



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 – Jami Naughle or Stacy Drohosky

#### 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](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 Beth Richards – 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](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](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](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 – Kim Duran

**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>



**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](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](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](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](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 or Eileen Beltz

**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](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](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 – Mel Forquer

#### 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](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](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](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 or Milly Morales

**Required Textbooks:** Students may purchase the hardcopy or eText. Personal Finance – Turning Money Into Wealth 8<sup>th</sup> 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](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 or Lanie Steinwart

**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](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 – Cherie Russel or Michelle Heckathorn

**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](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](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://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](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](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](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](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](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 – Michelle Heckathorn or Cherie Russel****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****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](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 or Lanie Steinwart

**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](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 – Mel Forquer

**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 – Mel Forquer

**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+->



[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](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](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](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

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

