



Law Office Management for Paralegals, Second Edition (Aspen College)

Laurel A. Vietzen

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Law Office Management for Paralegals is a comprehensive introduction to law office management, written specifically for paralegal students taking a stand-alone office management course. Unique among textbooks of its kind, it provides thorough coverage of all aspects of law office management and organization, including ethics and "soft skills" such as communications and critical thinking--that are key to successful office management, but neglected in other texts. Assignments are drawn from real-world law office management situations, and supported by innovative visual aids and learning tools, such as PracticeMaster, which gives invaluable students hands-on practice with timekeeping systems.

The thoroughly updated **Second Edition** includes new references, links, and details about changing office technology. Sections on billing, conflict checking and timeslip systems have been expanded, and there is now a dedicated section about using PracticeMaster.

Features:

- Author Laurel A. Vietzen has an extensive **background and outstanding reputation** as a **professor and practitioner** in the paralegal market.
- **Clear, accessible presentation** of **basic law office management** and organization.
- **Comprehensive coverage of all the skills** necessary to manage a law office, including:
 - **Principles of management.**
 - **Employment and compensation.**
 - **Personnel structure** of different types of law offices.
 - **Billing and accounting methods.**
 - **Administrative systems and technology.**
 - **The tasks, responsibilities, and roles** of lawyers and paralegals.
- **Well-crafted, real-world assignments** hone practical skills.
- Coverage of **soft skills** and **paralegal ethics** is **unique among law office management texts.**
- **Interactive visual aids and innovative learning devices.**
- **Trial PracticeMaster software** gives students **hands-on practice with timekeeping** systems.

The revised Second Edition includes:

- Thoroughly **updated references, links, and details about office technology.**
- **Expanded sections on systems** for billing, conflict checking, and timeslips.
- A **new, dedicated section about *PracticeMaster*** to complement the trial software.

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