

Book & Tool List

BUSINESS TECHNOLOGY

Associate of Applied Sciences: Small Business Technology
(Previous Technical Certificate plus 1 year)

Book List for AAS – Small Business 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 1124	Computerized Accounting	QuickBooks Online: Basics, Academic Year 2025-2026, 25 Ed.	9781640616066	58.00
BT 1175	Harnessing Digital Data Using Spreadsheets and Databases	Microsoft 365 and Office 2021- MindTap, 23 Ed.	8220126383852	177.50
BT 2220	Introduction to Entrepreneurship	Entrepreneurship: Starting and Operating a Small Business, 5 th 20 Ed.	9780135210529	90.99
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				\$724.55

Course Fees for AAS – Small Business Technology

Course	Course Title	Fee
BT 1116	Professional Leadership Development	30.00
MGT 2216	Business Statistics	25.00
TOTAL		\$55.00

Tools/Supplies for AAS – Small Business Technology

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

Summary

Tuition	\$8,914.00
Books	\$724.55
Fees	\$55.00
Tools/Supplies	\$50.00
Program Total	\$9,743.55

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