

# Book & Tool List

## BUSINESS TECHNOLOGY

### Intermediate Technical Certificate: Accounting Technology

#### Book List for ITC – 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
<b>TOTAL</b>				<b>\$1,258.58</b>

#### Course Fees for ITC – Accounting Technology

Course	Course Title	Fee
BT 1116	Professional Leadership Development	30.00
BT 1147	Accounting Applications	36.00
<b>TOTAL</b>		<b>\$66.00</b>

## Tools/Supplies for ITC – Accounting Technology

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

### Summary

Tuition	\$8,356.00
Books	\$1,258.58
Fees	\$66.00
Tools/Supplies	\$100.00
Program Total	\$9,780.58

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