend	Duration
Certificate IV		*		52 weeks 4 terms
Diploma		/		78 weeks 6 terms
Advanced Diploma		/		104 weeks 8 terms

- TIMETABLES ARE SUBJECT TO AVAILABILITY
- All Classes will have 6 Hrs of Online Self Study which must be completed.

Morning Timetable - Mon & Tue (9:00 - 17:00) Working Timetable - Mon to Wed (4:45 - 9: 30)
Weekend Timetable - Sat & Sun (9:00 - 17:00)
Optional Tutorial Class Friday 9:00am-1:00pm
Other Assistance /Academic Support Monday to Thursday 12:00pm-5:00pm



MARKETING AND COMMUNICATION

BSB42415 CERTIFICATE IV IN MARKETING AND COMMUNICATION CRICOS Course Code: 093531C

BSBCMM401 Make a presentation	Core
BSBCRT401 Articulate, present and debate ideas	Core
BSBMGT407 Apply digital solutions to work processes	Core
BSBMKG417 Apply marketing communication across a convergent industry	Core
BSBMKG418 Develop and apply knowledge of marketing communication Industry	Core
BSBLDR402 Lead effective workplace relationships	Elective
BSBMKG401 Profile the market	Elective
BSBMKG408 Conduct market research	Elective
BSBMKG413 Promote products and services	Elective
BSBMKG414 Undertake marketing activities	Elective
BSBPRO401 Develop product knowledge	Elective
BSBWRT401 Write complex documents	Elective

BSB52415 DIPLOMA OF MARKETING AND COMMUNICATION CRICOS Course Code: 093532B

BSBMKG507 Interpret market trends and developments	Core
BSBMKG523 Design and develop an integrated marketing communication plan	Core
BSBPMG522 Undertake project work	Core
BSBCUS501 Manage quality customer service	Elective
BSBFIM501 Manage budgets and financial plans	Elective
BSBLDR502 Lead and manage effective workplace relationships	Elective
BSBMKG501 Identify and evaluate marketing opportunities	Elective
BSBMKG502 Establish and adjust the marketing mix	Elective
BSBMKG506 Plan market research	Elective
BSBMKG514 Implement and monitor marketing activities	Elective
BSBMKG518 Plan and implement services marketing	Elective
BSBADV509 Create mass print media advertisements	Elective

BSB61315 ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION CRICOS Course Code: 0102090

BSBADV602 Develop an advertising campaign	Core
BSBMKG609 Develop a marketing plan	Core
BSBMGT616 Develop and implement strategic plans	Core
BSBFIM601 Manage finances	Elective
BSBMGT605 Provide leadership across the organisation	Elective
BSBINN601 Lead and manage organisational change	Elective
BSBMGT608 Manage innovation and continuous improvement	Elective
BSBMKG603 Manage the marketing process	Elective
BSBMKG607 Manage market research	Elective
BSBMKG608 Develop organisational marketing objectives	Elective
BSBRSK501 Manage risk	Elective
BSBSUS501 Develop workplace policy and procedures for sustainability	Elective







CAREER OUTCOMES

- Copy Writer
 Direct Marketing Officer
 Marketing Officer
 Market Research Assistant
 Media Assistant
 Media Planner
 Public Relations Officer
 Marketing Coordinator
 Digital Marketing Manager
 Communication Manager
 Brand or Product Manager
- Public Relations Manager

- Public Relations Manager
 Marketing Team Leader
 Marketing Director
 Marketing Strategist
 National, Regional or Global
 Marketing Manager
 Marketing and Communications
 Consultant
 Account Manager (Advertising)
 Marketing and Communications
 Manager



ACCOUNTING

■ Accounting

Accounting is the language of business

Accountants, financial planners, and bookkeepers are essential in business. They are strategic and analytical roles to help the growth and maintenance of business. Learn the skills and knowledge for your future career.



CERTIFICATE IV

FNS40217 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

DIPLOMA

FNS50217 DIPLOMA OF ACCOUNTING CRICOS Course Code: 0101337

This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines.

ADVANCED DIPLOMA

FNS60217 ADVANCED DIPLOMA OF ACCOUNTING CRICOS Course Code: 0101338

This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries. At this level individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters.

TIMETABLE - 9 weeks study + 4 weeks holiday-

Courses	Morning	Evening	Weekend	Duration
Certificate IV		*		52 weeks 4 terms
Diploma		/		78 weeks 6 terms
Advanced Diploma		/		78 weeks 6 terms

- TIMETABLES ARE SUBJECT TO AVAILABILITY
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Weekend Timetable - Sat & Sun (9:00 - 17:00)
Optional Tutorial Class Friday 9:00am-1:00pm
Other Assistance /Academic Support Monday to Thursday 12:00pm-5:00pm



ACCOUNTING

FNS40217 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING CRICOS Course Code: 0101336

BSBFIA401 Prepare financial reports	Core
BSBSMB412 Introduce cloud computing into business operations	Core
FNSACC311 Process financial transactions and extract interim reports	Core
FNSACC312 Administer subsidiary accounts and ledgers	Core
FNSACC408 Work effectively in the accounting and bookkeeping industry	Core
FNSACC416 Set up and operate a computerised accounting system	Core
FNSTPB401 Complete business activity and instalment activity statements	Core
FNSTPB402 Establish and maintain payroll systems	Core
FNSACC405 Maintain inventory records	Elective
BSBITU306 Design and produce business documents	Elective
BSBITU402 Develop and use complex spreadsheets	Elective
FNSACC412 Prepare operational budgets	Elective
FNSACC414 Prepare financial statements for non-reporting entities	Elective

FNS50217 DIPLOMA OF ACCOUNTING

CRICOS Course Code: 0101557	
FNSACC511 Provide financial and business performance information	Core
FNSACC512 Prepare tax documentation for individuals	Core
FNSACC513 Manage budgets and forecasts	Core
FNSACC514 Prepare financial reports for corporate entities	Core
FNSACC516 Implement and maintain internal control procedures	Core
FNSACC517 Provide management accounting information	Core
BSBLDR402 Lead effective workplace relationships	Elective
FNSACC505 Establish and maintain accounting information systems	Elective
FNSACC607 Evaluate business performance	Elective
BSBHRM405 Support the recruitment, selection and induction of staff	Elective
BSBLED401 Develop teams and individuals	Elective

FNS60217 ADVANCED DIPLOMA OF ACCOUNTING

CRICOS Course Code: 0101338

FNSINC601	Apply economic principles to work in the financial services industry	Core
FNSINC602	Interpret and use financial statistics and tools	Core
FNSACC624	Monitor corporate governance activities	Core
FNSACC601	Prepare and administer tax documentation for legal entities	Elective
	(pre-requisite FNSACC512 Prepare tax documentation for individuals)	
FNSACC614	Prepare complex corporate financial reports	Elective
	(pre-requisite FNSACC514 Prepare financial reports for corporate entities)	
FNSFMK505	Comply with financial services legislation and industry codes	Elective
	of practice	
FNSINC503	Identify situations requiring complex ethical decision making	Elective
FNSINC504	Apply ethical frameworks and principles to make and act upon	Elective
	decisions	
BSBLDR511	Develop and use emotional intelligence	Elective
BSBHRM405	Support the recruitment, selection and induction of staff	Elective
BSBSUS501	Develop workplace policy and procedures for sustainability	Elective
BSBWOR501	Manage personal work priorities and professional development	Elective
BSBMGT617	Develop and implement a business plan	Elective
FNSACC408	Work effectively in the accounting and bookkeeping industry	Elective







CAREER OUTCOMES

- Assistant Accountant
 Banking Services Manager
 Client Manager (Financial Markets)
 Credit Manager
 Financial Services Manager
 General Insurance Supervisor
 Insurance Broking Team Leader
 Life Insurance Team Leader
 Risk Management Coordinator

- Senior Accountant
 Tax advisers
 Supperannuation Adviser
 Credit Manager and Adviser
 Disability Insurance Adviser
 Financial Planner
 Financial Analyst
 Business Analyst
 Financial Services Adviser
 Insurance AdviserRisk Managers



BUSINESS



Take an advantage of entering global marketplace

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills.



CERTIFICATE III IN BUSINESS

BSB30120 CERTIFICATE III IN BUSINESS

CRICOS Course Code: 107838J

This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

TIMETABLE - 9 weeks study + 4 weeks holiday

Courses	Morning	Evening	Weekend	Duration
Certificate III in Business Administration		~		52 weeks 4 terms

*TIMETABLES ARE SUBJECT TO AVAILABILITY Evening timetable - Mon Thu (17:00–21:00) + Friday Tutorial

COURSE STRUCTURE

BSBCRT311 Apply critical thinking skills in a team environment	Core
BSBPEF201 Support personal wellbeing in the workplace	Core
BSBSUS211 Participate in sustainable work practices	Core
SBTWK301 Use inclusive work practices	Core
BSBWHS311 Assist with maintaining workplace safety	Core
BSBXCM301 Engage in workplace communication	Core
BSBTEC301 Design and produce business documents	Elective
BSBWRT311 Write simple documents	Elective
BSBTEC303 Create electronic presentations	Elective
BSBPMG430 Undertake project work	Elective
BSBCRT412 Articulate, present and debate ideas	Elective
BSBWRT411 Write complex documents	Elective
BSBMKG435 Analyse consumer behaviour	Elective



CAREER OUTCOMES

Customer service officer, General clerk, Payroll officer, Program administrator, Word processing officer



MANAGEMENT GRADUATE DIPLOMA

MANAGEMENT

Be ready to become a leader



GRADUATE DIPLOMA

BSB80120 GRADUATE DIPLOMA OF MANAGEMENT (LEARNING) CRICOS Course Code: 107842B

This qualification reflects the roles of individuals who apply highly specialised knowledge and skills in the field of organisational learning and capability development. Individuals in these roles generate and evaluate complex ideas.

They also initiate, design and execute major learning and development functions within an organisation. Typically, they would have full responsibility and accountability for the personal output and work of others.

COURSE STRUCTURE

BSBHRM613 Contribute to the development of learning and development strategies	Core
BSBLDR811 Lead strategic transformation	Core
TAELED803 Implement improved learning practice	Core
BSBCRT611 Apply critical thinking for complex problem solving	Elective
BSBHRM611 Contribute to organisational performance development	Elective
BSBSTR801 Lead innovative thinking and practice	Elective
BSBLDR812 Develop and cultivate collaborative partnerships and relationships	Elective
BSBINS603 Initiate and lead applied research	Elective

TIMETABLE - 9 weeks study + 4 weeks holiday-

Courses	Morning	Evening	Weekend	Duration
Graduate Diploma		*		78 weeks 6 terms

- TIMETABLES ARE SUBJECT TO AVAILABILITY
 All Classes will have 6 Hrs of Online Self Study which must be completed.

Evening timetable – Mon to Wed (4:45 – 9: 30) Optional Tutorial Class Friday 9:00am–1:00pm Other Assistance /Academic Support Monday to Thursday 12:00pm–5:00pm



CAREER OUTCOMES

Company Manager/Chief Executives, National Manager, Managers/Consultants Organisational Learning and Leadership Manager, Business Development Manager, Corporate Training Manager

MY EXPERIENCE AT CTIC COMMERCE



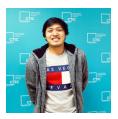
"I've really enjoyed studying at CTIC because teachers and classmates are very friendly. I also like the campus and its surroundings. My experience has been great!

Cynthia from Indonesia



"My teacher always makes sure that everyone understands before moving to the next subject. He is very friendly and approachable."

Venus from Phillippines



"I like my teacher especially the way he teaches us. He is very considerate and has expertise in the subjects and simplifies things to make it easier for us. CTIC is nice!" Karlson from Philippines

"I like CTIC. – academic team, friendly staff and

Jay-Ann from Philippines

caring teachers"



"This course helped me a lot. I learnt work rights in Australia on the first week and now I understand how that works."

Sanbir from Italy

"I am with CTIC. I am

studying Leadership

course and It's been

great. My teacher keeps

the class interesting and

enjoyable. He is helping

us to make sure we are

Tharunya from Thailand

"My teacher is very

Yakup from Germany

friendly. He explains well so I learnt a lot in this

learning."

course!"



"I found this school immediately wellorganised. Student service team is always available to help us and explanation from my teacher is also very clear. I am happy with CTIC."
Stefania from Italy



"I am enjoying studying this course a lot because I can use the skills at work in real life. My teacher is very supportive."

Harshbi from Italy



"I am really happy to be here at CTIC Commerce. My teacher is very nice! I've improved English and now I am gaining leadership skills. I am so glad that I am studying here. Thank you CTIC!" Zilia from France



"I would definitely recommend CTIC to my friends for its quality of education. Teachers are professional and staff are friendly.I spent 9 months here and I'm really satisfied." Artur from Poland



"I am satisfied with my accounting courses and trainers because of their friendly nature and the way of they teach in the class."

Yuwaraj from Nepal



"I have been at CTICI for over a year. CTIC has become a part of my life in Sydney. My current teacher, Mohy is fun but strict when he has to be which this is very good. am looking forward to another year at CTIC." Jan from Czech Republic



"I completed Certificate IV in and now I am excited about studying Diploma course."

Mateusz from Poland



"The teacher is so friendly and I learnt a lot from CTIC Commerce. Highly recommended!"

John from Philippines





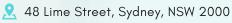












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