

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 1117	Successful Workplace Communications	Write for Work: Building Language Skills, 11 th Ed.	9781932436303	33.95
BT 1117	Successful Workplace Communications	Gregg Reference Manual – Text Only, 11 th 11 Ed.	9780073397108	65.30
BT 1120	Basic Accounting	College Accounting – MyAccountingLab Access, 15 th 23 Ed.	8220126469778	137.49
BT 1123	Financial Business Applications	12 th Edition w/ MyLab Access	9780138055141	89.99
BT 1135	Employees and HR Principles	Human Resource Management (Looseleaf) – w/Access, 3 rd 22 Ed.	9781948426237	103.72
BT 1144	Business Document Processing	Cengage Unlimited – Access (1Term), 18 Ed.	8220123493776	162.49
BT 1145	Integrated Computer Applications	Cengage Unlimited – eTextbooks	9780357693339	79.99
BT 1170	Computer Literacy and Business Software	Cengage Unlimited – Access (1Term), 18 Ed.	8220123493776	162.49
BT 1171	Computerized Accounting	Quickbooks Online: COMP. 2024-25 Ed.	9781640615519	TBD
BT 1175	Harnessing Digital Data	Cengage Unlimited – Access (1Term), 18 Ed.	8220123493776	162.49
ENGL 1101	Writing and Rhetoric I	Rules for Writers (Spiral), 10 th 22 Ed.	9781319244255	56.56
ENGL 1101	Writing and Rhetoric I	Everyone's an Author: With Readings, MLA – W/Access, 4 th 23 Ed.	9781324045274	57.09
ENGL 1101	Writing and Rhetoric I	Dr. No: A Novel, 22 Ed.	9781644452080	6.99
COMM 1101	Fundamentals of Oral Communication	Fund. Of Oral Communication Access Code	9781644850817	78.57
MGT 2216	Business Statistics	Business Statistics – MyLab Access, 4 th 19 Ed.	8220117020971	150.00

Course	Course Title	Book Title	ISBN	Cost
PSYC 1101 (Obj. 6 Option)	Introduction to Psychology	Psychology – Achieve Read and Practice (1 Term), 14 th 24 Ed.	9781319489892	64.29
			TOTAL	\$1,411.41

Course Fees for AAS – Administrative Management Technology

Course	Course Title	Fee
BT 1116	Professional Leadership Development	30.00
BT 1180	Digital Communications: Foundations	36.00
		TOTAL \$66.00

Tools/Supplies for AAS – Administrative Management Technology

Quantity	Description	Cost
	Miscellaneous school supplies	100.00
		TOTAL \$100.00

Summary

Tuition	\$16,712.00
Books	\$1,411.41
Fees	\$66.00
Tools/Supplies	\$100.00
Program Total	\$18,289.41

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