

Basic Administrative Law For Paralegals 4th Edition

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Basic Administrative Law for Paralegals 4e

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Basic Administrative Law for Paralegals. is a definitive coursebook in paralegal studies, with thorough topical coverage and an accessible, easy-to-use electronic workbook that keeps students engaged. The Fifth Edition includes a new section on the Nuclear Regulatory Commission and a new discussion of the paralegal job market. Sections on the Social Security Administration and the Labor department have been updated to address United State's economic crises.

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This is an excellent introduction to administrative law for paralegal students and active paralegals. The book provides the readers with actual excerpts from cases with additional notes to assist the readers with the issues presented in the cases. The paralegal practice examples illustrates real-life scenarios paralegals must contend with.

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An up-to-date introduction to Administrative Law, written specifically for the paralegal, that offers clear explanations of how administrative agencies are created, how they are structured, and how they function.

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Overview. An up-to-date introduction to Administrative Law, written specifically for the paralegal, that offers clear explanations of how administrative agencies are created, how they are structured, and how they function. Agency discretion, rules and regulations, clients ' rights, investigations, informal and formal proceedings, and judicial review are thoroughly covered.

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Classroom tested through three editions, Basic Administrative Law for Paralegals, Fourth Edition, offers not only a grounding in the basics of Administrative Law but practical advice for employment opportunities for paralegals in the field. This text is available in ebook format from the VitalSource Store.

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Basic Real Estate and Property Law for Paralegals. 3rd ed. New York: Aspen Publishers, 2009. KF 320 .L4 H45 2009 . Helewitz, Jeffrey A. Basic Wills, Trusts, and Estates for Paralegals. 3rd ed. New York: Aspen Publishers, 2006. KF 320 .L4 H45b 2006 . Hunt, Stacey and Ellen Sheffer. Evidence Management for the Paralegal. Clifton Park,

~~Resources for the Legal Assistant/Paralegal~~

This means that paralegals working in administrative law venues not only have the traditional job roles of paralegals everywhere, but also take on the roles that lawyers usually fill. This can include: Providing advice about administrative law matters; Representing clients before administrative law courts; Communicating with other parties to the case

~~Paralegal Careers in Administrative and Regulatory Law~~

Details about Basic Administrative Law for Paralegals: This clear and up-to-date introduction to Administrative Law, written specifically for the paralegal, is a straightforward text that explains how administrative agencies are created, how they are structured, and how they function. Classroom tested through three editions, Basic Administrative Law for Paralegals, Fourth Edition, offers not only a grounding in the basics of Administrative Law but practical advice for employment ...

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This is an excellent introduction to administrative law for paralegal students and active paralegals. The book provides the readers with actual excerpts from cases with additional notes to assist the readers with the issues presented in the cases. The paralegal practice examples illustrates real-life scenarios paralegals must contend with.

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Synopsis. <p> This clear and up-to-date introduction to Administrative Law, written specifically for the paralegal, is a straightforward text that explains how administrative agencies are created, how they are structured, and how they function. Classroom tested through three editions, Basic Administrative Law for Paralegals, Fourth Edition, offers not only a grounding in the basics of Administrative Law but practical advice for employment opportunities for paralegals in the field. </p>

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Classroom tested through three editions, Basic Administrative Law for Paralegals, Fourth Edition, offers not only a grounding in the basics of Administrative Law but practical advice for employment opportunities for paralegals in the field. This text is available in ebook format from the VitalSource Store.

An up-to-date introduction to Administrative Law, written specifically for the paralegal, that offers clear explanations of how administrative agencies are created, how they are structured, and how they function. Agency discretion, rules and regulations, clients ' rights, investigations, informal and formal proceedings, and judicial review are thoroughly covered. This well-designed textbook grounds students in the basics of Administrative Law as well as offering practical advice for employment opportunities for paralegals in the field. Key Features: Up-to-date images of websites and sample forms Numerous visual aids, such as charts and figures Helpful pedagogy in each chapter that includes examples, chapter summaries, key terms, review questions, crossword puzzles, and lists of websites Examples highlight the role of the paralegal in administrative law practice The Concepts Journal, that encourages students to observe, analyze, and reflect on a related topic Advanced Studies sections that provide opportunity for more in-depth study A chapter dedicated to paralegal skills and careers that delves into career opportunities in both private and public sectors Highlights of the revised Fifth Edition: Expanded coverage of administrative agency websites, with information on how to access news, rules, documents, and forms Thoroughly updated with new cases and changes in the law A fresh look at the role of the paralegal in administrative law practice New State Practice Exercises, designed to familiarize the student with state administrative law and agencies in their home jurisdiction Updated Internet-based exercises in the Electronic Workbook that explore laws, rules, and agencies—and include information on agencies ' websites, organizational charts, and career opportunities for paralegals within administrative agencies

This clear and up-to-date introduction to Administrative Law, written specifically for the paralegal, is a straightforward text that explains

how administrative agencies are created, how they are structured, and how they function. Classroom tested through three editions, *Basic Administrative Law for Paralegals, Fourth Edition*, offers not only a grounding in the basics of Administrative Law but practical advice for employment opportunities for paralegals in the field. This text is available in ebook format from the VitalSource Store. To download and use the ebook, you will need the free VitalSource Bookshelf software. **DOWNLOAD NOW** Among the features that make this text such a reliable resource: thorough topical coverage—and—from how administrative agencies are created to agency discretion, rules and regulations, clients and ' rights, investigations, informal and formal proceedings, and judicial review numerous visual aids and learning tools—and—such as charts and figures, examples, chapter summaries, key terms, and review questions end-of-chapter exercises and resources—and—including crossword puzzles, fill-in-the-blank exercises, and lists of useful websites an electronic workbook on CD bound into the book—and—providing ample opportunity for practice a chapter dedicated to paralegal skills and careers—and—delving into career opportunities for paralegals in both the private and public sectors New to the Fourth Edition: the electronic workbook has been thoroughly updated and offers research exercises and guidance for accessing laws, rules, and agencies online the and “ Paralegal Practiceand ” boxes contain new topics, including retirement and immigration law updated forms This current, affordable text, directed exclusively at the paralegal, is an excellent choice for teaching your students the fundamentals of Administrative Law as well as providing them with a realistic, practical look at career opportunities.

The clear exposition of *Basic Administrative Law for Paralegals* ensures that students are truly engaged in the process of building a solid foundation in administrative law and agencies. This up-to-date introduction to the field, written specifically for the paralegal, offers clear explanations of how administrative agencies are created, how they are structured, and how they function. Agency discretion, rules and regulations, clients ' rights, investigations, informal and formal proceedings, and judicial review are thoroughly covered. Helpful pedagogy guides students through the material, and examples highlight the role of the paralegal in administrative law practice. New to the Sixth Edition: New Chapter 10 on the Right to Know and the Right to Privacy Text thoroughly edited for this edition, with a focus on creating more context for the students and improving understandability of the text Substantial updating of the current status of the law, reflecting developments since the previous edition New Chapter Preface at the beginning of each chapter to give students a frame of reference for the material that follows Professors and student will benefit from: The flexible organization of chapters lends itself equally well to long or shorter classes. Numerous visual aids, such as charts and figures Excellent pedagogy that includes examples, chapter summaries, key terms, review questions, crossword puzzles, and lists of websites Flexible Student Practice exercises that can be used in the classroom as a written assignment or as voluntary practice for individual students: The Concepts Journal is a practical experience that enables each student to observe, analyze, and write on a pertinent topic in administrative law. Advanced Studies offers an opportunity for more in-depth study on selected topics. State Practice Exercises familiarize the student with state administrative law and agencies in their home jurisdiction. A companion workbook, available for download, provides additional exercises and guidance for conducting on-line research of administrative laws, rules, and agencies. A chapter dedicated to paralegal skills and careers that delves into career opportunities in both private and public sectors

Basic Contract Law for Paralegals is a clear, comprehensive, and straightforward introduction to all of the basics of contract law, specifically designed for paralegal students. Lively examples and well-crafted pedagogy cover all key topics in a contracts course—from offer, acceptance, and consideration, to discharge of obligations, and remedies. An appendix of twelve sample contracts provides a useful ongoing reference tool for paralegals working with contracts. Features: Comprehensive coverage of all the key topics. A culminating chapter walks students through the process of drafting a simple contract. Clearly written text and lively examples help students understand the law. Well-crafted pedagogy includes chapter overviews, highlighted examples, key terms, review questions, sample clauses for analysis, edited cases, chapter summaries, and end-of-chapter exercises Manageable length makes this book ideal for shorter courses. New cases provide up-to-date coverage of: Express and implied contracts and promissory estoppel Bilateral and unilateral contracts The mirror image rule and acceptance Consideration Implied-in-fact conditions and conditions precedent Third party beneficiaries Anticipatory repudiation and how to measure damages.

Essay after essay in this fascinating book explores the statutory and historical setting of the cases discussed, rather than mere doctrine, examining in detail lawyers' judgments and tactics. Many use recently revealed papers of Supreme Court Justices to discuss often surprising elements of the decision by the Court. Students can learn a good deal about the handling of these disputes at the administrative level, before they ever get to court -- a perspective essential to understanding the field, but hard to pick up from the reported cases. Attention is paid to the ways in which many of these decisions affected future developments, with primary focus on context and on understanding the ways in which administrative disputes develop, and the roles that lawyers play in developing them.

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