

Booklist

Business Technology with Tourism

Programme Award: Business Administration

Programme Code: 5M2468

QQI Level 5

Module Name and Code	Books/Equipment
Bookkeeping – Manual and Computerised 5N1354	No Textbook Needed for this Module Calculator
Business Administration 5N1610	<i>Business Administration</i> , 4 th Edition by Arlene Douglas, Gill & Macmillan
Communications 5N0690	No Textbook Needed for this Module
Payroll – manual and computerised 5N1546	No Textbook Needed for this Module
Spreadsheet Methods 5N1977	Step by Step Spreadsheets 3rd Edition by Alan Dillon Gill
Text Production 5N1422	<i>Text Production with Microsoft Word 2013</i> 4th Edition by Geoffrey Foy Gill & Macmillan USB Memory Stick
Word processing 5N1358	No Textbook Needed for this Module
Work Experience 5N1356	Work Experience Level 5, 4 th Edition by Arlene Douglas and Seamus O’Neill
Tourism Principles and Practice 5N2078	No Textbook Needed for this Module