## **TEXTBOOK LIST**



## CO-OP CERTIFICATE



COURSE INFORMATION		BOOK INFORMATION				PRICES (CAD)	
CODE	NAME	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	<u>VITAL</u> SOURCE	YES	\$70.00	
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			\$61.00	
BUS103	3 Marketing Essentials Think Marketing / Keith Tuckwell; Marina Jaffey / PEARSON / 2019		ISBN 9780134830377	<u>VITAL</u> SOURCE	YES	\$61.00	
BUS106	Customer Service Skills	Customer Service Skills For Success 8th Edition / Robert Lucas / MGH / 2023	ISBN: 9781265037536 1265037531	<u>VITAL</u> SOURCE	YES	\$60.00	
BUS107	Business Correspondence	Business Communication Essentials / Courtland L Bovee; John Thill; Jean A. Scribner / PEARSON / 2020	ISBN-10: 0135262410 ISBN-13: 9780135262412	<u>VITAL</u> SOURCE	YES	\$61.00	
BUS109	Workplace Preparation	Career Focus Canada: A Personal Job Research Guide (6th Edition) / Helene Martucci Lamarre; Karen McClughan / PEARSON / 2014	ISBN: 9780132825931 0132825937	<u>PEARSON</u>	YES	\$55.00	

- The textbook list is subject to change without notice.

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