Information Processing and Publishing

Level:  Stage 2

Course length:  Full year or Semester

Credit value:  20 Credit points
  (Full year)
  10 Credit points
  (Semester)

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.

Semester 1: Desktop Publishing
Students use a range of software to produce and present material for the purpose of communication in businesses including clubs, societies and charitable institutions.
Tasks may include letters, reports, tables, memoranda, forms, agreements, financial statements, newsletters, programs and itineraries.

Semester 2: Business Documents
Students develop and present desktop publishing solutions to design briefs. They apply the principles of design and page-layout
Tasks may include programs, leaflets, stationery, posters, brochures and advertising material.

Assessment
School-based assessment
• Practical skills  40%  (20 credits)
• Issues analysis  30%  (20 credits)

External assessment
• Product and documentation  30%  (20 credits)

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.