

# 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 0120	Basic Accounting	College Acct. (Looseleaf) w/Access, 13 <sup>th</sup> 18 Ed.	9780357533567	132.75
BT 0120	Basic Accounting	EBK Cengage Unlimited Subscription, 1 T	9780357700006	119.99
BT 0123	Financial Business Applications	Contemporary Mathematics for Business and Consumers – Access, 9 <sup>th</sup> 20 Ed.	9780357026496	128.57
BT 0170	Computer Literacy and Business Software	Simnet for Office 365 – Access, 20 Ed.	9781260708936	164.29
BT 0171	Computerized Accounting	Quickbooks Complete – Version 2020	9781942417231	116.96
MGT 2261	Legal Environment of Organizations	Legal Environment of Business, 13 <sup>th</sup> 18 Ed.	9781337095495	124.75
ENGL 1101	Writing & Rhetoric I	Little Seagull Handbook w/Access Pkg.	9780393877939	22.00
COMM 1101	Fundamentals of Oral Communication	Fund. Of Oral Communication Access Code	9781644850817	78.57
<b>TOTAL</b>				<b>\$887.88</b>

#### Course Fees for AAS – Administrative Management Technology

Course	Course Title	Fee
BT 0116	Professional Leadership Development	30.00
BT 0180	Digital Communications: Foundations	36.00
MGT 2261	Legal Environment of Organizations	105.00
<b>TOTAL</b>		<b>\$171.00</b>

## Tools/Supplies for AAS – Administrative Management Technology

<b>Quantity</b>	<b>Description</b>	<b>Cost</b>
	Miscellaneous school supplies	100.00
	<b>TOTAL</b>	<b>\$100.00</b>

### Summary

Tuition	\$15,744.00
Books	\$887.88
Fees	\$171.00
Tools/Supplies	\$100.00
Program Total	\$16,902.88