



The leader in online court reporting education!

Course Offering and Book Listing (Online Students) - Summer 2010 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' ISBNs, contact information, and Lulu links are listed for your convenience. **(CCR is not responsible for texts and materials ordered from other sources other than those publishers here listed.)**

Please note: Students attending CCR incur a \$300 Technology Fee each semester. **(DUE: May 14, 2010.)**

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"/> 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 Summer 2010 semester. They're listed with their applicable ISBN, Product number, Item number, or Lulu link 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> Moody Method to Computerized Machine for Shorthand for Beginning Students	<u>LULU LINK</u> http://www.lulu.com/group_327 (AVAILABLE MAY 7, 2010)
	USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)	

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, w/CD Lessons 1-32.) 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

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) Performance eValuator (Optional) USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone) *Morson's English Guide for Court Reporters, 2 E	<u>LULU LINK</u> http://www.lulu.com/group_327 http://www.lulu.com/group_327 <u>PRODUCT NUMBER</u> 38812 36261 Notify : Jay.Vettickal@ccr.edu ITEM #P-133
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Publisher for the above books: Stenograph Corporation
Phone: (800) 228-2339

**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 Performance eValuator (Optional) USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone) *Morson's English Guide for Court Reporters, 2 E	<u>LULU LINK</u> http://www.lulu.com/group_327 http://www.lulu.com/group_327 <u>PRODUCT NUMBER</u> 38812 36261 Notify : Jay.Vettickal@ccr.edu ITEM #P-133
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Publisher for the above books: Stenograph Corporation
Phone: (800) 228-2339

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

SH220	<u>COMPUTERIZED MACHINE SHORTHAND V</u> <u>Required Textbooks</u> The Moody Method to Machine Shorthand, Spd. Devel. III Steno Drills 101 The Moody Method to MN Shorthand--Phrase Workbook (Recommended) Captioning & Testimony Accelerators Phoenix Fast Track to Machine Shorthand Speed Performance eValuator (Optional) USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone) *Morson's English Guide for Court Reporters, 2 E	<u>LULU LINK</u> http://www.lulu.com/group_327 http://www.lulu.com/group_327 http://www.lulu.com/group_327 <u>PRODUCT NUMBER</u> 35721 & 35878 38812 Notify : Jay.Vettickal@ccr.edu ITEM #P-133
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Publisher for the above books: Stenograph Corporation
Phone: (800) 228-2339

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

SH230	<u>COMPUTERIZED MACHINE SHORTHAND VI</u> <u>Required Textbooks</u> The Moody Method to Machine Shorthand, Spd. Devel. IV Steno Drills 101 The Moody Method to MN Shorthand--Phrase Workbook (Recommended) Captioning & Testimony Accelerators Phoenix Fast Track to Machine Shorthand Speed Performance eValuator (Optional) USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone) *Morson's English Guide for Court Reporters, 2 E	<u>LULU LINK</u> http://www.lulu.com/group_327 http://www.lulu.com/group_327 http://www.lulu.com/group_327 <u>PRODUCT NUMBER</u> 35721 & 35878 38812 Notify : Jay.Vettickal@ccr.edu ITEM #P-133
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Publisher for the above books: Stenograph Corporation
Phone: (800) 228-2339

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

SH240	<u>COMPUTERIZED MACHINE SHORTHAND VII</u> <u>Required Textbooks</u> Steno Drills 101 The Moody Method to MN Shorthand--Phrase Workbook (Recommended) Captioning & Testimony Accelerators Phoenix Fast Track to Machine Shorthand Speed Performance eValuator (Optional) USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone) *Morson's English Guide for Court Reporters, 2 E	<u>LULU LINK</u> http://www.lulu.com/group_327 http://www.lulu.com/group_327 <u>PRODUCT NUMBER</u> 35721 & 35878 38812 Notify : Jay.Vettickal@ccr.edu ITEM #P-133
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Phone: (800) 228-2339

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

ACADEMIC COURSES:

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T110 **KEYBOARDING I/INTRODUCTION TO WORD PROCESSING**
Required Textbook (Must have WORD 2007 Software) **ISBN**
 Microsoft Word 2007: Comprehensive Concepts and Techniques, 1 E **1418843385**
 USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)

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

Publisher for the above book: Cengage Learning

Phone: (800) 347-7707

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

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

Publisher for the above book: Cengage Learning

Phone: (800) 347-7707

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

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

Publisher for the above book: Cengage Learning

Phone: (800) 347-7707

C160 **CULTURE AND SOCIETY**
Required Textbook **ISBN**
 Society, the Basics, 10 E **0205696864**
 USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)

Publisher for the above book: Pearson Education

Phone: (800) 223-1360

C210 **HUMAN RELATIONS**
Required Textbook **ISBN**
 Human Relations, 4 E **0538731089**
 USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)

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

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

<u>LT200</u>	<u>FOUNDATIONS OF LAW</u> <u>Required Textbook</u> Foundations of Law, 4 E/Bundle (Text & WebTUTOR) Intro to Paralegal Studies/WebTUTOR <u>only</u> USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)	<u>ISBN</u> 1428394362 0766838358
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Go to, CCR/CengageBrain Microsite: <http://www.cengagebrain.com/micro/ccr>

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 Systems Approach, 10 E (Bundle/Text, CDs, and WebTUTOR) Med Term WebTUTOR, only USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)	<u>ISBN</u> 1111080372 1435438914
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Go to, CCR/CengageBrain Microsite: <http://www.cengagebrain.com/micro/ccr>

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 The Complete CR's Handbook & Guide for Realtime Writers, 5 E USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)	<u>LULU LINK</u> http://www.lulu.com/group_327 <u>PRODUCT NUMBER</u> 38736
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Publisher for the above book: Stenograph Corporation
Phone: (800) 228-2339

<u>CR210</u>	<u>TECHNOLOGY I/CAT (For Case CATalyst Software Users)</u> Case CATalyst 4, Version 10, or higher software (student version) No books required for purchase USB Headset w/Microphone (Ex. Logitech 350 Premium USB Headset w/Microphone)
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<u>CR210</u>	<u>TECHNOLOGY I/CAT (For Eclipse Software Users)</u> <u>Required Textbook</u> Eclipse software, (student version) Total Eclipse Basic Workbook, Version 4.2 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

T210 **COURT REPORTING TRANSCRIPT PREPARATION****Required Textbooks**Judicial Transcript Preparation Style Manual
Judicial Transcript Preparation Workbook**LULU LINK**http://www.lulu.com/group_327
http://www.lulu.com/group_327**ITEM NUMBER**

One Word, Two Words, Hyphenated? (Recommended)

P-113

Morson's English Guide for Court Reporters, 2 E

P-133

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

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

CR290 **COURTROOM/COURT REPORTING PRACTICUM****Required Textbook**

Internship Competency Handbook

LULU LINKhttp://www.lulu.com/group_327

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**#1416023647****ITEM NUMBER**

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

P-133*Publisher for the above Morson's book: NCRA**Phone: (800) 272-6272*

Phoenix Theory Reference Dictionary

Phoenix Theory Quick Reference Guide

PRODUCT NUMBER**33034****33035***Publisher for the above books: Stenograph Corporation**Phone: (800) 228-2339*

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.