

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)

Weeks/ Unit	Topic(s) (Course outline, section 6.0)	Notes
1,2	<p><i>Introductions, Overview: how course fits in program, intended learning outcomes, selected textbook, course schedule, Review of key concepts from prerequisite course</i></p> <p><i>Review assignment</i></p> <p><i>6.1 Account classification and the fundamental accounting equation</i></p>	<p><i>Warm up activity</i></p> <p><i>Basics, getting used to myCourses, Computer Lab</i></p> <p><i>Graded homework week 2</i></p>
3,4,5	<p><i>6.2 Debit/Credits, trial balance, and financial statements</i></p>	<p><i>Graded quiz on review topics returned week 3</i></p> <p><i>Allow plenty of practice time</i></p> <p><i>Quiz at end of unit, probably Week 5</i></p>
6, 7,8	<p><i>6.3 The General Journal and the General Ledger</i></p> <p><i>Mid-term- one class</i></p>	<p><i>Provide graded activity results- multiple choice quiz</i></p> <p><i>Practice activity</i></p> <p><i>Articles on career opportunities</i></p>

Weeks/ Unit	Topic(s) (Course outline, section 6.0)	Notes
9,10,11	6.4 Adjusting entries and worksheet (service Business)	Assignment: Case study on adjustments snafu
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