

## PROGRAM SEQUENCE

### SEMESTER 1 (2 MONTHS)

BUS 101 Cross-Cultural Communication  
 BUS 107 Business Correspondence  
 BUS 109 Workplace Preparation

- The schedule is subject to change without notice.  
 - Friday classes may be provided online.

## COURSE DESCRIPTION

### BUS 101 Cross-Cultural Communication

This highly interactive, face-to-face course provides an understanding of the interpersonal communication skills required to develop constructive relationships in the multicultural workplace. This course explores foundational theory. Sources of interpersonal difference and barriers to understanding are examined.

### BUS 107 Business Correspondence

This "hands-on" course covers communication theory, aspects of written communication, and introduces students to public speaking. On completion of this course, students will be able to: package thoughts clearly, provide clearer communication of both written and verbal messages, and write error free business related documents.

### BUS 109 Workplace Preparation

This course covers basic skills involved in finding and securing employment. The topics in this course all relate to job search strategies, including creating an effective resume, writing a professional cover letter, practicing interview techniques, networking, using the Internet to job search, and understanding labour services.

## HIGHLIGHTS

- Prepares students for entry-level employment in culturally diverse workplaces where English is the primary language
- Develops awareness of student's own cultural world-view and positive attitude toward cultural differences
- Improves English communication skills in all types of workplaces and develops practical skills such as resume writing, interview, and job-search skills

## PROGRAM DESCRIPTION

This program will prepare students for entry-level employment in culturally diverse workplaces where English is the primary language. Students will understand the impact of culture in a workplace, improve communication skills and learn practical skills such as resume writing, interview, and job-search skills.

## OVERVIEW

<b>Program Length</b>	<ul style="list-style-type: none"> <li>• 2 months</li> <li>• Academic Study 2 months (total 168 hours)</li> </ul>
<b>Potential Career Opportunities</b>	<ul style="list-style-type: none"> <li>• Junior or entry-level positions in a variety of industries</li> </ul>
<b>English Admission Requirements</b>	<ul style="list-style-type: none"> <li>• VanWest English Placement Test: Level 8, or</li> <li>• Completion of VanWest Level 7 or EAP 300 course with a final grade of 75%+, or</li> <li>• IELTS 5.5+, or TOEFL IBT 65+, or TOEIC 730+, or Duolingo 100+, or Cambridge English Scale 160+, or CEFR B2+</li> </ul>
<b>Academic Admission Requirements</b>	<ul style="list-style-type: none"> <li>• High School Diploma (Grade 12), or</li> <li>• General Education Development (GED)</li> </ul>
<b>Offered Location</b>	<ul style="list-style-type: none"> <li>• Vancouver</li> </ul>
<b>Start Dates</b>	<ul style="list-style-type: none"> <li>• <b>2025:</b> Feb 18, Apr 14, Jun 9, Aug 5, Sep 29, Nov 24</li> <li>• <b>2026:</b> Jan 19, Mar 16, May 11, Jul 06, Aug 31, Oct 26, Dec 21</li> </ul>
<b>Fees</b>	<ul style="list-style-type: none"> <li>• Tuition: \$3,100</li> <li>• Application Fee: \$250</li> <li>• Student Services Fee: \$250</li> <li>• Total Fee: \$3,600</li> </ul> <p><small>*Textbook costs are not included</small></p>
<b>Credential Upon Graduation</b>	<ul style="list-style-type: none"> <li>• Cross-Cultural Business Communication Certificate</li> </ul>

## SAMPLE PROGRAM SCHEDULE

	Mon	Tue	Wed	Thu	Fri
3:00 - 5:45 PM	Lecture 1	Lecture 3	Lecture 1	Lecture 3	Lecture 1 or 3
6:00 - 9:30 PM	Lecture 2	Lecture 4	Lecture 2	Lecture 4	

