

Administrative Assistant Program

Supply List (2025-26 Academic Year)

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 and must include working camera and microphone.

Other Resources/Supplies/Expenses Required	Approximate Cost
General School Supplies	
SimNet (Online Resource and Assessment Platform for Software Skills) link below: SIMnet Microsoft Office Training McGraw-Hill Canada (mheducation.ca) *please note* Instructors to give out the details of the on the first day.	(please refer to instructor – part of instructional fee)
Custom eBook link below: Custom eBook: Business Document Fundamentals for Today's Workplace, Second Custom Edition, MITT, 2nd Edition - 9781774745120 - Cengage	(Kindly refer to the cost on the website)
Standard QWERTY keyboard with number pad for typing practice	(Cost may vary)
Locker rental, optional	\$40.00
Laptop – MITT Tier 2 requirement (see technology requirements below)	(Cost may vary)
**Police Information Check (PIC), including Vulnerable Sector Search (practicum requirement for selected sites) Police Record Checks - for Winnipeg Residents :: Winnipeg Police Service :: Consumer :: Fee Schedule	(Kindly refer to website cost)
**Adult Abuse Registry Check (practicum requirement for selected sites) Province of Manitoba fs - Child Abuse Registry	
**Child Abuse Registry Check (practicum requirement for selected sites) Province of Manitoba fs - Adult Abuse Registry	

***The above noted documents must be dated within six (6) months of the start of the Work Practicum to be valid.*

Technology Requirements for Online Learning

Check out [About Online Learning](#) and [Laptop and Technical Requirements | Manitoba Institute of Trades and Technology](#) for details on technology requirements for this program, including minimum computer specifications. *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.*

Specific Instructions Provided by Instructor:

All student laptops must be able to host SimNet Microsoft Office Resource which involves having the minimum laptop requirement as stated under the section Technology Requirements for Online Learning.

Link to SimNet > [SIMnet | Microsoft Office Training | McGraw-Hill Canada \(mheducation.ca\)](#)

Respondus - Lockdown Browser

During your studies at MITT, you will be required to take assessments within the MyLearning platform while using Respondus – Lockdown Browser. Students are required to download this application on their laptops as a requirement to take the test.

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.

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).
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