Information Processing and Publishing A/B

Level:  Stage 1

Course length:  1 semester or
               2 semesters

Credit value:  10 Credits
              20 Credits

Advice to students
Previous experience using the Microsoft® Office® Suite is essential, in particular Word and Publisher or Adobe® InDesign®. Good English skills are also necessary to be successful in both semesters.

Course overview
Information Processing and Publishing focuses on applying practical computer-based skills to create and format text-based documents and publications. Students will also evaluate the design process and their own designs. Students use PC computer technology, choosing appropriate software (from the Microsoft® Office® 2010 Suite).

Semester 1 (Personal Publishing and Data Input)
This course focuses on producing text-based documents/presentations of a personal non-business nature using word processing and presentation software and data input software/hardware, for example keyboard, digital camera, scanner.

Semester 2 (Business Publishing)
This course focuses on producing text-based documents/publications of a business nature using primarily desktop publishing software (and word processing software).

Assessment
Assessment tasks (each semester) include:

- Practical Tasks 50%
- Product & Design Documentation 30%
- Issues Analysis (400 words) 20%

Pathways
SACE Stage 1 Information Processing and Publishing provides a sound foundation for SACE Stage 2 Information Processing and Publishing and/or the technology aspects of Certificate II or III Business Administration.