Book & Tool List

BUSINESS MANAGEMENT & ENTREPRENEURSHIP TECHNOLOGY

Intermediate Technical Certificate: Administrative Technology

Book List for ITC – Administrative 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 1120	Introduction to Financial Accounting	Financial Accounting Principles	9781990337505	135.71
BT 1123	Financial Business Applications	Perusall: Millionaire Next Door Access	2818440010019	19.99
BT 1124	Computerized Accounting	QuickBooks Online: Basics, Academic Year 2026-2027	9781640616820	66.86
BT 1144	Business Document Processing	Shelly Cashman Series Collection, Microsoft 365 and Office – MindTap, 25 Ed.	8220136334172	177.50
			TOTAL	**$662.32**

Course Fees for ITC – Administrative Technology

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

Summary

Tuition	$9,339.00
Books	$662.32

Fees	$30.00
Program Total	$10,031.32

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