

Book & Tool List

BUSINESS TECHNOLOGY

Intermediate Technical Certificate: Administrative Technology

Book List for ITC – Administrative Technology

Course	Course Title	Book Title	ISBN	Cost
BT 0120	Basic Accounting	College Acct. (Looseleaf) w/Access, 13 th 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 th 20 Ed.	9780357026496	128.57
BT 0135	Employees and HR Principles	Human Resource Management (Looseleaf) w/Access, 2 nd 19 Ed.	9780998814025	79.95
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
			TOTAL	\$742.51

Course Fees for ITC – Administrative Technology

Course	Course Title	Fee
BT 0116	Professional Leadership Development	30.00
BT 0147	Accounting Applications	36.00
BT 0180	Digital Communications: Foundations	36.00
		TOTAL \$102.00

Tools/Supplies for ITC – Administrative Technology

Quantity	Description	Cost
	Jump drives & other miscellaneous supplies	75.00
		TOTAL \$75.00

Summary

Tuition	\$7,872.00
Books	\$742.51
Fees	\$102.00
Tools/Supplies	\$75.00
Program Total	\$8,791.51