



Begin a Work-at-Home Career with the Training and Education You Need! "Train at Home to Work at Home" This unique guide provides comprehensive resources on more than 200 distance-learning programs that can teach you 27 of the most popular and profitable work-at-home careers. Distance-learning programs have exploded in the last few years---courses are now available online, via e-mail, via teleclass, through the mail, on audiotape, on videotape, and even on CD-ROM. You can learn: graphic design at UCLA professional writing at Washington State University life coaching at CoachU Web site design at Penn State financial planning at University of Alabama interior design at the Art Institute International medical transcription at the Health Professions Institute and many more. Plus, extensive resource lists (organizations, books, and Web sites) complete each section. Full contact information, tuition rates, and course descriptions make comparisons and contrasts a breeze.

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 tin 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.

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