

Book & Tool List

BUSINESS TECHNOLOGY

Associate of Applied Science: Administrative Management Technology

Book List for AAS – Administrative Management Technology

Course	Course Title	Book Title	ISBN	Cost
BT 1117	Successful Workplace Communications	Gregg Reference Manual – Text Only, 11 th 11 Ed.	9780073397108	112.14
BT 1120	Introduction to Financial Accounting	Financial Accounting Principles (Etext), V5.0 Ed.	9781990337505	135.71
BT 1124	Computerized Accounting	QuickBooks Online: Basics, Academic Year 2025-2026, 25 Ed.	9781640616066	58.00
BT 1144	Business Document Processing	Microsoft 365 and Office 2021- MindTap, 23 Ed.	8220126383852	177.50
MGT 2216	Business Statistics	Essentials of Business Statistics, 3 rd 24 Ed.	9781264098347	78.00
COMM 1101	Fundamentals of Oral Communication	Fund. Of Oral Communication Access Code	9781644850817	78.57
ENGL 1101	Writing and Rhetoric I	Perusall Access – Everyone's an Author W/R, 4 th Ed.	2818440009310	65.06
PSYC 1101 (Obj. 6 Option)	Introduction to Psychology	Psychology – Achieve Read and Practice (1 Term), 14 th 24 Ed.	9781319489892	64.29
TOTAL				\$769.27

Course Fees for AAS – Administrative Management Technology

Course	Course Title	Fee
BT 1116	Professional Leadership Development	30.00
BT 1180	Digital Communications: Foundations	36.00
MGT 2216	Business Statistics	25.00
MGT 2261	Legal Environment of Organizations	30.00
TOTAL		\$121.00

Tools/Supplies for AAS – Administrative Management Technology

Quantity	Description	Cost
	Miscellaneous school supplies	100.00
	TOTAL	\$100.00

Summary

Tuition	\$17,828.00
Books	\$769.27
Fees	\$121.00
Tools/Supplies	\$100.00
Program Total	\$18,818.27

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