

Dear Year One Office Administration Students:

Re: Orientation & Bring Your Own Laptop

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.

We also look forward to meeting you in person at our upcoming Academic Orientation Session on Tuesday, August 31, 2010 at which time we will provide you with in-depth program information, a laptop start up session (following lunch), and an 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 Microsoft 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 (Laptop). Since our Office Administration programs require that you 'Bring Your Own Laptop' (BYOL), this is a reminder to purchase your laptop and bring it to Orientation on August 31. We will be offering a laptop startup session after lunch on Orientation Day. 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). Laptop activation sessions will be held at both the Trafalgar Road Campus in Oakville and the Davis Campus in Brampton on the following dates. Come in any time during these sessions and we will be glad to help you.

Tuesday, August 24 from 4 to 8 p.m. (Room B308 at Davis and room E103 at Trafalgar)

Thursday, August 26 from 4 to 8 p.m. (Room B308 at Davis and room E103 at Trafalgar)

Saturday, August 28 from 9 a.m. to 1 p.m. (Room B308 at Davis and room E103 at Trafalgar)

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. Please note that all applications software (e.g. Microsoft Office 2007) 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 in the Fall. 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

Contact Information:

Nancy Barrington, Coordinator, Office Administration (All programs)
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OR

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Available: After July 6, 2010

OR

Lisa Mendez, Academic Advisor (Medical)
(Available *after* January 5, 2010)
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Available: After July 6, 2010

OR

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Available: After September 2, 2010