

MINING INDUSTRY BUSINESS SPECIALIST / MINING ADMINISTRATIVE ASSISTANT



Mining Industry Business Specialist (MIBS) graduates will acquire a combination of general business administration and mining industry business specific skills.

This unique training, the only one of its kind in Saskatchewan, will give MIBS graduates a competitive edge in the mining industry. Mining classes focus specifically on Saskatchewan mining and resources.

Graduates can anticipate employment in marketing, communications, and logistics departments of small and large mining corporations as well as the numerous businesses operating within the mining supply chain.

****Strong math skills are an asset.***

MINING INDUSTRY BUSINESS SPECIALIST

Start Dates: March, September

Duration: 12 months / 48 weeks / 1248 course hours

Prerequisites: - Grade 12 with a minimum of 65 percent overall average
- GED 12 in the 53rd percentile
- Pre-enrollment Information Session

Document Preparation 112 (Simulation)
Keyboarding Speed (45 wpm to graduate)
Communications 211
Communications 212
Communications 214a
Mathematics 311
Financial Mathematics - 1 312
Financial Mathematics - 2 313
Personal Finance 314
Financial Accounting - 1 412
Career Strategies 513a
Applied Administrative Procedures 515a
Business Law 516
Marketing 518
Supervision 520
Records/Information Management 522
Entrepreneurship 525
Microeconomics 526
Macroeconomics 527
Computer Applications 611 (Windows 10)
Computer Applications 619 (PowerPoint 2016)
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 672 (Word 2016) - Level 1

Mining Industry Fundamentals 1201
Mining Industry Terminology 1206
Mining Industry Corporate Social Responsibility, Safety & Ethics 1211
Mining Industry Law, Regulations and Policies 1216
Mining Industry Contract Administration 1221
Mining Industry Marketing & Communications 1226
Mining Industry Transport and Logistics 1231
Mining Industry Networking and Career Development 1236

