

Book & Tool List

BUSINESS TECHNOLOGY

Basic Technical Certificate: Small Business Technology

Book List for BTC – 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 2220	Introduction to Entrepreneurship	Entrepreneurship: Starting and Operating a Small Business, 5 th 20 Ed.	9780135210529	90.99
TOTAL				\$261.13

Course Fees for BTC – Small Business Technology

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

Tools/Supplies for BTC – Small Business Technology

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

Summary

Tuition	\$4,457.00
Books	\$261.13
Fees	\$30.00
Tools/Supplies	\$50.00

Program Total	\$4,798.13
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**Costs listed are estimations and should not be considered a guarantee.*