

## WHY THE UNIVERSITY COLLEGE OF THE CAYMAN ISLANDS?

**There are many advantages of attending the University College:**

Students benefit from small class sizes

Much more affordable than overseas institutions, with the total costs including membership to ILEX

Careers advice available

Flexible timetabling to suit even the busiest professional's workload

Studies are geared specifically towards the legal industry and related professions.

Professional and friendly staff

Serves as an excellent method of studying whilst working

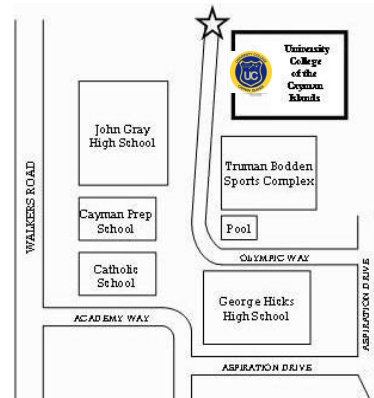


## INFORMATION

Additional information on this program can be obtained from the Head of the Professional and Vocational Department or Heather-Ann Cahill at the University College at [hcahill@ucci.edu.ky](mailto:hcahill@ucci.edu.ky)

### University College of the Cayman Islands

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# UCCI



***ILEX LEVEL 2  
Certificate for  
Legal  
Secretaries***

*The UCCI Legal Secretarial Course is jointly accredited by the University College of the Cayman Islands and the Institute of Legal Executives*



***Lifelong Learning***

**[www.ucci.edu.ky](http://www.ucci.edu.ky)**

## Admission Requirements

Ideally three external examination passes with two years experience working in the legal environment **or** four years of employment in a secretarial position, **or** three CXC's (General Level) passes, grade 1-111 or equivalent, including English.

All applicants should possess competent IT skills with a minimum typing speed of 25 wpm.

## Course Outline

The programme is held from September to June. Students may enroll in all of the courses in the same academic year or complete them over 2 years.

**LSC091 Cayman Business Law**

**LSC095 Legal Word Processing**

**LSC098 Working in the Legal Environment**



## Course Elements

### **LSC091 Cayman Business Law** (Summer Semester)

Designed for persons who wish to increase their knowledge and understanding of Business Law. The course presents a localized approach with emphasis on local law in relation to contract and company law. Students will become familiar with legal terminology encountered in the business world.

### **LSC095 Legal Word Processing I** (Fall Semester) **and II** (Spring Semester)

Students learn audio typing and fundamental word processing skills, emphasis is on the presentation of legal documents.

### **LSC098 Working in the Legal Environment I** (Fall Semester) **and II** (Spring Semester)

This is intended to allow the development of knowledge and skills to understand and operate in different organizational structures and provide an awareness of how relevant legislation regulations and procedures apply to the legal and business environments. Other salient features include working relationships, effective communication skills and internal and external customer service.

**Quality Control:** Candidates' work is subject to external verification

#### **Fees:**

**\$240.00** ILEX course registration

**CI 660.00 each** for LSC 095 and LSC 098

**CI \$165.00** LSC 091

**CI\$150.00** Books

## Attendance Mode

All the courses are offered on a part-time basis.

LSC 091 is offered on Mondays 5.30-7.30pm in the Summer semester for seven weeks .

LSC 095 is offered on Wednesdays 6.00-8.00pm and LSC 098 on Mondays 5.30-7.30pm during Fall and Spring semesters .



## Why Level 2 Certificate for Legal Secretaries?

This course introduces students to legal concepts and skills that are required in an office environment.

This programme is ideal for persons working in the legal field or those wishing to secure employment in this field.

Studies can be completed on a full time or part time basis. Ideal for the busy secretary.

The University College of the Cayman Islands has been offering further education opportunities to the community since 1976.

