

The Hadley School for Professional Studies

Course Listing



www.hadley.edu/HSPS

The Hadley School for Professional Studies

The Hadley School for Professional Studies (HSPS) is designed to meet the needs of professionals and paraprofessionals who actively work with individuals who are blind or visually impaired in a school, work or community setting, whether as a paid employee or volunteer. Students currently enrolled in a college or university program preparing for a career in the blindness field may apply for enrollment as well.

Why Enroll?

- Sharpen existing skills or acquire new ones to work more effectively with your clients or students
- Familiarize yourself with Hadley's distance education courses
- Study conveniently anytime, anywhere
- Most courses are offered online
- Earn Continuing Education Units (CEUs)

Costs

- HSPS course fees range from \$99 to \$139
- Selected courses are free of charge, including two courses that teach braille reading and writing to sighted professionals
- No tuition is charged for diagnostic and placement tests
- Payment by credit card, purchase orders or money order in U.S. dollars accepted
- Discounted group pricing and scholarships are available

Visit Hadley.edu/HSPS for additional program and enrollment information.

Questions?

Phone: 800-526-9909 (Toll-free, U.S. and Canada)

Phone: 847-446-8111

TTY: 847-441-8111

Fax: 847-446-9820

Email: hsps@hadley.edu

Web site: www.hadley.edu/hsps

Course Descriptions

Media Codes: **B** = braille **C** = cassette **LP** = large print
DTB = digital talking book **OL** = online **P** = print

NOTE: Selected HSPS courses are approved by The Academy for Certification of Vision Rehabilitation and Educational Professionals (ACVREP) and/or The Commission on Rehabilitation Counselor Certification (CRCC). Refer to Hadley's Web site for additional information.

FOR STARTERS

Blindness Basics

"Blindness Basics" is a scenario-based, interactive e-learning course that enables paraprofessionals and volunteers new to the blindness field to learn fundamental concepts about visual impairment and apply them to real-life situations. The course

teaches students the proper etiquette when interacting with people who are visually impaired. It presents an overview of the field's history, identifies common causes of blindness and explains how people with disabilities can live independently.

Course: DPF-261, Media: OL, Lessons: 4, Maximum Completion Time: 2 months, Credit: 1 CEU, Tuition: No charge

EARLY CHILDHOOD

Early Independence

This course presents information on orientation and mobility, daily living skills and social skills, all of which enable you to create an environment that fosters the skills your student needs to become independent. This course is recommended if your blind or visually impaired student is developmentally 3 to 6 years old.

Course: IND-121, Media: C, P or OL, Lessons: 7, Maximum Completion Time: 3½ months, Credit: 3 CEUs, Tuition: \$99 *

Learning Through Play

Play is essential to a child's growth and development. Through play, children acquire self-confidence and become more independent. The right toy can help a child reach developmental milestones. This course offers suggestions that parents and caregivers can use to teach children about themselves and the world around them.

Course: LPA-121, Media: LP or OL, Lessons: 7, Maximum Completion Time: 3½ months, Credit: 3 CEUs, Tuition: \$99 *

Finding Your Way

Do you wish you could help your blind or visually impaired students explore the world independently? This course can help you select games and activities that reinforce the O&M skills children learn in elementary school.

Course: WAY-121, Media: C or LP, Lessons: 5, Maximum Completion Time: 2½ months, Credit: 3 CEUs, Tuition: \$99 *

Social Skills: Foundation

Do you wish you could help your student acquire and refine social skills but wonder where to start? This prerequisite course in the Social Skills Series will help you understand social skills development. You will also learn about the challenges that children who are blind or visually impaired may face in social situations.

Course: SSK-121, Media: B or P with DVD, Lessons: 1, Maximum Completion Time: ½ month, Credit: none, Tuition: \$99*

Social Skills: Preschool Years

This second course in the Social Skills Series examines the impact of visual impairment on the development of social skills during the preschool years. It suggests ways for you to teach your student the necessary skills for healthy interaction with family members, caregivers and peers. Prerequisite: Social Skills: Foundation.

Course: SSK-221, Media: B or P with DVD, Lessons: 3, Maximum Completion Time: 1½ months, Credit: 1 CEU, Tuition: \$99 *

Social Skills: Elementary Years

Elementary and middle school-age children who are blind or visually impaired often benefit from social skills instruction, which enables them to interact successfully with others. This third course in the Social Skills Series enables you to help your student achieve social competence. Prerequisite: Social Skills: Foundation.

Course: SSK-321, Media: B or P with DVD, Lessons: 8, Maximum Completion Time: 4 months, Credit: 1 CEU, Tuition: \$99 *

BRAILLE

Introduction to Braille

Want to read braille visually? This course gives you the tools to communicate in writing with clients, students and colleagues who read braille. Its goal is to enable you to read and write uncontracted braille. As an introductory course, it does not make you fully proficient. To do so, additional study and practice are necessary.

Course: IBR-122, Media: OL or P with DVD, Lessons: 8, Maximum Completion Time: 4 months, Credit: 3 CEUs, Tuition: No charge

(For professionals who are visually impaired and learning braille tactually, "Braille Literacy 3" is available in the Adult Continuing Education Program.)

Contracted Braille Diagnostic Test

Have you learned uncontracted braille in another setting, or has it been over a year since you completed Hadley's "Introduction to Braille" course? Enrollment in "Contracted Braille" requires a certain level of proficiency with uncontracted braille. This short test measures your ability to read and emboss letters, numbers and a variety of punctuation marks in uncontracted braille. The results determine which braille course is appropriate for you.

Test: CBD-021, Media: LP, Lessons: 1, Maximum Completion Time: ½ month, Credit: none, Tuition: No charge

Contracted Braille

As a professional who works with those who are visually impaired, your ability to read and emboss contracted braille will enhance your relationship with your clients, students and colleagues. The goal of this course is to enable you to visually read and emboss contracted braille. Prerequisite: "Introduction to Braille" or "Contracted Braille Diagnostic."

Course: CBR-222, Media: OL or P, Lessons: 27, Maximum Completion Time: 13½ months, Credit: 6 CEUs, Tuition: No charge

(For professionals who are visually impaired and learning braille tactually, "Braille Literacy 4" is available in the Adult Continuing Education Program.)

Braille Assessment for Nemeth Code

This brief assessment is used to determine your knowledge of contracted braille, which is a prerequisite to enrolling into "Basic Nemeth Code."

Test: BNC-021, Media: P, Lessons: 1, Maximum Completion Time: ½ month, Credit: none, Tuition: No charge

Basic Nemeth Code

The Nemeth Code for science and mathematics includes all the symbols a braille user needs for written math and science. By learning basic symbols presented in this course, you can help those who use braille develop math skills that will serve them throughout the school years and beyond. This course will not enable you to transcribe material from print to the Nemeth Code. Additional study and practice are necessary before doing so. Prerequisite: "Contracted Braille" or the ability to read and write contracted (grade 2) braille.

Course: BNC-121, Media: P, Lessons: 12, Maximum Completion Time: 6 months, Credit: 3 CEUs, Tuition: \$139 *

ABACUS

Abacus 1

Learn to do arithmetic the abacus way. In use for thousands of years, the abacus is an efficient, accurate tool for doing math. By using the abacus provided with this course, you can add, subtract, multiply and divide whole numbers and decimals. Prerequisite: Prior knowledge of math facts.

Course: ABA-121, Media: DTB, LP or OL, Lessons: 15, Maximum Completion Time: 7½ months, Credit: 3 CEUs, Tuition: \$139 *

Abacus 2

Did you enjoy “Abacus 1”? To further your abacus skills, learn to compute fractions, percents, quantities, square roots and negative numbers. Prerequisite: Teacher recommendation after completion of “Abacus 1” or equivalent.

Course: ABA-221, Media: LP, Lessons: 5, Maximum Completion Time: 2½ months, Credit: 2 CEUs, Tuition: \$99 *

EYE COURSES

Diabetes: Toward Self-Management

This course will help you identify the factors necessary to successfully manage diabetes. The information in this course is based on recommendations of the American Diabetes Association and the American Dietetic Association. The lessons offer information to supplement the guidance provided by health care professionals.

Course: DIA-121, Media: OL, Lessons: 10, Maximum Completion Time: 5 months, Credit: 3 CEUs, Tuition: \$139 *

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 in this course will help you take an active role in the rehabilitation process.

Course: GLA-121, Media: OL, Lessons: 5, Maximum Completion Time: 2½ months, Credit: 2 CEUs, Tuition: \$99 *

Macular Degeneration

Do you work with those who have age-related macular degeneration (AMD)? This course addresses the questions that arise upon such a diagnosis. The AMD-related information will enable you to better understand AMD and to help your clients take an active role in the rehabilitative process.

Course: MDG-121, Media: OL, Lessons: 5, Maximum Completion Time: 2½ months, Credit: 2 CEUs, Tuition: \$99 *

The Human Eye

Gain a better understanding of the eyes: their anatomy, how they see and how they are examined. Lessons focus on particular parts of the visual system, along with common diseases and treatments.

Course: EYE-121, Media: LP, Lessons: 10, Maximum Completion Time: 5 months, Credit: 3 CEUs, Tuition: \$139 *

(A new version of this course will be available soon.)

INDEPENDENT LIVING

Developing Your Technology Tool Kit

In almost every aspect of our lives, some kind of technology plays a significant role in how we interact with each other.

10 * Tuition is in U.S. dollars

Technology also affects the ways we perform a variety of tasks. This course presents the technological aspects of the desktop and mobile solutions currently on the market. Some of the products are mainstream solutions that are available to sighted family and friends. The course presents how adaptive technology solutions provide access to mainstream hardware and software. The course also focuses on proprietary, adaptive technology products designed to be used specifically by people who are visually impaired. (You are not required to use a computer for this course)

Course: TEC-121, Media: OL, Lessons: 5, Maximum Completion Time: 2½ months, Credit: 1 CEU, Tuition: No charge

Guide Dogs

This story-based course provides insight into the decision-making process so that you can better empathize with your clients and colleagues, weigh the benefits of companionship and learn about the mutual dependence between the guide dog user and a trusted canine partner. Be secure in the knowledge that getting a guide dog is the right decision.

Course: GDG-121, Media: OL, Lessons: 5, Maximum Completion Time: 2½ months, Credit: 1 CEU, Tuition: \$99 *

Independent Living

Any uncertainties that a person feels in the wake of vision loss can be replaced with a growing sense of optimism as he/she learns different ways to accomplish things. This course suggests techniques and resources to complete everyday tasks

that your clients and students once performed with vision or are learning to do with a visual impairment for the first time.

Course: DPF-111, Media: P, Lessons: 7, Maximum Completion Time: 3½ months, Credit: 3 CEUs, Tuition: \$99 *

Using Raised Markers

This course shows you how your clients and students with visual impairments can use the 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 raised markers are provided.

Course: URM-121, Media: C, Lessons: 5, Maximum Completion Time: 2½ months, Credit: none, Tuition: No charge

Self-Esteem and Adjusting with Blindness

This course can help you understand the adjusting to life's demands for your clients and students with vision impairment. 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-121, Media: B, P or OL study guide with B textbook or OL study guide with P textbook, Lessons: 10, Maximum Completion Time: 5 months, Credit: 4 CEUs, Tuition: \$139 *

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.

Course: SHG-121, Media: LP, Lessons: 4, Maximum Completion Time: 2 months, Credit: 1 CEU, Tuition: \$99 *

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 individuals who are blind or visually impaired or their family members. Prerequisite: "Self-Help Groups: An Introduction" or instructor approval.

Course: SHG-221, Media: LP, Lessons: 4, Maximum Completion Time: 2 months, Credit: 2 CEUs, Tuition: \$99 *

BUSINESS CONCEPTS AND SKILLS

Finding Employment

This course examines the job-search process from the point of view of the person seeking employment. It includes useful information to help your client or student, whether he or she has never worked before or is looking for 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-121, Media: OL, Lessons: 6, Maximum Completion Time: 3 months, Credit: 2 CEUs, Tuition: \$99 *

Self-Employment with a Minimal Investment

This course provides useful information to blindness professionals working with individuals who are visually impaired and deciding 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. The last lesson identifies the professional's role in the self-employment process.

Course: EMP-221, Media: OL, Lessons: 7, Maximum Completion Time: 3.5 months, Credit: 2 CEUs, Tuition: \$99 * (No charge for a limited time.)

Business Communication

People with good communication skills have an advantage in the workplace. Everyone within an organization needs to communicate well with others to be successful. This course focuses on speaking, listening, and nonverbal communication. It provides students with the information and practice they need to communicate effectively in a variety of business settings. Prerequisite: Solid English writing skills OR completion of the course "Business Writing."

Course: COM-121, Media: OL, Lessons: 6, Maximum Completion Time: 3 months, Credit: 1 CEU, Tuition: \$99 *

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, from writing memos to creating reports, the skills you gain will be invaluable to your business situation. Prerequisite: adequate writing skills and the ability to type on a computer keyboard or typewriter.

Course: BBS-221, Media: OL, Lessons: 4, Maximum Completion Time: 2 months, Credit: 1 CEU, Tuition: \$99 *

NEW COURSES COMING SOON:

- School Aged Children and Low Vision
- Braille Teaching Methods for Children

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**.



The Hadley School for the Blind

700 Elm Street
Winnetka, IL 60093
800-323-4238
www.hadley.edu

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