Book & Tool List

BUSINESS TECHNOLOGY

Intermediate Technical Certificate: Administrative Technology

Book List for ITC – Administrative Technology

Course	Course Title	Book Title	ISBN	Cost
BT 1117	Successful Workplace Communications	Write for Work: Building Language Skills, 11th Ed.	9781932436303	33.95
BT 1117	Successful Workplace Communications	Gregg Reference Manual – Text Only, 11th 11 Ed.	9780073397108	65.30
BT 1120	Basic Accounting	College Accounting – MyAccountingLab Access, 15th 23 Ed.	8220126469778	137.49
BT 1123	Financial Business Applications	12th Edition w/ MyLab Access	9780138055141	89.99
BT 1135	Employees and HR Principles	Human Resource Management (Looseleaf) – w/Access, 3rd 22 Ed.	9781948426237	103.72
BT 1144	Business Document Processing	Cengage Unlimited – Access (1Term), 18 Ed.	8220123493776	162.49
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
			TOTAL	**$917.92**

Course Fees for ITC – Administrative Technology

Course	Course Title	Fee
BT 1116	Professional Leadership Development	30.00
BT 1180	Digital Communications: Foundations	36.00
	TOTAL	**$66.00**

Tools/Supplies for ITC – Administrative Technology

Quantity	Description	Cost
	Miscellaneous school supplies	100.00
	TOTAL	**$100.00**

Summary

Tuition	$8,356.00
Books	$917.92
Fees	$66.00
Tools/Supplies	$100.00
Program Total	$9,439.92

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