

CTIC COMMERCE

TO WIDEN YOUR HORIZON



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CASS TRAINING
INTERNATIONAL
COLLEGE

CTIC

BUSINESS ADMINISTRATION
LEADERSHIP AND MANAGEMENT
MARKETING AND COMMUNICATION
ACCOUNTING

Why choose **CTIC Commerce for your VET course? Vocational courses are designed to help you learn in a **practical** way about a specific job area. They can help you gain the skills you need to **start** a job, **progress** in a career, or go on to higher levels of **education**.**



CTIC Commerce aims to ensure the **highest quality of teaching, so that students are well equipped for their **future careers**.**

IT'S UNIQUE
FUN
CTIC



Our students have a very high pass rate, matching our **high standards**. We endeavour to help students develop their practical skills in **preparation** for the work force. Many of our students report having progressed to **high achieving** positions in many countries around the world.



BUSINESS COURSES





CERTIFICATE IV IN BUSINESS ADMINISTRATION

BSB40515 (087025E)

This qualification is suited to a range of individuals who use well developed administrative skills and abroad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse information from a variety of sources. They may provide leadership and guidance to others.

Duration: 32 weeks

Entry requirements:
IELTS 5.5 or equivalent

COURSE STRUCTURE

BSBMKG414	Undertake marketing activities
BSBHRM405	Support the recruitment, selection and induction staff
BSBLED401	Develop teams and individuals
BSBCUS401	Coordinate implementation of customer service strategies
BSBADM405	Organise meetings
BSBFIA401	Prepare financial reports
BSBWRT401	Write complex documents
BSBINM401	Implement workplace information system
BSBADM406	Organise business travel
BSBMKG413	Promote products and services

DIPLOMA OF BUSINESS ADMINISTRATION

BSB50415 (087288D)

This qualification would apply to individuals with various job titles including administration managers, general office managers and office managers. Individuals in these roles may possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

Duration: 32 weeks

Entry requirements:
IELTS 5.5 or equivalent

COURSE STRUCTURE

BSBADM502	Manage meetings
BSBADM503	Plan and manage conferences
BSBADM506	Manage business document design and development
BSBPMG522	Undertake project work
BSBCUS501	Manage quality customer service
BSBMGT502	Manage people performance
BSBWOR501	Manage personal work priorities and professional development
BSBFIM502	Manage payroll



CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT

BSB42015 (093529G)

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.

Duration: 45 weeks

Entry requirements:
IELTS 5.5 or equivalent

COURSE STRUCTURE

BSBCMM401	Make a presentation
BSBHRM405	Support the recruitment, selection and induction staff
BSBRSK401	Identify risk and apply risk management processes
BSBLDR404	Lead a diverse workforce
BSBLDR401	Communicate effectively as a workplace leader
BSBLED401	Develop teams and individuals
BSBLDR402	Lead effective workplace relationships
BSBLDR403	Lead team effectiveness
BSBWOR404	Develop work priorities
BSBFIA402	Report on financial activity
BSBMGT402	Implement operational plan
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements

DIPLOMA OF LEADERSHIP AND MANAGEMENT

BSB51915 (093530D)

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.

Duration: 32 weeks

Entry requirements:
IELTS 5.5 or equivalent

COURSE STRUCTURE

BSBLDR504	Implement diversity in the workplace
BSBRSK501	Manage risk
BSBFIM502	Manage payroll
BSBWOR501	Manage personal work priorities and professional development
BSBSUS501	Develop workplace policy and procedures for sustainability
BSBLDR501	Develop and use emotional intelligence
BSBLDR502	Lead and manage effective workplace relationships
BSBWOR502	Lead and manage team effectiveness
BSBMGT502	Manage people performance
BSBMKG507	Interpret market trends and developments
BSBPMG522	Undertake project work
BSBMGT517	Manage operational plan

CERTIFICATE IV IN MARKETING AND COMMUNICATION

BSB42415 (093531C)

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.

Duration: 45 weeks

Entry requirements:
IELTS 5.5 or equivalent

COURSE STRUCTURE

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

DIPLOMA OF MARKETING AND COMMUNICATION

BSB52415 (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.

Duration: 46 weeks

Entry requirements:
IELTS 5.5 or equivalent plus completion of all core units of Certificate IV in Marketing and Communication

COURSE STRUCTURE

BSBMKG507	Interpret market trends and developments
BSBMKG501	Identify and evaluate marketing opportunities
BSBMKG506	Plan market research
BSBMKG502	Establish and adjust the marketing mix
BSBMKG528	Mine data to identify industry directions
BSBMKG508	Plan direct marketing activities
BSBADV509	Create mass print media advertisements
BSBMKG523	Design and develop an integrated marketing communication plan
BSBADV507	Develop a media plan
BSBLDR502	Lead and manage effective workplace relationships
BSBCUS501	Manage quality customer service
BSBPMG522	Undertake project work



ACCOUNTING COURSES



CERTIFICATE IV IN ACCOUNTING

FNS40615 (091258J)

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously and exercise judgement in completing routine and non-routine activities.

Duration: 45 weeks

Pre-requisites: There are no entry requirements for this qualification

Entry requirements:

Preferred pathways for candidates entering this qualification include:

Certificate III in Accounts Administration,
Certificate IV in Bookkeeping

For international students:

IELTS 5.5 or equivalent

COURSE STRUCTURE

BSBFIA401	Prepare financial reports
BSBITU306	Design and produce business documents
FNSACC301	Process financial transactions and extract interim reports
FNSACC302	Administer subsidiary accounts and ledgers
FNSACC402	Prepare operational budgets
FNSBKG404	Carry out business activity and instalment activity statement tasks
FNSACC404	Prepare financial statements for non-reporting entities
FNSACC406	Set up and operate a computerised accounting system
FNSBKG405	Establish and maintain a payroll system
FNSINC401	Apply principles of professional practice to work in the financial services industry
BSBITU402	Develop and use complex spreadsheets
FNSACC401	Process business tax requirements
FNSACC405	Maintain Inventory records

DIPLOMA OF ACCOUNTING

BSB50215 (091259G)

Job roles in financial services and other 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 guidance to others within defined guidelines.

Duration: 33 weeks

Entry requirements:

IELTS 5.5 or equivalent plus completion of Certificate IV in Accounting

COURSE STRUCTURE

FNSACC501	Provide financial and business performance information
FNSACC502	Prepare tax documentation for individuals
FNSACC503	Manage budgets and forecasts
FNSACC504	Prepare financial reports for corporate entities
FNSACC506	Implement and maintain internal control procedures
FNSACC507	Provide management accounting information
BSBLDR402	Lead effective workplace relationships
FNSACC505	Establish and maintain accounting information systems
FNSACC607	Evaluate business performance
BSBFIA401	Prepare financial reports (in Certificate IV Accounting)
FNSACC301	Process financial transactions and extract interim reports (in Certificate IV Accounting)

ADVANCED DIPLOMA OF ACCOUNTING

FNS60215 (091260D)

This qualification is designed to reflect the role of individuals working in accounting and seeking professional identification. 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 parameters.

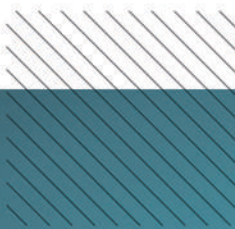
Duration: 33 weeks

Entry requirements

IELTS 5.5 or equivalent plus completion of Diploma of Accounting

COURSE STRUCTURE

Code	Unit Title
FNSACC604	Monitor corporate governance activities
FNSINC601	Apply economic principles to work on the financial services industry
FNSINC602	Interpret and use financial statistics and tools
FNSACC601	Prepare and administer complex tax returns for legal entities
FNSACC608	Evaluate organisation's financial performance
FNSACC610	Develop and implement financial strategies
FNSACC613	Prepare and analyse management accounting information
FNSACC614	Prepare complex corporate financial reports
FNSACC301	Process financial transactions and extract interim reports (In Cert IV Accounting)
BSBFIA401	Prepare financial reports (In Cert IV Accounting)
FNSACC501	Provide financial and business performance information (in Dip Accounting)
FNSACC502	Prepare tax documentation for individuals (in Dip Accounting)
FNSACC507	Provide Management Accounting Information (in Dip Accounting)
FNSACC504	Prepare financial reports for corporate entities (in Dip Accounting)



	COURSE	DURATION
087025E	Certificate IV in Business Administration	8 months
087288D	Diploma of Business Administration	8 months
093531C	Certificate IV in Marketing and Communication	11 months
093532B	Diploma of Marketing and Communication	11 months
093529G	Certificate IV in Leadership and Management	11 months
093530D	Diploma of Leadership and Management	11 months
091258J	Certificate IV in Accounting	11 months
091259G	Diploma of Accounting	8 months
091260D	Advanced Diploma of Accounting	8 months

ENROLMENT FEE \$200

Minimum entry requirement:

- Higher School Certificate or Equivalent
- English IELTS 5.5 or Equivalent
(Placement Test Available)

TIMETABLE

Tutorial Class for All Courses Friday 9:00-13:00

Evening Session: Mon-Thu 17:00 - 21:00

Weekend Session: Sat-Sun 8:30-17:00

INTAKES

2018 08 Jan 19 Feb 02 Apr 14 May
25 Jun 06 Aug 17 Sep 29 Oct

2019 07 Jan 18 Feb 01 Apr 13 May
24 Jun 05 Aug 16 Sep 28 Oct

TERM BREAKS 2018/2019

12/03/2018 - 30/03/2018 (3 weeks)

04/06/2018 - 22/06/2018 (3 weeks)

27/08/2018 - 14/09/2018 (3 weeks)

19/11/2018 - 07/12/2018 (3 weeks)

10/12/2018 - 04/01/2019 (4 weeks)





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