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.

REQUIRED COURSES

**EXTX 150 - Introduction to Paralegalism**

No required textbooks.

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


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

Instructors: Michael Greathouse: michael.greathouse@csueastbay.edu

**POSC 803: Introduction to Law**

For sections 01-HB (Janet Wallace - janet.wallace@csueastbay.edu ); 02-CA (Instructor - TBA) and 03-HB (Judge Jacob Blea - JBlea@alameda.courts.ca.gov)


**POSC 804: Litigation I 01-HB, 03-HB sections (Jeff Feinberg feinberglaw@yahoo.com)**
**POSC 805: Litigation II 01-HB, 03-HB sections (Jeff Feinberg feinberglaw@yahoo.com)**
‘Fundamental of California Litigation for Paralegals’, Marlene A. Maerowitz, 6th edition
ISBN: 978-1454873488, Aspen Paralegal


**POSC 804: Litigation I 02-CA; POSC 805: Litigation II 02-CA (Geoffrey Steele steele@steelelawca.com)** - NO TEXTBOOK REQUIRED

**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, 9th 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

Instructors: Stuart West - SWest@westpatentlaw.com (Section 01-HB)
             Alexander Lubarsky - alubarsky@enterusa.com (Section 02-HB)

Additional textbook requirement for students enrolled in Alexander Lubarsky’s section:


**POSC 810: Ethics and Professional Responsibility for Paralegals** (also known as ‘Paralegal Ethics’) (all sections)

‘Ethics and Professional Responsibility for Paralegals’, Therese A. Cannon, 8th edition
ISBN: 978-1454873372, 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**
‘Business Organizations for Paralegals’, Deborah E. Bouchoux, 8th edition
ISBN: 978-145489241, Aspen Paralegal

**POSC 814 - Family Law**

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

**POSC 816 - Interviewing and Investigating**

**POSC 817 - Wills & Trusts**
‘Basic Wills, Trusts, and Estates for Paralegals’, Jeffrey A. Helewitz, 8th 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**

**POSC 820 - Employment Law**

Instructor: Dwight Dickerson - dwight.dickerson@csueastbay.edu & Michael Greathouse - michael.greathouse@csueastbay.edu

POSC 821 - Evidence for Paralegals
ISBN: 978-0735590137, Aspen College

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

POSC 825 - Law Office Management
NO REQUIRED TEXTBOOK