

# Sheridan

Fall 2021

*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.

**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/laptop-requirements/requirements.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.**

**Laptop Readiness Session:** All students are strongly encouraged to review 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/laptop-requirements/requirements.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 bring your questions to the Orientation,

Kind regards,

Connie Stevens  
Program Coordinator, Office Administration Diplomas  
Pilon School of Business, Sheridan College