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

Students are encouraged to purchase their textbooks no earlier than 30 days prior to the start date of a specific class. It is possible for textbooks in a specific course to change from one semester to the next, so students should not purchase/rent textbooks ahead of time in anticipation that a textbook for a course will not change (only purchase/rent a textbook for the upcoming semester and not a semester more than 6 months ahead). It’s important for students to view their enrollment for the specific course section and instructor prior to purchasing textbooks (instructors and sections can change at any time). Students can locate their course section(s) and instructor name(s) in their profile at myCSUEB.

Note: Students will have access to their course syllabi through the CSUEB Canvas course management system within 1-3 days prior to the course start date (https://www.csueastbay.edu/online/CanvasLogin/).

Students are encouraged to check with the CSUEB Library to see if their respective textbooks is/are available for short term access.

REQUIRED COURSES

**EXTX 150 - Introduction to Paralegalism**

No required textbooks.

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**POSC 801: Legal Research and Writing I (all sections)**  
**POSC 802: Legal Research and Writing II (all sections)**

1. National Society for Legal Technology, student membership required  
   [www.LegalTechSociety.org](http://www.LegalTechSociety.org)  
   Legal Research Certificate required…CSUEB discount can be used…see course syllabus

2. ‘Using the California Style Manual and The Blue Book’, Susan Heinrich  
   ISBN: 978-0314248565

Instructors:  
   Michael Greathouse:  
   michael.greathouse@csueastbay.edu  
   Edward Lai:  
   edward.lai9@gmail.com
POSC 803: Introduction to Law

For section 01-HB ONLY – online asynchronous (Kai Williamson – kai.williamson@csueastbay.edu)


For section 03-HB ONLY – online synchronous (Judge Jacob Blea – jacob.blea@csueastbay.edu);

POSC 804: Litigation I (all sections)
POSC 805: Litigation II (all sections)

Instructor: Jeff Feinberg – feinberglaw@yahoo.com

ISBN: 978-1543817201, Aspen Paralegal

POSC 807: Personal Injury & Tort Litigation (all sections)


Instructor: Dwight Dickerson - dwight.dickerson@csueastbay.edu

POSC 808: Contract Law (all sections)

‘Basic Contract Law for Paralegals’, Jeffrey A. Helewitz, 10th edition

Instructors: Stuart West - SWest@westpatentlaw.com
Dwight Dickerson - dwight.dickerson@csueastbay.edu
POSC 809: Computer Applications for Paralegals (all sections)
National Society for Legal Technology, student membership required
www.LegalTechSociety.org
Legal Technology Certificate required…CSUEB discount can be used…see course syllabus
Instructors:  Stuart West - SWest@westpatentlaw.com (all sections)

POSC 810: Ethics and Professional Responsibility for Paralegals (also known as ‘Paralegal Ethics’) (all sections)
ISBN: 978-1543820546, Aspen Paralegal
Instructor:  Dwight Dickerson - dwight.dickerson@csueastbay.edu

POSC 811: Paralegal Internship (all sections)
Reader and materials provided by instructor on first day of class
Instructor:  Carol Thornberry - carolthornberry@sbcglobal.net

ELECTIVE COURSES - Paralegal students are required to enroll in at least one elective course during their time in the Paralegal Studies certificate program. Students who receive approval to waive POSC 811 - Paralegal Internship are required to complete a 2nd elective course in place of the Paralegal Internship class.

POSC 812 - Corporate Law
Instructor:  Kai Williamson – kai.williamson@csueastbay.edu

POSC 814 - Family Law
Instructor:  Judge Jacob Blea – jacob.blea@csueastbay.edu
POSC 815 - Criminal Law
ISBN: 978-0134559834, Pearson

Instructor: Thomas Ogas – tom@ogaslawfirm.com or thomas.ogas@csueastbay.edu

POSC 816 - Interviewing and Investigating

POSC 817 - Wills & Trusts
‘Basic Wills, Trusts, and Estates for Paralegals’, Jeffrey A. Helewitz, 9th edition

Instructor: Judith Sack – judith.sack@csueastbay.edu

POSC 818 - Immigration Law
‘Immigration Law for Paralegals’, Maria Isabel Casablanca, Gloria Roa Bodin, 5th edition

Instructor: Alexander Lubarsky – alubarsky@enterusa.com

POSC 819 - Intellectual Property: Copyrights, Patents, and Trademarks

Instructor: Stuart West – swest@westpatentlaw.com

POSC 820 - Employment Law

Instructor: Dwight Dickerson - dwight.dickerson@csueastbay.edu & Michael Greathouse - michael.greathouse@csueastbay.edu
POSC 821 - Evidence for Paralegals

No textbook required.

Instructor: Jeff Feinberg – feinberglaw@yahoo.com

POSC 822 - e-Discovery, Advanced Legal Research & Motion Writing
‘eDiscovery for the Legal Professional’, Christine E. Broucek, 2nd Edition

Instructor: Michael Greathouse – michael.greathouse@csueastbay.edu

POSC 825 - Law Office Management

Instructor: Kai Williamson – kai.williamson@csueastbay.edu