Book & Tool List

BUSINESS TECHNOLOGY

Basic Technical Certificate: Small Business Technology

Book List for BTC – Small 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 1135	Employees and HR Principles	Human Resource Management – 2nd 19 Ed.	8220130912543	56.00
BT 1135	Employees and HR Principles	Human Resource Management (Looseleaf) – 3rd 22 Ed.	9781948426237	103.72
BT 1171	Computerized Accounting	Quickbooks Online: COMP. 2024-25 Ed.	9781640615519	TBD
BT 2220	Introduction to Entrepreneurship	Entrepreneurship: Starting and Operating a Small Business, 5th 20 Ed.	9780135210529	80.99
			TOTAL	**$389.62**

Course Fees for BTC – Small Business Technology

Course	Course Title	Fee
BT 1116	Professional Leadership Development	30.00
	TOTAL	**$30.00**

Tools/Supplies for BTC – Small Business Technology

Quantity	Description	Cost
	Jump drives & other miscellaneous supplies	50.00
	TOTAL	**$50.00**

Summary

Tuition	$4,178.00

Books	$389.62
Fees	$30.00
Tools/Supplies	$50.00
Program Total	$4,647.62

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