



# Information Processing and Publishing

## What is Information Processing and Publishing?

Information Processing focuses on the use of technology to design and implement information processing solutions. The subject emphasises the acquisition and development of practical skills in identifying, choosing, and using the appropriate computer hardware and software for communicating in a range of contexts. It focuses on the application of practical skills to provide creative solutions to text-based communication tasks.

## Why study Information Processing and Publishing?

Students create both hard copy and electronic text-based publications, and critically evaluate the development process. They choose and use appropriate hardware and software to process, manage, and communicate information.

Students develop solutions to text-based problems in information processing and publishing, using imagination and creativity to make proposals and choices. They use the designing process to apply problem-solving, critical-thinking, and decision-making skills. They learn a variety of strategies for meeting identified needs. They generate, synthesise, and realise ideas, using a wide range of techniques to communicate their thinking and design proposals.

Students are able to evaluate their own progress by analysing and critiquing existing text-based publications. They question the principles used in designing, and the methods and resources used in the development of products. They analyse the impacts and consequences of the use of publishing technologies.

Throughout their learning, students are provided with opportunities to develop an appreciation of the current social, legal, and ethical issues that relate to the processing, management, and communication of text-based information, and to assess their impact on individuals, organisations, and society.

## Course content of Information Processing and Publishing

Information Processing and Publishing is a 10-credit subject.

### Business Publishing

Business Publishing involves the use of information-processing and publishing tools in a business context. Students have the opportunity to develop paper-based publications, which will provide them with broad entry-level industry skills. They consider issues related to information processing and publishing in business environments.

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.

Students are encouraged to adopt enterprising approaches, including a designing process, to tackle the tasks set. This involves the development of innovative and creative design solutions that can be used to communicate information or develop promotional options for products and services. A student could also develop publications for another subject area. The teacher would assess the publication, including designing, against the performance standards of this subject outline.

# Information Processing and Publishing continued

## Personal Publishing

Personal Publishing involves the use of software appropriate to paper-based publications. It also provides a sound basis for the investigation and use of new personal publishing tools in the future. The type of publishing software used depends on the learning context and the needs of the students. They consider issues related to information processing and publishing for personal use.

Students follow the designing process to produce, for personal use, paper-based publications such as essays, letters, reports, flyers, menus, and invitations.

Students are encouraged to adopt enterprising approaches, including a designing process, to tackle the tasks set.

## Assessment Components

Assessment in Information Processing and Publishing consists of the following assessment types weighted as shown:

- Assessment Type 1: Practical Skills 30%
- Assessment Type 2: Product and Documentation 30%
- Assessment Type 3: Issues Analysis. 20%

## Learning Requirements of the Course

At the end of the program in Stage 1 Information Publishing and Processing, students should be able to:

1. Select and use appropriate hardware and software in the completion of text-based communication tasks
2. Apply manipulative skills appropriate to information-processing hardware and software
3. Apply acquired skills to produce text-based information accurately
4. Understand and apply design processes and layout principles to text-based tasks
5. Evaluate a text-based task against design principles
6. Understand, analyse, and evaluate the impact of social and/or ethical issues related to information-processing and publishing technologies.

## Future Pathways in Information Processing and Publishing

The study of Information Processing and Publishing provides the basis for a wide range of vocational pathways. It develops students' skills of problem-solving, communication, and design, through the presentation of paper-based and electronic publications. These skills can be transferred to a wide range of situations both in further studies, and in paid and unpaid employment.

## Required Text(s) for Information Processing and Publishing

T Software Publications

Produce Simple Word Processed Documents - Word 2007  
Cheryl Price & Julia Wix BSBITU201A

ISBN 1-74123-992-3

Author Cheryl Price and Julia Wix

Publication Date May 2009

## What are the prerequisites?

There are no set requirements.



TRINITY COLLEGE  
Senior

## Contact Details

For more information about studying Year 11 at Trinity College Senior, please contact the Head of Year 11 on 8523 8705 or visit: [www.trinity.sa.edu.au/curriculum/index.htm](http://www.trinity.sa.edu.au/curriculum/index.htm)

## Further Information

More information about SACE may be obtained from the SACE Board of South Australia webpage at: [www.sace.sa.edu.au](http://www.sace.sa.edu.au)