Introduction To Paralegalism Perspectives Problems And Skills 6e

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Paralegal Career For Dummies - Scott A. Hatch 2019-04-30
Your career as a top-notch paralegal starts here The demand for paralegal professionals is exploding, and Paralegal Career For Dummies, 2nd Edition explains the skills and requirements needed to pursue this rewarding career. Inside, you'll discover the ins and outs of paralegal skills, from preparing documents and performing legal research to obtaining certification, job hunting, and understanding legal concepts. Use this hands-on guide to help in your career considerations, bolster your paralegal training, or as an everyday on-the-job reference. Paralegal Career For Dummies will be your trusty assistant through all phases of your life as a paralegal, taking you forward with tips on networking and joining professional organizations that will enhance your career. Discover the job skills required for success as a paralegal Learn important legal concepts you'll need on the job Access forms, templates, and examples on the companion website Develop strategies to manage time and advance your career Complete with a companion website containing a wealth of valuable information, this book covers everything you need to become a top-notch paralegal.
Introduction to Paralegalism: Perspectives, Problems and Skills - William P. Statsky 2015-03-26
Master the hands-on skills you'll need to succeed in a modern law office with INTRODUCTION TO PARALEGALISM, 8e. Ten critical skills are covered in the book: identifying legal issues, breaking rules into elements,applying rules to facts interviewing clients, investigating facts, digesting discovery documents, providing litigation assistance, researching the law, drafting documents, and representing clients at administrative agencies where authorized by law.Packed with real-life insights and real-world examples,the text helps you understand the ethical guidelines that lawyers and paralegals must follow and covers the efforts underway to regulate the profession in legislatures, courts, bar associations, and paralegal associations. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.
Legal Document Preparation Manual - 2013-07-18
This book is designed to be used in conjunction with the Paralegal Certificate Course© and other paralegal studies courses to quickly and efficiently prepare paralegals. The notes and samples are designed to reinforce course lesson materials, and to help the student learn to apply the concepts and practical skills necessary for a successful paralegal career.
Regulation of Lawyers - Stephen Gillers 2002-11-27
No matter which casebook you use for your professional responsibility course, this highly-regarded supplement is the ideal source for the latest rules regulating the behavior of lawyers and judges. To ensure timely coverage of the most up-to-the-minute developments, be sure to add Regulation of Lawyers: Statutes and Standards, 2004 Edition to your teaching tools. This 2004 Edition offers: - a completely up-to-date ABA Model Rules - federal statutes and regulations - California, New York, and District of Columbia materials - Restatement of the Law Governing Lawyers - frequent Editor's Notes
Freedom of Expression in the Marketplace of Ideas - Douglas M. Fraleigh 2010-05-19
A comprehensive guide to effective participation in the public debate about our most indispensable right: freedom of expression Encouraging readers to think critically about freedom of speech and expression and the diverse critical perspectives that challenge the existing state of the law, this text provides a comprehensive analysis of the historical and legal contexts of the First Amendment, from its early

foundations all the way to censorship on the Internet. Throughout the book, authors Douglas M. Fraleigh and Joseph S. Tuman use the "Marketplace of Ideas" metaphor to help readers visualize a world where the exchange of ideas is relatively unrestrained and self-monitored. The text provides students with the opportunity to read significant excerpts of landmark decisions and to think critically about the issues and controversies raised in these cases. Students will appreciate the treatment of contemporary issues, including free speech in a post-9/11 world, free expression in cyberspace, and First Amendment rights on college campuses. Features: Demystifies free speech law, encouraging readers to grapple with the complexities of significant ethical and legal issues Sparks student interest in "big picture" issues while simultaneously covering important foundational material, including incitement, fighting words, true threats, obscenity, indecency, child pornography, hate speech, time place and manner restrictions, symbolic expression, restrictions on the Internet, and terrorism. Includes significant excerpts from landmark freedom of expression cases, including concurring or dissenting opinions where applicable, to help students become active learners of free expression rights Offers critical analysis and alternative perspectives on free expression doctrines to demonstrate that existing doctrine is not necessarily ideal or immutable Includes a global perspective on free expression including a chapter on international and comparative perspectives that helps students see how the values of different cultures influence judicial decisions
Psychology and Systems at Work - Robert B. Lawson 2015-09-25
Organizations matter. Most people spend a third to a half of their lives working in organizations. Given the high rates of unemployment people also spend more time looking for work. In addition, globalization and technological innovation continues to profoundly shape organizational culture, leadership, demography, and structure. For these and many other reasons, it is important for individuals to understand the nature of contemporary organizations. "Psychology and Systems at Work" provides know-how for retaining commitment to collective goals while taping the knowledge of a diverse workforce for riding the waves of change, utilizing mistakes to perfect systems, and insuring quality production. 21st Century theory, empirical findings, systemic intervention processes, and tool sets are thoroughly treated. Organizational life goes through times of relative harmony disrupted by periods of stress and uncertainty. However, in our own many decades of experience, we've been pleasantly surprised at how well people face challenges, defy the odds, and triumph. Success is the result of many factors—including good luck. But we have noticed, as Louis Pasteur observed long ago, that chance favors the prepared mind and resilient work habits. Learning Goals Upon completing this book, readers should be able to: Design systems that are flexible in a fast-changing environment Understand the basic foundations that shape organizational behavior Apply material they learn to real-life scenarios
Fundamentals of Embedded Software with the ARM Cortex-M3 - Daniel W. Lewis 2012-02
For sophomore-level courses in Assembly Language Programming in Computer Science, Embedded Systems Design, Real-Time Analysis, Computer Engineering, or Electrical Engineering curricula. Requires prior knowledge of C, C++, or Java. This text is useful for Computer Scientists, Computer Engineers, and Electrical Engineers involved with embedded software applications. This book is intended to provide a highly motivating context in which to learn procedural programming languages. The ultimate goal of this text is to lay a foundation that supports the multi-threaded style of programming and high-reliability

requirements of embedded software. It presents assembly the way it is most commonly used in practice - to implement small, fast, or special-purpose routines called from a main program written in a high-level language such as C. Students not only learn that assembly still has an important role to play, but their discovery of multi-threaded programming, preemptive and non-preemptive systems, shared resources, and scheduling helps sustain their interest, feeds their curiosity, and strengthens their preparation for subsequent courses on operating systems, real-time systems, networking, and microprocessor-based design.

The Paralegal's Handbook - Anita Haworth 2010-10-05
A completely updated and revised desk reference for paralegal professionals. Paralegals are the backbone of the legal business. The Paralegal's Handbook is a guide to the responsibilities and tasks a paralegal may be asked to undertake. In this comprehensive guide to the profession, expert authors Anita Haworth and Leslie Cox explain everything paralegals need to know to handle the job with accuracy and confidence. From ethics issues to a detailed analysis of all the tasks encountered in the various legal specialties, The Paralegal's Handbook provides invaluable advice and expertise to paralegal professionals. Haworth and Cox are experienced paralegals and provide explanations and details on the various areas of practice paralegals may choose including Family Law, Probate, Corporate Law, Intellectual Property, Real Estate, and Personal Injury Law. They cover everything from handling everyday tasks to reviewing facsimiles of legal documents. This Second Edition is fully updated and revised, with a new section on eDiscovery.

Trial Prep for Paralegals - Michael L. Coyne 2020-01-05
Coyne and Furi-Perry have created the essential how-to guide for trial preparation. Paralegals will master every stage of litigation, from initial client interviews to pulling together the trial notebook. The book begins with overviews of the litigation process and the evidence rules. Practical skills for interviewing, handling discovery, preparing exhibits, and more are then introduced and explained with examples. Finally, the book stresses the importance of communication and working well with attorneys, clients, courts, and others.

Towards a Just Society: The Personal Journeys of Human Rights Educators - Abraham K. Magendzo 2015-09-15
Towards a Just Society: The Personal Journeys of Human Rights Educators Edited by Abraham Magendzo K., Claudia Duenas, Nancy Flowers, and Natela Jordan Topic Book 8, Human Rights Education Series, 2015 In TOWARDS A JUST SOCIETY twenty-five educators from around the world respond to the question: How and why did you commit yourself to human rights education? Their highly personal narratives recount the diverse ideological perspectives and life experiences that have shaped their work in this growing field."

Laws of Evidence - Thomas Buckles 2017-05-24
This book offers a general, yet substantive view of evidence law. Its chapters combine content with relevant cases, allowing readers to learn and analyze the legal reasoning and court decision-making process behind the laws. Written in a reader-friendly format, the chapters feature elements that enhance instruction and help readers develop essential skills. Exhibits and illustrations provide a visual connection to the material. Legal Research Using the Internet applications and Internet Icons alert readers to Web references and promote the use of web-based legal resources to strengthen technology skills. The appendix presents additional information on the court system and its procedures, giving an expanded overview of evidence law and its use in the legal process. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Pearson's Nursing Assistant Today - Francie Wolgin 2011-11
PEARSON'S NURSING ASSISTANT TODAYbrings together all the skills, knowledge, and practical insights today's nursing assistants need to succeed in any care environment. Written for students with widely diverse learning needs and reading proficiencies, it is designed for easy understanding and quick reference. It presents 152 step-by-step procedures, ranging from the absolute basics to advanced procedures for use at the instructor's discretion. All procedures reflect 2010 AHA guidelines for CPR and ECC, modern care technologies, and Medicare OBRA requirements. Each procedure is explained with rationales, preparation, steps, follow-up, a charting example, and in many cases, full-color illustrations. This text's pedagogical features include chapter learning objectives, "On the Job" scenarios, "Nursing Assistant in Action" critical

thinking features, exercises, sample exams, and more.

Legal Needs Surveys and Access to Justice - OECD 2019-05-31
This report offers an empirical tool to help planners, statisticians, policy makers and advocates understand people's everyday legal problems and experience with the justice system. It sets out a framework for the conceptualisation, implementation and analysis of legal needs surveys and is ...

Sample Pages - 2001
Provides pages from major West Group publications and selected screens from Westlawreg;, along with problems to illustrate the use of these research tools. Covers all three main catagories of Legal Reference Materials-Primary sources, Secondary sources, and finding tools. Also introduces a "fact analysis framework" and workbook questions at the end of selected chapters.

LAW and ETHICS for HEALTH PROFESSIONS 8E - Karen Judson 2018-01-03
Law and Ethics for Health Professions explains how to navigate the numerous legal and ethical issues that health care professionals face every day. Topics are based upon real-world scenarios and dilemmas from a variety of health care practitioners. Through the presentation of Learning Outcomes, Key Terms, From the Perspective of, Ethics Issues, Chapter Reviews, Case Studies, Internet Activities, Court Cases, and Video Vignettes, students learn about legal and ethical problems and situations that health care professions currently face. In the eighth edition, chapter 3 contains an expanded section on accreditation of hospitals and other patient care facilities, and of health care education programs. Students also use critical thinking skills to learn how to resolve real-life situations and theoretical scenarios and to decide how legal and ethical issues are relevant to the health care profession in which they will practice.

Studyguide for Introduction to Paralegalism - Cram101 Textbook Reviews 2013-05
Never HIGHLIGHT a Book Again Virtually all testable terms, concepts, persons, places, and events are included. Cram101 Textbook Outlines gives all of the outlines, highlights, notes for your textbook with optional online practice tests. Only Cram101 Outlines are Textbook Specific. Cram101 is NOT the Textbook. Accompanys: 9780521673761

Principles of Supply Chain Management: A Balanced Approach - Joel D. Wisner 2014-12-10
Updated with the latest practices, trends, and developments from the field, PRINCIPLES OF SUPPLY CHAIN MANAGEMENT: A BALANCED APPROACH, 4E guides students step by step through the management of all supply chain activity while addressing real-world concerns related to domestic and global supply chains. Comprehensive, one-of-a-kind coverage encompasses operations, purchasing, logistics, and process integration. The text follows the natural flow through the supply chain--resulting in one of the most balanced approaches available. Well-organized chapters demonstrate the practical applications of supply chain management in today's workplace, and intriguing SCM Profiles provide abundant real-world business examples. In addition, the fourth edition includes revised and expanded end-of-chapter questions and problems. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Paralegal Career For Dummies - Scott A. Hatch 2011-03-03
Apply important legal concepts and skills you need to succeed Get educated, land a job, and start making money now! Want a new career as a paralegal but don't know where to start? Relax! Paralegal Career For Dummies is the practical, hands-on guide to all the basics -- from getting certified to landing a job and getting ahead. Inside, you'll find all the tools you need to succeed, including a CD packed with sample memos, forms, letters, and more! Discover how to * Secure your ideal paralegal position * Pick the right area of the law for you * Prepare documents for litigation * Conduct legal research * Manage a typical law office Sample resumes, letters, forms, legal documents, and links to online legal resources. Please see the CD-ROM appendix for details and complete system requirements.

Informal Justice - Roger Matthews 1988
Informal forms of justice such as mediation have been greeted enthusiastically as progress from the punishment model of justice -- and criticised as broadening rather than narrowing the reach of the criminal justice system. Here the contributors assess the evidence and re-appraise the theory of informalism.

Law Dictionary for Nonlawyers - Daniel Oran 1991
This portable condensed version of Oran's Dictionary of the Law, Second Edition will help the beginning

law or paralegal student- or professionals who work with legal language- understand and use technical vocabulary. Oran includes terms which could be encountered in a variety of situations, like personal injury suits, divorces and real estate transactions. Definitions are precise and easy to understand. "How to Use This Dictionary," "Lawyer Talk," and "Where To Go for More Information" study aids are included.

Using Computers in the Law Office - Matthew S. Cornick 2014-07-03
Focusing on how computers can make paralegals and legal professionals more productive on the job, this updated Seventh Edition of the #1 book on the market offers comprehensive treatment of computer concepts, including coverage of both basic software programs like Word, Excel, and PowerPoint, to more advanced applications using AbacusLaw, CaseMap, Clio, DiscoverFY, HotDocs, Tabs3, TimeMap, and TrialDirector. Real-life examples, pertinent tutorials, ethical considerations, and up-to-date coverage of the most popular software used in all types of legal organizations help students develop key knowledge and skills. Each topic is presented in a clear and organized manner and includes examples of how the software is actually used on the job. The detailed Hands-on Exercises include Basic, Intermediate, and Advaned assignments to allow for a variety of skill levels. These extensive exercises allow students to apply their knowledge and practice using computers to complete realistic legal work.This edition reflects the ever-changing rules and decisions affecting the legal process (gathering evidence, managing files, filing with courts, working on electronic copyright issues, presenting exhibits, billing, etc.) and covers the most up-to-date technology available to help paralegals comply to new rules and better handle complex records and files. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Introduction to Paralegalism - William P. Statsky 2016-05-06
Master the hands-on skills you'll need to succeed in a modern law office with INTRODUCTION TO PARALEGALISM, 8e. Ten critical skills are covered in the book: identifying legal issues, breaking rules into elements, applying rules to facts interviewing clients, investigating facts, digesting discovery documents, providing litigation assistance, researching the law, drafting documents, and representing clients at administrative agencies where authorized by law. Packed with real-life insights and real-world examples, the text helps you understand the ethical guidelines that lawyers and paralegals must follow and covers the efforts underway to regulate the profession in legislatures, courts, bar associations, and paralegal associations

Introduction to Health Services - Stephen J. Williams 2007-09-21
The seventh edition of Introduction to Health Services builds upon its reputation as a classic book written by nationally recognized authors. This new edition addresses the increasing pressure to improve the efficiency of the nation's health care system and to provide an adequate level of health care for all Americans. The seventh edition reflects the revolutionary changes in the practice of clinical medicine, government policy, information technology, and health care cost containment. In-depth information in the areas of health care finance, health care access, managed care, and insurance and home health is also provided. Research and statistics throughout make this book the premier reference for understanding all the services that compose the health care landscape. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

California Civil Litigation - Susan Burnett Luten 2008-04
California Civil Litigation, fifth edition, is designed to provide paralegal students and practicing paralegals with information, skills, and experience. It follows the litigation process chronologically from initial client questions and contracts, to ethical issues, through the pleading and discovery phases, to trial, post-trial and appeal. Each phase of litigation is explored through official forms and drafted documents and each chapter includes highlighted glossary words and definitions to enable the reader to learn the technical language of litigation. In addition to the usual probing discussion questions, each chapter includes online projects requiring the reader to locate and analyze relevant Internet material.

Starting Out with Python - Tony Gaddis 2014
Note: You are purchasing a standalone product; MyProgrammingLab does not come packaged with this content. If you would like to purchase both the physical text and MyProgrammingLab search for ISBN-10: 0133862259/ISBN-13: 978013386225 . That package includes ISBN-10: 0133582736/ISBN-13:

9780133582734 and ISBN-10: 0133759113 /ISBN-13: 9780133759112. MyProgrammingLab is not a self-paced technology and should only be purchased when required by an instructor. This text is intended for a one-semester introductory programming course for students with limited programming experience. It is also appropriate for readers interested in introductory programming. In Starting Out with Python®, Third Edition Tony Gaddis' evenly-paced, accessible coverage introduces students to the basics of programming and prepares them to transition into more complicated languages. Python, an easy-to-learn and increasingly popular object-oriented language, allows readers to become comfortable with the fundamentals of programming without the troublesome syntax that can be challenging for novices. With the knowledge acquired using Python, students gain confidence in their skills and learn to recognize the logic behind developing high-quality programs. Starting Out with Python discusses control structures, functions, arrays, and pointers before objects and classes. As with all Gaddis texts, clear and easy-to-read code listings, concise and practical real-world examples, detail-oriented explanations, and an abundance of exercises appear in every chapter. MyProgrammingLab for Starting Out with Python is a total learning package. MyProgrammingLab is an online homework, tutorial, and assessment program that truly engages students in learning. It helps students better prepare for class, quizzes, and exams-resulting in better performance in the course-and provides educators a dynamic set of tools for gauging individual and class progress. Teaching and Learning Experience This program presents a better teaching and learning experience--for you and your students. It will help: Personalize Learning with MyProgrammingLab: Through the power of practice and immediate personalized feedback, MyProgrammingLab helps students fully grasp the logic, semantics, and syntax of programming. Enhance Learning with the Gaddis Approach: Gaddis's accessible approach features clear and easy-to-read code listings, concise real-world examples, and exercises in every chapter. Support Instructors and Students: Student and instructor resources are available to expand on the topics presented in the text. Keep Your Course Current: This edition's programs have been tested with Python 3.3.2.

The Litigation Paralegal: A Systems Approach - James W. H. McCord 2007-03-08
The Litigation Paralegal: A Systems Approach, fifth edition provides students and faculty with a learning resource written specifically for them. It is a resource combining the theories and principles of law with practical paralegal skills, paralegal ethics, numerous forms, checklists, practice tips, online resources, and a focus on the goals and needs of the paralegal profession, all in the context of the law office. This text also provides instructors with the flexibility to utilize the step-by-step law office litigation system, which stresses student organizational skills and quality control techniques, or any other approach of the instructor's choosing. This new edition addresses electronic discovery and filing and the associated ethical and practical responsibilities of the lawyer and the paralegal. New revisions to the Federal Rules of Evidence and Civil and Appellate Procedure are examined, as are the practice requirements of the Health Insurance Portability and Accountability Act. New/revised forms have been added to reflect current practice. Web sites, assignments, key terms, and study questions have been updated throughout the text as well. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Deaf Education in the 21st Century - Nanci A. Scheetz 2012
With the advent of new medical advances, new technologies, and new educational opportunities, the field of deaf education is rapidly changing and evolving. "Deaf Education in the 21st Century" provides readers with an up-to-date look at research, the changing population of deaf and hard-of-hearing students, and what implications these discoveries and changes mean for educators, interpreters, service providers, and parents. Features covered in "Deaf Education in the 21st Century: " - Information on myths and misconceptions about people who are deaf help students understand the issues and challenges that the deaf and hard of hearing population face each day- Multiple chapters focus on cognition and personal and social development and additionally offer students important information about deaf education that is not always included in introductory material.- A chapter that examines postsecondary opportunities and employment trends for the deaf and hard-of-hearing- Several chapters discussing the impact of cochlear implants on language and literacy help students understand this new and complex development in deaf education. - Extensive coverage on preparing personnel to serve individuals who are deaf or hard-of-hearing offers

unique information, not often found in other texts, about what educators, interpreters and social service providers need to know and do to successfully work with the deaf population.

Legal Research - William H. Putman 2014-01-01
Learn to conduct legal research without wasting time or duplicating effort! This one-of-a-kind text covers every phase of the legal research process and includes examples, illustrations, and assignments based on real-life cases. Practical information in every chapter shows you how to identify key facts and issues in a case, how to conduct statutory and case law research and analysis, as well as how to brief cases, research secondary authority, conduct electronic legal research and counteranalysis, and cite authority. Designed to help you develop an in-depth understanding of the fundamentals of legal research, the book guides you through each step in the research process, including how to determine what to research, how to identify key facts and terms, what to look for when researching, what to do with the research once it is found, and how to organize research. You'll also find extensive coverage of primary and secondary research sources, including Internet and computer research, citation format, and case law analysis. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Past in Perspective - Kenneth L Feder 2009-04-30
Ideal for Introduction to Archaeology and World Prehistory courses, and geared toward students with little-to-no previous coursework in the subject area, The Past in Perspective, Fourth Edition is an engaging, up-to-date, chronological introduction to human prehistory. Written in a conversational, appealing tone, Ken Feder introduces students to "the big picture"-the grand sweep of human evolutionary history, presenting the human past within the context of a series of fundamental themes of cultural evolution. His is a captivatingly written narrative of the trajectories of human development-and the fascinating processes employed to reveal those trajectories.

Wills, Trusts, and Estate Administration - Dennis R. Hower 2016-01-01
Succeed in your course and your paralegal career with WILLS, TRUSTS, AND ESTATE ADMINISTRATION, 8th Edition. This easy-to-understand text introduces the basics of estate planning and bequeathing property to others through wills and trusts, along with the laws and procedures involved, including the Uniform Probate Code. Packed with engaging, highly visual content enhanced by detailed exhibits and a writing style free of confusing legalese, the 8th Edition provides up-to-date coverage of relevant laws, court procedures, cases, tax implications, ethical considerations, and the roles paralegals and other professionals play in the process. Throughout the text, user-friendly case summaries, state-specific examples, practical assignments, detailed documents, and real-life contemporary issues prepare you for success as a paralegal in this important area of law. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Paralegal Today: The Legal Team at Work - Roger LeRoy Miller 2016-01-01
Succeed in your course and your career as a paralegal with PARALEGAL TODAY: THE LEGAL TEAM AT WORK. This updated Seventh Edition shows you how current technology and social media tools are used in practice, while helping you develop an understanding of the laws in our society, the importance of ethical and professional responsibility, and the skills needed to thrive in today's legal environment. Real-world examples, practical applications, ethical dilemmas, hands-on assignments, and an entire chapter on paralegal careers (with salary information) prepare you to meet the challenges of today's paralegal working environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Mastering Project Portfolio Management - Michael J. Bible 2011-09-15
This unique text provides a holistic systems approach to project portfolio management which includes people, processes, tools, and techniques that work synergistically to produce portfolio decisions with the best chance of success. Accompanied by decision support software and advanced decision making techniques, it guides readers step-by-step through the entire project portfolio management process. This professional guide is also ideal for executive continuing education programs, and as a primary text for graduate level academic courses.

Community Paralegals and the Pursuit of Justice - Vivek Maru 2020-11-26

The United Nations estimates that four billion people worldwide live outside the protection of the law. These people can be driven from their land, intimidated by violence, and excluded from society. This book is about community paralegals - sometimes called barefoot lawyers - who demystify law and empower people to advocate for themselves. These paralegals date back to 1950s South Africa and are active today in many countries, but their role has largely been ignored by researchers. Community Paralegals and the Pursuit of Justice is the first book on the subject. Focusing on paralegal movements in six countries, Vivek Maru, Varun Gauri, and their coauthors have collected rich, vivid stories of paralegals helping people to take on injustice, from domestic violence to unlawful mining to denial of wages. From these stories emerges evidence of what works and how. The insights in the book will be of immense value in the global fight for universal justice. This title is also available as Open Access.

Case Analysis and Fundamentals of Legal Writing - William P. Statsky 1995
This popular paralegal-specific text introduces the skills of reading and analyzing court opinions. It focuses on briefing cases and applying case law in legal memoranda and advocacy letters. This is a major revision with new cases and expanded writing chapters.ALSO AVAILABLEINSTRUCTOR SUPPLEMENTS CALL CUSTOMER SUPPORT TO ORDERInstructor's Manual, ISBN: 0-314-46555-3

Big Java - Cay S. Horstmann 2012-02-01
Big Java: Late Objects is a comprehensive introduction to Java and computer programming, which focuses on the principles of programming, software engineering, and effective learning. It is designed for a two-semester first course in programming for computer science students. Using an innovative visual design that leads readers step-by-step through intricacies of Java programming, Big Java: Late Objects instills confidence in beginning programmers and confidence leads to success.

The Empowered Paralegal Professionalism Anthology - Robert E. Mongue 2011
Professionalism is more than dressing well and a profession is more than a group of people engaged in the same career. This book takes a comprehensive approach to paralegal professionalism and the paralegal professional, discussing topics such as establishing a professional identity, regulation, certification and licensing, paralegal associations, paralegals from the perspective of the courts, paralegal utilization, paralegal professionalism, paralegal practice outside the United States, and paralegal education.

Paralegal Certificate Course Workbook - Kirk 2010

The Basics of Communication Research - Leslie A. Baxter 2003-07-08
Combining the time tested classical work of Earl Babbie with the insights of one of the most recognized and respected names in speech communication research, THE BASICS OF COMMUNICATION RESEARCH is the book for the Communication research methods course. With the authors' collective experience teaching research methods and as active researchers themselves you will find this text to be the authoritative text for your course. The authors frame research as a way of knowing, and provide balanced treatment to both quantitative and qualitative research traditions in communication research and present it in a student friendly and engaging format. It provides in-depth treatment of the role of reasoning in the research enterprise and how this reasoning process plays itself out in planning and writing a research proposal and report. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Introduction to Paralegalism - William P. Statsky 2002-08
Introduction to Paralegalism: Perspectives, Problems, and Skills, 6E, provides students with a comprehensive in-depth introduction to the field. As the market leader, this text boasts a wealth of information on updated legislation and the impacting use of paralegals. New to this edition is the inclusion of pertinent web site information related to chapter content, assignments that require students to do additional research on the web, updated exhibits that illustrate key concepts, and extensive information on paralegal career development and job opportunities. Also new to this edition is the coverage of changes in paralegal regulation, statistics and updates to case law. Packed with real life insights and information on trends in the profession, the text contains the following features: Chapter Outlines, Assignments, Examples, Checklists, Chapter Summaries, Key Terms, and "On the Net" – an end of chapter feature that provides students with innumerable web site addresses to conduct additional research on the internet. This text is an

invaluable resource for any student seeking a practical approach to the study of the paralegal profession.

Introduction to Environmental Geology - Edward A. Keller 2012
This text focuses on helping non-science majors develop an understanding of how geology and humanity interact. Ed Keller—the author who first defined the environmental geology curriculum—focuses on five fundamental concepts of environmental geology: Human Population Growth, Sustainability, Earth as a System, Hazardous Earth Processes, and Scientific Knowledge and Values. These concepts are introduced at the outset of the text, integrated throughout the text, and revisited at the end of each chapter. TheFifth Edition emphasizes currency, which is essential to this dynamic subject, and strengthens Keller's hallmark "Fundamental Concepts of Environmental Geology," unifying the text's diverse topics while applying the concepts to real-world examples.