

Legal Support and Administration



Learn the legal concepts and skills required for operational effectiveness in a legal office environment.

Designed to meet the needs of Cayman-based firms, UCCI's Legal Support and Administration certificate program is particularly suitable for persons working in an administrative or secretarial capacity in the legal or a related sector, those wishing to secure employment within this field, and those wishing to increase their knowledge of legal and administrative procedures.

This certificate programme is offered two evenings each week spanning Fall and Spring semesters and two evenings per week during the short Summer session. Students are given a maximum of two years to complete the courses required for graduation.

ADMISSION REQUIREMENTS:

Applicants are normally expected to have at least three external examination passes and at least two years' experience working within the legal environment, or 2 to 3 years of employment in a secretarial or administrative position, or 3 CXC (General Level) subjects at Grades I – III or equivalent. All applicants must be able to type at a minimum speed of 25 wpm as a speed of 50 wpm is required for certification.

All prospective students are required to take the UCCI English placement exam and a typing speed test.

COSTS:

The cost of each course is \$330 (a total of \$1650), plus books and administration fees.

Programme Requirements

LSA 091 - Cayman Business Law

This class presents a localised approach with the emphasis being on local law in relation to trusts, contract and company law. Participants will become familiar with the legal terminology encountered in the business world. (Offered only during the summer semester.)

LSA 095 & 096 Computer Skills for Legal Professionals

In this two-semester course, students will become familiar with the terminology, layout and presentation of legal documentation and correspondence.

LSA 098 & 099 Working in the Legal Environment

This two-semester course offers an induction into a hypothetical law firm. Staff functions in the wider legal profession – barristers, solicitors and legal executives – are introduced and the role of legal support and administration staff is defined.

TWO admission periods in 2018:

**Admission Period 1 Ends May 4th
and Classes Begin May 7th**

**Admission Period 2 Ends August 24th
and Classes Begin August 27th**

Contact Ms. **Luanne Dunkley**,
for further information.

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