

# WORK INSTRUCTION TEMPLATE

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## 2.0 SCOPE

2.1 Scope Details

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## 8.0 SAFETY REQUIREMENTS

8.1 According to standards management system

## 9.0 INSTRUCTIONS

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# Excel 2015 Instruction Manual

**N Noddings**



## **Excel 2015 Instruction Manual:**

**The Interventional Cardiology Training Manual** Aung Myat, Sarah Clarke, Nick Curzen, Stephan Windecker, Paul A. Gurbel, 2018-08-01 This textbook is a readily accessible educational tool for all fellows undertaking subspecialty training in interventional cardiology while also serving as a refresher to early career interventional cardiologists The key objective is to equip the reader with an evidence based expert led resource focussed primarily on pre procedural planning peri procedural decision making and the salient technical aspects of performing safe and effective coronary intervention the intention being to support the therapeutic decision making process in the emergency room coronary care unit or cath lab in order to optimize patient outcome The Interventional Cardiology Training Manual provides readers with a step by step guide to the basic principles underpinning coronary intervention and facilitates rapid access to best practice from the experts presented in a pragmatic digestible and concise format Uniquely each chapter has been written in a heart center specific manner affording the reader an opportunity to learn how individual institutions perform a specific procedure which algorithms and guidelines they follow and what evidence they draw on to instigate the best possible care for their patients *Microsoft OneNote 2016 Training Manual Classroom in a Book* TeachUcomp , 2015-10-27 Complete classroom training manual for Microsoft OneNote 2019 122 pages and 67 individual topics Includes practice exercises and keyboard shortcuts You will learn note creation formatting working with Microsoft Outlook using tables sharing and collaboration formatting pages and much more Topics Covered Getting Acquainted with OneNote 1 The OneNote Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 The Scroll Bars 7 The Mini Toolbar Getting Started 1 Opening Saving and Closing Notebooks 2 Creating New Notebooks 3 Creating Moving and Deleting Sections and Pages 4 Creating Moving and Deleting Subpages Notes 1 Creating a Basic Note 2 Quick Notes 3 Copying and Pasting Content 4 Screen Clippings 5 Adding Pictures 6 Adding Audio Video Files 7 Inserting Online Video 8 Recording Audio Video Files 9 Adding Other Types of Files 10 Embedding an Excel Spreadsheet 11 Adding Mathematical Equations 12 Quick Filing Sending Information to OneNote Formatting Notes 1 Basic Text Formatting 2 Bullets and Numbering 3 Checking Spelling 4 Setting Default Proofing Options Working with Microsoft Outlook 1 Inserting Outlook Meetings 2 Sending Notebook Pages via Microsoft Outlook 3 Working with Microsoft Outlook Tasks Tables 1 Creating a Table 2 Working with Columns and Rows 3 Formatting Tables and Table Data 4 Moving Tables and Table Data Writing Tools 1 Pen Mode 2 Formatting Written Notes Drawings 3 Adding and Removing Note Space 4 Converting Handwriting to Type Viewing and Organizing Information 1 Organizing the OneNote Interface 2 Creating New Windows 3 Searching Content in a Notebook 4 Wiki Linking 5 Tagging Notes 6 Working with Sections 7 Section Groups Stationery and Templates 1 Applying Templates and Stationery 2 Custom Templates 3 Choosing a Default Template Formatting Pages 1 Defining Paper Size and Margins 2 Formatting Page Backgrounds 3 Adding a Background Graphic Printing 1 Previewing and Printing Sharing Notebooks Collaborating 1 Saving

and Exporting Notebooks to Share 2 Creating a Shared Notebook and Inviting Others to Share 3 Sharing Notes in an Outlook Meeting Invitation 4 Synching Notebooks 5 Sending Pages in Various Formats 6 Author Indicators 7 Finding Newly Added Content with Highlighting 8 Page Versions 9 The Notebook Recycle Bin Researching with OneNote 1 Linked Notes 2 The Research Pane 3 Translating Text with the Mini Translator Changing OneNote Options 1 Customizing the Quick Access Toolbar and Ribbon 2 Changing OneNote Options Helping Yourself 1 Using OneNote Help      **Microsoft PowerPoint 2016 Training Manual Classroom in a Book** TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft PowerPoint 2016 Two manuals Introductory and Advanced in one book 161 pages and 82 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts 13 What's New in PowerPoint 2016 Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Sharing Presentations 9 Working with PowerPoint File Formats Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Using Slide Show View 1 Running a Slide Show 2 Using Custom Shows Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar 3 Smart Lookup and Insights Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 Inserting WordArt Inserting Video and Sound 1 Inserting Videos 2 Inserting Audio 3 Animating Multimedia Playback 4 Recording a Sound 5 Screen Recording Using Themes 1 Applying Themes 2 Creating Custom Color Schemes 3 Creating Custom Font Schemes 4 Customizing the Slide Background Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Setting Up the Presentation 1 Setting Up the Slide Show 2 Recording Narration 3 Rehearsing Timings Applying Actions 1 Inserting Actions 2 Inserting Hyperlinks Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Setting PowerPoint Options 1 Setting PowerPoint Options      **The Routledge International Handbook of Clinical Hypnosis** Julie

H. Linden, Giuseppe De Benedittis, Laurence I. Sugarman, Katalin Varga, 2024-02-02 The Routledge International Handbook of Clinical Hypnosis explores and clarifies the challenge of defining what hypnosis is and how best to integrate it into treatment. It contains state of the art neuroscience cutting edge practice and future oriented visions of clinical hypnosis integrated into all aspects of health and clinical care. Chapters gather current research theories and applications in order to view clinical hypnosis through the lens of neurobiological plasticity and reveal the central role of hypnosis in health care. This handbook catalogs the utility of clinical hypnosis as a biopsychosocial intervention amid a broad range of treatment modalities and contexts. It features contributions from esteemed international contributors covering topics such as self hypnosis, key theories of hypnosis, hypnosis and trauma, hypnosis and chronic pain management, attachment and more. This handbook is essential for researchers, clinicians, and newcomers to clinical hypnosis in medical schools, hospitals, and other healthcare settings. Chapters 4, 35, 62, and 63 of this book are freely available as a downloadable Open Access PDF at <http://www.taylorfrancis.com> under a Creative Commons Attribution Non Commercial No Derivatives CC BY NC ND 4.0 license.

**Certified Nurse Educator (CNE) Review Manual, Third Edition** Maryann Godshall, PhD, CNE, CCRN, CPN, Linda Wilson, PhD, RN, CPAN, CAPA, BC, CNE, CHSE, CHSE-A, ANEF, FAAN, 2016-12-28. Second Edition was Third Place Winner of the AJN Book of the Year Award. Reviews for the Second Edition: This is a treasure trove for those preparing for the CNE examination. For those adding certification to their goals, this book is a must have. Doody's Medical Reviews: I truly believe that your book made it possible for me to successfully complete the CNE exam. It truly is the only book you need to pass the CNE exam. I'm living proof. Thanks so much. I learned a lot from your book and intend to keep it on my desk for future reference. Sue Carroll, MSN, RN, Sentara College of Health Sciences. The third edition of this classic study guide for nurse educators taking the CNE exam continues to be the only concise review book to feature a systematic approach to exam preparation. Presented in both book and ebook format, it is updated throughout and includes a more in depth focus on distance learning modes along with new content on global initiatives and interdisciplinary and interprofessional education. The majority of Q&As are revised to reflect a higher integrative and application focus, and 100 new questions have been added throughout the book for a total of 350 questions. Chapter references are updated to provide opportunity for further study. The third edition is also geared for use by nurse educators in Canada who intend to take the CNE exam. The CNE review designed for use by both novice and expert nurse educators incorporates all content areas designated by the National League for Nursing as essential knowledge in the field. It is formatted to closely reflect the test blueprint. Valuable features include case studies and critical thinking questions, Evidence Based Teaching Practice boxes, Teaching Gems offering advice from practice experts, review questions at the end of each chapter, and a practice CNE exam with answers and rationales. New to the Third Edition: More in depth focus on distance learning modes, New content on global initiatives, Additional information on interdisciplinary and interprofessional education, 100 additional review questions reflecting a higher integrative and application focus. Designed for use by Canadian

test takers CNE App available as separate purchase with updated Q As and rationales Key Features Offers systematic approach to exam preparation Closely reflects the NLN test blueprint Highlights areas designated by NLN as essential knowledge Includes case studies critical thinking questions 350 practice questions with rationale and practice test Provides Evidence Based Teaching Practice Boxes and Teaching Gems from practice experts      **Certified Nurse Educator (CNE) Review Manual, Third Edition** Ruth A. Wittmann-Price, Maryann Godshall, Linda Wilson, 2016-12-19 Print version of the book includes free access to the app web iOS and Android which offers interactive Q A review plus the entire text of the print book Please note the app is included with print purchase only The third edition of this classic study guide for nurse educators taking the CNE exam continues to be the only concise review book to feature a systematic approach to exam preparation Presented in both book and e book format it is updated throughout and includes a more in depth focus on distance learning modes along with new content on global initiatives and interdisciplinary and interprofessional education A majority of the Q As have been revised to reflect a stronger integrative and application focus and 100 new questions have been added throughout the book for a total of 350 questions Chapter references have been updated to provide opportunity for further study The third edition is also geared for use by nurse educators in Canada who intend to take the CNE exam The CNE review designed for use by both novice and expert nurse educators incorporates all content areas designated by the National League for Nursing NLN as essential knowledge in the field It is formatted to closely reflect the test blueprint Valuable features include case studies and critical thinking questions Evidence Based Teaching Practice boxes Teaching Gems offering advice from practice experts review questions at the end of each chapter and a practice CNE exam with answers and rationales New to the Third Edition More in depth focus on distance learning modes New content on global initiatives Additional information on interdisciplinary and interprofessional education 100 additional review questions reflecting a higher integrative and application focus CNE app with updated Q As and rationales available as a separate purchase Key Features Offers systematic approach to exam preparation Closely reflects the NLN test blueprint Highlights areas designated by the NLN as essential knowledge Includes case studies critical thinking questions 350 practice questions with rationales and practice test Provides Evidence Based Teaching Practice Boxes and Teaching Gems from practice experts      The Ultimate Guide for Laser and IPL in the Aesthetic Field Kamal Alhallak, Adel Abdulhafid, Salem Tomi, Dima Omran, 2023-05-22 This book offers practitioners a comprehensive reference to light based treatments that combines theory and best practices It is unique in that it compares the various modalities and platforms of laser and IPL treatments while also discussing the most recent technological advancements It also includes comprehensive treatment protocols settings and laser operating procedures Furthermore the book compares the mechanism of action of different lasers based on the skin light interaction according to wavelength pulse width and delivery methods making it invaluable to new practitioners and medical directors in the aesthetic medicine field The book includes over 100 colour images and videos to help readers better understand

techniques and treatment procedures This visual aid makes the book especially useful when following treatment protocols Chapters delve into every aspect of laser and IPL in aesthetics including skin anatomy hair reduction vascular lesions pigmentary conditions scar remodelling stretch mark revision facial rejuvenation skin toning technologies and wrinkle reduction methods Furthermore the book includes two chapters that will help practitioners invest in new and refurbished laser machines The Ultimate Guide for Laser and IPL in the Aesthetic Field with its comprehensive coverage of laser and IPL treatments in aesthetics is an indispensable resource for healthcare professionals looking to refine their skills or refresh their knowledge on light based treatments It combines theories with practical aspects to provide the reader with everything they need to know about effective treatment delivery making it an invaluable reference for any aesthetic practitioner

**Culturally Responsive Strategies for Reforming STEM Higher Education** Kelly M. Mack, Kate Winter, Melissa Soto, 2019-01-14 This book chronicles the introspective and contemplative strategies employed within a uniquely designed professional development intervention that successfully increased the self efficacy of STEM faculty in implementing culturally relevant pedagogies in the computer information sciences Data Visualization and Statistical Literacy for Open and Big Data Prodromou, Theodosia, 2017-03-20 Data visualization has emerged as a serious scholarly topic and a wide range of tools have recently been developed at an accelerated pace to aid in this research area Examining different ways of analyzing big data can result in increased efficiency for many corporations and organizations Data Visualization and Statistical Literacy for Open and Big Data highlights methodological developments in the way that data analytics is both learned and taught Featuring extensive coverage on emerging relevant topics such as data complexity statistics education and curriculum development this publication is geared toward teachers academicians students engineers professionals and researchers that are interested in expanding their knowledge of data examination and analysis Core Curriculum for Neonatal Intensive Care Nursing E-Book AWHONN, 2020-03-22 Selected for Doody's Core Titles 2024 in Perinatal Ensure you're referencing the most accurate information surrounding nursing practice in today's neonatal intensive care unit with AWHONN's Core Curriculum for Maternal Newborn Nursing 6th Edition Developed by one of the most authoritative associations in neonatal intensive nursing care AWHONN this renowned guide provides in depth coverage of the most common neonatal disorders and their management focusing on the latest evidence based practice for preterm infants medications and antepartum intrapartum complications Additionally the concise outline format makes information easy to find as it highlights the essentials of each condition including the definition etiology pathophysiology signs and symptoms diagnostic tests treatments and outcomes With timely content that sets the standard for neonatal nursing practice this trusted reference is an excellent resource for practicing nurses working in any NICU worldwide Content developed by AWHONN one of the most authoritative associations in neonatal intensive care nursing ensures the information is both accurate and relevant Concise outline format provides access to important nursing considerations associated with the

management of the most common conditions in the neonate Full scope coverage of neonatal nursing practice provides information on families ethics legal issues research case management the transition to home and more Focus on evidence based practice related to preterm infants medications and antepartum intrapartum complications sets the standard for neonatal nursing practice Strategies to promote inclusionary care better reflect today s nursing care today with a focus on family centered care comprehensive perinatal records health care teams in the NICU and infant care best practices NEW Expanded information on breastfeeding and acquired opioid dependency keep you informed with the latest best practices related to these two everchanging areas NEW Updated neonatal resuscitation guidelines ensures you follow the most up to date protocols and procedures in this critical skill area NEW Additional tables and boxes help you quickly find important information

***Comprehensive Guide to IBPS Bank PO/ MT Preliminary & Main Exam (7th Edition)*** Disha Experts, The thoroughly revised updated 7th edition of Comprehensive Guide to IBPS CWE Bank PO Exam has been designed specially for the CWE Bank PO stage 1 2 of the exam The book covers all the sections of the Preliminary Main PO exam English Language Quantitative Aptitude Reasoning Ability Computer Aptitude and Banking Knowledge General Awareness The book provides well illustrated theory with exhaustive fully solved examples for learning This is followed with an exhaustive collection of solved questions in the form of Exercise The book incorporates fully solved 2012 2013 2014 2015 2016 2017 IBPS PO question papers with solutions The Current Affairs section has been updated with the latest questions so as to provide an updated book to the aspirants

**Supporting the Education of Children with Autism Spectrum Disorders** Kats, Yefim, 2016-09-12 This title is an IGI Global Core Reference for 2019 as it contains contributions by leading educators psychologists and technology specialists from the U S Asia and Australia this publication provides the latest research on psychological counseling special education teaching methods and assistive instructional technology support for children and young adults with autism spectrum disorders With a focus around a comprehensive integrated approach to support this publication is an essential reference source for educators school administrators graduate level students and researchers Supporting the Education of Children with Autism Spectrum Disorders focuses on a well rounded approach to special education including perspectives on administration and leadership course development psychological and counseling support educational technologies and classroom management strategies Emphasizing timely research focused on creating opportune learning environments for children on the autism spectrum this publication is an essential reference source for educators school administrators graduate level students and researchers in the field of education

***Comprehensive Guide to IBPS Bank PO/ MT Preliminary & Main Exam (6th Edition)*** Disha Experts, 2017-10-07 The thoroughly revised updated 6th edition of Comprehensive Guide to IBPS CWE Bank PO Exam has been designed specially for the CWE Bank PO stage 1 2 of the exam A chapter on Sentence Exclusion has been introduced as asked in the 2016 PO Mains Exam The book covers all the sections of the Preliminary Main PO exam English Language Quantitative Aptitude Reasoning Ability Computer Aptitude and



Banking Knowledge General Awareness The book provides well illustrated theory with exhaustive fully solved examples for learning This is followed with an exhaustive collection of solved questions in the form of Exercise The book incorporates fully solved 2012 2013 2014 2015 2016 IBPS PO question papers with solutions of Descriptive Test The Current Affairs section has been updated with the latest questions so as to provide an updated book to the aspirants **Active Learning in College**

**Science** Joel J. Mintzes, Emily M. Walter, 2020-02-23 This book explores evidence based practice in college science teaching It is grounded in disciplinary education research by practicing scientists who have chosen to take Wieman's 2014 challenge seriously and to investigate claims about the efficacy of alternative strategies in college science teaching In editing this book we have chosen to showcase outstanding cases of exemplary practice supported by solid evidence and to include practitioners who offer models of teaching and learning that meet the high standards of the scientific disciplines Our intention is to let these distinguished scientists speak for themselves and to offer authentic guidance to those who seek models of excellence Our primary audience consists of the thousands of dedicated faculty and graduate students who teach undergraduate science at community and technical colleges 4 year liberal arts institutions comprehensive regional campuses and flagship research universities In keeping with Wieman's challenge our primary focus has been on identifying classroom practices that encourage and support meaningful learning and conceptual understanding in the natural sciences The content is structured as follows after an Introduction based on Constructivist Learning Theory Section I the practices we explore are Eliciting Ideas and Encouraging Reflection Section II Using Clickers to Engage Students Section III Supporting Peer Interaction through Small Group Activities Section IV Restructuring Curriculum and Instruction Section V Rethinking the Physical Environment Section VI Enhancing Understanding with Technology Section VII and Assessing Understanding Section VIII The book's final section IX is devoted to Professional Issues facing college and university faculty who choose to adopt active learning in their courses The common feature underlying all of the strategies described in this book is their emphasis on actively engaging students who seek to make sense of natural objects and events Many of the strategies we highlight emerge from a constructivist view of learning that has gained widespread acceptance in recent years In this view learners make sense of the world by forging connections between new ideas and those that are part of their existing knowledge base For most students that knowledge base is riddled with a host of naive notions misconceptions and alternative conceptions they have acquired throughout their lives To a considerable extent the job of the teacher is to coax out these ideas to help students understand how their ideas differ from the scientifically accepted view to assist as students restructure and reconcile their newly acquired knowledge and to provide opportunities for students to evaluate what they have learned and apply it in novel circumstances Clearly this prescription demands far more than most college and university scientists have been prepared for **Comprehensive Guide to IBPS RRB Officers Scale II & III Exams 2020** Disha

Experts, 2020-07-15 **Nurse Anesthesia - E-Book** Sass Elisha, John J. Nagelhout, 2017-05-27 NEW Expanded content

includes non OR anesthesia acute and chronic pain management anesthesia implications of complementary and alternative medicine robotic surgery new and less invasive procedures in interventional radiography implications of modern implanted cardiac devices and more NEW Full color design and figures clarify difficult concepts and give the text a contemporary look and feel NEW Co author Sass Elisha brings a fresh perspective to this edition **Biofeedback, Fourth Edition** Mark S. Schwartz, Frank Andrasik, 2017-03-29 This comprehensive volume is widely regarded as the definitive practitioner resource and text resource in the field of biofeedback and applied psychophysiology Leading experts cover basic concepts assessment instrumentation clinical procedures and professional issues Chapters describe how traditional and cutting edge methods are applied in treatment of a wide range of disorders including headaches temporomandibular disorders essential hypertension pelvic floor disorders attention deficit hyperactivity disorder tinnitus and others Applications for optimizing physical performance among artists and athletes are also reviewed A wealth of information and empirical research is presented in an accessible style including helpful glossaries New to This Edition Incorporates significant technological developments and new research areas Expanded focus on specialized applications such as electroencephalographic EEG biofeedback neurofeedback and heart rate variability biofeedback Chapters on surface electromyography quantitative EEG and consumer products Chapters on cognitive behavioral therapy and relaxation training Chapters on additional clinical problems anxiety disorders asthma work related pain traumatic brain injury autism spectrum disorders and substance use disorders

**Research on e-Learning and ICT in Education** Tassos Anastasios Mikropoulos, 2018-10-04 This book is an essential text for researchers and academics seeking the most comprehensive and up to date coverage of all aspects of e learning and ICT in education providing expanded peer reviewed content from research presented at the 10th Panhellenic Conference on ICT in Education The volume includes papers covering technical pedagogical organizational instructional as well as policy aspects of ICT in Education and e Learning and emphasizes applied research relevant to the educational realities in schools colleges universities and informal learning organizations Research on e Learning and ICT in Education is a valuable resource for education professionals interested in keeping up with current trends perspectives and approaches determining e Learning and ICT integration in practice including learning and teaching curriculum and instructional design learning media and environments teacher education and professional development **Optimizing Higher Education Learning Through Activities and Assessments** Inoue-Smith, Yukiko, McVey, Troy, 2020-06-26 The mission of higher education in the 21st century must focus on optimizing learning for all students In a shift from prioritizing effective teaching to active learning it is understood that computer enhanced environments provide a variety of ways to reach a wide range of learners who have differing backgrounds ages learning needs and expectations Integrating technology into teaching assumes greater importance to improve the learning experience Optimizing Higher Education Learning Through Activities and Assessments is a collection of innovative research that explores the link between effective course design and student engagement and

optimizes learning and assessments in technology enhanced environments and among diverse student populations Its focus is on providing an understanding of the essential link between practices for effective activities and strategies for effective assessments as well as providing examples of course designs aligned with assessments positioning college educators both as leaders and followers in the cycle of lifelong learning While highlighting a broad range of topics including collaborative teaching active learning and flipped classroom methods this book is ideally designed for educators curriculum developers instructional designers administrators researchers academicians and students     Character Education for 21st Century Global Citizens Endah Retnowati,Anik Ghufon,Marzuki,Kasiyan,Adi Pierawan,Ashadi,2018-09-25 Character Education for 21st Century Global Citizens contains the papers presented at the 2nd International Conference on Teacher Education and Professional Development InCoTEPD 2017 Yogyakarta Indonesia 20 21 October 2017 The book covers 7 topics 1 Values for 21st century global citizens 2 Preparing teachers for integrative values education 3 Teacher professional development for enhanced character education 4 Curriculum syllabus lesson plan learning materials development for integrated values education 5 Developing learning activities tasks strategies for character education 6 Assessing student s character development values acquisition assessment 7 Creating managing conducive school culture to character education

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