



Contemporary Law Office Management (Aspen College)

Lori Tripoli

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Timely and engaging, **Contemporary Law Office Management** comes to life through actual examples of issues that managers handle every day. This comprehensive overview of today's work environment prepares paralegal students to take on the responsibilities and challenges of law office management with confidence.

Strong on content and pedagogy, Contemporary Law Office Management features :

- **a complete overview of law office management** in today's high-tech environment
- **real-world examples** of issues that arise in the law office
- **case studies with discussion questions** at the end of each chapter
- **definitions of key terms in the margins**
- **checklists in each chapter** for study and review
- **edited case excerpts** that shed light on core concepts
- **an integrated treatment of ethics** and real-world implications of the ethical rules.

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