

SALES AND EVENT COORDINATOR SUPPLY LIST SUMMER/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 that 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
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 or Windows 11 500 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	Windows 10 or Windows 11. iOS 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 a minimum of Windows 10 operating system, with access to Microsoft Office 365 or 2019.
- **Macs and Chromebooks are not allowed as it is not compatible with the learning management system used for the Introduction to Microsoft Office course in the program.**
- The estimated cost for a new computer that meets the minimum specifications is \$1,000.00.

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 before the start of the Introduction to Microsoft Office course. Additional information will be provided at orientation.

Updated July 2022