

# 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

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**

# BSB40520 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**

# BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT

CRICOS Course Code: 104127J

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

# BSB60420 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		<b>~</b>	<b>*</b>	52 weeks 4 terms
Diploma		<b>~</b>	<b>/</b>	78 weeks 6 terms
Advanced Diploma		<b>/</b>	<b>*</b>	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**

#### **BSB40520 CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT**

CRICOS Course Code: 103940K

BSBLDR413	Lead effective workplace relationships	Core
BSBLDR411	Demonstrate leadership in the workplace	Core
BSBXCM401	Apply communication strategies in the workplace	Core
BSBXTW401	Lead and facilitate a team	Core
BSBOPS402	Coordinate business operational plans	Core
BSBOPS403	Apply business risk management processes	Elective
BSBLDR412	Communicate effectively as a workplace leader	Elective
BSBLDR414	Lead team effectiveness	Elective
BSBPEF402	Develop personal work priorities	Elective
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective
BSBCMM411	Make presentations	Elective
BSBHRM413	Support the learning and development of teams and individuals	Elective

# **BSB50420 DIPLOMA OF LEADERSHIP AND MANAGEMENT**

CRICOS Course Code: 104127J

BSBCMM511	Communicate with influence	Core
BSBCRT511	Develop critical thinking in others	Core
BSBOPS502	Manage business operational plans	Core
BSBTWK502	Manage team effectiveness	Core
BSBPEF502	Develop and use emotional intelligence	Core
BSBLDR523	Lead and manage effective workplace relationships	Core
BSBLDR522	Manage people performance	Elective
BSBSUS511	Develop workplace policies and procedures for sustainability	Elective
BSBTWK503	Manage meetings	Elective
BSBOPS505	Manage organisational customer service	Elective
BSBMKG543	Plan and interpret market research	Elective
BSBPMG430	Undertake project work	Elective

# **BSB60420 ADVANCED DIPLOMA OF LEADERSHIP AND** MANAGEMENT CRICOS Course Code: 107843A

BSBCRT611 Apply critical thinking for complex problem solving BSBLDR601 Lead and manage organisational change BSBOPS601 Develop and implement a business plan BSBLDR602 Provide leadership across the organisation BSBSTR601 Manage innovation and continuous improvement BSBSTR602 Develop organisational strategies BSBHRM614 Contribute to strategic workforce planning BSBSUS601 Lead corporate social responsibility	Core Core Core Core Elective Elective
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# **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**

# BSB40820 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**

# BSB50620 DIPLOMA OF MARKETING AND COMMUNICATION

CRICOS Course Code: 107840D

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

# BSB60520 ADVANCED DIPLOMA OF MARKETING AND COMMUNICATION

CRICOS Course Code: 107841C

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		<b>*</b>		52 weeks 4 terms
Diploma		<b>/</b>		78 weeks 6 terms
Advanced Diploma		<b>/</b>		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) 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



# **MARKETING AND** COMMUNICATION

# **BSB40820 CERTIFICATE IV IN MARKETING AND** COMMUNICATION CRICOS Course Code: 107839H

BSBCMM411	Make a presentation	Core
BSBCRT412	Articulate, present and debate ideas	Core
BSBMKG435	Analyse consumer behaviour	Core
BSBMKG433	Undertake marketing activities	Core
BSBWRT411	Write complex documents	Core
BSBMKG439	Develop and apply knowledge of communications industry	Core
BSBMKG434	Promote products and services	Elective
BSBMKG440	Apply marketing communication across a convergent industry	Elective
	Apply business risk management processes	Elective
BSBXCM401	Apply communication strategies in the workplace	Elective
BSBLDR413	Lead effective workplace relationships	Elective
BSBTEC403	Apply digital solutions to work processes	Elective

#### **BSB50620 DIPLOMA OF MARKETING AND** COMMUNICATION CRICOS Course Code: 107840D

BSBMKG542 Establish and monitor the marketing mix BSBMKG555 Write persuasive copy BSBPMG430 Undertake project work	Core Core
BSBMKG552 Design and develop marketing communication plans	Core
BSBMKG541 Identify and evaluate marketing opportunities	Core
BSBMKG546 Develop social media engagement plans	Elective Elective
BSBPMG530 Manage project scope BSBMKG543 Plan and interpret market research	Elective
BSBFIN501 Manage budgets and financial plans	Elective
BSBOPS505 Manage organisational customer service	Elective
BSBCMM511 Communicate with influence	Elective
BSBLDR523 Lead and manage effective workplace relationships	Elective

# **BSB60520 ADVANCED DIPLOMA OF MARKETING AND** COMMUNICATION CRICOS Course Code: 107841C

BSBMKG622	Manage organisational marketing processes	Core
BSBTWK601	Develop and maintain strategic business networks	Core
BSBMKG623	Develop marketing plans	Core
BSBMKG621	Develop organisational marketing strategy	Core
BSBMKG626	Develop advertising campaigns	Elective
BSBLDR601	Lead and manage organisational change	Elective
BSBOPS601	Develop and implement business plans	Elective
BSBSTR601	Manage innovation and continuous improvement	Elective
BSBFIN601	Manage organisational finances	Elective
BSBOPS504	Manage business risk	Elective
BSBSTR602	Develop organisational strategies	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

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		<b>*</b>		52 weeks 4 terms
Diploma		<b>/</b>		78 weeks 6 terms
Advanced Diploma		<b>/</b>		78 weeks 6 terms

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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: 0101337

FNSACC511 Provide financial and business performance information FNSACC512 Prepare tax documentation for individuals FNSACC513 Manage budgets and forecasts FNSACC514 Prepare financial reports for corporate entities FNSACC516 Implement and maintain internal control procedures FNSACC517 Provide management accounting information BSBLDR402 Lead effective workplace relationships FNSACC505 Establish and maintain accounting information systems FNSACC607 Evaluate business performance BSBHRM405 Support the recruitment, selection and induction of staff BSBLED401 Develop teams and individuals	Core Core Core Core Core Elective Elective Elective Elective 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		<b>-</b>		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		<b>*</b>		104 weeks 8 terms

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   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



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!"



"I like CTIC. - academic team, friendly staff and caring teachers"

Jay-Ann from Philippines



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

John from Philippines



"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 learning." Tharunya from Thailand



"My teacher is very friendly. He explains well so I learnt a lot in this course!"

Yakup from Germany



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

Sanbir from Italy

"I found this school



immediately well-organised. 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. I 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





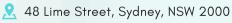












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