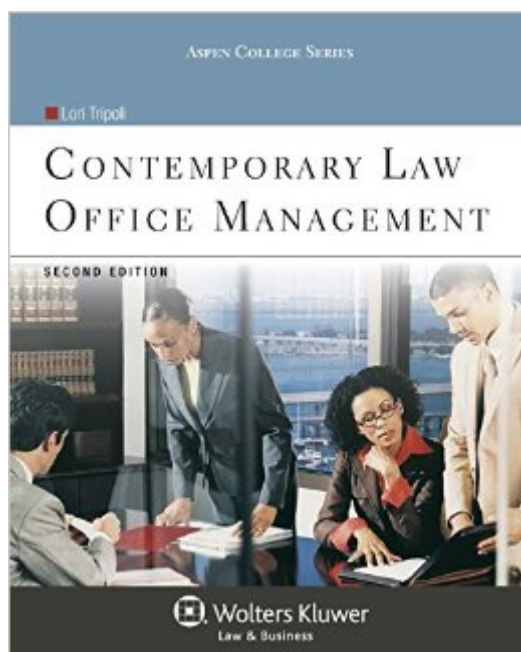


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Contemporary Law Office Management, Second Edition (Aspen College)



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

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