

To: Year 1 Office Administration Students

Re: Welcome to Office Administration

Welcome and congratulations on your acceptance into one of our Office Administration programs (General, Legal, Medical, or Executive). On behalf of all Office Administration faculty, we are thrilled that you have accepted our offer. We look forward to getting to know you and assisting you in your academic endeavours at Sheridan.

Our programs. Please note that Year 1 of our General, Legal (Co-op), Medical, and Executive programs is a common first year in which you will receive extensive training in a variety of subject areas (e.g. Business English, Administrative Studies, Spreadsheets and Presentations, Business Math, and Accounting) as well as hands-on training in Microsoft Office 2010. The General Certificate program may be completed in two terms (8 months) whereas our Diploma programs are delivered over four terms (16 months), with a fast-track delivery in January.

Mobile Computing (Laptop). Since our Office Administration programs require that you 'Bring Your Own Laptop' (BYOL), this is a reminder to purchase your laptop. To ensure that your laptop meets the minimum requirements for your program, see the Mobile Computing web page at: <http://it.sheridancollege.ca/mobile.html>. You can also access the Laptop Pre-Check software utility from this link.

Laptop Readiness Session. We recommend that you attend one of the laptop readiness sessions that are being held in December or January at either the Trafalgar Road Campus in Oakville or the Davis Campus in Brampton. These are short, but important sessions where you will be guided through the network log-in process and have the opportunity to download software required for your program. For more information, please see the Mobile Computing page at: <http://it.sheridancollege.ca>.

Program Supplies. In addition to your laptop, we recommend that you purchase a network cable, a mouse, a memory key (2-3 GB) for backing up your work, and a personal printer for home use (*optional*). Please note that all applications software (e.g. Microsoft Office 2010) will be provided via Sheridan's network; thus you do *not* need to purchase software. We also suggest that you budget \$600-700 towards books.

We look forward to meeting you soon. If we can be of any assistance as you prepare to enter one of our Office Administration programs, please feel free to contact an academic advisor (see below).

Yours truly,

Nancy Barrington, Coordinator, Office Administration
School of Business

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