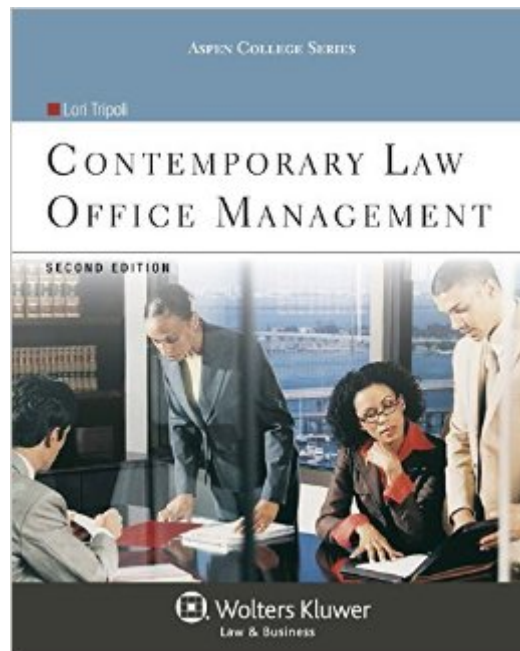


The book was found

# 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: #713,904 in Books (See Top 100 in Books) #62 in Books > Law > Law

Practice > Law Office Education #1321 in Books > Law > Legal Education #5804 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) 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 Technology in the Law Office, Second Edition (Technology in the Law Office, Second Edition) Law Office Management for Paralegals (Aspen College Series) Contemporary Employment Law, Second Edition (Aspen College) Sports Law and Regulation: College Edition (Aspen College) Your Office: Microsoft Access 2013, Comprehensive (Your Office for Office 2013) Legal Research and Law Library Management (Law Office Management Series) Concise Guide To Paralegal Ethics, (with Aspen Video Series: Lessons in Ethics), Fourth Edition (Aspen College Series) Personal Injury and the Law of Torts for Paralegals, Second Edition (Aspen College) Introduction to Law for Paralegals, Third Edition (Introduction to Law Series) (Aspen College Series) Go To College For Free: College Planning ABC's Guide To Finding Scholarships, Financial Aid and Free Tuition Awards For College Sports Law & Regulation: Cases Materials & Problems, Third Edition (Aspen Casebook) (Aspen Casebooks) ABC's of Debt: A Case Study Approach to Debtor/Creditor Relations and Bankruptcy Law, Third Edition with CD (Aspen College) Basic Bankruptcy Law for Paralegals, Ninth Edition (Aspen College Series) 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)

[Dmca](#)