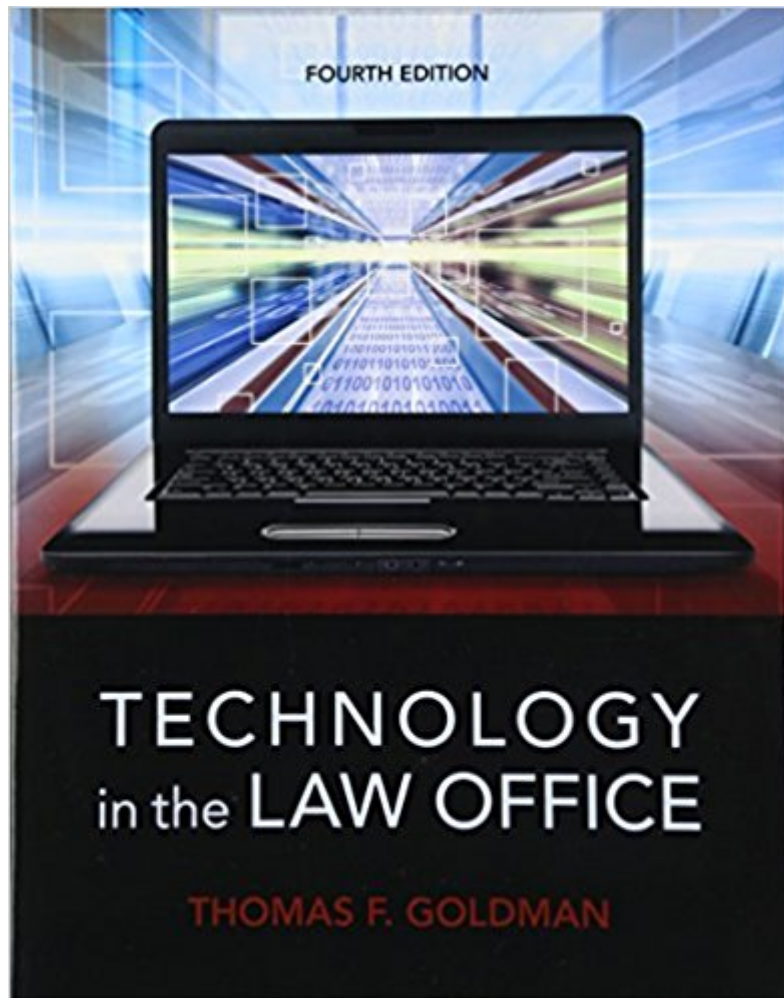




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# Technology In The Law Office (4th Edition)



## Synopsis

For technology in the law office courses Comprehensive Coverage of Law Office Technology Technology in the Law Office is a thorough and up-to-date guide to navigating the constantly changing technology used in the modern-day legal world. Exploring recent phenomenon such as the switch to Apple-based software and paperless offices, this text is the timeliest reference for students, paralegals, and law office workers in regards to law software and technology. Thoroughly updated for this edition, the Goldman Technology Resources Website features links to vendor soft downloads, tutorials, and instructional videos. Students are also provided with a solid background in the ethics and implications of using technology in legal practice, allowing them to not only understand how to use such technology, but how to use it correctly and justly. Also Available with CourseConnect with the Virtual Law Office Experience This edition is also available with a CourseConnect Online Course for Technology in the Law Office. The CourseConnect Online Course now includes Virtual Law Office Experience modules. The modules place the student in the position of working in a law office, allowing them to put technology into practice. Students, if interested in purchasing this title with the CourseConnect Online Course, ask your instructor for the correct package ISBN. Instructors, contact your Pearson representative for more information.

## Book Information

Paperback: 648 pages

Publisher: Pearson; 4 edition (January 8, 2015)

Language: English

ISBN-10: 0133802574

ISBN-13: 978-0133802573

Product Dimensions: 8.4 x 0.9 x 10.8 inches

Shipping Weight: 2.6 pounds (View shipping rates and policies)

Average Customer Review: 4.3 out of 5 stars 34 customer reviews

Best Sellers Rank: #72,958 in Books (See Top 100 in Books) #3 in Books > Law > Law

Practice > Law Office Education #30 in Books > Business & Money > Processes &

Infrastructure > Office Automation #324 in Books > Law > Business

## Customer Reviews

THOMAS F. GOLDMAN, JD, is Professor Emeritus of Bucks County Community College, where he was a Professor of Law and Management and Director of the Center for Legal Studies and the Paralegal Studies Program. A former member of the Paralegal Studies Advisory Board and mentor

at Thomas Edison State College, where he developed the Advanced Litigation Support and Technology Certificate Program in the School of Professional Studies. A founding advisory board member of the American University of Phnom Penh, he created the legal studies curriculum. He is an author of textbooks in paralegal studies and technology, including *The Paralegal Professional*, Fourth Edition; *Accounting and Taxation for Paralegals*; *Civil Litigation: Process and Procedures*, Third Edition; *SmartDraw: A Hands-On Tutorial and Guide*; *Litigation Practice: E-Discovery and Technology*; and *AbacusLaw: A Hands-On Tutorial and Guide*. An accounting and economics graduate of Boston University and of Temple University School of Law, Professor Goldman has an active international law, technology law, and litigation practice. He has worked extensively with paralegals and received the award of the Legal Support Staff Guild. He was elected the Legal Secretaries Association Boss of the Year for his contribution to cooperative education by encouraging the use of paralegals and legal assistants in law offices. He also received the Bucks County Community College Alumni Association Professional Achievement Award. He has been an educational consultant on technology to educational institutions and major corporations and a frequent speaker and lecturer on educational, legal, and technology issues.

I had to get this book for a Computer Applications for Law class in my paralegal program. Already being technologically savvy, I really didn't need to take this course, but being how it counts towards one of the ten courses needed to get my certificate, I decided to take it for an easy A. My major complaint with the book is the price and the lack of color photos. The only color used in this book is blue for the chapter headings. You would think that for the \$100 this book costs new (as of 12/23/2013), they would fill up the pictures in color (especially the parts where they discuss software tutorials). Other than that, the content of the book is OK at best. Do yourself a favor and buy it used. If you pay the high price for it new, you're really shooting yourself in the foot. After my semester ended, I sold this book back to for a \$54 gift card, which isn't bad at all considering I paid \$65 for it used.

i needed this book for a class but decide to rent the book instead of using the kindle version. This book is well written and the subject matter is complete but it is written for someone who has almost zero knowledge of how a law office operates, including things like how much memory you should have in a computer to have it function well for the office. It is written for a level that is lower then something i would need to reference in the future so i decided to return the book and rent instead.

It's a course-required book, so I had to get it. Since its more of a introductory type of class I decided to rent it instead. It's pretty easy to read and has a great deal of up to date information in the legal industry. Technology has definitely evolved for the legal industry and it's only going to get better and more advance.

Useful book - timely delivery.

arrived on time. its a textbook, what more can I say? except I dont think I opened the book a single time for the semester, but that is because the professor did not make lesson plans from the text

This was my first time ordering my textbooks online. I always bought them in the college bookstore. I will no longer do that. I ordered Technology in the Law Office (2nd edition) on May 8th, 2012. I was told I would receive it by May 31st. I actually received it within 5 business days. I ordered it new and it was everything it said it was. I saved at least over \$100 by ordering this textbook and another by going through ! I will never over pay again for textbooks and will always come to for them.

Excellent!!

An excellent introduction whether you're brushing up or completely new to the technology. A great overview in tips for such as programs Microsoft Office, Excel, etc. As well a basic overview of e-filing.

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