Information Processing and Publishing

Level: Stage 1

Prerequisite: None required

Additional Cost: None

Further Enquiries:

- Please contact Design & Technologies coordinator Mr Simon Finch
- Please contact Digital Technologies coordinator Mr Simon Harding
- Phone: 8647 3300

Who Is This Course For?

Students interested in the application of practical skills to provide creative solutions to text-based communication tasks.

What Will I Learn?

You will:

- Create both hard copy and electronic text-based publications and evaluate the development process
- Understand and apply the design process and layout principles to text-based tasks
- Analyse and evaluate the impact of social and/or ethical issues related to information processing and publishing technologies

Topics:

You will use the MS Office suite to produce a range of creative and innovative documents such as letters and flyers.

How will I be assessed?

You will demonstrate evidence of your learning through the following assessment types.

- Personal publishing
- Practical skills
- Product and documentation
- Issues analysis