Book & Tool List

BUSINESS TECHNOLOGY

Intermediate Technical Certificate: Hospitality Management

Book List for ITC – Hospitality Management

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 1123	Financial Business Applications	12th Edition w/MyLab Access	9780138055141	89.99
BT 1135	Employees and HR Principles	Human Resource Management (Looseleaf), 3rd 22 Ed.	9781948426237	103.75
BT 1144	Business Document Processing	Cengage Unlimited – Access (1 Term), 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 1191	Customer Service and Conflict Resolutions	Customer Service – Connect Access, 8th 23 Ed.	9781265013646	193.13
			TOTAL	$811.10

Course Fees for ITC – Hospitality Management

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

Summary

Tuition	$8,356.00
Books	$811.10
Fees	$30.00
Program Total	$9,197.10

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