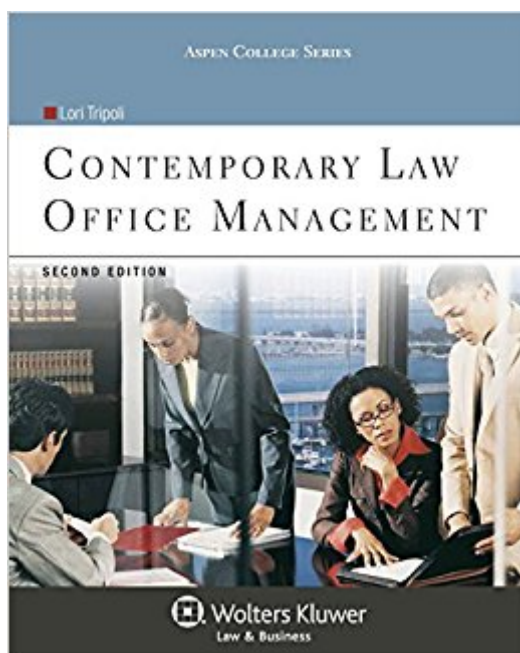


The book was found

Contemporary Law Office Management, Second Edition (Aspen College)



Synopsis

Practical and engaging introduction to Law Office Management for paralegals. Features:
Comprehensive overview of the basics of law office management in today's legal environment.
Features real-world examples of law office management issues faced in the law office today.
Includes helpful vocabulary, constructive discussion starters, and useful case excerpts underscoring core concepts. All of these help instructor's engage students with the material. Discussion questions and case studies are provided at the end of each chapter to reinforce the material. Each chapter includes review checklists and additional resources to help students master the concepts. Students are taught the ethical requirements of the legal business but are also challenged to understand their real-world underpinnings. New to the Second Edition: Updated to reflect changes in the legal profession as clients demand economically viable solutions and technology increasingly allows lawyers to provide them Coverage of The Patient Protection and Affordable Care Act in Chapter 5. Coverage of sustainability in facility management in Chapter 6 More focus on developing demonstrable skills useful in law office management, in the legal field, and beyond Greater emphasis on client relationship management and legal project management by all members of the legal team Career preparation tips in every chapter Chapter outcomes added to the beginning of every chapter Coverage of texts and instant messaging in Chapter 7 New section on Marketing the Law Firm in Chapter 8 Enhanced discussion of social media and its usefulness in law firm marketing

Book Information

Series: Aspen College

Paperback: 384 pages

Publisher: Wolters Kluwer Law & Business; 2 edition (December 11, 2013)

Language: English

ISBN-10: 1454838809

ISBN-13: 978-1454838807

Product Dimensions: 8 x 0.9 x 10 inches

Shipping Weight: 1.6 pounds (View shipping rates and policies)

Average Customer Review: Be the first to review this item

Best Sellers Rank: #1,010,675 in Books (See Top 100 in Books) #94 in [Books > Law > Law](#)

[Practice > Law Office Education](#) #2058 in [Books > Law > Legal Education](#) #9829

in [Books > Textbooks > Law](#)

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

Contemporary Law Office Management, Second Edition (Aspen College) Law Office Management for Paralegals, Second Edition (Aspen College) Technology in the Law Office, Second Edition (Technology in the Law Office, Second Edition) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Law Office Management for Paralegals (Aspen College Series) Law Office on a Laptop, Second Edition: How to Set Up Your Own Successful Mobile Law Office Contemporary Employment Law, Second Edition (Aspen College) 2nd edition by C. Kevin Fields, Henry R. Cheeseman (2013) Hardcover Contemporary Employment Law, Second Edition (Aspen College) How to Start a Family Office: Blueprints for setting up your single family office (Family Office Club Book Series 3) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Law, Liability, and Ethics for Medical Office Professionals (Law, Liability, and Ethics Fior Medical Office Professionals) The Kids' College Almanac: A First Look at College (Kids' College Almanac: First Look at College) Contemporary Employment Law (Aspen College) Introduction to Law for Paralegals, Third Edition (Introduction to Law Series) (Aspen College Series) Principles of Law and Economics, Second Edition (Aspen College) Personal Injury and the Law of Torts for Paralegals, Second Edition (Aspen College) Concise Guide To Paralegal Ethics, (with Aspen Video Series: Lessons in Ethics), Fourth Edition (Aspen College) Fundamentals of Litigation for Paralegals (Aspen Paralegal) (Aspen College) Marketing the Law Firm: Business Development Techniques (Law Office Management Series)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)