2.2 Course Category Planning Recommendations

Common Categorization Methods

When planning course categories, it is recommended to classify based on the actual situation and future development of your school. Below are some common categorization methods:

1. By Academic Year
   For example: 2024-2025 academic year, 2025-2026 academic year, etc. This is suitable for schools where course content differs significantly each year.
2. By Subject or Discipline
   For example: Chinese, English, Mathematics, General Studies, Music, Physical Education, etc. This is suitable when there are multiple courses of the same subject across different grades.
3. By Grade or Class
   For example: Grade 1, Grade 2, Grade 3, or Class 1A, Class 1B, etc. This is suitable for schools where each class has its own separate courses.
4. Mixed Categorization
   For example: Categorize by academic year first, then create subject subcategories under each year; or categorize by subject first, then create grade-level subcategories.

Examples of Course Category Planning

Example 1: Categorized by Grade + Subject

- Primary 1
  - Chinese
  - English
  - Mathematics
- Primary 2
  - Chinese
  - English
  - Mathematics

Example 2: Categorized by Subject + Grade

- Chinese
  - Primary 1
  - Primary 2
- English
- Mathematics
- General Studies

Example 3: Categorized by Academic Year + Grade

- Year 2024-2025
  - Primary 1
  - Primary 2
  - Primary 3
- Year 2025-2026
  - Primary 1

Things to Consider Before Planning

1. School Size and Number of Courses: Take into account the total number of courses in the school to avoid having too many or too few categories, which may make management inconvenient.
2. Future Expandability: Reserve space for adding new courses or grades in the future to avoid needing to overhaul the structure later on.
3. Clear and Concise Naming: Category names should be simple and clear, making it easy for all users to understand.
4. Permission Management Requirements: Consider whether different administrators or teachers need to be assigned to specific categories.

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