

Booklist

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

QCI 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 4th Edition</i> 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 | <i>Excelling in Spreadsheets for Excel 2016 & 2019</i> Boru Press |