

MyCAA Education & Training Plan (ETP)

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:

Student Name:	<u>Enter student name</u>
School Issued Student ID:	<u>N/A</u>
Program Name:	<u>Law Office Technology 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:

This program offers an in-depth view of the role of legal assistants play within the American legal system, specifically with respect to technology in the law office. Examining the myriad of skills legal assistants use everyday alongside the typical legal working environment, students will explore technology that helps to advance the goals of large law firms and individual attorneys. This program provides an introduction to computer hardware and software fundamentals necessary to the successful operation of a law office, including an overview of traditional legal software, specialty law office and case management software, and litigation support software. From electronic research to eDiscovery and electronic database discovery (EDD), official eFiling and case management software, students will explore all of the different technological advances that have become standard in the legal industry.

Certification/Licensure Eligibility upon Program Completion:

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:

\$3,799

Course Breakdown:

Course/Program Code	Course/Program Title	Course Credits (if applicable)
LSUS-L-TECH	Law Office Technology 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