

CLIENT SERVICE SPECIALIST SUPPLY and EXPENSE LIST SPRING/FALL 2022

The following items are required for this program unless otherwise noted. Students are asked to have their supplies before the start of the program. All costs are approximate and the responsibility of the student. Please note, this list may be updated at any time during the program.

A PC laptop is a required device for this program, and must include working camera and microphone.

| Supplies 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, three-ring binders (2-1/2" ring and 1" ring), ruled paper, pens, pencils, highlighters, dividers, etc.</i> | \$30.00 |
| Mouse for laptop | \$20.00 |
| Mouse pad | \$10.00 |
| USB memory stick (minimum 8GB) | \$20.00 |
| Headphones | \$30.00 |
| Calculator | \$10.00 |
| Computer (see technology requirements below) | Cost may vary |

| Device Type | System Requirements |
|---|--|
| PC Laptop Computer (<i>not Mac or Chromebook</i>) | 8 GB RAM Core i5 or equivalent Windows 10 Pro 500 GB HDD (or 256 GB SSD) Webcam built in or separate |
| Headphones with microphone | Wired/Wireless |
| Mouse/Keyboard | Ergonomic, suitable for extended hours of use daily |
| Operating System | Must be Windows 10 Pro. Apply Operating System will be incompatible with content. |

Technology Requirements for Online Learning Components

Visit [MITT online learning requirements](#) for details on technology requirements for this program including minimum computer specifications.

- A PC 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.
 - **Mac and Chromebook are not allowed as it is not compatible with the learning management system used for the Microsoft Office course in the program.**
 - The estimated cost for a new computer that meets the minimum specifications is \$1,000.00.
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Required Textbook and Software Information

- MTEC instructors will distribute required course workbooks and handouts at no additional cost to the student. Please note, MITT and MTEC do not operate supply store.
- Students will be provided MITT software and subscriptions by the start of the course: Microsoft Office Specialist. Additional information will be provided at orientation.

Updated December 2022