#### PARALEGAL PROGRAM BOOK LIST JANUARY 2012 SESSION

The following is a list of books, by class, that students are expected to purchase during the course of their paralegal education. Students are responsible for purchasing these books online or through the Paralegal Office (this is designated on the handout). Please purchase them one semester at a time as the books do sometimes get updated or changed by the instructors from time to time. We will update you each semester.

Civil Litigation I: Pretrial, 7<sup>th</sup> Edition

Author: Thomas Mauet

Publisher: Aspen Publishers, 2004

ISBN-13: 9780735572034

Price: \$99.00

Available at the following website: http://www.aspenpublishers.com

Case packets available from the paralegal office at a cost of \$45.00

Business Law I: The Law of Corporations and Other Business Organizations, 5<sup>th</sup> Edition

Author: Angela Schneeman.

Publisher: Delmar Cengage Learning, 2010

ISBN-13: 9781435425774

Price: \$142.95

Available at the following website: http://www.delmarlearning.com

Additionally: Students will receive a copy of "Guide to Organizing A Business in Ohio" from the Secretary of State's Office. These will be distributed in class.

**Foundations:** 

Legal Case Analysis Handouts are available from the paralegal office. Cost is \$10.00.

Foundations: Understanding, Creating, and Implementing Contracts, 2<sup>nd</sup> Ed.

Contracts Author: Laurel A. Vietzen

Publisher: Aspen Publishers 2011

Price: \$95.95

ISBN-13: 9780735590168

Available at the following website: http://www.aspenpublishers.com

Foundations: Principles of Tort Law, 3<sup>rd</sup> Edition - Concise Hornbook Series

Torts Author: Marshall S. Shapo

Publisher: West Group, 2010 ISBN-13: 9780314195388

Price: \$46.00

Available at the following website: http://west.thomson.com

Probate/Estate Planning: Ohio Annotated Probate Laws Handbook 2011

(This book subject to change depending on year)

Publisher: Anderson Publishing

ISBN: 9781422487976

Available at the following website: <a href="http://bookstore.lexis.com">http://bookstore.lexis.com</a>

Civil Litigation II: Trial Techniques, 8<sup>th</sup> Edition

Author: Thomas Mauet

Publisher: Aspen Publishers, 2010

ISBN-13: 9780735594418

Price: \$113.00

Available at the following website: <a href="http://www.aspenpublishers.com">http://www.aspenpublishers.com</a>

Legal Research And Writing I & II:

## ALWD Citation Manual: A Professional System of Citation, 4th Edition

Author: Association of Legal Writing Directors

Publisher: Aspen Publishers, 2010

ISBN-13: 9780735589308

Price: \$36.00

Available at the following website: http://www.aspenpublishers.com

#### A Legal Dictionary (preferably Black's)

Approximately \$25.00

### Just Memos, 3<sup>rd</sup> Edition

Author: Laurel Currie Oates, Anne Enquist

Publisher: Aspen Publishers, 2006

ISBN-13: 9780735585195

Price: \$69.00

Available at the following website: http://www.aspenpublishers.com

### Top 10 Rules of Ethics for Paralegals, 2nd Edition

Author: Deborah K. Orlik

Publisher: Pearson Prentice Hall, 2011

ISBN-13: 978013506393

Price: \$34.00

Available at the following website: http://www.mypearsonstore.com

## Just Research, 3<sup>rd</sup> Edition

Author: Laurel Currie Oates, Anne Enquist

Publisher: Aspen Publishers, 2009

ISBN-13: 9781454802945

List Price: \$73.00

Available at the following website: <a href="http://www.aspenpublishers.com">http://www.aspenpublishers.com</a>

#### **Real Property Law:**

## Essentials of Practical Real Estate Law, 4th Edition

Author: Daniel Hinkel

Publisher: Delmar Cengage Learning, 2008

ISBN-13: 9781418048068

Price: \$113.49

Available at the following website: http://www.delmarlearning.com

#### **Paralegal Practice:**

# Just Writing: Grammar, Punctuation, and Style for the Legal Writer,

3<sup>rd</sup> Edition

Author: Anne Enquist and Laurel Currie Oats

Publisher: Aspen Publishers, 2009

ISBN-13: 9780735576681

Price: \$ 76.00

Available at the following website: http://www.aspenpublishers.com

Concise Guide to Paralegal Ethics, 3<sup>rd</sup> Edition

Author: Therese A. Canon

Publisher: Aspen Publishers, 2009

ISBN: 9780735578678

Price: \$84.95

Available at the following website: http://www.aspenpublishers.com

Ethics Handouts are available from the paralegal office. Cost is \$10.00.

The following courses are elective courses:

**Family Law:** This book is prepared by the instructor and is purchased directly from the

Paralegal Program office for \$25.00. In addition the Professor uses the Ohio

Revised Code as well.

Workers' Compensation: New book is being considered for this class; details to follow.

Criminal Procedure: Anderson's Ohio Criminal Law Handbook

(This book is subject to change depending on the year)

Publisher: LexisNexis

Available at the following website: http://bookstore.lexis.com

Bankruptcy Law: The 2011 COMBO:

MiniCode / MiniRules in one book.

Publisher: AWHFY, LP

Price: \$50.00

Available at the following website: http://www.awhfy.com/category/24

Handouts are available from the paralegal office. Cost is \$25.00.

Business Law II: Essentials of Commercial Law

Author: Jeffrey A. Helewitz Publisher: Prentice Hall, 2002 ISBN-13: 9780929563671

Price: \$71.00

Available at the following website: http://www.mypearsonstore.com

**Employment Law:** Employment Law for the Paralegal

Author: Peggy Kerley

Publisher: Delmar Cengage Learning, 2002

ISBN-13: 9780766815339

Price: \$104.49

Available at the following website: <a href="http://www.delmarlearning.com">http://www.delmarlearning.com</a>

**Immigration Law:** 

**Immigration Law for Paralegals, 3<sup>rd</sup> Edition**Author: Maria Isabel Casablanca and Gloria Roa Bodin

Publisher: Carolina Academic Press, 2010

ISBN-13: 978-1-59460-817-9

Price: \$58.00

**Intellectual Property:** Intellectual Property: The Law of Trademarks, Copyrights, Patents, and

Trade Secrets for the Paralegal, 3rd Edition

Author: Deborah E. Bouchoux

Publisher: Delmar Cengage Learning, 2009

ISBN-13: 9781428318366

Price: \$149.49

Available at the following website: <a href="http://www.delmarlearning.com">http://www.delmarlearning.com</a>

### Helpful websites where you may find discount textbooks:

Alibris.com Amazon.com Half.com