

## Paralegal Studies Textbooks

Updated on 12/23/2020

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'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)

'Legal Research, Analysis and Writing', William H. Putman & Jennifer Albright, 4th edition  
ISBN: 987-1305948372, Cengage Learning

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

Instructors: Michael Greathouse: [michael.greathouse@csueastbay.edu](mailto:michael.greathouse@csueastbay.edu)  
Edward Lai: [edward.lai@csueastbay.edu](mailto:edward.lai@csueastbay.edu)

### POSC 803: Introduction to Law

For sections 01-HB (Janet Wallace - [janet.wallace@csueastbay.edu](mailto:janet.wallace@csueastbay.edu)) and 03-HB (Judge Jacob Blea - [JBlea@alameda.courts.ca.gov](mailto:JBlea@alameda.courts.ca.gov))

'An Introduction to the American Legal System', John M. Scheb II, 4th edition  
ISBN-13: 978-1454851202, Aspen College

For section 02-HB (Edward Lai - [edward.lai@csueastbay.edu](mailto:edward.lai@csueastbay.edu))

'The Paralegal Professional', Goldman & Cheeseman, 5th edition  
ISBN: 978-0134130842, Pearson

**POSC 804: Litigation I 01-HB, 03-HB sections (Jeff Feinberg [feinberglaw@yahoo.com](mailto:feinberglaw@yahoo.com))**  
**POSC 805: Litigation II 01-HB, 03-HB sections (Jeff Feinberg [feinberglaw@yahoo.com](mailto:feinberglaw@yahoo.com) )**

'Fundamental of California Litigation for Paralegals', Marlene A. Maerowitz, 6th edition  
ISBN: 978-1454873488, Aspen Paralegal

OPTIONAL: 'California Paralegal Manual: Civil Procedure', Judge Elizabeth White, 2014  
edition  
ISBN: 978-0314925473, The Rutter Group

**POSC 804: Litigation I 02-HB; POSC 805: Litigation II 02-HB (Geoffrey Steele [steele@stelelawca.com](mailto:steele@stelelawca.com) ) - NO TEXTBOOK REQUIRED**

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

'Torts: Personal Injury Litigation' William P. Statsky, 6th edition  
ISBN: 978-1531009595, Carolina Academic Press

Instructor: Dwight Dickerson - [dwight.dickerson@csueastbay.edu](mailto:dwight.dickerson@csueastbay.edu)

**POSC 808: Contract Law** (all sections)

'Basic Contract Law for Paralegals', Jeffrey A. Helewitz, 9th edition  
ISBN: 978-1454896289, Wolters Kluwer

Instructors: Stuart West - [SWest@westpatentlaw.com](mailto:SWest@westpatentlaw.com)  
Dwight Dickerson - [dwight.dickerson@csueastbay.edu](mailto:dwight.dickerson@csueastbay.edu)

**POSC 809: Computer Applications for Paralegals** (all sections)

National Society for Legal Technology, student membership required  
[www.LegalTechSociety.org](http://www.LegalTechSociety.org)

Instructors: Stuart West - [SWest@westpatentlaw.com](mailto:SWest@westpatentlaw.com) (Section 01-HB, 02-HB)  
Alexander Lubarsky - [alubarsky@enterusa.com](mailto:alubarsky@enterusa.com) (Section 03-HB)

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

'Using Computers in the Law Office', Matthew S. Cornick, 8th edition  
ISBN: 978-1337624985, Cengage Learning

**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](mailto: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](mailto: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**

'The California Family Law Paralegal', Dianna L. Noyes, 4th edition  
ISBN: 978-1611635614, Carolina Academic Press

Instructor: Judge Jacob Blea - [JBlea@alameda.courts.ca.gov](mailto:JBlea@alameda.courts.ca.gov)

**POSC 815 - Criminal Law**

'Basic Criminal Law: The Constitution, Procedure, and Crimes', Anniken Davenport, 5th edition  
ISBN: 978-0134559834, Pearson

**POSC 816 - Interviewing and Investigating**

'Interviewing and Investigating: Essential Skills for the Legal Professional', 7th edition  
ISBN: 978-1543801071, Wolters Kluwer

**POSC 817 - Wills & Trusts**

'Basic Wills, Trusts, and Estates for Paralegals', Jeffrey A. Helewitz, 8th edition  
ISBN: 978-1543801057, Wolters Kluwer

Instructor: Judith Sack - [judith.sack@csueastbay.edu](mailto:judith.sack@csueastbay.edu)

**POSC 818 - Immigration Law**

'Immigration Law for Paralegals', Maria Isabel Casablanca, Gloria Roa Bodin, 4th edition  
ISBN: 978-1305948464, Carolina Academic Press

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

'Intellectual Property", Deborah E. Bouchoux, 5th edition  
ISBN: 978-1305948464, Cengage Learning

**POSC 820 - Employment Law**

'Employment Law for Business', Dawn Bennett-Alexander, 9th edition  
ISBN: 978-1259722332, McGraw-Hill Education

Instructor: Dwight Dickerson - [dwight.dickerson@csueastbay.edu](mailto:dwight.dickerson@csueastbay.edu)  
Michael Greathouse - [michael.greathouse@csueastbay.edu](mailto:michael.greathouse@csueastbay.edu)

**POSC 821 - Evidence for Paralegals**

'Evidence for Paralegals', Jocelyn D. Marlowe, 5th edition  
ISBN: 978-0735590137, Aspen College

**POSC 822 - e-Discovery, Advanced Legal Research & Motion Writing**

'eDiscovery for the Legal Professional', Christine E. Broucek  
ISBN: 978-1454895251, Aspen Paralegal Series

**POSC 825 - Law Office Management**

**NO REQUIRED TEXTBOOK** - *check with the instructor*