

Information Processing and Publishing

Level: Stage 2

Course length: Full year or Semester

Credit value: 20 Credits (Full year)

Advice to students

Successful completion of SACE Stage 1 Information Processing would be an advantage.

Students should have a satisfactory level of skill or experience using Microsoft Office Suite® including Word and Publisher.

A competent level of English is an advantage.

Course overview

This subject focuses on the use of the design process in the planning and the execution of communication tasks. Students will develop practical skills enabling them to use software for the efficient and effective presentation of information.

Business Documents

Students develop and present desktop publishing solutions to design briefs. They apply the principles of design and page-layout.

Tasks may include letters, reports, tables, forms, newsletters and programs.

Desktop Publishing

Students use a range of software to produce and present material for the purpose of communication in businesses.

Tasks may include programs, leaflets, stationery and advertising material.

Assessment

School-based assessment

- Practical skills 40%
- Issues analysis 30%

External assessment

- Product and documentation 30%

Pathways

The skills taught have personal application for further study, employment or life. A useful background for students interested in pursuing related studies at tertiary level.