

Court Reporting Program

SCC Course Number	SCC Class Name	TITLE	AUTHOR(S)	PUBLISHER	Publication Year	ISBN	SCC Product Number	Required Items Price	Optional Books
CR201A/B	Shorthand Theory I	Computer Shorthand Realtime Theory, 4th Edition	Roberts; Walsh; Gonzalez	Middleton-Wasley		978-0-9831135-2-2	15029	\$ 150.00	
CR201A/B	Shorthand Theory II	Student Theory Syllabus Notebook	Gonzalez, Jean	South Coast College		None	14862	\$ 32.50	
CR202AA	Court Reporting Theory I	Read It! Book 1	Roberts; Walsh; Gonzalez	Middleton-Wasley		978-0-9831135-0-8	10031	\$ 32.40	
CR202AB	Court Reporting Theory II	Read It! Book 2	Roberts; Walsh; Gonzalez	Middleton-Wasley		978-0-9831135-1-5	10032	\$ 32.40	
CR203 thru CR217	Skill Building	Literary and Testimony: Skill Building Material Packets repeated each year	Gonzalez, Jean	South Coast College		None	10315	\$ 40.00	
CR101	English 1: Sentence Structure	Practical English Application: Sentence Structure Book 1/2017	Burris, Stephen D.	Middleton-Wasley		None	15039	\$ 30.00	
CR102A	English IIA: Grammer & Usage (Noun)	Practical English Application: Sentence Structure Book IIA/2017	Burris, Stephen D.	Middleton-Wasley		None	15037	\$ 30.00	
CR102B	English IIB: Grammer & Usage (Verb)	Rowe College Business English, 3rd ed.	Vogle, Mary Anderson	Rowe	1999	0-88294-227-1	10201	\$ 40.00	
	English IIB: Grammer & Usage (Verb)	Practical English Application: Sentence Structure Book IIB	Burris, Stephen D.	Middleton-Wasley		None	10036	\$ 24.50	
CR103	English III: Analysis of the Rhetoric of Oral Communications	Punctuation for Court Reporters	Weiss, Nathaniel	National Court Reporters Assn (NCRA)	1994	978-1-881859-05-5	10042	\$ 32.50	
	English III: Analysis of the Rhetoric of Oral Communications	Rowe College Business English, 3rd ed.	Vogle, Mary Anderson	Rowe	1999	0-88294-227-1	10201	\$ -	
	English III: Analysis of the Rhetoric of Oral Communications	Morson's English Guide for Court Reporters, 2nd Edition.	Morson, Lillian I.	L. I. Morson	2002	0-9657932-0-6	10075	\$ 200.00	
CR104	Critical Reading of Local & National Events	Vocabulary I	Duffie, Patricia K.	Duffie & Associates		1-890601-04-6	10044	\$ 64.00	
CR105	Critical Reading of International Events	Vocabulary II	Duffie, Patricia K.	Duffie & Associates		1-890601-04-7	10045	\$ 64.00	
CR106 / CR108	Law 1 Legal Terminology	Legal Terminology, 7th Edition	Brown, Gordon W.	Prentice-Hall	2019	978-0-13-4849225	15045	\$ 200.00	
CR109	Integrated Medical Science	Memmler's Structure and Function w/Study Guide	Taylor, Jason & Cohen, B	Lippincott	2016	978-1-496-34492-2	15023	\$ 200.00	
CR110	Med. Terminology w/Steno Emphasis 1	Medical Realtime Theory Workbook 1, 2nd Edition	Roberts; Walsh;Gonzalez; Genevay	Middleton-Wasley	2010	None	14861	\$ 25.00	
CR110	Med. Terminology w/Steno Emphasis 2	Medical Realtime Theory Workbook 2, 2nd Edition	Roberts; Walsh;Gonzalez; Genevay	Middleton-Wasley	2010	None	14891	\$ 25.00	
CR110	Med. Terminology w/Steno Emphasis	Medical Terminology 350, 2nd Edition	Vaughn, Dean	DCM/Instructional Systems	2012	0-914901-12-5	10264	\$ 75.00	
PR101	N/A	Typing for Accuracy, 9th Edition	Nelson, Julius	H. M. Rowe	1997	0-88294-375-8	10214	\$ 28.00	
PR103A	Ethics & Procedures of Court Reporting	Official Reporting Court Procedures	South Coast College	South Coast College	2009	None	10255	\$ 15.00	

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PR103B	Ethics & Procedures of Deposition Reporting	How to Take a Deposition Workbook, 1st Edition (Supplementary Material)	Harris, Janet	Middleton-Wasley	1992	None	10038	\$ 16.75	
PR115A	Document Preparation: Formatting	Style Guide for South Coast College	Robets; Walsh; Gonzalez	Middleton-Wasley	2009	None	10256	\$ 18.00	
PR115B	Document Preparation: Speaker Identification	Let's Get Started [text only]	Roberts; Walsh; Gonzalez	Middleton-Wasley	2013	None	10019	\$ 25.00	
N/A	N/A	Realtime Theory Dictionary	Roberts; Walsh; Gonzalez	South Coast College	N/A	None	14896		\$ 46.00
N/A	Legal Steno	Legal Steno Part 1		South Coast College	N/A	None	14836		\$ 25.00
N/A	Legal Steno	Legal Steno Part 2		South Coast College	N/A	None	14837		\$ 25.00
LA100	Professional Development	Reaching Your Potential 4th Edition	Throop; Castellucci	Cengage	2011	9781435439733	10332		\$ 175.00
RT215A-E	Perfect Practice Program I	Skill Development Drills 60-70-80-90	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-0-1	14901	\$ 29.99	
RT215A-E	Perfect Practice Program I - Revised	Perfect Practice Book One			2019	978-0-983113-53-9	15082	\$ 42.00	
RT216A-E	Perfect Practice Program II	Skill Development Drills 90-100-110-120	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-1-8	14902	\$ 29.99	
RT216A-E	Perfect Practice Program II - Revised	Perfect Practice Book Two			2020		14975	\$ 42.00	
RT217A-E	Perfect Practice Program III	Skill Development Drills 120-130-140-150-160	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-2-5	14903	\$ 34.99	
TR218A-E	Perfect Practice Program IV	Advanced Skill Development Drills 160-170-180	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-3-2	14904	\$ 29.99	
N/A	Perfect Practice Program V	Advanced Skill Development Drills 180-190-200	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-4-9	14905		\$ 29.99
N/A	Perfect Practice Program VI	Advanced Skill Development Drills 200-210-225	Mantabe, Patricia	Middleton-Wasley	2010	978-0-9828538-5-6	14906		\$ 29.99

Total Required Books \$ 1,609.01 \$ 330.98

COURT REPORTING PROGRAM SUPPLIES--AS Required

	SCC Product Code	SCC PRICE
Estimated Annual Need Steno Paper (1 Pad) \$2.00		
Estimated paper usage = 1 pad per week @ 50 weeks per year *	10008	Includes Tax \$ 100.00
	Total	\$ 100.00
Estimated Book Charges including Program Supplies		\$ 1,709.01

Paralegal Program

SCC Course Number	SCC Course Name	TITLE	AUTHOR(S)	PUBLISHER	Publication Year	ISBN	SCC Product Number	Required Items Price	Optional Books
EN100	English Composition	Basic English Skills	Mantabe, P.	Middelton-Wasley	2013	978-0-9828538-7-0	10451	\$ 33.00	
HU101	Survey of Literature	Perrine's Literature: Structure, Sound, and Sense, 13th Edition	Johnson, Greg & Arp, Thomas, R.	Cengage	2018	978-1-305-97103-5	15061	\$ 209.95	
HU101	Survey of Literature	Literature: A Portable Anthology	Gardner; Law; Ridl; Schakel	Bedford/St. Martin's	2017	978-1-319-03534-1	15060	\$ 54.99	
HU102	Into. To Philosophy	Philosophy A Text with Readings, 13th Edition	Velasquez, Manuel	Cengage	2017	978-305-41047-3	15026	\$ 209.95	
HU102	Psychology	Psychology 2e	Spielman, Rose	OpenStax	2020	9781975076450	15050	\$ 65.00	
HU103	Oral Communication	The Speech I Teach	Deselle, Michelle	Kendall Hunt		9781524911232	15043	\$ 65.00	
LA100	Professional Development	Reaching Your Potential, 4th Edition	Throop; Castellucci	Cengage	2011	9781435439733	10332	\$ 175.00	
LA110	Intro. To PL Studies	Introduction to Law for PL	Currier, Katherine	Aspen College		9781454838760	15048	\$ 175.00	
LA120	Legal Ethics & Prof. Responsibility	Legal Ethics, 3rd Edition	Kauffman, Kent D.	Cengage	2014	978-0-8400-2465-7	14962	\$ 150.00	
N/A	N/A	Merriam-Webster's Dictionary of Law	Merriam-Webster	Merriam-Webster	2016	9780877797197	14950	\$ 16.95	
LA200	Contract Law	Basic Contract Law for Paralegals 9th Edition	Helewitz, Jeffrey A.	Wolters Kluwer	2019	978-1-4548-9628-9	15014	\$ 220.00	
LA210	Torts	Torts for Paralegals	Schaffer, Lisa	McGraw-Hill	2009	9781454896227	15071	\$ 199.95	
LA210	Torts	Torts and Personal Injury Law, 5th Edition	Okrent, Cathy J.	Cengage		9781133691853	15086	\$ 250.00	
LA220	Family Law	California Family Law for Paralegals, 7th Edition	Waller, Marshall W.	Wolters Kluwer Law & Business	2016	978-1-4548-5224-7	15025	\$ 250.00	
LA230 and LA240 and LA350	Legal Analysis & Writing	Legal Research Analysis and Writing, 4th Edition	Putman, William H.	Cengage	2014	978-1-3059-4837-2	15072	\$ 188.00	
LA250	Criminal Law	Criminal Law and Procedure, 7th Edition	Hall, Daniel E., J.D.	Cengage	2015	9781285448817	15011	\$ 155.00	
LA260	Law Office Procedures	Law Office Management for Paralegals, 3rd Edition	Vietzen, Laurel A.	Wolters Kluwer	2015	978-1-4548-5938-3	15018	\$ 143.95	
LA270	Real Property	Real Estate and Property Law for Paralegals, 5th Edition	Bevans, Neal R.	Aspen	2018	978-1454896210	15055	\$ 200.00	
LA280	Estates, Wills & Trusts	Basic Wills, Trusts, & Estates for Paralegals, 7th Edition	Helewitz, Jeffrey A.	Wolters Kluwer	2016	978-1-4548-7344-0	15069	\$ 192.00	
LA290	Evidence	Evidence for Paralegals, 5th Edition	Marlowe, Joelyn D.; Cummins, Suzanne	Wolters Kluwer	2016	978-0-7355-9013-7	15015	\$ 175.00	
LA291	Business Organizations	The Law of Corporations	Angela Schneeman	Cengage		978-1-133-01914-5	10021	\$ 150.00	
LA300	Bankruptcy	Basic Bankruptcy Law for Paralegals, 10th Edition	Buchbinder, David L.	Wolters Kluwer	2014	978-1-4548-7340-2	15051	\$ 235.00	
LA320	Legal Software Application	Using Computers in the Law Office, 8th Edition	Cornick, Matthew S.	Cengage	2017	978-1-3376-2498-5	15052	\$ 196.50	
LA330 and LA340	Civil Litigation	California Civil Litigation, 5th Edition and Study Guide	Luten, Susan Bernett	Cengage	2009	978-1-4283-1845-8	10166	\$ 186.95	
LA330 and LA340 and LA360	Civil Litigation I & II Legal Transcription	Litigation by the Numbers, 4th Edition, with updates	Goren, Julie A.	Lawdable Press	2017	978-0974936147	10419	\$ 175.00	
LA370	Immigration Law	U.S. Immigration Made Easy, 19th Edition	Bray, Ilona, J.D.	Nolo	2019	978-1-4133-2595-9	15070	\$ 50.00	
NS101	College Algebra	Beginning Algebra, 7th Edition	Martin-Gay, Elayn	Pearson	2018	978-0-13-424316-0	15058	\$ 221.75	
NS102	Anatomy & Physiology	Memmler's Structure and Function of the Human Body, 11th Edition, Plus	Taylor, Jason & Cohen, Barbara	Wolters Kluwer	2016	978-1-496-34492-2	15023	\$ 200.00	
SS101	Critical Reading of Current Events	Vocabulary I	Duffie, Patricia K.	Duffie & Associates		1-890601-04-6	10044	\$ 64.00	
SS101	Critical Reading of Current Events	Vocabulary II	Duffie, Patricia K.	Duffie & Associates		1-890601-04-6	10045	\$ 64.00	
SS102	Computers in Society	Understanding Computers in a Changing Society, 6th Edition	Morley, Deborah	Cengage	2015	978-1-285-76771-0	15003	\$ 85.50	
LA380	Intellectual Property	Intellectual Property: The Law of Trademarks, Copyrights, Patents and	Bouchoux, Deborah	Delmar/Cengage	2018	978-1305948464	15042	\$ 249.95	
Total								\$ 5,007.39	\$ -

Medical Assistant Program

SCC Course Number	SCC Course Name	TITLE	AUTHOR(S)	PUBLISHER	Publication Year	ISBN	SCC Product Number	Price	Optional
MA102A/B /	Introduction to Business Procedures Part 1 & 2								
MA103A/B /	Introduction to Body Systems Part 1 & 2	Comprehensive Medical Assisting, 5th Edition with Study Guide	Kronenberger, Judy and Ledbetter, Julie	Jones & Bartlett		9781284208832	14949	\$ 200.00	
MA104A/B /	Human Diseases Part 1 & 2								
MA105A/B	Clinical Procedures Part 1 & 2								
MA103A/B, MA104A/B, MA105A/B,	Business Procedure Part 1 & 2	Paperless Medical Office Workbook, 2nd edition	Ferrari, Virginia	Cengage		978-1-337-61421-4	15062	\$ 50.00	
MA101A/B	Medical Terminology Part 1 & 2	A Short Course in Medical Terminology, 4th Edition	Collins, C. Edward	Wolters Kluwer	2019	9781284242478	15056	\$ 100.00	
MA102A/B	Business Procedure Part 1 & 2								
MA103A/B	Introduction to Body Systems Part 1 & 2	Stethoscope and Aneroid Sphygmomanometer (Bundled)	N/A	Christina's Uniform (vendor)	N/A	N/A	10464	\$ 45.00	
MA104A/B	Human Diseases Part 1 & 2								
MA105A/B									
LA102A/B, LA103A/B, LA104A/B, LA105A/B	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
MA103A/B	Medical Terminology Part 1 & 2	Function of the Human Body, 11th Edition, with Study Guide	Cohen, Barbara & Hull, K	Jones & Bartlett	2016	978-1-496-34492-2	15023	\$ 200.00	
MA101A/B /									
MA102A/B/ MA103A/B / MA104A/B / MA105A/B	Med. Terminology & Business Procedure Parts 1 & 2	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)	N/A	Medical Assisting Examination Review, 4th Edition	Houser, Helen & Sesser, Janet R.	Wolters Kluwer	2016	978-1-4511-9256-8	15030	\$ 85.15	

Total Required Books & Materials \$ 725.00
 Total Optional Books & Materials \$ 85.15