

Book & Tool List

BUSINESS TECHNOLOGY

Intermediate Technical Certificate: Administrative Technology

Book List for ITC – Administrative Technology

Course	Course Title	Book Title	ISBN	Cost
BT 1117	Successful Workplace Communications	Gregg Reference Manual – Text Only, 11 th 11 Ed.	9780073397108	112.14
BT 1120	Introduction to Financial Accounting	Financial Accounting Principles (Etext), V5.0 Ed.	9781990337505	135.71
BT 1124	Computerized Accounting	QuickBooks Online: Basics, Academic Year 2025-2026, 25 Ed.	9781640616066	58.00
BT 1144	Business Document Processing	Microsoft 365 and Office 2021- MindTap, 23 Ed.	8220126383852	177.50
			TOTAL	\$483.35

Course Fees for ITC – Administrative 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 ITC – Administrative Technology

Quantity	Description	Cost
	Miscellaneous school supplies	100.00
		TOTAL \$100.00

Summary

Tuition	\$8,914.00
Books	\$483.35

Fees	\$66.00
Tools/Supplies	\$100.00
Program Total	\$9,563.35

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