Textbooks can be purchased from the Pioneer Bookstore. Most new textbooks will be available the entire quarter. For more information, please call (510) 885-3507.

Required Courses

ENGL 7017: Legal Research and Writing I and ENGL 7018: Legal Research and Writing II

  - Required for all campuses, including online section
- “Using the California Style Manual and The Blue Book”, Susan Heinrich-Wells
  - ISBN 9780314248565, West
  - Required for all campuses, including online section

POSC 7011: Introduction to Law

  - ISBN 9781454838760, Aspen
  - Required for Hayward Campus only
  - Required for Concord Campus only

POSC 7011-HB: Introduction to Law – ONLINE

  - Required for online section only

POSC 7012: Litigation I and POSC 7013: Litigation II

  - ISBN 978-1454873488
  - Required for the Hayward and ONLINE sections
- “California Paralegal Manual Civil Procedure”, by Judge Elizabeth White/The Rutter Group
  - This book is optional for the Hayward section only.

*Please note: There is no book required for the Concord section of “Litigation I” and “Litigation II”.

POSC 7022: Personal Injury and Tort Litigation
• “Torts: Personal Injury Litigation” William P. Statsky, 5th edition
  o ISBN 978-1401879624, Cengage
  o Required for all campuses, including online section

POSC 7023: Contract Law

• “Basic Contract Law for Paralegals”, Jeffrey A. Helewitz, 8th edition
  o ISBN 978-1454855552, Aspen
  o Required for Hayward and Concord campuses only

• “The Law of Contracts and the Uniform Commercial Code”, Pamela Tepper, 3rd edition
  o ISBN 978-1285448947, Delmar Cengage
  o Required for online section only

POSC 7040: Computer Applications for Paralegals

• “Using Computers in the Law Office”, Matthew S. Cornick, 8th edition
  o Required for the Concord and ONLINE sections

NOTE: Renting or purchasing used Student Workbooks does not meet the textbook requirements for the online version of this course. Make sure you purchase the textbooks using the ISBN number given above for this product.

• National Society for Legal Technology, student membership
  o Available for online purchase only. www.LegalTechSociety.org
  o Required for Hayward campus only

POSC 7042: Ethics and Professional Responsibility for Paralegals

• “Ethics and Professional Responsibility for Paralegals”, Therese A. Cannon, 8th edition
  o ISBN 978-1454873372, Aspen

Electives

POSC 7004: Corporate Law

• “Business Organizations for Paralegals”, Deborah E. Bouchoux, 7th edition
POSC 7009: Family Law
    o ISBN 978-1611635614, Noyes Publishing

POSC 7021: Criminal Law
    o ISBN 978-0134559834, Pearson

POSC 7025: Interviewing and Investigating
  • “Interviewing and Investigating”, Stephen P. Parsons, 6th edition

POSC 7027: Wills and Trusts
  • “Basic Wills, Trusts, and Estates for Paralegals”, Jeffrey A. Helewitz, 7th edition

POSC 7029: Immigration Law
  • “Immigration Law for Paralegals”, Maria Isabel Casablanca, Gloria Roa Bodin, 4th edition

POSC 7031: Intellectual Property: Copyrights, Patents and Trademarks
  • “Intellectual Property”, Deborah E. Bouchoux, 5th edition

POSC 7033: Employment Law
  • “Employment Law for Business”, Dawn Bennett Alexander, 8th edition
    o ISBN 978-0078023798

POSC 7037: Evidence for Paralegals
  • “Evidence for Paralegals”, Joelyn D. Marlowe, 5th Edition
    o ISBN 978-0735590137

POSC 7056: e-Discovery, Advanced Legal Research & Motion Writing
  • “Litigation Practice: E-Discovery and Technology”, Thomas F. Goldman, 1st edition

POSC 7060: Patent Law
  • “Patent Law for Paralegals”, Deborah E. Bouchoux, 1st edition
    o ISBN 978-1418048013, Cengage Learning