



## National 4/5 Administration and IT Course Notes

By Kathryn Pearce, Carol Ann Taylor, Leckie Leckie

Leckie Leckie, United Kingdom, 2013. Paperback. Book Condition: New. 260 x 190 mm. Language: English . Brand New Book. The National 4 5 Administration Course Notes help map your route through the CfE programme and provide comprehensive and authoritative guidance. Course Notes give a practical, supportive approach to help deliver the new curriculum and offer an appropriate blend of sound teaching and learning with exam and assessment guidance. Progress and attainment for all \* Course and Unit specifications are fully covered \* You should already know sections identify prior learning and skills \* Key questions ensure that every student can progress securely Active learning \* Make the link features encourage broader thinking between and across subjects \* Skills for Life, Learning Work features invite students to contextualise learning \* Watch point features give helpful tips and highlight important information Assessment and practice you can rely on \* Activities provide opportunities to apply knowledge and put practical skills to work \* Learning checklists enable students to monitor progress regularly.



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