

The Hadley School for the Blind

Tuition-Free Distance Education

Blinded Veterans Initiative



www.hadley.edu

Goldman Sachs

Gives

The Blinded Veterans Initiative is generously supported by *Goldman Sachs Gives*, a donor advised fund, at the recommendation of Managing Director John Willian, whose family has long supported the Hadley School.

The initiative is also supported by Adams Street Partners, LLC.



“Hadley provides lifelong learning opportunities that reinforce and extend the skills veterans learn in the rehabilitation process. Hadley is especially strong in providing accessible resources to help you get back into the workplace.”

—*Steve Beres, Hadley student, past regional president of the Blinded Veterans Association*

Cover photo: Army Capt. Carrie Hoza, Hadley President Chuck Young, Steve Beres, past regional president, Blinded Veterans Association and retired army Capt. Phil Hoza at the Veterans Day Observance on November 11, 2011.

At a time when 17 percent of all injuries incurred in the Iraq and Afghanistan wars are vision-related, and there are more than 158,300 legally blind veterans and 700,000 veterans with low vision in the United States, The Hadley School for the Blind is pleased to introduce its Blinded Veterans Initiative.

Officially unveiled on Veterans Day 2011, the goal is to educate and inspire blind or visually impaired veterans to pursue their personal and professional goals and help support their families. Visually impaired veterans, through Hadley's Adult Continuing Education Program, and their family members, through the Family Education Program, may enroll in the school's distance education courses at no cost.

The Blinded Veterans Initiative complements Hadley's Forsythe Center for Entrepreneurship (FCE), designed to provide individuals who are visually impaired with the knowledge, resources and networking opportunities to advance in their careers or start a business. Veteran-specific resources will also be added to Hadley's curriculum as part of this new initiative.

Hadley will network with veterans across the country at conferences and workshops and through various service providers to encourage new enrollments.



Illinois Congressman Robert Dold (left), Illinois Senator Mark Kirk and Steve Beres at the Veterans Day Observance

COURSE DETAILS

Core subject areas emphasized through the Blinded Veterans Initiative include independent living and adjusting to blindness, employment/entrepreneurship, technology and braille literacy. A number of courses are available for family members as indicated.

Course Descriptions

Media Codes: **B** = braille **C** = cassette

DTB = digital talking book **DTB-DL** = audio download

LP = large print **OL** = online

INDEPENDENT LIVING

(also open to family members)

Guide Dogs

Are you considering a guide dog? This story-based course encourages you to think about becoming a guide dog user, providing insight into the decision-making process. Weigh the benefits of companionship and learn about the mutual dependence between you and a trusted canine partner. Be secure knowing you have made the right decision for you.

Course: GDG-101, Media: B, LP, C, OL, DTB or DTB-DL, Lessons: 5

Independent Living

Any uncertainties you may feel in the wake of vision loss can be replaced with a growing sense of optimism as you learn different ways to accomplish things. This course suggests

techniques and resources to complete the everyday tasks that you once performed with vision or are learning to do with a visual impairment for the first time.

Course: EIL-371, Media: B, C or LP, Lessons: 7

Self-Esteem and Adjusting with Blindness

Whether you were born visually impaired or lost vision later in life, this course will help you adjust to life's demands. Maintaining self-esteem with the changes and adaptations that come with blindness are discussed in-depth and illustrated with quotes from many blind persons.

Course: SFE-101, Media: B, C or LP, Lessons: 10

EMPLOYMENT

Business Communications

People possessing good communication skills have an advantage in the workplace. This course provides students with the information and practice they need to communicate effectively in a variety of business settings.

Course: COM-101, Media: B, C, LP, OL, DTB or DTB-DL, Lessons: 6

Business Fundamentals

Understanding the basic concepts of business is important for gaining employment, advancing a career or running an organization. This course takes a closer look at the significant parts of a business, such as management, human resources and sales. Case studies feature various business types and

situations to help the student apply fundamental concepts.

Course: BUS-101, Media: B, LP, OL, DTB or DTB-DL, Lessons: 8

Business Writing

Do you need to write business correspondence on a regular basis? This course teaches you the basics of writing business communication that achieves its purpose. From organizing ideas into clear paragraphs to using appropriate writing style to writing memos and reports, the skills you gain will be invaluable to your business situation. **Prerequisites:** Students must possess strong punctuation and grammar skills.

Course: BBS-202, Media: B, C, LP, OL, DTB or DTB-DL, Lessons: 4

Finding Employment

This course examines the job-search process, whether you are looking for your first job or a better job. Unlike traditional courses about finding employment, this course covers both the basics of the job hunt and topics specific to individuals who are visually impaired.

Course: EMP-101, Media: B, C, LP, OL, DTB or DTB-DL, Lessons: 6

Typing and Keyboarding

This course enables you to type efficiently on a typewriter or computer keyboard. It focuses on the basic keys that appear on most typewriters and computer keyboards. This course also explains how to format lists, announcements and letters. Note that this course does not teach word-processing

techniques. **Prerequisites:** Access to typewriter or computer with an English keyboard. Computer users need familiarity or assistance with starting up the computer as well as creating, opening, saving and printing word-processing files. Students who wish to email assignments need familiarity with email attachments.

Course: KEY-101, Media: B, LP, DTB or DTB-DL, Lessons: 8

CENTER FOR ENTREPRENEURSHIP

(also open to family members)

Self Employment with a Minimal Investment

This informational course guides students through the exploratory processes of starting a small business. The lessons inspire and encourage while remaining realistic about expectations, as students determine if self-employment is a viable option for them. It presents the basics of discovering a business idea, preparing a budget and developing business and marketing plans as well as information about disability programs and benefits.

Course: EMP-201, Media: OL, Lessons: 6

Market Research

It is important to understand the current market when deciding whether a business idea is profitable and realistic. This module explains how to analyze the market and make the necessary changes to a business idea to make it profitable. The module includes sample market research

documents, which can be used later for assessing any business idea.

Module: FCE-110, Media: OL, Lessons: 1

The Marketing Plan

A marketing plan outlines the activities a business must do to reach out to potential customers, such as advertising, public relations and sales techniques. This module identifies the information needed to create a marketing plan that attracts customers to a business. It also describes the elements of the marketing plan and includes a sample marketing plan.

Module: FCE-120, Media: OL, Lessons: 1

The Financial Plan

Sound financial projections are necessary to determine if a business will likely operate at a profit. This module explains how to create an income statement, a balance sheet and a cash flow statement. These documents are integral parts of a financial plan and crucial when applying for a loan.

Prerequisites: Completion of “Market Research” and “The Marketing Plan” is strongly recommended.

Module: FCE-130, Media: OL, Lessons: 1

The Business Plan

The business plan describes how the business is operated and persuades its readers to invest in the business. This module identifies the information you need for your business

plan and describes the basic elements of a business plan. The sample business plan it provides gives you an example of how a small business controls its operations and finances. **Prerequisites:** Completion of “Market Research,” “The Marketing Plan” and “The Financial Plan” is strongly recommended.

Module: FCE-140, Media: OL, Lessons: 1

Business Insurance

Business insurance coverage is generally considered part of the start-up costs. This module describes the business relationship and the contract between the insured (the business owner) and the insurer (the provider). It describes the various policies an entrepreneur may purchase from an insurance agent or broker. Knowing the basics of business insurance and how to purchase and monitor the insurance will help you start up and run your new business.

Module: FCE-150, Media: OL, Lessons: 1

Forms of Ownership

One of the first decisions an entrepreneur must make concerns the legal structure for the business. This module presents a chapter from “The Law in Plain English for Small Businesses” by legal expert Leonard DuBoff. It describes seven forms of ownership: sole proprietorships, partnerships, limited partnerships, corporations, S corporations, limited liability partnerships (LLP) and hybrids. It is important to identify the

structure of your business so you can process the appropriate organizational documents relevant to your business.

Module: FCE-160, Media: OL, Lessons: 1

Veterans Benefits

The goal of this module is to educate the entrepreneur in the basic benefits and services available to veterans. The module introduces key aspects of the U.S. Department of Veterans Affairs (VA) system. It provides an overview of the benefits available to veterans, a basic understanding of the procedure for processing a claim and where to go for more help with running a business as a veteran.

Module: FCE-170, Media: OL, Lessons: 1

TECHNOLOGY

Developing Your Technology Toolkit

Technology plays a significant role in how people interact with each other, and most will likely encounter some aspect of technology in their everyday life. This course presents a variety of prominent desktop and mobile solutions. It also discusses how adaptive technology solutions provide access to mainstream hardware and software. In addition, it focuses on proprietary, adaptive technology products designed to be used specifically by individuals who are visually impaired.

Course: TEC-101, Media: B, LP, OL, Lessons: 5

Screen Readers: Formatting Word Documents

The ability to create, edit and format electronic information is important to be able to compete in today's job market. Properly edited and formatted text sends a positive message to recipients, while incorrectly formatted, unedited documents detract from the services or products a business offers to its customers. The goal of this course is to help you become more efficient at editing and formatting information in Microsoft Word documents. **Prerequisites:** Pretest in 2 parts to be completed in a single session (45 to 60 minutes); familiarity with personal screen-reading software and keyboard commands. Although designed for use with any of the available screen-reading programs, this course is NOT recommended for beginning users of screen-reading software. Microsoft Word 2007 or 2010 recommended; contact instructor if using a different version.

Course: WRD-111, Media: OL, Lessons: 2

Screen Readers: Listening Skills

In every aspect of employment, from entry level to executive positions, the PC plays a role in the employee's day-to-day activities. Employees who are blind or visually impaired should expect to demonstrate a level of PC proficiency comparable to that of their sighted peers in the workplace. The goal of this course is to help you listen more effectively to your screen reader and increase your ability to comprehend synthetic and human speech simultaneously at increasingly faster speeds. **Prerequisites:** Pretest in 4 parts to be

completed in a single session (45 to 60 minutes); knowledge of and comfort with using personal screen-reading software; experience accessing audio files; stereo headphones required.

Course: TEC-131, Media: OL, Lessons: 2

Screen Readers: Web Browsing

In every aspect of employment, from entry level to executive positions, Internet browsing and searching plays a significant role in the employee's day-to-day activities. If you wish to advance in your career, you should expect to demonstrate a level of Web browsing and searching proficiency comparable to or better than that of your sighted peers in the workplace. The goal of this course is to help you gain a thorough understanding of the elements and ingredients that make up a Web page and develop strategies for browsing and searching both accessible and inaccessible Web sites.

Prerequisite: Pretest

Course: WEB-121, Media: OL, Lessons: 2

Using Excel

Microsoft Excel is one of the most popular computer programs in use today. If you are entering or reentering the workforce, creating and using spreadsheets is an asset. Excel helps not only with tasks concerning numbers and computation, but also with organizational tasks such as keeping contact information, maintaining an inventory and cataloging music. This course will help you use Excel to

manage and compute real-world data. **Prerequisite:** Basic math operations, fractions, decimals, percents; familiarity with PC and access technology; access to a computer with Excel software installed (Excel 95 or newer) and a word processor.

Course: BBS-111, Media: B, C, LP or OL, Lessons: 5

BRAILLE

Braille Literacy 1: Tactile Readiness for Braille

Begin teaching your fingers to read. Learn to move them along lines and down columns of braille. Lessons describe methods used by efficient braille readers. Since finger sensitivity varies among people, the course encourages you to develop your own reading style. Followed by “Braille Literacy 2,” this course helps you build a strong foundation for all other braille courses. Recommended if you have no prior knowledge of braille.

Course: EBR-802, Media: DTB and B exercise books, Lessons: 6

Braille Literacy 2: Learning the Braille Alphabet

Practice the skills mastered in “Braille Literacy 1” as you learn the letters of the braille alphabet. Exercises introduce single letters and words used for making household labels. Precise directions for producing labels for daily living are incorporated into the lessons. **Prerequisite:** Braille Literacy 1.

Course: EBR-912, Media: C with B exercise books, Lessons: 10

Braille Literacy 3: Uncontracted Braille

Increase your ability to read and write braille by learning uncontracted braille in which every word is written out letter by letter (often called grade 1 braille). The course covers the braille alphabet, numbers, punctuation and some special signs. Directions for using the braillewriter and slate and stylus are included. **Prerequisite:** "Braille Literacy 1" and "Braille Literacy 2" or the ability to read all the letters of the braille alphabet by touch. Students must have a large supply of braille paper/card stock.

Course: EBR-921, Media: C with B exercise book, Lessons: 9

Braille Literacy 4: Contracted Braille

Increase your braille literacy by learning contracted braille (formerly called grade 2 braille), in which some words and letter combinations are represented by one or a few braille characters. The course covers all 189 contractions, some punctuation and some special signs.

Course: EBR-931, Media: C with B workbooks, Lessons: 30

For Family Members:

Introduction to Braille

Would you like to read braille visually? This introductory course presents the fundamentals of the braille code, including the letters of the alphabet, numbers and punctuation, giving you the tools to communicate in writing with family members or clients who read braille. The goal is to enable you to read

and write uncontracted braille. To become fully proficient in braille, more advanced coursework and practice is required.

Course: IBR-112, Media: OL or P, Lessons: 8

Contracted Braille

The braille code used for most written material is contracted braille. Being able to read and write in contracted braille will enable you to assist your family member or client who is blind. After attaining this goal, you may decide to advance your braille skills by enrolling in a professional transcriber course or other advanced braille and braille teaching courses.

Prerequisite: "Introduction to Braille" or "Contracted Braille Diagnostic."

Course: CBR-212, Media: OL or P, Lessons: 27

QUESTIONS?

For more information, visit www.hadley.edu/veterans or contact Student Services at 800-526-9909 or student_services@hadley.edu.



"There are many courses and programs about how to get into business, but there was no curriculum on how someone who is blind or visually impaired can make those programs work. The Blinded Veterans Initiative will address those issues that are specific to people who are visually impaired."

—Urban Miyares, founder of the Disabled Businesspersons Association and Hadley Veterans Outreach Specialist



The Hadley School for the Blind

700 Elm Street
Winnetka, IL 60093
800-323-4238

Our mission

To promote independent living through lifelong, distance education programs for people who are blind or visually impaired, their families and blindness service providers

Accredited By



The Accrediting Commission of the Distance Education and Training Council since 1958



The North Central Association Commission on Accreditation and School Improvement since 1978