



## BUSINESS ADMINISTRATIVE ASSISTANT SUPPLY LIST

The following items are required for this program unless otherwise noted. Supplies should be purchased ahead of time. Further details will be provided by the instructor on the first day of class. All costs are approximate and the responsibility of the student.

**A laptop is a required device for this program. Must include working camera and microphone.**

Supplies/Expenses Required	Approximate Cost
Minimum of (2) two re-usable non-medical grade masks <i>Note: Disposable masks are an acceptable alternative. Cost may vary.</i>	\$20.00
General school supplies. <i>Including, but not limited to, 1-2" 3-ring binders, ruled paper, ruler, pens, pencils, highlighters, dividers, etc.</i>	\$30.00
Locker rental, optional	\$40.00
Combination lock for locker, if applicable	\$10.00
USB memory stick (minimum 8GB)	\$20.00
Headphones	\$30.00
*Laptop (see technology requirements below)	Cost may vary

### Technology Requirements for Online Learning

Check out [About Online Learning](#) for details on technology requirements for this program, including **recommended** computer specifications. The estimated cost for a new computer that meets the minimum specifications is \$1,300.00.

**\*It is *strongly recommended* that computers are PC's that support Windows 10 and Microsoft Office Suite 2016, 2019 or 365 operating systems. We do not recommend the use of Chromebooks, Apple products, or tablet-style devices, as they most likely will not be compatible with the required applications of some courses.**

### Required Textbooks/Workbooks:

MITT has a partnership with the University of Winnipeg Bookstore. To view your textbook list, please visit: <https://www.bkstr.com/winnipegstore/home>

### Options Available to Purchase Your Textbooks:

1. Visit the MITT retail space in the University of Winnipeg (UofW) Bookstore (check their website for hours of operation and closure information).
2. Visit the UofW online bookstore.
3. Source book(s) through other online providers **only if** these are **same version** and **have access to the web-based assignment and assessment platforms** associated with the textbook. **Used textbooks may not come with resources as there are *single use restrictions***, which make them void after first user activation.

### **Specific Instructions Provided by Instructor:**

For students of Hotel and Hospitality Services, Hospitality Management Year 1 and Business Administration Assistants:

All students must have Microsoft Office 365 downloaded and installed onto their computer to be able to use Jasperactive and GMetrix (a software that is used for the program courses). MITT is providing all students with access to Microsoft 365 for their studies. Jasperactive and GMetrix will not speak to Microsoft Office if the applications are not fully installed onto students' computers.

Students must first log in to their MITT student Microsoft Office accounts to access the download and install feature. Student MITT email login credentials are the same as the credentials needed to access your Microsoft Office account.

Tip: ensure you write down your username and password in a safe place as you will frequently have to use the login credentials throughout this program.

The instructions on how to download and install Microsoft Office 365 can be found at this [Download and install or reinstall Microsoft 365 or Office 2021 on a PC or Mac](#) link. Students who are downloading and installing Office 365 will have to ensure they are logged into each application with their MITT student Microsoft Office credentials.

### **Notes:**

- Manitoba Institute of Trades and Technology does not operate a bookstore or supply store.
- For more information on textbooks, please visit <https://mitt.ca/textbooks>

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### **Reference Books, Laboratory Supplies and/or Equipment:**

- All classroom resources (including reference books), supplies and/or equipment are accessible only in the designated classrooms. Instructors are responsible for distributing supplies and/or equipment to students as required for the associated learning activities.
- For more detailed information about required learning materials, please refer to the specific course outlines posted on the MITT Learning Management System (i.e., the MyLearning platform).