Book & Tool List

BUSINESS TECHNOLOGY

Basic Technical Certificate: Business Technology

Book List for BTC – Business Technology

Course	Course Title	Book Title	ISBN	Cost
BT 1117	Successful Workplace Communications	Write for Work: Building Language Skills, 11 Ed.	9781932436303	50.95
BT 1117	Successful Workplace Communications	Gregg Reference Manual – Text Only, 11th 11 Ed.	9780073397108	97.96
BT 1171	Computerized Accounting	Quickbooks Online: COMP. 2024-25 Ed.	9781640615519	TBD
			TOTAL	**$148.91**

Course Fees for BTC – Business Technology

Course	Course Title	Fee
BT 1116	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	$4,178.00
Books	$148.91
Fees	$30.00
Tools/Supplies	$75.00
Program Total	$4,431.91

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