

Court Reporting Program

SCC Course Number	TITLE	AUTHOR(S)	PUBLISHER	Publication Year	ISBN	SCC Product Number	Required Items Price	Optional Books
CR201A/B	Computer Shorthand Realtime Theory, 4th Edition	Roberts; Walsh; Gonzalez	Middleton-Wasley		978-0-9831135-2-2	15029	\$ 150.00	
CR201A/B	Student Theory Syllabus Notebook	Gonzalez, Jean	South Coast College		None	14862	\$ 22.50	
CR202AA	Read It! Book 1	Roberts; Walsh; Gonzalez	Middleton-Wasley		978-0-9831135-0-8	10031	\$ 32.40	
CR202AB	Read It! Book 2	Roberts; Walsh; Gonzalez	Middleton-Wasley		978-0-9831135-1-5	10032	\$ 32.40	
CR203 thru CR217	Literary and Testimony: Skill Building Material Packets repeated each year	Gonzalez, Jean	South Coast College		None	10315	\$ 40.00	
CR101	Practical English Application: Sentence Structure Book 1/2017	Burris, Stephen D.	Middleton-Wasley		None	15039	\$ 27.00	
CR102A	Practical English Application: Sentence Structure Book IIA/2017	Burris, Stephen D.	Middleton-Wasley		None	15037	\$ 24.50	
CR102B	Rowe College Business English, 3rd ed.	Vogle, Mary Anderson	Rowe	1999	0-88294-227-1	10201	\$ 36.75	
	Practical English Application: Sentence Structure Book IIB	Burris, Stephen D.	Middleton-Wasley		None	10036	\$ 24.50	
CR103	Punctuation for Court Reporters	Weiss, Nathaniel	National Court Reporters Assn (NCRA)	1994	978-1-881859-05-2	10042	\$ 32.50	
	Rowe College Business English, 3rd ed.	Vogle, Mary Anderson	Rowe	1999	0-88294-227-1	10201	\$ 36.75	
	Morson's English Guire for Court Reporters, 2nd Edition.	Morson, Lillian I.	L. I. Morson	2002	0-9657932-0-6	10075	\$ 120.25	
CR104	Vocabulary I	Duffie, Patricia K.	Duffie and Associates		1-890601-04-6	10044	\$ 64.00	
CR105	Vocabulary II	Duffie, Patricia K.	Duffie and Associates		1-890601-04-6	10045	\$ 64.00	
CR106 / CR108	Legal Terminology, 7th Edition, 2014 update	Brown, Gordon W.	Prentice-Hall	2019	978-0-13-4849225	15045	\$ 179.17	
CR109	Memmler's Structure and Function w/Study Guide	Taylor, Jason & Cohen, B	Lippincott	2016	978-1-496-34492-2	15023	\$ 100.00	
CR110	Medical Realtime Theory Workbook 1, 2nd Edition	Roberts; Walsh;Gonzalez; Genevay	Middleton-Wasley	2010	None	14861	\$ 25.00	
CR110	Medical Realtime Theory Workbook 2, 2nd Edition	Roberts; Walsh;Gonzalez; Genevay	Middleton-Wasley	2010	None	14891	\$ 25.00	
CR110	Medical Terminology 350, 2nd Edition	Vaughn, Dean	DCM/Instructional Systems	2012	0-914901-12-5	10264	\$ 37.95	
PR101	Typing for Accuracy, 9th Edition	Nelson, Julius	H. M. Rowe	1997	0-88294-375-8	10214	\$ 28.00	
PR103A	Official Reporting Court Procedures	South Coast College	South Coast College	2009	None	10255	\$ 12.25	
PR103B	How to Take a Deposition Workbook, 1st Edition (Supplementary Material)	Harris, Janet	Middleton-Wasley	1992	None	10038	\$ 16.75	

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				Year	ISBN			
PR115A	Style Guide for South Coast College	Roberts; Walsh; Gonzalez	Middleton-Wasley	2009	None	10256	\$ 18.00	
PR115B	Let's Get Started (with software)	Roberts; Walsh; Gonzalez	Middleton-Wasley	2013	None	10225	\$ 70.85	
RT202A	Realtime #1 White (no software) (Optional)	Roberts; Walsh; Gonzalez	South Coast College	N/A	None. Practice Material Only	10060		\$ 10.00
RT202B	Realtime #2 Blue (with software) (Optional)	Roberts; Walsh; Gonzalez	South Coast College	N/A	None. Practice Material Only	10345		\$ 26.60
RT202C	Realtime #3 Yellow (with software) (Optional)	Roberts; Walsh; Gonzalez	South Coast College	N/A	None. Practice Material Only	10062		\$ 26.60
RT202D	Realtime #4 Pink (with software) (Optional)	Roberts; Walsh; Gonzalez	South Coast College	N/A	None. Practice	10063		\$ 26.60
RT215A-E	Skill Development Drills 60-70-80-90	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-0-1	14901	\$ 29.99	
RT216A-E	Skill Development Drills 90-100-110-120	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-1-8	14902	\$ 29.99	
RT217A-E	Skill Development Drills 120-130-140-150-160	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-2-5	14903	\$ 29.99	
TR218A-E	Advanced Skill Development Drills 160-170-180	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-3-2	14904	\$ 29.99	
	Advanced Skill Development Drills 180-190-200	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-4-9	14905		\$ 29.99
	Advanced Skill Development Drills 200-210-225	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-5-6	14906		\$ 29.99
Total Required Books							\$ 1,340.48	\$ 149.78
<b>COURT REPORTING PROGRAM SUPPLIES--AS Required</b>						<b>SCC Product</b>	<b>SCC PRICE</b>	
Estimated Annual Need						10008	Includes Tax	
Recycled Steno Paper (1 Pad) \$1.50							\$ 80.00	
Estimated paper usage = 1 pad per week @ 50 weeks per year *						Total	\$ 80.00	
Estimated Book Charges including Program Supplies							\$ 1,420.48	

Paralegal Program

SCC Course Number	TITLE	AUTHOR(S)	PUBLISHER	Publication Year	ISBN	SCC Product Number	Required Items Price	Optional Books
EN100	Basic English Skills	Mantabe, P.	Middelton-Wasley	2013	978-0-9828538-7-0	10451	\$ 28.00	
HU101	Perrine's Literature: Structure, Sound, and Sense, 12th Edition	Johnson, Greg & Arp, Thomas, R.	Cengage	2015	978-1-285-05205-2	14985	\$ 209.95	
HU102	Philosophy A Text with Readings, 13th Edition	Velasquez, Manuel	Cengage	2017	978-305-41047-3	15026	\$ 209.95	
LA100	Reaching Your Potential, 4th Edition	Throop; Castellucci	Cengage	2011	978-1-4354-3973-3	10332	\$ 122.00	
LA110	Introduction to Law: Its Dynamic Nature, 1st Edition	Cheeseman, Henry R.	Pearson/Prentice Hall	2005	0-13-112373-4	10341	\$ 156.00	
LA120	Legal Ethics, 3rd Edition	Kauffman, Kent D.	Cengage	2014	978-0-8400-2465-7	14962	\$ 99.95	
	Merriam-Webster's Dictionary of Law	Merriam-Webster	Merriam-Webster	2016	978-0-87779-735-7	14950	\$ 16.95	
LA200	Basic Contract Law for Paralegals, 8 <sup>th</sup> Edition	Helewitz, Jeffrey A.	Wolters Kluwer	2015	978-1-4548-5555-2	15014	\$ 167.95	
LA210	Torts for Paralegals	Schaffer, Lisa	McGraw-Hill	2009	978-0-07-337693-6	14835	\$ 56.00	
LA220	California Family Law for Paralegals, 7th Edition	Waller, Marshall W.	Wolters Kluwer Law & Business	2016	978-1-4548-5224-7	15025	\$ 161.25	
LA230 and LA240 and LA350	Legal Research Analysis and Writing, 3rd Edition	Putman, William H.	Cengage	2014	978-1-133591900	14964	\$ 88.00	
LA250	Criminal Law and Procedure, 7th Edition	Hall, Daniel E., J.D.	Cengage	2015	978-1-337-41398-5	15011	\$ 155.00	
LA260	Law Office Management for Paralegals, 3rd Edition	Vietzen, Laurel A.	Wolters Kluwer	2015	978-1-4548-5938-3	15018	\$ 143.95	
LA270	Real Estate and Property Law for Paralegals, 5th Edition	Bevans, Neal R.	Aspen	2018	978-1454896210	15055	\$ 167.95	
LA280	Basic Wills, Trusts, & Estates for Paralegals, 6th Edition	Helewitz, Jeffrey A.	Wolters Kluwer	2014	978-1-4548-3135-8	14980	\$ 149.95	
LA290	Evidence for Paralegals, 5th Edition	Marlowe, Joelyn D.; Cummins, Suzanne	Wolters Kluwer	2016	978-0-7355-9013-7	15015	\$ 165.95	
LA300	Basic Bankruptcy Law for Paralegals, 10th Edition	Buchbinder, David L.	Wolters Kluwer	2014	978-1-4548-7340-2	15051	\$ 209.95	
LA320	Using Computers in the Law Office, 8th Edition	Cornick, Matthew S.	Cengage	2017	978-1-3376-2498-5	15052	\$ 196.50	
LA330 and LA340	California Civil Litigation, 5th Edition and Study Guide	Luten, Susan Bernett	Cengage	2009	978-1-4354-3876-7	10166	\$ 186.95	
LA330 and LA340 and LA360	Litigation by the Numbers, 4th Edition, Jan. 2018 update	Goren, Julie A.	Lawdable Press	2017	978-0974936147	10419	\$ 107.00	
LA370	U.S. Immigration Made Easy, 18th Edition	Bray, Ilona, J.D.	Nolo	2017	978-1-4133-2367-2	15035	\$ 44.99	
NS101	Beginning Algebra, 6th Edition	Martin-Gay, Elayn	Prentice Hall	2013	978-0-321-78491-9	14931	\$ 39.95	
NS102	Memmler's Structure and Function of the Human Body, 11 <sup>th</sup> Edition, Plus Study Guide for the Book	Taylor, Jason & Cohen, Barbara	Wolters Kluwer	2016	978-1-496-34492-2	15023	\$ 100.00	
SS101	Vocabulary I <u>or</u> Vocabulary II	Duffie, Patricia K. Duffie, Patricia K.	Duffie and Associates Duffie and Associates	1996 1996	1-890601-04-6 1-890601-04-6	10044 10045	\$ 64.00 \$ 64.00	
SS102	Understanding Computers in a Changing Society, 6th Edition	Morley, Deborah	Cengage	2015	978-1-285-76771-0	15003	\$ 69.95	
LA380	Intellectual Property: The Law of Trademarks, Copyrights, Patents and Trade Secrets, 5th Ed.	Bourchex, Deborah	Delmar/Cengage	2018	978-1305948464	15042	\$ 249.95	
Total							\$ 3,432.04	\$ -

Medical Assistant Program

SCC Course Number	TITLE	AUTHOR(S)	PUBLISHER	Publication Year	ISBN	SCC Product Number	Required Price	Optional Books
MA102A/B / MA103A/B / MA104A/B / MA105A/B	Comprehensive Medical Assisting, 5th Edition with Study Guide for Comprehensive Medical Assisting, 5th Edition	Kronenberger, Judy and Ledbetter, Julie	Lippincott, Williams & Wilkins	2015	978-1-496-33181-6	15024	\$ 199.95	
MA104A/B, MA105A/B, MA106A/B	N/A	N/A	N/A	N/A	N/A	N/A		
MA101A/B	A Short Course in Medical Terminology, 4th Edition	Collins, C. Edward	Wolters Kluwer	2019	948-1-4963-5147-0	15056	\$ 65.99	
MA102A/B MA103A/B MA104A/B MA105A/B	Stethoscope and Aneroid Sphygmomanometer (Bundled)	N/A	Christina's Uniform (vendor)	N/A	N/A	10464	\$ 29.50	
LA102A/B, LA103A/B LA104A/B, LA105A/B	N/A	N/A	N/A	N/A	N/A	N/A		
MA103A/B	Memmler's Structure and Function of the Human Body, 11th Edition, with Study Guide	Cohen, Barbara & Hull, Kerry	Lippincott	2016	978-1-496-34492-2	15023	\$ 100.00	
MA103A/B / MA104A/B / MA105A/B	Scrubs 4 pair per student (\$130.00 set of 4) or (\$32.50 each)	N/A	Christina's Uniform (vendor)	N/A	N/A	10097	\$ 130.00	
Medical Technologists Registered Medical Assistant Examination (Optional)	Medical Assisting Examination Review, 4th Edition	Houser, Helen & Sesser, Janet R.	Lippincott	2016	978-1-4511-9256-8	15030		\$ 78.99
Total Required Books & Materials							\$ 525.44	
Total Optional Books & Materials								\$ 78.99