

# ADMINISTRATIVE MANAGEMENT (AMGT)

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**AMGT 192 - Independent Study. 1-9 Credits.**

(R-9) Offered intermittently. Offered at Missoula 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 - Administrative Support for the Office. 3 Credits.**

Offered autumn. Offered at Missoula 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 Missoula College. Experimental offerings of visiting professors, experimental offerings of new courses, or one-time offerings of current topics.

**AMGT 298 - Administrative Management Internship. 2 Credits.**

Offered autumn and spring. Prereq., recommend last semester in program, minimum of "C" in program courses, and approval of program director. On the job training in positions related to 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 approximately six hours each week at an approved site and attend career readiness workshops. A maximum of 6 credits of Internship (198, 298, 398, 498) may count toward graduation. Offered for CR/NCR grading only.

**AMGT 299 - Integrated Office Capstone. 3 Credits.**

Offered spring semester. Offered at Missoula College. Prereq., AMGT 240, or consent of instructor. A culmination of all coursework in the administrative management core. This course requires completion of an integrated project where students prepare effective and attractively designed business communication documents, spreadsheet utilization, data analysis and presentations. This course serves to hone students' word-based skill in customer service, project management, resource utilization, fundamental business office procedures, communication, writing and critical thinking.