

Booklist

Advanced Administration with Human Resources QQI Level 6 (11A)

QQI Programme Title: Advanced Certificate in Business

Programme Code: 6M4985

Module Title and Code	Book List
Business Management 6N4310	<i>Make That Grade-Human Resource Management</i> 3rd Edition by Linda Reidy Gill Education <i>Make That Grade-Management 3rd Edition</i> By Margaret Linehan Gill Education
Word Processing 6N4977	To be confirmed
*Payroll (Level 5) 5N1546	No Textbook Needed for this Module
Communications 6N1950	No Textbook Needed for this Module
Work Experience 6N1946	<i>Work Experience Level 5, 4th Edition</i> Arlene Douglas & Seamus O'Neill
Conflict Management 6N2532	No Textbook Needed for this Module
Training Needs Identification and Design 6N3945	No Textbook Needed for this Module
Training Delivery and Evaluation 6N3326	No Textbook Needed for this Module
Spreadsheets 6N4089	Step by Step Spreadsheets <u>3rd Edition</u> by Alan Dillon Gill