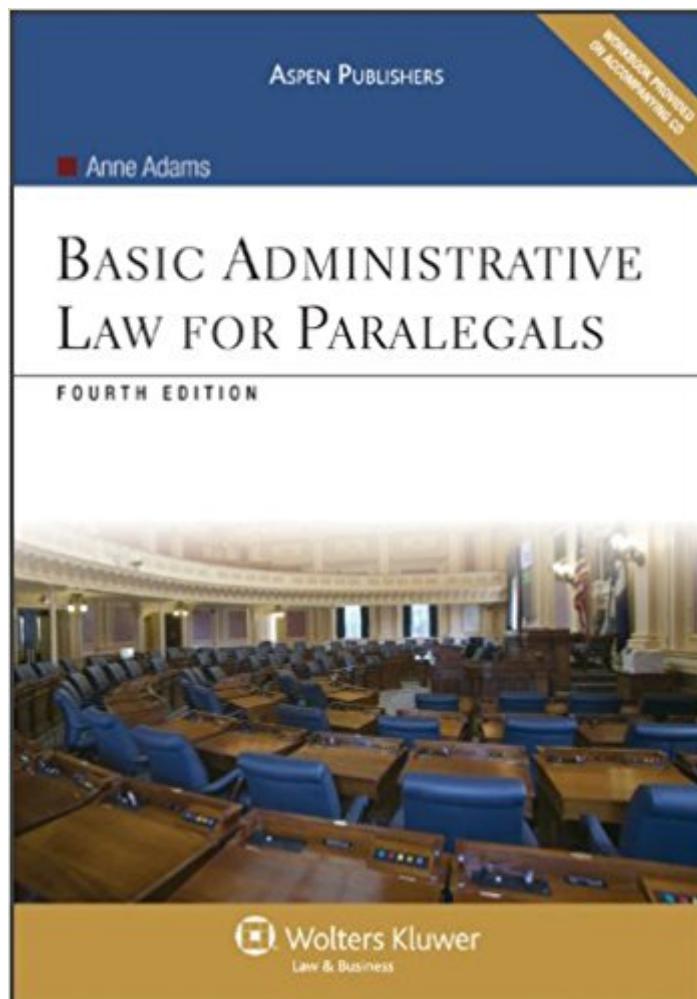


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Basic Administrative Law For Paralegals 4e



Synopsis

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. Among the features that make this text such a reliable resource: thorough topical coverage—•from how administrative agencies are created to agency discretion, rules and regulations, clients—•rights, investigations, informal and formal proceedings, and judicial review numerous visual aids and learning tools—•such as charts and figures, examples, chapter summaries, key terms, and review questions end-of-chapter exercises and resources—•including crossword puzzles, fill-in-the-blank exercises, and lists of useful websites an electronic workbook on CD bound into the book—•providing ample opportunity for practice a chapter dedicated to paralegal skills and careers—•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 “Paralegal Practice”• 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.

Book Information

Paperback: 384 pages

Publisher: Wolters Kluwer Law & Business; 4 edition (June 18, 2009)

Language: English

ISBN-10: 0735577730

ISBN-13: 978-0735577732

Product Dimensions: 7 x 0.8 x 10 inches

Shipping Weight: 1.4 pounds (View shipping rates and policies)

Average Customer Review: 3.9 out of 5 stars 11 customer reviews

Best Sellers Rank: #82,941 in Books (See Top 100 in Books) #58 in Books > Law > Law Practice > Paralegals & Paralegalism #82 in Books > Textbooks > Law > Constitutional Law #127 in Books > Law > Constitutional Law > General

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Timely arrival. Practically a brand new book and the CD was included!

I got this book quickly and at a great price. This is a wonderful guide for people studying administrative law. Good glossary and index in the back as well. I refer to this book constantly as I'm completing my study guides, quizzes, open tests, and homework.

This textbook is comprehensive and covers all the basics.

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