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-realtime-theory-i/paperback/product-1ngn8znk.html?q=ev360+realtime+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.
https://ccr.edu/program/court-reporting-degree/

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

Required Textbooks:
EV360 Educational Solutions Realtime Advanced Theory - **Blue Book** (First Edition)
http://www.lulu.com/shop/kay-moody/EV360-educational-solutions-realtime-advanced-theory-blue-book/paperback/product-23537610.html

EV360 Educational Solutions Realtime Advanced Theory - **Yellow Book** (First Edition)
http://www.lulu.com/shop/kay-moody/EV360-educational-solutions-realtime-advanced-theory-yellow-book/paperback/product-23537619.html

EV360 Educational Solutions Realtime Advanced Theory - **Green Book** (First Edition)
http://www.lulu.com/shop/http://www.lulu.com/shop/kay-moody/EV360-educational-solutions-realtime-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:

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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

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 Naughgle

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) https://www.lulu.com/shop/kay-moody/ev360-educational-solutions-realtime-speed-development-phrase-workbook/paperback/product-17zev4r.html?q=educational+realtime+phrase+book&page=1&pageSize=4

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

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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

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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

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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

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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

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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

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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. Personal Finance – Turning Money Into Wealth 8th Edition– Arthur J. Keown.
https://www.valore.com/products/personal-finance/9780134730363

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

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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

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CR200 – Court Reporting Procedures – Tracy Thompson

Required Textbooks: The Complete Court Reporter's Handbook, 6th Ed - Textbook – This book will be available on the course site.

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

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Recommended Textbook:
Study Guide for Written Test for the CVR: https://nvrassociation.site-ym.com/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://nvrassociation.site-ym.com/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

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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

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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 in Dragon® and Case CATalyst® - Fourth Edition - $225.00
https://www.lulu.com/shop/timothy-moody/ev360-educational-solutions-introduction-to-voice-reporting-conventional-formats/paperback/product-v89kg9r.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:
https://ccr.edu/program/voice-writing-certificate/

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.

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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.dorlandsonline.com/dorland/home

CR120 – Court Reporting Processes and Development – Tracy Thompson

Required Textbooks: The Complete Court Reporter's Handbook, 6th Ed - Textbook – This book will be available on the course site.

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+-

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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 CATalyst VP - **Conventional Formats, Fourth Edition**

https://www.lulu.com/shop/melissa-lee/voice-reporting/paperback/product-nvqmemy.html?page=1&pageSize=4

Cost: $285

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

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