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

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 Heinrichp 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**
  - ISBN 978-1401879624, Cengage
  - **Required for all campuses, including online section**
POSC 808: Contract Law

- “Basic Contract Law for Paralegals”, Jeffrey A. Helewitz, 8th edition
  - Required for all campuses, including online section

POSC 809: Computer Applications for Paralegals

  - Required for the ALL 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.

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, 7th 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, 6th 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
  • “Employment Law for Business”, Dawn Bennett Alexander, 8th edition
    o ISBN 978-0078023798

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