

Certified Paralegal Exam Fundamentals Second Edition

Certified Paralegal Exam Fundamentals The Paralegal's Companion *Essentials of Paralegalism* *Introduction to Paralegal Studies* *West's Paralegal Today* *Introduction to Paralegalism* *Study Guide to Accompany West's Paralegal Today* *NALA Manual for Paralegals and Legal Assistants* *Essentials of Practical Real Estate Law* *Subject Guide to Books in Print* *Bowker's Law Books and Serials in Print* *Vocational and Technical Resources for Community College Libraries* *America's Top Jobs for People Without a Four-year Degree* *The National Guide to Educational Credit for Training Programs 2002* *America's Top White-collar Jobs* *The Michigan Bar Journal* *Forthcoming Books* *Directory of Private Vocational Schools* *Mont Alto Campus Press Clippings* *PC Magazine* *National Association of Legal Assistants* *William P. Statsky Linda L Edwards Roger LeRoy Miller William P. Statsky Roger LeRoy Miller National Association of Legal Assistants* *Daniel F. Hinkel Mary Ann Laun J. Michael Farr (Ace)* *American Council on Education* *J. Michael Farr Rose Arny*

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essentials of paralegalism is an introduction to this emerging legal field it covers primary employment and regulatory issues including job search strategies the material teaches the basic skills paralegals will need when working in the field including interviewing investigation and analysis at an introductory level the more on the net feature provides addresses for sites that relate to the theme for each chapter and analysis problems throughout promote analytical thinking skills needed on the job concrete examples from paralegal professionals experience in the work setting give readers an insider's view of this profession

i ntroduction to paralegal studies utilizes a storytelling approach that provides a context in which students can assimilate and organize new concepts the student is taken from the introduction to the client to the final collection of the judgment in the chronology that would normally occur in litigation the text explores practical considerations such as docketing timelines office politics setting up and organizing files timekeeping and asset assessment strategic decisions are also explored as they arise naturally in the discovery process motion practice trial and judgment collection the text contains a number of entertaining forums in which to practice legal terminology and integrate legal concepts such as a trip to the movies which provides questions related to popular law related movies

the definitive briefer text for new paralegal students west's paralegal today the essentials provides the balanced coverage today's instructors desire without the coverage of substantive law the theoretical foundation is balanced with practical career information skill building activities and the very latest in legal technology all this is presented in full color with the carefully researched pedagogy shown to help the learning process for all kinds of students a full range of paralegal topics is covered new to this edition is the expansion of ethics and paralegal regulation computer aided legal research and fully updated career information and trends in the paralegal profession up to the minute end of chapter exercises and activities have been streamlined and made more accessible to both instructor and student key words civil and criminal law

a comprehensive introduction to the field with a real world practical emphasis which also makes it a valuable on the job reference this is the market leader and has been updated and enhanced to include a new full color insert outlining key steps to success as a paralegal the text is packed with real life insights and information on working as a paralegal each chapter contains the following helpful features chapter outline assignments examples

checklists chapter summary and key terms revisions include a new internet appendix updated ethical codes and expanded supplement package this text can be customized to fit the instructor s needs

the nala manual for paralegals and legal assistants a general skills litigation guide for today s professionals fourth edition previously titled the nala manual for legal assistants is designed to serve as a quick reference guide for working legal assistants to be used by schools as a textbook for intro courses and reference material and to assist legal assistants preparing to take the certified legal assistant examination it is a collection of proven techniques and procedures used by paralegals nationwide the techniques described are examples of successful solutions to actual assignments accomplished by working legal assistants they may be used as starting points from which changes adaptations and modifications may be made by legal assistants in similar situations

essentials of practical real estate law 2e contains the essential topics necessary to teach legal assistants real estate law the text covers real property law law concerning concurrent or joint estates condos and coops easements and other title issues real estate contracts deeds real estate finance title exams and insurance it also contains a thorough discussion of the procedures for a real estate closing each chapter has a list of key terms and glossary with a self study exam to reinforce learning

contains the most up to date information on growth earnings and trends in major industries providing more than 100 thorough job descriptions special sections discuss career planning and job search techniques also includes an appendix with jobs grouped by education and training required

for over 25 years this guide has been the trusted source of information on over 6 000 educational programs offered by business labor unions schools training suppliers professional and voluntary associations and government agencies these programs provide educational credit to students for learning acquired in noncollegiate settings each entry in the comprehensive national guide provides bl course title as assigned by the participating organization bl location of all sites where the course is offered blduration in contact hours and days or weeks bl the period during which the credit recommendation applies bl the purpose for which the course was designed bl the abilities or competencies acquired by the student upon successful completion of the course bl the teaching methods materials equipment and major subject areas covered bl college credit recommendations offered in four categories by level of degrees and expressed in semester hours and subject area s in which credit is applicable the introductory section includes the registry of credit recommendations an ace college credit recommendation service transcript system

white collar fields offer many opportunities for people at all levels of education and training some jobs in these large rapidly growing areas require advanced education or substantial experience but many others do not for example many sales jobs have unlimited earnings yet do not need lengthy training for entry these and many other occupations 110 in all are described in this book

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