

Book & Tool List

BUSINESS TECHNOLOGY

Basic Technical Certificate: Business Technology

Book List for BTC – Business Technology

Course	Course Title	Book Title	ISBN	Cost
BT 0170	Computer Literacy and Business Software	Simnet for Office 365 – Access, 20 Ed.	9781260708936	164.29
BT 0171	Computerized Accounting	Quickbooks Complete – Version 2020	9781942417231	116.96
			TOTAL	\$281.25

Course Fees for BTC – Business Technology

Course	Course Title	Fee
BT 0116	Professional Leadership Development	30.00
		\$30.00

Tools/Supplies for BTC – Business Technology

Quantity	Description	Cost
	2 Jump drives & other miscellaneous supplies	75.00
		\$75.00

Summary

Tuition	\$3,936.00
Books	\$281.25
Fees	\$30.00
Tools/Supplies	\$75.00
Program Total	\$4,322.25