

Office Administration

WELCOME!

On behalf of the Office Administration program, we want to extend our warmest welcome to you. By enrolling in our program, you have made a great choice for your future. We are looking forward to helping you achieve your academic and professional goals.

Throughout the upcoming year you will have the opportunity to develop a wide range of office, software and accounting skills, in addition to making many new contacts and lifelong friends. Our instructors delivering Office Administration courses are committed to your success, as we take an active interest in all of our students.

Orientation Day, Monday August 30th, 2021 is our first opportunity to meet together. It will be your chance to ask questions, as well as to interact with instructors and fellow students.

So, we'll see you on Orientation Day August 30th. Please call if you have any questions before this time.

Join us on Facebook and stay connected throughout the year by checking your Keyano email account for updates.

<http://www.facebook.com/?sk=welcome#!/BusAdmin>

Warmly welcoming you,

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