

Winter 2018

Welcome Office Administration Students!

Congratulations on your acceptance into our Office Administration Health Services or Executive Diploma programs. 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.

We also look forward to meeting you in person at our upcoming Academic Orientation Session on **Thursday, January 18, 2018**, at which time we will provide you with program and laptop start up information, along with an opportunity to meet your Office Administration professors.

Mobile Computing (Laptop): Our Office Administration programs require that you have a laptop, so we recommend that you purchase your laptop before classes begin. Please ensure that your laptop meets the minimum requirements for our program. Hardware and software requirements, and a link to Sheridan's laptop pre-check utility, will be available at:
<https://it.sheridancollege.ca/mobile/index.html>

You do NOT need to purchase any software prior to your first day. Sheridan will assist you with the required term 1 software at greatly discounted rates, including Microsoft Office Suite 2016.

Laptop Readiness Session: All students are strongly encouraged to attend one of the laptop readiness sessions that will be held prior to the start of the term (times are posted online). These are short, but important sessions where you will log into Sheridan's network with your laptop and install software required for your courses. These installations must be completed on campus. Details about the laptop readiness sessions will be available at:
<https://it.sheridancollege.ca/mobile/index.html>

Program Supplies: In addition to your laptop, we recommend that you purchase an external mouse, a memory key for backing up your work, and a personal printer for home use. We also suggest that you budget \$700-800 towards first year books.

If we can be of any assistance as you prepare to enter one of our Office Administration Diploma programs, please feel free to contact an Academic Advisor (see next page for contact details).

Regards,
Lisa Mendez
Program Coordinator, Office Administration
Pilon School of Business, Sheridan College

Contact Information:

Lisa Mendez

Coordinator of Office Administration Diploma Programs

Academic Advisor for Health Services

Office: Room B305 (3rd floor), Brampton Campus

Phone: 905-459-7533, Ext. 5663

E-mail: lisa.mendez@sheridancollege.ca

OR

Kellie Hayward

Academic Advisor for Executive

Office: Room B305 (3rd floor), Brampton Campus

Phone: 905-459-7533, Ext. 5120

E-mail: kellie.hayward@sheridancollege.ca

OR

Student Advisement Centre

Office: Room B231 (2nd floor), Brampton Campus

Phone: 905-459-7533, Ext. 5400

E-mail: askanadvisor@sheridancollege.ca