



MANITOBA INSTITUTE OF  
TRADES AND TECHNOLOGY



MANITOBA TOURISM  
EDUCATION COUNCIL

## CLIENT SERVICE SPECIALIST

### SUPPLY and EXPENSE LIST

Fall 2020

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The following items are the responsibility of the student. These items are mandatory and are required after orientation except general school supplies. Costs are approximate. This list may be added to at any time of the program.

Microsoft (not Mac or Chromebook) laptop computer \$1000.00

with the following minimum requirements:

- Core i5, 64-bit processor
- Windows 10 Pro
- 8GB RAM
- 500 Gb HDD (or 256GB SSD)
- Working camera and microphone

Mouse for Laptop \$20.00

Mousepad \$10.00

Headphones \$5.00

General school supplies \$30.00

*Including (but not limited to) binders, paper, ruler, pens/pencils, dividers, highlighters, etc.*

USB memory stick (minimum 8 GB) \$20.00

Calculator \$10.00

Minimum of two re-usable non-medical grade masks \$20.00

Note: Disposable masks are an acceptable alternative.

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### Technology Requirements for Online Learning Components

See the MITT online learning requirements webpage <https://mitt.ca/current-students/online-learning-requirements> for details on all technology requirements for this program including minimum computer specifications.

- A laptop is required for the program and must include a working camera and microphone.
- Computers must be PC's that support Windows 10 and Microsoft Office Suite 2016 or 2019 operating systems.
- Note that Macs and Chromebooks are not allowed as it is not compatible with the learning management system used for the Microsoft Office Specialist course in the program.

### SOFTWARE:

Updated September 2020



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**MTEC**

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Students will be provided MITT software and subscriptions by the start of the course: Microsoft Office Specialist. More information will be given at the first day of the program including when to bring your laptop to school.

**TEXTBOOK(s)/WORKBOOKS(s):**

The instructor will distribute required course workbooks and handouts at no additional cost to the student.

**MITT and MTEC do not operate supply stores.**