

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	No textbook needed for this module
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	Excelling in Spreadsheets for Excel 2016 & 2019 Boru Press