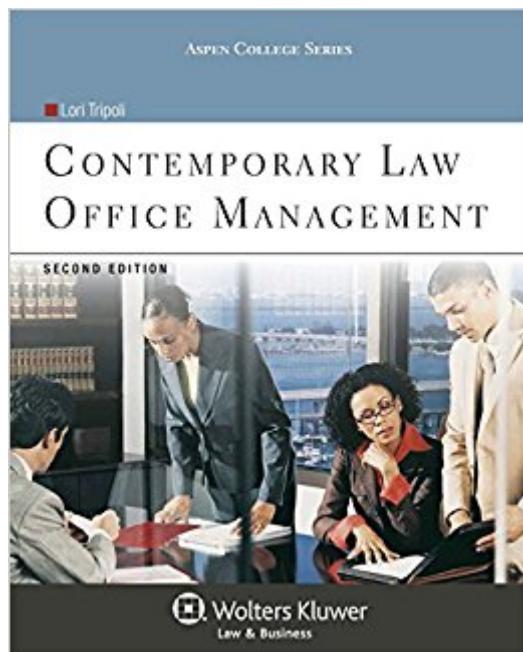**The book was found**

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)

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