

Administration

Insignia College offers Business Administration Certification program in Delta, Surrey BC. In this we offer courses like Customer Service and Communication, Business Communications – Level 1, Business Communications – Level 2 and Office Procedures. The duration of Business Administration Certification program is 4-6 weeks. Our Business Administration Certification program in Delta, Surrey BC prepares students with job-ready skills and get students acquainted with wide range of concepts and principles related to business.

Brochure 



Insignia College offers these Administration Courses in Delta, Surrey BC:

Customer Service and Communication

Basic methods of verbal and non-verbal communication are presented and practiced. Strategies for eliminating communication barriers are described.

Respect, privacy, and dealing with a diverse patient population are discussed along with techniques to deal with difficult customers. Role-playing and case studies are employed.

Business Communications – Level 1

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Business Communications – Level 2

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Office Procedures

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Course No.	Course Name	Hours	Cost
B110	Customer Service and Communication	20 (1.5 credits)	\$350
B130	Business Communications – Level 1	40 (3 credits)	\$700
B235	Business Communications – Level 2	40 (3 credits)	\$700
B115	Office Procedures	20 (1.5 credits)	\$350

Disclaimer: This program of instruction does not require PTIB approval. As such, PTIB did not review this program. Students enrolled in a non-approved program may not make a claim against the Fund for all or part of their tuition.



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Contact Us

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Locations

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Social Media Links



 English 