



# 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
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*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.*



[Apply Now](#)

**Contact Us**

Phone: +1 778 695 7030  
 Email us: [info@insigniacollege.com](mailto:info@insigniacollege.com)

**Locations**

**Delta :-** 101-7500 Ottawa Street,  
 Delta, BC, Canada V4K 0B4

**Surrey :-** 206-10252 City Parkway,  
 Surrey, BC, Canada V3T 4B2

**Social Media Links**



English

