Textbooks can be purchased from the Pioneer Bookstore. Students are encouraged to shop around and compare online booksellers to find the best price to purchase or rent. Students may inquire with instructors for permission to use an older edition of a textbook.

**Required Courses**

**POSC 801: Legal Research and Writing I** and **POSC 802: 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 978-0314248565, West
  - **Required for all campuses, including online section**

**POSC 803: Introduction to Law**

  - **Required for Hayward and Concord campuses only**

**POSC 803 - HB: Introduction to Law – ONLINE**

  - **Required for online section only**

**POSC 804: Litigation I and POSC 805: 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 807: Personal Injury and Tort Litigation**

  - **Required for all campuses, including online section**
POSC 808: Contract Law

- “Basic Contract Law for Paralegals”, Jeffrey A. Helewitz, 9th edition
  - Required for all campuses, including online section

POSC 809: Computer Applications for Paralegals

- National Society to Legal Technology, student membership
  - www.LegalTechSociety.org
  - Required for all campuses, including online section

POSC 810: Ethics and Professional Responsibility for Paralegals

- “Ethics and Professional Responsibility for Paralegals”, Therese A. Cannon, 8th edition

Electives

POSC 812: Corporate Law

- “Business Organizations for Paralegals”, Deborah E. Bouchoux, 8th edition
POSC 814: Family Law
  o ISBN 978-1611635614, Noyes Publishing

POSC 815: Criminal Law
  o ISBN 978-0134559834, Pearson

POSC 816: Interviewing and Investigating
• “Interviewing and Investigating”, Stephen P. Parsons, 7th edition

POSC 817: Wills and Trusts
• “Basic Wills, Trusts, and Estates for Paralegals”, Jeffrey A. Helewitz, 7th edition

POSC 818: Immigration Law
• “Immigration Law for Paralegals”, Maria Isabel Casablanca, Gloria Roa Bodin, 4th edition

POSC 819: Intellectual Property: Copyrights, Patents and Trademarks
• “Intellectual Property”, Deborah E. Bouchoux, 5th edition

POSC 820: Employment Law

POSC 821: Evidence for Paralegals
• “Evidence for Paralegals”, Joelyn D. Marlowe, 5th Edition
  o ISBN 978-0735590137

POSC 822: e-Discovery, Advanced Legal Research & Motion Writing
• “Litigation Practice: E-Discovery and Technology”, Thomas F. Goldman, 1st edition