

# IDAHO STATE UNIVERSITY COLLEGE OF TECHNOLOGY

## PROGRAM TITLE: PARALEGAL STUDIES

### BOOK AND TOOL LIST

Textbooks may be purchased at the University Bookstore located at the Pond Student Union - Building #14. Textbooks may also be purchased or reserved on-line through [www.efollett.com](http://www.efollett.com) or the bookstore's website at [www.isu.edu/bookstor](http://www.isu.edu/bookstor). Payments may be made with cash, check, VISA, MasterCard, American Express, or Discover. A shipping charge will be added for mail orders. See the bookstore's website for more information on purchasing or reserving books or for refund policy information. **Save Your Receipts!**

**Approximate total book and tool costs for this program's options are listed below.  
Additional book costs will vary depending on the courses taken to fulfill  
general education requirements for the AAS degree.  
For a breakdown of books by individual class requirements, you must check your course  
curriculum.**

**NOTE: PRICES ARE SUBJECT TO CHANGE AT ANYTIME WITHOUT PRIOR NOTIFICATION**

#### I. BOOKS AND SUPPLIES (LISTED BY COURSE)

DESCRIPTION	APPROXIMATE PRICE	
<b>PARA 110 INTRODUCTION TO PARALEGAL STUDIES</b>		
PARALEGAL PROFESSIONAL	0131751903	128.00
<b>PARA 111 ETHICS AND PROFESSIONALISM</b>		
ETHICS & PROF RESPONSIBILITY FOR PARALEGALS	0735529045	82.00
<b>PARA 112 ESTATES, WILLS AND TRUSTS</b>		
WILLS, TRUSTS & ESTATE ADMINISTRATION	1418039332	142.00
<b>PARA 113 CONTRACT LAW</b>		
LAW OF CONTRACTS AND UNIFORM COMMUNICATION CODE	0-8273-6324-9	68.00
<b>PARA 114 FAMILY LAW</b>		
PRACTICAL GUIDE TO FAMILY LAW, Study Guide		25.00
<b>PARA 115 PROPERTY LAW</b>		
ESSENTIALS OF REAL ESTATE LAW FOR PARALEGALS, (& handbook)	0-7668-0395-3	59.00
<b>PARA 116 TORT LAW</b>		
TORT LAW FOR LEGAL ASSISTANTS	1401812744	136.00
<b>PARA 117 CRIMINAL LAW AND PROCEDURE</b>		
CRIMINAL LAW & PROCEDURE: An Introduction		76.00

<b>PARA 118 BUSINESS ORGANIZATIONS</b>		
<b>PARA 119 LEGAL RESEARCH AND ANALYSIS I</b>		
<b>PARA 120 LEGAL WRITING I</b>		
<b>PARA 121 LAW OFFICE MANAGEMENT</b>		
FUND OF LAW OFFICE MANAGEMENT	1401824631	97.00
<b>PARA 210 LEGAL RESEARCH AND ANALYSIS II</b>		
<b>PARA 211 LEGAL WRITING II</b>		
<b>PARA 212 PRE-TRIAL CIVIL LITIGATION AND PROCEDURE</b>		
LITIGATION PARALEGAL	0-7668-4055-7	108.00
<b>PARA 213 TRIAL AND POST-TRIAL CIVIL LITIGATION AND PROCEDURE (same as PARA 212)</b>		
<b>PARA 214 ENVIRONMENT LAW</b>		
<b>PARA 215 DEBTOR/CREDITOR RIGHTS AND BANKRUPTCY LAW</b>		
INTRODUCTION TO BANKRUPTCY LAW	0-314-09377-X	n/a
<b>PARA 216 ADMINISTRATIVE LAW</b>		
ADMINISTRATIVE LAW AND PROCEDURE	0-8273-7468-2	75.00
<b>PARA 217 CONSTITUTIONAL LAW</b>		
<b>PARA 220 PARALEGAL INTERNSHIP</b>		
<b>BI 170 INTRODUCTION TO COMPUTERS</b>		
Class fee		20.00
GO WITH MICROSOFT OFFICE 2007 + MYITLAB	0132426169	120.00
<b>APPROXIMATE TOTAL BOOKS</b>		<b>\$1136.00</b>

**II. SUPPLIES & OTHER EXPENSES**

<b>DESCRIPTION</b>	<b>APPROXIMATE PRICE</b>
Fee for electronic legal research	40.00
Disks, computer, 3.5" HD, IBM formatted per semester, 1 box of 10	8.00
Notebooks, 10 each	40.00
Pencils, 1 box	3.00
Pens, 3 each	4.00
Graduation Application fee for first Certificate/Degree	20.00
Optional fee for each additional Certificate/Degree	(10.00)
<b>APPROXIMATE TOTAL SUPPLIES &amp; OTHER EXPENSES</b>	<b>\$115.00</b>

<b>APPROXIMATE TOTAL BOOKS, SUPPLIES, &amp; EXPENSES</b>	<b>\$1251.00</b>
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ANTICIPATE ADDITIONAL EXPENSES ASSOCIATED WITH THIS PROGRAM:  
**TEXTBOOKS ASSOCIATED WITH ACADEMIC COURSES,**  
 TRANSPORTATION, PARKING, CHILD CARE, HOUSING.  
 YOU MUST CHECK YOUR CLASS SCHEDULE TO DETERMINE TEXTBOOKS REQUIRED BY  
 INSTRUCTOR.