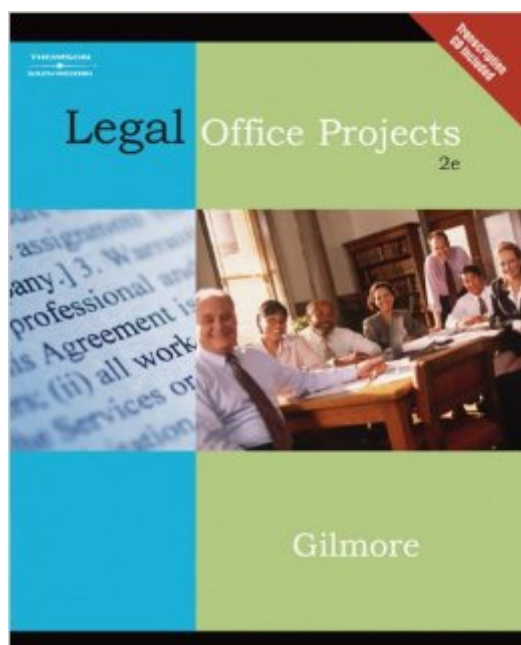


The book was found

Legal Office Projects (with CD-ROM) (Legal Office Procedures)



Synopsis

LEGAL OFFICE PROJECTS is designed to utilize a project-based approach to completing legal office activities that involve legal document preparation, layout, formatting, Internet research, and transcribing. The setting for the projects is a law firm where the student serves as a floating legal assistant for a number of diverse individuals practicing various types of law. The projects allow a hands-on approach to legal document preparation.

Book Information

Series: Legal Office Procedures

Paperback: 128 pages

Publisher: Cengage Learning; 2 edition (March 15, 2006)

Language: English

ISBN-10: 0538729333

ISBN-13: 978-0538729338

Product Dimensions: 8.5 x 0.3 x 10.9 inches

Shipping Weight: 12 ounces (View shipping rates and policies)

Average Customer Review: 5.0 out of 5 starsÂ Â See all reviewsÂ (5 customer reviews)

Best Sellers Rank: #1,294,949 in Books (See Top 100 in Books) #3 inÂ Books > Law > Law

Practice > Law Office Technology #117 inÂ Books > Law > Law Practice > Law Office Education

#207 inÂ Books > Business & Money > Skills > Secretarial Aids & Training

Customer Reviews

This book was very good for my legal secretary class. I learned a lot about the forms in the court room, how to fill the court forms out, when to file them and when to answer. This book showed me how be strict but firm, be smart not cocky. I love this book! I would of love the book more if I had the CD-Rom. the CD-Rom did not come with it.

I am an instructor and use this material for teaching an online course through an Administrative Office Systems through the local community college. I also have worked for the legal field for many years and was asked to specifically find a text and develop a course to be taught strictly online. This has been used as a capstone course for those completing an AOS degree with a legal certificate. I act as their administrative office manager in approving anything that goes before the "attorneys of the office" for approval. They are showcasing any and all knowledge of what they have learned. What I like best, is observing how they use the Office Procedures Manual as a company

instructional tool and reference as in real life. I've seen some surprising results. Most students have commented that it really gave them a more realistic view of what this type of job could encompass.

i took legal office and this book was required for the course but it helped me out so much i was the first person to graduate in the legal class and at the top of the class

I asked a lawyer and they were impressed with the book, said it was true to what they might give their legal secretary to complete. I just started the book and find very interesting to do. The transcription projects are not with all English accents (lawyers) which gives a more realistic job duty, not everyone speaks perfectly.

Excellent learning tool for both the beginner and those with some experience. Excellent quality.

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

Legal Office Projects (with CD-ROM) (Legal Office Procedures) GAAP Handbook of Policies and Procedures (w/CD-ROM) (2014) (GAAP Handbook of Policies & Procedures) The Administrative Professional: Technology & Procedures (Advanced Office Systems & Procedures) The Office: Procedures and Technology (Business Procedures) Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Essential Clinical Procedures: Expert Consult - Online and Print, 3e (Dehn, Essential Clinical Procedures) Fundamentals of Special Radiographic Procedures, 5e (Snopek, Fundamentals of Special Radiographic Procedures) The Administrative Professional: Technology & Procedures (with CD-ROM) DIY Wood Pallet Projects: 33 Amazingly Creative Upcycling Projects & Ideas for Decorating, Refreshing and Personalizing Your Space! (DIY Household Hacks, DIY Projects, Woodworking) DIY Wood Pallet Projects: 23 Creative Wood Pallet Projects That Are Easy To Make And Sell! (DIY Household Hacks, DIY Projects, Woodworking) Legal Handbook for Photographers: The Rights and Liabilities of Making Images (Legal Handbook for Photographers: The Rights & Liabilities of) Islamic Legal Orthodoxy: Twelver Shiite Responses to the Sunni Legal System Your Legal Rights Online (Legal Literacy: Know the System, Know Your Rights) Casenotes Legal Briefs: Contracts Keyed to Calamari, Perillo, Bender & Brown, 6th Edition (Casenote Legal Briefs) Ethical and Legal Issues for Imaging Professionals, 2e (Towsley-Cook, Ethical and Legal Issues for Imaging Professionals) Bundle: Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Your Office: Getting Started with Project Management (Your Office for Office 2013) Your Office: Microsoft Excel 2016 Comprehensive (Your

Office for Office 2016 Series) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) How to Start a Family Office: Blueprints for setting up your single family office (Family Office Club Book Series 3)

[Dmca](#)