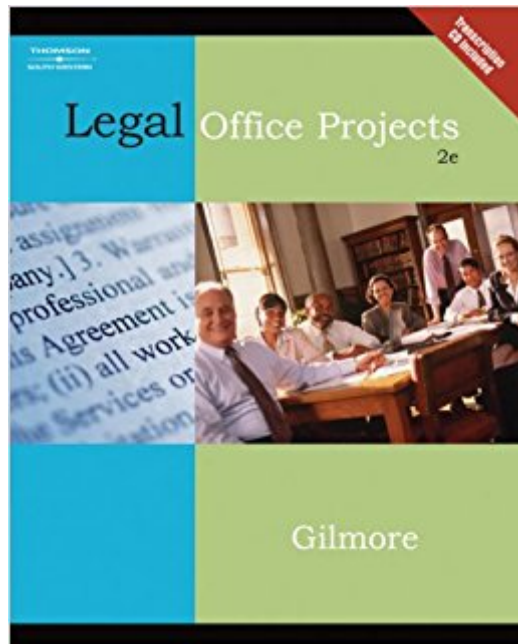


The book was found

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 stars [See all reviews](#) (5 customer reviews)

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

[Practice > Law Office Technology](#) #117 in [Books > Law > Law Practice > Law Office Education](#)

#207 in [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.

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