



# ST. VINCENT & THE GRENADINES COMMUNITY COLLEGE

## SHORT COURSE

### Law Office Management

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#### Course at a Glance

**Admissions Term:** Semester I 2024/2025

**Start Date:** 14<sup>th</sup> October, 2024

**Modality:** Online

**Days:** Tuesdays and Thursdays

**Time:** 6:00 p.m. to 8:30 p.m.

**Duration:** 10 weeks

**Cost:** EC\$500.00

**Certificate to be Awarded:** Certificate of Completion

**Course Overview:** This course introduces participants to the general management principles of a Law firm/office inclusive of the basic hierarchy structure of Law firms of various sizes, inherent management systems, basic accounting, legal ethics and professional responsibility of both Lawyers and Paralegals.

Who should take this course?

- Anyone working in, or aspiring to work in a law office or a legal department.