



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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Reviews

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-- **Otis Wisoky**

This publication is great. It is full of wisdom and knowledge You will not really feel monotony at any time of the time (that's what catalogs are for relating to when you ask me).

-- **Dr. Everett Dicki DDS**