Subject: Information Processing and Publishing

Stage: 1

General Information: Information Processing and Publishing focuses on the application of acquired technological skills to provide creative solutions to text-based communication tasks. Students create both hard copy and electronic text-based publications, and evaluate the development process. They use technology to design and implement information processing solutions, and identify, choose, and use the appropriate computer hardware and software to process, manage and communicate information in a range of contexts.

Content
Business Publishing: This topic involves the use of information-processing and publishing tools in a business context. Business Publishing combines the use of software with the elements and principles of design and an understanding of the processes and procedures involved in using information to produce business publications. Integral aspects of this topic are publication design and the production of paper-based publications such as letters, business reports, agendas, minutes of meetings, invitations, menus, advertisements, itineraries, business forms, and brochures.

Digital Publishing: This topic involves the development of products to be published in a digital format. Students who undertake this topic develop skills in the creation, manipulation, storage, and use of digital media to solve publishing problems in personal, community, or business contexts. Examples of materials in digital format include web-based pages or sites, CD-ROM, and other non-linear or interactive forms of publications.

Assessment
Assessment Type 1: Practical Skills (50%)
Examples: Business flyer, restaurant menu, business webpage

Assessment Type 2: Product and Documentation (30%)
Examples: A fully functional website, a complete set of business documents

Assessment Type 3: Issues Analysis (20%)
Examples: Copyright, re-touched imagery, Internet addiction

Preferred Prerequisites
- Year 10 ICT
- General interest in ICT news and trends
- Good research and investigative skills
- Problem-solving skills
- An interest in ICT theory as well as practical ICT skills