

MINING ADMINISTRATIVE ASSISTANT / MINING INDUSTRY BUSINESS SPECIALIST



Become a part of the growing mining industry!

Combine office administration skills with mining fundamentals to advance your career in large and small mining companies as well as the mining supply chain.

Professional and flexible graduates will be employed in clerical support positions at corporate offices or on-site mine offices.

MINING ADMINISTRATIVE ASSISTANT

Start Dates: September, October

Duration: 10 months / 40 weeks / 1040 course hours

Prerequisites: - Grade 12 with a minimum 60 percent overall average
- GED 12 or ABE 12
- Pre-enrollment Information Session

Document Preparation 113 (Simulation)
Keyboarding Speed (55 wpm to graduate)
Communications 211
Communications 212
Communications 213
Communications 214
Communications 216
Mathematics 311
Personal Finance 314
Accounting/Bookkeeping 411
Career Strategies 513
Applied Administrative Procedures 515
Human Relations 519
Records/Information Management 522

Computer Applications 611 (Windows 10)
Computer Applications 620 (Excel 2016) - Level 1
Computer Applications 621 (Excel 2016) - Level 2
Computer Applications 622 (Access 2016) - Level 1
Computer Applications 628 (Outlook 2016)
Computer Applications 642 (Quickbooks 2016) - Level 1
Computer Applications 650 (Business Project Integration)
Computer Applications 662 (Adobe Acrobat X Professional)
Computer Applications 672 (Word 2016) - Level 1
Computer Applications 673 (Word 2016) - Level 2

Mining Industry Fundamentals 1201

Mining Industry Terminology 1206

Mining Industry Corporate Social Responsibility, Safety & Ethics 1211

Mining Industry Networking & Career Development 1236

