



Davis Applied Technology College

A UCAT Campus
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2012 Paralegal

Catalog Year: 2012

The Program Materials listed below show general resources that you will need to purchase for this program. It is recommended that you wait to purchase these materials until you have received a Program Orientation (this document explains when you need the materials). You should also wait until you begin each course to purchase Course Materials. DATC instructors update curriculum throughout the year and materials and pricing may change without notice. Some textbooks, materials and supplies may be used for multiple courses and are required unless otherwise noted.

Program Materials	Optional	New	Used
No Materials Required			
Course Materials	Optional	New	Used
<i>PRLG 2715: Bankruptcy Law</i>			
Curriculum: PRLG 2715 Bankruptcy Law		\$0.00	
Textbook: Buchbinder, David L. and Robert J. Cooper. Basic Bankruptcy Law for Paralegals. Abridged edition. Aspen Publishers, 2009. ISBN: 0-7355-7239-3		\$86.30	\$62.15
<i>BTEC 1510: Business English</i>			
Curriculum: BTEC 1510 Business English		\$0.65	
Textbook: Sabin, William A. The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting. Tribute ed. Career Education, 2010 ISBN: 0-0733-9710-5	X	\$83.70	\$60.30
Workbook: Guffy, Mary Ellen. Business English. 10th ed. South-Western College, 2010. ISBN: 0-3247-8974-2		\$167.35	\$120.50
Material: Paper		\$2.99	
Material: Pen		\$1.99	
Material: USB Drive		\$9.99	
<i>PRLG 1200: Civil Procedure I: Forms and Pleadings in Civil Litigation</i>			
Curriculum: PRLG 1200 Civil Procedure I		\$0.00	
Textbook: Kerley, Peggy, Joanne Banker Hames, and Paul A. Sukys. Civil Litigation. 5th. Clifton Park, NY: Delmar Cengage Learning, 2009. ISBN: 1-1117-0582-8		\$196.35	\$141.40
Material: USB Drive		\$9.99	
<i>PRLG 2200: Civil Procedure II: the Paralegal's Role in Civil Litigation</i>			
Curriculum: PRLG 2200 Civil Procedures II		\$0.00	
Textbook: Kerley, Peggy, Joanne Banker Hames, and Paul A. Sukys. Civil Litigation. 5th. Clifton Park, NY: Delmar Cengage Learning, 2009. ISBN: 1-1117-0582-8		\$196.35	\$141.40
Material: USB Drive		\$9.99	
<i>BTEC 1110: Computer Literacy</i>			
Curriculum: BTEC 1110 Computer Literacy		\$1.10	
Textbook: Fehl, Alec, Judy Mardar, Sandra Rittman, Russel Stolins, and Pamela R. Toliver. Microsoft Office 2010: Essentials with 180-day Software Trial and eLab License Key. Labyrinth Learning, 2011. ISBN: 1-5913-6390-X		\$115.55	\$83.20

Material: Headphones		\$3.99	
Material: USB Backup Media (2 GB Minimum)		\$9.99	
<i>PRLG 2600: Criminal Law and Procedure</i>			
Curriculum: PRLG 2600 Criminal Law and Procedure		\$0.00	
Textbook: Hall, Daniel E. Criminal Law and Procedure. 5th ed/CD. Clifton Park, NY: Delmar Cengage Learning, 2009. ISBN: 1-4354-7788-X		\$195.35	\$140.65
<i>PRLG 2725: Elder Law</i>			
Curriculum: PRLG 2725 Elder Law		\$0.00	
Textbook: Gallo, J.D., Nancy R. Elder Law. 1st ed. Delmar Cengage Learning, 2009. ISBN: 1-4018-4257-4		\$69.35	\$49.95
<i>PRLG 2400: Family Law: the Paralegal's Role in a Divorce Practice</i>			
Curriculum: PRLG 2400 Family Law		\$0.00	
Textbook: Ehrlich, J. Shoshanna. Family Law for Paralegals. 4th ed. Aspen Publishers, 2008. ISBN: 0-7355-6382-9		\$115.10	\$82.90
<i>PRLG 2745: Intellectual Property</i>			
Curriculum: PRLG 2745 Intellectual Property		\$0.00	
Textbook: Bouchoux, Deborah E. Intellectual Property: The Law of Trademarks, Copyrights, Patents, and Trade Secrets. 3rd ed. NY: Delmar , Cengage Learning, 2009. ISBN: 1-4283-1836-4		\$183.70	\$132.30
<i>PRLG 2300: Interviewing, Investigating and Evidence</i>			
Curriculum: PRLG 2300 Interviewing, Investigating and Evidence		\$0.00	
Textbook: Parsons, Stephen P. Interviewing and Investigating: Essential Skills for the Paralegal. 4th ed. Aspen Publishers, 2010. ISBN: 0-7355-8735-3		\$102.30	\$73.70
<i>PRLG 1000: Introduction to Law</i>			
Curriculum: PRLG 1000 Introduction to Law		\$0.00	
Textbook: Watson-Dunham, Beth. Introduction to Law. 5th ed. Delmar Cengage Learning, 2008. ISBN: 1-4283-1850-X		\$177.35	
<i>WWSK 1500B: Job Seeking Skills - Blended</i>			
Curriculum: WWSK 1500B Job Seeking Skills - Blended		\$0.00	
Textbook: Hanna, Sharon L., Doug Radtke and Rose Suggett. Career by Design: Communicating Your Way to Success. 4th ed. Prentice Hall, 2008. ISBN: 0-1323-3090-3		\$57.60	\$41.50
<i>BTEC 1005: Keyboarding I</i>			
Curriculum: BTEC 1005 Keyboarding I		\$0.25	
Textbook: Ellsworth, Barbara G. Keyboard Mastery. Ellsworth Publishing Company, 2008. ISBN: B-002P-POMC-Y		\$40.95	\$29.50
<i>PRLG 1300: Law Office Management</i>			
Curriculum: PRLG 1300 Law Office Management		\$0.00	
Textbook: Everett Nollkamper, Pamela. Fundamentals of Law Office Management: Systems, Procedures and Ethics. 4th Clifton Park, NY: Delmar Cengage Learning, 2009. ISBN: 1-4283-1928-X		\$147.35	\$106.10
Material: USB Drive		\$9.99	
<i>PRLG 1100: Legal Research and Writing I</i>			
Curriculum: PRLG 1100 Legal Research and Writing I		\$0.00	
Textbook: Bast, Carol M., and Margie Hawkins. Foundations of Legal Research and Writing. 4th. Clifton Park, NY: Delmar Cengage Learning, 2010. ISBN: 1-4354-1338-5		\$155.00	\$111.60
Textbook: Hatch, Scott A., and Lisa Zimmer-Hatch. Paralegal Procedures and Practices. 2nd. Clifton Park, NY: Delmar Cengage Learning, 2010. ISBN: 1-4283-7630-5		\$93.35	\$67.25

Material: USB Drive		\$9.99	
<i>PRLG 2100: Legal Research and Writing II</i>			
Curriculum: PRLG 2100 Legal Research and Writing II		\$0.00	
Textbook: Bast, Carol M., and Margie Hawkins. Foundations of Legal Research and Writing. 4th. Clifton Park, NY: Delmar Cengage Learning, 2010. ISBN: 1-4354-1338-5		\$155.00	\$111.60
Textbook: Hatch, Scott A., and Lisa Zimmer-Hatch. Paralegal Procedures and Practices. 2nd. Clifton Park, NY: Delmar Cengage Learning, 2010. ISBN: 1-4283-7630-5		\$93.35	\$67.25
Textbook: Wydick, Richard C. Plain English for Lawyers. 5th ed. Durham, NC: Carolina Academic Press, 2005. ISBN: 1-5946-0151-8		\$20.20	\$14.55
Material: USB Drive		\$9.99	
<i>MATH 1000: Math I</i>			
Curriculum: MATH 1000 Math I		\$0.35	
Textbook: Software: ALEKS Validation Code (6 weeks)		\$39.99	\$28.80
Material: Paper		\$2.99	
Material: Pencil		\$0.20	
<i>PRLG 2960: Paralegal Internships</i>			
Other: No Material Required		\$0.00	
<i>PRLG 1500: Professionalism and Ethics I</i>			
Curriculum: PRLG 1500 Professionalism and Ethics I		\$0.00	
Textbook: Kauffman, Kent D. Legal Ethics. 2nd. Clifton Park, NY: Cengage Delmar Learning, 2009. ISBN: 1-4283-0410-X		\$105.35	\$75.85
Material: USB Drive		\$9.99	
<i>PRLG 2500: Professionalism and Ethics II</i>			
Curriculum: PRLG 2500 Professionalism and Ethics II		\$0.00	
Textbook: Kauffman, Kent D. Legal Ethics. 2nd. Clifton Park, NY: Cengage Delmar Learning, 2009. ISBN: 1-4283-0410-X		\$105.35	\$75.85
Material: USB Drive		\$9.99	
<i>PRLG 2775: Real Estate Law</i>			
Curriculum: PRLG 2775 Real Estate Law		\$0.00	
Textbook: Helewitz, Jeffrey A. Basic Real Estate and Property Law for Paralegals. 3rd ed. Aspen Publishers, 2009 ISBN: 0-7355-7631-9		\$105.50	\$76.00
<i>PRLG 1900: Utah District Court Observation</i>			
Other: No Material Required		\$0.00	
<i>PRLG 2785: Wills, Trusts, and Probate</i>			
Curriculum: PRLG 2785 Wills, Trusts, and Probate		\$0.00	
Textbook: Helewitz, Jeffrey A. Basic Wills, Trusts, and Estates for Paralegals. 5th ed. Aspen Publishers, 2011. ISBN: 0-7355-9873-8		\$127.90	\$92.10
<i>WWSK 1400B: Workplace Relations - Blended</i>			
Curriculum: WWSK 1400B Workplace Relations - Blended		\$0.00	
Textbook: Hanna, Sharon L., Doug Radtke and Rose Suggett. Career by Design: Communicating Your Way to Success. 4th ed. Prentice Hall, 2008. ISBN: 0-1323-3090-3		\$57.60	\$41.50