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,  a. Slavery, Maroonage and rebellion
Feb. 5
Feb. 6 and  b. New in/out migration, indenture, and their consequences: 19th and 20th centuries
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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,  a. Caribbean Voices – French, English, Spanish, Linguistic Identity
Apr. 2
Apr. 3     b. Caribbean Music – Calypso, Reggae, etc.
Apr. 9, 10     c. Caribbean Festivals
Apr. 16     d. Sports