
Paralegal Certificate Course Workbook

Paralegal Certificate Course Workbook

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Paralegal Certificate Course Workbook

Paralegal Certificate Course Workbook *Superintendent of Documents*

Paralegal Career For Dummies *John Wiley & Sons*

Apply important legal concepts and skills you need to succeed Get educated, land a job, and start making money now! Want a new career as a paralegal but don't know where to start? Relax! Paralegal Career For Dummies is the practical, hands-on guide to all the basics -- from getting certified to landing a job and getting ahead. Inside, you'll find all the tools you need to succeed,

including a CD packed with sample memos, forms, letters, and more! Discover how to * Secure your ideal paralegal position * Pick the right area of the law for you * Prepare documents for litigation * Conduct legal research * Manage a typical law office Sample resumes, letters, forms, legal documents, and links to online legal resources. Please see the CD-ROM appendix for details and complete system requirements.

Certified Paralegal Review Manual: A Practical Guide to CP Exam Preparation *Cengage Learning*

Prepare for success on the Certified Paralegal (CP) Examination with the only comprehensive review manual prepared in partnership with the National Association of Legal Assistants (NALA). Whether you are an experienced paralegal professional or new to the profession, CERTIFIED PARALEGAL REVIEW MANUAL: A PRACTICAL GUIDE TO CP EXAM PREPARATION, 4E offers an indispensable resource for preparing to take the CP Exam administered by NALA. New material covers the latest areas of paralegal practice and technology while detailing the most recent changes in the CP Exam. New examples, extensive outlines, realistic practice tests, and helpful exam tips prepare you for the exam. After an unmatched overview of test essentials, this complete manual dedicates full chapters to examine specific content areas of the test. You'll find the skills and best practices you need achieve your best on today's CP exam. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Introduction to Paralegalism: Perspectives, Problems and Skills *Cengage Learning*

Master the hands-on skills you'll need to succeed in a modern law office with INTRODUCTION TO PARALEGALISM, 8e. Ten critical skills are covered in the book: identifying legal issues, breaking rules into elements, applying rules to facts interviewing clients, investigating facts, digesting discovery documents, providing litigation assistance, researching the law, drafting documents, and representing clients at administrative agencies where authorized by law. Packed with real-life insights and real-world examples, the text helps you understand the ethical guidelines that lawyers and paralegals must follow and covers the efforts underway to regulate the profession in legislatures, courts, bar associations, and paralegal associations. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Legal Document Preparation Manual

For the Paralegal Certificate Course®

This book is designed to be used in conjunction with the Paralegal Certificate Course® and other paralegal studies courses to quickly and efficiently prepare paralegals. The notes and samples are designed to reinforce course lesson materials, and to help the student learn to apply the concepts and practical skills necessary for a successful paralegal career.

Paralegal Career For Dummies *John Wiley & Sons*

Your career as a top-notch paralegal starts here The demand for paralegal professionals is exploding, and Paralegal Career For Dummies, 2nd Edition explains the skills and requirements needed to pursue this rewarding career. Inside, you'll discover the ins and outs of paralegal skills, from preparing documents and performing legal research to obtaining certification, job hunting, and understanding legal concepts. Use this hands-on guide to help in your career considerations, bolster your paralegal

training, or as an everyday on-the-job reference. Paralegal Career For Dummies will be your trusty assistant through all phases of your life as a paralegal, taking you forward with tips on networking and joining professional organizations that will enhance your career. Discover the job skills required for success as a paralegal Learn important legal concepts you'll need on the job Access forms, templates, and examples on the companion website Develop strategies to manage time and advance your career Complete with a companion website containing a wealth of valuable information, this book covers everything you need to become a top-notch paralegal.

Model Rules of Professional Conduct *American Bar Association*

The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts.

Basic Legal Writing for Paralegals *Wolters Kluwer*

Samborn and Yelin offer a modern, readable approach to effective legal writing with the fifth edition of Basic Legal Writing for Paralegals. The authors provide comprehensive coverage in an accessible format tailored to the needs of paralegal students. The practical approach emphasizes the role of the paralegal and how different types of legal writing are used in practice. The text begins with an overview of the legal system that provides clear context for the different types of writing covered in the text. Then, the authors give step-by-step instruction on the writing process, leading students through each stage of legal writing, from prewriting strategies to revising. The comprehensive coverage includes the IRAC method, how to synthesize cases and authorities, legal memoranda, persuasive writing, in-house and objective client documents, and letters, and the citation coverage has been updated to the 20th edition of the Bluebook and the 5th edition of the ALWD Guide to Legal Citation.

Occupational Outlook Handbook

The Complete Paralegal Certification Handbook *Cengage Learning*

Prepare for any of the top three paralegal certification exams with the only comprehensive review resource designed to help new or experienced paralegal professionals earn certification. Koerselman Newman's THE COMPLETE PARALEGAL CERTIFICATION HANDBOOK, 5E equips you to take certification exams from the National Association of Legal Assistants (NALA), National Association of Legal Secretaries and Legal Professionals (NALS), or National Federation of Paralegal Associations (NFPA). The author applies years as an attorney, instructor, and working professional to help you achieve certification goals. New side-by-side comparisons present areas of paralegal practice that are tested with details of eligibility, application and testing requirements, and essential content for each exam. Three new chapters focus on the latest test content, including interviewing, estate planning and probate, and tort law. New examples, outlines, practice tests, and testing tips help refine your skills for

certification testing and career success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Paralegal Today: The Legal Team at Work *Cengage Learning*
Succeed in your course and your career as a paralegal with PARALEGAL TODAY: THE LEGAL TEAM AT WORK. This updated Seventh Edition shows you how current technology and social media tools are used in practice, while helping you develop an understanding of the laws in our society, the importance of ethical and professional responsibility, and the skills needed to thrive in today's legal environment. Real-world examples, practical applications, ethical dilemmas, hands-on assignments, and an entire chapter on paralegal careers (with salary information) prepare you to meet the challenges of today's paralegal working environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Kids at Hope

Every Child Can Succeed -- NO EXCEPTIONS

John P Carlos, senior consulting partner with The Ken Blanchard Companies, and Rick Miller, founder of Kids at Hope, collaborated on this exceptional book written to guide community, school, youth organisations, and parents in developing a culture that supports the success of every child, NO EXCEPTIONS. This book is a parable about possibilities...primarily the possibility of success. Kids at Hope is a belief system that turns around the current "youth at risk" paradigm.

Legal Office Procedures

Paralegal Study Guide 2020-2021

Exam Prep Book and Practice Test Questions for the Paralegal Advanced Competency Exam (PACE) *Trivium LLC*

Updated for 2020, Trivium Test Prep's unofficial, NEW Paralegal Study Guide 2020-2021: Exam Prep Book and Practice Test Questions for the Paralegal Advanced Competency Exam (PACE) isn't your typical exam prep! Because we know your time is limited, we've created a product that goes beyond what most study guides offer. With Paralegal Study Guide 2020-2021, you'll benefit from a quick but total review of everything tested on the exam with current, real examples, graphics, and information. These easy to use materials give you that extra edge you need to pass the first time. NALA was not involved in the creation or production of this product, is not in any way affiliated with Trivium Test Prep, and does not sponsor or endorse this product. Trivium Test Prep's Paralegal Study Guide 2020-2021 offers: A full review of what you need to know for the Paralegal exam Practice questions for you to practice and improve Test tips to help you score higher Trivium Test Prep's Paralegal Study Guide 2020-2021 covers: Communications Jargon, Slang and Colloquialisms Grammar and Parts of Speech Commonly Confused/Misused Words Punctuation Vocabulary Human Resources and Interviewing Ethics NALA Code of Ethics and Professional Responsibility Legal Research Latin Legal Terms Substantive Law The American Legal System Business Organizations Civil Litigation Contracts Judgment and Analytical Ability ...and includes a FULL practice test! About Trivium Test Prep Trivium Test Prep is an independent test prep study guide company that produces and prints all of our books right here in the USA. Our dedicated professionals know how people think and learn, and have created our test prep products based on what

research has shown to be the fastest, easiest, and most effective way to prepare for the exam. Unlike other study guides that are stamped out in a generic fashion, our study materials are specifically tailored for your exact needs. We offer a comprehensive set of guides guaranteed to raise your score for exams from every step of your education; from high school, to college or the military, to graduate school. Let our study guides guide you along the path to the professional career of your dreams!

Civil Law and Litigation for Paralegals *Wolters Kluwer*

Civil Law and Litigation for Paralegals is a comprehensive text designed specifically for paralegal civil litigation courses. Author Neal Bevans not only teaches the basics of civil litigation, but also gives students the opportunity to learn skills they will use in practice. In a balanced approach, Bevans covers all the key topics paralegals need to know in an easy-to-read and engaging style that utilizes numerous examples and illustrations but never overwhelms the student. The text provides students with an in-depth analysis of a wide variety of civil cases, beginning with laying out the basic foundation of the American legal system. It proceeds through the investigation and implementation of a civil case, and follows the case through to appeal. The text balances the theoretical underpinnings of the law with the practical examples and hands-on experience that all students need to completely understand the topic. The helpful pedagogy throughout the book and a comprehensive teaching package make class preparation as easy as possible. Features: Clear introduction to the fundamentals of civil litigation for paralegal students. Provides students with an in-depth analysis of a wide variety of civil cases, laying out the basic foundation of the American legal system, proceeding through the investigation and implementation of a civil case, and following the case through to appeal. Designed to help prepare students for the practical world of divorces, car wreck cases, and medical malpractice claims that they will see every day in civil practice. Each chapter presents students with examples of the important role that paralegals play in every stage of civil litigation, from client intake to bringing an appeal. Understandable writing style with strong pedagogy, resulting in a teachable and accessible text. Each chapter includes Practice Pointers, Search Suggestions, Tech Topics, and Legal Legwork boxes, along with case excerpts, forms, and ethics. Helpful pedagogy includes Chapter Objectives that focus learning and review, Boldfaced key terms and marginal definitions for convenient reference, Review questions at the end of each chapter, and references to web sites that facilitate legal research

Paralegal Today: The Essentials *Cengage Learning*

Designed for anyone considering a career as a paralegal, the 7th edition of PARALEGAL TODAY: THE ESSENTIALS provides students with a comprehensive introduction to the legal system through real-world examples, practical applications, ethical dilemmas, and hands-on assignments. With thorough coverage of the basic, key areas of paralegal studies, this text ensures that students develop a comprehensive understanding of the laws in our society, the importance of ethical and professional responsibility, and the skills needed to thrive in the legal environment. The text includes increased coverage of technology in the workplace, including critical topics such as confidentiality issues, e-mail policies, technology in the courtroom, and the use of social media in crime detection and enforcing delinquent court judgments. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The Paralegal Professional

The Essentials *Prentice Hall*

For courses in Paralegal (Introduction), Legal Concepts for Paralegals. Written by an award-winning author team, The Paralegal Professional: Essentials Version, 3e provides a solid foundation in concept knowledge and analytical skills. Using chapter opening vignettes, ethical perspectives, advice from the field, and chapter exercises, it develops real-world skills needed to be successful in a paralegal career. This edition features new video case studies and Paralegals in Practice boxes that bring the world of the paralegal closer to the classroom. Its continued emphasis on technology and ethics shows what it means to be a professional in the field.

Pretrial *Aspen Publishers*

In Pretrial, Sixth Edition, renowned trial expert Tom Mauet guides students through the planning and process leading up to a civil trial. Accessible and succinct, with abundant examples, sample case files, and cutting-edge coverage, this text unlocks the mysteries of pretrial planning in a way that students will enjoy in the classroom and employ in practice.

Legal Office Procedures Workbook

Etiquette

"The Blue Book of Social Usage" *Prabhat Prakashan*

Master American Sign Language! *Sign Media Incorporated*

The Law of Corporations and Other Business Organizations *Cengage Learning*

THE LAW OF CORPORATIONS AND OTHER BUSINESS ORGANIZATIONS, 6th Edition deciphers the complex substantive and procedural laws surrounding U.S. business entities today. Focusing on corporations, sole proprietorships, partnerships, limited liability partnerships, and limited liability entities, the text explains the law and the theory behind the law while providing practical information that the paralegal can use on the job. Financial structures, securities regulations, mergers, and bankruptcy round out the legal discussions, along with special attention paid to the Uniform Acts and Model Business Corporation Act as revised through 2007, which is the basis for most state business corporation acts in the United States. Special features include cites for state statutes, excerpted cases, sample documents, paralegal profiles, chapter summaries, end-of-chapter exercises, practical advice, and much more. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Oran's Dictionary of the Law *Oran's Dictionary of the Law*

This book gives the reader the core of each legal idea and helps them understand the American legal system as well as how to approach research tasks. It precisely explains contracts, laws, court decisions, and lawyers. It also includes a section on computerized legal research and overhauled sections on bankruptcy, intellectual property, litigation support, national security and other rapidly changing subject areas.

Fundamentals of California Litigation for Paralegals *Wolters Kluwer*

Fundamentals of Litigation for California Paralegals, Seventh Edition offers a complete understanding of the litigation process from the time the client walks into the office through to trial and

post-judgment, including settlements and alternative forms of resolutions. Tailored to California practice, the authors' successful, balanced approach presents a complete overview of the litigation process, with clear explanations and examples of the rules and procedures. The text's flexible organization allows the instructor to easily pick and choose the areas to cover in the course. Intended specifically for California paralegals, each chapter references specific California statutes, and relevant California forms are included throughout the book. New to the Seventh Edition: Updated with changes to Federal Rules of Civil Procedure, California Rules of Court, and Judicial Council forms New developments in e-discovery Updated review questions and research questions at the end of each chapter to supplement the readings Revised sample letters, discovery, and motions. Professors and student will benefit from: Tailored to California Law with California-specific Judicial Council forms and references to specific California statutes in each chapter. A balanced and reader-friendly presentation Concise and well-written text—students will not get lost in the details of the rules A flexible organization that lends itself to a variety of teaching objectives Helpful pedagogy includes bold-face terms defined in the margins and in the glossary; numerous examples, charts, checklists, and sample documents; chapter overviews and summaries; and review questions A companion workbook, available as a download, with review questions (including true-false, short answer, and essays, with answers and explanations) and case scenarios for the student to use in completing assignments for the course and for use by the instructor as case studies in class.

Introduction to Law for Paralegals

A Critical Thinking Approach

The Language of Justice

Interpreting for Legal Services : Training Manual

Training manual for three-day legal interpreter training program that is the only national program for legal interpreting in community settings. The program is designed to train court and community interpreters to perform legal interpreting for nonprofit and community services.

Paralegal Training Manual for Protected Areas

The Indigo Book *Lulu.com*

This public domain book is an open and compatible implementation of the Uniform System of Citation.

Skills & Values: Discovery Practice *LexisNexis*

Skills & Values: Discovery Practice is designed to serve as an introduction to the practical application of the discovery rules. The book and the companion Web Course introduce each discovery topic briefly and then provide a context and structure for exercises and self-study. Skills & Values: Discovery Practice can be used by a professor teaching a full pre-trial course, or one focused just on discovery law. It can be used alone or in conjunction with another pre-trial text. It can be used with the problem set provided in the appendix and in the Web Course or with a professor's own problem set. It also can be used in a mentorship program in a civil litigation law firm. Each chapter of the book offers an introduction to the key aspects of discovery and then offers exercises that focus on the governing Federal Rule of Civil Procedure (FRCP). The chapters are organized in the order that the discovery rules are most commonly used. The exercises at the end of each chapter ask the student to put the

governing rules into action by actually drafting the discovery documents described in the preceding chapter. The book covers the following topics: • Planning for Discovery • Initial Disclosure • Interrogatories and Answers to Interrogatories • Document Requests and Answers to Document Requests • eDiscovery • Motion to Compel Production • Expert Witness Disclosure • Depositions of Fact and Expert Witnesses • Requests for Admission and Answers to Requests for Admission • Motion in limine • Settlement The eBook versions of this title feature links to Lexis Advance for further legal research options.

University Finances

Accounting and Budgeting Principles for Higher Education *JHU Press*

Rigorous, detailed, and wide-ranging, University Finances is a unique and powerful resource.

The PTSD Workbook

Simple, Effective Techniques for Overcoming Traumatic Stress Symptoms *New Harbinger Publications*

Post-traumatic stress disorder (PTSD) is an extremely debilitating anxiety condition that can occur after exposure to a terrifying event or ordeal. Although many know that this mental health issue affects veterans of war, many may not know that it also affects victims of domestic violence, sexual violence, natural disasters, crime, car accidents and accidents in the workplace. No matter the cause of their illness, people with PTSD will often relive their traumatic experience in the form of flashbacks, memories, nightmares, and frightening thoughts. This is especially true when they are exposed to events or objects that remind them of their trauma. Left untreated, PTSD can lead to emotional numbness, insomnia, addiction, anxiety, depression, and even suicide. In *The PTSD Workbook, Second Edition*, psychologists and trauma experts Mary Beth Williams and Soili Poijula outline techniques and interventions used by PTSD experts from around the world to offer trauma survivors the most effective tools available to conquer their most distressing trauma-related symptoms, whether they are a veteran, a rape survivor, or a crime victim. Based in cognitive behavioral therapy (CBT), the book is extremely accessible and easy-to-use, offering evidence-based therapy at a low cost. This new edition features chapters focusing on veterans with PTSD, the link between cortisol and adrenaline and its role in PTSD and overall mental health, and the mind-body component of PTSD. This book is designed to arm PTSD survivors with the emotional resilience they need to get their lives back together after a traumatic event.

Basic Manual for the Legal Professional

FabJob Guide to Become a Professional Organizer *Calgary : FabJob Incorporated*

"Discover how to start your own business helping people, homes and offices get organized."--Cover.

Intellectual Property

Law & the Information Society; Cases & Materials; an Open Casebook: 3rd Edition 2016 *Createspace Independent Publishing Platform*

Intellectual Property: Law & the Information Society - Cases & Materials 3rd edition (2016). This Open Coursebook is an introduction to intellectual property law, the set of private legal rights that allows individuals and corporations to control

intangible creations and marks-from logos to novels to drug formulae -and the exceptions and limitations that define those rights. It focuses on the three main forms of US federal intellectual property-trademark, copyright and patent, with a new chapter on Federal and state trade secret protection-but many of the ideas discussed here apply far beyond those legal areas and far beyond the law of the United States. The book is intended to be a textbook for the basic Intellectual Property class, but because it is an Open Coursebook, which can be freely edited, customized, copied and shared, it is also suitable for undergraduate classes, or for a business, library studies, communications or other graduate school class. A free downloadable version can be found at the Duke Center for the Study of the Public Domain website. Each chapter contains an clear introduction to the field, cases and secondary readings illustrating the structure and conflicts in the theory and doctrine of intellectual property, followed by questions to test the student's understanding. Every chapter is built around a set of problems or role-playing exercises involving the material. The problems range from a video of the Napster oral argument, with the students asked to take the place of the lawyers, to exercises counseling clients about how search engines and trademarks interact, to discussions of the First Amendment's application to Digital Rights Management or the Supreme Court's new rulings on gene patents. The readings include writers as diverse as John Locke, Mark Twain, Victor Hugo, Thomas Babington Macaulay and John Perry Barlow, former lyricist for the Grateful Dead. This edition is current as of August 2016. It includes discussions of such issues as the Redskins' trademark cancellation and the recent constitutional challenges to it, the Google Books case, the America Invents Act's changes to patent law, and the 2016 Defend Trade Secrets Act which created a new Federal trade secrecy cause of action. It is designed to be used with Boyle & Jenkins, *Intellectual Property: Selected Statutes and Treaties*, 2016 Edition, which is also available both as a freely downloadable Open Coursebook and a high quality, low-cost paperback. About the Authors James Boyle is William Neal Reynolds Professor of Law at Duke Law School and the former Chairman of the Board of Creative Commons. His other books include *The Public Domain: Enclosing the Commons of the Mind* Jennifer Jenkins is Senior Lecturing Fellow at Duke Law School and the Director of the Center for the Study of the Public Domain. Her recent articles include *In Ambiguous Battle: The Promise (and Pathos) of Public Domain Day*, and *Last Sale? Libraries' Rights in the Digital Age*.

Certification Exam Review for the Pharmacy Technician *Pearson*

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. For all courses intended to help students prepare for the PTCB pharmacy technician certification exam *Certification Exam Review for the Pharmacy Technician* has one purpose—to aid students in successfully passing the PTCB national certification exam on the first attempt. Unlike other PTCB study guides, *Certification Exam Review for the Pharmacy Technician* weights its content to precisely reflect the PTCB's exam weightings, and carefully avoids distracting material not covered on the exam. The Third Edition contains nine all-new chapters that match the new exam blueprint. The authors present five complete practice exams, each with 90 multiple-choice questions designed to closely replicate the actual three-hour PTCB exam experience. All answers are provided, along with clearly explained rationales for each. To provide even more practice, the book also contains three math and two

trade/generic classification tests.

The Paralegal's Introduction to Business Organizations

Student Workbook *Aspen Publishers*

Slosberg's outstanding text - and accompanying student workbook - take students out of the classroom and into the real world of business. Written with the entry-level paralegal in mind, this book gives students an unmatched guide to the paralegal's function in the day-to-day representation of business clients. To help students truly grasp the material presented, most chapters include a section called Client Stimulations showing a paralegal in a law office environment performing each required task. Students will find an excellent discussion of the substantive law and procedural tasks involved in the formation and maintenance of each business entity. Each chapter begins with clearly defined chapter objectives - setting both the tone and agenda, and ends with chapter summaries, review questions, and lists of key terms. Moreover, checklists and worksheets are included for each business entity. The text includes coverage of limited liability companies and limited liability partnerships - the latest business entities. A full 8 chapters are dedicated to corporate law, covering such topics as formation, financial structure, meetings, shareholders' rights and liabilities, corporate changes, and more. There is a chapter on trademark registration, which includes application filing and trademark protection. Student Workbook: The student workbook places the student in a fictional law office, working as a paralegal for a corporate attorney. Emphasizing hands-on experience, it helps build proficiencies in document drafting and file maintenance that accurately reflect law office experience. By performing typical paralegal tasks in the receptive environment of the classroom, students receive helpful feedback. And the reassurance that they will leave this course with the requisite knowledge to do the job demanded of them. Section I: Organizational Matters, focuses on the creation and organization of a state-specific resource binder in which the student will adapt checklists to meet state requirements, as well as compile relevant state statutes, frequently used telephone listing, filing fee information, and state-specific forms. Section II: Client Matters, focuses on the drafting of documents for hypothetical

clients.

The Texas Paralegal *Cengage Learning*

A ground-breaking resource for paralegal instructors, The Texas Paralegal has made teaching critical state-specific material easier, and more organized, than ever. The book's unique approach works by providing students with the information, documents, and resources they need to understand the basic workings of Texas law, thereby eliminating the tedious instructor task of gathering this material piecemeal. Instead, the legwork is done for you -- the vital content is compiled into a single, handy resource that presents it in a practical, logical, and useful way. Coverage includes an overview of the paralegal profession, ethics, the legal system, research, and even a comprehensive legal dictionary - all as they pertain to Texas State laws and statutes. Packed with the most relevant concepts, and packaged in a user-friendly format, students will find this an invaluable reference throughout their academic and professional careers. Instructors will find that they can spend less time preparing to teach and more time teaching. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

California Style Manual

A Handbook of Legal Style for California Courts and Lawyers

Administrative Medical Assisting *Delmar Pub*

Administrative Medical Assisting, 5th edition, is the most comprehensive, hands-on text and workbook learning package available for medical office administration students and professionals. The text features a new chapter on office managerial responsibilities, compliance topics integrated throughout the text, and content on computer use in the medical office integrated within the chapters. The text emphasizes a customer-service approach to the provision of health care. Guidelines leading to an improved health care consumer/provider relationship are included in each chapter. Icons identify content on legal issues, patient education, computer applications, related workbook exercises, and resources. Job skills are provided in a step-by-step format.