

Desktop Publishing Track



90 Hours of Instruction

\$2,500

Create attractive flyers and publications using Microsoft Word. Learn professional page layout software from Adobe for more complex projects. Share electronic versions using Acrobat PDF file formatting.

Windows	MS PowerPoint Introduction
Intro to Internet & Online Job Search	MS PowerPoint Advanced
MS Word Introduction	Adobe InDesign Introduction
Word Applied	Adobe InDesign Advanced
MS Word Intermediate	InDesign Applied
MS Word Advanced	Exam Cram
Creating Brochures in Word	MS Office Specialist PowerPoint Certification
MS Publisher	MS Office Specialist Word Certification
Adobe Acrobat	Unlimited Labs

Tailor your classes to suit your needs. Students may exchange equivalent hours of instruction to learn a different application.

***NEW!* Using Technology to Get the Job Seminars Included**

Job Search Strategies - Resume Workshop - Online Job Search

Interview Prep – Practical Interviewing