

# MyCAA Education & Training Plan (ETP)

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**Louisiana State University Shreveport**  
**Division of Continuing Education and Public Service**  
**One University Place | Shreveport, LA 71115-2399**  
**<https://www.ce.lsus.edu/>**

## Student Information:

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Student Name:	<u>Enter student name</u>
School Issued Student ID:	<u>N/A</u>
Program Name:	<u>Civil Litigation Specialist Certificate Program with Externship</u>
Program Type:	<u>Certificate</u>
Program Duration:	<u>6 Months</u>
Scheduled Start Date:	<u>Enter program start date</u>
Estimated Completion Date:	<u>Enter program end date</u>
Course Delivery Format	<u>Online</u>

## Program Overview:

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Because they affect every aspect of civil litigation, an understanding of these rules and processes is essential to the everyday work of any legal professional. For those students looking toward law school or who are interested in the paralegal profession, this program offers an incredibly useful and realistic look into the actual work that lawyers and legal professionals do every day. This program explores the process and procedures associated with a civil case. It includes the initial client interview and fact gathering, preparations of pleadings, trial preparation, post-trial procedure, ethical considerations for handling a civil law case, and the application of technology in the preparation and trial of a law suit. Although reference is made to state laws, the course concentrates on the Federal Rules of Civil Procedure.

## Certification/Licensure Eligibility upon Program Completion:

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Students should have or be pursuing a high school diploma or GED.

- There are no state approval and/or state requirements associated with this program.
- There is a National Certification exam available to students who successfully complete this program:

☐ Microsoft Office Specialist (MOS) Certification Exam.

## Tuition Cost:

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\$3,799

Course Breakdown:

Course/Program Code	Course/Program Title	Course Credits (if applicable)
LSUS-L-CIV	Civil Litigation Specialist Certificate Program with Externship	375 Contact Hours/ 37.5 CEU's

School Official Certification:

By my signature below, I certify the above information is true, accurate, complete, and being submitted on behalf of the institution named in this document.

Signature/Title of Authorized School Official

Date

School Official Printed First and Last Name

School Official E-mail and Phone Number