



The leader in online court reporting education!

Course Offering and Book Listing (Online Students) - Fall 2008 Semester

The course offering and book listing are for all students who are planning on attending the College of Court Reporting online court reporting program. This form contains information on courses offered for the upcoming semester and the associated books needed for those courses.

Online students are required to order their own books and materials directly from the publishers listed below unless otherwise indicated.

Publishers' ISBN numbers and contact information has been listed for your convenience.

Please note: Students attending CCR incur a \$300 Technology Fee each semester. (DUE: September 15, 2008.)

Courses scheduled for the next semester.

SKILLBUILDING COURSES:

<u>Course #</u>	<u>Course Name</u>	<u>Credit Hours</u>
<input type="checkbox"/> SH100	Computerized Machine Shorthand Theory I	6
<input type="checkbox"/> SH120	Computerized Machine Shorthand Theory II	6
<input type="checkbox"/> SH130	Computerized Machine Shorthand III	6
<input type="checkbox"/> SH200	Computerized Machine Shorthand IV	6
<input type="checkbox"/> SH220	Computerized Machine Shorthand V	6
<input type="checkbox"/> SH230	Computerized Machine Shorthand VI	6
<input type="checkbox"/> SH240	Computerized Machine Shorthand VII	6

ACADEMIC COURSES:

<u>Course #</u>	<u>Course Name</u>	<u>Credit Hours</u>
<input type="checkbox"/> T110	Keyboarding I/ Introduction to Word Processing	3
<input type="checkbox"/> C100	Communications	3
<input type="checkbox"/> C110	Foundations of Language & Writing	3
<input type="checkbox"/> C150	Vocabulary and Usage	3
<input type="checkbox"/> C210	Human Relations	3
<input type="checkbox"/> MT100	Medical Terminology	3
<input type="checkbox"/> C160	Culture and Society	3
<input type="checkbox"/> TE201	The Captioning Environment & Producing Captions	3
<input type="checkbox"/> LT200	Foundations of Law	3
<input type="checkbox"/> CR200	Court Reporting Procedures	3
<input type="checkbox"/> CR210	Technology I/CAT	3
<input type="checkbox"/> T210	Court Reporting Transcript Preparation	3
<input type="checkbox"/> CR280	CSR/RPR Preparation	3
<input type="checkbox"/> CR290	Courtroom/Court Reporting Practicum	1

The following are books you will need to order **yourself** directly from the publisher (unless otherwise indicated) for the Fall 2008 semester. They're listed with their ISBN, Product, or Item number and the publisher from where you purchase them. All prices are subject to change without notice.

SH100	<u>COMPUTERIZED MACHINE SHORTHAND THEORY I</u> <u>Required Textbooks</u> Phoenix Theory Student Text I & II (Includes Theory I & II textbooks, Reading Exercise book, and five cassette tapes.) Phoenix Fast Track to Machine Shorthand Speed, w/five cassette tapes. USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)	<u>PRODUCT NUMBER</u> #37590 #37711
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Publisher for the above books: Stenograph Corporation

Phone: (800) 228-2339

Website: www.stenograph.com

SH120	<u>COMPUTERIZED MACHINE SHORTHAND THEORY II</u> <u>Required Textbooks</u> Phoenix Theory Student Text I & II (Includes Theory I & II textbooks, Reading Exercise book, and five cassette tapes.) Phoenix Fast Track to Machine Shorthand Speed, w/five cassette tapes. USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)	<u>PRODUCT NUMBER</u> #37590 #37711
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Publisher for the above books: Stenograph Corporation

Phone: (800) 228-2339

Website: www.stenograph.com

SH130	<u>COMPUTERIZED MACHINE SHORTHAND III</u> <u>Required Textbooks</u> The Moody Method to Machine Shorthand, Spd. Devel. I, 2 E The Moody Method to MN Shorthand--Phrase Workbook Phoenix Fast Track to Machine Shorthand Speed SpeedStart Testimony Accelerator (50-150) Vol. 1 (Optional) *Morson's English Guide for Court Reporters, 2 E USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)	<u>LULU LINK &PRODUCT NUMBER</u> http://www.lulu.com/group_327 http://www.lulu.com/group_327 #37711 #36261 ITEM #P-133
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Publisher for the above books: Stenograph Corporation

Phone: (800) 228-2339

Website: www.stenograph.com

**Information for Morson's, see Page 6.*

SH200	<u>COMPUTERIZED MACHINE SHORTHAND IV</u> <u>Required Textbooks</u> The Moody Method to Machine Shorthand, Spd. Devel. II, 2 E The Moody Method to MN Shorthand--Phrase Workbook Phoenix Fast Track to Machine Shorthand Speed SpeedStart Testimony Accelerator (50-150) Vol. 1 *Morson's English Guide for Court Reporters, 2 E USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)	<u>LULU LINK &PRODUCT NUMBER</u> http://www.lulu.com/group_327 http://www.lulu.com/group_327 #37711 #36261 ITEM #P-133
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Publisher for the above books: Stenograph Corporation

Phone: (800) 228-2339

Website: www.stenograph.com

**Information for Morson's, see Page 6.*

SH220	COMPUTERIZED MACHINE SHORTHAND V	LULU LINK & PRODUCT NUMBER
	Required Textbooks	
	The Moody Method to Machine Shorthand, Spd. Devel. III	http://www.lulu.com/group_327
	Steno Drills 101	http://www.lulu.com/group_327
	The Moody Method to MN Shorthand--Phrase Workbook (Recommended)	http://www.lulu.com/group_327
	Captioning & Testimony Accelerators	#35721 & #35878
	Phoenix Fast Track to Machine Shorthand Speed	#37711
	*Morson's English Guide for Court Reporters, 2 E	ITEM #P-133
	USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)	

Publisher for the above books: Stenograph Corporation

Phone: (800) 228-2339

Website: www.stenograph.com

**Information for Morson's, see Page 6.*

SH230	COMPUTERIZED MACHINE SHORTHAND VI	LULU LINK & PRODUCT NUMBER
	Required Textbooks	
	The Moody Method to Machine Shorthand, Spd. Devel. IV	http://www.lulu.com/group_327
	Steno Drills 101	http://www.lulu.com/group_327
	The Moody Method to MN Shorthand--Phrase Workbook (Recommended)	http://www.lulu.com/group_327
	Captioning & Testimony Accelerators	#35721 & #35878
	Jury Charge for Machine Shorthand Practice and Dictation	#22272
	Phoenix Fast Track to Machine Shorthand Speed	#37711
	*Morson's English Guide for Court Reporters, 2 E	ITEM #P-133
	USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)	

Publisher for the above books: Stenograph Corporation

Phone: (800) 228-2339

Website: www.stenograph.com

**Information for Morson's, see Page 6.*

SH240	COMPUTERIZED MACHINE SHORTHAND VII	LULU LINK & PRODUCT NUMBER
	Required Textbooks	
	Steno Drills 101	http://www.lulu.com/group_327
	The Moody Method to MN Shorthand--Phrase Workbook (Recommended)	http://www.lulu.com/group_327
	Captioning & Testimony Accelerators	#35721 & #35878
	Jury Charge for Machine Shorthand Practice and Dictation	#22272
	Phoenix Fast Track to Machine Shorthand Speed	#37711
	*Morson's English Guide for Court Reporters, 2 E	ITEM #P-133
	USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)	

Publisher for the above books: Stenograph Corporation

Phone: (800) 228-2339

Website: www.stenograph.com

**Information for Morson's, see Page 6.*

ACADEMIC COURSES:

The following are books you will need to order **yourself** directly from the publisher (unless otherwise indicated) for the Fall 2008 semester. They're listed with their ISBN, Product, or Item number and the publisher from where you purchase them. (**Please note the correct editions.**) All prices are subject to change without notice.

T110 **KEYBOARDING I/INTRODUCTION TO WORD PROCESSING**
Required Textbook (Must have WORD 2007 Software) **ISBN NUMBER**
 Microsoft Word 2007 Complete Concepts and Techniques **#1418843377**
 USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)

Publisher for the above book: Cengage Learning
Phone: (800) 347-7707

C100 **COMMUNICATIONS**
Required Textbook **ISBN NUMBER**
 English & Communication for Colleges, 4 E **#0538730005**
 USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)

Publisher for the above book: Cengage Learning
Phone: (800) 347-7707

C110 **FOUNDATIONS OF LANGUAGE & WRITING**
Required Textbook **ISBN NUMBER**
 English & Communication for Colleges, 4 E **#0538730005**
 USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)

Publisher for the above book: Cengage Learning
Phone: (800)347-7707

C160 **CULTURE AND SOCIETY**
Required Textbook **ISBN NUMBER**
 Society, the Basics, 9 E **#9780135006344**
 USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)

Publisher for the above book: Pearson Education
Phone: (800) 223-1360

C150 **VOCABULARY AND USAGE**
Required Textbook **ISBN NUMBER**
 College Vocabulary Building, 10 E **#0538717629**
 USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)

Publisher for the above book: Cengage Learning
Phone: (800)347-7707

C210 **HUMAN RELATIONS**
Required Textbook **ISBN NUMBER**
 Human Relations, 3 E **#0538438789**
 USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)

Publisher for the above book: Cengage Learning
Phone: (800)347-7707

<u>TE201</u>	<u>THE CAPTIONING ENVIRONMENT & PRODUCING CAPTIONS</u> <u>Required Textbook</u> Alternative Realtime Careers: Guide to Closed Captioning and CART USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)	<u>ITEM NUMBER</u> P-140
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Publisher for the above book: NCRA

Phone: (800) 272-6272

Website: www.NCRAonline.org

<u>LT200</u>	<u>FOUNDATIONS OF LAW</u> <u>Required Textbook</u> Foundations of Law, 4 E/Bundle (Text & WebTUTOR) (To receive college's discount, use <u>Source Code: CPARZOX076.</u>) WebTUTOR <u>only</u> USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)	<u>ISBN NUMBER</u> #1428394362 #0766838358
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Publisher for the above book: Cengage Learning

Phone: (800) 347-7707

<u>MT100</u>	<u>MEDICAL TERMINOLOGY</u> <u>Required Textbook</u> Medical Terminology, A Programmed Approach, 9 E-R (Bundle/Text, CDs, and WebTUTOR) (To receive college's discount, use <u>Source Code: CMTELEE049.</u>) WebTUTOR <u>only</u> USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)	<u>ISBN NUMBER</u> #1418023574 #1401832210
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Publisher for the above book: Cengage Learning

Phone: (800) 347-7707

<u>CR200</u>	<u>COURT REPORTING PROCEDURES</u> <u>Required Textbooks</u> Internship Competency Handbook Court Reporter's and CART Services Handbook, 4 E USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)	<u>LULU LINK & PRODUCT NUMBER</u> http://www.lulu.com/group_327 #35638
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Publisher for the above book: Stenograph Corporation

Phone: (800) 228-2339

Website: www.stenograph.com

<u>CR210</u>	<u>TECHNOLOGY I/CAT (For Eclipse Software Users)</u> <u>Required Textbook</u> Eclipse software, (student version) Total Eclipse Basic Workbook USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)
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Publisher for the above book: Eclipse Advantage

Phone: (800) 800-1759

Website: www.EclipseCAT.com

<u>TECHNOLOGY I/CAT (For CaseCATalyst Software Users)</u> Case CATalyst 4, Version 9, (student version) No books required for purchase USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)

T210 COURT REPORTING TRANSCRIPT PREPARATION**Required Textbooks**

Judicial Transcript Preparation Style Manual
 Judicial Transcript Preparation Workbook
 One Word, Two Words, Hyphenated? (Recommended)
 Morson's English Guide for Court Reporters, 2 E
 USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)

LULU LINK & ITEM NUMBER

http://www.lulu.com/group_327

http://www.lulu.com/group_327

P-113

P-133

Publisher for the above Morson's and One Word, Two Words, Hyphenated? Books: NCRA

Phone: (800) 272-6272

Website: www.NCRAonline.org

CR280 CSR/RPR PREPARATION

No books required for purchase.
 USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)

Recommended to prepare for the weekly tests are books from previous courses: C100, C110, LT200, MT100, CR200, and CR210. Morson's English Guide and the Internet are also used for reference.

RECOMMENDED REFERENCE BOOKS:

Up-to-date, standard dictionary. (Such as Merriam-Webster.)
 Dorland's Illustrated Medical Dictionary, 31 E

ISBN NUMBER

#141602364X

ITEM NUMBER

P-133

*Morson's English Guide for Court Reporters, 2 E

Publisher for the above Morson's book: NCRA

Phone: (800) 272-6272

Website: www.NCRAonline.org

Phoenix Theory Reference Dictionary
 Phoenix Theory Quick Reference Guide

PRODUCT NUMBER

#33034

#33035

Publisher for the above books: Stenograph Corporation

Phone: (800) 228-2339

Website: www.stenograph.com

Note: An additional shipping and handling fee (service fee) will be assessed to your account for any books, supplies, and materials shipped from the College of Court Reporting.