



This document will provide students a full listing of required and optional books, supplies, and equipment for courses in all programs offered by the college.

SH100/SB101 – Theory I – EV360 Theory

Required Textbook:

<https://www.lulu.com/shop/kay-moody/ev360-educational-solutions-realtme-theory-i/paperback/product-1ngn8znk.html?q=ev360+realtme+theory&page=1&pageSize=4>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

Additional hardware and Software Requirements:

There are additional hardware and software requirements for SH100. Please download the below PDF document that lists these requirements.

<http://www.ccr.edu/index.php/questions/does-ccr-sell-the-equipment>

SH120/SB102 – Theory II – with Alice Skoro – EV360

Required Textbooks:

EV360 Educational Solutions Realtme Advanced Theory - **Blue Book** (First Edition)

<http://www.lulu.com/shop/kay-moody/EV360-educational-solutions-realtme-advanced-theory-blue-book/paperback/product-23537610.html>

EV360 Educational Solutions Realtme Advanced Theory - **Yellow Book** (First Edition)

<http://www.lulu.com/shop/kay-moody/EV360-educational-solutions-realtme-advanced-theory-yellow-book/paperback/product-23537619.html>

EV360 Educational Solutions Realtme Advanced Theory - **Green Book** (First Edition)

<http://www.lulu.com/shop/http://www.lulu.com/shop/kay-moody/EV360-educational-solutions-realtme-advanced-theory-green-book/paperback/product-23537627.html>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

SH130/SB201 – Speedbuilding III – TRANSFER Students New to SH130 Instructor – Heidi Headington

Required Textbooks:

EV360 Educational Solutions Realtme Speed Development I - 1st Edition

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<http://www.lulu.com/shop/http://www.lulu.com/shop/kay-moody/EV360-educational-solutions-realtime-speed-development-i/paperback/product-22306109.html>

EV360 Educational Solutions Realtime Speed Development – Phrase Workbook - 1st Edition (TRANSFER STUDENTS ONLY) <https://www.lulu.com/shop/kay-moody/ev360-educational-solutions-realtime-speed-development-phrase-workbook/paperback/product-17zev4r.html?q=ev360-educational-solutions-realtime-speed-development-phrase-workbook&page=1&pageSize=4>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

SH130/SB201 – Speedbuilding III – CONTINUING Students from SH120
Instructor – Heidi Headington

Required Textbook:

EV360 Educational Solutions Realtime Speed Development I - 1st Edition
<http://www.lulu.com/shop/http://www.lulu.com/shop/kay-moody/EV360-educational-solutions-realtime-speed-development-i/paperback/product-22306109.html>

Recommended Textbook:

The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting, 11th Edition
<https://www.chegg.com/textbooks/the-gregg-reference-manual-11th-edition-9780073397108-0073397105?trackid=7e920ca30ac3&strackid=f4c0fe3702ac>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

SH200/SB201 – Speedbuilding IV
Instructor – Jami Naughle

Required Textbooks:

EV360 Educational Solutions Realtime Speed Development II - 1st Edition
<http://www.lulu.com/shop/http://www.lulu.com/shop/kay-moody/EV360-educational-solutions-realtime-speed-development-ii/paperback/product-22306101.html>

EV360 Educational Solutions Realtime Speed Development – Phrase Workbook - 1st Edition (TRANSFER STUDENTS ONLY) <http://www.lulu.com/shop/http://www.lulu.com/shop/kay-moody/EV360-educational-solutions-realtime-speed-development-phrase-workbook/paperback/product-22689251.html>

Recommended Textbook:

The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting, 11th Edition
<https://www.chegg.com/textbooks/the-gregg-reference-manual-11th-edition-9780073397108-0073397105?trackid=7e920ca30ac3&strackid=f4c0fe3702ac>



Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

SH220/SB202 – Speedbuilding V
Instructor – Eileen Beltz

Required Textbooks:

EV360 Educational Solutions Realtime Speed Development III - 1st Edition

<http://www.lulu.com/shop/http://www.lulu.com/shop/kay-moody/EV360-educational-solutions-realtime-speed-development-iii/paperback/product-22306112.html>

Steno Drills 101

<http://www.lulu.com/shop/lois-schoenbeck/steno-drills-101/paperback/product-864316.html>

Recommended Textbook:

The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting, 11th Edition

<https://www.chegg.com/textbooks/the-gregg-reference-manual-11th-edition-9780073397108-0073397105?trackid=7e920ca30ac3&strackid=f4c0fe3702ac>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

SH230 – Speedbuilding VI
Instructor – Eileen Beltz

Required Textbooks:

EV360 Educational Solutions Realtime Speed Development IV - 1st Edition

<http://www.lulu.com/shop/http://www.lulu.com/shop/kay-moody/EV360-educational-solutions-realtime-speed-development-iv/paperback/product-22306115.html>

Steno Drills 101

<http://www.lulu.com/shop/lois-schoenbeck/steno-drills-101/paperback/product-864316.html>



Recommended Textbook:

The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting, 11th Edition
<https://www.chegg.com/textbooks/the-gregg-reference-manual-11th-edition-9780073397108-0073397105?trackid=7e920ca30ac3&strackid=f4c0fe3702ac>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

SH240/SB203 – Speedbuilding VI
Instructor – Eileen Beltz

Required Textbooks:

EV360 Educational Solutions Realtime Speed Development IV - 1st Edition
<http://www.lulu.com/shop/http://www.lulu.com/shop/kay-moody/EV360-educational-solutions-realtime-speed-development-iv/paperback/product-22306115.html>

Steno Drills 101

<http://www.lulu.com/shop/lois-schoenbeck/steno-drills-101/paperback/product-864316.html>

Recommended Textbook:

The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting, 11th Edition
<https://www.chegg.com/textbooks/the-gregg-reference-manual-11th-edition-9780073397108-0073397105?trackid=7e920ca30ac3&strackid=f4c0fe3702ac>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

C100 – Communications – Lanie Steinwart

Required Textbook:

The Basics of English, 3rd Ed. (ISBN: 9780538728829) (Chapters provided on course site)

Recommended Textbook:

The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting, 11th Edition
<https://www.chegg.com/textbooks/the-gregg-reference-manual-11th-edition-9780073397108-0073397105?trackid=7e920ca30ac3&strackid=f4c0fe3702ac>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8



C110 – Foundations of Language and Writing – Julie Lazart

Required Textbook:

The Basics of English, 3rd Ed. (ISBN: 9780538728829) (Chapters provided on course site)

Recommended Textbook:

The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting, 11th Edition

<https://www.chegg.com/textbooks/the-gregg-reference-manual-11th-edition-9780073397108-0073397105?trackid=7e920ca30ac3&strackid=f4c0fe3702ac>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

C130 – Advanced Communications – Tracy Thompson

Required Textbook:

30 Days to a More Powerful Vocabulary, Revised Edition (ISBN-13: 978-0-671-74349-9)

<https://www.amazon.com/30-Days-More-Powerful-Vocabulary/dp/067174349X>

Required Online Instructional Materials:

Black's Law Dictionary - <https://thelawdictionary.org/>

Webster's New Collegiate dictionary - <https://www.merriam-webster.com/>

Merriam-Webster Medical Dictionary - <https://www.merriam-webster.com/medical>

Dorland's Medical Dictionary - <https://www.dorlandsonline.com/dorland/home>

C150 – Vocabulary and Usage – Jessica Condley

Required Textbook:

The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting, 11th Edition

<https://www.chegg.com/textbooks/the-gregg-reference-manual-11th-edition-9780073397108-0073397105?trackid=7e920ca30ac3&strackid=f4c0fe3702ac>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

C160 – Culture and Society – Tony Credit

Required Textbook:

Society, the Basics, 14th Ed. Textbook ISBN-10: 0-13-420632-0

<https://www.chegg.com/textbooks/society-14th-edition-9780134206325-0134206320?trackid=9a177528c46c&strackid=d8b40de464bc>



Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

C210 – Human Relations – Tony Credit

Required Textbooks:

Human Relations, 4th Ed. (ISBN: 9780538731089)

<https://www.cengage.com/c/human-relations-4e-dalton/9780538731089/>

Plan for Your Success: What Century Do You Live In? (ISBN: 9780840200983)

<https://elad.redshelf.com/book/16688/plan-for-your-success-what-century-do-you-live-in-9780840200983-credit>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

C260 – Personal Finance – Savannah Biegel

Required Textbooks: Students may purchase the hardcopy or eText

Hardcopy: Personal Finance, 8th Edition

\$271.80 \$258.21 | ISBN-13: 978-0-13-473036-3

<http://www.mypearsonstore.com/bookstore/personal-finance-9780134730363?xid=PSED>

eText: MyLab Finance with Pearson eText -- Instant Access -- for Personal Finance, 8th Edition

\$99.95 | ISBN-13: 978-0-13-473204-6

You can purchase immediate access to this online product with a credit card.

<http://www.mypearsonstore.com/bookstore/personal-finance-9780134730363?xid=PSED>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

CR100 – Court Reporting English – Eileen Beltz

Required Textbook:

30 Days to a More Powerful Vocabulary, Revised Edition (ISBN-13: 978-0-671-74349-9)

<https://www.amazon.com/30-Days-More-Powerful-Vocabulary/dp/067174349X>

Recommended Textbook:

The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting, 11th Edition

<https://www.chegg.com/textbooks/the-gregg-reference-manual-11th-edition-9780073397108-0073397105?trackid=7e920ca30ac3&strackid=f4c0fe3702ac>



Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

CR200 – Court Reporting Procedures – Tracy Thompson

Required Textbooks:

The Complete Court Reporter's Handbook, 6th Ed (Product #38736) Textbook – This book will be purchased from NCRA by emailing: cbruce@ncra.org

Internship Competency Handbook – Judicial Reporting

<http://www.lulu.com/shop/http://www.lulu.com/shop/kay-moody-and-jeff-moody/internship-competency-handbook-judicial-reporting/paperback/product-23705131.html>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

CR210-C – Technology I – Case CATalyst – Melissa Lee

Required Textbook:

Advanced Concepts, 1st Ed, An Advanced Topics Guide to Realtime and Computer Aided Transcription in Case CATalyst® <http://www.lulu.com/shop/stephanie-faulkner/advanced-concepts-first-edition/paperback/product-21392475.html>

Required Software:

Case CATalyst, Version 21.02 (Student or Professional version) and most current update
<https://www.stenograph.com/catalyst-student-39272>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

CR290 – Courtroom/Court Reporting Practicum (Steno) – Natalie Kijurna

Required Textbook:

Internship Competency Handbook – Judicial Reporting – **5th Edition**

<http://www.lulu.com/shop/http://www.lulu.com/shop/kay-moody-and-jeff-moody/internship-competency-handbook-judicial-reporting/paperback/product-23705131.html>

Recommended Textbook for California Students:

Carolee Freer. California Codes Review Book 2019. ISBN: 978-1-890458-59-7



CR290V – Courtroom/Court Reporting Practicum (Voice) – Natalie Kijurna

Required Textbook (if OPTION 3 on syllabus is chosen):

Internship Competency Handbook – Judicial Reporting – **5th Edition**

<http://www.lulu.com/shop/http://www.lulu.com/shop/kay-moody-and-jeff-moody/internship-competency-handbook-judicial-reporting/paperback/product-23705131.html>

Recommended Textbook:

Study Guide for Written Test for the CVR: <https://nvra.org/store/viewproduct.aspx?id=16419069>

Recommended Textbook for California Students:

Carolee Freer. California Codes Review Book 2019. ISBN: 978-1-890458-59-7

CR280/CR280-V – CSR/RPR/CVR Preparation – Eileen Beltz

Recommended Textbook for Steno Students:

The Official Registered Professional Reporter Study Guide: <https://www.ncra.org/ncra-store>

Recommended Textbook for California Students:

Carolee Freer. California Codes Review Book 2019. ISBN: 978-1-890458-59-7

Recommended Textbook for Voice Students:

Study Guide for Written Test for the CVR: <https://nvra.org/store/viewproduct.aspx?id=16419069>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

LT200 – Foundations of Law – Tony Credit

Required Textbook:

Introduction to Law, 6th E.

Search for ISBN: ISBN-13: 9780134868240

<https://www.chegg.com/textbooks/introduction-to-law-6th-edition-9780134868240-0134868242?trackid=a60fe4d36317&strackid=cb6972f4c11d&searchid=418d9960-4941-4442-8e77-9d2a1a7e94fb>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8



MT100 – Medical Terminology – Chris Kostbade

Required Textbook:

Medical Terminology, A Programmed Systems Approach, 10 Ed. (ISBN: 9781435438897)
<https://www.chegg.com/textbooks/medical-terminology-10th-edition-9781435438897-1435438892?trackid=7e2566d0c609&strackid=d414619b5d1d>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

T110 – Court Reporting Transcript Preparation – Eileen Beltz

Required Textbook:

Judicial Transcript Preparation for Court Reporters
<http://www.lulu.com/shop/janet-noel-stacy-drohosky/judicial-transcript-preparation-for-court-reporters/paperback/product-18774333.html>

Optional Textbook:

One Word, Two Words, Hyphenated? (Item #P-113)
<https://www.amazon.com/One-Word-Two-Words-Hyphenated/dp/1881859010>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

T210-C/CR110-C Introduction to Realtime Technology – Case CATalyst – Melissa Lee

Required Textbooks:

Core Concepts: A Beginner's Guide to Realtime and Computer-Aided Transcription in Case CATalyst, 6th Ed

<https://www.lulu.com/en/us/shop/paul-hoover-and-cheryl-hoover-and-melissa-lee/core-concepts-sixth-edition/paperback/product-9jgyv4.html>

Core Concepts: Quick Reference Guides, 6th Ed.

<https://www.lulu.com/en/us/shop/paul-hoover-and-cheryl-hoover-and-melissa-lee/core-concepts-quick-reference-sixth-edition/paperback/product-m5pjzz.html>

Additional Requirements:

There are additional hardware and software requirements for T210-C. Please download the below PDF document that lists these requirements.

<http://www.ccr.edu/Docs/T210-C-CR110-C.pdf>

Required Software:



Case CATalyst, Version 21.02 (Student or Professional version) and most current update
<https://www.stenograph.com/catalyst-student-39272>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

TE201 – Advance Transcript Production – Tracy Thompson

REQUIRED COURSE MATERIALS:

Webster’s New Collegiate dictionary (online) - <https://www.merriam-webster.com/>
 CCR Punctuation and Transcription Guidelines

SUGGESTED TEXTBOOK:

The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting, 11th Edition
<https://www.chegg.com/textbooks/the-gregg-reference-manual-11th-edition-9780073397108-0073397105?trackid=7e920ca30ac3&strackid=f4c0fe3702ac>

SUPPLEMENTAL TEXTBOOKS:

Noel, Janet and Stacy Drohosky, Judicial Transcript Preparation for Court Reporters, 2nd Ed., 2011.
 Gilman, Mary Louise, One Word, Two Words, Hyphenated?, NCRA, 1998

VB101 – Realtime Theory (2 Required Textbooks)

Required Textbooks:

EV360 Educational Solutions – Introduction to Voice Reporting - \$175.00
<https://www.lulu.com/shop/tim-moody/ev360-educational-solutions-introduction-to-voice-reporting/paperback/product-2mv5789.html?page=1&pageSize=4>

Additional Hardware and Software Requirements:

There are additional hardware, software, and equipment requirements for VB101. Please refer to the "Voice Method" at the following link that lists these requirements:

<http://www.ccr.edu/index.php/questions/does-ccr-sell-the-equipment>

Additional Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

NOTE: The above gaming headset/mic is for live weekly classes. For voice class (VB101), you should use the mask and ear buds needed under “Additional Hardware and Software Requirements” above instead of this gaming headset/mic.



CR100 – Court Reporting English – Eileen Beltz

Required Textbook:

30 Day to a More Powerful Vocabulary

<https://www.amazon.com/30-Days-More-Powerful-Vocabulary/dp/067174349X>

Recommended Textbook:

The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting, 11th Edition

<https://www.chegg.com/textbooks/the-gregg-reference-manual-11th-edition-9780073397108-0073397105?trackid=7e920ca30ac3&strackid=f4c0fe3702ac>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

C130 – Advanced Communications – Tracy Thompson

Required Textbook:

30 Days to a More Powerful Vocabulary, Revised Edition (ISBN-13: 978-0-671-74349-9)

<https://www.amazon.com/30-Days-More-Powerful-Vocabulary/dp/067174349X>

Required Online Instructional Materials:

Black's Law Dictionary - <https://thelawdictionary.org/>

Webster's New Collegiate dictionary - <https://www.merriam-webster.com/>

Merriam-Webster Medical Dictionary - <https://www.merriam-webster.com/medical>

Dorland's Medical Dictionary - <https://www.dorlandonline.com/dorland/home>

CR120 – Court Reporting Processes and Development – Tracy Thompson

Required Textbooks:

The Complete Court Reporter's Handbook, 6th Ed (Product #38736) Textbook – This book will be purchased from NCRA by emailing: cbruce@ncra.org

Judicial Reporting, College of Court Reporting: [Internship Competency Handbook](#)

Supplemental Textbooks:

Gilman, Mary Louise, One Word, Two Words, Hyphenated? (Item #P-113):

<https://www.amazon.com/One-Word-Two-Words-Hyphenated/dp/1881859010>

Noel, Janet and Stacy Drohosky, *Judicial Transcript Preparation for Court Reporters*

<http://www.lulu.com/shop/janet-noel-stacy-drohosky/judicial-transcript-preparation-for-court-reporters/paperback/product-18774333.html>



Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

SB202-V/SB203-V – Speedbuilding II/Speedbuilding III – Eileen Beltz

Required Textbook:

EV360 Educational Solutions: Realtime Voice Reporting Speed Development II

<https://www.lulu.com/en/us/shop/lisa-morton-and-tim-moody/ev360-educational-solutions-realtime-voice-reporting-speed-development-ii-2nd-edition/paperback/product-1v422zen.html>

Recommended Textbook:

The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting, 11th Edition

<https://www.chegg.com/textbooks/the-gregg-reference-manual-11th-edition-9780073397108-0073397105?trackid=7e920ca30ac3&strackid=f4c0fe3702ac>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

CR110-V – Introduction to Realtime Technology (CaseCat for Voice) – Melissa Lee

Required Textbook:

Voice Reporting, A Step-by-Step Guide to Realtime and Computer-Aided Transcription in Case CATalyst® VP

<https://www.lulu.com/shop/melissa-lee/voice-reporting-a-step-by-step-guide-to-computer-aided-transcription-in-case-catalyst-vp/paperback/product-p6kz6wn.html?page=1&pageSize=4>

Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

CR210-V – Advanced Transcript/Technology – Tracy Thompson

INSTRUCTIONAL MATERIALS AND SUGGESTED TEXTBOOKS:

There will be a variety of materials posted for students during the course, including a recorded multivoice transcript in each weekly folder.

Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting, 11th Edition.

Webster's New Collegiate dictionary (online) – <https://www.merriam-webster.com>

CCR Punctuation and Transcription Guidelines



Equipment:

https://www.google.com/search?q=CORSAIR+HS50+-+Stereo+Gaming+Headset&rlz=1C1CHBD_enUS721US723&oq=CORSAIR+HS50+-+Stereo+Gaming+Headset&aqs=chrome..69i57j69i60l3.947j0j4&sourceid=chrome&ie=UTF-8

