

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>Writing Professional 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:

The Writing Professional program develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications. Students will have the opportunity to really break down the writing process and see how it is useful in constructing and finally writing their own work. Students will discover various styles and sentence structures that can alter the meaning and impact of their writing and ensure they have the tools necessary to convey the meaning they intend, communicate their thoughts effectively and clearly and ensure their writing is presented professionally in terms of grammar, spelling and other issues that can otherwise inhibit successful writing. Students will learn the various techniques appropriate to different writing purposes as well as the different tones and styles applicable to particular contexts (professional, academic, clinical, etc.)

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-A-WRIT	Writing Professional 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