CONTENT ORGANIZER

This tool can help you organize and sequence course content into units or weeks. A unit typically addresses two or three weeks of content that logically go together.

As you start grouping the topics listed into units, consider:

- Which topics could be grouped to form a unit?
- Do any topics need to stand on their own?

In the Notes section, list any sources, activities, exercises or assessments you know you want to use with those topics.

- You’re just sketching things out at this point—it is okay if you don’t have notes for every topic yet.
- Remember that you should have at least one graded assessment by the end of Week 3 so you can determine Early Alerts and give students a sense of how they are doing. This might be a quiz, homework or an assignment.
- Note weeks that will not have any new content (for example, mid-term or final review weeks, project weeks, etc.).

Next step: When you are satisfied with how course time is laid out, begin filling out a Weekly Course Plan for each week of the semester. The Weekly Course Plan will contain the details of each weekly lesson, including activities, assignments, lectures, quizzes, etc.

Content Organizer Example (Business Course)

<table>
<thead>
<tr>
<th>Weeks/Unit</th>
<th>Topic(s) (Course outline, section 6.0)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2</td>
<td>Introductions, Overview: how course fits in program, intended learning outcomes, selected textbook, course schedule, Review of key concepts from prerequisite course Review assignment 6.1 Account classification and the fundamental accounting equation</td>
<td>Warm up activity Basics, getting used to myCourses, Computer Lab Graded homework week 2</td>
</tr>
<tr>
<td>3, 4, 5</td>
<td>6.2 Debit/Credits, trial balance, and financial statements</td>
<td>Graded quiz on review topics returned week 3 Allow plenty of practice time Quiz at end of unit, probably Week 5</td>
</tr>
<tr>
<td>6, 7, 8</td>
<td>6.3 The General Journal and the General Ledger Mid-term—one class</td>
<td>Provide graded activity results—multiple choice quiz Practice activity Articles on career opportunities</td>
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<tr>
<td>9,10,11</td>
<td>6.4 Adjusting entries and worksheet (service Business)</td>
<td>Assignment: Case study on adjustments snafu</td>
</tr>
</tbody>
</table>
| 12, 13,14  | 6.5 Closing and post-closing balance entries  
            | 6.6 Sales on account and cash receipts | Invited speaker-CPA  
            |                                      | Quiz at end of unit |
| 14,15      | 6.7 Purchases on account and cash payments  
            | 6.8 Adjusting entries and worksheet (merchandising business) | Assignment: case study  
            |                                      | Scenarios |
| Final       |                                      | Take home |