

## ***Courseware Strategies: Why and How to “Chunk” Content***

### **--- Chunking Job Aid ---**

- 1) **DO the up-front analysis** (don't teach people what they don't need to know!)
- 2) **Decompose the system into major components.**
- 3) **For training-related courseware use “task.”**
- 4) **For education-related courseware use “topic.”**
- 5) **Teach system components *before* teaching the full process.**
- 6) **Teach supporting knowledge *separate* from teaching procedure steps.**
- 7) **Give learners control over pacing.**
- 8) **The chunk should be relevant and coherent.**
- 9) **The cognitive duration of a chunk should be *limited* in the number of task steps, or to a specific time-span (e.g., 4 - 16 steps, or 15 – 20 minutes).**
- 10) **The chunk should be self-contained.**
- 11) **Chunking hierarchy should look something like:  
chunk → lesson → unit → module → course.**
- 12) **Goal is for each chunk to be an independent learning object!**
- 13) **Think in terms of “content” instead of “courseware” or “course.”**
- 14) **The format of instructional materials matters!**