

The Hadley School for the Blind

Tuition-Free Distance Education

Courses for Individuals with Low Vision



www.hadley.edu

Courses for Individuals with Low Vision

Are you experiencing low vision? Are you looking for strategies and tools to help you adapt? Hadley's courses promote independent living and exploration of recreational activities. They also promote new technologies for those who are visually impaired or have progressive eye conditions.

Eligibility

We invite you to apply for enrollment if

- You are age 14 or older
- You are visually impaired and meet vision eligibility requirements and
- You can understand courses written in English

Why Enroll?

- Adjust to life's demands with low vision
- Enhance independent living skills
- Improve employability and business skills
- Explore enriching activities
- Discover the joys of lifelong learning

How to Apply

1. Complete the enrollment application and submit by email, postal mail or fax. To expedite the process, complete and submit an online application on our Web site.
2. Ask your medical doctor, ophthalmologist or optometrist to complete and sign the Hadley Eye Report included with the enrollment application. Eye Reports signed by a

blindness professional from an agency working with you are also accepted. This information should be written on the letterhead of the agency.

3. Visit www.hadley.edu for full course descriptions and additional courses and program areas.

Questions?

Phone: 800-323-4238 (Toll-free, U.S. and Canada)

Phone: 847-446-8111

TTY: 847-441-8111

Fax: 847-446-9820

Email: student_services@hadley.edu

Web site: www.hadley.edu

Course Descriptions

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

DTB = digital talking book **LP** = large print **OL** = online

BUSINESS AND CAREERS

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, 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 will be invaluable to your business situation. Prerequisite: Students must possess strong punctuation and grammar skills.

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

Business Fundamentals

Understanding basic business concepts is essential 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 you apply fundamental concepts.

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

Finding Employment

This course examines the job-search process for those who are either looking for their 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, DTB, LP, OL, Lessons: 6

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 realistic pursuit 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

COMMUNICATIONS

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. You will learn how to format lists, announcements and letters. 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, DTB, LP, Lessons: 8

Effective Listening

This course can help you listen more effectively. After describing the characteristics of a careful listener, it suggests mental processes you can develop to enhance your listening skills, and describes obstacles that can prevent you from listening effectively. Note-taking techniques are included, as well as suggestions for listening to today's media.

Course: EIL-151, Media: C, Lessons: 5

EYE CONDITIONS

Macular Degeneration

Have you recently discovered that you have age-related macular degeneration (AMD)? This course enables you to take an active role in the rehabilitation process. You'll acquire specific information about macular degeneration and learn how to continue accustomed activities with limited vision.

Course: MDG-101, Media: C, LP, OL, Lessons: 5

Diabetes: Toward Self-Management

Have you recently been diagnosed with diabetes? This course will help you identify factors necessary to successfully manage diabetes. Information provided is based on recommendations of the American Diabetes Association and the American Dietetic Association. Lessons offer information to supplement the guidance provided by health care professionals.

Course: DIA-101, Media: B, C, DTB, LP, OL, Lessons: 10

Glaucoma

Have you recently been diagnosed with glaucoma? This course explains the workings of the eye and the diagnosis and treatment of glaucoma. It also discusses the emotional impact of vision loss and ways to continue daily activities when such loss occurs. The glaucoma-related information provided will help you take an active role in the rehabilitation process.

Course: GLA-101, Media: B, C, LP, OL, Lessons: 5

Human Eye 1

This course introduces the human eye and its parts. It then explores how eyes are examined and describes routine eye tests. Finally, it explains how the eye sees and how corrective lenses work. This course enables the student to describe the basic anatomy, routine examination procedures, and some common conditions of the human eye.

Course: EYE-102, Media: OL, (LP, B, DTB to come) Lessons: 5

Human Eye 2

This course focuses on individual parts of the eye, starting from the outside and exploring inward. After exploring the anatomy of the eye, it describes how the central nervous system works together with the eyes to enable vision. For each part of the eye, the course examines related conditions. This course enables the student to describe the basic anatomy and many conditions of the human eye.

Course: EYE-106, Media: OL (LP, B, DTB to come), Lessons: 10, Credit: 1/2 Carnegie Unit; 5 CEUs.

INDEPENDENT LIVING

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, LP, Lessons: 7

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 in the knowledge that you have made the right decision for you.

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

Going Places

Are you concerned about getting around now that you've given up the car keys? This course can help you maintain different, yet independent, travel options. It suggests alternative means of transportation and explores issues such as planning and safety.

Course: EIL-202, Media: B, C, LP, OL, Lessons: 5

Using Raised Markers

This course shows you how to use your sense of touch (via raised markers) to accomplish tasks, such as setting the oven, distinguishing shampoo from conditioner and identifying canned foods. No braille skill is taught or required. Many ideas are offered, and you choose the ones that work best for you.

Course: URM-101, Media: C, Lessons: 5

Personal Safety: Self-Defense Strategies

Self-Defense Strategies: Crime is a fact of life in today's society. To combat this reality, this course describes self-defense strategies you can use to reduce risk and increase safety. No hands-on practice is included, however. Due to the sensitive nature of the material, reader discretion is advised.

Course: EIL-911, Media: B,C,DTB, LP, Lessons: 9

Safety in the Home

This course provides information you need to protect yourself, your family and your home in case of emergency. Don't be caught unprepared once an emergency occurs. This course addresses basic emergency and disaster planning; how to prepare for fire and weather-related emergencies; and the potential devastation brought on by floods, hurricanes, tornadoes and earthquakes

Course: EIL-921, Media: B, C, LP, OL, 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 understand the adjustment 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, LP, OL, Lessons: 10

Self-Help Groups: An Introduction

Meeting with others in similar circumstances often helps people through times of change. This course describes the benefits of self-help groups and explains how they operate. It can help you decide whether to join a self-help group for blind or visually impaired people or their families.

Course: SHG-101, Media: B, C, LP, Lessons: 4

Self-Help Groups: Advanced Topics

Thinking about starting a self-help group? This course can help transform your idea into reality. It describes the skills needed to plan, organize and lead a self-help group for blind or visually impaired people or their family members. Prerequisite: "Self-Help Groups: An Introduction" or instructor approval.

Course: SHG-201, Media: B, C, LP, Lessons: 4

TECHNOLOGY

Developing Your Technology Tool Kit

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 persons who are visually impaired.

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

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. 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: 6

Internet: Beyond the Basics

Do you want to go beyond using the Internet to send email and, for example, explore the world of Internet shopping? 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 do research, make travel plans and shop. Prerequisite: Ability to use your own access technology or successful completion of "Internet Basics."

Course: FTE-411, Media: OL, Lessons: 5

Screen Readers: Formatting Word Documents

The ability to create, edit and format electronic information is important to have to compete in today's job market. Properly edited and formatted text sends a positive message to recipients, while incorrectly formatted and unedited documents detract from the services or products that 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, expect to demonstrate a level of Web browsing and searching proficiency comparable to or better than that of your sighted coworkers. 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 to help you develop strategies for browsing and searching both accessible and inaccessible Web sites. (Prerequisite: Pretest)

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

Word Processing

Do you want to create documents on a computer? This course enables you to use Word Pad to create letters, memos or reports. You will be able to insert, delete, and select characters, words and sections of text. You'll also learn how to modify the text or its appearance and save our files in an organized way.

Prerequisite: Familiarity with a computer keyboard, ability to type and access to a computer with a version of the Windows operating system. (Note, the current audio version does not refer to the new Microsoft Ribbon menu system.)

Course: WRD- 101, Media: B, DTB or LP, Lessons: 5

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 an address book, maintaining an inventory, and cataloging music. This course will help you use Excel version 2003 or later to manage and compute real-world data.

Prerequisite: access to a computer with a Microsoft Windows operating system; Microsoft Excel program (version 2003 or later); familiarity with keyboard and ability to type; if needed, access technology software and hardware, as well as ability to use it; ability to send and receive emails and attached files.

Course: BBS-112, Media: B, LP, OL, Lessons: 5

RECREATION AND LEISURE COURSES

Art of Ancient Egypt *Course ART-101*

A Birdsong Tutor *Course CRE-201*

Basic Conversational Spanish *Course CML-071*

Chess for Beginners *Course CRE-091*

Chess: Principles and Strategies *Course CRE-092*

Container Gardening *Course GAR-101*

Elements of Poetry *Course AEN-711*

Food Series: Meet, Poultry, Fish *Course EIL-411*

Eggs and Dairy *Course EIL-421*

Fruits and Vegetables *Course EIL-431*

Grains and Sweets *Course EIL-441*

A Social Perspective *Course EIL-451*

Hadley offers a number of braille courses for those who are visually impaired, teaching reading and writing in both uncontracted and contracted formats. In addition, Hadley offers three braille courses for sighted individuals, including the Nemeth code for math and science. For information, visit www.hadley.edu.

Don't miss **Seminars@Hadley**

60 to 90 minute "just in time" live Webinars on a variety of topics from the newest technology, employment skills and cooking tips to recreational activities and wellness. Available for continuing education hours. Access archived seminar recordings at www.hadley.edu.



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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