



December 9, 2009

Dear Year One Office Administration Students:

Welcome and congratulations on being accepted into one of our four 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.

We also look forward to meeting you in person at our upcoming Academic Orientation Session on Wednesday, January 6, 2010, at 11:30 a.m. in B213 at which time we will provide you with in-depth program information, along with the opportunity to meet your Office Administration professors in person.

Our programs. Please note that the first year of our General, Legal, 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) as well as hands-on training in Office 2007. The General Certificate program may be completed in two terms (8 months). In January, we also offer a fast track delivery of our Legal, Medical, and Executive Diploma programs over four terms (16 months).

Mobile Computing. I would also like to take this opportunity to remind you to purchase your laptop and bring it to your first class. To ensure that your laptop meets the minimum requirements for your program, visit the Mobile Computing page at <http://it.sheridanc.on.ca/mobile.html> where you can view specific hardware and software standards and access the Laptop Pre-Check software utility.

We recommend that you activate your laptop prior to your first class (you must be on campus to do this). If you require technical assistance, visit the laptop activation page at:  
<http://it.sheridanc.on.ca/self-help/network-telecom/laptop-activation.html>.

Alternatively, you may follow-up with Information Technology via one of the following methods:

1. Contact the I.T. Help Desk at: 905 459-7533, ext. 2150 or email: [helpdesk@sheridanc.on.ca](mailto:helpdesk@sheridanc.on.ca)
2. Visit the ITSC in person: Room B195, Davis Campus.

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 printer for personal use. We also advise that you budget \$600-700 toward books.

We look forward to meeting you in January. If we can be of any assistance as you prepare to enter one of our Office Administration programs, please feel free to contact us before December 24, 2009 or after January 5, 2010 (See page 2 for contact information).

Yours truly,

Nancy Barrington, Coordinator, Office Administration  
School of Business

**Contact Information:**

(*Before* December 24 or *after* January 5, 2010)

Nancy Barrington, Coordinator, Office Administration (All programs)

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**OR**

**Chris Gigler**, Academic Advisor (Legal)

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**OR**

Lisa Mendez, Academic Advisor (Medical)

(Available *after* January 5, 2010)

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