



MEDICAL OFFICE 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 Required	Approximate Cost
Minimum of two (2) re-usable non-medical grade masks <i>Note: Disposable masks are an acceptable alternative. Cost may vary.</i>	\$20.00
Standard QWERTY keyboard with number pad for typing practice	\$20.00 - \$100.00
Locker rental, optional	\$40.00
ParaMed Placement Pass*** fee	Cost may vary
Combination lock for locker, if applicable	\$10.00
Non-slip Indoor closed toed shoes (for use in the Health Simulation Laboratory and practicum)	\$50.00
Note-Taking and Storage Supplies: <i>Ruled paper, notebooks if desired (coiled, 8 ½ x 11" and 1 x pocket-sized), 3-ring binders (suggested: 2 x 2-3"), dividers (suggested: 1-2 sets per binder), folders (various colours with pockets), sticky notes (e.g. Post-Its®), blank index/recipe cards (1-2 packages)</i>	\$40.00
Writing Supplies: <i>Pens – including black and blue ink (as per protocols in healthcare), pencils, erasers, highlighters</i>	\$20.00
Headphones	\$30.00
Laptop (see technology requirements below)	Cost may vary
Other Required Expenses	
**Police Information Check (PIC), including Vulnerable Sector Search	\$54.00 (subject to change)
**Adult Abuse Registry Check	\$20.00 (subject to change)
**Child Abuse Registry Check	\$20.00 (subject to change)
Immunizations, as required	Cost may vary

**The above noted documents must be dated within six months of the start of the Work Practicum to be valid.*

***Required by program deadline provided to students within the first week of class.*

Technology Requirements for Online Learning

Check out [About Online Learning](#) for details on technology requirements for this program, including minimum computer specifications. It is recommended that computers are PC's that support Windows 10 and Microsoft Office Suite 2016 or 2019 operating systems. *We do not recommend the use of Chromebooks, Apple products, or tablet-style devices, as they may not be compatible with the required applications of some courses.*

The estimated cost for a new computer that meets the minimum specifications is \$1,300.00.

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:

1. The following textbooks must be purchased before the first day of classes:
 - Acquiring Medical Language with the Connect Access Card (2nd Edition)
 - Illustrated Course Guide: MS Office 365 & Office 2016

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>

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).