

PONTIS COMMUNITY SERVICES



PCS eLearn

LEGAL BOOKKEEPING

Our legal bookkeeping course is designed to equip individuals with the specialized knowledge and skills needed to manage the financial records of law firms and legal practices. It goes beyond general bookkeeping principles to address the unique requirements and regulations governing legal finances.

COURSE SCHEDULE

Course Schedule – This is a template for administration purposes, the course scheduler can change according to time of admission, availability of courses, and number of hours taken by the student.

LAW(B) 101 - Fundamentals of Bookkeeping (3 Weeks)

LAW(B) 105 - Legal-Specific Accounting (3 Weeks)

LAW(B) 110 - Trust Accounting (3 Weeks)

LAW(B) 120 - Time Billing and Expense Tracking (2 Weeks)

LAW(B) 125 - Legal Software and Tools (1 Week)

LAW(B) 130 - Compliance and Ethics (1 Week)

LAW(B) 135 - Financial Reporting and Analysis (1 Week)

TOTAL FOR COURSE COMPLETION - 14 WEEKS