

Book & Tool List

BUSINESS TECHNOLOGY

Basic Technical Certificate: Business Technology

Book List for BTC – 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 1170	Computer Literacy and Business Software	Microsoft 365 and Office 2021- MindTap, 23 Ed.	8220126383852	177.50
TOTAL				\$347.64

Course Fees for BTC – Business Technology

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

Tools/Supplies for BTC – Business Technology

Quantity	Description	Cost
2	Jump drives & other miscellaneous supplies	75.00
		\$75.00

Summary

Tuition	\$4,457.00
Books	\$347.64
Fees	\$30.00
Tools/Supplies	\$75.00
Program Total	\$4,909.64

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