



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

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



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

Required Textbooks:

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 – 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

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 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



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 – 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

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://ladbookstore.com/products/plan-for-your-success>

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 or Milly Morales

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 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.cengage.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 – Cherie Russel or Michelle Heckathorn



The Fundamentals of Court Reporting, 7th Edition

<https://ncra.allegredulles.com/product/The-Fundamentals-of-Court-Reporting-7th-Edition>

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:

Property of College of Court Reporting - You may not copy, reproduce, distribute, publish, display, perform, modify, create derivative works, transmit, or in any way exploit any such content, nor may you distribute any part of this content over any network, including a local area network, sell or offer it for sale, or use such content to construct any kind of database. You may not alter or remove any notice from copies of the content in this document of any College of Court Reporting website.



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

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 – 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

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 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

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

The Fundamentals of Court Reporting, 7th Edition

<https://ncra.alleggradulles.com/product/The-Fundamentals-of-Court-Reporting-7th-Edition>

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

<https://www.lulu.com/shop/melissa-lee/voice-reporting/paperback/product-nvqmemory.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

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

