

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 | |
| 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 | |

Court Reporting Program

| SCC Course Number | SCC Class Name | TITLE | AUTHOR(S) | PUBLISHER | Publication | | SCC Product Number | Required Items | | Optional Books |
|-------------------|--|---|--------------------------|---------------------|-------------|-------------------|--------------------|----------------|-------|----------------|
| | | | | | Year | ISBN | | Price | | |
| 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 \$ 1,724.99 \$ 175.00

COURT REPORTING PROGRAM SUPPLIES--AS

Required

Estimated Annual Need

Steno Paper (1 Pad) \$2.00

Estimated paper usage = 1 pad per week @ 50 weeks per year *

SCC PRICE

SCC Product Code

Includes Tax

10008 \$ 100.00

Total \$ 100.00

Estimated Book Charges including Program Supplies

\$ 1,824.99

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; Lawn; Ridl; Schakel | Bedford/St. Martin's | 2017 | 978-1-319-03534-1 | 15060 | \$ 54.99 | |
| HU102 | Intro. 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, 8th Edition | Waller, Marshall W. | Aspen Publishing | | 9781543815443 | 10063 | \$ 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 | |

| SCC Course Number | SCC Course Name | TITLE | AUTHOR(S) | PUBLISHER | Publication Year | ISBN | SCC Product Number | Required Items Price | Optional Books |
|---------------------------|---|--|--------------------------------|---------------------|------------------|-------------------|--------------------|----------------------|----------------|
| 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 | |
| LA390 | Interviewing & Investigating | Interviewing & Investigating, 6th Ed. | Parsons, Stephen P. | Wolters Kluwer | 2017 | 9781454873464 | 10008 | \$ 125.00 | |
| 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, 11 th 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 | |
| | 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 | Trademarks, Copyrights, Patents and Trade Secrets, 5th Ed. | Bouchoux, Deborah | Delmar/Cengage | 2018 | 978-1305948464 | 15042 | \$ 249.95 | |
| Total | | | | | | | | \$ 5,132.39 | \$ - |

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 | | | | | | | | |
| 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 | N/A | N/A | N/A | N/A | N/A | N/A | N/A | | |
| LA104A/B, LA105A/B | N/A | | | | | | | | |
| MA103A/B | Medical Terminology Part 1 & 2 | Function of the Human Body, 11th Edition, with Study Guide | Cohen, Barbara & Hull, Ki | Jones & Bartlett | 2016 | 978-1-496-34492-2 | 15023 | \$ 200.00 | |
| MA101A/B / | | | | | | | | | |
| MA102A/B/ MA103A/B / | Med. Terminology & Business Procedure | 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 | |
| MA104A/B / | Parts 1 & 2 | | | | | | | | |
| MA105A/B | | | | | | | | | |
| 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 \$ 675.00
 Total Optional Books & Materials \$ 85.15