



# Basic Administrative Law for Paralegals 4e

*Anne Adams*

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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.

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