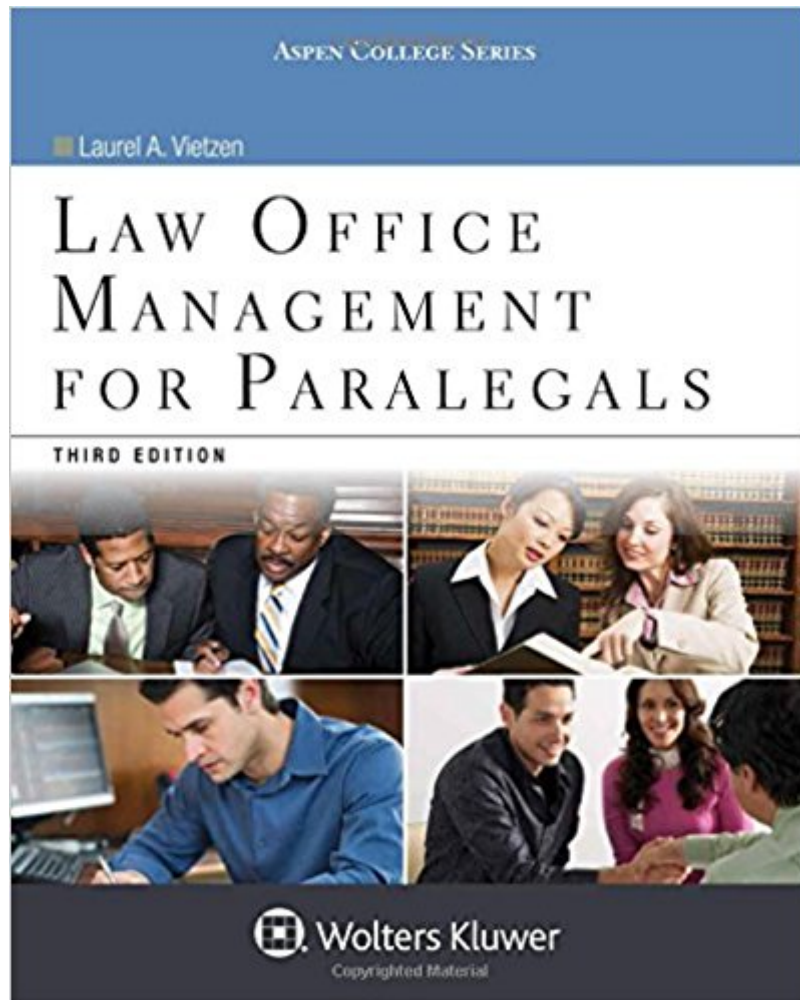




Ebook Directory
the best source of ebook

The book was found

Law Office Management For Paralegals (Aspen College Series)



Synopsis

This is a comprehensive introduction to law office management, written specifically for paralegal students taking a stand-alone office management course. Unique among textbooks of its kind, it provides thorough coverage of all aspects of law office management and organization, including ethics and soft skills such as communications and critical thinking that are key to successful office management. Assignments are drawn from real-world law office management situations and supported by innovative visual aids and learning tools, such as Clio, Tabs, and PracticeMaster, which gives students hands-on practice with timekeeping systems. Features: Supported by visual aids and innovative learning devices, this book offers complete coverage of principles of management; employment and compensation; personnel structure of different types of law offices; billing and accounting methods; administrative systems; technology; and the tasks, responsibilities, and roles of lawyers and paralegals. Every chapter includes an ethics assignment. A new chapter walks students through exercises using Clio, Tabs III, and PracticeMaster software (available online to users of this text) for time-keeping, conflicts checks, entering contacts, entering dates in the docket system, trust accounting, generating a form letter, and other client-file tasks. The chapter also directs students through creation of a pdf portfolio, redacting documents, and creating bookmarks. New career profiles emphasize the importance of involvement in professional organizations, advancement in the legal field without obtaining a law degree, and that the legal profession is populated by men and women of all ages and backgrounds.

Book Information

Series: Aspen College Series

Paperback: 384 pages

Publisher: Wolters Kluwer Law & Business; 3 edition (August 15, 2015)

Language: English

ISBN-10: 1454859385

ISBN-13: 978-1454859383

Product Dimensions: 8 x 0.9 x 10 inches

Shipping Weight: 12.6 ounces (View shipping rates and policies)

Average Customer Review: Be the first to review this item

Best Sellers Rank: #605,028 in Books (See Top 100 in Books) #221 in Books > Law > Law

Practice > Paralegals & Paralegalism #1130 in Books > Law > Legal Education #4803

in Books > Textbooks > Law

[Download to continue reading...](#)

Law Office Management for Paralegals (Aspen College Series) Law Office Management for Paralegals, Second Edition (Aspen College) Introduction to Law for Paralegals, Third Edition (Introduction to Law Series) (Aspen College Series) Bundle: Illustrated Microsoft Office 365 & Office 2016: Fundamentals, Loose-leaf Version + MindTap Computing, 1 term (6 months) Printed Access Card ... Office 365 & Office 2016: Introductor Basic Bankruptcy Law for Paralegals, Ninth Edition (Aspen College Series) Basic Bankruptcy Law for Paralegals (Aspen College Series) Contemporary Law Office Management, Second Edition (Aspen College) Basic Bankruptcy Law for Paralegals (Abridged), 2nd Edition (Aspen College) Basic Bankruptcy Law for Paralegals 8th Edition W/ CD (Aspen College) Tort Law for Paralegals, Fourth Edition (Aspen College) Personal Injury & the Law of Torts for Paralegals, Third Edition (Aspen College) Family Law for Paralegals, Sixth Edition (Aspen College) Elder Law for Paralegals (Aspen College) Introduction To Law for Paralegals: A Critical Thinking Approach (Aspen College) Introduction to Law for Paralegals: Critical Thinking Approach, 5th Edition (Aspen College) Personal Injury and the Law of Torts for Paralegals, Second Edition (Aspen College) Legal Research & Writing for Paralegals, 6th Edition (Aspen College Series) Fundamentals of Litigation for Paralegals, Seventh Edition with CD (Aspen College Series) McGraw-Hill's Law Office Management for Paralegals Basic Wills Trusts & Estates for Paralegals, 5th Edition (Aspen College)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)