

COURSE INFORMATION		PROGRAMS		BOOK INFORMATION			PRICES (CAD)	
CODE	NAME	CCBC DIPLOMA	CCBC CERTIFICATE	NAME / AUTHOR / PUBLISHER / DATE	ISBN	ONLINE SOURCE (LINK)	BUY AT VANWEST	EST. PRICES
BUS101	Cross-Cultural Communication	○	○	Intercultural Communication in the Global Workplace / Varner, Iris;Beamer, Linda / MGH / 2011	ISBN: 0077476778	<a href="#">VITAL SOURCE</a>	YES	<b>\$70.00</b>
BUS102	Interpersonal Skills for the Workplace	○	-	Human Relations: Interpersonal, Job-Oriented Skills / Andrew J. DuBrin; Terri M. Geerinck / PEARSON / 2014	ISBN-10: 0134601173 ISBN-13: 9780134601175	<a href="#">VITAL SOURCE</a>	YES	<b>\$61.00</b>
BUS106	Customer Service Skills	○	-	Customer Service Skills For Success 8th Edition / Robert Lucas / MGH / 2023	ISBN: 9781265037536 1265037531	<a href="#">VITAL SOURCE</a>	YES	<b>\$60.00</b>
BUS107	Business Correspondence	○	○	Business Communication Essentials / Courtland L Bovee; John Thill; Jean A. Scribner / PEARSON / 2020	ISBN-10: 0135262410 ISBN-13: 9780135262412	<a href="#">VITAL SOURCE</a>	YES	<b>\$61.00</b>
BUS109	Workplace Preparation	○	○	Career Focus Canada: A Personal Job Research Guide (6th Edition) / Helene Martucci Lamarre; Karen McClughan / PEARSON / 2014	ISBN: 9780132825931 0132825937	<a href="#">PEARSON</a>	YES	<b>\$55.00</b>
BUS110	Business Language Skills 1	○	-	Business Partner B1+: Coursebook Student eText + MyEnglishLab / PEARSON / 2021	ISBN: 9781292362601	<a href="#">PEARSON</a>	NO	<b>\$51.00</b>
	Business Language Skills 2	○	-	Business Partner B2: Coursebook Student eText + MyEnglishLab / PEARSON / 2021	ISBN: 9781292362618	<a href="#">PEARSON</a>	NO	<b>\$51.00</b>
				Business Partner B2+: Coursebook Student eText + MyEnglishLab / PEARSON / 2021	ISBN: 9781292362625	<a href="#">PEARSON</a>	NO	<b>\$51.00</b>

- The textbook list is subject to change without notice.

PURCHASING A TEXTBOOK FROM VANWEST	PAYMENT METHODS		STEP 2	EMAIL	STEP 3	E-BOOK CODE	
	STEP 1	E-transfer to <a href="mailto:accountant@vanwest.com">accountant@vanwest.com</a> (Please mention the student ID number, student name and the course code.)		E-mail your receipt to <a href="mailto:vcp@vanwest.com">vcp@vanwest.com</a>		You will receive your ebook code by email.	
		Cash, Credit, or Debit card pay at the <b>Admissions office</b>					