

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	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 1144	Business Document Processing	Microsoft 365 and Office 2021- MindTap, 23 Ed.	8220126383852	177.50
TOTAL				\$347.64

Course Fees for ITC – Hospitality Management

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

Summary

Tuition	\$8,914.00
Books	\$347.64
Fees	\$30.00
Program Total	\$9,291.64

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