



The leader in online court reporting education!

Course Offering and Book Listing (For all Online and Onsite Students) – Winter 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. **(DUE: Jan. 16, 2012.)**

Courses scheduled for the next semester.

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"/> 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: **Online—NOTE those offered Onsite**

<u>Course #</u>	<u>Course Name</u>	<u>Credit Hours</u>
<input type="checkbox"/> T110	Keyboarding I/ Introduction to Word Processing and Onsite	3
<input type="checkbox"/> C100	Communications and Onsite	3
<input type="checkbox"/> C110	Foundations of Language & Writing	3
<input type="checkbox"/> C150	Vocabulary & Usage	3
<input type="checkbox"/> C160	Culture and Society	3
<input type="checkbox"/> C260	Modern History	3
<input type="checkbox"/> MT100	Medical Terminology	3
<input type="checkbox"/> C210	Human Relations and Onsite	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 and Onsite	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 Winter 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.

SH100	COMPUTERIZED MACHINE SHORTHAND THEORY I Required Textbooks The Moody Method to Computerized Machine Shorthand - For Beginning Students – Revision 2 USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)	LINK http://www.ccr.edu/textbooks
SH120	COMPUTERIZED MACHINE SHORTHAND THEORY II Required Textbooks The Moody Method to Computerized Machine Shorthand II - For Beginning Students – Revision 3 USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)	LINK http://www.ccr.edu/textbooks
SH130	COMPUTERIZED MACHINE SHORTHAND III Required Textbooks The Moody Method to Machine Shorthand - Speed Devel. I – 3rd ED. The Moody Method to MN Shorthand – PHRASE WORKBOOK, Revision II *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)	LINK http://www.ccr.edu/textbooks http://www.ccr.edu/textbooks ITEM #P-133 PRODUCT NUMBER 36261

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

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

SH200	COMPUTERIZED MACHINE SHORTHAND IV Required Textbooks The Moody Method to Machine Shorthand - Speed Devel. II – 3rd ED. The Moody Method to MN Shorthand – PHRASE WORKBOOK, Revision II *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)	LINK http://www.ccr.edu/textbooks http://www.ccr.edu/textbooks ITEM #P-133 PRODUCT NUMBER 36261
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*Publisher for the above SpeedStart Accelerator: Stenograph Corporation
Phone: (800) 228-2339*

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

SH220	COMPUTERIZED MACHINE SHORTHAND V Required Textbooks The Moody Method to Machine Shorthand - Speed Devel. III – 3rd ED. Steno Drills 101 Write it Right (Being Revised/Available after January 7.) The Moody Method to MN Shorthand – PHRASE WORKBOOK, Revision II (Recommended) *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 http://www.ccr.edu/textbooks http://www.ccr.edu/textbooks http://www.ccr.edu/textbooks ITEM #P-133
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**Information for Morson's, see Page 6.*

SH230	<u>COMPUTERIZED MACHINE SHORTHAND VI</u>	
	<u>Required Textbooks</u>	<u>LINK</u>
	The Moody Method to Machine Shorthand - Speed Devel. IV – 2 nd ED.	http://www.ccr.edu/textbooks
	Steno Drills 101	http://www.ccr.edu/textbooks
	The Moody Method to MN Shorthand – PHRASE WORKBOOK, Revision II (Recommended)	http://www.ccr.edu/textbooks
	Write it Right (Optional) (Being Revised/Available after January 7.)	http://www.ccr.edu/textbooks
	*Morson's English Guide for Court Reporters, 2 E	ITEM #P-133
	USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)	

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

SH240	<u>COMPUTERIZED MACHINE SHORTHAND VII</u>	
	<u>Required Textbooks</u>	<u>LINK</u>
	The Moody Method to Machine Shorthand - Speed Devel. IV – 2 nd ED.	http://www.ccr.edu/textbooks
	Steno Drills 101	http://www.ccr.edu/textbooks
	The Moody Method to MN Shorthand – PHRASE WORKBOOK, Revision II (Recommended)	http://www.ccr.edu/textbooks
	Write it Right (Optional) (Being Revised/Available after January 7.)	http://www.ccr.edu/textbooks
	*Morson's English Guide for Court Reporters, 2 E	ITEM #P-133
	USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)	

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

ACADEMIC COURSES:

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T110/OL	KEYBOARDING I/INTRODUCTION TO WORD PROCESSING	
	Required Textbook (Must have WORD 2007 Software or higher)	ISBN
	Microsoft Word 2010: Comprehensive Concepts and Techniques, 1 E	1439079005
	USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)	
T110/OS	CCR will provide the T110 text for onsite students.	

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

Publisher for the above book: Cengage Learning

Phone: (800) 347-7707

C100/OL & OS COMMUNICATIONS

Required Textbook	ISBN
English & Communication for Colleges, 4 E	0538730005
*Morson's English Guide for Court Reporters, 2 E	ITEM #, P-133
USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)	

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	ISBN
English & Communication for Colleges, 4 E	0538730005
*Morson's English Guide for Court Reporters, 2 E	ITEM #, P-133
USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)	

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	VOCABULARY & USAGE	
	Required Textbook	ISBN
	College Vocabulary Building, 10 E	0538717629
	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

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 CULTURE AND SOCIETY
Required Textbook
 Society, the Basics, 11 E
 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

MT100/OL 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

C210/OL & OS 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

TE201/OL THE CAPTIONING ENVIRONMENT & PRODUCING CAPTIONS
Required Textbook
 Alternative Realtime Careers: Guide to Closed Captioning and CART
 USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)

ITEM NUMBER
P-140

Publisher for the above book: NCRA
Phone: (800) 272-6272

LT200/OL FOUNDATIONS OF LAW
Required Textbook
 Foundations of Law, 5 E
 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

CR200/OL COURT REPORTING PROCEDURES
Required Textbooks
 Internship Competency Handbook – Judicial Reporting – **Revision II**
 The Complete CR's Handbook and Guide to RT Writers, 5 E
 USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)

LINK
<http://www.ccr.edu/textbooks>
PRODUCT NUMBER
38736

Publisher for the above book: Stenograph Corporation
Phone: (800) 228-2339

CR210/OL TECHNOLOGY I/CAT (For Case CATalyst Software Users)
Required Textbook
 Learn to Use CaseCATalyst, Version 10 (**must include CD**)
 Case CATalyst Version 11 or higher software (student version)
 USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)

PRODUCT NUMBER
38602

Publisher for the above book: Stenograph Corporation
Phone: (800) 228-2339

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

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

Publisher for the above book: Advantage Software

Phone: (800) 800-1759

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

Judicial Transcript Preparation - Style Manual (**Being Revised/Available after January 7.**)
<http://www.ccr.edu/textbooks>

LINK**ITEM NUMBER**

One Word, Two Words, Hyphenated? **P-113**
 Morson's English Guide for Court Reporters, 2 E **P-133**
 USB Headset w/Microphone (Ex. Sennheiser-PC-166-Multimedia-Gaming/Noise-Canceling)

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

Phone: (800) 272-6272

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

Internship Competency Handbook – Judicial Reporting – **Revision II**

LINK

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

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.

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

Court Reporting: Bad Grammar/Good Punctuation
 Court Reporting: Bad Grammar/Good Punctuation, Workbook

WEBSITE

margieholdscourt.com
margieholdscourt.com

RECOMMENDED REFERENCE BOOKS

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

Dorland's Illustrated Medical Dictionary, 31 E

COURT REPORTING: Bad Grammar/Good Punctuation

ISBN

087779636X

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

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.