

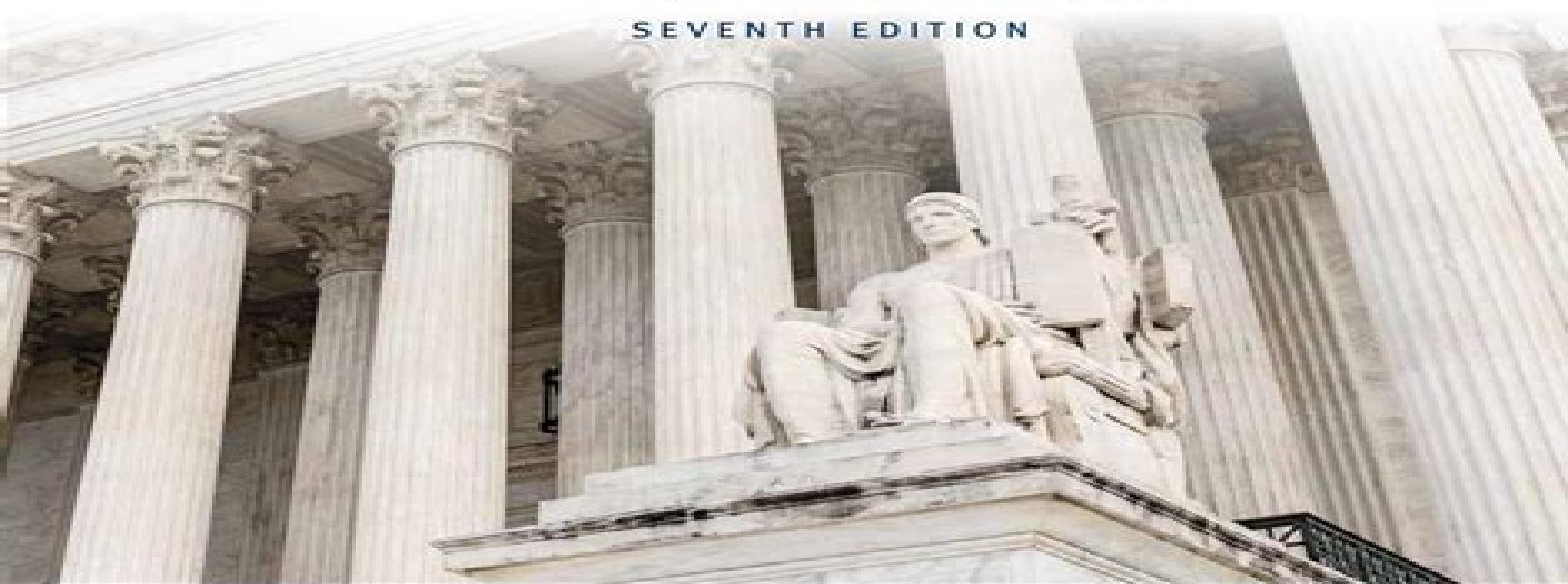
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INTRODUCTION TO LAW FOR PARALEGALS

A Critical Thinking Approach

SEVENTH EDITION



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Ying Liu



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organized accessible text combines an introduction to law and legal concepts with practical information about what paralegals actually do in the legal system A critical thinking approach introduces students to the study of law encouraging them to interact with the materials through hypotheticals examples and well designed questions Introduction to Paralegal Studies A Critical Thinking Approach is divided into four parts reflecting the progression of an introductory course Part I Paralegals and the American Legal System Part II Substance of the Law Part III Legal Analysis and Research Part IV Paralegals and the Work World Strong pedagogy includes ethics alerts marginal definitions Internet references and legal reasoning exercises throughout the book An excellent ancillary package is available to instructors with a comprehensive Manual in depth test bank and PowerPoint slides The Fifth Edition features new developments incorporated throughout the text New web exercises as well as new and updated assignments bring the text up to the minute The chapters on Statutory Law and Court Opinions have been edited for greater clarity and comprehension Features comprehensive intelligent overview of all the key concepts covered in a typical introductory course combines legal concepts with practical information about what paralegals actually do critical thinking approach introduces students to the study of law encourages interaction through hypotheticals examples and well designed questions divided into four parts reflecting the course Part I Paralegals and the American Legal System Part II Substance of the Law Part III Legal Analysis and Research Part IV Paralegals and the Work World teaches basic skills necessary to understand statutes and court cases strong pedagogy and well organized format ethics alerts marginal definitions Internet references legal reasoning exercises throughout the book excellent ancillary package comprehensive Instructor s Manual in depth test bank PowerPoint slides Thoroughly updated the revised Fifth Edition presents new web exercises new developments incorporated throughout this edition new and updated assignments chapters on Statutory Law and Court Opinions edited for greater clarity and comprehension Basic Administrative Law for Paralegals Anne Adams, 1998 Understanding that Administrative Law is a notoriously difficult and complex topic author Anne Adams takes great care to present the material at a level appropriate for paralegal students without oversimplifying She employs concrete examples throughout the text to help students understand the basic concepts and includes several cases to teach case analysis skills Concentrating on the paralegal in Administrative Law the book covers the essential areas paralegals need to know in order to succeed such as effective oral and written communication skills researching and drafting documents and completing forms Well crafted pedagogy helps students understand and apply the material Student Practice Exercises help reinforce key concepts Concepts Journal feature encourages students to keep their own journal of pertinent administrative law concepts and then analyze and write on a major topic Key Terms Chapter Summaries Review Questions Discussion Questions Additionally useful charts and figures explain concepts graphically as well as textually and photos scattered throughout the book enhance the presentation A separate Advanced Studies topic appears at the end of each chapter and offers a hands on approach using documents and forms that can be assigned in or out of class This in depth

section allows students more complete practical study of the concepts Lending flexibility the instructor can choose to assign all a few or none of the Advanced Studies depending on time restrictions and the goals of the course A final chapter on The Paralegal in Administrative Law shows what private and public sector paralegal positions might encompass *The Everything Guide To Being A Paralegal* Steven Schneider, 2006-04-27 The Everything Guide to Being a Paralegal is the ideal handbook for new paralegals professionals looking to further or reevaluate their careers or those considering the profession Tackling the concerns of real law professionals chapters include Paralegal Career Options Paralegal Ethics and Professional Responsibility Pre Trial Preparation Individual chapter attention to the top types of law practice More and more people are opting for a career as a paralegal and this book is their pathway to success in this growing field **Basic Contract Law for Paralegals** Jeffrey A. Helewitz, 1997-11 The book facilitates effective teaching and learning through a quick simple and straightforward introduction to all the basics of contracts law specifically designed for paralegal students comprehensive coverage of key topics as well as a chapter on drafting simple contracts clearly written text and lively examples that help students understand the law well crafted pedagogy chapter overviews highlighted examples key terms review questions sample clauses for analysis edited cases chapter summaries and exercises at the end of each chapter an ideal length for shorter courses Text is totally up to date new section on UCC 2A covering leases of personal property all new case summaries for the new millennium all cases have been decided since 2000 additional new cases in the supplemental cases appendix completely updated appendix of sample contracts with additional samples in the Instructor s Manual

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