PARALEGAL PROGRAM
BOOK LIST
August 2011 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.

Foundations: **Legal Case Analysis**	**Handouts are available from the paralegal office. Cost is $10.00.**
Foundations: **Contracts**	Understanding, Creating, and Implementing Contracts, 2nd Ed. Author: Laurel A. Vietzen Publisher: Aspen Publishers 2011 Price: $86.95 ISBN-13: 978-0-7355-90168
Foundations: **Torts**	**Principles of Tort Law, 3rd Edition - Concise Hornbook Series** Author: Marshall S. Shapo Publisher: West Group, 2010 ISBN-13: 9780314195388 Price: $46.00 Available at the following website: http://west.thomson.com
Paralegal Practice:	***Just Writing:* Grammar, Punctuation, and Style for the Legal Writer, 3rd Edition** Author: Anne Enquist and Laurel Currie Oats Publisher: Aspen Publishers, 2009 ISBN-13: 9780735576681 Price: $ 72.00 Available at the following website: http://www.aspenpublishers.com **Concise Guide to Paralegal Ethics, 3rd 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.**
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: $35.00 Available at the following website: http://www.aspenpublishers.com **A Legal Dictionary (preferably Black's)** Approximately $25.00

Just Memos, 2nd Edition
Author: Laurel Currie Oates, Anne Enquist
Publisher: Aspen Publishers, 2006
ISBN-13: 9780735562325
Price: $60.00
Available at the following website: http://www.aspenpublishers.com

Top 10 Rules of Ethics for Paralegals
Author: Deborah K. Orlik
Publisher: Pearson Prentice Hall, 2011
ISBN-13: 978-0-13-506393
Price: $34.00
Available at the following website: http://www.mypearsonstore.com

Just Research, 3rd Edition
Author: Laurel Currie Oates, Anne Enquist
Publisher: Aspen Publishers, 2009
ISBN-13: 9781454802945
List Price: $69.00
Available at the following website: http://www.aspenpublishers.com

Civil Litigation I:

Pretrial, 7th Edition
Author**:** Thomas Mauet
Publisher: Aspen Publishers, 2004
ISBN-13: 9780735572034
Price: $94.95
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, 5th Edition
Author: Angela Schneeman.
Publisher: Delmar Cengage Learning, 2010
ISBN-13: 9781435425774
Price: $142.49
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.

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

Civil Litigation II:

Trial Techniques, 8th Edition
Author: Thomas Mauet
Publisher: Aspen Publishers, 2010
ISBN-13: 9780735594418
Price: $107.00
Available at the following website: http://www.aspenpublishers.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: http://bookstore.lexis.com

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: http://www.delmarlearning.com

Immigration Law: **Immigration Law for Paralegals, 3rd 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: http://www.delmarlearning.com

Helpful websites where you may find discount textbooks:

Alibris.com
Amazon.com
Half.com