



The leader in online court reporting education!

## Course Offering and Book Listing (For all Online and Onsite Students) – Fall 2012 Semester

The Course Offering and Book Listing (COBL) is for all students who are planning on attending the College of Court Reporting's court reporting program. This form contains information on courses offered for the upcoming semester and the associated texts required for those courses.

All students are required to order their own textbooks and materials directly from the publishers listed below, unless otherwise indicated.

Publishers' ISBNs, contact information, and links are listed for your convenience. (CCR is not responsible for textbooks and materials ordered from other sources other than those publishers here listed.)

**Please note:** All students attending CCR incur a \$300 Technology Fee each semester.

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### Courses scheduled for the next semester.

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#### SKILLBUILDING COURSES: Online and Onsite

<u>Course #</u>	<u>Course Name</u>	<u>Credit Hours</u>
<input type="checkbox"/> SH100	Computerized Machine Shorthand Theory I	6
<input type="checkbox"/> SH110	Computerized Machine Shorthand Theory	12
<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

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#### ACADEMIC COURSES: Online—NOTE those offered Onsite

<u>Course #</u>	<u>Course Name</u>	<u>Credit Hours</u>
<input type="checkbox"/> C100	Communications <u>and Onsite</u>	3
<input type="checkbox"/> C110	Foundations of Language & Writing	3
<input type="checkbox"/> C160	Culture and Society <u>and Onsite</u>	3
<input type="checkbox"/> C150	Vocabulary and Usage	3
<input type="checkbox"/> C260	Modern History	3
<input type="checkbox"/> MT100	Medical Terminology <u>and Onsite</u>	3
<input type="checkbox"/> C210	Human Relations	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 <u>and Onsite</u>	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
<input type="checkbox"/> CR100	Court Reporting English	3

The following are textbooks you will need to [order yourself](#) directly from the publisher (unless otherwise indicated) for the Fall 2012 semester. They're listed with their applicable ISBN, Product number, Item number, or link and the publisher from where you purchase them. (**Please note the correct Editions or Revisions.**) All prices are subject to change without notice.

<b>SH100</b>	<b>COMPUTERIZED MACHINE SHORTHAND THEORY I</b> <b>Required Textbook</b> The Moody Method to Computerized Machine Shorthand - For Beginning Students – <b>(Being Revised/Will be notified when available.)</b> USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)	<b>LINK</b> <a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>
<b>SH110</b>	<b>COMPUTERIZED MACHINE SHORTHAND THEORY</b> <b>Required Textbooks</b> The Moody Method to Computerized Machine Shorthand - For Beginning Students – <b>(Being Revised/Will be notified when available.)</b>  The Moody Method to Computerized Machine Shorthand II - For Beginning Students – <b>Revision 4</b> USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)	<b>LINK</b> <a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>  <a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>
<b>SH120</b>	<b>COMPUTERIZED MACHINE SHORTHAND THEORY II</b> <b>Required Textbook</b> The Moody Method to Computerized Machine Shorthand II - For Beginning Students – <b>Revision 4</b> USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)	<b>LINK</b> <a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>
<b>SH130</b>	<b>COMPUTERIZED MACHINE SHORTHAND III</b> <b>Required Textbooks</b> The Moody Method to Machine Shorthand - Speed Devel. I – <b>3<sup>rd</sup> ED.</b> The Moody Method to MN Shorthand – PHRASE WORKBOOK, <b>Revision II</b> *Morson's English Guide for Court Reporters, 2 E USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)  SpeedStart Testimony Accelerator, Vol. A (Optional)	<b>LINK</b> <a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>  <a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a> <b>ITEM #P-133</b> <b>PRODUCT NUMBER</b> <b>36261</b>

*Publisher for the above SpeedStart Accelerator: Stenograph Corporation  
Phone: (800) 228-2339*

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

<b>SH200</b>	<b>COMPUTERIZED MACHINE SHORTHAND IV</b> <b>Required Textbooks</b> The Moody Method to Machine Shorthand - Speed Devel. II – <b>3<sup>rd</sup> ED.</b> The Moody Method to MN Shorthand – PHRASE WORKBOOK, <b>Revision II</b> *Morson's English Guide for Court Reporters, 2 E USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)  SpeedStart Testimony Accelerator, Vol. A (Optional)	<b>LINK</b> <a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>  <a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a> <b>ITEM #P-133</b> <b>PRODUCT NUMBER</b> <b>36261</b>
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*Publisher for the above SpeedStart Accelerator: Stenograph Corporation  
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*\*Information for Morson's, see Page 6.*

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<b>SH220</b>	<b>COMPUTERIZED MACHINE SHORTHAND V</b>	
	<b>Required Textbooks</b>	<b>LINK</b>
	The Moody Method to Machine Shorthand - Speed Devel. III – 3 <sup>rd</sup> ED.	<a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>
	Steno Drills 101	<a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>
	Write it Right	<a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>
	The Moody Method to MN Shorthand – PHRASE WORKBOOK, <b>Revision II</b> (Recommended)	<a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>
	*Morson’s English Guide for Court Reporters, 2 E	<b>ITEM #P-133</b>
	USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)	

*\*Information for Morson’s, see Page 6.*

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<b>SH230</b>	<b>COMPUTERIZED MACHINE SHORTHAND VI</b>	
	<b>Required Textbooks</b>	<b>LINK</b>
	The Moody Method to Machine Shorthand - Speed Devel. IV – 2 <sup>nd</sup> ED.	<a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>
	Steno Drills 101	<a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>
	The Moody Method to MN Shorthand – PHRASE WORKBOOK, <b>Revision II</b> (Recommended)	<a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>
	Write it Right (Optional)	<a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>
	*Morson’s English Guide for Court Reporters, 2 E	<b>ITEM #P-133</b>
	USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)	

*\*Information for Morson’s, see Page 6.*

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<b>SH240</b>	<b>COMPUTERIZED MACHINE SHORTHAND VII</b>	
	<b>Required Textbooks</b>	<b>LINK</b>
	The Moody Method to Machine Shorthand - Speed Devel. IV – 2 <sup>nd</sup> ED.	<a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>
	Steno Drills 101	<a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>
	The Moody Method to MN Shorthand – PHRASE WORKBOOK, <b>Revision II</b> (Recommended)	<a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>
	Write it Right (Optional)	<a href="http://www.ccr.edu/textbooks">http://www.ccr.edu/textbooks</a>
	*Morson’s English Guide for Court Reporters, 2 E	<b>ITEM #P-133</b>
	USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)	

*\*Information for Morson’s, see Page 6.*

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**ACADEMIC COURSES:**

The following are textbooks you will need to order **yourself** directly from the publisher (unless otherwise indicated) for the Fall 2012 semester. They're listed with their ISBN, Product number, or Item number and the publisher from where you purchase them. (**Please note the correct Editions.**) All prices are subject to change without notice.

**C100/OL & OS COMMUNICATIONS****Required Textbook**

English &amp; Communication for Colleges, 4 E

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

USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)

**ISBN****0538730005****ITEM #, P-133**

**Go to, CCR/CengageBrain Microsite:** <http://www.cengagebrain.com/micro/ccr>

*Publisher for the above book: Cengage Learning*

*Phone: (800) 347-7707*

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

**C110/OL FOUNDATIONS OF LANGUAGE & WRITING****Required Textbook**

English &amp; Communication for Colleges, 4 E

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

USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)

**ISBN****0538730005****ITEM #, P-133**

**Go to, CCR/CengageBrain Microsite:** <http://www.cengagebrain.com/micro/ccr>

*Publisher for the above book: Cengage Learning*

*Phone: (800) 347-7707*

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

**C150/OL VOCABULARY & USAGE****Required Textbook**

College Vocabulary Building, 10 E

USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)

**ISBN****0538717629**

**Go to, CCR/CengageBrain Microsite:** <http://www.cengagebrain.com/micro/ccr>

*Publisher for the above book: Cengage Learning*

*Phone: (800) 347-7707*

**C260/OL MODERN HISTORY****Required**

"THE WEEK" magazine. (Six-months subscription/25 issues.)

USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)

*Publisher: THE WEEK*

*PO Box 421243*

*Palm Coast, FL 32142-7622*

*Subscriptions and Customer Service, Phone: (877) 245-8151*

*www.TheWeek.com/service*

**C160/OL & OS CULTURE AND SOCIETY****Required Textbook**

Society, the Basics, 11 E

(Ebook is acceptable.)

USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)

**ISBN****0205003788**

*Publisher for the above book: Pearson Education*

*Phone: (800) 223-1360*

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**MT100/OL & OS MEDICAL TERMINOLOGY****Required Textbook**

Medical Terminology, A Programmed Systems Approach, 10 E  
 USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)

**ISBN****1435438892**

Go to, CCR/CengageBrain Microsite: <http://www.cengagebrain.com/micro/ccr>

Publisher for the above book: Cengage Learning

Phone: (800) 347-7707

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**C210/OL HUMAN RELATIONS****Required Textbook**

Human Relations, 4 E  
 USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)

**ISBN****0538731087**

Go to, CCR/CengageBrain Microsite: <http://www.cengagebrain.com/micro/ccr>

Publisher for the above book: Cengage Learning

Phone: (800) 347-7707

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**TE201/OL THE CAPTIONING ENVIRONMENT & PRODUCING CAPTIONS****No Text Required**

USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)

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**LT200/OL FOUNDATIONS OF LAW****Required Textbook**

Foundations of Law, 5 E  
 (Ebook is acceptable.)  
 USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)

**ISBN****1435440846**

Go to, CCR/CengageBrain Microsite: <http://www.cengagebrain.com/micro/ccr>

Publisher for the above book: Cengage Learning

Phone: (800) 347-7707

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**CR200/OL & OS COURT REPORTING PROCEDURES****Required Textbooks**

The Complete CR's Handbook and Guide to RT Writers, 5 E

**PRODUCT NUMBER****38736**

Internship Competency Handbook – Judicial Reporting – Revision II <http://www.ccr.edu/textbooks>  
 USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)

**LINK**

Publisher for the above book: Stenograph Corporation

Phone: (800) 228-2339

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**CR210/OL TECHNOLOGY I/CAT (For Case CATalyst Software Users)****Required Software**

Case CATalyst, Version 13 (student or professional version) and most current update  
 USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)

Case CATalyst Software: Stenograph Corporation

Phone: (800) 228-2339

**CR210/OL TECHNOLOGY I/CAT (For Eclipse Software Users)****Required Textbook**

Total Eclipse Basic Workbook, Version 5  
 Eclipse software 5, or higher (student or professional version)  
 USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)

Publisher for the above book: Advantage Software

Phone: (800) 800-1759

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**T210/OL COURT REPORTING TRANSCRIPT PREPARATION****Required Textbooks**

Judicial Transcript Preparation for Court Reporters

One Word, Two Words, Hyphenated?

Morson's English Guide for Court Reporters, 2 E

USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)

**LINK**<http://www.ccr.edu/textbooks>**ITEM NUMBER**

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*Publisher for the above Morson's and One Word, Two Words, Hyphenated? texts: NCRA**Phone: (800) 272-6272*

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**CR290/OL & OS COURTROOM/COURT REPORTING PRACTICUM****Required Textbook**

Internship Competency Handbook – Judicial Reporting – Revision II

**LINK**<http://www.ccr.edu/textbooks>

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**CR280/OL CSR/RPR PREPARATION**

No texts required for purchase.

USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)

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

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**CR100/OL COURT REPORTING ENGLISH****Required Textbooks**

Court Reporting: Bad Grammar/Good Punctuation

Court Reporting: Bad Grammar/Good Punctuation, Workbook

**WEBSITE**[margieholdscourt.com](http://margieholdscourt.com)[margieholdscourt.com](http://margieholdscourt.com)

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**RECOMMENDED REFERENCE BOOKS**

Up-to-date, standard dictionary. (Such as Merriam-Webster.)

Dorland's Illustrated Medical Dictionary, 32 E

COURT REPORTING: Bad Grammar/Good Punctuation

**ISBN**

1416062578

[margieholdscourt.com](http://margieholdscourt.com)**ITEM NUMBER**

P-133

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

*Publisher for the above Morson's textbooks: NCRA**Phone: (800) 272-6272*

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