

## Modularisation: Chunking Your Course into Modules

A module is a *chunk* of your course. Whether you are teaching Mathematics, English or Engineering, you must chunk the content of your course into digestible pieces or modules to give it structure, consistency and form for presenting to your students. Chunks imply form, structure and involve moving from the abstract to the tangible structure of the course. Chunks are the major units of a course.

- Chunks can follow the chapters of a textbook, break content into topical areas, organize materials by task or chronologically.
- Chunks must logically and consistently organize and present the materials and activities of your course.

Approaches to creating modules:

- Content-specific topics.
- Chapters of a textbook.
- Date or time frame.
- A metaphor.
- Steps in a process.
- Theories.
- Issues.
- Any combination.
- Other ways.

The module structure of your course is shaped by:

- Pedagogical objectives.
- The nature of your content.
- Your personal style.
- Features and constraints of the learning environment.

Following are several examples of ways in which you may chunk your course. Select the one that is most appropriate for your course and follow its structure. Remember that you can only cover so much content in one semester. As you become more proficient you will be able to modify and adapt the information to more closely suit your purposes.

### Examples of Course “Chunking”

#### Example 1

1. Grammar and English Structures for Business Communication
  - i. Parts of Speech, their functions and their relationship
  - ii. The rules of grammar-subject verb agreement, exceptions to the rules etc.
  - iii. Conjugation of the verbs: to be, to have, to do, to go
  - iv. Sentence structure: simple, complex and compound
  - v. The mechanics of punctuation
2. Understanding Business Communication
  - i. Defining Communication: the nature of communication
  - ii. What is business communication
  - iii. Functions, aims and objectives of business communication
  - iv. Communication barriers

- v. Characteristics of the effective business communicator
- vi. Considerations in planning the intended message
- 3. Communication and Decision Making
  - i. Defining Decision-making: the nature of the decision-making process
  - ii. The essential relationship between communication and decision-making
  - iii. The organisational communication network
  - iv. The role of communication in the decision-making process
- 4. *Styles of Writing*
  - i. Defining the styles of English composition
  - ii. Expository/ explanatory/ giving directions or instructions
  - iii. Descriptive
  - iv. Narrative
  - v. Argumentative
  - vi. Reflective
  - vii. Persuasive
- 5. Types of Business Correspondence
  - i. The nature of Business Correspondence
  - ii. Letters: complaint, refusal, credit etc.
  - iii. Memos
  - iv. Circulars
  - v. Agendas for meetings
  - vi. Minutes
  - vii. Advertisements
  - viii. Press releases
  - ix. Job applications
  - x. Summaries of business correspondence
  - xi. Reports
- 6. Public Speaking

## Example 2

1. Introduction to Information Technology
  - i. What is information technology?
  - ii. Types of computers
  - iii. Microprocessors
2. Hardware Components
  - i. Input and output devices
  - ii. Processing devices
  - iii. Storage devices
  - iv. Multimedia
  - v. Ergonomics and user interface
3. Software Components
  - i. System software
  - ii. Applications software
4. Word Processing
5. Spreadsheet Analysis
6. Introduction to Database Management
7. Presentation Software
8. Telecommunications
  - i. Fundamentals of telecommunications
  - ii. Telecommunication systems

## Example 3

### Origins

- Jan. 16, 22 a. Caribbean space/physical environment/Amerindian peoples and cultures: their legacy
- Jan. 23, 29 b. European conquest, settlement and demographic changes

### Fighting for Freedom

- Jan. 30, Feb. 5 a. Slavery, Maroonage and rebellion
- Feb. 6 and 13 b. New in/out migration, indenture, and their consequences: 19<sup>th</sup> and 20<sup>th</sup> centuries

### Quest for Identity

- Feb. 19, 20 a. Race and Nationalism to the 1960's
- Mar. 5, 6 b. Political Economy of Independence and Regionalism
- Mar. 12 c. Creolization and Ethnic Identity

### Ideas, Ideologies and Theologies

- Mar. 13, 19 a. Education/Religion in the Caribbean
- Mar. 20, 26 b. Caribbean Intellectual Traditions

### Caribbean Expressions

- Mar. 27, Apr. 2 a. Caribbean Voices – French, English, Spanish, Linguistic Identity
- Apr. 3 b. Caribbean Music – Calypso, Reggae, etc.
- Apr. 9, 10 c. Caribbean Festivals
- Apr. 16 d. Sports