

# Book & Tool List

## BUSINESS TECHNOLOGY

### Associate of Applied Science: Accounting Technology

#### Book List for AAS – Accounting Technology

Course	Course Title	Book Title	ISBN	Cost
BT 1117	Successful Workplace Communications	Write for Work: Building Language Skills, 11 <sup>th</sup> Ed.	9781932436303	33.95
BT 1117	Successful Workplace Communications	Gregg Reference Manual – Text Only, 11 <sup>th</sup> 11 Ed.	9780073397108	65.30
BT 1120	Basic Accounting	College Accounting – MyAccountingLab Access, 15 <sup>th</sup> 23 Ed.	8220126469778	137.49
BT 1123	Financial Business Applications	12 <sup>th</sup> Edition w/ MyLab Access	9780138055141	89.99
BT 1135	Employees and HR Principles	Human Resource Management (Looseleaf) – w/Access, 3 <sup>rd</sup> 22 Ed.	9781948426237	103.72
BT 1144	Business Document Processing	Cengage Unlimited – Access (1 Term), 18 Ed.	8220123493776	162.49
BT 1147	Accounting Applications	College Accounting – MyAccountingLab Access, 15 <sup>th</sup> 23 Ed.	8220126469778	137.49
BT 1148	Payroll Procedures	Payroll Accounting 2024 – Connect Access, 10 <sup>th</sup> 24 Ed.	9781266843150	203.17
BT 1170	Computer Literacy and Business Software	Cengage Unlimited – Access (1Term), 18 Ed.	8220123493776	162.49
BT 1171	Computerized Accounting	Quickbooks Online: COMP. 2024-25 Ed.	9781640615519	TBD
BT 1175	Harnessing Digital Data	Cengage Unlimited – Access (1Term), 18 Ed.	8220123493776	162.49
ACCT 2202	Principles of Accounting II	Managerial Accounting (Loose)-w/Connect, 17 <sup>th</sup> 21 Ed.	9781264091584	198.18
ENGL 1101	Writing and Rhetoric I	Rules for Writers (Spiral), 10 <sup>th</sup> 22 Ed.	9781319244255	56.56
ENGL 1101	Writing and Rhetoric I	Everyone’s an Author: With Readings, MLA – W/Access, 4 <sup>th</sup> 23 Ed.	9781324045274	57.09
ENGL 1101	Writing and Rhetoric I	Dr. No: A Novel, 22 Ed.	9781644452080	6.99

Course	Course Title	Book Title	ISBN	Cost
MGT 2216	Business Statistics	Business Statistics – MyLab Access, 4 <sup>th</sup> 19 Ed.	8220117020971	150.00
COMM 1101	Fundamentals of Oral Communication	Fund. Of Oral Communication Access Code	9781644850817	78.57
<b>TOTAL</b>				<b>\$1,805.97</b>

### Course Fees for AAS – Accounting Technology

Course	Course Title	Fee
BT 1116	Professional Leadership Development	30.00
BT 1147	Accounting Applications	36.00
ACCT 2201	Principles of Accounting I	25.00
ACCT 2202	Principles of Accounting II	25.00
<b>TOTAL</b>		<b>\$116.00</b>

### Tools/Supplies for AAS – Accounting Technology

Quantity	Description	Cost
	Miscellaneous school supplies	100.00
<b>TOTAL</b>		<b>\$100.00</b>

### Summary

Tuition	\$16,712.00
Books	\$1,805.97
Fees	\$116.00
Tools/Supplies	\$100.00
Program Total	\$18,733.97

*\*Costs listed are estimations and should not be considered a guarantee.*