

Computing – Publisher

Using XP with Microsoft Professional Suite

(NATIONALLY RECOGNISED)

Produce desktop published documents (BSBITU309A)

Source: Certificate III in Business Administration (BSB30407)

Course Description: This unit describes the performance outcomes, skills and knowledge required to design and produce desktop published documents.

Underpinning Skills: BSBITU201A – Produce simple word processed documents

Qualification Issued: Statement of Attainment

Study Materials Supplied: BSBITU309A Workbook

Course Delivery: This unit is taught on an independent learning basis, where students work at their own rate through a workbook and series of structured exercises. A facilitator is available during the class to give personal assistance when needed.

Full-time/Part-time Study

Length of Course:

Up to 10 sessions

1 session = 3 hours

Total Course = 30 hours

(Can be completed over 5 days or up to 10 weeks)

Available:

Monday to Friday from 9.00 to 12.00 and 1.00 till 4.00

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