

# PROFESSIONAL STUDIES

The Professional Studies programs in administrative support, court reporting, and legal studies are designed to equip students with the knowledge, skills, and practical training needed to excel in various roles within the legal and administrative fields. Whether you aspire to become an efficient administrative professional, a skilled court reporter, or a member of law enforcement, our programs offer comprehensive education and hands-on experience to help you succeed.

## Programs

- Administrative Office Technology, Administrative Management - Certificate (<https://catalog.ccri.edu/programs-study/professional-studies/administrative-management-certificate/>)
- Administrative Office Technology, Administrative Support Specialist - Certificate (<https://catalog.ccri.edu/programs-study/professional-studies/administrative-support-specialist-certificate/>)
- Administrative Office Technology, Legal Administrative Assistant/Secretary - Associate in Science (<https://catalog.ccri.edu/programs-study/professional-studies/administrative-office-technology-legal-administrative-assistant-secretary-as/>)
- Administrative Office Technology, Medical Insurance Billing Specialist - Certificate (<https://catalog.ccri.edu/programs-study/professional-studies/administrative-office-technology-medical-insurance-billing-specialist-certificate/>)
- Court Reporting - Certificate (<https://catalog.ccri.edu/programs-study/professional-studies/court-reporting-certificate/>)
- Legal Studies, Law Enforcement - Associate in Science (<https://catalog.ccri.edu/programs-study/professional-studies/legal-studies-law-enforcement-as/>)
- Legal Studies, Paralegal Studies - Associate in Science (<https://catalog.ccri.edu/programs-study/professional-studies/legal-studies-paralegal-studies-as/>)
- Professional Studies, Executive Administrative Assistant - Associate in Science (<https://catalog.ccri.edu/programs-study/professional-studies/administrative-office-technology-administrative-assistant-secretary-as/>)
- Professional Studies, Medical Administrative Assistant - Associate in Science (<https://catalog.ccri.edu/programs-study/professional-studies/administrative-office-technology-medical-administrative-assistant-secretary-as/>)
- Travel, Tourism and Hospitality - Certificate (<https://catalog.ccri.edu/programs-study/professional-studies/travel-tourism-hospitality-certificate/>)

## Courses

## Administrative Assistant (ADAS)

### ADAS 2410 - Introduction to Parliamentary Procedures (3 Credits)

This course examines Parliamentary Procedures, based on Robert's Rules of Order. Knowledge of parliamentary procedures leads to more productive meetings and allows meeting minutes to be recorded adroitly and accurately. Key concepts include rules that govern meetings: quorums, general classification of motions required to bring business before the meeting participants, motions that are out of order, or motions that require a two-thirds vote. Students will learn meeting decorum, the procedures for the debate of issues, working in executive sessions, and creating reports that accurately reflect the business of the meeting

Lecture: 3 hours

### ADAS 2420 - Customer Service Skills (3 Credits)

This course will equip students with the knowledge and skills that will enable them to be a successful and proactive part of a customer service team. It is important that customer service representatives provide the highest quality customer care with every interaction. This course focuses on strategies for effective customer service, troubleshooting skills, call-handling procedures, call center metrics, incident management, communication skills, customer retention techniques, and call center processes. This course is a combination of theory and practice.

Lecture: 3 hours

### ADAS 2430 - Introduction to Events Management (3 Credits)

This course introduces the process of planning, designing, and implementing a wide range of events from a meeting with just a few attendees to major expositions with thousands of visitors. Strategic planning, risk management, the event program, and event planning are key components of the course. Students will learn the food and beverage aspects of events as well as site planning and event promotion.

Lecture: 3 hours, Lab: 0 hours, Other: 0 hours

### ADAS 2530 - Office Technology & Procedures II (3 Credits)

This capstone course enables students to integrate the skills previously learned in the program via a career-related office simulation. Students continue to learn Outlook as well as gaining knowledge of planning meetings and conferences. In addition, students research business data and learn about parliamentary procedures. Emphasis is placed on the development and exercise of decision-making ability and human relations skills.

Lecture: 3 hours

**Prerequisite(s):** OFTD 1140

**ADAS 2570 - Administrative Office Management  
(3 Credits)**

This course deals with the strategies and issues related to effective supervision of employees who work in an office environment. The relationship between office productivity and management activities such as planning, scheduling, organizing, implementing, evaluating and controlling is examined.

Lecture: 3 hours

**ADAS 2580 - Office Administration Cooperative Education I  
(3 Credits)**

This is a planned and supervised cooperative work experience that provides students with an opportunity to observe and participate in a work environment related to their academic interests. Students attend class on campus during weeks one through five then work approximately 13 hours a week in an approved Cooperative Work Experience Placement during weeks six through 15.

Lecture: 1 hour, Other: 13 hours

**Court Reporting (CRPT)****CRPT 1000 - Steno Machine Shorthand Theory  
(3 Credits)**

This is an introductory course in steno machine shorthand writing. Students will learn proper positioning at the steno machine and how to properly set up and break down their machines. Students will learn how to depress each key and will memorize the keys on the stenographic machine. They will learn to write letters, combine letters to form new letters and words, and combine several letters to form phrases heard daily (brief forms). This is taught by writing words as they are heard phonetically. They will learn how to write numbers and punctuation on the steno machine. Realtime writing is taught in this class. My Realtime Coach™ is utilized for coursework and homework assignments. Proficient readback and transcribing steno notes into English is required. Individual and group coaching is provided, as needed. Extensive practice hours outside of classroom is essential to being successful at learning the stenographic machine. Students will be tested online via My Realtime Coach™ and are required to achieve 40 words per minute by the end of this class.

Lecture: 3 hours

**CRPT 1010 - Legal Terminology  
(3 Credits)**

This course offers an introduction to legal terminology as it relates to the work of court reporters. Definitions, spelling, and pronunciation of legal terms, basic court procedures, and court rules and guidelines are key components of this course. Students will develop a working knowledge of the language commonly used in the legal profession during courtroom and other legal proceedings.

Lecture: 3 hours

**CRPT 1100 - Text Editing for Court Reporters  
(3 Credits)**

This course provides a comprehensive study of text editing skills practiced by Court Reporters. Emphasis is placed on grammar, punctuation, capitalization, sentence structure, proofreading, and editing.

Lecture: 3 hours

**CRPT 1110 - Court Reporting and Computer Aided Technologies I  
(3 Credits)**

In this course, students will learn the features and how to operate the Case CATalyst™ software. Students will be building and maintaining their personal dictionary. Students will learn to read and name their files and transcribe their notes. Students will be writing from 40-60 wpm on the stenograph machine and be required to pass two separate tests of Question & Answer testimony at 60 wpm. Proficient read back from their notes is required. My Realtime Coach™ is utilized for homework assignments in this class.

Lecture: 3 hours

**CRPT 1120 - Court Reporting and Computer Aided Technologies II  
(3 Credits)**

This course builds on the skills students gained in Court Reporting & Computer Aided Technologies I. Students will learn to backup and restore jobs using the Case CATalyst™ software. Students will practice writing at speeds from 100-120 wpm of Q&A testimony. In addition to two voice-dictation Q&A, multi-voice dictation is introduced. Proficient read back from notes are required. To successfully complete this course, 95 percent accuracy for five minutes of dictation of two tests of Q&A at 100 wpm is required to successfully complete this course. My Realtime Coach™ will be utilized for homework assignments.

Lecture: 3 hours

**CRPT 1130 - Court Reporting and Computer Aided Technologies III  
(3 Credits)**

This course continues to build on what was taught in the Court Reporting & Computer Aided Technologies I and II classes. Number conversions will be introduced within the Case CATalyst™ software. Students will be writing on the stenographic machine at a higher level with dictation speeds ranging from 100-140 wpm. Q&A advanced terminology dictation and doctor's testimony are also introduced. To successfully complete this course, 95 percent accuracy from five minutes of dictation of two tests of Q&A at 140 wpm is required to complete this course.

Lecture: 3 hours

**CRPT 1140 - Court Reporting and Computer Aided Technologies IV  
(3 Credits)**

In this course, students continue to focus on increasing their writing speed. Dictation is given at speeds of 140-180 wpm. In addition to Q&A dictation, Jury Charge and Literary dictation are introduced in this course. Students will learn how to modify layouts and manage jobs within the Case CATalyst™ software. To successfully complete this course, 95 percent accuracy from five minutes of dictation of Literary 140 wpm, Jury Charge at 160 wpm, and Q&A at 180 wpm is required to successfully complete this course.

Lecture: 3 hours

**CRPT 1150 - Court Reporting Procedures  
(3 Credits)**

This course will focus on freelance and official courtroom procedures. Instructions include the role of the court reporter in depositions and in the courtroom, marking and handling of exhibits, swearing in witnesses, and handling interruptions. Interaction with judges, attorneys, and courtroom staff will also be covered. Proper dress and professionalism will be emphasized.

Lecture: 3 hours

**CRPT 1160 - CART and Captioning for the Advanced Court Reporter  
(3 Credits)**

In this course, students are given Literary, Jury Charge, and Q&A dictation at speeds of 180-225 wpm. To be successful in this course, 95 percent accuracy from five minutes of dictation of Literary at 180 wpm, Jury Charge at 200 wpm, and Q&A at 225 wpm is required to complete this course. Students will be taught the role of the court reporter in the varied areas where Computer Access Realtime Translation (CART) and captioning are used and will have an opportunity to practice alongside a certified court reporter.

Lecture: 3 hours

**Law (LAWS)****LAWS 1000 - Introduction to Law Enforcement  
(3 Credits)**

This course examines the history and philosophy of the role of police in society. It surveys organizational structures and basic procedures of police work, police ethics and major problems confronting the law enforcement profession. Students examine international, federal, state and local law enforcement agencies, identifying the origin, jurisdiction, mission and functions of each.

Lecture: 3 hours

**LAWS 1010 - Criminal Law  
(3 Credits)**

This course is a study of crimes from early English common law to modern American criminal law including common law and statutory offenses. Criminal intent, criminal act and causation are thoroughly analyzed. General definitions of crimes, classifications of crimes, parties to crimes and common defenses such as insanity and self-defense are considered.

Lecture: 3 hours

**LAWS 1020 - Criminal Procedure  
(3 Credits)**

This course presents an overview of the criminal justice system, including an examination of the organization and jurisdiction of federal, state and local courts and law enforcement agencies. The arrest, arraignment, plea, preliminary hearing, bail, grand and petit jury proceedings, verdict, sentence and petitions for new trial are studied together with the jurisdiction of the courts on all levels.

Lecture: 3 hours

**LAWS 1030 - Criminalistics I  
(3 Credits)**

This course surveys basic crime scene investigation methods. Topics include first responder duties, evidence collection and processing, photography, impression evidence, blood analysis, trace evidence, arson investigation and casting methods for impression evidence. Students complete projects involving plaster casting and crime scene sketching. A mock crime scene investigation is conducted.

Lecture: 3 hours

**LAWS 1040 - Criminalistics II  
(3 Credits)**

This course is an advanced study of criminalistics. Topics include the investigation of specific crimes (sexual assault, homicide, burglary and auto theft); alcohol and drug detection; firearms investigations; advanced latent fingerprint techniques; and forensic entomology.

Lecture: 3 hours

**Prerequisite(s):** LAWS 1030

**LAWS 1080 - Introduction to Paralegal Studies  
(3 Credits)**

This course is designed to provide an overview of the functions of paralegals/legal assistants within the legal environment. It will also include material on the organization and structure of law firms, legal ethics, various types of legal practice and use of computers in the legal environment. Background material on federal and state constitutional law, statutory law and court decisions is provided as a foundation for other law courses required in the Paralegal Studies Program.

Lecture: 3 hours

**LAWS 2000 - Constitutional Law  
(3 Credits)**

This class presents a view of the role of the Supreme Court in its interpretation of the United States Constitution. Areas to be scrutinized include judicial review, federalism, civil liberties and the Bill of Rights (through the 14th Amendment) as it applies to the states. Case and text method.

Lecture: 3 hours

**LAWS 2010 - Law of Evidence  
(3 Credits)**

This course is a study of the body of rules governing the admissibility of evidence at trial. The nature of evidence; circumstantial and direct evidence; testimonial, documentary and real evidence; hearsay and the exceptions thereto; the presentation of evidence and the rules on relevancy; and lastly, competency, credibility and impeachment of witnesses are examined.

Lecture: 3 hours

**LAWS 2020 - Basic Civil Procedures for Paralegals  
(3 Credits)**

This course introduces the legal concepts and practical applications of civil litigation using the rules of civil procedure as applied in the federal and state court systems. The course will cover the court system; jurisdiction and venue; pleadings (complaints, answers, counterclaims and cross-claims); and discovery documents (interrogatories, depositions and requests for production). Note: If students wish to register but have not completed all prerequisites, please contact the instructor for permission.

Lecture: 3 hours

**Prerequisite(s):** LAWS 1020 and LAWS 1080

**LAWS 2030 - Criminal Law and the Constitution  
(3 Credits)**

This course presents a consideration and analysis of the most significant and recent Supreme Court decisions as they pertain to the rights of the accused in the areas of arrest, search and seizure, interrogation and right to assistance of counsel. Case and text method.

Lecture: 3 hours

**LAWS 2040 - Law and Society  
(3 Credits)**

This course studies adjudicated cases involving the leading social issues affecting society today and the impact such adjudications have had upon society. Stress is placed upon the relationship of law to social values and morals. The delicate balance between the interests of society and individual rights is scrutinized and the students' views as to the maintenance of the balance is evaluated in the light of the cases studied.

Lecture: 3 hours

**LAWS 2050 - Law of Contracts  
(3 Credits)**

This course studies the legal rules, concepts and terminology relating to voluntary agreements entered into for the provision of services or the sale of property. The areas included are agreement, consideration, contractual capacity, legality, genuineness of assent and legal form.

Lecture: 3 hours

**LAWS 2060 - The Law of Property, Estates and Trusts  
(3 Credits)**

This course studies the laws of real property, personal property and decedent's estates. Topics to be covered include definitions of real and personal property; the ownership and transfer of real estate (concurrent ownership, deeds, mortgages and leases); and the areas of gifts, wills, inheritance laws, probate and trusts.

Lecture: 3 hours

**LAWS 2070 - Law of Business Organization  
(3 Credits)**

This course covers the law of agency (principal-agent relationships and independent contractors), federal and state employment law and the law regarding legal forms of business (sole proprietorships, partnerships of various kinds, corporations and limited liability companies).

Lecture: 3 hours

**LAWS 2090 - Legal Research and Writing  
(4 Credits)**

This course for Paralegal Studies majors covers legal research using primary sources (statutes, court decisions, and regulations); case digests and finding aids; secondary legal sources (encyclopedias, treatises and annotations); and citators (Shepard's Citations and WestLaw's KeyCite). Emphasis is on legal research using computer-assisted legal research (CALR) tools. Students are expected to complete a full legal research project and write a legal memorandum. Note: Students must have earned 24 credit hours or receive the permission of instructor to register for this course.

Lecture: 4 hours

**Prerequisite(s):** LAWS 1080

**LAWS 2100 - Law of Torts****(3 Credits)**

Law of Torts involves the study of civil wrongs that result in personal injury, property damage or economic injuries. This course deals with areas of negligence, intentional torts and strict liability torts. It will also cover topics of professional malpractice, products liability and premises liability. Note: If students wish to register but have not completed all prerequisites, please contact the instructor for permission.

Lecture: 3 hours

**Prerequisite(s):** LAWS 1020 or LAWS 1080

**LAWS 2500 - Case Studies in Criminal Law****(3 Credits)**

This capstone course in the Law Enforcement program will integrate the material covered in prior classes in the areas of substantive criminal law, criminal procedural law, crime scene investigation, evidentiary law and constitutional law related to law enforcement. Students will work on and write reports on two case studies based upon comprehensive case files. These case files will include documents that would be involved in an actual criminal case such as bills of indictment, police reports, witness statements, forensic reports, search warrant affidavits and inventories, transcripts of court hearings involving the case and the substantive criminal laws that may apply to the facts of the case. Note: If students wish to register but have not completed all prerequisites, please contact the instructor for permission.

Lecture: 3 hours

**Prerequisite(s):** LAWS 1010 and LAWS 1020 and LAWS 1030 and LAWS 2010 and LAWS 2030

**Medical Office Administration (MEDL)****MEDL 2350 - Medical Terminology****(3 Credits)**

This course introduces medical, diagnostic, symptomatic and surgical terms. Literal definitions and spelling are stressed.

Lecture: 3 hours

**MEDL 2385 - International Classification of Diseases – Clinical Modification ICD-CM (1 Credit)**

This course familiarizes students with the latest volume of the World Health Organization - International Classification of Diseases and Clinical Modification medical diagnostic codes in the (ICD-CM) manual. This course includes an overview of the format of the ICD-CM manual and is combined with an understanding of diagnostic coding fundamentals, medical coding conventions, and guidelines. In addition, basic medical billing concepts and practices required in phlebotomy lab practices will be introduced. This course is for PHLE students only.

Lecture: 1 hour

**MEDL 2390 - Fundamentals of Medical Coding****(4 Credits)**

The Fundamentals of Medical Coding course is designed to introduce students to the concepts of medical diagnostic and procedural coding using the latest editions of WHO-ICD-CM, AMA CPT®, and CMS-HCPCS II medical coding manuals. The course will cover topics including the organization of each manual, how to locate and determine the respective medical codes, and how to review medical coding guidelines for accurate patient medical record documentation. HIPAA laws and regulations related to patient privacy will also be introduced.

Lecture: 4 hours

**Prerequisite(s):** MEDL 2350 (may be taken concurrently)

**MEDL 2410 - Fundamentals of Medical Insurance Billing and Electronic Medical Records****(4 Credits)**

In this course, students will learn the fundamentals of Medical Billing and Electronic Medical Records. The course introduces the essential aspects of medical billing used in provider-based medical practices. This includes a review of the CMS-1500 claim form. Students will participate, complete, and prepare for the NHA CBCS (Certified Billing and Coding Specialist) online program, and prepare to take the NHA CBCS exam. The basics of Electronic Medical Records are also covered along with the fundamental aspects of EMR operations and management. Students will participate, complete, and prepare for the NHA CEHRS (Certified Electronic Health Records Specialist) online program, and prepare to take the NHA CEHRS exam.

Lecture: 4 hours, Lab: 0 hours

**Prerequisite(s):** MEDL 2390 (may be taken concurrently)

**MEDL 2420 - Practical Applications in Professional Medical Coding****(4 Credits)**

This course advances the student's knowledge of the Current Procedural Terminology (CPT), International Classification of Diseases (ICD), and Healthcare Common Procedure Coding (HCPC) code sets and outlines the application of the fundamentals of coding and documentation in the physician's practice. This course prepares students for the American Academy of Professional Coders CPC Certification Examination.

Lecture: 4 hours

**Prerequisite(s):** MEDL 2390 (may be taken concurrently) and (MEDL 2400 (may be taken concurrently) or MEDL 2385 (may be taken concurrently))

**MEDL 2430 - Electronic Medical Records and Practice Management (3 Credits)**

This course prepares students for employment within health care facilities. Topics include fundamentals of electronic medical records (EMR) management, integration of patient and provider information, clinical documentation, and effective office communication via an EMR system. This course will also prepare students to take the National Health Care Association's Certified Electronic Health Records (CEHRS) Assessment to become CEHRS certified.

Lecture: 3 hours

**Prerequisite(s):** MEDL 2385 and MEDL 2390 (may be taken concurrently)

**MEDL 2910 - Medical Cooperative Work Experience (3 Credits)**

This is a planned and supervised cooperative work experience. Students are placed in a medical office during their last semester for the purpose of observing the operations and routines of that office. The opportunity to perform tasks required in a medical office is provided. Students attend class on campus during weeks one through five then work approximately 13 hours a week in an approved cooperative work experience placement during weeks six through 15.

Lecture: 1 hour, Other: 13 hours

**Prerequisite(s):** MEDL 2360 and MEDL 2380

**Administrative Office Technology (OFTD)****OFTD 1120 - Microcomputer Keyboarding (3 Credits)**

This course is designed for business use. It emphasizes proficiency in touch-typing keyboard mastery, proper typing techniques and the development of speed and accuracy. It also provides practice in applying these skills to document formatting such as centering and business letters. Individualized instruction units are given throughout the course. A minimum typing speed of 15 wpm is required to pass this course.

Lecture: 4 hours, Lab: 1 hour

**OFTD 1140 - Office Technology & Procedures I (3 Credits)**

This course is designed to provide students with a basic background in the rapidly expanding applications of office technology, including an introduction to telework telecommunications, Web research, online projects, PowerPoint presentations and Outlook. In addition, students develop their communication skills and learn about proper business attitudes with an emphasis on developing soft skills (people skills), critical thinking and problem-solving skills.

Lecture: 3 hours

**OFTD 1160 - Basic Keyboarding Mastery (2 Credits)**

This course is designed for the personal development of keyboarding skill. It is intended for the beginning student and those who have had a minimum of keyboarding instruction. The major objectives are to develop touch control of the keyboard and proper typing techniques, build basic speed and accuracy skills and provide practice in applying these beginning skills to basic document formatting.

Lecture: 2 hours, Lab: 1 hour

**OFTD 1250 - Office Accounting (3 Credits)**

This course develops the office worker's understanding of the basic procedures used in keeping a set of accounting records in a service business. Basic accounting principles are covered along with their implementation in an electronic office system.

Lecture: 3 hours

**Travel and Tourism (TRVL)****TRVL 1015 - Introduction to Travel, Tourism and Hospitality (3 Credits)**

This course is an introduction to the travel, tourism, and hospitality industry. It explores the structures, products and services of industry suppliers, such as transportation companies, attractions, hotels and other lodging providers, and of marketing organizations, such as travel agencies, tour packagers and destination-promotion organizations. The course provides students with an overview of this specific area of study with an emphasis on industry trends and future developments, terminology and an understanding on interrelationships of the three.

Lecture: 3 hours

**TRVL 1020 - Destination Geography (3 Credits)**

The major purpose of this course is to familiarize the student with basic travel geography as it relates to the travel and tourism industry. Major attractions of various countries at specific times, including cultural, industrial, historical and artistic displays are emphasized; and seasonal attractions such as festivals, camping and sports, etc., are also included.

Lecture: 3 hours

**TRVL 1025 - Principles of Food and Beverage Management (3 Credits)**

This course introduces students to the basic principles of food and beverage management. Students will learn concepts related to product purchasing, receiving, storing and issuing; and quality food production standards. Managing buffets, banquets and catered events and standardizing recipes are also addressed.

Lecture: 3 hours



**TRVL 1035 - Travel Sales and Tour Planning  
(3 Credits)**

This course covers the essentials of tour planning and selling travel products. Topics include tour operations, components of a tour, tour management positions, and characteristics of professional tour guides. Customer service and sales are also reviewed in respect to researching and recommending appropriate travel products such as tours and cruises.

Lecture: 3 hours

**TRVL 1045 - Lodging Management and Guest Service  
(3 Credits)**

This course is designed to provide students with a basic understanding of front office operations within the hospitality industry. Topics include hotel classification and organization, the front office guest cycle, security, housekeeping operations, and revenue management. Students will also take the Guest Service Gold program and the exam to earn their Guest Service Gold certificate through the American Hotel and Lodging Association. Students will also tour a local hotel.

Lecture: 3 hours

**TRVL 1100 - Hospitality and Travel Technology  
(3 Credits)**

This introductory course provides students with comprehensive knowledge of technological systems available in the hospitality and travel and tourism industry. Students gain a basic understanding in the use of property management systems, point of service systems, and global distribution systems (SABRE). Students will have the opportunity to practice programs using simulation software.

Lecture: 3 hours

**TRVL 1125 - Introduction to Sport Management  
(3 Credits)**

This course is an introduction to the management of youth, high school, college, recreational, international, and professional sports. Key areas of study include the history of sport; financial, economic, legal, and ethical aspects of sports; facilities management and related support industries; sport agency; sport sponsorship; the sporting goods and licensed products industries; event management; recreation management; and more.

Lecture: 3 hours

**TRVL 1145 - Introduction to Casino Management  
(3 Credits)**

This course analyzes the operations of casinos, and examines the many internal and environmental cultures that surround and make up the casino. Students will study the structures of the casino organizations into departments and their function. Attention will be placed on the casino resort and the organization and function of the casino hotel, food and beverage department, meetings and conventions, and entertainment divisions. Students will also visit a local casino.

Lecture: 3 hours

**TRVL 2030 - Conference and Convention Planning  
(3 Credits)**

This course develops an understanding of the skills required to plan and conduct successful meetings and conventions. Topics covered include setting up timetables, selecting meeting sites, negotiating, menu planning and budgeting.

Lecture: 3 hours

**TRVL 2580 - Travel, Tourism and Hospitality Workplace Experience  
(3 Credits)**

This is a planned and supervised cooperative work experience that provides students with an opportunity to observe and participate in a work environment related to their academic interests. Students attend class on campus during weeks one through five then work approximately 13 hours a week in an approved Cooperative Work Experience Placement during weeks six through 15.

Lecture: 3 hours