<table>
<thead>
<tr>
<th>TERM ALLOCATION AND LENGTH</th>
<th>UNIT</th>
<th>UNITS OF COMPETENCY</th>
<th>ASSESSMENT</th>
</tr>
</thead>
</table>
| Term 1 10 Weeks | Document Design | • ICTICT203 Operate Application Software Packages  
• ICTICT205 Design Basic Organisational Documents Using Computing Packages | Project 1 tasks  
• Newsletter Project  
• Workbook  
• Questions  
• Observations |
| Term 2 10 Weeks | Photography | • CUADIG303 Produce and Prepare Photo Images  
• ICPDMT321 Capture a Digital Image | Project 3 tasks  
• Workbook  
• Photo Journal  
• Multimedia Montage  
• Observations |
| Term 3 10 Weeks | Moviemaker | • ICTICT204 Operate a Digital Media Package  
• CUAPOS201 Perform Basic Vision and Sound Editing | Project 2 tasks  
• Workbook  
• Video Creation  
• Questions  
• Observations |
| Term 4 10 Weeks | WHS and Presentations | • BSBWHS201 Contribute to Health and Safety  
• BSBITU302 Create Electronic Presentations | Project 4 tasks  
• Quiz  
• Workbook  
• Case Studies  
• Questions  
• Assignment  
• Observations |