

ADMINISTRATIVE MANAGEMENT (AMGT)

AMGT 145 - Records Management. 2 Credits.

Offered every term. Offered at Missola College. Introduction to alphabetic filing techniques and electronic database records management. Current technical developments utilizing automated records systems, biometric access control devices, electronic file organization, ergonomics, the Internet, image technology, and integrated security systems.

AMGT 192 - Independent Study. 1-9 Credits.

(R-9) Offered intermittently. Offered at Missola College. Course material appropriate to the needs and objectives of the individual student.

AMGT 198 - Internship. 1-6 Credits.

(R-6) Extended classroom experience which provides practical application of classroom learning during placements within the business community. The student must complete a learning agreement with a faculty member, relating the placement opportunity to his or her field of study. A maximum of 6 credits of Internship (198, 298, 398, 498) may count toward graduation.

AMGT 240 - Admin Support for the Office. 3 Credits.

Offered autumn. Offered at Missola College. Prereq., CAPP 154. Overview of the procedures and scope of the administrative assistant's role in today's automated office, including traditional and electronic communications, operation of multi-media equipment, and managing office technology.

AMGT 291 - Special Topics. 1-6 Credits.

(R-6) Offered intermittently. Offered at Missola College. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

AMGT 298 - Adm Mgmt Internship. 2 Credits.

Offered autumn and spring. Offered at Missola College. Prereq., last semester in program, minimum of 2C in program courses, and approval of program director. On the job training in positions related to each student's career goal in the administrative field. This experience increases students' skills, prepares them for initial employment and increases occupational awareness and professionalism. Students work a minimum of six hours each week at an approved site and attend weekly scheduled one-hour seminars. A maximum of 6 credits of Internship (198, 298, 398, 498) may count toward graduation.