

The Hadley School for the Blind



Business and Career Development Courses

In a tight job market and especially in tough economic times, employees need to make themselves as valuable as possible to their employers. Similarly, job seekers must have the skills and training to stand out. For individuals who are blind or visually impaired, the challenge is even greater because they often don't have readily available accessible training. The Hadley School for the Blind can help.

Business and career development courses are among the many tuition-free distance education courses offered through Hadley's Adult Continuing Education Program. Courses provide engaging content in a variety of formats along with flexible scheduling. Enroll when you wish and study at your own pace from your home or office to be competitive in the current job market.

Eligibility

Individuals who are legally blind or progressively visually impaired and who are at least 14 years of age. Proficiency in reading and writing English is required.

Why Enroll?

- Hone your business skills
- Increase your marketability
- Demonstrate your commitment to professional development
- Advance in your career

How to Apply

1. Visit the Hadley Website at www.hadley.edu for full course descriptions.
2. Complete an enrollment application and submit by email, postal mail or fax. To expedite the process, complete an online application at the above Web address.
3. U.S. applicants must submit an eye report prior to enrollment. Please see the Hadley Website for further instructions.

Questions?

Phone: 800-323-4238

TTY: 800-441-8111

Fax: 847-446-9820

Email: student_services@hadley.edu

Website: www.hadley.edu

All courses are tuition-free.

Course Descriptions

Media Codes:

B = braille

C = cassette

DTB = digital talking book

LP = large print

OL = online

DTB-DL = digital talking book download

Finding Employment

This course examines the job-search process, whether you are looking for your first job or a different career. 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 ID: EMP-101, Media: B, DTB, DTB-DL, LP, OL, Lessons: 6

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, DTB, CTB-DL, LP, OL, Lessons: 6

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 from this course will be invaluable in any business situation.

Prerequisite: Students must possess strong punctuation and grammar skills.

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

Business Fundamentals

Understanding the basic concepts of business is important for gaining employment, advancing your career or managing an organization. After giving introductory information, this course takes a closer look at the significant parts of a business, such as management, human resources and sales, to name a few. Case studies feature various business situations to help the student apply fundamental concepts.

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

Internet Basics

Are you familiar with the history of the Internet? Do you know the difference between the Internet and the World Wide Web? This intermediate level online course enables you to access the largest library in the world to find the answers. It also teaches you how to search and communicate online and explains common Internet uses. Note: It does not provide step-by-step directions for completing online tasks.

Prerequisite: Ability to use your own access technology and successful completion of the Internet Skills Diagnostic Test.

Course: INT-101, Media: OL, Lessons: 4

Internet: Beyond the Basics

Do you want to go beyond using the Internet to send email? How about using the Web to find that dream job? Before you begin, make sure your computer and online practices are secure. This course explains Internet security, then shows you how to use the Internet to conduct research, make travel plans, even shop (perhaps for an interview suit).

Prerequisite: Ability to use your own access technology or successful completion of Internet Basics.

Course: FTE-411, Media: OL, Lessons: 6

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 essential. 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

Word Processing

Want to create documents on a computer? This course enables you to use WordPad to create letters, memos or reports. You will learn how to save, print or delete files, as well as modify text or its appearance.

Prerequisite: Familiarity with a computer keyboard, ability to type and access to a computer with Windows 95 or a more recent version.

Course: FTE-301, Media: B, C or LP with computer diskette or electronic assignment submission, Lessons: 5

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 keyboards and explains how to format lists, announcements and letters. Note: 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 booting up the computer, opening and saving word-processing files and printing or emailing assignment submissions.

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

Other courses in which you may be interested:

Braille

Braille Literacy 1- 4

Essentials of Nemeth

Experience Braille Reading

Language

Basic Conversational French

Basic Conversational Spanish

Visit www.hadley.edu for course descriptions.

Our mission

To promote independent living through lifelong, distance education programs for people who are blind and 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



The Hadley School for the Blind
700 Elm Street
Winnetka, IL 60093
800-323-4238
www.hadley.edu