



Office Administration

Welcome to Keyano College!

On behalf of the Business Administration program and its Office Administration program, we want to extend our enthusiastic 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 learn and practice concepts relating to business and management, in addition to making many new contacts and lifelong friends. Within the Business Administration department, the instructors are committed to your success, as we take an active interest in all our students.

Orientation Day is our first opportunity to meet. It will be a chance to ask questions, as well as to interact with instructors and fellow students. Please visit the [Student Orientation](#) page for more information, and dates.

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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