Book & Tool List

BUSINESS MANAGEMENT & ENTREPRENEURSHIP 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	Emotional Intelligence 2.0 – with Passcode, 09 Ed.	9780974320625	34.99
BT 1117	Successful Workplace Communications	Gregg Reference Manual – Text Only, 11th 11 Ed.	9780073397108	132.28
BT 1117	Successful Workplace Communications	Business Communication Today, 16th 26 Ed.	9780135354643	94.99
BT 1124	Computerized Accounting	QuickBooks Online: Basics, Academic Year 2026-2027	9781640616820	66.86
BT 2220	Introduction to Entrepreneurship	Entrepreneurship: Starting and Operating a Small Business, 5th 20 Ed.	9780135225202	94.99
			TOTAL	**$424.11**

Course Fees for BTC – Small Business Technology

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

Summary

Tuition	$4669.50
Books	$424.11
Fees	$30.00
Program Total	$5,123.61

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