MINING ADMINISTRATIVE ASSISTANT

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.

Start Dates: September, October

Duration: 10 months | 40 Weeks | 1040 course hours

Prerequisites: Grade 12 with minimum 60 percent overall average

GED 12 or ABE 12 | Mature Student Admissions

Classes

Document Preparation 113 (Simulation)

Keyboarding Speed (55 wpm to graduate)

Voice Transcription 121

Communications 211

Communications 212

Communications 213

Communications 214

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 2019) - Level 1

Computer Applications 621 (Excel 2019) - Level 2

Computer Applications 622 (Access 2019) - Level 1

Computer Applications 628 (Outlook 2019)

Computer Applications 642 (QuickBooks 2018) - Level 1

Computer Applications 650 (Business Project Integration)

Computer Applications 672 (Word 2019) - Level 1

Computer Applications 673 (Word 2019) - Level 2

Mining Industry Fundamentals 1201

Mining Industry Terminology 1206

Mining Industry Corporate Social Responsibility, Safety & Ethics 1211

Mining Industry Networking & Career Development 1236

See program advisor for information on flexible learning options

Ask about practicum options