

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, 4th</i> 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	Excelling in Spreadsheets for Excel 2016 & 2019 Boru Press
Text Production 5N1422	<i>Text Production with Microsoft Word 2007 3rd Edition by</i> <i>Geoffrey Foy Gill & Macmillan</i> USB Memory Stick
Word processing 5N1358	No Textbook Needed for this Module
Work Experience 5N1356	No book
Tourism Principles and Practice 5N2078	No Textbook Needed for this Module