

# Book & Tool List

## BUSINESS TECHNOLOGY

Associate of Applied Sciences: Small Business Technology  
(Previous Technical Certificate plus 1 year)

### Book List for AAS – Small Business Technology

Course	Course Title	Book Title	ISBN	Cost
BT 1117	Successful Workplace Communications	Write for Work: Building Language Skills, 11 Ed.	9781932436303	50.95
BT 1117	Successful Workplace Communications	Gregg Reference Manual – Text Only, 11 <sup>th</sup> 11 Ed.	9780073397108	97.96
BT 1135	Employees and HR Principles	Human Resource Management (Looseleaf) – 3 <sup>rd</sup> 22 Ed.	9781948426237	103.72
BT 1171	Computerized Accounting	Quickbooks Online: COMP. 2024-25 Ed.	9781640615519	TBD
BT 1175	Harnessing Digital Data Using Spreadsheets and Databases	Cengage Unlimited – Access (1 Term), 18 Ed.	8220123493776	162.49
BT 2220	Introduction to Entrepreneurship	Entrepreneurship: Starting and Operating a Small Business, 5 <sup>th</sup> 20 Ed.	9780135210529	80.99
ENGL 1101	Writing and Rhetoric I	Rules for Writers (Spiral), 10 <sup>th</sup> 22 Ed.	9781319244255	56.56
ENGL 1101	Writing and Rhetoric I	Everyone’s an Author: With Readings, MLA – W/Access, 4 <sup>th</sup> 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 <sup>th</sup> 19 Ed.	8220117020971	150.00
PSYC 1101 (Obj. 6 Option)	Introduction to Psychology	Psychology – Achieve Read and Practice (1 Term), 14 <sup>th</sup> 24 Ed.	9781319489892	64.29
			<b>TOTAL</b>	<b>\$909.61</b>

## Course Fees for AAS – Small Business Technology

Course	Course Title	Fee
BT 1116	Professional Leadership Development	30.00
TOTAL		<b>\$30.00</b>

## Tools/Supplies for AAS – Small Business Technology

Quantity	Description	Cost
	Jump drives & other miscellaneous supplies	50.00
TOTAL		<b>\$50.00</b>

### Summary

Tuition	\$8,356.00
Books	\$909.61
Fees	\$30.00
Tools/Supplies	\$50.00
Program Total	\$9,345.61

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